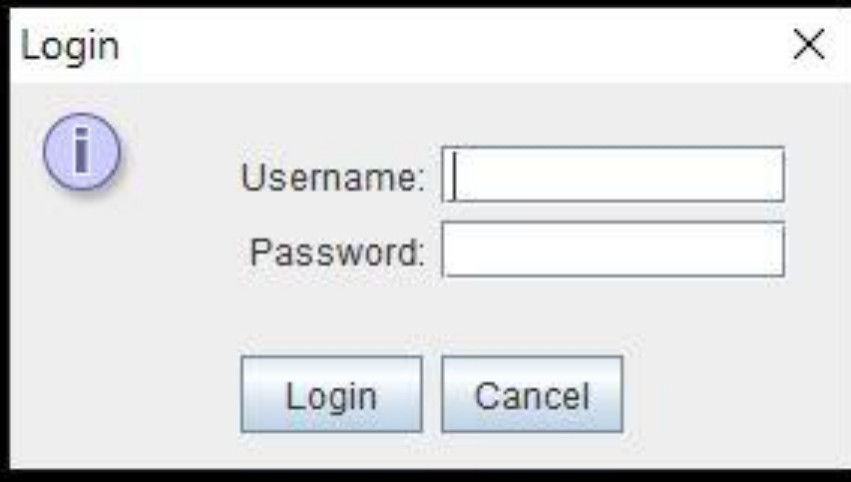


# New workflow for adding SkyRiver records to CARL

In 8 easy steps

## Step 1.

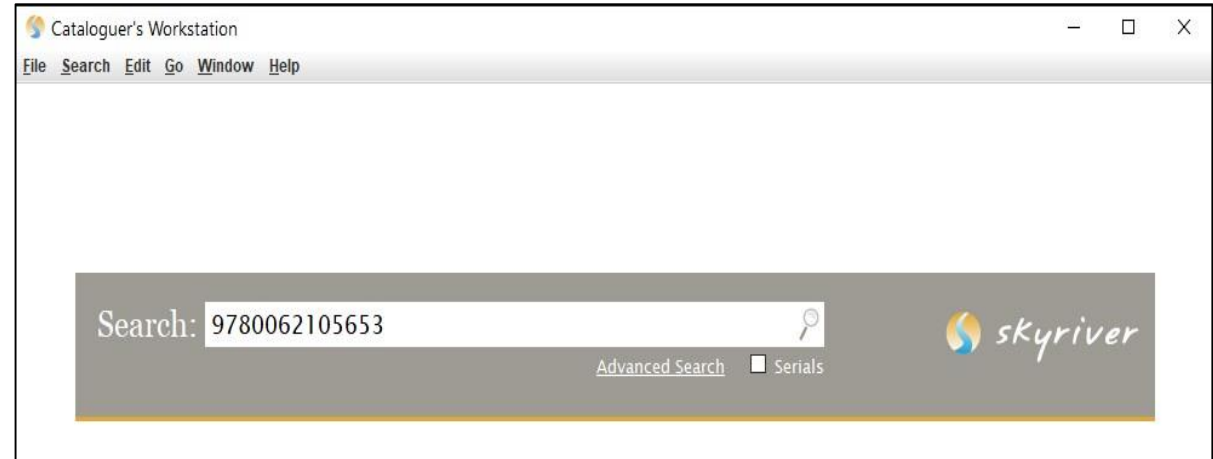
Open the Skyriver client and enter your username and password.



The image shows a standard Windows-style dialog box titled "Login". In the top right corner is a close button (X). On the left side, there is a blue circular icon containing a white lowercase letter 'i'. To the right of this icon are two text input fields. The first field is preceded by the label "Username:" and the second by "Password:". Below these fields are two buttons: "Login" and "Cancel".

## Step 2.

In the search bar enter the ISBN number of the item you are looking for and hit enter or click the magnifying glass.



## Step 3.

Looking at the search results, you will notice that the top one is a print book because of the listed page numbers and book size below the publisher.

The second result is not a print book. It has a gmd (general material designation) in the title stating it is an [electronic resource]. If you look below the publisher info it also displays "1 online resource."

Normally you would select the top record here, but the yellow check mark in both search results means we already have both a print and electronic bib record for this item in our catalog.



[Advanced Search](#) ☐ [Serials](#)

material

ge

Date

tication

Results (1 – 2 of 2) for 9780062105653

Sorted by [Relevance](#) | [Title](#) | [Date](#)

■ ■ ■ \_ \_ \_

(1 – 2) Most Relevant


1. Someone else's love story / Joshilyn Jackson

Jackson, Joshilyn.

New York : William Morrow, [2013]

xiii, 300 pages ; 24 cm

✓ • sky254096477 • 74 Libraries have this title • 2012048616 • DLC  
DLC • 9780062105653 • 0062105655 • New York, NY : William Morrow,  
c2013. • xiii, 300 p. ; 23 cm. • Fiction •

  
2013  
[SELECT](#)


2. Someone else's love story [electronic resource] : a novel / Joshilyn Jackson

Jackson, Joshilyn.

New York : William Morrow, 2013.

1 online resource.

✓ • sky258139773 • 12 Libraries have this title • sky258541149 •  
TEFOD TEFOD • 9780062105677 (electronic bk.) • 0062105671  
(electronic bk.) • 2013. • text file rda • 1 online resource •

  
2013  
[SELECT](#)

## Step 4.

After performing your search and finding a record that is acceptable, click on File, scroll down and then click Mark Record.

Clicking “Mark record” saves the file to a list you will email to OWLS.

Some libraries already have made this a practice but for those who don’t, as you look at the records you select you can keep track of info the record may be missing in a word doc.

As you can see this record does not have the page numbers or the book size in the 300 field. This is info you can add to your word doc to send later.

The screenshot shows the Skyriver library catalog interface. The top menu bar includes File, Search, Edit, View, Go, Window, and Help. A dropdown menu for 'File' is open, showing options: Select record printer, Print Record (Ctrl-P), Open MARC Export File, Mark record (F7), Unmark record (Shift-F7), View marked records, and Exit. The main header area displays the record ID '1982137977' and the Skyriver logo. Below the header, there are search filters and a list of fields for the selected record.

Record details for 'If it bleeds' (1982137977) are shown:

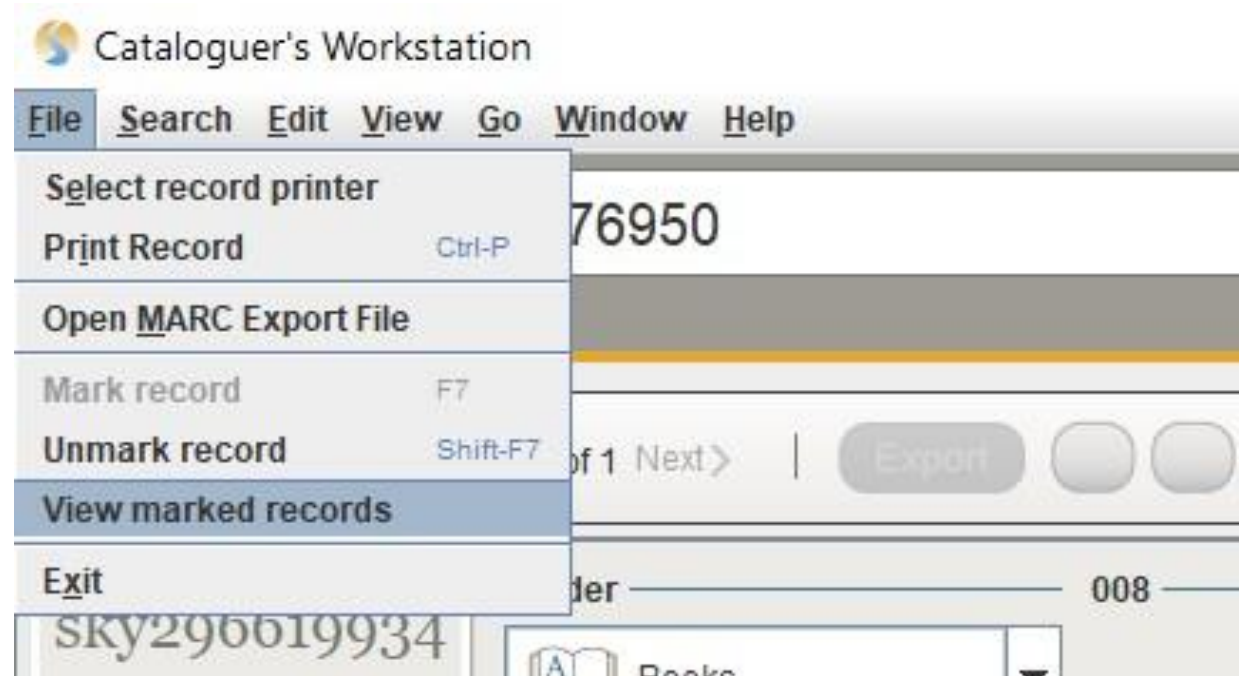
- Updated: 2020-07-18
- 3 Libraries
- Type: a, ELvl: , Ctrl: , BLvl: m, Desc: i
- Form: , Conf: 0, Blog: , MRec: , Ctry: nyu
- GPub: , LitF: 1, Indx: 0
- Fest: 0, DtSt: s, Dates: 2020

The MARC record fields are displayed in a table:

Field	Value
020	9781982137977 [q (hc.)
020	1982137975 [q (hc.)
040	BKCT [b eng] e rda [c BKCT [d SKYRV
050	4 PS3561.I483 [b .I3 2020
082	0 4 [Fic] [2 23
090	KIN HO
100	1 King, Stephen. [d 1947- [e author.
245	1 0 If it bleeds : [b new fiction / [c Stephen King.
250	First Scribner hardcover edition.
264	1 New York : [b Scribner, [c 2020.
300	pages ; cm
336	text [b bt [2 rdacontent
337	unmediated [b n [2 rdamedia
338	volume [b nc [2 rdacarrier
505	0 [t Mr. Harrigan's phone [g The -- [t life of Chuck -- [t If it bleeds -- [t Rat.
520	Stephen King delivers an extraordinary collection of four new and compelling novellas, Mr. Harrigan's Phone, The Life of Chuck, Rat, and the title story If It Bleeds, each pulling listeners into intriguing and frightening places.
650	0 Fear [v Fiction.
650	0 Ambition [v Fiction.
650	0 Horror tales, American.
650	0 Short stories, American.
655	7 Short stories. [2 lcgft
655	7 Horror fiction. [2 lcgft
655	7 Thrillers (Fiction) [2 lcgft.
655	7 Novellas. [2 lcgft

## Step 5.

Once you have completed your search for records in SkyRiver click on File and scroll to “View Marked records.”

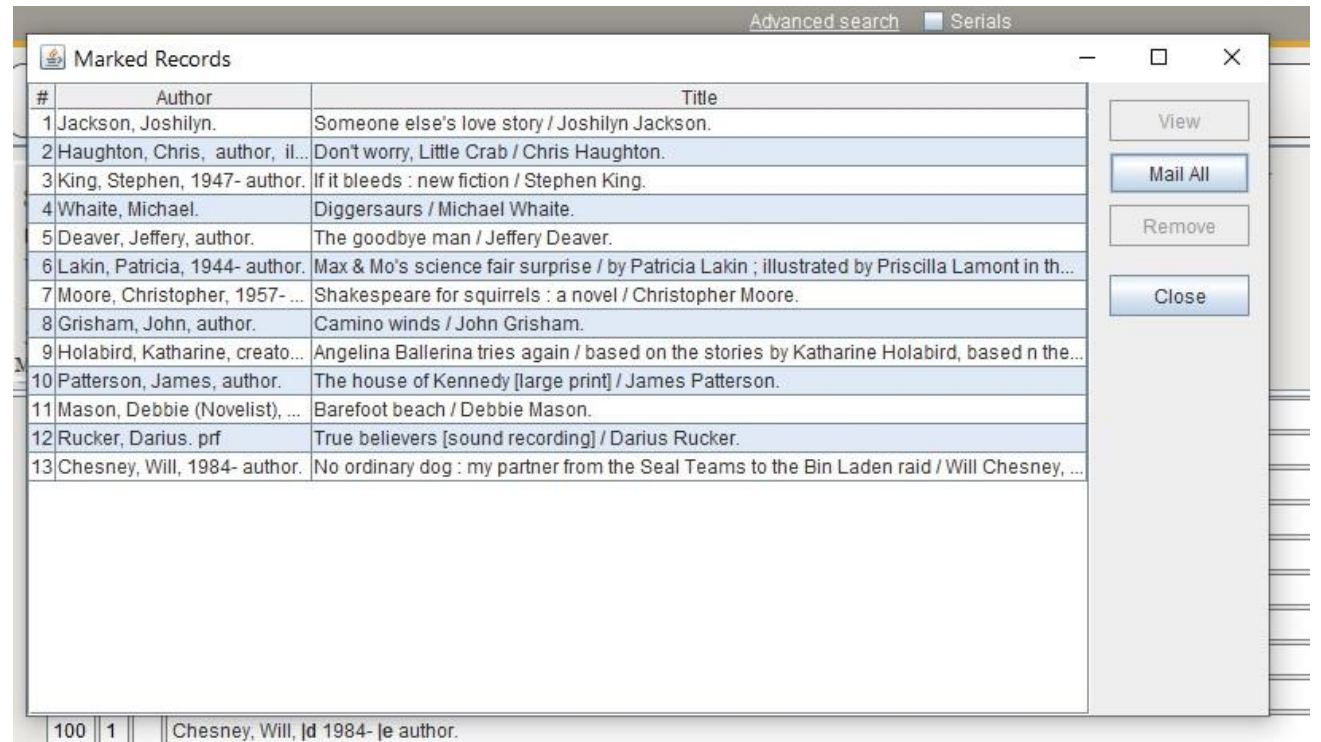


## Step 6.

A window will pop up with all the records you have selected.

If the list is complete you can click the “Mail All” button.

To remove any of the listed records, hold the Ctrl button on your keyboard and click each record to be removed with your mouse. Then click the Remove button on the right-hand side of the window.



## Step 7.

After clicking “Mail All” a second window will pop up. Enter cathelp@owlsweb.org, your email address, your name, library, and the subject **Skyriver records**.

The screenshot shows a 'Marked Records' window with a table of 13 records. A 'Mail All' button is visible on the right. Below it, a 'Mail records' dialog box is open, prompting for email details.

#	Author	Title
1	Jackson, Joshilyn.	Someone else's love story / Joshilyn Jackson.
2	Haughton, Chris, author, il...	Don't worry, Little Crab / Chris Haughton.
3	King, Stephen, 1947- author.	If it bleeds : new fiction / Stephen King.
4	Whaite, Michael.	Diggersaurs / Michael Whaite.
5	Deaver, Jeffery, author.	The goodbye man / Jeffery Deaver.
6	Lakin, Patricia, 1944- author.	Max & Mo's science fair surprise / by Patricia Lakin ; illustrated by Priscilla Lamont in th...
7	Moore, Christopher, 1957- ...	Shakespeare for squirrels : a novel / Christopher Moore.
8	Grisham, John, author.	Camino winds / John Grisham.
9	Holabird, Katharine, creato...	Angelina Ballerina tries again / based on the stories by Katharine Holabird, based n the...
10	Patterson, James, author.	The house of Kennedy [large print] / James Patterson.
11	Mason, Debbie (Novelist), ...	Barefoot beach / Debbie Mason.
12	Rucker, Darius. prf	True believers [sound recording] / Darius Rucker.
13	Chesney, Will, 1984- author.	No ordinary dog : my partner from the Seal Teams to the Bin Laden raid / Will Chesney, ...

**Mail records**

To address(es): cathelp@owlsweb.org

From address: Required field

Your name: Required field

Library name: Required field

Subject: Skyriver record

Note

9781536211191 unpagged : color illustrations ; 27 cm  
9781982137977 436 pages ; 24 cm. Please remove e-ISBNs.

☒ Send control number list

Send Cancel

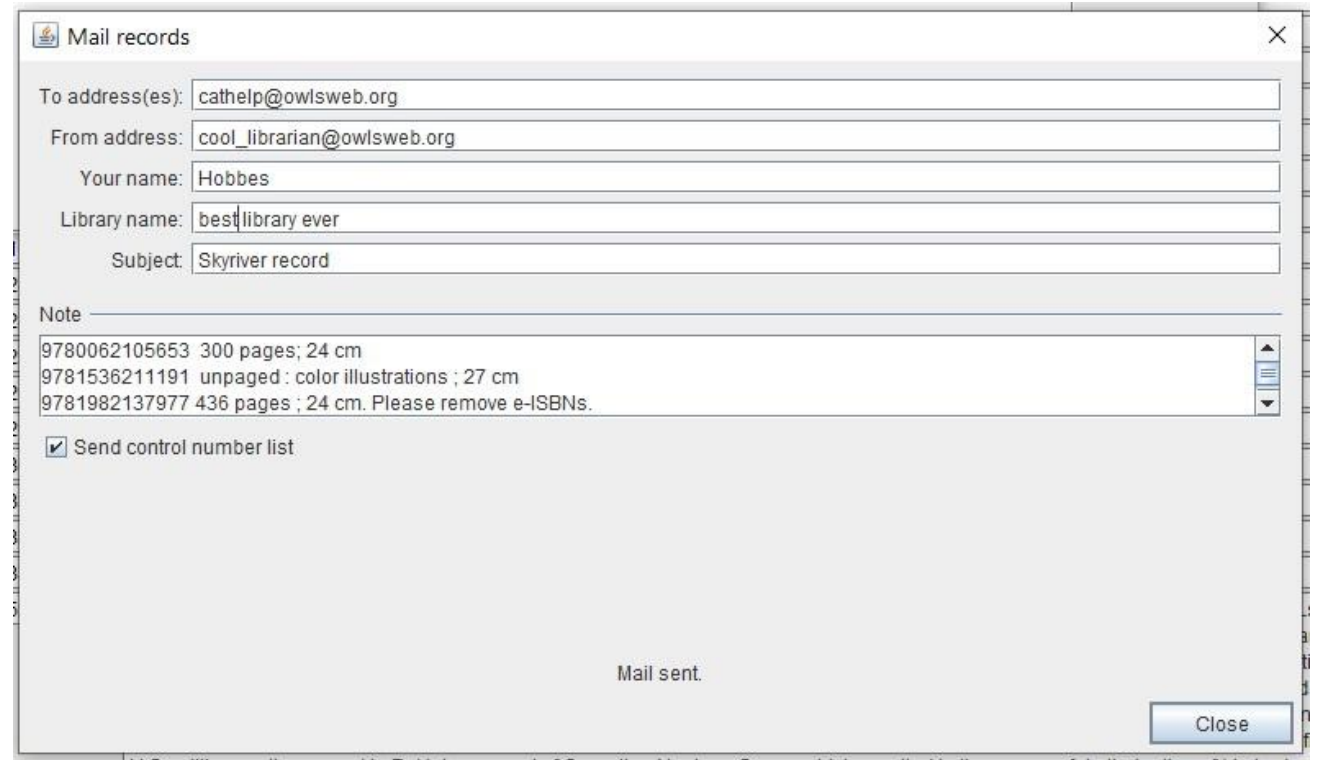


## Step 8.

In the note field below that you can cut and paste the added info for each record you were keeping in your word doc.

Make sure the Send control number list box is checked. Then click send.

Click close and you are finished.



The screenshot shows a 'Mail records' dialog box with the following fields and content:

- To address(es):** cathelp@owlsweb.org
- From address:** cool\_librarian@owlsweb.org
- Your name:** Hobbes
- Library name:** best library ever
- Subject:** Skyriver record
- Note:**
  - 9780062105653 300 pages; 24 cm
  - 9781536211191 unpagged : color illustrations ; 27 cm
  - 9781982137977 436 pages ; 24 cm. Please remove e-ISBNs.
- ☒ Send control number list
- Mail sent.**
- Close** button