

How to send records for an INITIAL load into the NHU-PAC

*If your library chose to participate in the new NHAIS ILL System and will maintain holdings in the Union Database with records from your local system you will need to extract a MARC file of the full holdings of your library from **your** local system (your vendor should be able to help you with this) and follow the instructions below to upload the file to Auto-Graphics. If there are records for items you do not want to share you should not include those in your extraction. Whatever you send will be in the system as an available item. These directions apply to the first load of files you send to join the union catalog. For loads to update your holdings please refer to **How to send files to Update your NHU-PAC Holdings**.*

Naming the File

You must follow the established naming convention for any files you are sending:

- your HSA code
- the date the file was created (MMDD)
- then a dash
- and the number of records in the file.

Thus, a file of 1,896 records created by the Lilac Public Library (HSA code TLIL) on November 3rd would be named TLIL1103-1896.dat. Including a 2- or 4-digit year before or after the month and day is also acceptable.

The extension on the filename doesn't matter as long as the file is in MARC communications format.

Uploading the File

To upload your extracted file of MARC records directly to Auto-Graphics for loading into the Union Database:

1. Go to <https://agcloud.auto-graphics.com/index.php/s/wKilpaOP1SdhNqq>
2. Enter password: nhais4ag
3. Click + (upper left of screen)
4. Click Upload (immediately below +)
5. Browse to file and highlight it (Ctrl-click to highlight multiple files)
6. Click Open
7. When filename appears in list, you're done—you don't need to notify NHAIS Services

Problems? Contact NHAIS Help Desk (603-271-2141 or nhu-pac@dncr.nh.gov)

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