

## SchoolsCat: Frequently asked questions

### 1. What happens if I lose my username / password?

Call 0800 LIB LINE on 0800 542 5463 and we will be able to access your school's username and password details.

### 2. What do I do if I have trouble logging in?

If you see an error message try the following before you call us for assistance:

- As the logins are case sensitive, check you are using the right case.
- If your school's login does not have four digits, insert 0s as placeholders before the number.
- Check that you are in the SchoolsCat database. National Library has a number of databases which look similar. The correct address is <http://schoolscat.natlib.govt.nz>
- Try logging in on a different computer than the one you usually use to access SchoolsCat. If your login works on the other computer this may indicate a localised problem with your library computer.

### 3. Why do I have to log in twice?

- You log in the first time to be able to search for and save records to your Schoolbag.
- You log in a second time to download records from the Schoolbag to import into your computer.
- These logins are required so the system recognises you as a school that has registered for SchoolsCat.

### 4. How can I search for multiple items?

You will need to leave a space between each ISBN number:

- Scan each item's ISBN into Notepad or a word document
- Open SchoolsCat and log in
- Cut and paste your list of ISBNs into the search box. They should appear with a space in between each ISBN
- Click Search
- You will then see a result page for items which have a matching record in SchoolsCat
- Continue to save the records into your Schoolbag as normal

### 5. What happens to my Schoolbag once I have imported the records into my library computer?

You will need to clear your Schoolbag so you don't re-import the same records.

### 6. Can SchoolsCat be used with Z cataloguing / Rapid Entry?

Please contact your library system vendor for further information.

## **7. How do SchoolsCat records fit with my library collection?**

The records you are accessing through SchoolsCat are created by the National Library of New Zealand, public libraries and university libraries, and reflect the requirements of those libraries' collections and users. Therefore you may find that some items are classified in an area which does not suit your students' needs. In such cases you can edit the record and classify the item where it best fits within your collection.

## **8. Why are some fiction books coming up with FIC or a Dewey Decimal classification number?**

- Overseas titles in the National Library of New Zealand's Schools Collection usually include FIC in the Dewey field e.g. Fiction by Roald Dahl will have FIC DAH.

You can choose whether or not to delete FIC from your library computer's record.

- New Zealand titles in the National Library's heritage collections are catalogued with the Dewey classification for New Zealand fiction: NZ823.2 or NZ823.3 or similar numbers.

You can change this 800s number to suit your collection e.g. Fiction by Margaret Mahy would change from NZ823.2 to the first three letters of the author's surname: MAH.

## **9. Can we shorten some of the longer Dewey numbers?**

For advice, see [Modifying Dewey classification numbers](#)

## **10. Can we add the first 3 letters of the author's name after the Dewey number for non-fiction books?**

Yes, if this is the convention for spine labelling in your school, just add the first 3 letters of the author's name after the Dewey number.

## **11. What if the book I've searched for retrieves a record with no Dewey Decimal number or has a Library of Congress classification?**

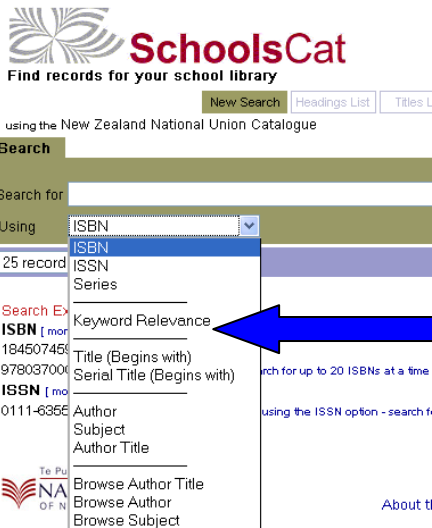
To locate a Dewey number, enter your subject term in the search for box and change 'using' to 'subject'. Select a subject heading that has a number of titles attached and sort your result set with Latest Year first. Click on the latest title and look at the Dewey field to locate the classification number for the subject.

Where there is a space towards the end of the Dewey number followed by either '20' or '21' or '22', you can exclude these numbers as they refer to the edition of Dewey used to classify the book. For example:

591.993 20  
582.160993 21  
958.1047092 22

## **12. What do I do if the book I've just searched for doesn't have a SchoolsCat record?**

If you don't locate a SchoolsCat record when searching by ISBN it is worth searching again using the Keyword or Title search options by clicking on the dropdown menu arrow.



Your library might have the paperback copy of the book, for example, and a catalogue record could be available for the hardback copy or another publisher's copy, which will have a different ISBN. You can still save the record to your Schoolbag. After importing the record, amend the ISBN to match your book. Also check whether the publisher and publication date need to be amended.

**13. Why can't I find the records that I have downloaded and saved to my computer to import into my library system?**

Check the SchoolsCat instruction sheet for your library system. If necessary, download the records again from your Schoolbag and write down the name of the file you are saving and where you are going to save the file (eg Desktop, or My Documents, or another folder).

**14. Why aren't macrons for Māori words showing up correctly in the records I download?**

Please contact your library system vendor for advice.

**15. What should I do about the price if it is different from the price I paid for the book?**

You can change the price to reflect the price you paid. It is a good idea to have a copy of your invoice available when you are cataloguing so that you can enter the price. You can also enter the supplier / source, if you think this information will be useful in the future. For example, to replace the book if it becomes lost, or to purchase other titles if the book is part of a series.

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