

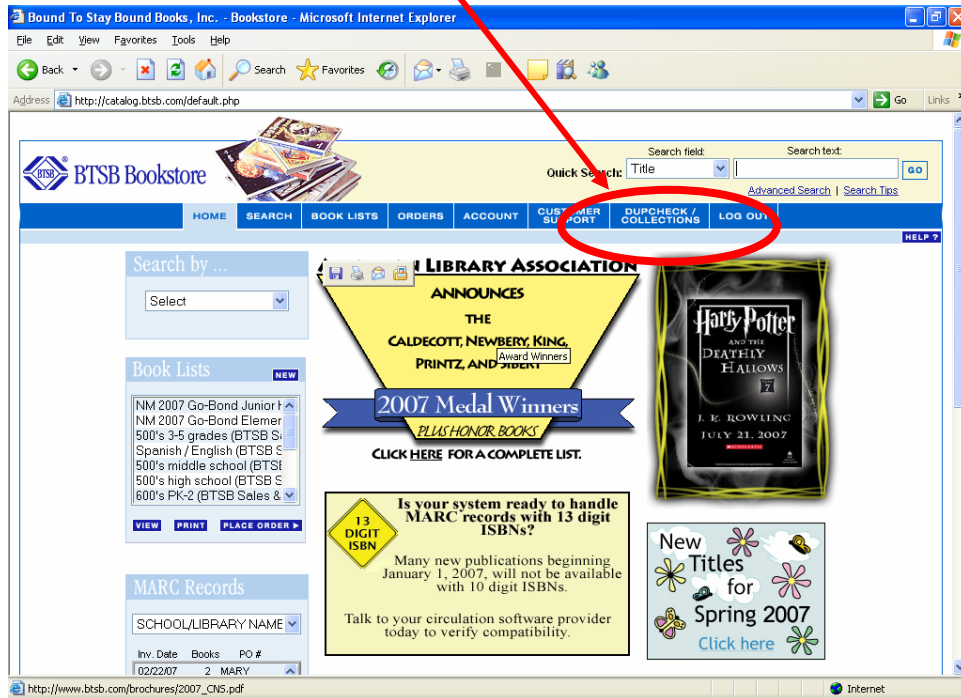
Using

DupCheck

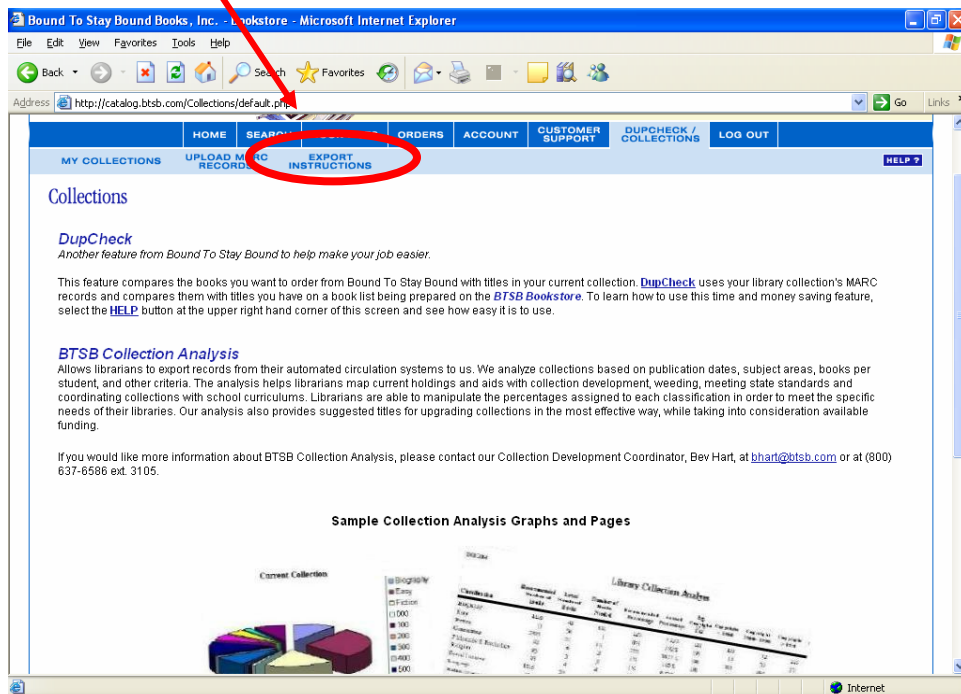
Another FREE service from Bound To Stay Bound Books

**Instructions for
uploading your MARC
records for use with our
duplicate checking
feature.**

After logging in choose **DUPCHECK/COLLECTIONS** from the blue menu bar.



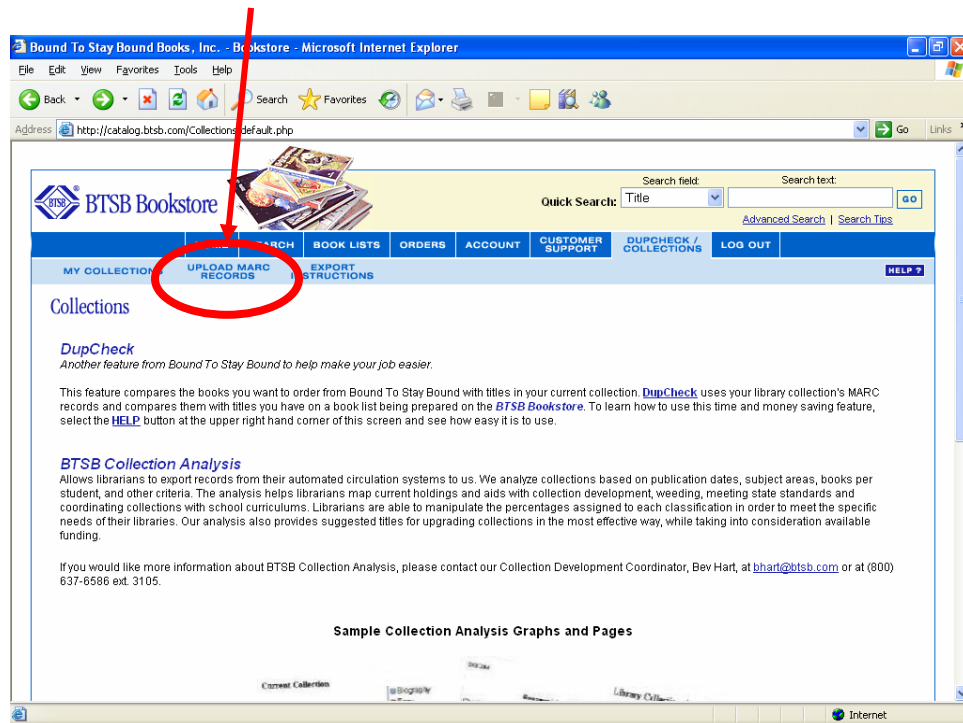
First export your records to your desk top; give the records a name you will remember. If you need help exporting the records select **EXPORTING INSTRUCTIONS** from our list of circulation systems.



If your circulation system is not listed or you have difficulty

exporting your records consult your circulation system's Help section or call our help desk at 800-637-6586 extension 9.

Once your MARC records have been exported you can **UPLOAD MARC RECORDS** to Bound To Stay Bound Books.



You may be asked to provide us with additional information about your collection, including the **Holdings Information** boxes.

A screenshot of the 'Upload MARC Records' form on the Bound To Stay Bound Books website. The form is titled 'Upload MARC Records' and includes a section for 'Our records show that these records are being sent from:' with fields for School Name, Address1, Address2, City, State, ZIP, and Contact. Below this is a section for 'Please type a name for your collection:' with a 'Collection Name' field. The 'Holdings Information:' section is circled in red and contains fields for 'Field' (with '852' entered), 'Call Number Subfields' (with 'h' entered), 'Barcode Subfield' (with 'p' entered), and 'Your Library Holdings Code'. A red arrow points from the text above to the circled 'Holdings Information' section.

If we have sent you MARC records in the past this information will be shown.

The **Library Holdings Code** is used only if your records are part of a file containing the collections of other libraries within your district.

Bound To Stay Bound Books, Inc. - Bookstore - Microsoft Internet Explorer

Address: http://testc.btsb.com/Collections/Web_CollAnalysis_Upload.php

If this is incorrect, please make the necessary changes.

Please type a name for your collection:

Collection Name:

Holdings Information:

Field:

Call Number Subfields:

Barcode Subfield:

Your Library Holdings Code: subfield:

Use this option if you want to analyze the holdings of your library's code and the subfield in which it's found will limit the analysis to your library only.

☒ I would like to have my records analyzed for duplicate checking only.

☐ I would like to have my records analyzed for both duplicate checking and collection analysis.

Choose The MARC Record File To Process:

Send this file:

HOME | SEARCH | BOOK LISTS | ORDERS | ACCOUNT | CUSTOMER SUPPORT | COLLECTIONS | LOG OUT

Enter the **file name** you saved your MARC records under and select the **Send File** button.

Bound To Stay Bound Books, Inc. - Bookstore - Microsoft Internet Explorer

Address: http://testc.btsb.com/Collections/Web_CollAnalysis_Upload.php

BTSB Bookstore

Quick Search: Search text:

[Advanced Search](#) | [Search Tips](#)

HOME | SEARCH | BOOK LISTS | ORDERS | ACCOUNT | CUSTOMER SUPPORT | COLLECTIONS | LOG OUT

Upload MARC Records

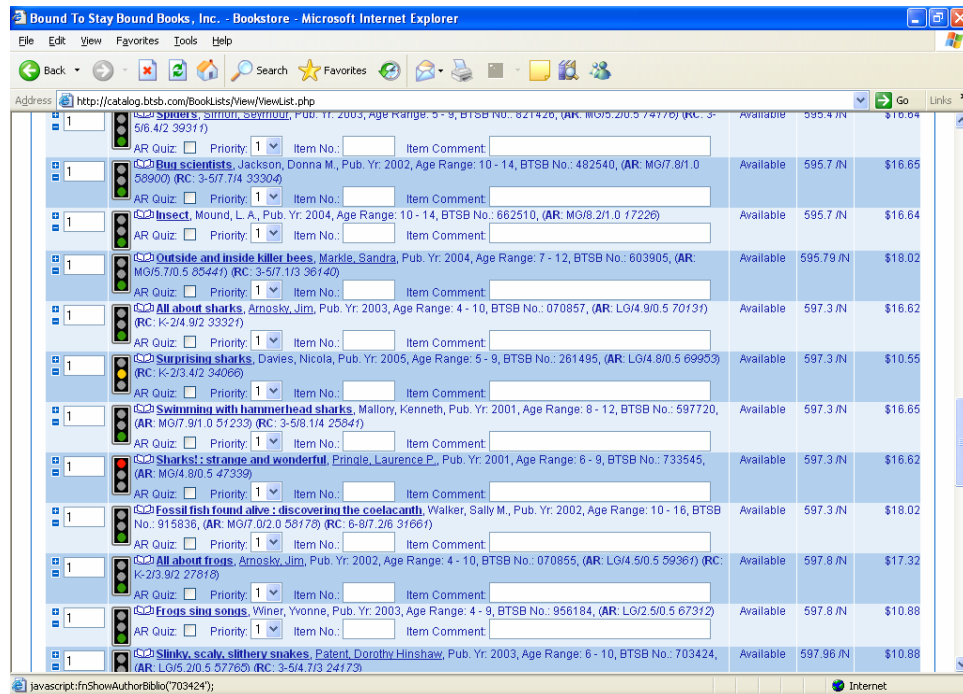
Please wait while we upload your MARC records ...

HOME | SEARCH | BOOK LISTS | ORDERS | ACCOUNT | CUSTOMER SUPPORT | COLLECTIONS | LOG OUT

Bound To Stay Bound Books, 1880 W. Morton Avenue, Jacksonville, IL 62650
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Uploading time will depend on the file size, please wait.

Duplicate checking begins immediately:
Green Light=no match found **Yellow Light**=caution, possible match
Red=exact match found in your collection



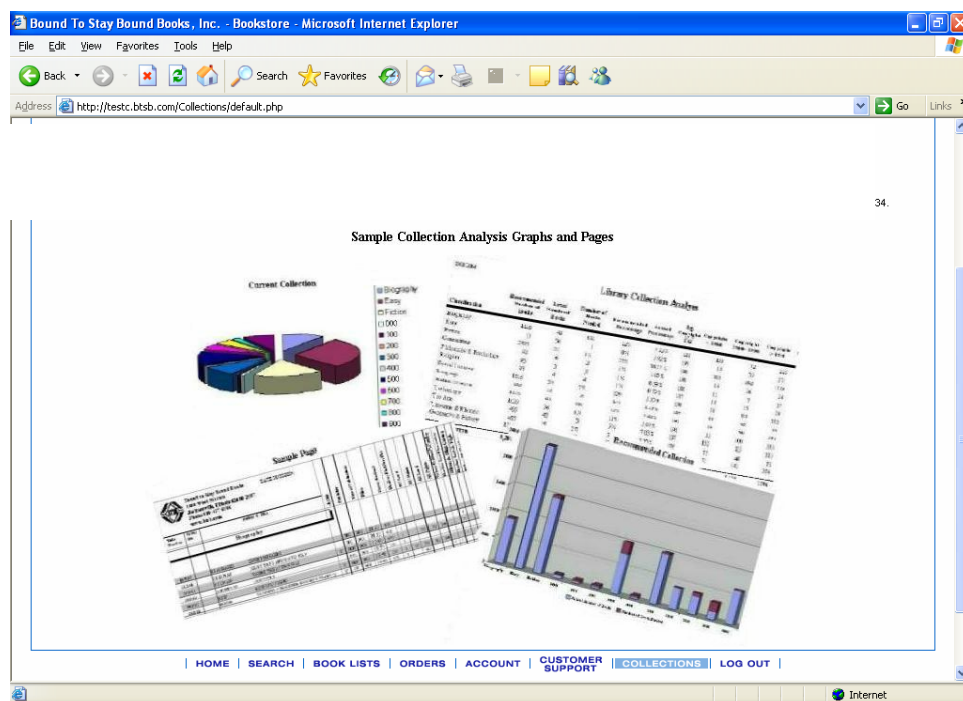
If you also requested **Collection Analysis** you will be asked to provide additional classification information before you upload your records.

The screenshot shows the "Collection Analysis" form in the Bound To Stay Bound Books, Inc. Bookstore. The form is titled "Collection Analysis" and has a red circle around the "I would like to have my records analyzed for both duplicate checking and collection analysis" radio button. Below the radio buttons, there are sections for "Book Categories:" and "Ignore Prefix:". The "Book Categories:" section includes checkboxes for "General Fiction:", "Reference:", "Biography:", "Professional:", "Story Collection:", "Paperback:", and "Easy:". Each category has a "Starts With:" field followed by three empty boxes for input. The "Ignore Prefix:" section includes a checkbox for "Ignore items in my collection whose call numbers begin with:" followed by four empty boxes for input.

Fill in appropriate fields then continue the Upload process.

Once your MARC records are received by BTSB we will analyze each Dewey classification, compare it with Wilson Children's Catalog, Bowker's Best Books for Children as well as our own history and provide you with documentation showing:

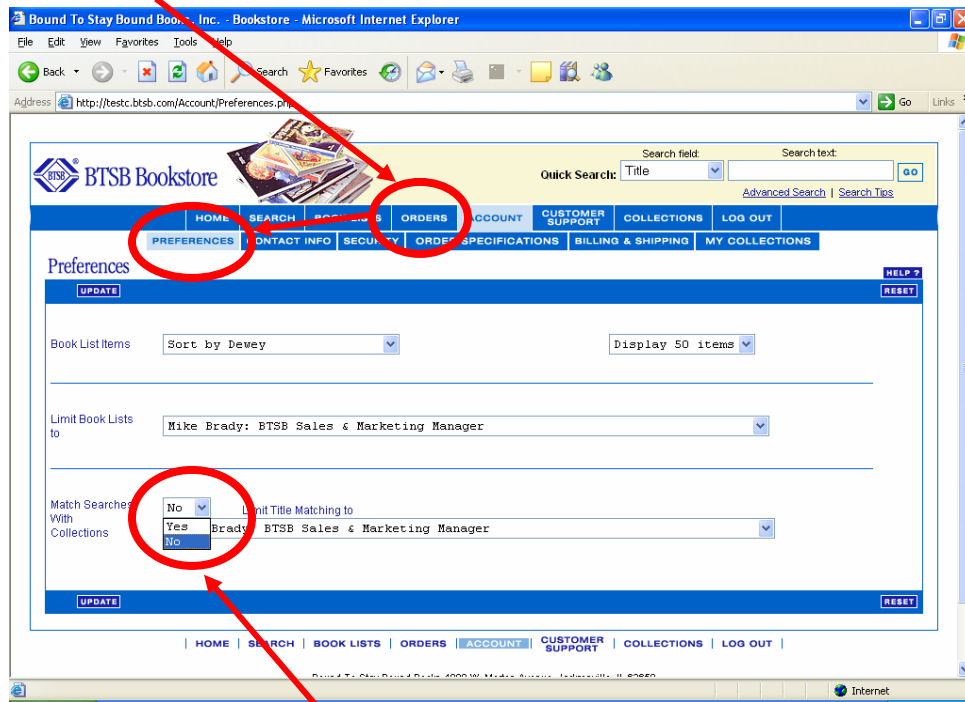
- Graphic representation of the Current Collection
- Analysis of Current Holdings with age of the collection
- Graphic representation of books needed to reach recommended levels
- Print out of recommended titles not in the current collection



You will receive your printed [Collection Analysis](#) in seven to ten days. You can also request that your recommended title list be placed on line at the BTSB Bookstore.

If you have questions or need help with [DupCheck](#) or [Collection Analysis](#) please call Customer Support at 800-637-6586

If you do not want to use the duplicate checking feature of the catalog select **ACCOUNT** and then **PREFERENCES** from the blue menu bar



and then select **NO** from the drop-down box.
This feature can be turned on or off at your discretion.