# Upload Instructions

**Gold Rush Library Content Comparison System**

**Introduction**

These are instructions for libraries to upload records into the Gold Rush Library Content Comparison System. The system allows libraries to compare their library holdings with other libraries that are already in the system for initiatives such as shared print programs. More information about the service, use cases and other information can be found at <https://www.coalliance.org/faq-library-content-comparison-system>.

**Transfer Requirements**

This is a secure FTP (SFTP) login which uses port 22. Once sites are ready to deposit their records a full export of a library’s catalog should go into the /uploads/full directory. If, at a later time, a library wants to add additional records to an existing data set they should go into the /uploads/updates directory. If, at any time, you want to replace a full set of records just re-deposit them in the /uploads/full directory. At the present the system does not do “deletes” so the best way to get rid of records is to redeposit your full MARC record set again.

To upload records a library **must** tell us the IP address of where the records will be coming from so that we can open a port in our firewall.

**SFTP address: horus.coalliance.org** [You cannot access this SFTP site with your browser, use any SFTP client such as WinSCP]

**Port: 22**

**Directory Structure**

/uploads/full

/uploads/updates

A couple of guidelines to remember.

1. We need raw MARC records which can be exported from most integrated library systems
2. Please put a .marc suffix on each file of MARC records being sent
3. If your local system divides large exports into multiple files, that’s fine. Just deposit the multiple files in the appropriate directory
4. If item records are included with branch and/or circ data please put them in a 94X tag in each MARC record. Do not put them in the 945 tag since this is being used for another purpose in the system. Future functionality will be developed for item record analysis and we will need to work with you later in interpreting codes that may be found in item records. It’s also OK not to include this information now if a library just wants to send the basic MARC record set to start.
5. If you cannot access our site please confirm the IP address of your device to make sure it is from the IP address(es) you have told us about
6. Include all records that may be used for comparisons including monographs, serials/journals, media, e-resources, gov docs, etc.
7. Records are indexed nightly so any new data sets should not be added more than once per day

For questions regarding SFTP record transfers contact : Tim Donnelly at [tim@coalliance.org](mailto:tim@coalliance.org)

For general questions regarding the service contact: George Machovec [george@coalliance.org](mailto:george@coalliance.org) or Rose Nelson ([rose@coalliance.org](mailto:rose@coalliance.org))