

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

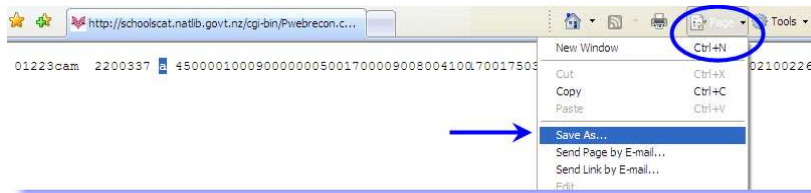
1. Click on the School Bag icon (labelled Download) at the top right of the page. Login using your school's MOE number and password (in caps).
2. Scroll to base of page. Select 'non-unicode MARC' as the format you will use from the drop down beside the green 'Download these records as...' box. Then click 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. Save the records as a .txt file (see details in section below)
5. Go back into your schoolbag and delete stored records
6. Exit SchoolsCat

For further assistance contact your School Library Advisor or email schoolscat@natlib.govt.nz

Importing records into Alice

How do I Import SchoolsCat records into Alice?

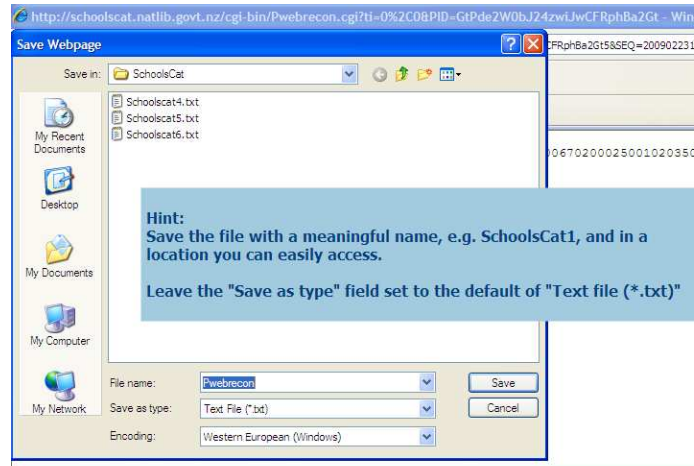
1. When you select Download from SchoolsCat, a string of text appears on the screen.
2. Select the "Save As" option from your Internet Explorer Menu bar at the top of your screen.



Note: The exact place and way this appears will vary depending upon the version of Internet Explorer you are using. The example above shows the screen that displays in IE7.

3. Save the records you have selected from SchoolsCat as a .txt file.
4. This is the default file format that appears on the screen.

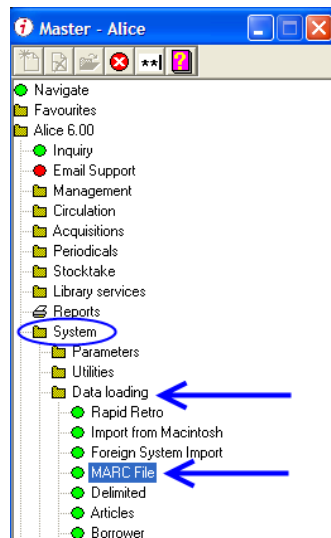
5. Re-name the file from “Pwebrecon” according to your preference, e.g. date, initials, number etc. This will help you identify the files you have saved from SchoolsCat.



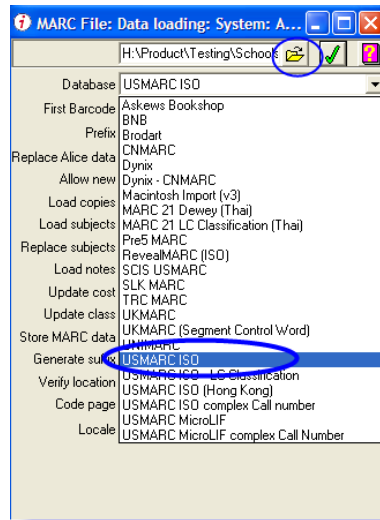
6. Save the file to a folder you have ready access to on your local computer or network drive.
7. It will assist you if you create a folder on your Desktop or in the My Computer area of your computer to save the download files to.

From within Alice,

1. From the **Alice Menu**, select **System | Data Loading | MARC File**.

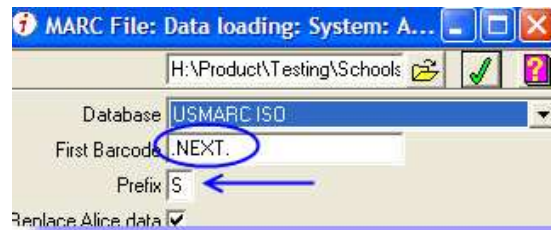


2. Browse for the Marc file you have saved from the SchoolsCat Web, using the yellow "Select a File" button.

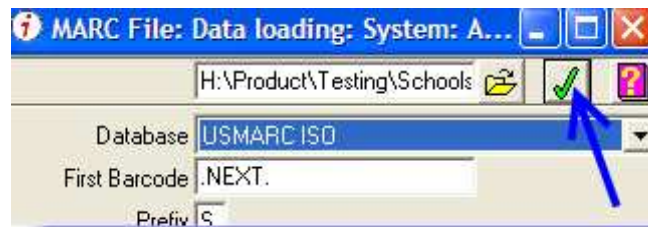


3. Choose the Database of **USMARC ISO**.

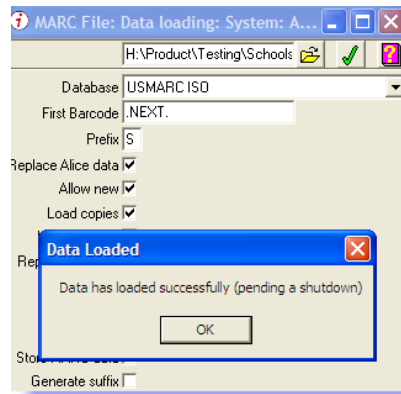
4. Assign the next barcode you wish to use, or enter a barcode prefix.



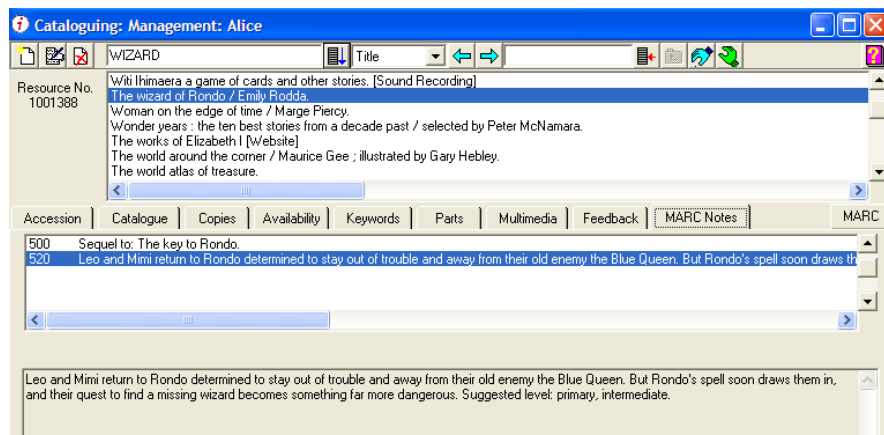
5. Click on the Green "OK" tick to import.



- Alice will report that the “Data has loaded successfully (pending a Shutdown)”



- After you have performed a **Shutdown**, locate the imported records by searching by title, ISBN or barcode from within **Management | Cataloguing**.
- Carry out the usual steps to edit the record according to your requirements, assign the correct barcode and add more copies.
- Remember to Check the **MARC Notes** tab for notes about the item which have been imported. Add your own notes in the **Catalogue** Tab page.



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

For any additional assistance with the Importing process, please contact Softlink Support on

0800 476 385 or email support@softlinkint.com