

FILES TO UPLOAD

You may load an ISSN-only list in plain text, comma delimited format, no spaces. If you would like to upload a Title, Library-defined Usage Statistics, or Notes in addition to ISSN numbers, you must select one of the following upload formats:

- Plain-text, Pipe-delimited format
- Plain-text, Tab-delimited format
- Files created in Microsoft Excel

PIPE-DELIMITED FILES

If your upload file contains only ISSN numbers – or ISSN numbers and other fields – you may upload your file in plain-text, pipe-delimited format. The list of fields that can be uploaded in plain-text, pipe-delimited format includes (in order):

1. ISSN
2. Title
3. Library-defined Usage Stats
4. Notes field 1
5. Notes field 2

Library-defined Usage Stats, Notes 1, and Notes 2 are free-text fields that may contain a maximum of 100 characters each, but which should not include pipe symbols or vertical bars in the body of the text. Examples of data that you may want to include in Notes 1 or Notes 2 are: local library notes, comments regarding the serial's format, details on the fund or department code associated with the serial in your catalog, or other serial-specific information.

ISSN is a mandatory field in this format. The format for the ISSN number should be four digits, a hyphen, and the

remaining four digits (including the check digit) of the ISSN. For example: 1234-5678

Pipe-delimited format files contain a pipe symbol (|) represented by the vertical bar (ASCII hexadecimal 7C)—but no spaces—between each data field, with one record per line. Fields for which you will not upload information for a particular serial should be replaced by a pipe (|) symbol.

TAB-DELIMITED FILES

Tab-delimited format files contain a tab—but no spaces—between each data field, with one record per line. Fields (mentioned under Pipe-Delimited Files) for which you will not upload information for a particular serial should be replaced by a tab character.

EXCEL SPREADSHEET FILES

Files uploaded from Excel spreadsheets must contain each data field as a separate column.

Fields for which you will not upload information for a particular serial should appear as empty cells in that column in your Excel spreadsheet. Do not include column headers in your Excel spreadsheet. Include only 1 worksheet per spreadsheet.

	A	B	C	D
1	0002-7561	American Banker		
2	0002-8282	American Economic Review		
3	0002-9246	American Journal of Economics and Sociology		
4	0003-6846	Applied Economics		
5	0004-5578	Association Management		
6	0006-4165	Black Enterprise		
7	0007-6805	Business History Review		
8	0007-6813	Business Horizons		
9	0013-0249	The Economic Record		

We have received your request to upload a list

This process may take some time depending upon the number of items in your list.

Once your list has been uploaded successfully, you will have the option to:

- View your ISSN error file

(Your file may have contained duplicate ISSNs representing multiple formats for the same title. Only the first occurrence of an ISSN is uploaded. Duplicate occurrences are saved to the error file.)

- View your statistics report

Click [here](#) to check on the status of your list, or select the *Create or Modify Your Library Report(s)* link located at the top of this page. If the statistics generated column is not populated, or your existing list has not been updated with the current date, your list has not completed the upload process.

SUPPORT

If you need help creating an upload file from your local catalog or e-journal A-to-Z list, please go to page 15 for ILS technical support information.

GENERATE STATISTICS

Upon successful uploading of your library's collection you will see a confirmation page that shows the number of titles in your library's list. You may now **generate statistics** for your library by clicking on the statistics link.

STEP 1 IS COMPLETE

Individual libraries may move on to correcting errors in their upload file (page 5) or viewing their reports (page 6).

Consortia may repeat this step to load additional files for all member libraries.