

## Adding a batch upload to the library

Before you can import collection items, you will need to complete the following tasks:

- Ensure you select the GIN Library collection – do not create a new collection
- Update the [collection's labels](#)
- Configure the [Collections Field Mappings](#)
- Ensure the CSV file is saved in UTF-8 format

### To Import Collection Items:

1. From the [Dashboard](#), click **Collections**
2. Find the collection to import items to by
  1. Browsing the list; or
  2. Searching the list by collection name
3. Once found, under the *Operations* column, click the **drop-down arrow**, then click **Import**
4. Click + **Add import**, complete the fields:
  1. **Title** - this is used as an internal reference for the import
    1. It is recommend to use something that will allow administrators to easily identify the import should it need to be rolled back later
  2. **File** - click the **Choose File** button to browse for and select the .csv file
  3. **Delimiter** - choose the character that is used to delimit fields in the .csv file
    1. Many regions use a comma; however, there may be cases where your language or region uses a different character, for example, Germany uses a semi-colon
  4. **No Headers** - It is recommended that all .csv files contain a header row for easy reference and management of the file
    1. Enable this option if your file **does not** contain a header row
5. Click **Save and Import**
  1. As the Import progresses, please note:
    1. The title will be checked against all existing collection items, if there is an exact match, the collection item in the .csv file will be skipped
    2. The progress bar will indicate the activity for each collection item; it is normal to see the progress bar completing and restarting multiple times
    3. While the import is in progress, do not navigate away from the page that displays the progress bar
    4. Once complete, you will see a message indicating the import was successful; or if an error occurred, information about the failed import will be provided

**For full details on how to manage collection items in the library, please follow this link: [Collections – Stacks for Libraries \(stacks4libraries.com\)](https://stacks4libraries.com)**