

# Syndetic Solutions™

## Local Content Element Upgrade

### How-To Instructions for Accessing the Local Content Upgrade

For customers interested in the FREE Local Content Element available only through Syndetics Classic implementation, please follow the instructions below:

To start- Please make sure your software is updated to support an 024 field with an indicator of 8.

- Images will be sent to a library specific FTP
  - Please contact the Syndetics Corrections mailbox at [syndetics.corrections@proquest.com](mailto:syndetics.corrections@proquest.com) to set up your FTP.
  - The subject line of the email must contain “*Local Content*”
  
- Images must follow the below standard:
  - Upload the highest resolution image to be had
  - The maximum file data size (kb or MB size) is 2MB per image file.
  - We prefer TIFF and JPEG file formats. We also accept PNG, BMP, and GIF formats.
  - Each scan needs to be a separate file, filename.suffix
  
- The Library submits covers to their assigned FTP account. The filename of each image becomes its unique identifier (should match what is entered in the MARC record, use the 024 tag with an indicator of 8 to represent an unspecified number or code). Images must be named in the following format, by the Client:
  - Requirements for valid digital asset names:
    - Each image must be uniquely identified
    - Ids are case-insensitive
    - ASCII characters only
    - No colons (:)
    - No forward slashes (/)
    - Must be less than 255 characters long (including namespace)

The URL request should look as follows:

# small cover

<http://www.syndetics.com/index.aspx?isbn=/sc.gif&client=clientid&digasset=librarynamingconvention>

# medium cover

<http://www.syndetics.com/index.aspx?isbn=/mc.gif&client=clientid&digasset=librarynamingconvention>

# large cover

<http://www.syndetics.com/index.aspx?isbn=/lc.jpg&client=clientid&digasset=librarynamingconvention>

*If you are an ILS customer and unable to implement, please contact your ILS.*

Please note: The Library's ILS must confirm that their software will support an indicator of 8 in the 024 field.