



e-Granthalaya

A Digital Agenda for Library Automation and Networking

Guidelines for Data Migration to eG4

1. Library Catalog Data will be received in EXCEL Format Only.
2. Data will be ported once in the beginning and will not be ported later again and again.
3. If data available in MARC Format then NIC will help to convert it to EXCEL.
4. Data for one library should not be clubbed with other library.
5. Following Format of EXCEL Sheet will be useful to migrate data to eG4 on Cloud.

S.N	COLUMN NAME	OPTIONAL /MANDATORY	TYPE of DATA/Remarks
1.	ACCESSION_NO	M	Alpha-Numeric
2.	ACCESSION_DATE	O	dd/MM/yyyy format (date Format Only)
3.	TITLE	M	TEXT
4.	SUB_TITLE	O	TEXT
5.	AUTHOR1	O	TEXT
6.	AUTHOR2	O	TEXT
7.	AUTHOR3	O	TEXT
8.	EDITOR	O	TEXT
9.	CORPORATE_AUTHOR	O	TEXT
10.	ISBN	O	TEXT
11.	PUB_PLACE	M	TEXT
12.	PUBLISHER	M	TEXT
13.	YEAR	M	yyyy format (Numeric Only) e.g. 2015
14.	SERIES TITLE	O	TEXT
15.	SERIES_EDITOR	O	TEXT
16.	NOTE	O	TEXT
17.	KEYWORDS	O	e.g INDIA; GIS (put semicolon between two keywords)
18.	SUBJECT	O	TEXT
19.	MULTI_VOL	O	Y/N

20.	VOL_NO	O	TEXT
21.	VOL_TITLE	O	TEXT
22.	VOL_EDITORS	O	TEXT
23.	CLASS_NO	O	TEXT
24.	BOOK_NO	O	TEXT
25.	PAGINATION	M	TEXT
26.	REMARKS	O	TEXT

NOTE: Data must be neat and clean as per the above format. Once we get data in EXCEL then we will upload your data during night and you will be informed accordingly. Once data is uploaded then you need to check it thoroughly and should inform us accordingly.

NOTE: Once data is ported then user needs to check the data and needs to inform to e-Granthalaya Team accordingly. Later data will not ported, instead data entry should be made online using the application.