



SCIS - .mrc file upload

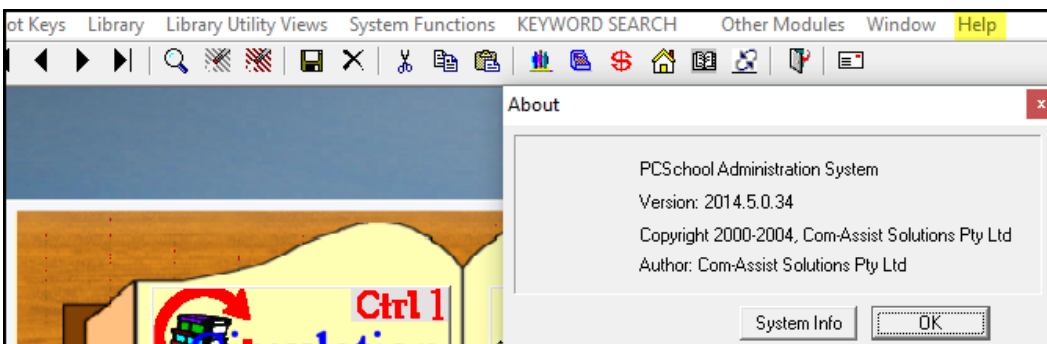
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Information from SCIS now using a .mrc file format

<https://help.scisdata.com/hc/en-us/articles/115012971548-My-download-is-a-zip-file-What-do-I-do->

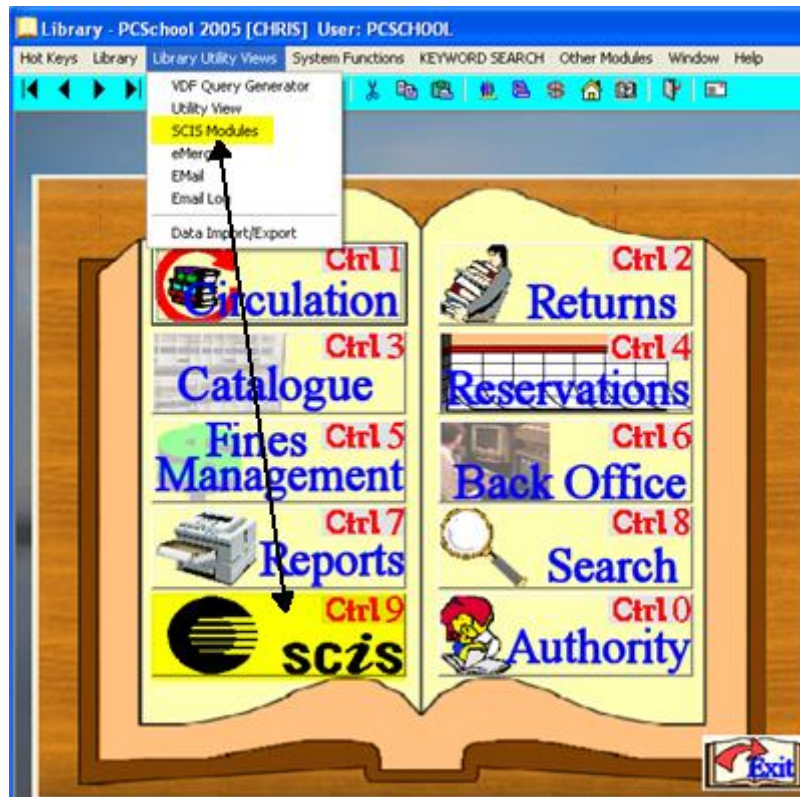
Make sure you are on the latest Library version:
To check Help > About



Otherwise ask your IT to take the latest Followup from our website to update this.

To import the latest .mrc file

Path: *Library > Library Utility Views > SCIS*



Schools Catalogue Information Service (SCIS) provides schools with access to a database of consistent catalogue records created according to agreed national standards.

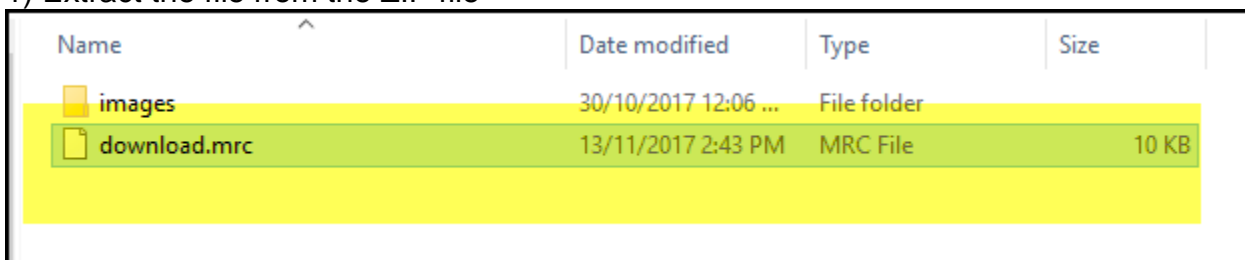
SCIS supports libraries throughout Australia and New Zealand with downloadable files that can be imported into PCSchool.

After the Back Office and Authority files have been setup the Catalogue can be built. If you subscribe to SCIS the titles can be imported directly into PCSchool by run the following procedure.

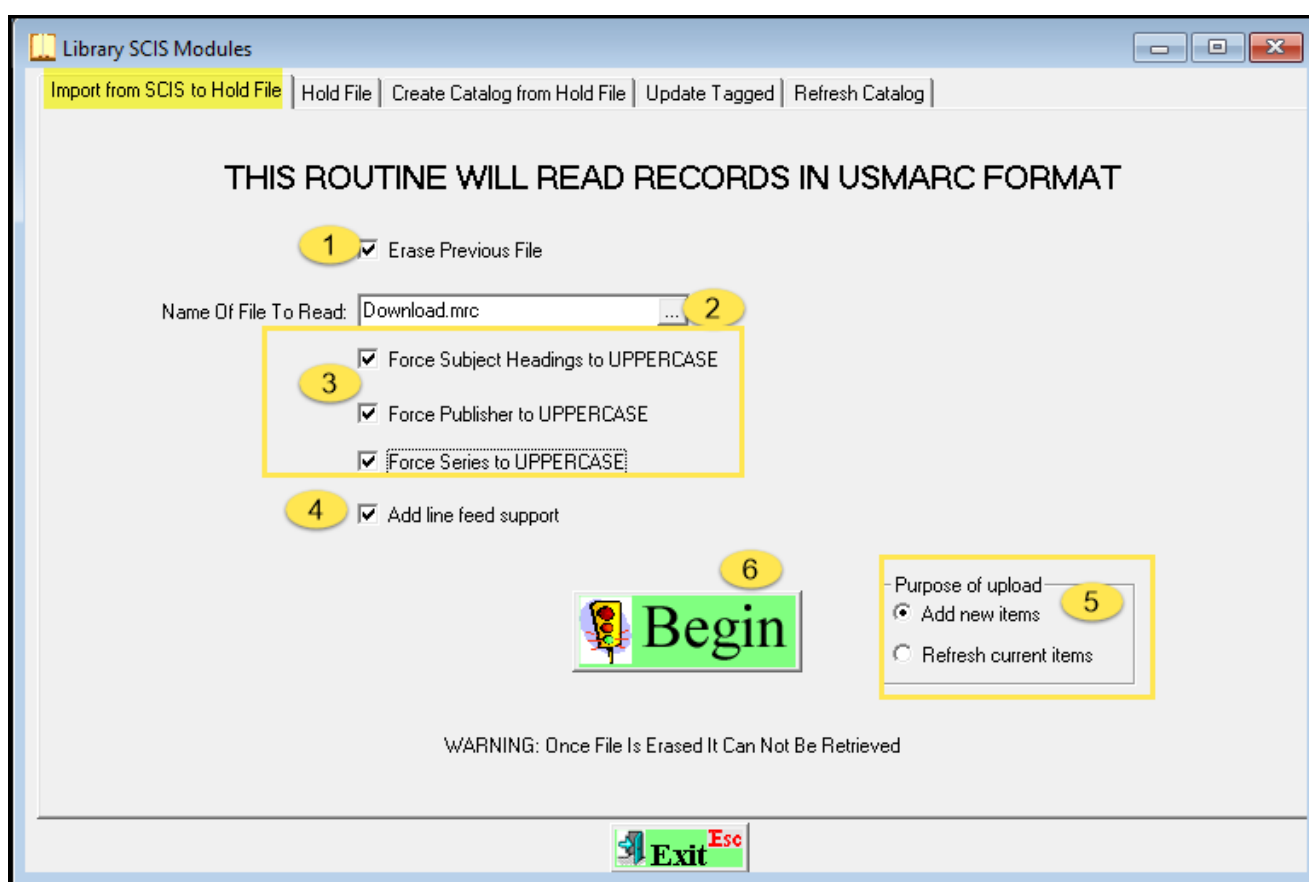
Extract the Zip file

Download the file from SCIS (which they will now provide as a .zip file)

1) Extract the file from the ZIP file



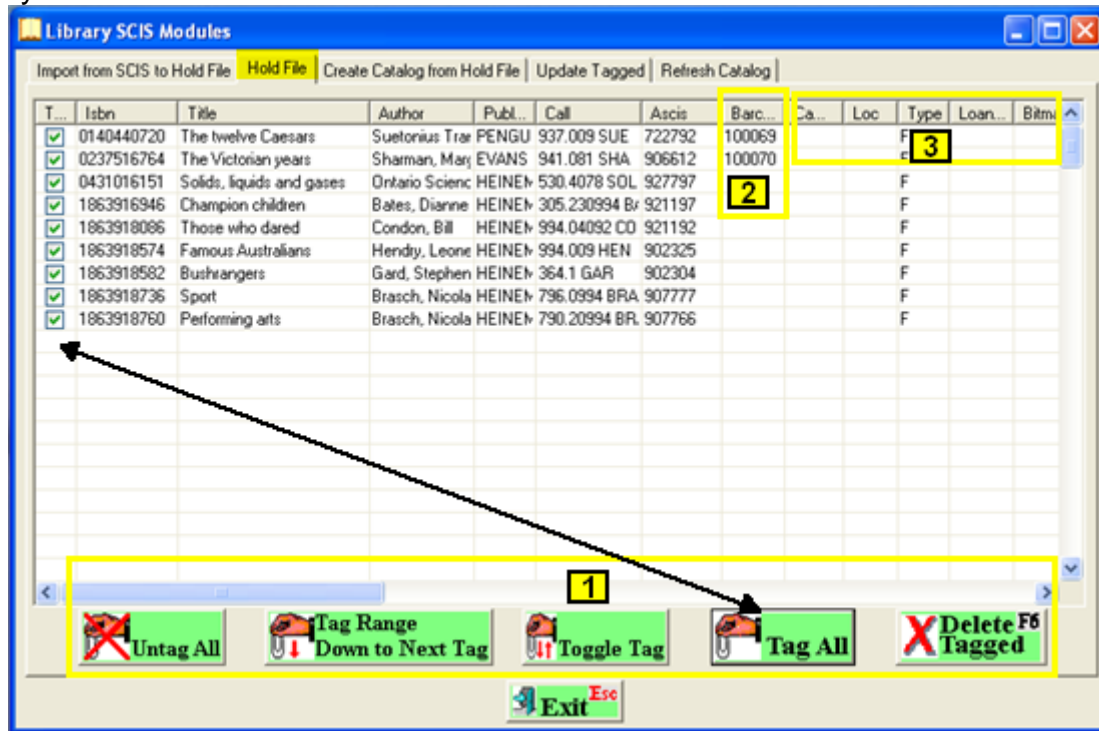
2) Save the .mrc file where you can access it



1.	[Erase the previous file] – tick - to clear anything that may be left over from a previous SCIS read in.
2.	[Name of the File to Read] - browse and select the file you save (e.g. download.mrc)
3.	Select if you want Subjects, Publishers and Suppliers in uppercase.
4.	[Add line feed support] – place tick in here to read your .mrc file in
5.	Select the Purpose of upload; <ul style="list-style-type: none"> • Add New Items; to bring in any new Items from the file • Refresh current items; to update the files currents in the system.
6.	Click [Begin] to read the files into the temporary holding file.

Hold File

Fill in any relevant details.



1.	Click [Tag All] to work with all the entries if not working with all the entries other tagging options are available; <ul style="list-style-type: none"> • Select from other tagging options • Tag the boxes individually
2.	Optional; Fill in the Barcode column with the relevant barcodes/accession numbers for the items.
3.	At this point you may also fill in or change any relevant information for all of the items. I.e. Item type, location, campus etc.

Create Catalogue from Hold File

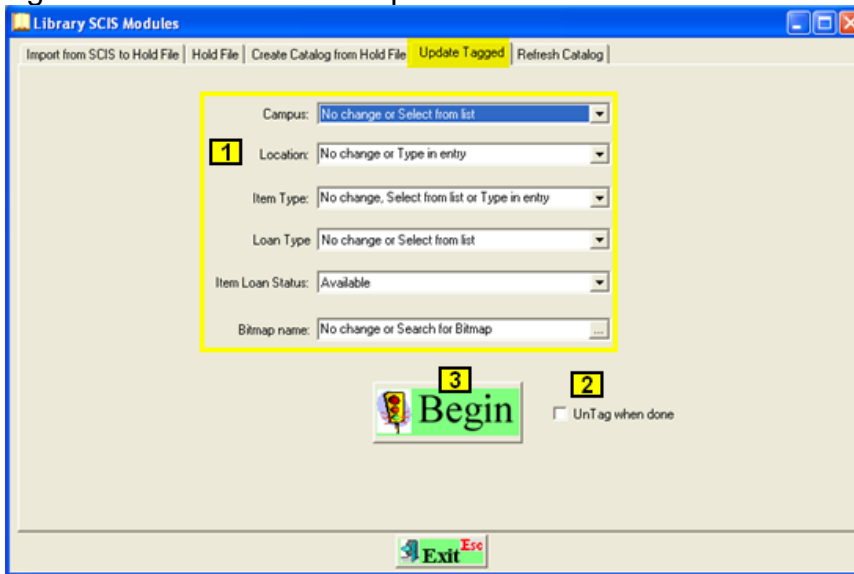
If these are new books you will need to add them to the Catalogue by assigning barcodes.



1.	Click [Begin] to invoke the Select Series window.
2.	<p>If you have already filled in all of the barcode information, press [Clear Series], and then [Exit]</p> <ul style="list-style-type: none"> • Otherwise select an available series or • It is optional to enter a single digit to prefix the barcode. • Click [Exit]
3.	Click OK to finish at the next window.

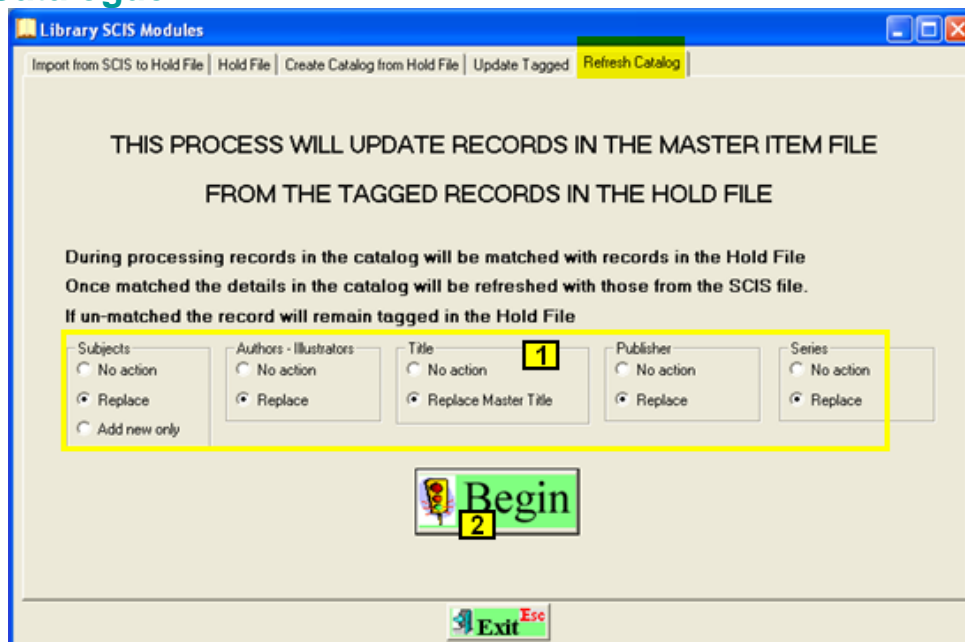
Update Tagged

If you are updating information select the Options.



1.	Select any options to update from the drop down lists.
2.	If you will not be working with the tagged Items further a Tick can be placed in the box but the Catalogue may need to be refreshed.
3.	Click [Begin]

Refresh Catalogue



1.	You can leave the defaults or select any options to Update in the Catalogue.
2.	Click [Begin].

The system will create the items, including keywords, subjects, etc. To see what has been created, or to enter more information than is provided by SCIS, such as price, replacement cost, go to the Catalogue section to view the details.

Export your ISBN data to SCIS

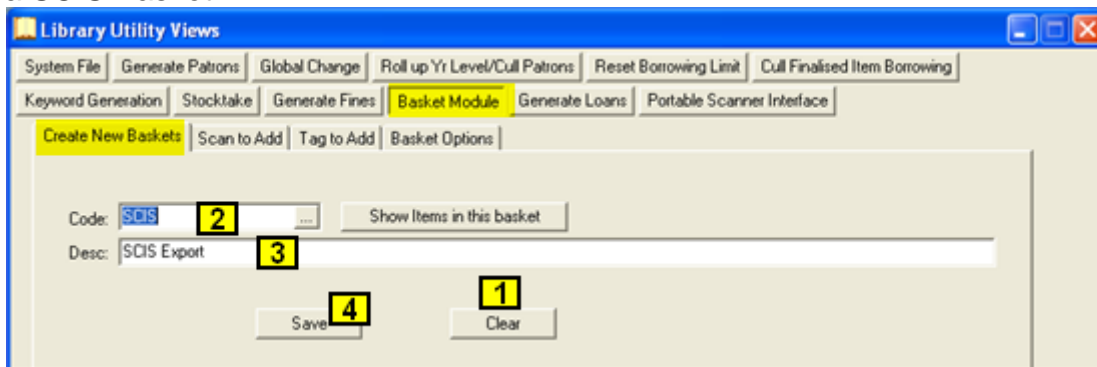
Path: Library > Library Utility Views > Utility View > Basket Module

Basket Module

You can create a Basket to export ISBN's to SCIS and then re-import the file to update the catalogues item data within PCSchool. Alternatively you can use a VDF Query to produce a file of required ISBN numbers.

Create New Basket

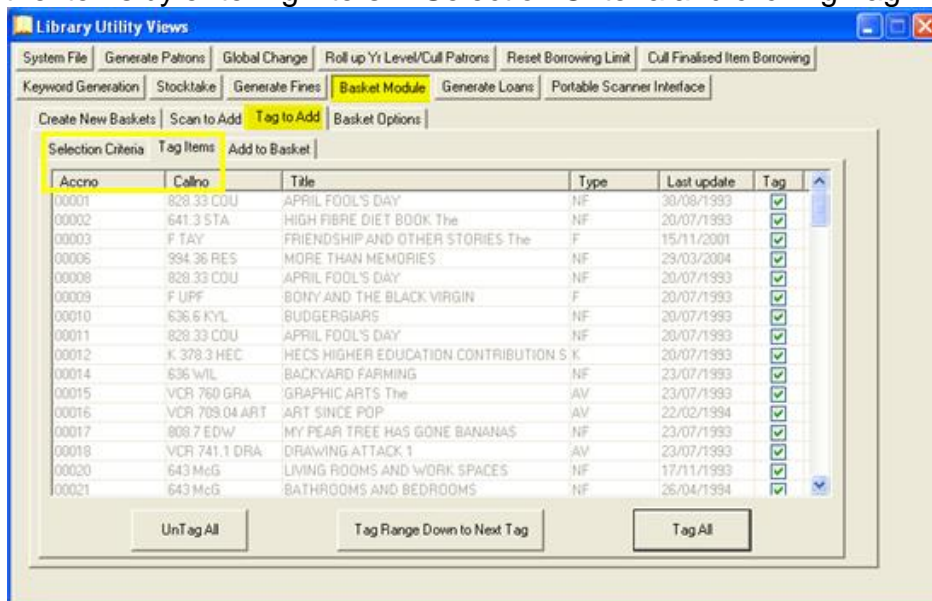
Create a SCIS Basket.



- | | |
|----|--|
| 1. | Click [Clear] |
| 2. | Enter [Code] from the new Basket. |
| 3. | Enter a [Desc] description for the Basket. |
| 4. | Click [Save] |

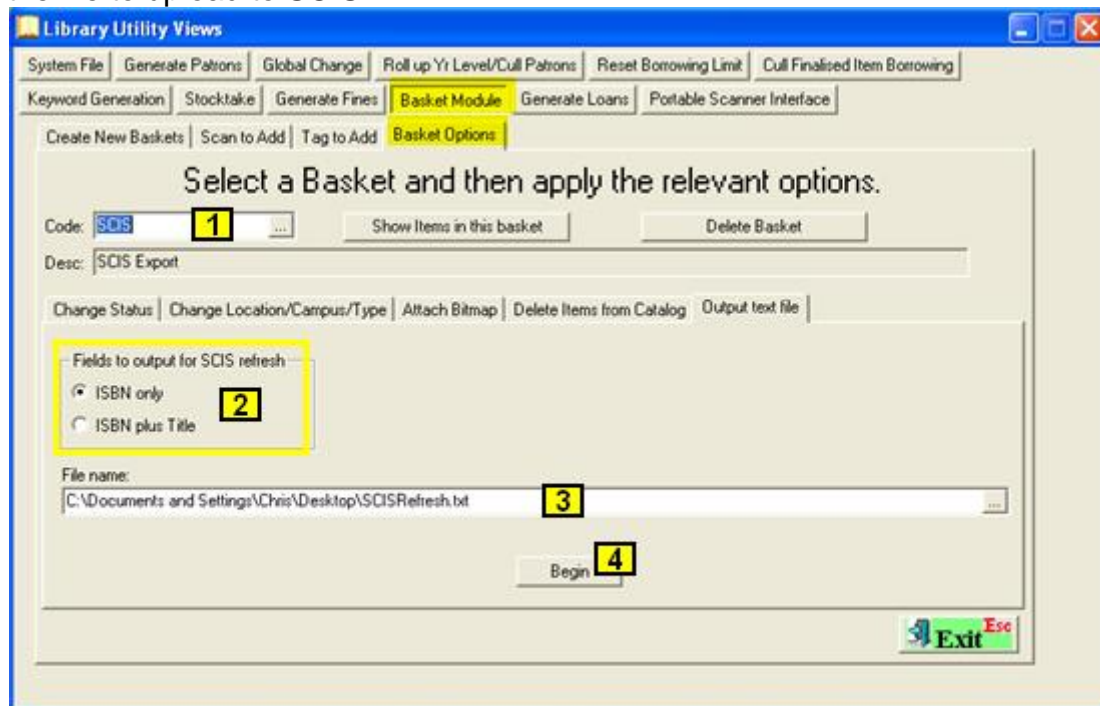
Tag to Add

You can Tag the Items by entering filters in Selection Criteria and clicking Tag All in Tag Items.



Basket Options

Create the file to upload to SCIS.



1.	Select the [Code] - SCIS Basket and go to the Output Item File tab.
2.	Select an option in Fields to output for SCIS refresh; <ul style="list-style-type: none">• Select ISBN only to submit to SCIS as a bulk file.• Select ISBN plus Title to produce a file for checking any Items that may be rejected by SCIS,
3.	Select where you wish to save your file
4.	[Begin]