

CSV/Excel Import Help

Use this help with the [CSV](#) and [Excel](#) upload templates. See also examples: [CSV](#) | [Excel](#)

Delete from the spreadsheet any of the optional fields you are not using so the import does not fail.

EXT_ID_TYPE	This is the type of ID supplied in the record. "hollis" is currently the only accepted ID Type.	
EXT_ID	HOLLIS number of the bibliographic record that describes the items being listed in the ListView page	
FTS_Search	If you have a Full Text Search (FTS) set, include the URL for the set here. http://fts.lib.harvard.edu/fts/search?S=[SetCode] . Replace [SetCode] with the FTS set code for your set.	
Continues	If the ListView page is for a periodical title that has changed over time, occasioning separate bib records, replace [label] with the previous title and replace the corresponding [URL] with the persistent catalog ID for the record for that title.	
Continued by:	If the ListView page is for a periodical title that has changed over time, occasioning separate bib records, replace [label] with the subsequent title and replace the corresponding [URL] with the persistent catalog ID for the record for that title.	
FTS_NoDate	Leave this line in the upload file to turn off FTS date functionality. Remove this line if you want the date function to appear on the ListView page with your FTS set.	
[label for curator supplied note]	Replace with desired field label for your note, e.g., "Historical note:" Also replace [text of note] with your desired text, e.g., "The Junior League Magazine changed its name in 1975 to Junior League Review."	
CONTENT_LIST	This is a required column header (it marks the separation of descriptive metadata elements from the list of items for the ListView page).	
[list item label]	Replace with display text, e.g., "Vol. LVII, no. 3, September 1975" Also replace [List item URL] with the actual URL, e.g., "http://nrs.harvard.edu/urn-3:RAD.SCHL:11379668" This field is repeatable.	