

Locating and saving the MARC record

1. In Internet Explorer go to <http://schoolscat.natlib.govt.nz> and login using your school's MOE number and password (in caps).

2a. Locating by **scanning** in ISBNs:

- Position cursor in the 'search for' box.
- Scan in an ISBN. SchoolsCat will begin searching for a record for that item. Only one scanned ISBN can be searched and saved at a time, but any number of records can be saved to your school bag and imported as a group.
- Scroll to bottom of page.
- In the 'Choose below which records to save' box click the 'all on this page' option to select all records for saving.
- Click on the Save button (beside the words 'Save in your School Bag').
- The number of saved records will be confirmed. Click on OK.
- Return to 'search for' box to scan next item.

2b. Locating by **keying** in ISBNs:

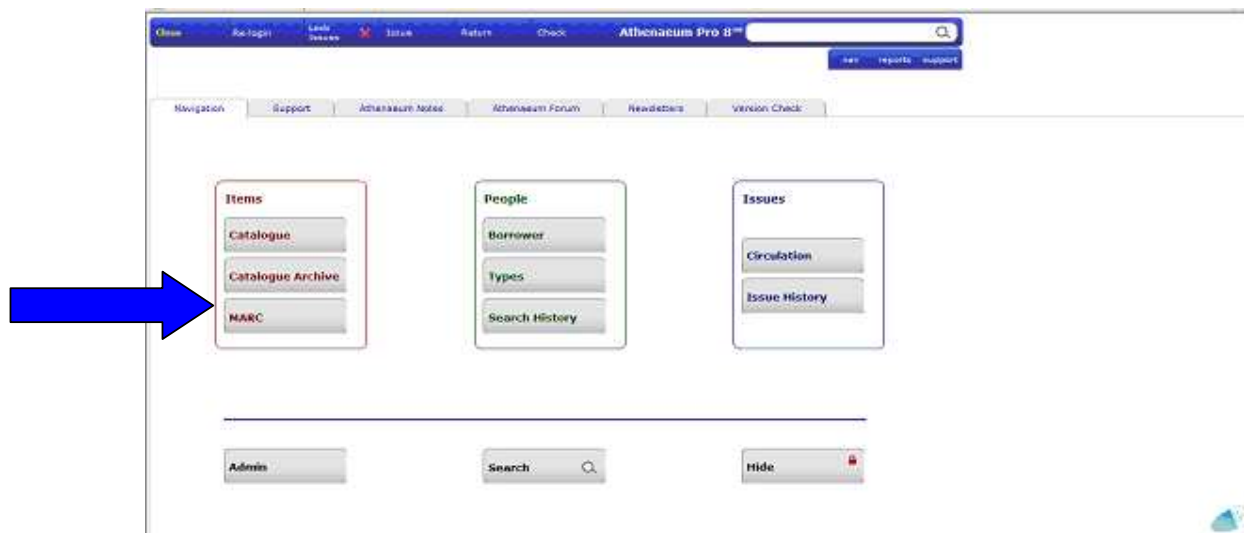
- Position cursor in the 'search for' box.
- Carefully type in your ISBNs (no spaces or dashes). If keying in multiple ISBNs leave a space between each one.
- Click on search. Check the search result matches your request, then scroll to the bottom of the page.
- In the 'Choose below which records to save' box click the 'all on this page' option to select all records for saving.
- Click on the Save button (beside the words 'Save in your School Bag').
- The number of saved records will be confirmed. Click on OK.

Downloading records from SchoolsCat

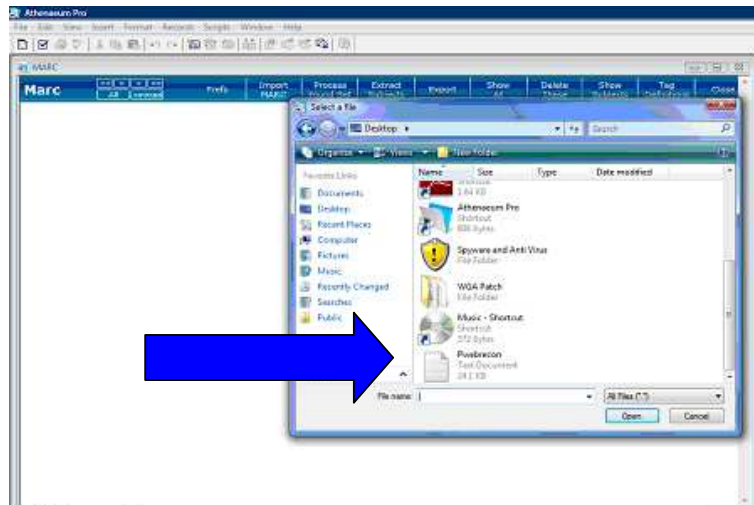
1. Click on the School Bag icon (labelled Download) at the top right of the page. Login using your school's MOE number and password (in caps).
2. Scroll to base of page. Select 'non-unicode MARC' as the format you will use from the drop down beside the green 'Download these records as...' box. Then click the 'Now' button to begin downloading process.
3. A new window will appear with cataloguing data (looks like gobbledygook).
Go to 'file: save as' on top toolbar.
4. Choose where to Save file in e.g. C:drive / Desktop. Accept the file name 'Pwebrecon'
5. Go back into your schoolbag and delete stored records
6. Exit SchoolsCat

Uploading the records into Athenaeum Pro

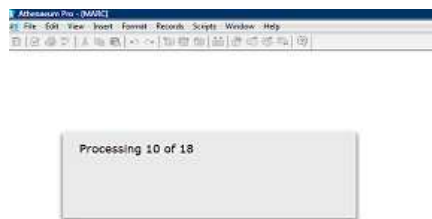
1. Login to Athenaeum and click the **MARC** button on the Main menu.



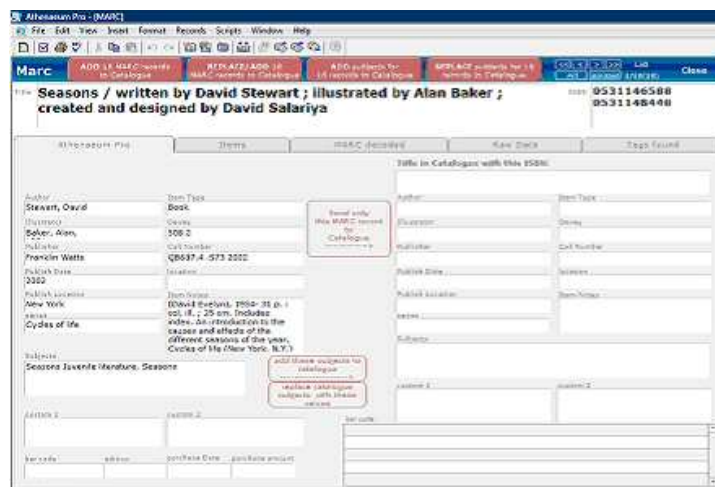
- Click on Import Marc option and locate file of SchoolsCat records (named Pwebrecon.txt)



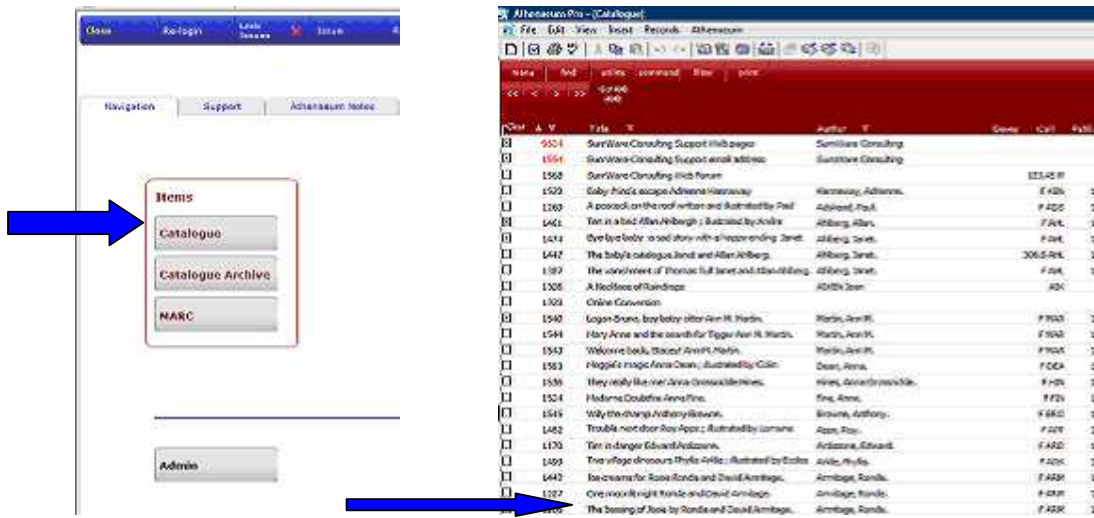
- A window will appear notifying importing progress and you will then have the opportunity to peruse the processed data, if you like.



- Once uploaded click on Add 'n' records to catalogue – the data will be added to the catalogue and the catalogue will list the displayed records directly.



- Click on the title of one of the new records to allow further editing e.g. addition of price, type, barcode.



- When finished, delete the saved SchoolsCat file from your computer.

There is also a movie of this process (using SCIS records) using an older version of Athenaem Pro, available on the website:

<http://sumware.net/athenaeum/athnotes/?p=72>

For SchoolsCat Enquiries Contact: schoolscat@natlib.govt.nz