Bookmark Fact Sheet

Importing from SCIS

August 2024

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.

Download SCIS	+							
 https://my.scisdata.com 		(C Q Search		☆ 1	à 🛡	+ -	î
ogle 🛞 Bookmark Library Sys	t 🛞 Bookmark 🕱 Wikipedi	lia 💿 Weather 🕎 Dictionary 🔟 MSDN 🧕	Bendigo Bank 🄌 Stack Ove	rflow 🕬	scis 💝 d	ropbox 🧕	B Hotmai	i
SC2S Schools Catalog	gue rvice		[DECS	SA-Technol.	~	=	
Search	Download	Cataloguing services	Authority Files					
_								
Quick scan	Digital content	Collections						
Create a quick	scan download	request						
create a quick	scan download	irequest	Pulk dow	mlaad mu	ultiple reco	ordo bu		
Download name			scanning	resource	s or typing	ords by	of	
			Scanning	resource	o or cyping	5 d Denies	01	
Download name			ISBNs, Yo	ur downl	oad can th	nen be		
Download name			ISBNs. Yo easily imp	our downl ported inf	oad can th to your lib	nen be rary		
Download name			ISBNs. Yo easily imp managen	our downl ported inf nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter ISBN,	ISSN, ISMN and SCIS number	ers .	ISBNs. Yo easily imj managen	our downl ported inf nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter ISBN, Each number should	ISSN, ISMN and SCIS number	ers .	ISBNs. Yo easily imj managen	our downl ported int nent syste	oad can th to your lib em.	nen be rary		
Scan or enter ISBN, Each number should 1 1162007	ISSN, ISMN and SCIS number	ers	ISBNs. Yo easily imj managen	our downl ported inf nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter ISBN, Each number should I 1162007 072951336X	ISSN, ISMN and SCIS numbers of on a new line.	ers	ISBNs. Yo easily imj managen	our downl ported int nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter <i>ISBN</i> , Each number should I 1162007 072951336X 9780232524987	ISSN, ISMN and SCIS number	ers	ISBNs. Yo easily imj managen	our downl ported inf nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter <i>ISBN</i> , Each number should I 1162007 072951336X 9780232524987 9321337154534	ISSN, ISMN and SCIS numbers of a new line.	er3	ISBNs. Yo easily imj managen	our downl ported int nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter ISBN, Each number should I 1162007 072951336X 9780232524987 9321337154534 0002-726X	ISSN, ISMN and SCIS numbo	ers	ISBNs. Yo easily imj managen	our downl ported int nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter <i>ISBN</i> , Each number should 1162007 072951336X 9780332524987 932137154534 0002-726X M080056653	ISSN, ISMN and SCIS number	ers	ISBNs. Yo easily im managen	our downl ported int nent syste	oad can th to your lib em.	nen be rary		
Download name Scan or enter ISBN, Each number should I 1162007 072951336X 9780233524987 9321337154534 0002-726X M080056653	ISSN, ISMN and SCIS number	ers	ISBNs. Yo easily im managen	our downl	oad can th to your lib em.	nen be rary		
Download name Scan or enter ISBN, Each number should I 1162007 072951336X 97800335524987 9321337154534 0002-726X M080056653	ISSN, ISMN and SCIS number	er3	ISBNs. Yo easily imj managen	our downl	oad can th to your lib em.	nen be rary		
Download name Scan or enter <i>ISBN</i> , Each number should I 1162007 072951336X 9780235224987 9321337154534 0002-726X M080056653	ISSN, ISMN and SCIS number	ers	ISBNs. Yo easily im managen	our downl	oad can th	nen be rary		
Download name Scan or enter ISBN, Each number should I 1162007 072951336X 97802322524987 9321337154534 0002-726X M080056653	ISSN, ISMN and SCIS numbo	ers	ISBNs. Yo easily im managen	our downl	oad can th	ren be rary		
Download name Scan or enter ISBN, Each number should I 1162007 072951336X 9780033524987 9321337154534 0002.726X M080056653	ISSN, ISMN and SCIS numbe	ers	ISBNs. Yo easily im managen	our downl	oad can th	nen be rary		

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".

Eile Edit	<u>V</u> iew History <u>B</u> ookmark	s <u>I</u> ools <u>H</u> elp				-	- 0	×
My o	downloads SCIS >	< +						
(https://my.scisdata.com	n/myDownloads	с	Q Search	☆自	•	Â	≡
G Google	🛞 Bookmark Library Sys	st 🥹 Bookmark 👿 Wikipedia	💿 Weather 🛐 Dictionary 🔟 MSDN 🏮	Bendigo Bank 🏄 Stack Over	flow 📫 SCIS 💱 Dropi	oox 🔯 Ho	tmail	»
S	C2S Schools Catalo	gue rvice			DECS SA-Technol.			Î
	Search	Download	Cataloguing services	Authority Files				
1 [My downloa	ad requests	days.		Create new re	quest v		
	ownloaded this year: 2	1 Downloaded today: 0						
	Id	Date	Download name					
	560	Aug 10, 2017						
	559	Aug 10, 2017	10082017					
	558	Aug 10, 2017						
	394	Aug 8, 2017	SCIS Number: 107404	5				
	393	Aug 8, 2017	SCIS Number: 1074044	6				
	392	Aug 8, 2017	SCIS Number: 107404	6				
	386	Aug 8, 2017	SCIS Number: 113345	3				
	385	Aug 8, 2017	SCIS Number: 107404	5				
	383	Aug 8, 2017	Bookmark			0	Help	

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.

Import Items Menu		-		\rightarrow
	Import Items Menu			
	1 - Import MARC records			
	2 - View titles in MARC file			
	3 - Open SCIS website			
	4 - Mass import update			
	5 - Mass import add			
	6 - Import MERGE format			
	7 - Import text file format			
	8 - Import Lexiles or AR			
	9 - Z-Cataloguing			
	0 - SCIS API			
			Go ba	ack

Click on Import MARC Records.

Import MA	ARC records	
When Importing adjust the following Remove trailing /; and . symbols from titles and series Exclude from stocktaking Remove F from beginning of fiction call numbers Only keep first letter of author in fiction call numbers Remove full stop from end of authors Remove decimal part of dewey numbers Save SCIS genres to Collections instead of Subjects Authors: Force sumame to UPPER case Update mode: import only catalogue data Change & to 'and' for subjects and series	ARC records Defaults when Importing Status: Item type: Location: Due date category: Sublocation: Supplier: Cost centre: Cost: Replacement cost: Callnumber prefix: Callnumber:	1 - Available ~ FIC ~ Fiction ~ Library ~ 0 - Normal ~ Abacus ~ Library budget ~
When adding a new item, check to see if a copy exists For SCISData import only MARC records, do not import covers When linking, use copy data instead of defaults Automatically check online for cover images	Level: Accession date Purchase date Order number	06/06/2023

Set defaults! They can save time. When the defaults are set correctly, click on PROCEED.

Dimport MARC file						×
🔾 🖓 - 🕌 🕨 Computer 🕨 Data	(D:) + BMV10 + SCISData +	- ↓	Search SCISDat	a		Q
Organize 👻 New folder			ŧ	•		0
	 \$21.zip \$32.zip \$128.1.ip \$40.sip \$40.sip \$40.sip \$30.sip \$30.sip \$30.sip \$cidata_33.sip \$cidata_33.zip \$cidata_33.zip \$cidata_35.zip \$cidata_35.zip \$cidata_35.zip \$cidata_36.zip \$cidata_35.zip \$cidata_35.zip \$cidata_35.zip \$cidata_35.zip \$cidata_35.zip \$cidata_35.zip \$cidata_35.zip \$cidata_35.zip 					
File <u>n</u> ame:		•	ALL	_		•
			Open		Cancel	

Use the file requester to locate the saved SCIS file. Click on it to highlight then click on Open.

🎒 Add / Edit Items	- Import			- 0	×
File Record Lists	i				
Import 1	Save View raw List titles Unused Find	Print		Next Can	cel
			Status:	1 - Available	
Number/Barcode	Generate Copies	Chook	Item type:	FIC - Fiction	
Subtitle:	Do not nex this book	Check	Location:	Library	-
Responsiblity:	Idan Ben-Barak : illustrated by Julian Frost		Sublocation:	, ,	-
Media (GMD):	✓	J	Supplier:	Abacus	7
Series:	\ \ \ \ \ \ _	F5-check	Cost:		1
	~		Replacement cost:		1
Volume:	Serial number:	j	Order number:		1
Author(s):	BEN-BARAK, Idan ^	F5-check	Cost centre:	Library budget	i
	FROST, Julian [illustrator]]	Purchase date:	06/06/2023	
Subjects:	Micro-organisms - Fiction	F5-check	Accession date:	06/06/2023	
	Picture books		Due date category:	0 - Normal	
Collection:	~		Loop restrictioner	0	
			Loan restrictions:	Visible in search	
Callenation	E DEN *			Exclude from stocktake	
Can number:	F DEN "		Conico	Do not count against loan limit	
Media type:	unmediated v Carrier type: volume		Copies	Make Add	
Pub place:	Sudney		Alt ID		
Publisher:	Allen & Unwin		AILID:		
Pub.year:	2017		Circulation Informati	on	
ISBN:	9781760293055 SCIS number: 1804507				
Edition:]			
Description:	32 pages : colour illustrations.			Do not lick this book	
Lexile:	PRC: R-2 Level:				
URL:				6nàs Mariana	
Other:				Cau	
	Notes Contents Synopsis* Loan note Return note Revi	ews		Save Can	cei

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.