



## 5. CATALOGUING WORK FLOW

SCIS provides a guide to assist in the process of cataloguing resources using *SCISWeb*.

### Step 1: Receive resources from supplier

### Step 2: Check in the school library system to ascertain if previously entered

- If this is the case, do not order another catalogue record from SCIS. Instead, add the additional copy information to the record in the local library system.

### Step 3: Sort the resources into three groups

- Resources without an ISBN (eg videorecording, DVD, computer software and charts).
- Resources with an ISBN on the imprint page inside the book.
- Resources with an ISBN embedded in the barcode on the back cover.

### Step 4: Connect to *SCISWeb*

- Connect to the Internet.
- Enter the web address <http://www.curriculum.edu.au/scis/>
- Click on the *Log on to SCIS* link.
- Enter *User name* (6-digit number) and *Password*.
- Click on the *OK* button.
- Click on the *SCISWeb* tab.

### Step 5: Locate SCIS number for resources without ISBNs

- Click on the *SCIS OPAC* button and use *Basic Search* or *Guided Search*.
- Search by *Author*, *Title* or other appropriate search.  
**Please note:** The Help button on any SCIS OPAC page gives detailed instructions for using SCIS OPAC.
- From the list displayed select the correct record and click on the link to view.
- Highlight the SCIS number.
- On the browser menu bar select *Edit*, then select *Copy*.
- Open a new browser window; follow the previous instructions to open *SCISWeb*.
- Click on *Create orders*.
- Place the cursor in the *Enter orders here* box.
- On the browser menu bar select *Edit*, then select *Paste*.
- Continue to search for catalogue records from the *SCIS OPAC*. As each one is

located, paste the SCIS number into the *Enter orders here* box, ensuring each number is on a new line.

- When all SCIS numbers for resources have been located and pasted in the *Enter orders here* box, close *SCIS OPAC*.

### **Step 6: Order catalogue records for resources with an ISBN embedded in the barcode on the back cover of the book**

- Place the cursor into the *Enter orders here* box under the last SCIS number.
- Using a barcode scanner, scan ISBNs.

### **Step 7: Order catalogue records for resources with an ISBN on the imprint page inside the book**

- Place cursor under the last scanned ISBN. Type the ISBNs located on the resources into the *Enter orders here* box.

### **Step 8: Process the order**

- Click on the *Process order* button.
- The resulting order will appear at the top of *ORDERS TABLE*, stating the DATE AND TIME of the order, *ORDER FILE*, *SCIS DATA* and *RESULTS*.
- The *ORDER FILE* will state the ISBNs and SCIS numbers.
- The *RESULTS* will indicate the total number of records requested and the actual number produced or matched. It also lists the SCIS number, title, author, ISBN and call number for matched orders.
- The *SCIS DATA* provides the link to *usmarc.dat* file.
- Click on *usmarc.dat* and click the *Save* button.
- Select the *Floppy* or the *Desktop* or an appropriate network drive.
- Click on the *Save* button (the records will be downloaded to the selected location).

### **Step 9: Upload records into the library system**

- Follow the instructions for importing records provided by the library system vendor.
- Attach circulation barcodes and create spine labels.

### **Step 10: Books not on SCIS database**

- If you have resources that you could not locate on *SCISWeb*, they may not yet have been added to the SCIS database. You may need to search for them again at a later date. Alternatively you may wish to send resources to a SCIS Agency for cataloguing.
- Note that in SCIS OPAC you may locate a catalogue record for a similar version of the resource, for example an earlier edition. This catalogue record can be downloaded and modified in your school library system.