Creating an Alma file of Electronic Portfolios from a vendor list of e-books with ISBNs

(For Textbook Project)

1. You need an input file from the vendor. It must be an excel file. The first column MUST be the list of ISBN’s with the header **eISBN/ISBN.** To keep things simple ICreate a new tab that is the first tab in the spreadsheet with a single column of eISBN/ISBN numbers
2. Run the job ‘Overlap and Collection Analysis‘ at: ‘Resources > Advanced Tools > Overlap and Collection Analysis’.
3. Choose: Add New Analysis > Look Up Titles
   1. Select the excel file you created with eISBN/ISBN in first column
   2. Select “Institution Zone Electronic Resources”
   3. Select “One excel line per match”
4. Click “generate”
5. View the report of the job
   1. There will be 4 sheets
      1. Matches with Single Resources
      2. Matches with Multiple Resources
      3. No Matches or No Resources
      4. Analysis Information

Note: the Portfolio IDs of the titles matched can be used to create a set in alma if there is information that needs to be added to the bib records or portfolio records.