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
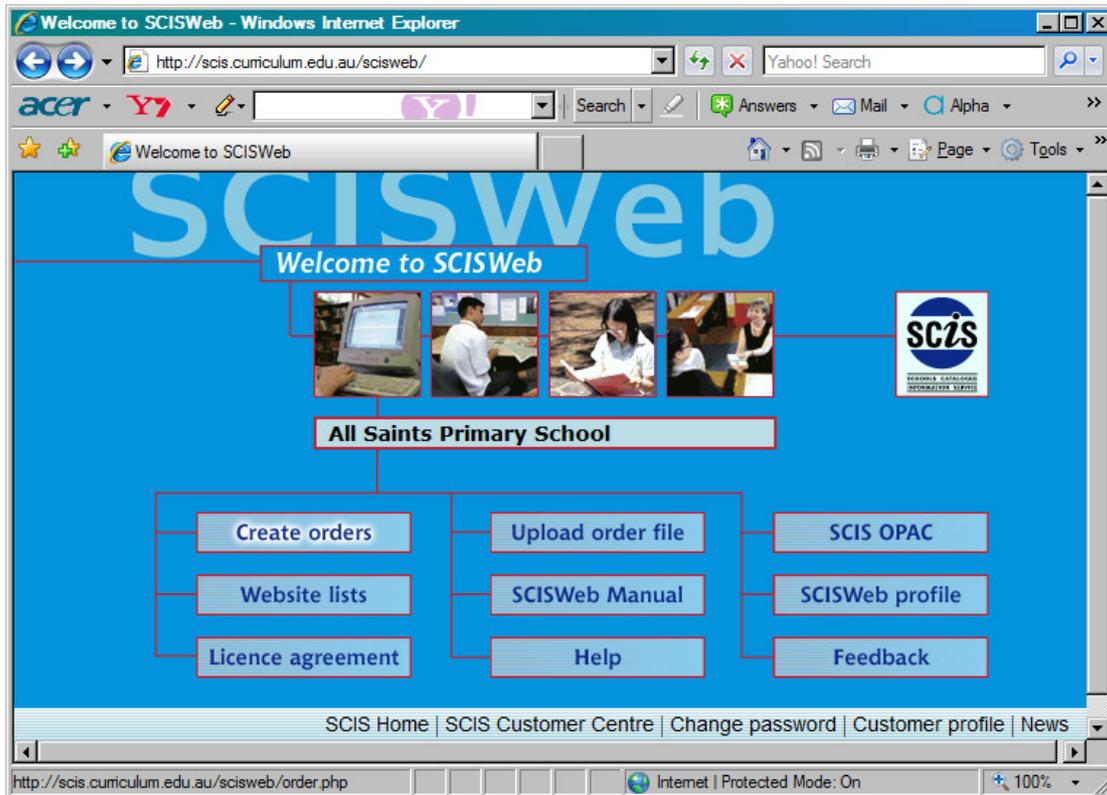
Click Create Orders.
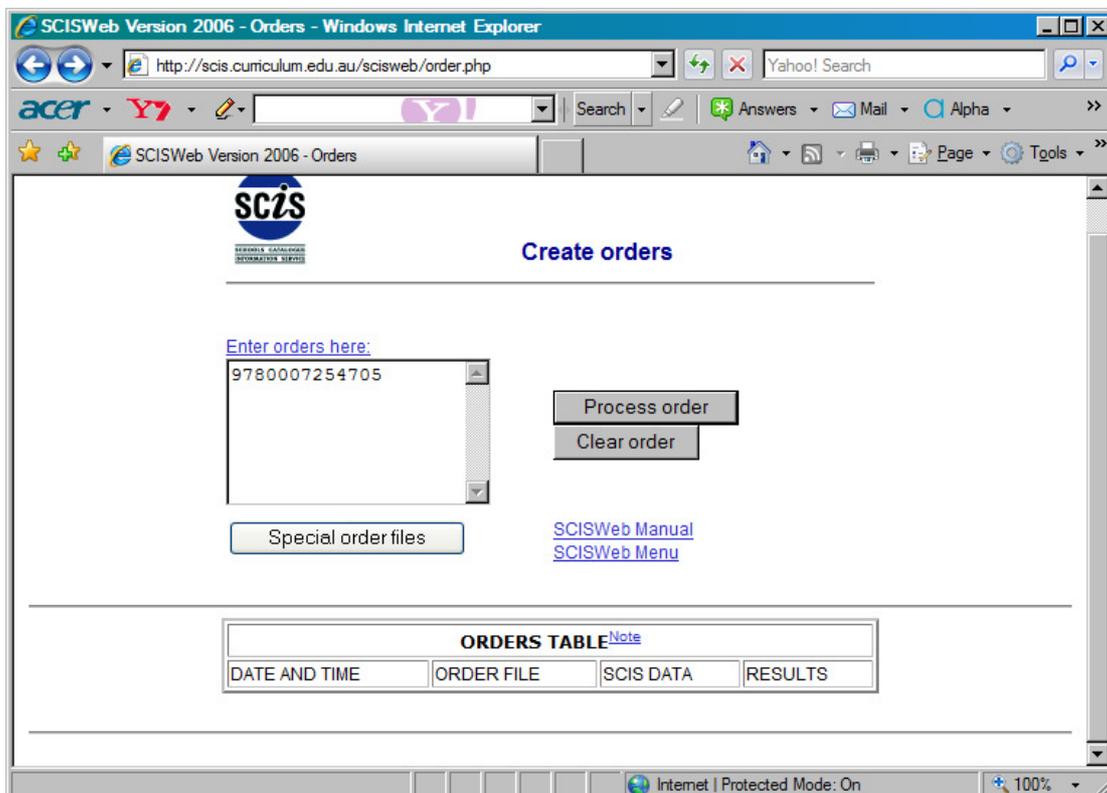
Click on the Window 'Enter Orders Here'

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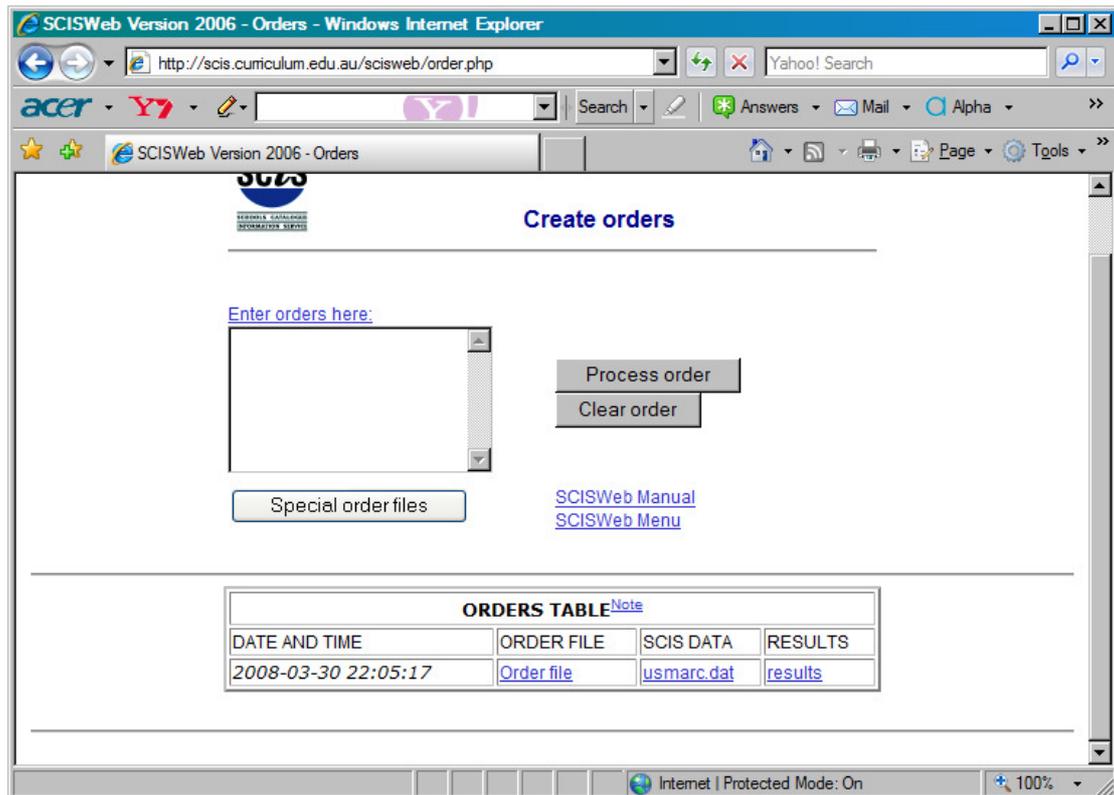
After a moment (or a little longer if there are lots of ISBNs to be processed) the results will be displayed in the orders table.

Click RESULTS to check how many of the ISBNs are unmatched.
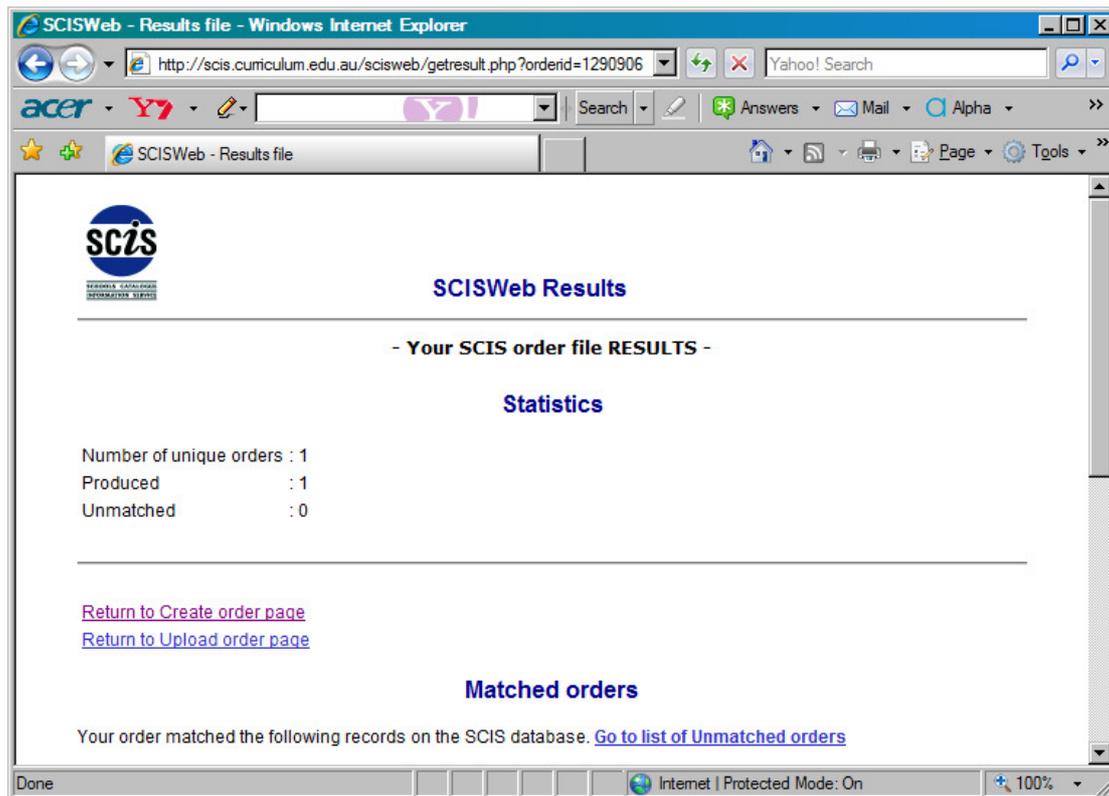
Typically 80% - 90% of ISBNs will be matched and return a catalogue Record.

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.
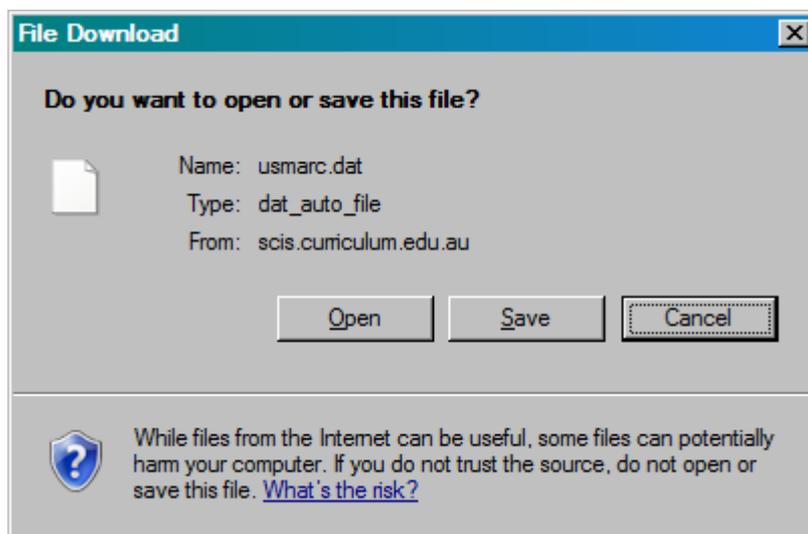
Click SAVE

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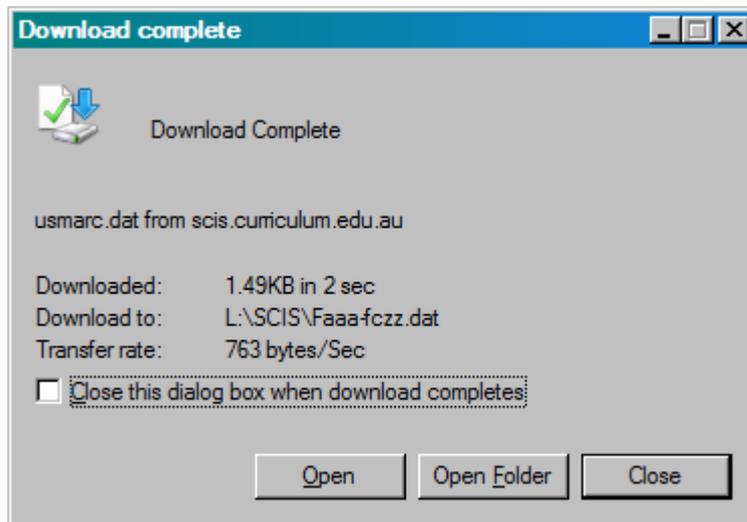
When the file has finished downloading, Click **CLOSE**

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.
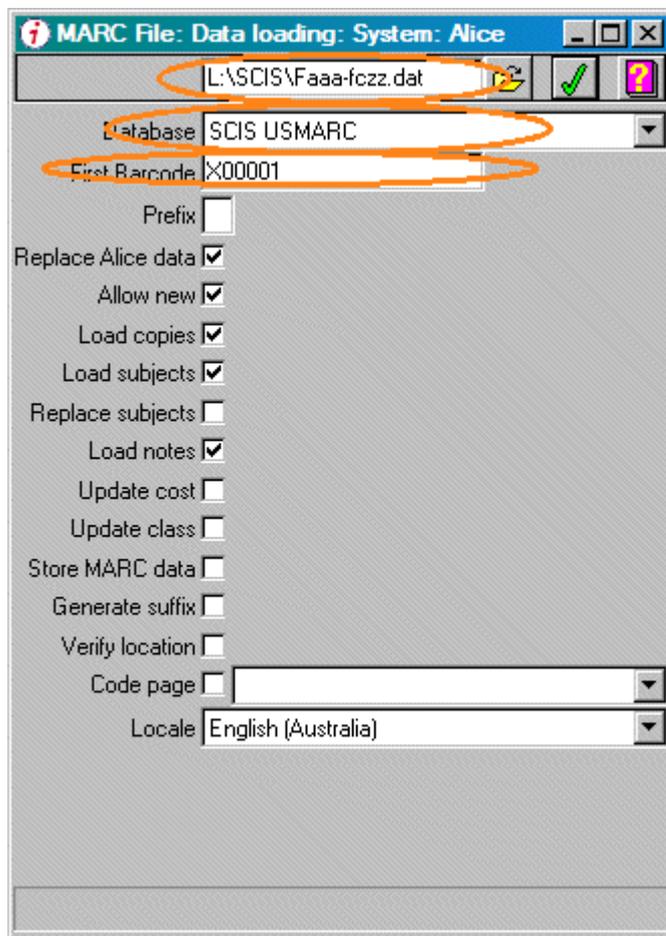
Three items need to be entered:

- 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.
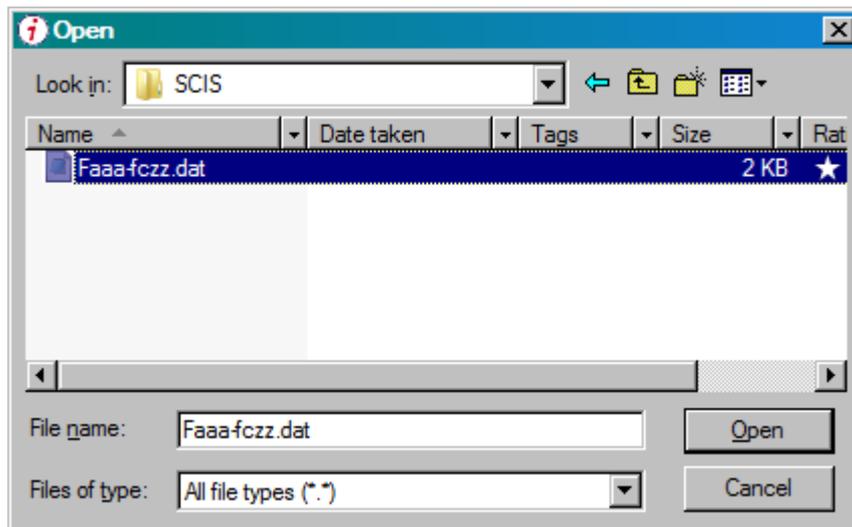
Navigate to L:\SCIS and click on the appropriate SCIS DAT file. Click OPEN.

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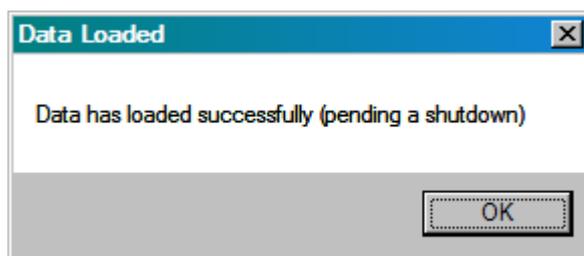
Click OK and then **close** the MARC File Data Loading Window.

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 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 **X** in the top right corner of the Alice Menu
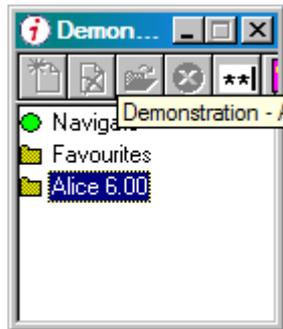
Click the **Green Tick** to proceed with the Shutdown
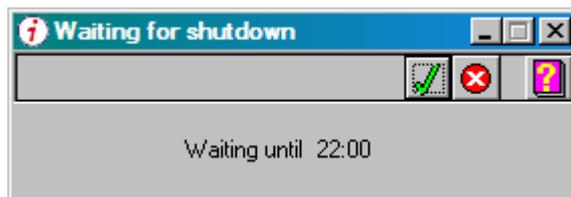
The Shutdown Task list will appear on the right of the screen and will proceed through the various tasks on the list. When it reaches the step 'Load MARC Data', the progress will be displayed at the bottom of the window. The records may take quite some time to load if there are lots of catalogue records 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.
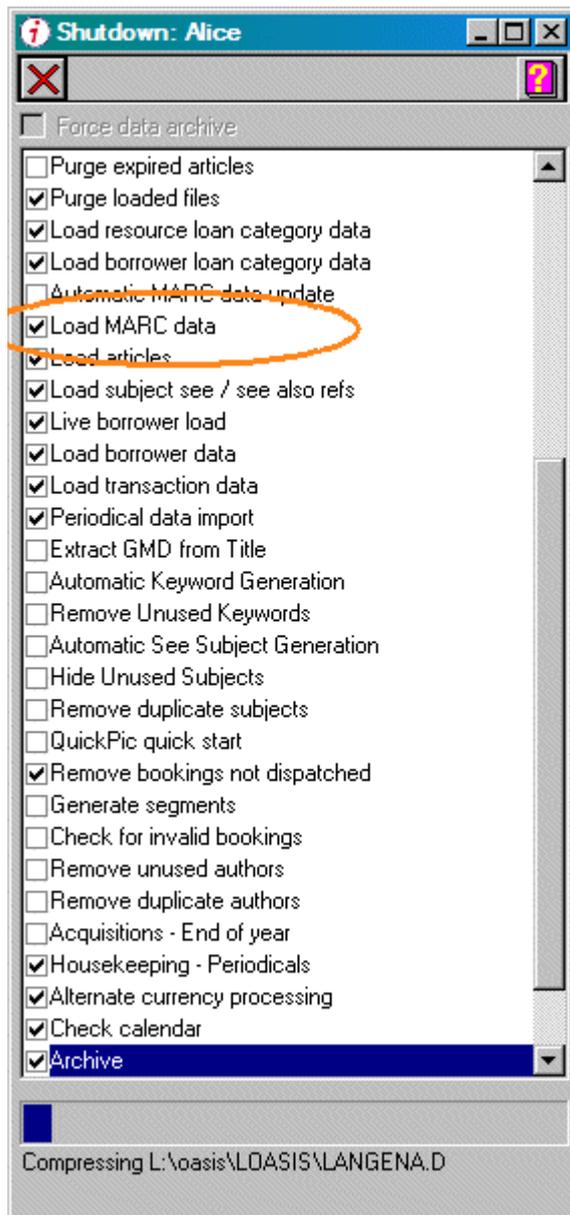
When the Alice Shutdown has finished, the SCIS catalogue records will be visible in Alice.

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 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

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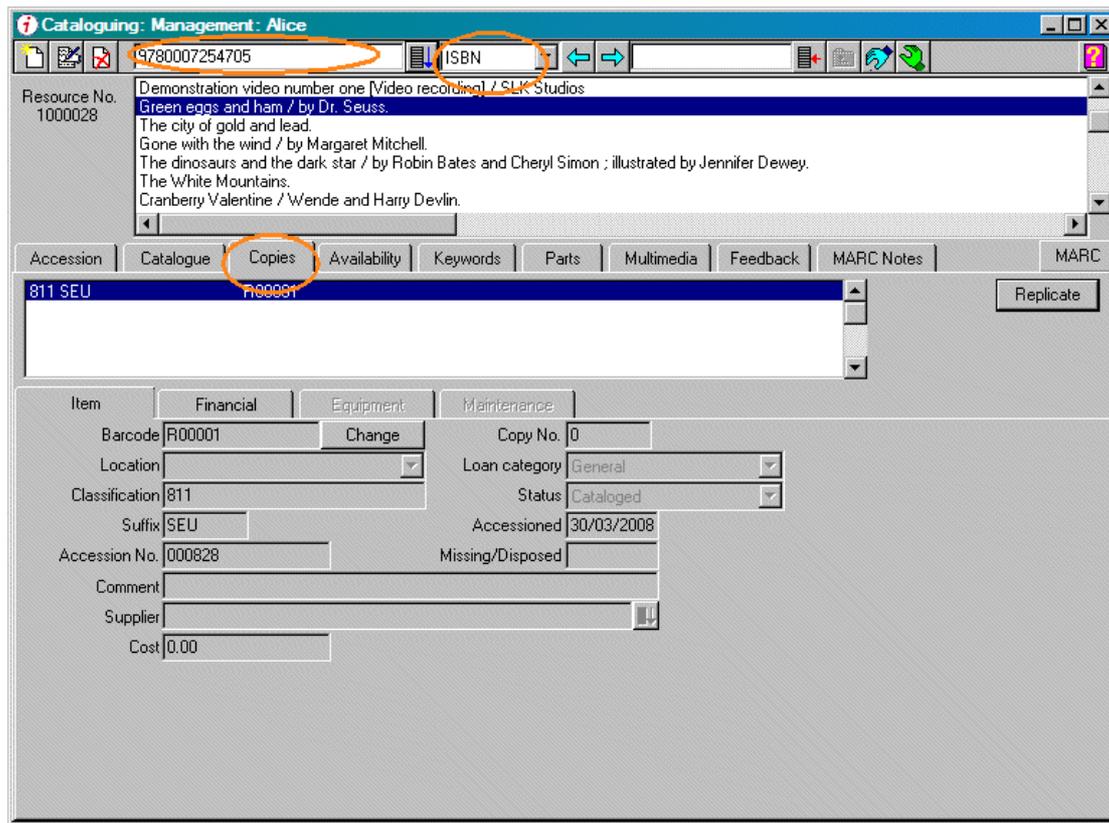
Change the display order from TITLE to ISBN.
Click the **COPIES Tab** to display copy details.
Note: This is important otherwise clicking Add will try to add a new catalogue record instead of a new copy.

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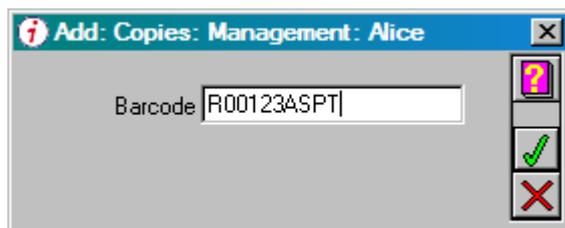
Scan the Alice Resource Barcode on the book.
Select the correct **Location**
Enter **Supplier and Cost** if required.
Click **SAVE** (Yellow Floppy Disk Icon)

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.