

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.

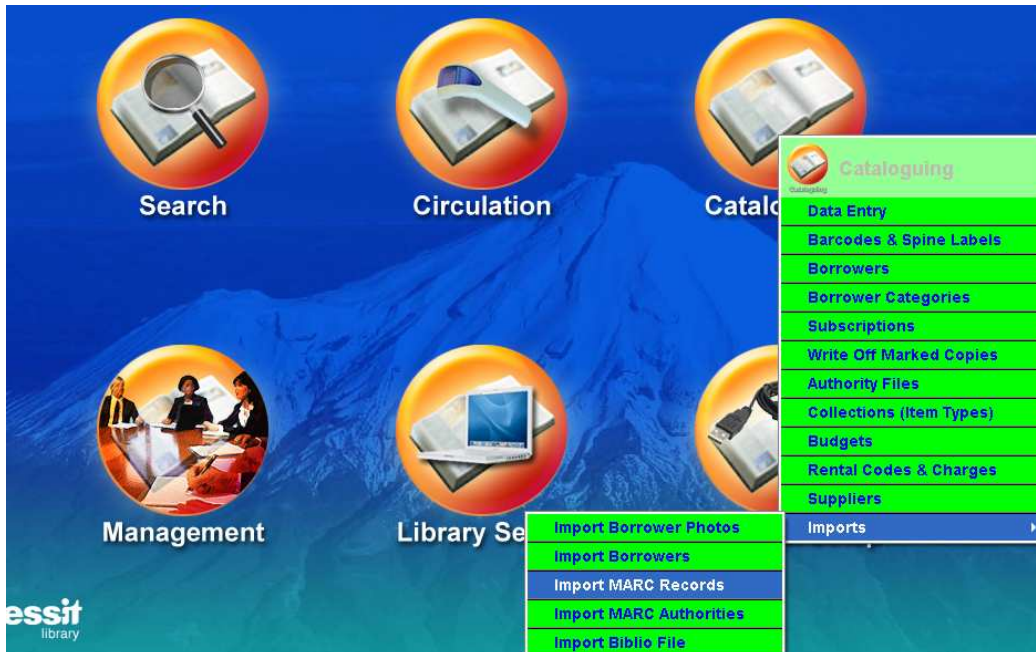
Downloading records from SchoolsCat

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).

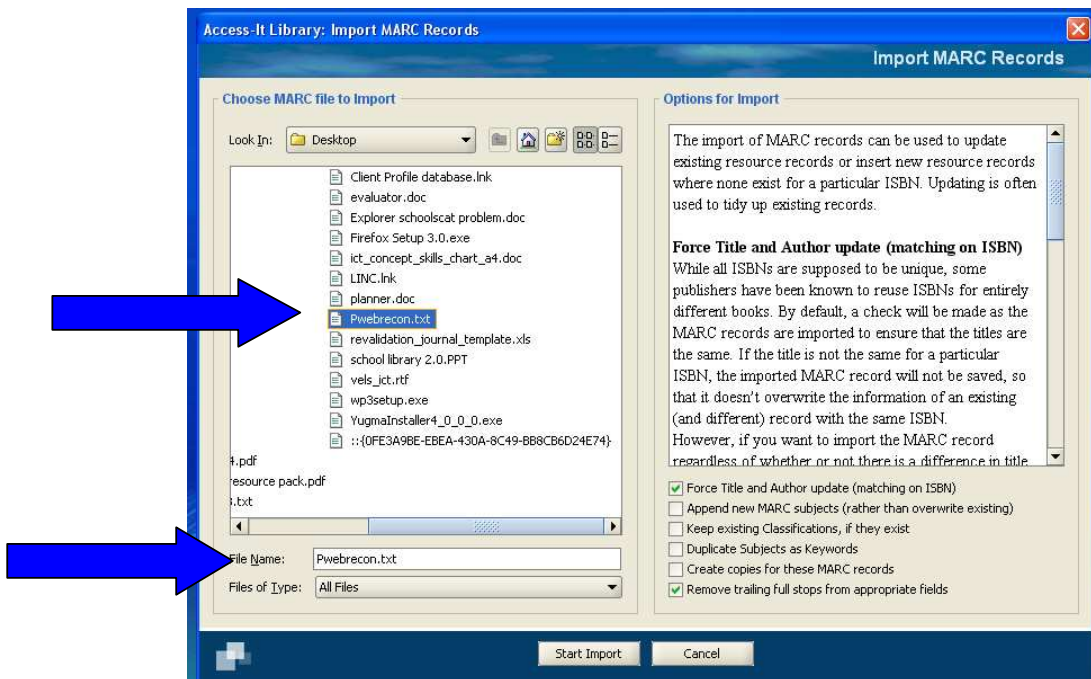
Go to 'file: save as' on top toolbar.
4. Choose where to Save file in e.g. C:drive / Desktop. Accept the file name 'Pwebrecon'
5. Go back into your schoolbag and delete stored records
6. Exit SchoolsCat

Uploading the records into Access-it

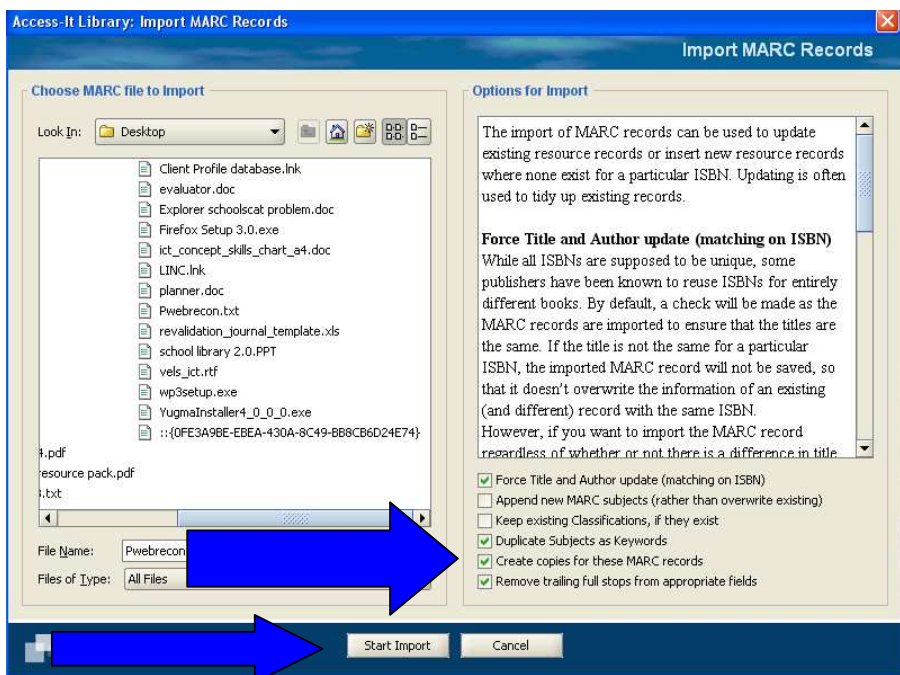
- Login to Access-it. Click on **Cataloguing / Imports / Import MARC Records**



- On the left hand side of the screen locate your saved file of SchoolsCat records. Click on the drop-down menu (at the top of the screen beside 'Look In') to find the file they are saved in. The file will be called **Pwebrecon**.
- Click the file name which will appear in the 'File Name' box at the bottom.



- On the right hand '**Options for Import**' side of the screen the first and last boxes are already ticked for you. Now click on the **Duplicate subjects as keywords** option and **Create copies for these MARC records**.
- Then click on the **Start Import** button at the bottom of the screen.



- A message will appear to indicate the upload of records is complete.
- Go to **Cataloguing / Data Entry** and click on each title to complete further details e.g. price, location.



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

For SchoolsCat Enquiries Contact: schoolscat@natlib.govt.nz