
Add New ILS Location to Primo Library Codes

- **Product:** Aleph, Voyager, Primo
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Question

After a new location code had been added to the ILS (Voyager, Aleph, etc), how can we ensure it is also added in Primo?

Answer

Create Primo Library Code by adding new ILS location code to the Primo Library codes

1. Go to Primo Back Office > Ongoing Configuration > Institution > Edit Institution
2. Scroll down to the bottom to the Libraries section. Please note the current format used for Primo Library Codes and Display names as you scroll.
3. In Create a New Library:
 - Field 1: Primo Library Code = New Primo Library Code based on normalized ILS Library Code – FOLLOW PATTERNS seen in existing Primo Library codes regarding spaces, punctuation and capitals
 - Field 2: Source ILS Library Code
 - For Source Library Codes, some ILS Location Codes will contain special characters supported in the ILS may NOT supported in Primo's environment, particularly these
 - . (period)
 - , (comma)
 - / (slash)
 - For case and other punctuation, follow standards seen in other ILS library codes in the Primo Institution record's current Primo Library Codes
 - Field 3: Primo Library Name = ILS Public Display Name (ex. Voyager OPAC Display Name) – FOLLOW PATTERNS seen in other Primo Library Names regarding inclusion of institution name
4. Save changes
5. Deploy

Additional Information

[Add a new location in Voyager](#)

[Add New Location Code to Voyager Primo Extracts](#)

If created during implementation, Location mapping tables for the site will need the new locations added.

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