Bookmark includes a way to update cataloguing data for a batch of items.

This is done by mass importing the data from MARC files. SCIS is the normal source of MARC files for schools. Other sources exist which may be relevant to non-school libraries.

Bookmark can mass import data and update a lot of existing records without user intervention. The records are identified by their ISBN or SCIS number and not the barcode. The update process involves ordering the data records either through the SCIS website or directly via z39.50 ("Z-cataloguing") or the SCIS API. Mass importing does not stop at each record but updates everything quickly.

The "Mass Import Update" function can be used to create an order file and to import the data.

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

There are two ways to mass update 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 Field Data from a MARC File

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

1 - Make ISBN list file

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 item records.

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.)

(Note: there is another way to generate a MARC file using Z-Cataloguing or the SCIS API. Cataloguing > Item Lists > Z-Cataloguing. This approach places an order and downloads the resulting MARC file directly.)

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 fields to be updated.

Choose to append the imported genre data and keep existing data, or to completely replace. Append keeps existing data (it will not duplicate it) and adds the imported data at the end. Replace deletes existing data and completely replaces it with the imported data.

Click on Start.

Use the file requester to locate and open the saved MARC or SCIS file. (If it is a SCIS zip file, do not open it separately. Bookmark will take care of that here.)

Bookmark will immediately import all the data in the MARC file to the fields chosen for the items that match the ISBNs or SCIS numbers.

3 - Update using Z-Cataloguing

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

Mass Update from SCIS via Z-cataloguing

Quick backup   [Backup]

Step 1 - List items to be changed

[Query] [Import] [Download] [Remove] [Print]

Add item to list [   ] [Add]

Number	Title	ISBN	Scis no

0 items

Step 2 - Specify the field to be updated   [Genre ▾]
Step 3 - Specify how the data will be imported   [Append ▾]

Step 4 - Start import process   **Start**

[Cancel]

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 upload the ISBNs 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 immediately send back to Bookmark the resulting data, which Bookmark downloads to memory. Each record is immediately imported.

Fields such as subjects, genres and series have authority lists. These are updated at the same time.

Final Clean Up
After mass importing many records, it is a good idea to do a clean-up.
- Cataloguing > Reindex > Reindex Search Words.
- Cataloguing > Authority Lists. Any authorities containing imported data can be "re-built".