

## **Using SCIS WEB to Catalogue Your Library (with self printed barcodes)**

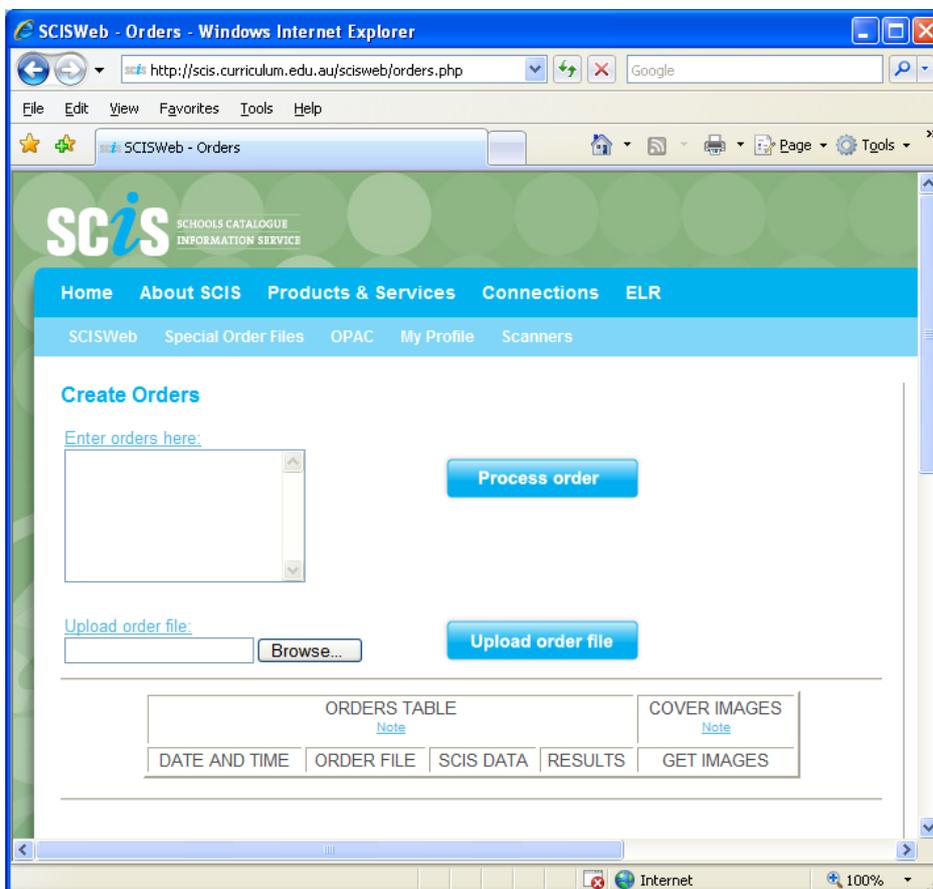
1. **Cull the collection.** Discard any books that are old, damaged or no longer relevant. There is no point in spending time cataloguing a book that should be thrown out.
2. **Process books in batches** of a few hundred at a time. Keep track of which have been done.
3. **Sort the books into Shelf Order 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. **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 by batch number.
6. **Process the lists of ISBNs through SCIS WEB** and download the USMARC order files and the Cover Image files. Name these to match the original batch number. See detailed section below.
7. **Load the USMARC order files into Alice** (See Details below)
8. **Post Process the loaded records** to assign correct LOCATION code (See Details Below)
9. **Print Barcodes and Spine Labels.**
10. **Attach a resource barcode and Spine Label to each book and cover with a barcode protector.** Place the barcode on the REAR of the book along the spine but not too 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.
11. **Add additional copy records** for Multiple copies of titles. (See Details Below)

# Processing a List of ISBNs Using SCIS WEB

Login to SIS Web. <http://www.curriculum.edu.au/scis>



Enter your SCIS user number and password



Click on the Window '**Enter Orders Here**'

- Scan in or type the ISBNs from the books. Either 10 or 13 digit ISBNs will work equally well and can be intermixed; or
- Copy and Paste into the window a pre-prepared list of ISBNs from a text file; or

### Create Orders

[Enter orders here:](#)

9780593061930
9780143010333
9781740661102

Click **Process Order**.

Alternatively:

- Click **Browse** under Upload Order File and select a text file containing a list of ISBNs and click **UPLOAD ORDER FILE**.

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.

ORDERS TABLE				COVER IMAGES
DATE AND TIME	ORDER FILE	SCIS DATA	RESULTS	GET IMAGES
2010-06-06 20:24:43	<a href="#">Order file</a>	<a href="#">usmarc.dat</a>	<a href="#">results</a>	<a href="#">images.zip</a>

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

## SCISWeb Results

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### - Your SCIS order file RESULTS -

#### Statistics

Number of unique orders : 3  
Produced : 3  
Unmatched : 0

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[Return to Order page](#)

#### Matched orders

Your order matched the following records on the SCIS database. [Go to list of Unmatched orders](#)

SCIS no	Title	Author	ISBN/SN/MN	Call Number
1438986	Meltdown /	Elton, Ben.	9780593061930	F ELT
1393830	The Darwin Awards V : next evolution /	Northcutt, Wendy.	9780143010333	080 NOR
1158689	Molvania : a land untouched by modern dentistry /	Cilauro, Santo.	9781740661102	A827 CIL

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#### Unmatched orders

The ISBN, ISSN, ISMN and SCIS numbers listed below were not found on the SCIS database.  
If there are no numbers listed, your complete order was processed. [Go to list of Matched orders](#)

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

If there are any **Unmatched orders** you should note this fact as you will need to take more care when attaching barcodes and spine labels as there will be books that will need to be skipped over.

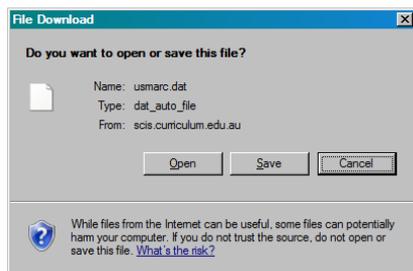
Click **Return to Order page**

## Download Catalogue records in USMARC.DAT

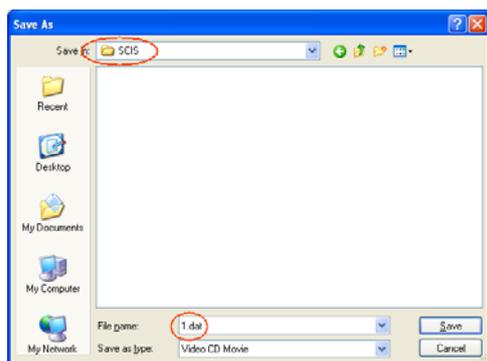
ORDERS TABLE <a href="#">Note</a>				COVER IMAGES <a href="#">Note</a>
DATE AND TIME	ORDER FILE	SCIS DATA	RESULTS	GET IMAGES
2010-06-06 20:24:43	<a href="#">Order file</a>	<a href="#">usmarc.dat</a>	<a href="#">results</a>	<a href="#">images.zip</a>

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.



Click **SAVE**

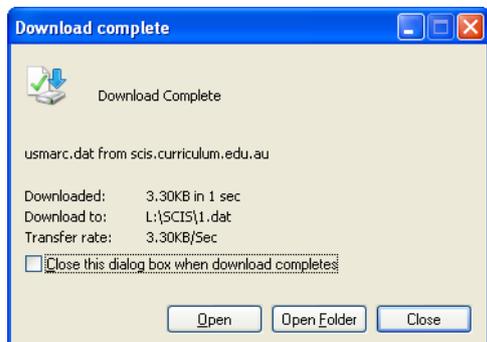


Navigate to L:\SCIS

Change the filename from usmarc.dat to a name that identifies the range of books in the batch (e.g. 1.DAT) 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.



When the file has finished downloading, Click **CLOSE**

## Download COVER IMAGES

Download the Cover Images and save into L:\OASIS\COVERIMAGES

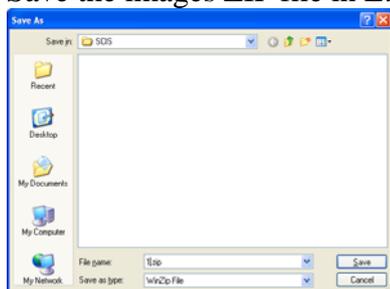
ORDERS TABLE <a href="#">Note</a>				COVER IMAGES <a href="#">Note</a>
DATE AND TIME	ORDER FILE	SCIS DATA	RESULTS	GET IMAGES
2010-06-06 20:24:43	<a href="#">Order file</a>	<a href="#">usmarc.dat</a>	<a href="#">results</a>	<a href="#">images.zip</a>

1. Click images.zip for the order.
2. Click SAVE

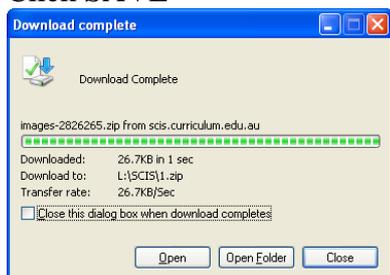


Note: Not all titles have a cover image available in SCIS. If the ZIP file is 22bytes in size, it contains no cover images.

3. Save the images ZIP file in L:\SCIS. Change the name to Batch#.ZIP e.g. 1.zip



4. Click SAVE

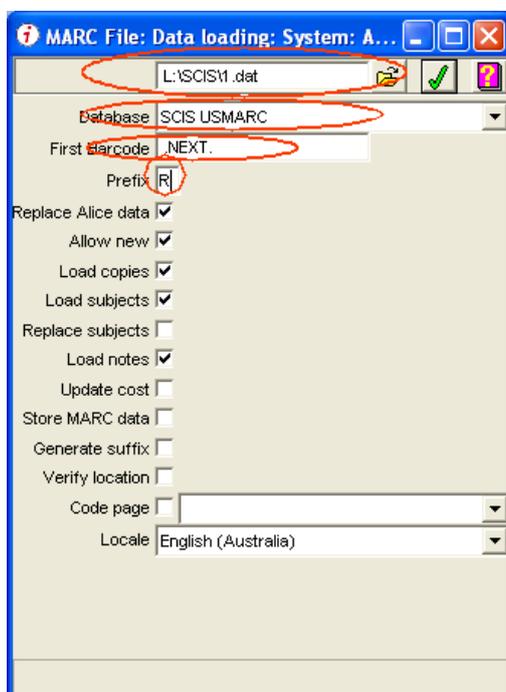


5. Click CLOSE
6. Click the shortcut **“Extract SCIS Cover Images”** to extract the cover images into Alice..

Note: If you don't have the **‘Extract SCIS Cover Images’** option you will need to extract the book cover images from the ZIP file into the folder L:\OASIS\COVERIMAGES. The precise way of doing this will differ depending on which version of Windows is used and whether an alternate compression program such as WinZip is installed.

## Loading the SCIS Catalogue Order file into Alice

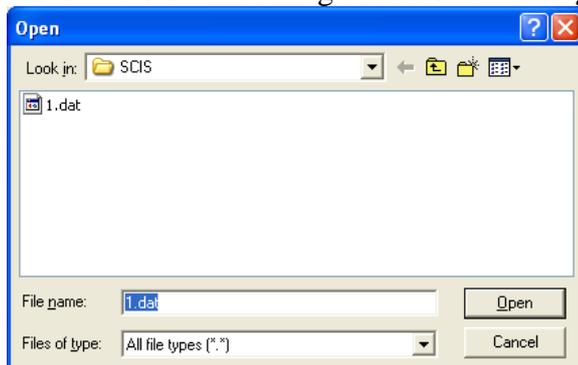
1. Perform an **Alice External Backup** before loading SCIS records. If anything goes wrong with the MARC load, it will be possible to recover to this backup.
2. **System, Data Loading, MARC file.**



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 Prefix of the barcode i.e. **R**.

Alice will start allocating barcodes continuing on from the last one used.



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.



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 must be 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.

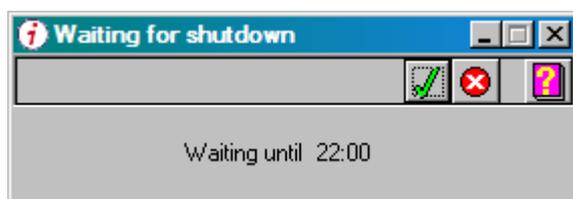
Close all open Alice Windows on the Alice Shutdown Machine.

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

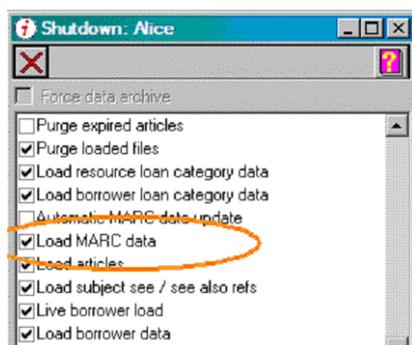
Click the **X** in the top right corner of the Alice Menu



Click the **Green Tick** to proceed with the Shutdown



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.

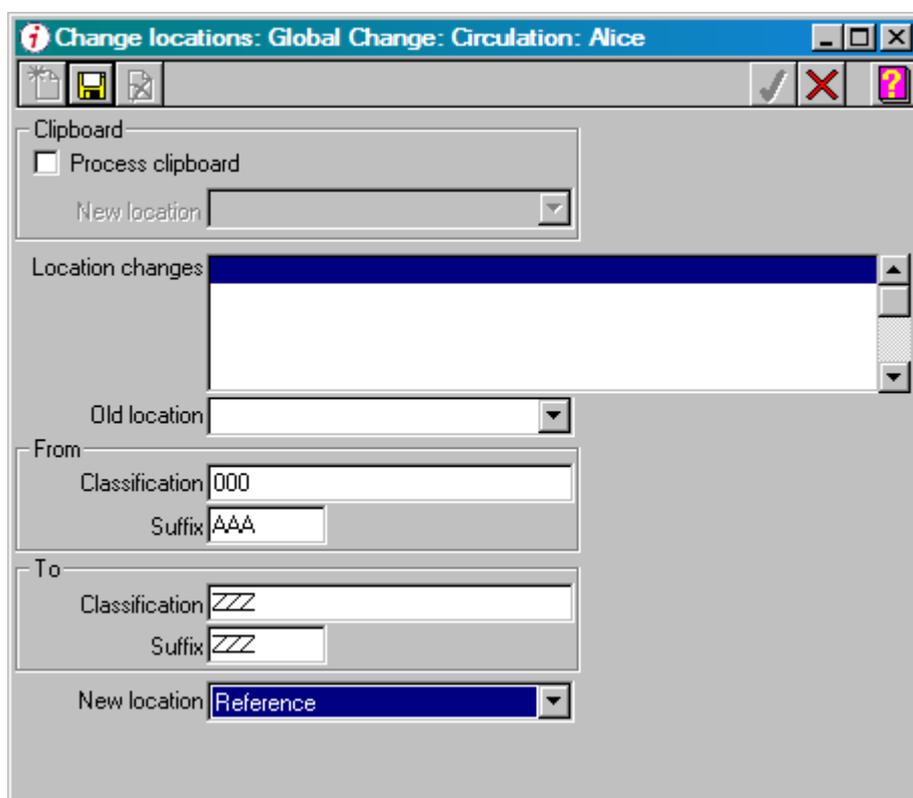
**DO NOT close the Shutdown Task List window.** It will close automatically when all the steps have been completed.

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

## Post Processing the Loaded SCIS catalogue records.

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

#### Circulation, Global Change, Change Locations



Click  to Add a new Location change

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  to save the change location entry

Click  to process the changes

## 2. Print Barcodes and Spine Labels

### What you will need:

- **Dual label sheets** A4, with 9 rows x 2 columns. Each label pair is 75mm x 32mm (Barcode) plus 25mm x 32mm (spine). The labels are available from XJ's Pty. Ltd., phone (03) 5968 6755 and cost \$60.50 for a pack of 100 sheets (1800 labels)
- **Laser Printer** that prints clean sharp black images and fuses the toner well onto heavy label stationery.

Note: Inkjet printers are NOT suitable for printing barcodes because the black bars 'bleed' wider than they should. Also the dye based ink used tends to fade relatively rapidly.

### Before you start:

- **Perform a test print** of a small number of labels on the laser printer and check that the labels can be read reliably with the barcode reader before printing hundreds of barcodes. The narrow black bars and narrow white spaces should be distinct and the same width and not 'bleed' into each other.

### Printing a batch of Barcodes with Spine Labels

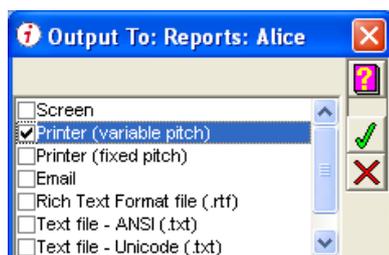
1. Identify the **first** and **last** barcode for the batch(es) of SCIS catalogue records just loaded into Alice.
2. Select **Management, Forms, Labels**,  
format: **Z5 - Spine/Barcode Labels 2 x 9 (Dual Labels from XJ's) (1 line Dewey)**
3. **Enter the first and last barcode for the batch.**  
**Hint:** You only need to enter 'R' plus 5 digits. Alice will fill in the School Code for you.  
Click the **Printer Icon**.



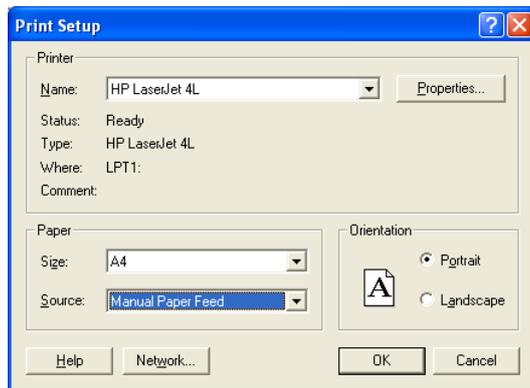
**Hint:** Try to make each batch a multiple of 18 barcodes (the number of labels on each sheet) or make each batch large (a few hundred items) to minimize wastage of the label sheets.

**Warning:** Do NOT try to reuse partial sheets where some labels have been removed. It is likely that labels will detach and wrap themselves around the hot fuser roller in the printer. The cost of repairing this damage to the printer far outweighs the few cents saved by reusing a partial sheet.

4. Tick **Printer Variable Pitch** and click the **green tick**.



5. Select the correct printer, **source MANUAL FEED** and click **OK**.



6. Feed the label stationery one sheet at a time into the manual feed entry on the laser printer.  
**Warning: MAKE SURE the labels are the right way round with the narrow 'spine' label on the right of the sheet and the right way up for the laser printer.**  
**Hint:** Try printing a few labels to plain paper first to make sure you get it right.  
**Hint:** If your laser printer will reliably feed label stationery from the paper tray you can try using it, however, many laser printers will mis-feed and jam. Manual feed is the safest option.
7. Eighteen resource barcodes and their corresponding spine label will be printed on each sheet of labels. The barcode includes the title of the book to make it easy to match the barcode and spine label to the correct book.

### 3. Attach Barcode and Spine label to the corresponding book

1. Peel off the Barcode and spine label and attach them to the correct book.
2. Cover the barcode and the spine label with a protector sheet.

**Hint:** The labels are printed in the same order as the ISBNs were entered into SCIS. Make sure you keep the books in each batch in their original order as this will make it easy to match the book to the barcode and spine label as they will be in the same order.

**Caution:** Occasionally SCIS will not return a catalogue record. These titles should have been weeded out when the SCIS batch was checked, but always check that the title on the barcode matches the title of the book before sticking it on as the labels can be very hard to remove if stuck to the wrong book.

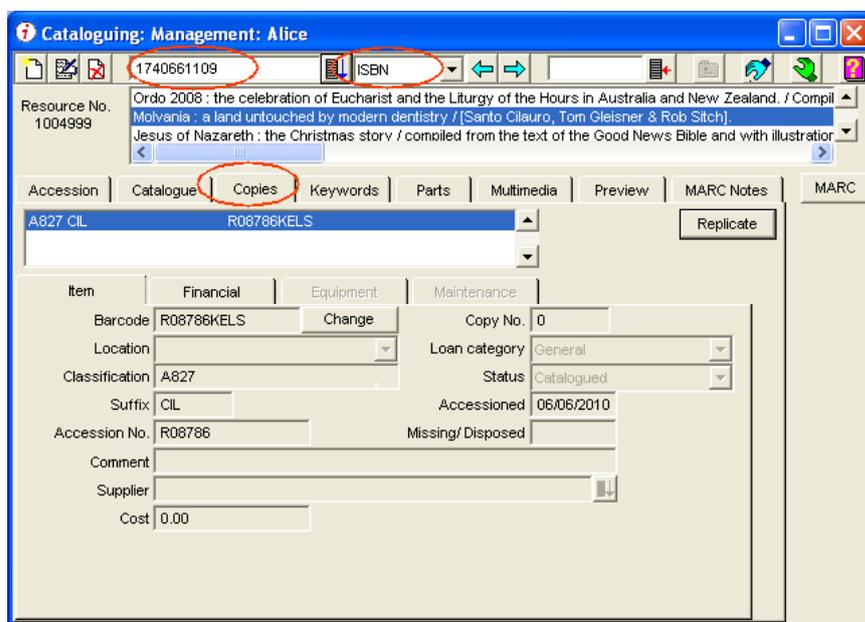
**Hint:** Rub the label protector well onto the barcode so that the label does not look 'frosty' as this can make the barcode hard to read.

**Hint:** New books that are going to be covered with contact plastic sheet do not require the protector since the covering material will protect the labels.

## 4. 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



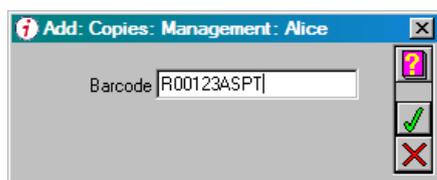
**Change the display order** from TITLE to ISBN.

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** to add a new Copy



Click  to accept the barcode proposed by Alice

Select the correct **Location**

Enter **Supplier and Cost** if required.

Click  **SAVE**

For further copies of the same title, Click **REPLICATE** and enter the number of extra copies to be added. Alice will create this number of copies with identical details apart from the barcode which will use the next barcode numbers in sequence. Print the Barcodes and Spine Labels as described in Section 2 above.

# SCIS processing batch record

<b>Batch Number</b> e.g. 1, 2, 3...		BY
Location Code e.g. FIC, NF, TR		
Classification range		
First Title & ISBN e.g. Boy 9781234567890		
Last Title & ISBN e.g. The End 978987654320		
ISBNs Entered into Notepad file (Y)		
Batch Processed through SCIS (Y)		
Number of records Matched		
Number of records NOT matched		
USMARC.DAT file downloaded saved as batch number: eg. 1.DAT (Y)		
COVERS.ZIP downloaded named as batch number: eg.1.ZIP (Y)		
Extract SCIS Cover Images (Y)		
'USMARC' file loaded into Alice (Y)		
Alice SHUTDOWN (Y)		
First Barcode allocated by Alice * e.g. R00001 SJTR		
Last Barcode allocated by Alice * e.g. R00205 SJTR		
Barcodes and Spine Labels printed (Y)		
Barcodes and Spine Labels attached to respective books and covered with plastic protector pieces. (Y)		

\* Lookup by title or ISBN in Management, Cataloguing