



SWAN Acquisitions and Cataloging Networking Group

May 7, 2026

Today's Agenda

- Going Green
- SWAN Expo presenters?
- Amazon acquisitions demo (Rebecca Bartlett, La Grange Public Library)
- Libraria IP update
- Duplicate bib entries in Load Bibs with Order Info report
- Bib Order Import file management
- Cataloging Working Group update
- Upcoming events
- Open discussion
- Tour

Going Green

- Ingram PDF packing slips
 - Do you print them? If not, what do you do?
- Receiving materials
 - DGS uses business card sized cards

```
Title Paraguay
PO# PO-586 Price 19.79 INGRAM
Author Hebblethwaite, Margaret
ISBN 1804692433 Qty 1
Pub Date 03/10/2026 EAN 9781804692431
Notes CR 3wk 900s 1 copy
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- Any library not using a printed paper method?

SWAN Expo

- Anyone interested in presenting?
 - Alone or potentially as a panel?
- Deadline for proposals is past, but SWAN will accept proposals coming through this group until Friday, May 15th.
- Event is at NIU Naperville this year
 - August 21st – all day event

Importing Grid Carts from Amazon

Rebecca Bartlett, Access Services Manager, La Grange Public Library

Set up Grid Codes with Amazon

Amazon Library Hub

1. Go to the Amazon Library Hub:
<https://www.amazon.com/ab/library>
2. Select Configure Grid Settings:
<https://www.amazon.com/ab/library/settings?tab=grids>. Only accounts with Administrator access can configure your library's grids.
3. Select Edit.

Set up configuration grids for your library


1. Integrated Library System (ILS): Symphony
2. Fixed Fields: 020|a, 035|a, 250|a, 260|c, 947|p, 947|q
3. Custom Fields: PRE-CAT AMAZON, Fund, Holding Codes. Use the input options section to add your library's MARC fields.

Import the Amazon Cart to WorkFlows

Step 1: Download the MARC file to your desktop

Note: These instructions are for downloading the MARC file for a cart that has already been ordered from Amazon.

1. Go to Amazon <https://www.amazon.com> and log in with your Library email and password.
2. Go to the Library Hub <https://www.amazon.com/ab/library> and select **Manage MARC Records**.
3. Locate the order cart and select **Edit**.
4. Use the quantity text field and drop-downs to add your library's grids to each title in the list. Once you have added all the grids, select **Save**.

Title	Quantity	PRE-CAT AMAZON	FUND	HOLDING CODE
 Chinese bilingual boo... 1737203960	1	PRE-CAT AMAZON	JEP	LGSBK_STJ
	<input type="text" value="1"/>	<input type="text" value="PRE-CAT AM..."/> ▾	<input type="text" value="JEP"/> ▾	<input type="text" value="LGSBK_STJ"/>

Step 2: Import the MARC file into Symphony WorkFlows

1. Log in to WorkFlows as XXXTECHSR.
2. In Acquisitions, open the Orders menu.
3. Select MARC Order Import.
4. Source: click on the diamond to navigate to the MARC file on your Desktop.
5. Destination: XXXAMAZON
6. Click Import.
7. Are there more files to upload? No.
8. Click Cancel.

Step 3: Load Bibs with Orders into Symphony WorkFlows

1. Open the Reports menu.
2. Select Schedule New Reports,
3. Select **XXX Load Bibs with Order info**, then click Setup & Schedule.
4. Click on the Load tab.
5. File to load: XXXAMAZON
6. Match on title control number or indexed MARC tag
7. Uncheck Remove entries listed in the file “junktag”
8. Class scheme: ONORDER
9. Default holding code:
 - XXXBK_ST (Adult)
 - XXXBK_YA (Teen)
 - XXXBK_STJ (Children’s)

Order Options tab

1. Click on the Order Options tab.
2. Maintenance library: XXX
3. Order ID: Auto-generated order ID, create one orderline per bib record.
4. Default vendor: AMAZON
5. Order type: FIRM
6. Fiscal cycle: 2026
7. Orderline ISBN: 947 Subfield: i
8. Unit price tag number: 947 Subfield: p
9. Currency: US
10. MARC tag number: 946 Subfield: a
Entry ID: CATALOG#
MARC tag number: 977 Subfield: n
Entry ID: NOTE
11. Click Run Now.
12. The report will show up in Finished Reports.
13. When the report is finished, select View.
14. Scroll down the log file to find Flat order records have been written to /s/sirsi/Unicorn/Marcordimp/Orders/YYYYMMDD_____o. Write down this PO#.

Step 4: Load Flat Order Records

1. Select Schedule New Reports, then click on the Acquisitions load tab.
2. Select Load Flat Order Records, then click Setup & Schedule.
3. Click on the Order Loading tab.
4. From the drop-down list, select the PO# from the Load Bibs with Orders report.
5. Click Run Now.

Amazon Business free through ILA

- ILA has a partnership with Amazon Business for Illinois public libraries
 - Free Business Prime upgrade for your library if the library is an Institutional Member of ILA
 - More information on benefits, requirements, and how to set it up on the ILA website
 - <https://www.ila.org/initiatives/amazon-business-for-ila-institutional-me>

Libraria Update to IP Address and sFTP

<https://swanlibraries.net/issue/95103>

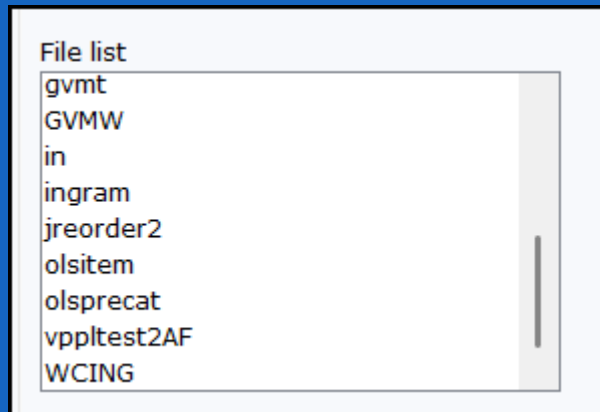
Libraria updated the IP address for their server. Please make sure your vendor records for Libraria are updated using the Modify Vendor wizard.

- In the EDI Address tab, go to the XFER_ADDR field
 - Outdated/incorrect content:
 - ftp3.childrensplusinc.com
 - Updated/correct content:
 - <ftp.libraria.com>
- XFER_SCR: sftpsexp
- RCPT_SCR: sftpreceive

Duplicate bib entries in Load Bibs with Order Info report

- If your selector orders more than one copy of a single title, please use a quantity of greater than one or multiple 947 tags if funding/distribution clusters vary
- This will help cut down on duplicate bib records in our system

Bib Order Import File Naming



Please start your file names with your library's code. This will prevent duplication in file names and errors or confusion when running acquisitions reports

i.e. XXXAMAZON, XXXAFIC, XXXEASY

Naming convention discussion

SWAN process for cleaning up old/outdated files

Cataloging Working Group

In-Person at Eisenhower Public Library

- Non-English language materials headings
- Genre talk
- Series and Bilingual books
- Duplicate ISBNs and EDI
- Awards language
- Travel guides
- Documentation Update
- Amazon Business and MARC records

SWAN Strategic Planning Events

- SWAN is in the process of developing its five-year strategic plan. There are two more opportunities to contribute your input. Registration is required
 - [In person](#) – May 8th from 10:30am-noon at Tinley Park Public Library
 - [Virtual](#) - May 12th from 11am-12:30pm on Zoom

Working Smarter, Not Harder: Automations that Make Common Tasks a Breeze

- Virtual member-driven event
 - Wednesday, May 27 – 10am-11:30am
- Topics can include (but are not limited to):
 - Auto de-newing items
 - Batch updates to items (Holiday collections, call number changes, etc.)
 - Inventory reports
 - ILL processes
 - Anything you'd like to discuss!
- Register on [Zoom](#)

Open Discussion

Next Meeting (virtual): Thursday - September 10, 2026

[Register on L2 https://librarylearning.org/event/2026-09-10/swan-acquisitions-and-cataloging-networking-group](https://librarylearning.org/event/2026-09-10/swan-acquisitions-and-cataloging-networking-group)

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Bibliographic Services Manager

May 7, 2026

Mark your calendars now! Next meeting is **Thursday, September 10, 2026. We will meet virtually via Zoom.**



SWAN
LIBRARY SERVICES