Using SCIS WEB to Catalogue Your Library

- 1. **Cull the collection**. Discard any books that are old, damaged or no longer relevant. There is no point in spending time cataloguing a book that should be thrown out.
- 2. **Process books in batches** of a few hundred at a time. Keep track of which have been done.
- 3. Sort the books into Shelf Order and identify multiple copies.
- 4. Separate the books into four groups:
 - **ISBN barcode** on cover (scan ISBN using barcode scanner)
 - NO ISBN Barcode but ISBN is printed on the book (Type in ISBN)
 - NO ISBN at all. (Manual Searching or cataloguing required)
 - **Multiple copies**. Only the FIRST instance of a given ISBN will be processed by SCIS. Other copies are added later in Alice.
- 5. Attach a resource barcode to each book and cover with a barcode protector. Place the barcode on the REAR of the book along the spine but not to close to the edge. Try not to place it over useful text and definitely NOT over the ISBN barcode. All resource barcodes should go in the same place on all books to make circulation and stocktake easier.
- 6. Create a list of ISBNs by scanning the ISBN barcode or typing in the printed ISBN. Work with one type only at a time to maximise the workflow. Important: Keep the books in the same order as the ISBNs are entered. This will make post processing much faster. Note: The ISBNs can be scanned or typed directly into SCIS WEB if you have access to an on-line computer. Alternatively you can type the ISBNs into a NOTEPAD text file for later processing. Name the file according the to Classification Range of the items, e.g F AAA-CZZ.txt, 600-699.txt.
- 7. **Process the lists of ISBNs through SCIS WEB** and download the USMARC order files. See detailed section below.
- 8. Load the USMARC order files into Alice (See Details below)
- 9. **Post Process the loaded records** to assign correct LOCATION code and Barcodes (See Details Below)
- 10. Add additional copy records for Multiple copies of titles. (See Details Below)

Processing a List of ISBNs Using SCIS WEB



Click Create Orders.

SCISWeb Version 2006 - Orders - Windows Internet Expl	lorer X
COO - Inttp://scis.curriculum.edu.au/scisweb/order.php	Yahoo! Search
	💌 Search 🔹 🧷 🐯 Answers 🔹 🖂 Mail 🔹 📿 Alpha 🔹 🛛 🔅
😭 🎲 🌈 SCISWeb Version 2006 - Orders	A + A + A + A + A + A + A + A + A + A +
SC2S	Create orders
Enter orders here: 9780007254705	Process order Clear order
Special order files	SCISWeb Manual SCISWeb Menu
ORD	FRS TABLENOTE
	FILE SCIS DATA RESULTS
	😜 Internet Protected Mode: On 🔍 🤨 100% 👻 //

Click on the Window 'Enter Orders Here'

Type or Scan in the ISBNs from the books. Either 10 or 13 digit ISBNs will work equally well and can be intermixed.

Alternatively, Copy and Paste into the window a pre-prepared list of ISBNs from a text file.

Click Process Order.

6 SCISW	eb Version 200)6 - Orders - Window:	s Internet Ex	plorer				_	
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			ORI	DERS TABLE	<u>Note</u>				
		DATE AND TIME		ORDER FILE	SCIS DAT	A RESULTS]		
		2008-03-30 22:0	5:17	Order file	usmarc.d	at <u>results</u>			
									-
									-
					lnternet	Protected Mode: On		🔩 100%	• //.

After a moment (or a little longer if there are lots of ISBNs to be processed) the results will be displayed in the orders table.

Click RESULTS to check how many of the ISBNs are unmatched.

🖉 SCI	SWeb - Results f	ile - Windows Int	ternet Explorer			_ 🗆 🗵
G	🕥 🗸 🙋 http://s	cis.cumiculum.edu.a	u/scisweb/getresult.ph	p?orderid=	1290906 💌 🍫 🗙 Yahoo! Search	P -
ace	r • Y7 •	Ø.•	(\mathbf{Y})	•	Search 🔹 🖉 🐯 Answers 👻 🖂 Mail 👻 📿 Alpha	• »
🚖 🤞	🕻 🄏 SCISWeb -	- Results file			🏠 • 🗟 - 🖶 • 🔂 Page •) T <u>o</u> ols • »
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	Unmatched	: 0				
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	Return to Create	order page				
	Return to Upload	d order page				
			Mat	ched o	rders	
	Your order match	ed the following i	records on the SCIS	database	. <u>Go to list of Unmatched orders</u>	-
Done					Internet Protected Mode: On	100% - //.

Typically 80% - 90% of ISBNs will be matched and return a catalogue Record.

Click Return to Create Order Page

Click on USMARC.DAT in the SCIS DATA Column.

Note: The most recently processed order will be at the top of the column. Orders are kept for 10 days and are then removed.

File Dow	nload 🛛 🔀
Do you	want to open or save this file?
	Name: usmarc.dat Type: dat_auto_file From: scis.cumiculum.edu.au
	Open Save Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Click SAVE

Navigate to L:\SCIS,

Change the filename from usmarc.dat to a name that identifies the range of books in the batch (e.g. FAAA-FCZZ) and Click SAVE. Note: if you don't change the filename from usmarc.dat it will overwrite any existing one. Note: Being unable to find the downloaded order file again is a very common problem experienced by people who have limited experience with the Windows file system. You will not experience this problem if you ensure that all order files are saved to L:\SCIS and are named uniquely.

Download complete	_ 🗆 🗵
Download Complete	
usmarc.dat from scis.curriculum.edu.au	
Downloaded: 1.49KB in 2 sec	
Download to: L:\SCIS\Faaa-fczz.dat	
Transfer rate: 763 bytes/Sec	
Close this dialog box when download completes	
<u>O</u> pen Open <u>F</u> older (Close

When the file has finished downloading, Click CLOSE

Loading the SCIS Catalogue Order file into Alice

- 1. Perform an Alice External Backup before loading SCIS records. If anything goes wrong, it will be possible to recover to this backup.
- 2. System, Data Loading, MARC file.

🚺 MARC File: Data loading: System: Alice	_ 🗆 🗵
L:\SCIS\Faaa-fczz.dat	🧹 🚺
Patabase SCIS USMARC	> •
Sigt Barcode X00001	>
Prefix	
Replace Alice data 🔽	
Allow new 🗹	
Load copies 🗹	
Load subjects 🔽	
Replace subjects 🗖	
Load notes 🗹	
Update cost 🗖	
Update class 🗖	
Store MARC data	
Generate suffix	
Verify location	
Code page	•
Locale English (Australia)	_

Three items need to be entered:

- The name and location of the SCIS data file to be loaded.
- The Type of Data (SCIS USMARC)
- The first Library resource Barcode to assign.
 Enter a 'Dummy' barcode (say, 'X00001'). Alice will assign barcodes starting with X00001 in sequence as the SCIS catalogue records are loaded. Later these 'Dummy' barcodes will be changed to the 'Real' barcodes (e.g. R00001xASPT) that are already attached to the books.

7 Open				×
Look <u>i</u> n: 🌗	SCIS		- 🗢 🔁	r 📰 🕶
Name 🔺	-	Date taken	+ Tags +	Size 👻 Rat
Faaa-fcz	z.dat			2 KB ★
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File <u>n</u> ame:	Faaa-fczz.da	ət		<u>O</u> pen
Files of type:	All file types	(*.*)	•	Cancel

Navigate to L:\SCIS and click on the appropriate SCIS DAT file. Click OPEN. Note: Ensure that you don't reload a file that has already been loaded. It won't do any harm if you do but no new catalogue records will be added to Alice and this can be confusing.

When all three entries are complete, click the Green Tick.

Data Loaded	×
Data has loaded successfully (pe	ending a shutdown)
	OK

Click OK and then close the MARC File Data Loading Window.

If there are several SCIS MARC files for the same Library LOCATION to be loaded

you can repeat these steps to load the other files. Note: Do NOT combine files from different library LOCATIONS in the same data load as it will not be possible to change the blank LOCATION code to the correct code after loading if the records are mixed.

When all SCIS MARC files have been loaded, perform an Alice Shutdown to actually load the data into Alice.

Alice Shutdown

This step mustbe performed at the Alice Shutdown Machine Note: An Alice Shutdown can ONLY be performed at the workstation identified as the Alice Shutdown machine. System, Parameters, Library, Shutdown, This is the Shutdown Machine. Close Alice on any other computer. Close all open Alice Windows on the Alice Shutdown Machine.

You cannot perform an Alice Shutdown until all windows are closed.

Click the \mathbf{X} in the top right corner of the Alice Menu



Click the Green Tick to proceed with the Shutdown

🕖 Waiting for shutdown	_	
	📝 😣	2
Waiting until 22:00		

The Shutdown Task list will appear on the right of the screen and will proceed through the various tasks on the list. When it reaches the step 'Load MARC Data', the progress will be displayed at the bottom of the window. The records may take quite some time to load if there are lots of catalogue records to be loaded.

After the SCIS MARC file(s) have been loaded, Alice will perform a Data Archive. This may take a few minutes to complete and will take progressively longer as more data is added to the Alice Catalogue.

DO NOT close the Shutdown Task List window. It will close automatically when all the steps have been completed.



When the Alice Shutdown has finished, the SCIS catalogue records will be visible in Alice.

Post Processing the Loaded SCIS catalogue records.

1. Change the LOCATION code for the batch of records just loaded.

😯 Change locations: Global Change: Circulation: Alice	
	🗸 🗙 🚺
Clipboard	
Process clipboard	
New location	
Location changes	
	-
Old location	
From	
Classification 000	
Suffix AAA	
To	
Classification ZZZ	
Suffix ZZZ	
New location Reference	

Circulation, Global Change, Change Locations

Click ADD (Gold Star).

Leave Old Location as blank.

Enter a Classification range in From – To.

000/AAA to ZZZ / ZZZ will include ALL resources.

Note: 'From - To' here does NOT refer to the old and New Location. It is a range of Classifications to be processed.

Select the 'New Location' from the list of Locations.

Note: All of the catalogue records just loaded will be changed to the selected location. This is why it was important to process the different sections of the library in separate batches.

Standard Locations codes are:

F – Fiction NF – Non-Fiction REF – Reference TR – Teacher Reference AV – Audio Visual

Other codes may be added as required e.g. individual classroom location for readers that are permanently located in these rooms.

Click SAVE (Yellow Floppy disk icon). Click the Green Tick to

2. Change the Temporary barcode assigned by Alice during data loading to the actual barcode on each book.

Management, Utilities, Set Barcodes

🕖 Set Barcoo	de: Utilities: Mana	gement: Alice		<u>- 0 ×</u>
1				2
Prefix of	temporary barcodes t	o replace 🔀		
		ISBN		
	New	barcode		
ISBN	Barcode	New barcode	Message	
0007254709	X00001	R00001	Barcode changed	
I				Þ

Enter 'X' as the Temporary barcode Prefix. Click next to ISBN

Scan the ISBN barcode of the book. Check the ISBN is accepted. Scan the Alice Resource Barcode on the book. The Temporary barcode will be changed to the actual resource barcode. Repeat until all books have been processed.

3. Add extra copy records for any Multiple copies of titles.

The Catalogue records loaded from SCIS will only create ONE copy record (barcode). Any additional copies will need to be added later.

Management, Cataloguing

🗃 Cataloguin	g: Management: Alice					
1 🛛 🖉 🔒 🖣	9780007254705	ISBN	$\Sigma \Leftrightarrow \Rightarrow \square$		- 💼 🔊 🌏	2
Resource No.	Demonstration video numb	er one [Video recording] / SLK	Studios			
1000028	The city of gold and lead.	Dr. Seuss.				
	Gone with the wind / by M The dinosaurs and the dar	argaret Mitchell. k star / bu Bobin Bates and Che	arul Simon : illustrate	d bu Jennifer Deweu		
	The White Mountains.		sign carrier (and a de	2 by con a mor b critoy.		
	Cranberry Valentine / Wer	ide and Harry Devlin.				
Accession	Catalogue Copies	Availabilitu Keuwords	Parts Multim	edia Feedback	MARC Notes	MARC
811 SELL	D00001					Paplicate
011020	100001					Treplicate
					_	
Item	Financial	Equipment Maintenar	ce			
Baro	ode R00001	<u>Change</u> Copy	No. 0			
Loca	ation	🔽 Loan cate	gory General	*		
Classifica	ation 811	St	atus Cataloged	7		
S	uffix SEU	_ Accessio	ned 30/03/2008			
Accession	No. 000828	Missing/Dispo	osed			
Comr	nent					
Sup	plier	_	<u></u>			
1	Cost 0.00					

Change the display order from TITLE to ISBN.

Click the **COPIES Tab** to display copy details. Note: This is important otherwise clicking Add will try to add a new catalogue record instead of a new copy.

Scan (or Type) the ISBN from the book into the Left Search entry box. Press Enter if you typed in the ISBN.

Click ADD (Gold Star) to add a new Copy

🗿 Add: Copies: Management: Alice	×
Barcode R00123ASPT	2
	×

Scan the Alice Resource Barcode on the book. Select the correct Location Enter Supplier and Cost if required. Click SAVE (Yellow Floppy Disk Icon)

Repeat from ADD Copy for any more copies of the same title.

Repeat from Scan (or Type the ISBN) for copies of a different title.