

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

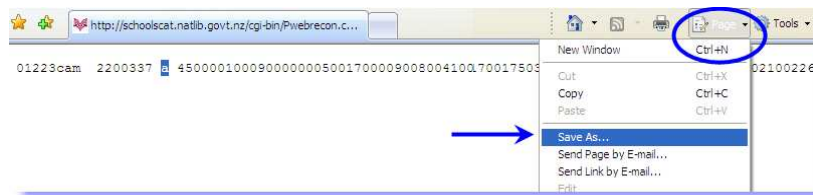
1. Click on the School Bag icon (labelled Download) at the top right of the page. Login using your school's MOE number and password (in caps).
2. Scroll to base of page. Select 'non-unicode MARC' as the format you will use from the drop down beside the green 'Download these records as...' box. Then click 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 Oliver

How do I Import SchoolsCat records into Oliver?

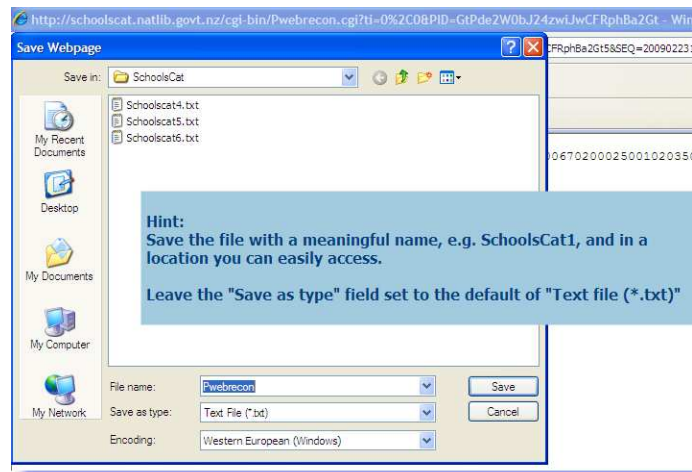
1. When you select Download from SchoolsCat, a string of text appears on the screen.
2. Select the "Save As" option from your Internet Explorer Menu bar at the top of your screen.



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.

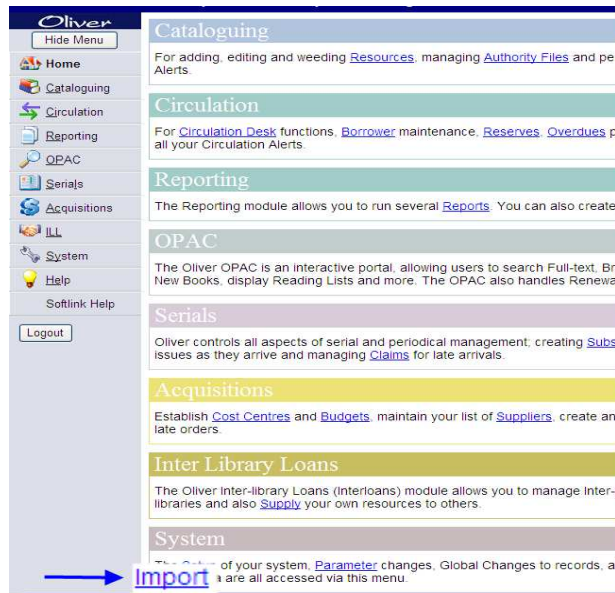
- Re-name the file from “Pwebrecon” according to your preference, e.g. date, initials, number etc. This will help you identify the files you have saved from SchoolsCat.



- Save the file to a folder you have ready access to on your local computer or network drive.
- 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 Oliver,

- From the **Management Home** page, or the **Management Menu | System** area, select the **Import** option.



Or



2. Click on the **Marc Default** import option.

No.	Destination:	Description:	Import file:	
1	Catalogue	MARC default	File	E
2	Catalogue	SCIS MARC	File	E
3	Catalogue	ClickView	File	E
4	Borrower	CSV-Borrower Load	File	E
5	Catalogue	Guidelines	File	E
6	Authority	MARC21 Authority Load	File	E
7	Borrower	Automatic Borrower Import	File	E

3. Click the **Browse** button to locate the Marc file you have saved from the SchoolsCat Web site.

System Name: << 1 of 7 >> Import Cancel

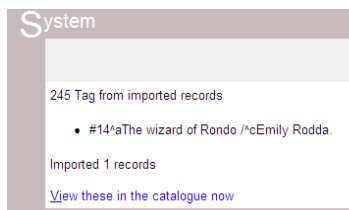
Import a USMARC File:

Filename: H:\Product\Testing\SchoolsCat\Schoolscat6.txt Browse...

Tag text: SchoolsCat

Import Label: 23Feb2009

4. Change the **Tag text** to make it easier to locate the records for later editing, e.g. the source name.
5. Click the **Import** button.
6. The records will be added to the catalogue immediately.
7. Once the records have loaded, click the **View** button and proceed to edit and add copies as you normally would.



Cataloguing ID: 2000432 1 of 1 Resources

[Update \(MARC\)](#) | [Add copy](#) | [Duplicate](#) | [Reserve](#) | [Order copy](#) | [Add Retrospective Order](#) | [Webd](#) | [Print](#)

BibType:	Monograph
Title:	The wizard of Rondo /
Statement of responsibility:	Emily Rodda.
GMD:	text
Author:	Rodda, Emily.
Place:	Malvern, S. Aust. :
Publisher:	Omnibus Books
Date:	2008.
Description:	404 p. ; 25 cm.
Notes:	Sequel to: The key to Rondo. -Leo and Mimi return to Rondo determined to stay out of trouble and away from their old enemy the Blue Queen. But Rondo's spell soon draws them in, and their quest to find a missing wizard becomes something far more dangerous. Suggested level: primary, intermediate.
Subjects:	Space and time - Fiction. Adventure and adventurers - Fiction. Magic - Fiction. Music box - Fiction. Cousins - Fiction. Fantasy.
Classification:	[Fic.]
ISBN:	9781862917927 9781862917934
Unit cost:	\$0.00
Analytics:	Add Analytic
Full-text articles:	Add Article
Tags:	SchoolsCat - Click here to add a new tag -
Entered:	February 23, 2009 - MARC Import - MARC21
Import label:	23Feb2009
Thumb:	Add thumbnail image

Edit areas to ensure consistency with your collection.

More than one ISBN may be present in the record downloaded, e.g. the ISBN for the pbk and hbk

Note the Tag and Import Label as assigned during the Import process.

- If you are using **Tags** to identify the SchoolsCat records you import, you can use **Tag manager** to easily view all the records you have imported this way.
- 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

System	Original Images (QuickPic)	
User Preferences	RL:Teacher - Visual Arts	Run query Remove tag
Registry	RL:Whales & Dolphins	Run query Remove tag
Tag manager	RL:Year 11 History NCEA	Run query Remove tag
Duplicate check	RL:Year 12 Geography NCEA	Run query Remove tag
Global change	RL:Year 9 English Literature Study	Run query Remove tag
Setup	SCIS MARC	Run query Remove tag
Custom Parameters	SCIS MARC Update	Run query Remove tag
Custom Forms	SchoolsCat1	Run query Remove tag
Custom Reports	ZCat	Run query Remove tag
List Files	ZCat - Library of Congress	Run query Remove tag
Email Database		
Bulk Deletion		
Housekeeping		
Translations		
Import		
Help		
Softlink Help		
Logout		