SCIS (Schools Cataloguing Information Service) provides cataloguing data for schools.

Data can be downloaded and imported into Bookmark. There are three ways to do this:

- Order item records through the SCIS website. A file is generated which can be downloaded, saved, and then imported into Bookmark.
- Z-Cataloguing. With the SCIS z39.50 protocol, Bookmark can download a record immediately into AddEdit Items without you having to go to the SCIS website.
- SCIS API. This is an alternate way to directly download records from SCIS into AddEdit Items. It can be used in situations in which Z-Cataloguing is blocked.

This fact sheet deals with the first method. For the other two methods see the fact sheets "Z-Cataloguing" and "Streamlining cataloguing by using the SCIS API". *These methods are much faster and easier to use than the following older method.*

Check Controls > Settings > Cataloguing tab for the default switches which determine how some of the data is to look when imported.

For problems creating or downloading the orders file, ring SCIS on 1800 337 405.
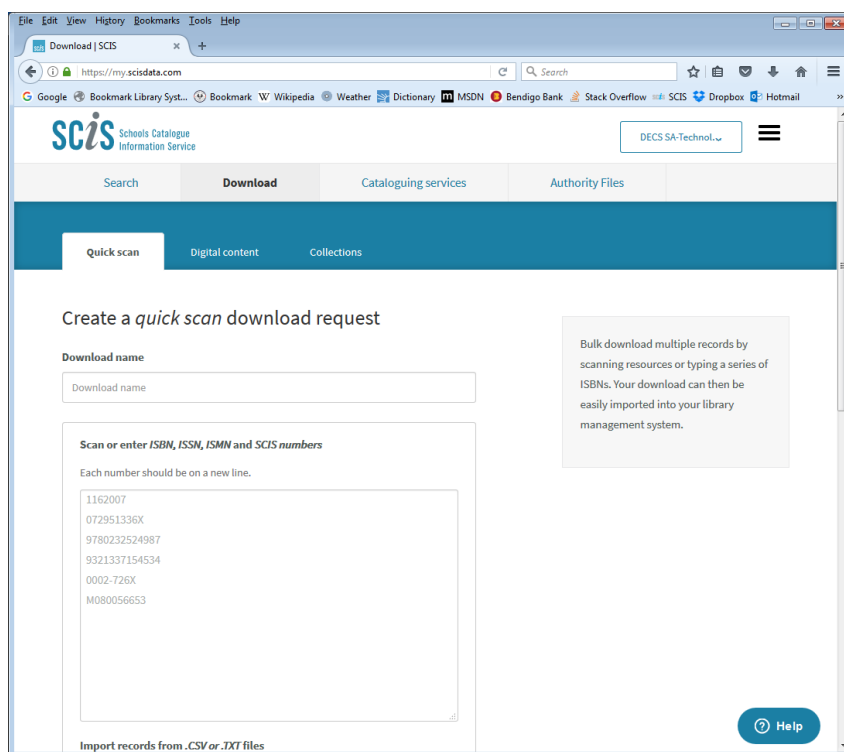
For problems importing the data, ring the Bookmark help Desk.

The SCIS website can be reached from within Bookmark. Go to Cataloguing then Import Items. Click on the SCIS Website button.

Or use the SCIS URL: https://www.scisdata.com
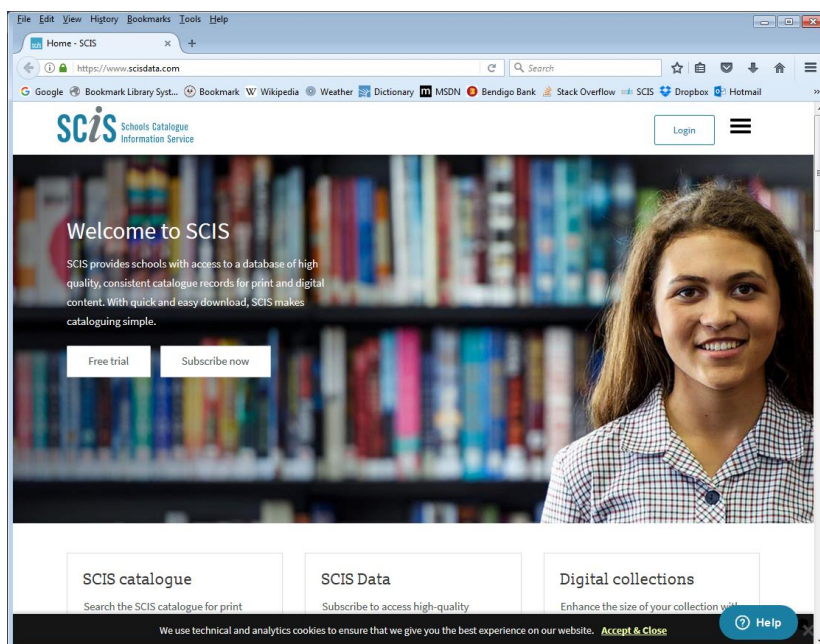
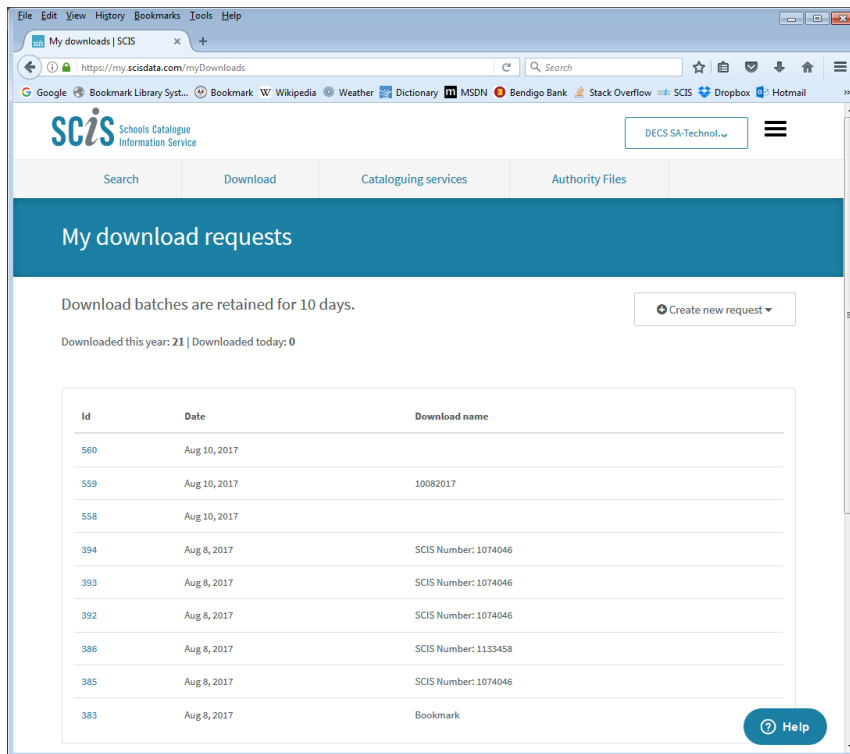Click on Login and sign in with your SCIS ID and password.

Use the above to place an order for catalogue records. Scan in ISBNs then scroll down and click on "Create Request". When the order appears, click on Download.

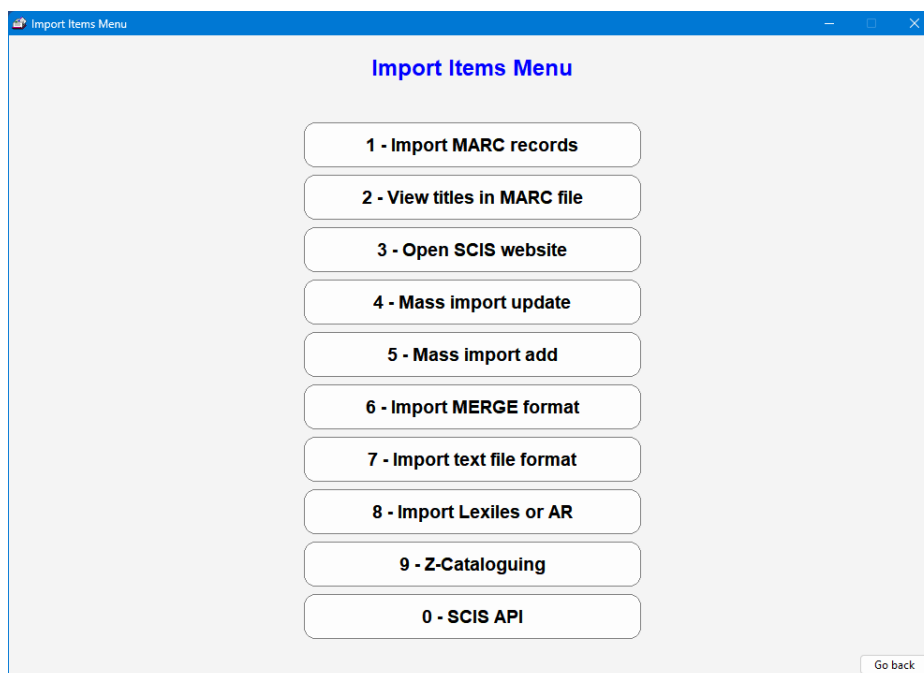The result will be an order. Previous orders are found in "My Download Requests".

Click on the number of the order.
Save the file.

Keep track of where the file is saved and its filename!

The filename will be something like 17523.zip

Close the browser to go back to the Import Items menu.

Click on Import MARC Records.

Set defaults! They can save time. When the defaults are set correctly, click on PROCEED.
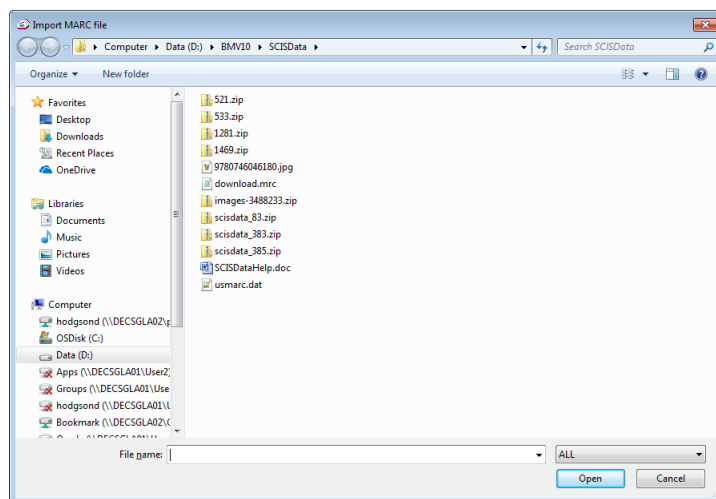
Use the file requester to locate the saved SCIS file. Click on it to highlight then click on Open.

Bookmark will fill in the information on the left side from the SCIS data.

The right side deals with the library's specific copy. They must be filled manually – **i.e. the barcode, the item type, the location, the cost, etc.**

Add a barcode at the *top left* and fill out the fields on the right side. Check for copies and link them.

Press the Save button to save.

The next record ordered will appear. Repeat for each ordered record.