Many schools are re-arranging their libraries based on genres.

Genres include terms like Fantasy, Science Fiction, Crime, Adventure stories, Utopian fiction, etc.

Bookmark has a cataloguing field called Collections. This field can be renamed Genres. (See Genres fact sheet.) Collections or Genres can be searched and listed. The list can be seen in Search and Webopac and users can easily obtain a list of items for a genre.

When changing to a genre arrangement in the library, thousands of books may need to have their cataloguing data altered to reflect this. The Collections or Genres field of each book should be filled with the correct genre. (It can hold more than one.) The field can be seen in AddEdit Items. A Collections/Genres authority list is maintained automatically.

The "Mass Import Update" function can be used to download and import genres (or other field data) into many books without going through them one-by-one. The mass update is accomplished using data contained in normal SCIS cataloguing files.

Click on Cataloguing then on *Import Items*.

Click on *Mass Import Update*.

1 - Make ISBN list file

2 - Update using MARC file

3 - Update using Z-Cataloguing

4 - View last batch

Mass updating genres works by placing an order with SCIS using ISBNs or the SCIS numbers, then processing the records SCIS provides.

There are two ways to mass import genres from SCIS.

- Order SCIS records from the website, download an order file, and mass import from it. Each is a separate step.

- Use Z-cataloguing / SCIS API to upload the order, download the records, and mass update in one step.

The second method is easier but is limited to a maximum of 100 titles per order.

**Method One – Importing Genre Headings from a MARC File**

First, produce a list of ISBNs that are to receive the genre data. This can be done in





Make a list of the books first. This can be done with:
- A query
- Import – read a list of barcodes or item numbers from a file
- Download – import a list of barcodes or item numbers from a portable barcode reader (same process as in stocktaking)
- Scanning barcodes

The list can be large.

Once the list is ready, click on Save.

A file called "SCIS_order.txt" is produced. Save it where you can retrieve it later. The file contains a list of ISBNs or SCIS numbers culled from your items.

The next step is identical to placing an order with SCIS using a file of ISBNs. Go online to the SCIS website. Log in. Upload the "SCIS_order.txt" file to the website and click on Create Request.

Download the results. It will be a normal zip file containing a MARC file and book cover images. It can be opened in Import MARC records or View Titles in MARC File. (The cover images can be separately imported in Cataloguing > Cover Images > Import Covers.)



**2 - Update using MARC file**

Once you have saved the file from SCIS, go back to the Mass Import menu and click on "2 - Update using MARC file".

Tick the Collections or Genre field. (First in the list.) Other fields can be included you may wish to update cataloguing data at the same time.

Choose to append the imported genre data and keep existing data, or to completely replace.

Click on Start.

Use the file requester to locate and open the SCIS file.

Bookmark will immediately import all the genre headings in the SCIS file. It uses the ISBN and SCIS number to locate your items to be updated.

When finished, go to Authority Lists > Collections / Genres and Rebuild. This will make sure the list matches all records. You may also need to adjust genre images, too, if they are involved.

## 3 - Update using Z-Cataloguing

The other way to mass import for updating is to use z39.50 or the SCIS API.



Make a list of the books to receive the genre data. Use Query, Import, Download or scan in their barcodes.

There is a maximum limit of 100 items that can be updated at a time.

Click on Start.

Bookmark will retrieve the ISBNs from the list and upload these directly to SCIS through the Internet. It will automatically use z39.50 if Z-Cataloguing has been set up or the SCIS API if that is available. SCIS will then send back to Bookmark the resulting data, which Bookmark downloads to memory. Each record is immediately imported.

The headings also are added to the Genres authority list if not already present. Unused headings are not removed, so it is a good idea after importing to visit Authority Lists > Genres (or Collections) and do a Rebuild. After that check on Genre Images if they are being used.