Loading JSTOR Ebooks into Alma

Staff member sends an email with an attached spreadsheet containing new JSTOR books that have been purchased in the past week.

Open the spreadsheet. Enable content.

Delete all columns except Title, ISBN, and Stable URL

Copy the ISBN of the first title. Search in NZ. Use this order of preference.

Record in NZ with OCLC number and greatest number of holdings

Record in NZ from CZ with OCLC number

Import proper record from OCLC to NZ

When a bib is identified in the NZ, Edit—Create portfolio

General Information

Standalone

Booth Library

Inventory and linking information

URL—copy from Spreadsheet

Proxy enabled—Yes, Proxy

Availability status—Active

Electronic material type—Book

Notes

Public note—JSTOR

Save and Done

Go to IZ, find record, test access

**Contact:**

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