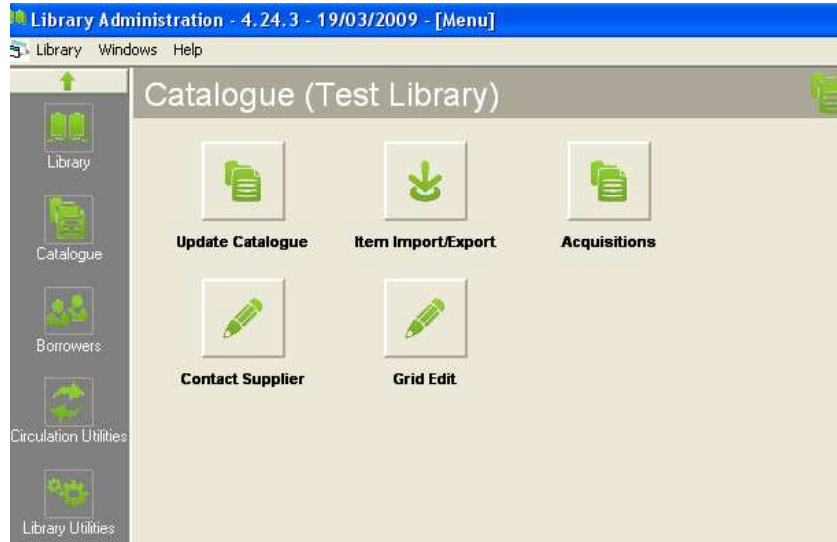
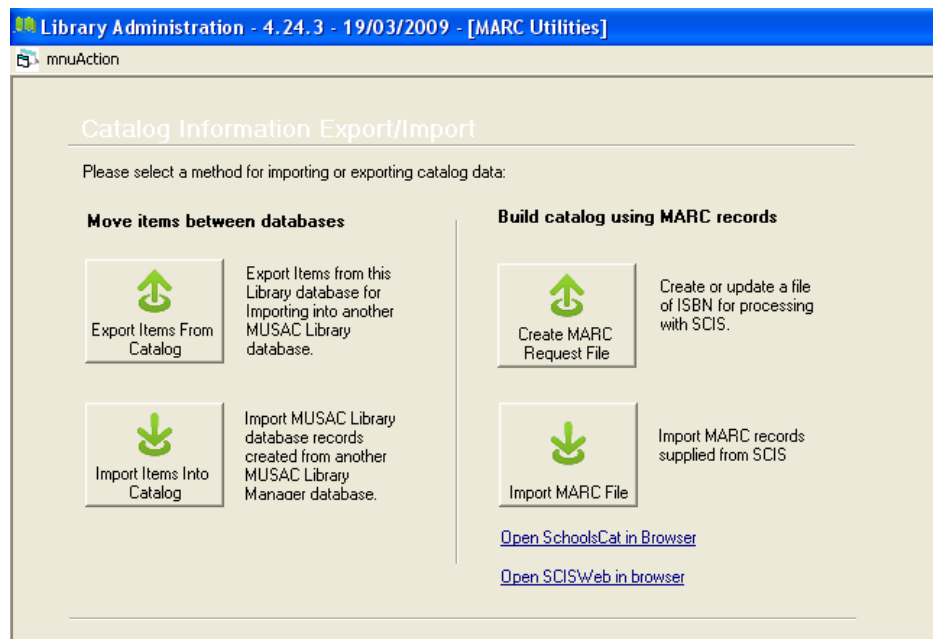


Locating and saving the MARC record

1. These instructions relate to Musac Library Manager version 4.24.3 (March 2009).
Login to your Musac Library system and click Catalogue → Item Import/export



2. Click on “Open SchoolsCat in Browser” to access the SchoolsCat database.



3. Login using your school's MOE number and password (in caps).
4. When searching for ISBNs on SchoolsCat there are two options available: keying in or scanning. While scanning the ISBNs leaves no room for input error it's slower because you can only search for **one item at a time**. Keying in the ISBNs is more efficient in that you are able to search for multiple items at one time.

4a. 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.

4b. 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.
- 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.

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. '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

Importing the records into MUSAC





7. Return to your Musac Library system on the Import / Export page. Click on Import MARC file

Library Administration - 4.24.3 - 19/03/2009 - [MARC Utilities]

mnuAction

Catalog Information Export/Import

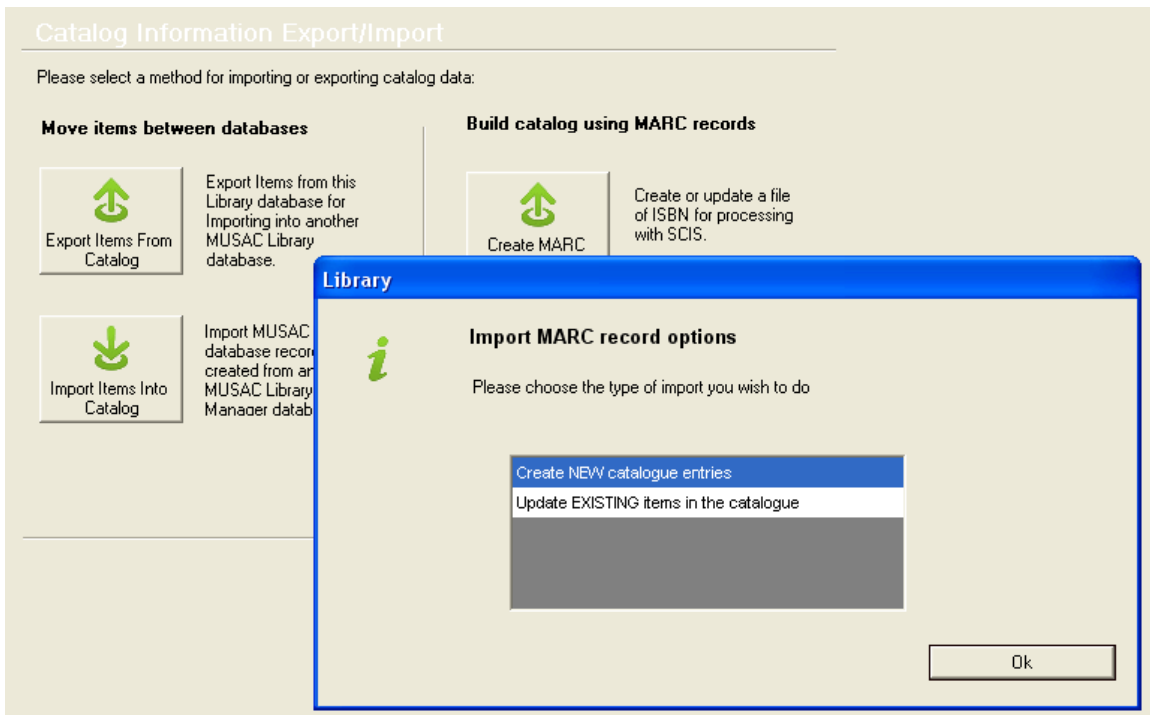
Please select a method for importing or exporting catalog data:

Move items between databases	Build catalog using MARC records
 Export Items From Catalog Export Items from this Library database for Importing into another MUSAC Library database.	 Create MARC Request File Create or update a file of ISBN for processing with SCIS.
 Import Items Into Catalog Import MUSAC Library database records created from and MUSAC Library Manager database.	 Import MARC File Import MARC records supplied from SCIS

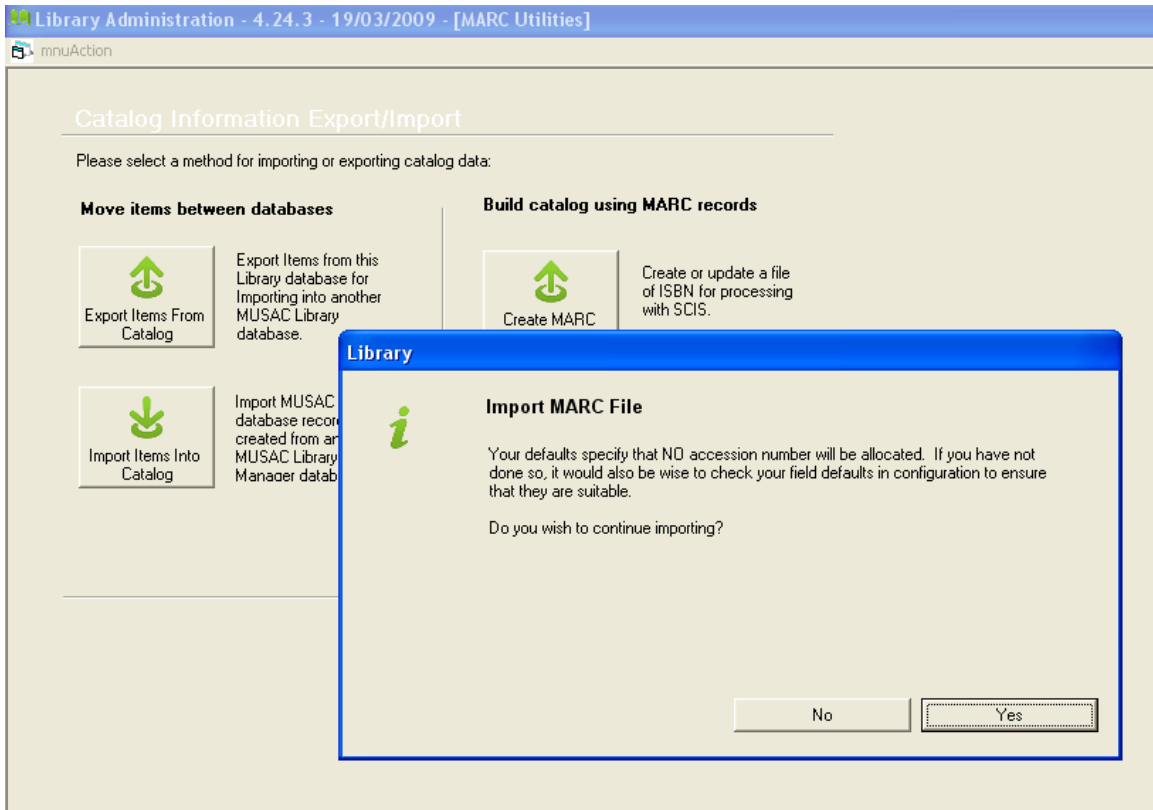
[Open SchoolsCat in Browser](#)

[Open SCISWeb in browser](#)

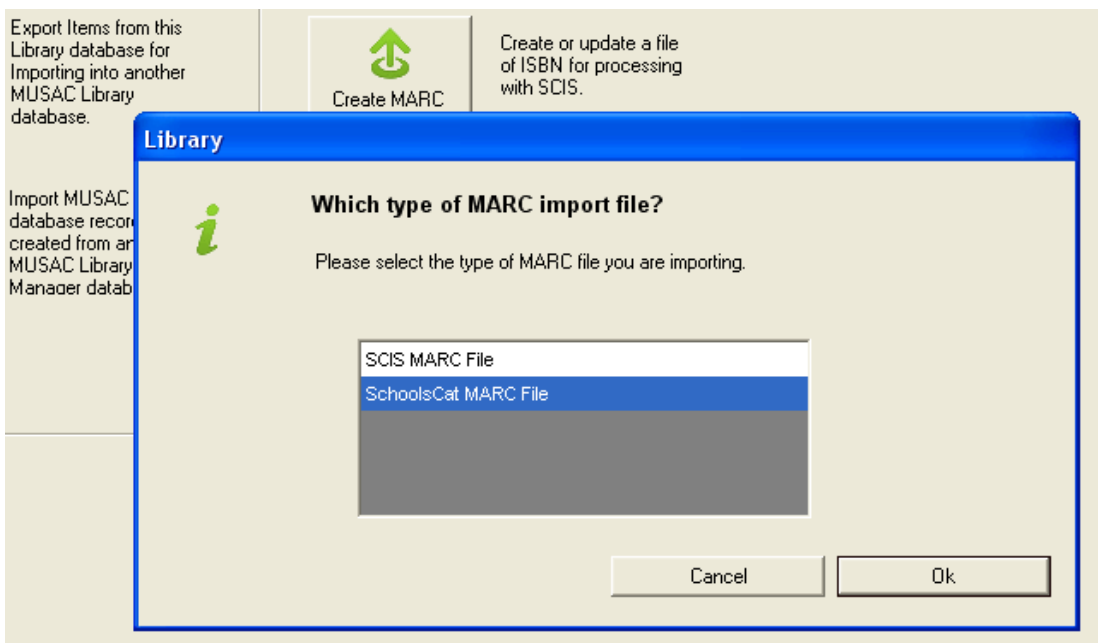
8. 'Create new catalogue entries?' → OK



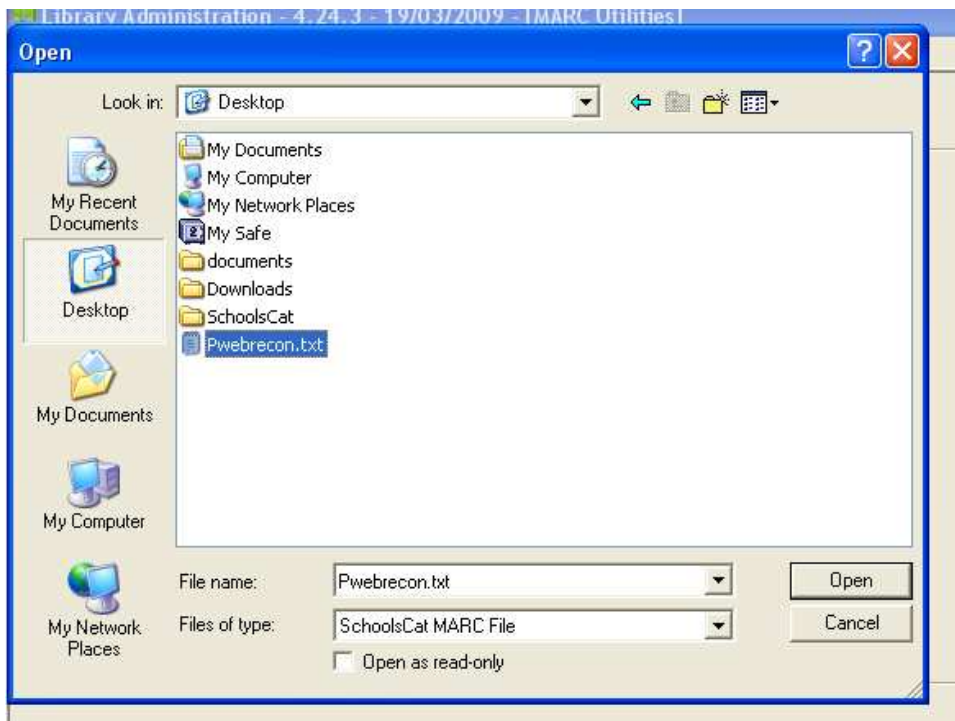
9. 'Continue importing?' → Yes



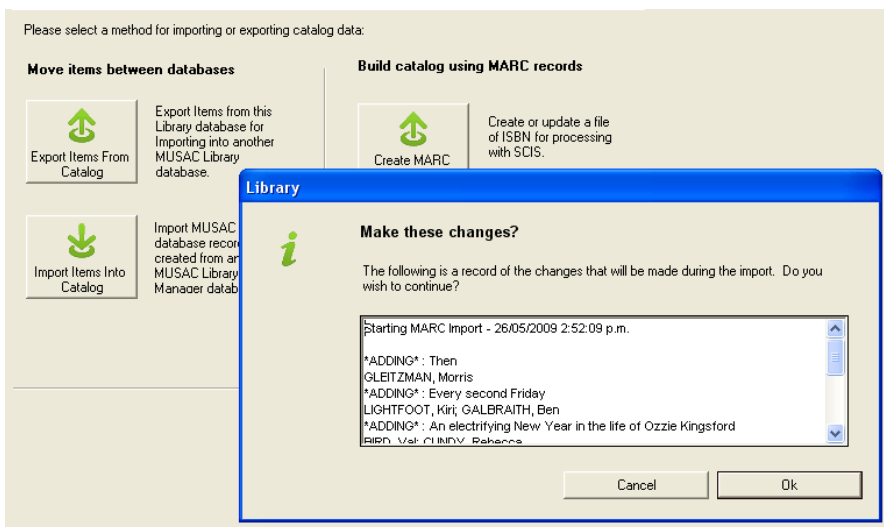
10. Click on SchoolsCat MARC file → 'Ok'

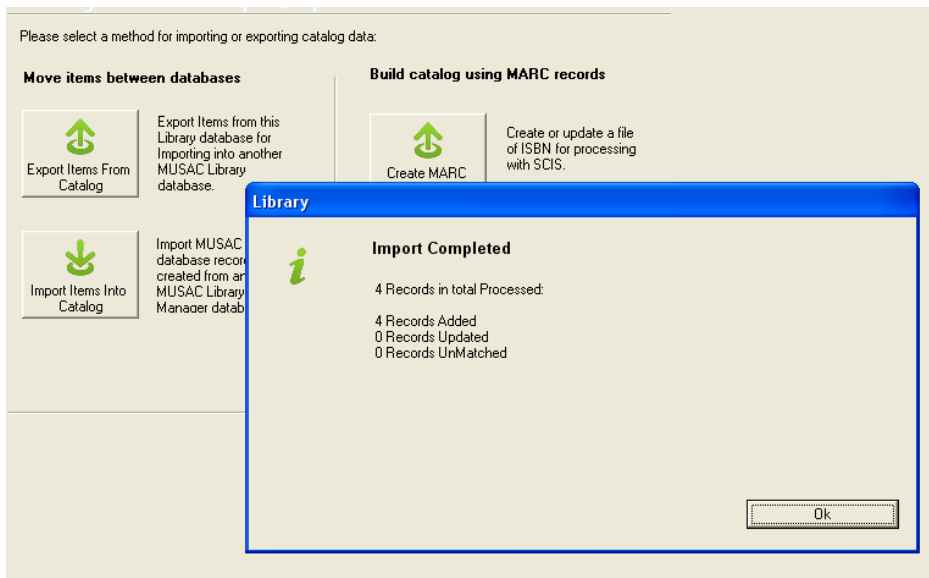


11. When asked for the file location select 'other location', and go to the C:drive (or wherever you saved the file)



12. Double click on the *Pwebrecon.txt* file → 'OK' → 'OK' → 'Exit'





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

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