

## **Sending bibliographic records for adding holdings to NHU-PAC**

*To add holdings to the NHU-PAC you need to submit files of MARC records to NHAIS Services. The records sent in these files will be matched, through an automated loading process, to existing NHU-PAC records to which your holding will be attached for ILL purposes. Ideally these files will be exported from your local system and will include all the loanable materials added to that local system since the last file you sent to NHAIS Services.*

*Please follow these guidelines to help us ensure your holdings are properly reflected in the NHU-PAC. Files submitted according to these guidelines will be processed in the order they are received. Files that do not meet these guidelines may be returned to you unprocessed.*

- Files may only be sent as attachments to an email message.
- Address your message to **nhu-pac@dcr.nh.gov**
- The subject of your email message MUST begin with the word “upload”
- The body of the email message needs to include the source of the extracted file.  
*If your records are being extracted periodically from your local system then “local system” is the source you need to indicate. If you do not have a local system and are getting records from NHU-PAC via the MarcEdit Z39.50 client you will specify “nhu-pac via marcedit” as the source. Files of records from vendors such as Baker & Taylor should be loaded to your local system and then included in your local system extraction.*
- If there is special information about your file that you think we need to know it should be included in the body of the email message.
  
- Only files of MARC bibliographic records should be sent (no invoices, accession lists, etc.)
- Files need to be named following this naming convention so we know whose file it is as it moves through the process:  
Your HSA code followed by the date the file was created then a dash and the number of records in the file. For example: A file of 27 records created by NHSL (HSA code NHSS) on November 3<sup>rd</sup> would be named NHSS1103-27.dat  
*In the past we asked for this information as part of the email message, by naming the files this way those details can be omitted from your email message.*
- Individual files should contain no more than about 500 records and no fewer than 10.  
*Schedule your file extractions from your local system based on your acquisitions; monthly will be appropriate for many NHAIS libraries. A file with a few more than 500 records is acceptable, but if your files are regularly larger you should extract records more frequently. When you extract records from your local system please screen out records for materials inappropriate for the NHU-PAC: vertical file items, temp records for ILL transactions, co-op videos, museum passes, individual issues of magazines, online resources, etc.*
  
- Keep a backup copy of the file you sent for at least 4 weeks after you get a message from us that we received your file. Due to the high volume of records being sent you may not see your holdings in the NHU-PAC for several weeks after sending them.
- If you do not receive an email from our office indicating that we got the records within ONE WEEK, please follow up to see if we got your file. Our previous 24-hour response time on these messages is no longer possible.

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