

UPDATING YOUR LIBRARY'S RECORDS IN THE PAC

All Loan SHARK libraries update their library's records in the PAC by sending The Library Corporation (TLC) adds, edits and deletes each month or full database replacements quarterly. Update data should arrive at TLC by the 15th of the month. The updated PAC is available on the first of the following month. If update data does not arrive by the 15th, it will be included in the next month's update.

Data can be sent in any media format, such as floppy diskette, or tape, or it can be FTPed to TLC's FTP server. When sending data by U. S. mail, label it as Magnetic Media and send to:

Data Processing
The Library Corporation
Research Park
Inwood WV 25428

Instructions for sending data via FTP are below.

Contact Vicky Curry at TLC, if your library needs to change its data source, add new holding codes, new branches or other specifications.

Vicky Curry
877/852-3282
vcurry@TLCdelivers.com

FTP INSTRUCTIONS

Contact Virginia Smith at the State Library of Louisiana to get your library's User ID and Password that are used to FTP data to TLC.

225/342-4920
vsmith@pelican.state.lib.la.us

My library's User ID: _____
My library's Password: _____

You need either Windows or a File Transfer Protocol program to send files.

Windows Procedures

1.	Open the DOS window and go to the directory containing the files you are transferring. As a precaution, create a directory specifically for the purpose of holding files to be transferred.
2.	At the prompt, enter the command ftp ftp.tlcdelivers.com .
3.	Enter your User ID and Password when they are requested on the screen.

4.	<p>At the ftp prompt, type the command put or mput to transfer your files. If you type mput *.* you can FTP each file in the directory. You will be prompted after each successful FTP to send the next file. This is the recommended method of FTPing the database extraction.</p> <ul style="list-style-type: none"> • put extract.raw • mput*.* <p>Your User ID and Password allow you to access only your directory that holds only data that your library has transferred to TLC.</p>
5.	<p>Type “quit” to exit the FTP program.</p>

FTP Software Procedures

1.	<p>Connect to TLC’s FTP server at ftp.tlcdelivers.com.</p>
2.	<p>When you are connected to the TLC FTP server, enter your User ID and Password. Many FTP tools allow you to create a configuration for each FTP site you wish to access. To make the connecting process easier, set up a configuration for the TLC FTP site, entering the URL address, User ID, and Password into the configuration. See your FTP software manual or on-line help for assistance in establishing a configuration.</p>
3.	<p>Begin the file transfer when you are fully connected to TLC’s FTP server. See your FTP software manual or on-line help for instructions for sending files. If you are sending multiple files, you must assign a unique name to each. Files are sent in binary format.</p>
4.	<p>Disconnect from the TLC FTP server after you have transferred all of the data for your current update.</p>

No matter which FTP method you use, you **must** send an email message immediately after the file transfer to updates@TLCdelivers.com. The message must contain the following information to ensure that your update is processed correctly:

- Your library’s User ID
- Your library’s name
- The number of files in your update. If there is more than one file, you need to list the order in which the files should be loaded and processed.
- The number of records in each file
- The byte count of each file
- Whether the file is updated data or a full database replacement

You will receive a confirmation e-mail, and, later, a confirmation postcard, to show that your update was received. If you have problems, call TLC Support at 800/247-2546.