Using
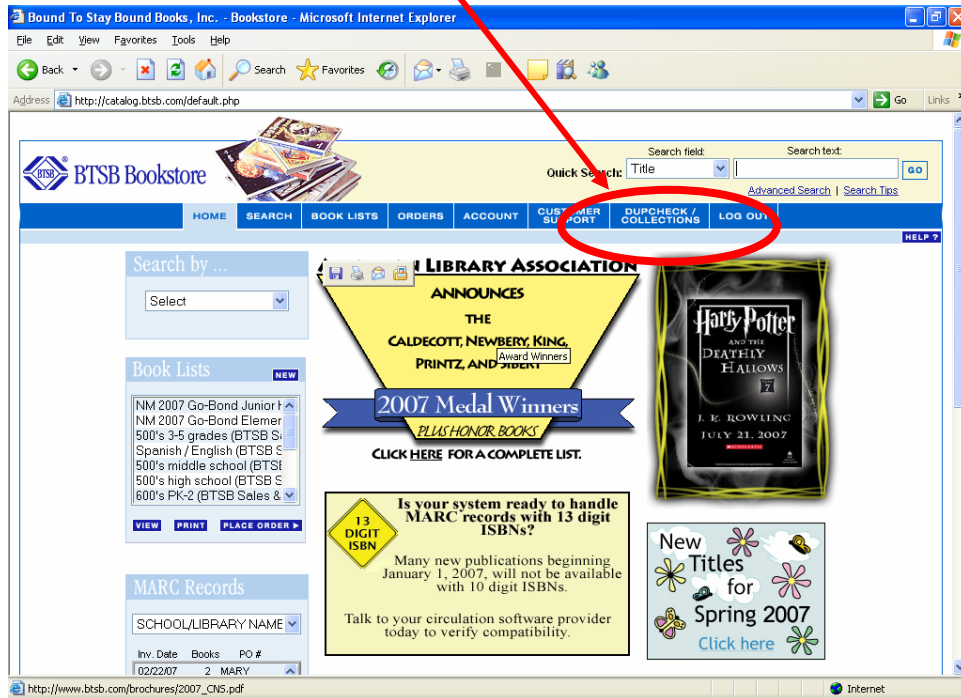
DupCheck

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.
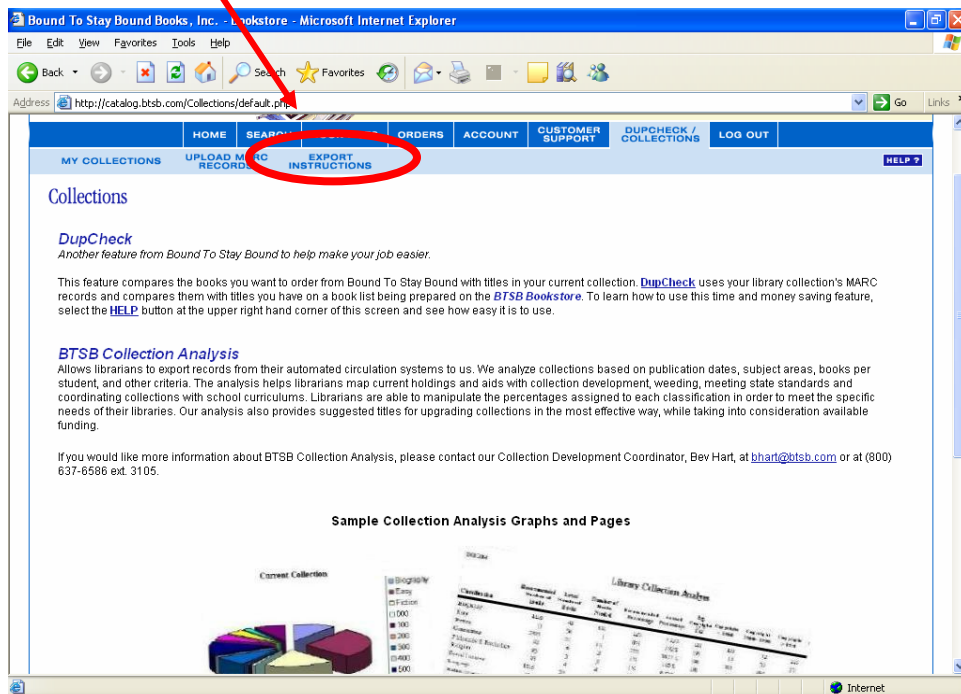
If your circulation system is not listed or you have difficulty

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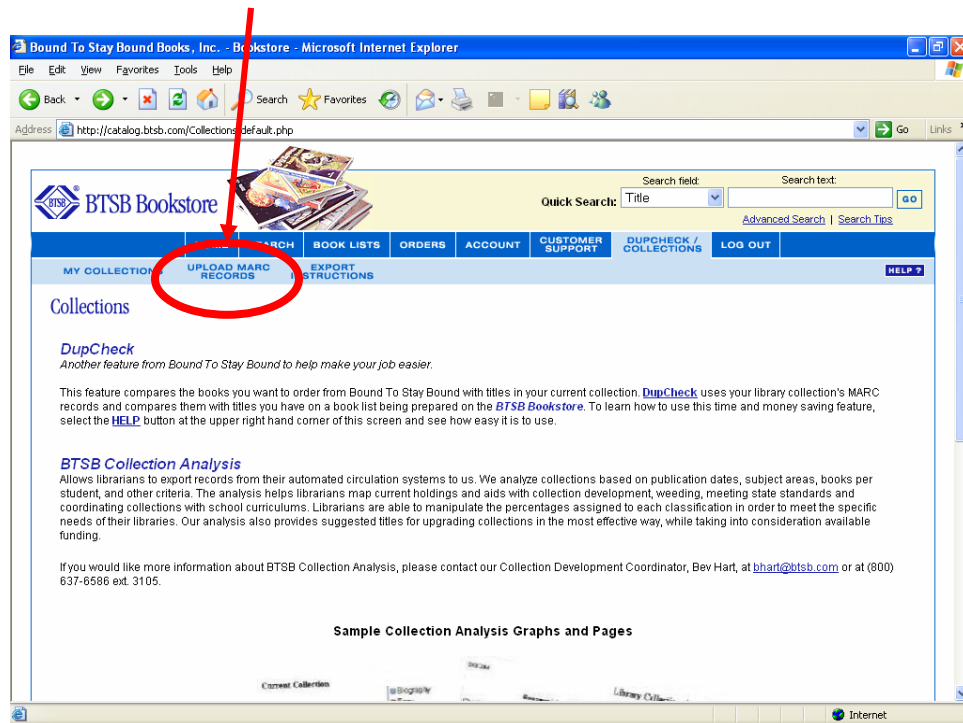
You may be asked to provide us with additional information about your collection,
including the Holdings Information boxes.

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.

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

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
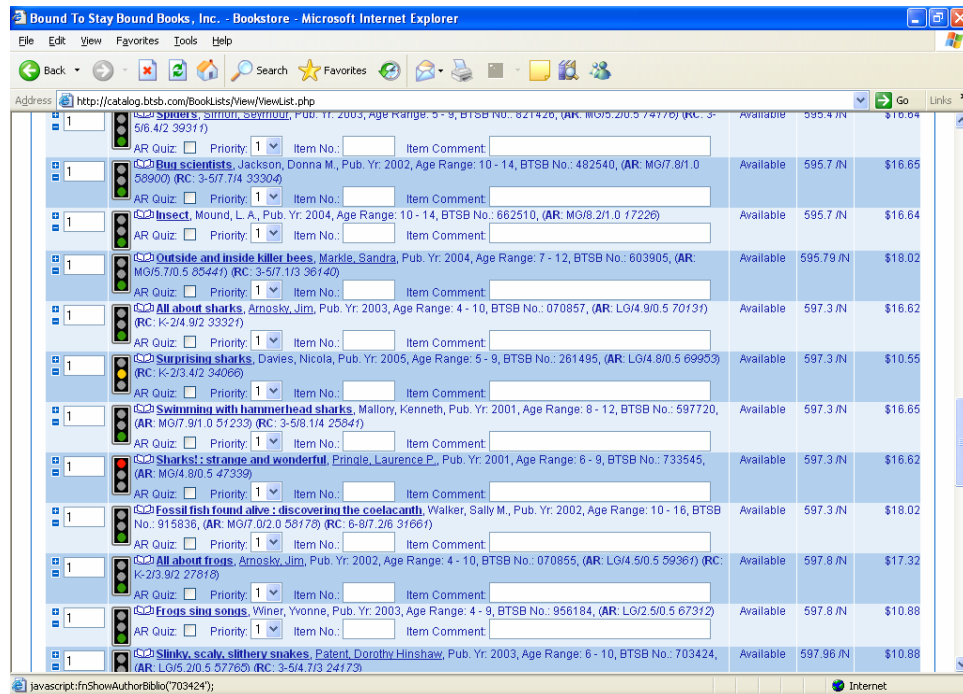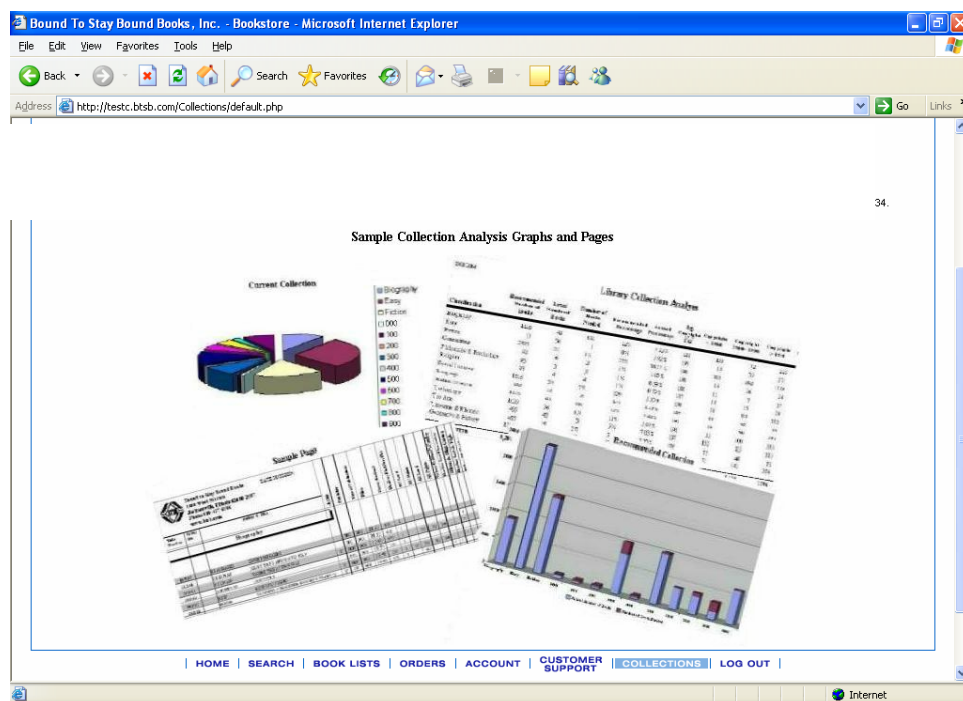

If you also requested Collection Analysis you will be asked to provide additional classification information before you upload your records.

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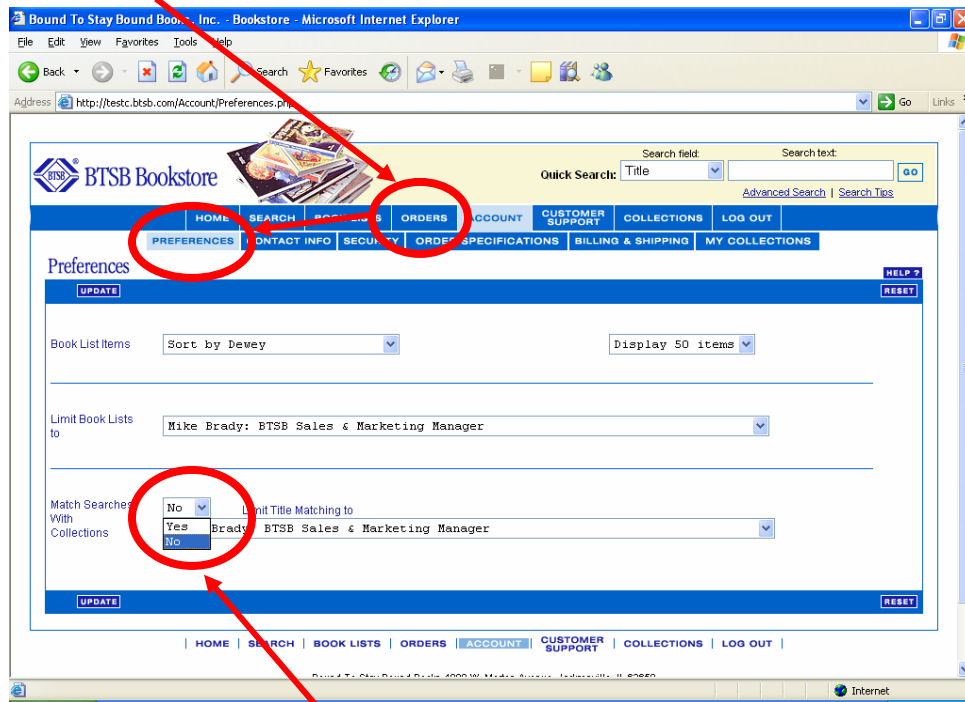
and then select NO from the drop-down box.
This feature can be turned on or off at your discretion.