

**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:

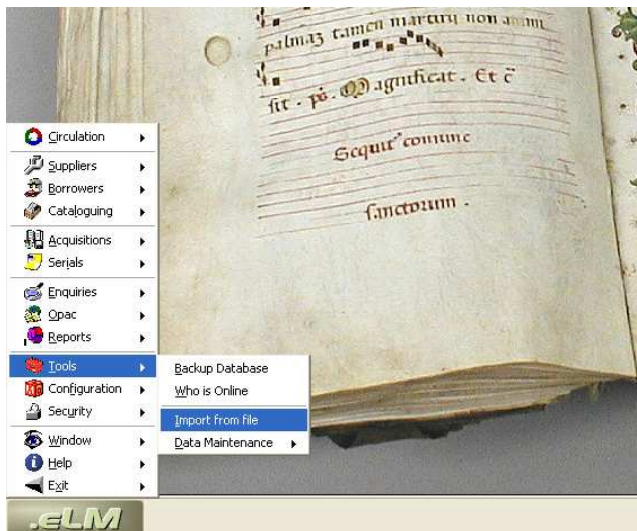
- Position cursor in the 'search for' box.
- Carefully type in your ISBNs (no spaces or dashes). If keying in multiple ISBNs leave a space between each one.
- Click on search. Check the search result matches your request, then scroll to the bottom of the page.
- In the 'Choose below which records to 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 .eLM

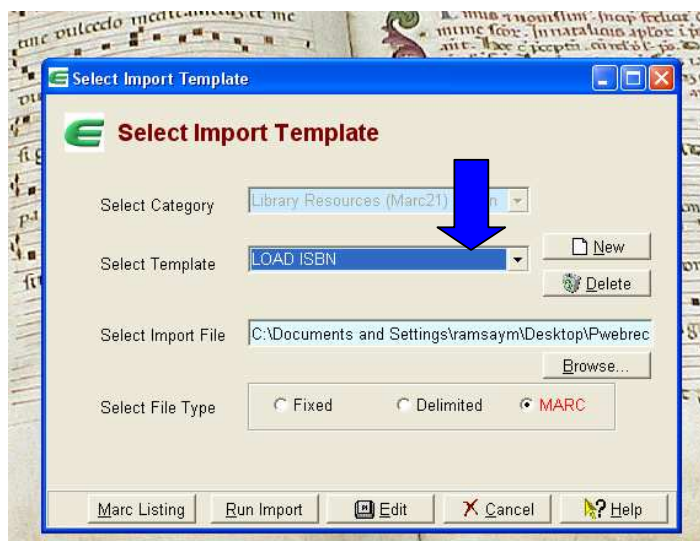
- Log onto .eLM and click on the .eLM button then click **Tools** and click on **Import from file** option.



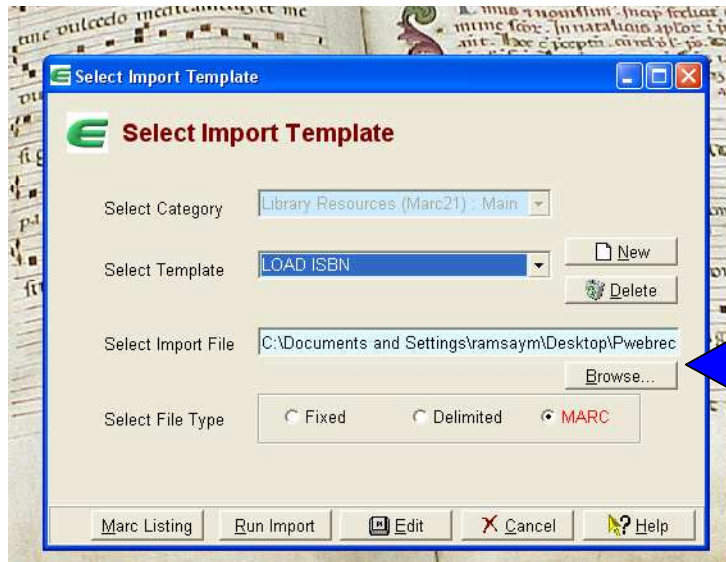
- You will be asked to select the import category. Click on **Bibliographic** and then **OK**.



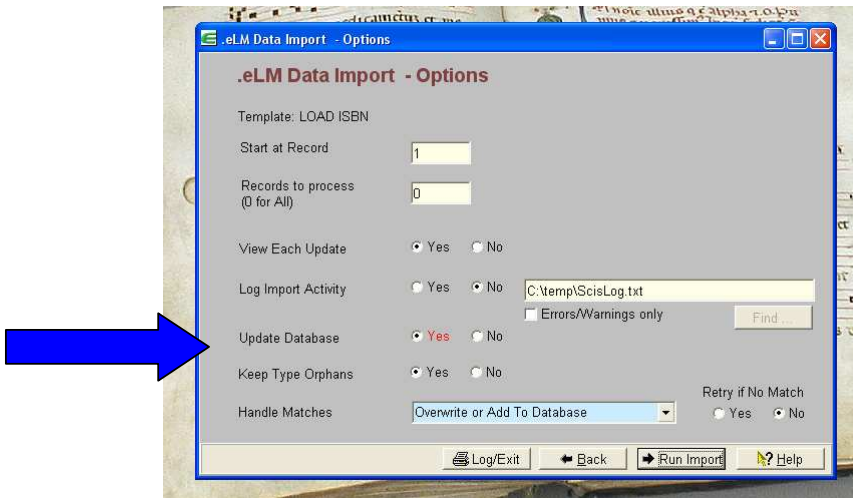
- To select the Import Template click on the dropdown menu to the right of the Select Template box and click on the **Load ISBN** option.



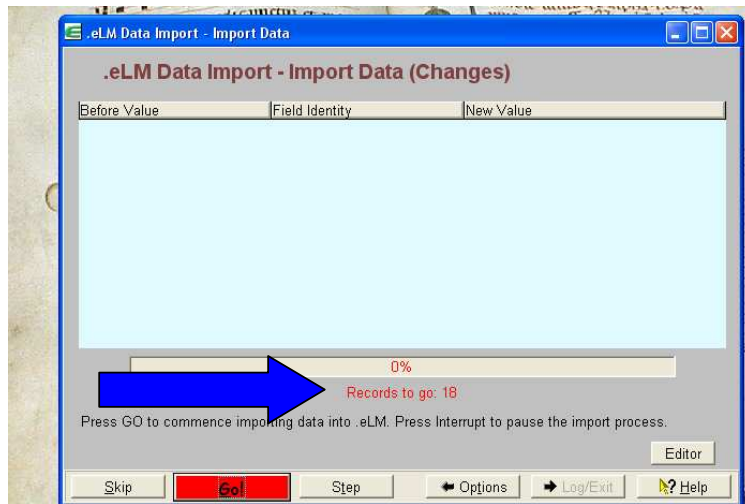
- To locate the file of SchoolsCat records you have previously downloaded click the browse button to the right hand side and locate the file of records you have downloaded. (This will be named Pwebrecon).
- Then click on the **Run Import** button.



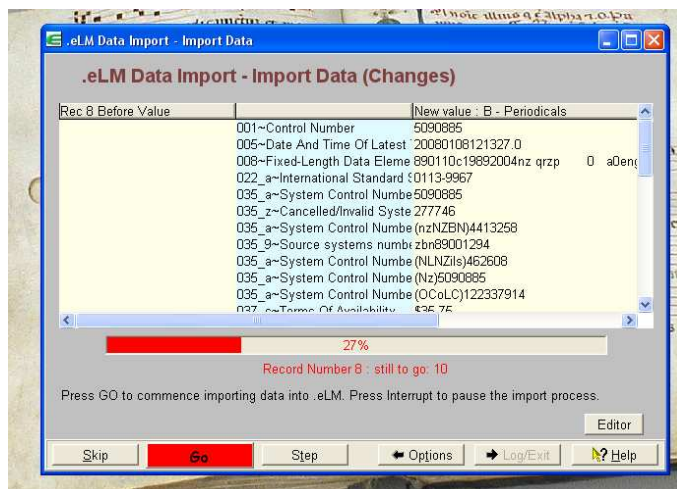
- Before the upload begins click on the Yes option beside **Update Database**
- Then click on the **Run Import** button at the bottom of the screen.



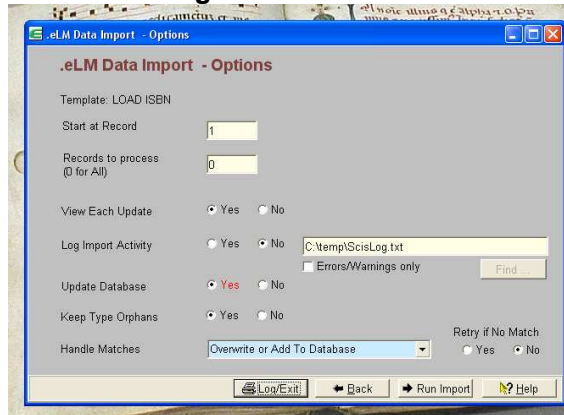
- A screen will appear telling you the number of records which are to be uploaded. Click the **Go** button to begin the upload process.



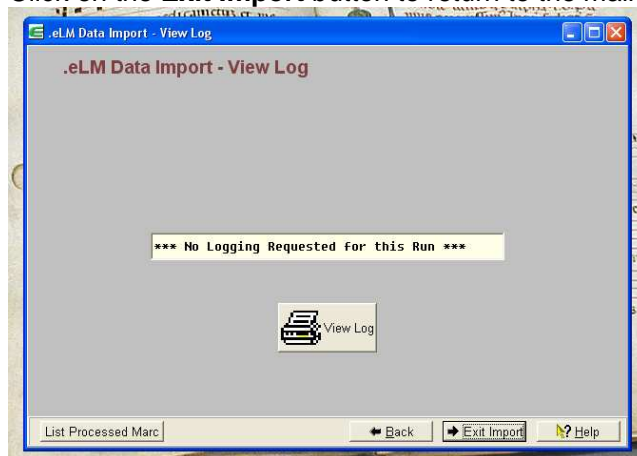
- Progress of the uploading process will show on the screen. When completed the Go button will change to Finished. Click on the **Finished** button to complete the process.



- Click on the **Log/Exit** button.



- Click on the **Exit Import** button to return to the main .eLM menu.



- Click on the **.eLM** button then **Cataloguing** and **Bibliographic Records** to access the records you have just uploaded. Add any additional information to each record as required e.g. price, library barcode etc.



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

For SchoolsCat enquiries contact: [schoolscat@natlib.govt.nz](mailto:schoolscat@natlib.govt.nz)