How to send files to Update your NHU-PAC Holdings

*If your library maintains holdings for the NHAIS ILL System in the Union Database and you have a local system in your library you can send files of MARC records for additions to the catalog and deletions. You can also maintain holdings record by record in the ILL System. For the first file of records you send to join the union catalog please refer to **How to send records for an INITIAL load into the NHU-PAC.***

To Add Holdings

You can send files of MARC records that reflect new items in your library collection <u>once a week</u>. You don't have to send them that often, but you can only send one file a week. There is no limit to how large the file can be. Addition files may be uploaded beginning October 14, 2019.

You must follow this naming convention for MARC files of NEW holdings:
- the word ADD
- 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 45 records for the Birch Public Library (HSA code NHTBIR) on November 3rd would be named addNHTBIR1103-45.dat.
The extension on the filename doesn't matter as long as the file is in MARC communications format.

To Delete Holdings

You can send files of MARC records that reflect items you have deleted from your library collection <u>once a week</u>. You don't have to send them that often, but you can only send one file a week. There is no limit to how large the file can be. Deletions files may be uploaded beginning October 14, 2019.

You must follow this naming convention for MARC files of DELETIONS:
- the word DEL
- 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 87 records for the Birch Public Library (HSA code NHTBIR) on March 23rd would be named delNHTBIR0323-87.dat.
The extension on the filename doesn't matter as long as the file is in MARC communications format.

To Replace All Your Holdings

Beginning in January 2020, each library that participates in the Union Catalog can have all of their NHU-PAC holdings deleted and replaced with a new extraction from their local system ONCE per calendar year.

These reloads will be scheduled on a first-come-first-served basis with a maximum of 2 per week. To schedule a reload contact the NHAIS Help Desk at 603-271-2141. You will need to extract your file and upload it to Auto-Graphics by Friday of your scheduled week in order for it to be processed.

You must follow this naming convention for MARC files to RELOAD your holdings:
- the word RELOAD
- your HSA code
- the date the file was created (MMDDYYYY)
- then a dash
- and the number of records in the file.

Thus, a file of 37,259 records for the Finch Museum Library (HSA code NHTFIN) scheduled for a reload the week of May 25, 2020 would be named reloadNHTFIN05252020-37259.dat.

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

Uploading Files

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

1. Go to https://agcloud.auto-graphics.com/index.php/s/wKilpa0P1SdhNqq
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)