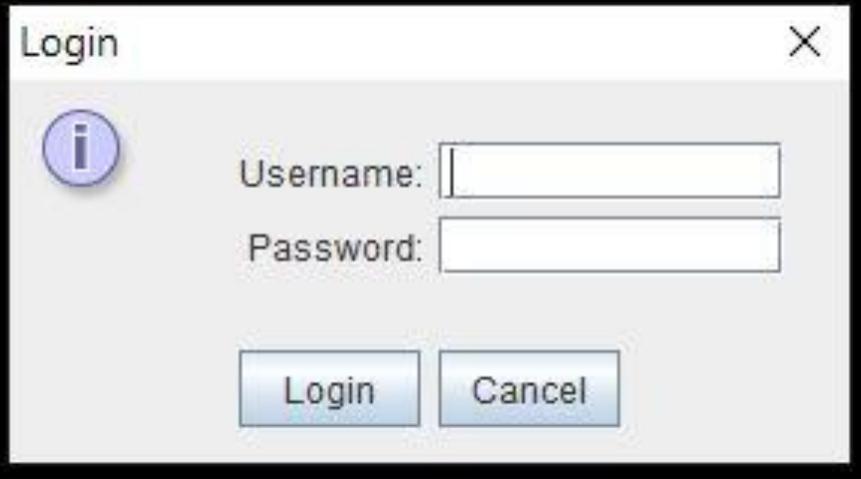


New workflow for adding SkyRiver records to CARL

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-left corner, there is a blue circular icon with a white lowercase letter 'i'. In the top-right corner, there is a close button represented by a black 'X'. The main area of the dialog contains 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" on the left and "Cancel" on the right. The dialog box has a light gray background and a black border.

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](#)

Results (1 – 2 of 2) for 9780062105653
Sorted by [Relevance](#) | [Title](#) | [Date](#)

 (1 – 2) Most Relevant

Material	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
Genre	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

Date		
Classification		

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.

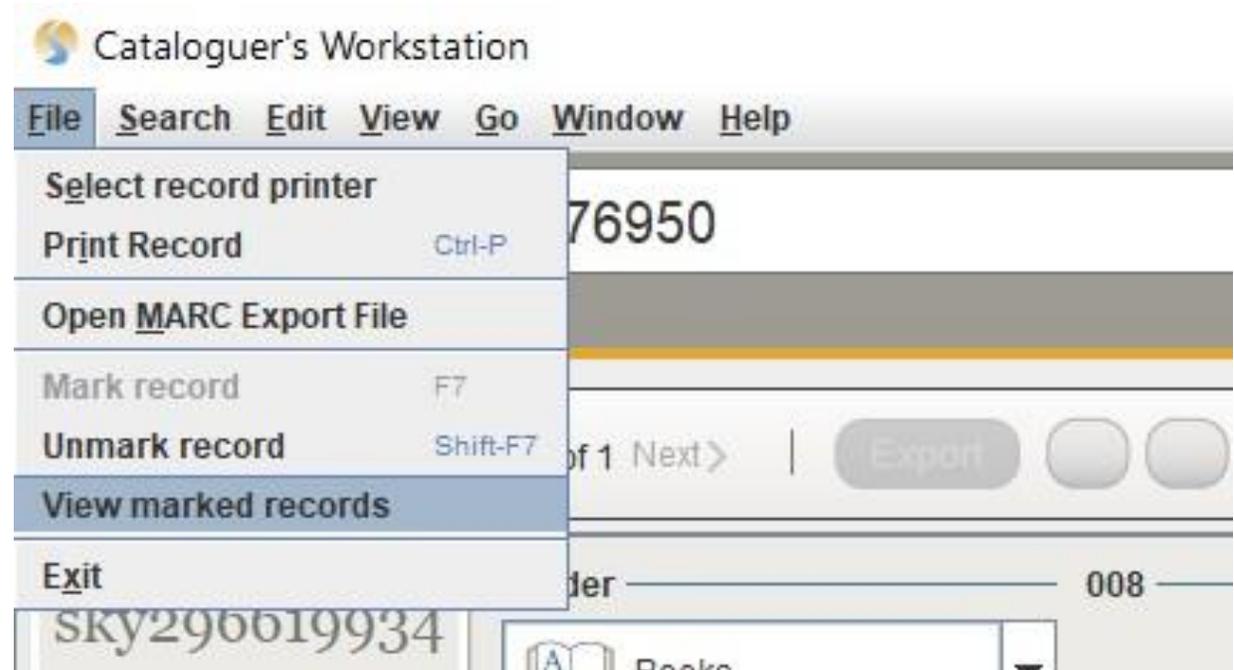
As you can see this record does not have the page numbers or the book size in the 300 field. This is info you can add to your word doc to send later.

The screenshot shows the Skyriver library catalog interface. The 'File' menu is open, with 'Mark record' highlighted. The search results table shows the following records:

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 cgt
655	7	Horror fiction. 2 cgt
655	7	Thrillers (Fiction) 2 cgt.
655	7	Novellas. 2 cgt

Step 5.

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

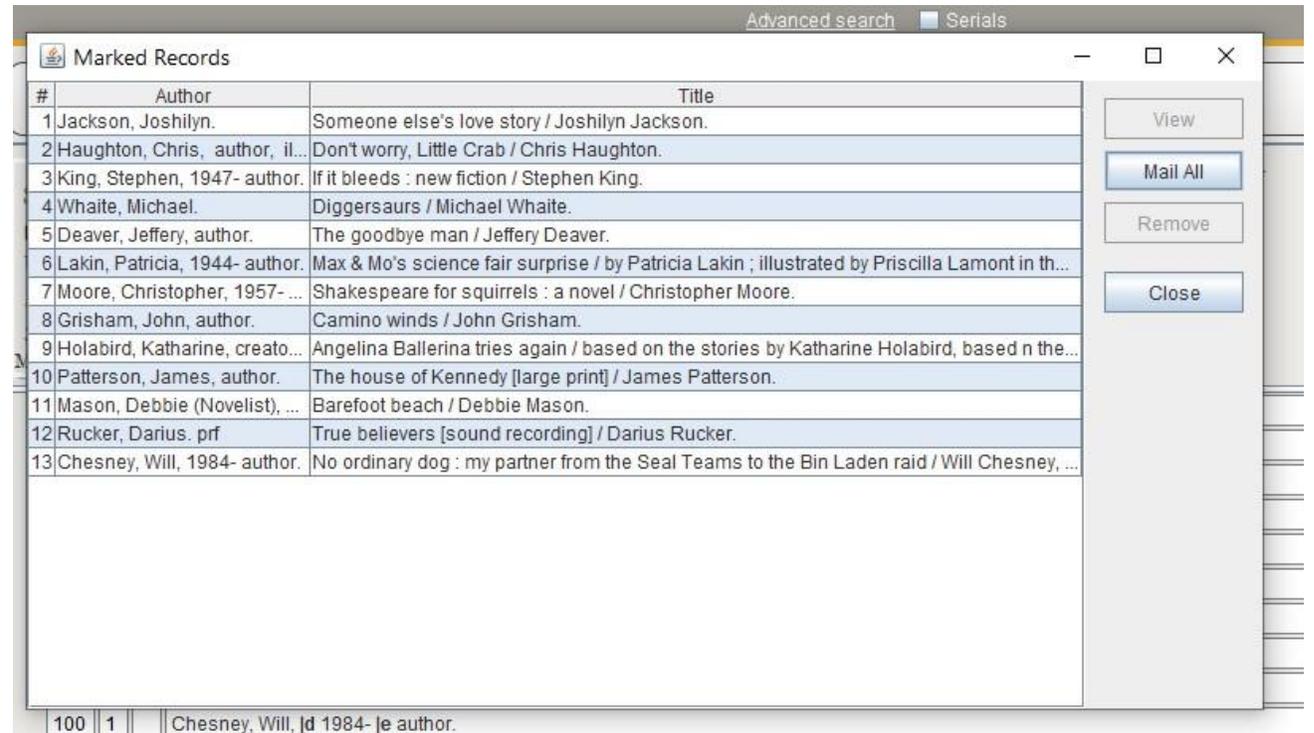


Step 6.

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.



The screenshot shows a window titled "Marked Records" with a table of 13 records. The table has three columns: "#", "Author", and "Title". The records are as follows:

#	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, ...

On the right side of the window, there are four buttons: "View", "Mail All", "Remove", and "Close". The "Mail All" button is highlighted in blue. At the bottom of the window, there is a status bar showing "100 | 1 | Chesney, Will, |d 1984- |e author."

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 image shows a screenshot of a software interface. At the top is a window titled "Marked Records" with a table of records. Below it is a "Mail records" dialog box with several input fields and a "Send" button.

#	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

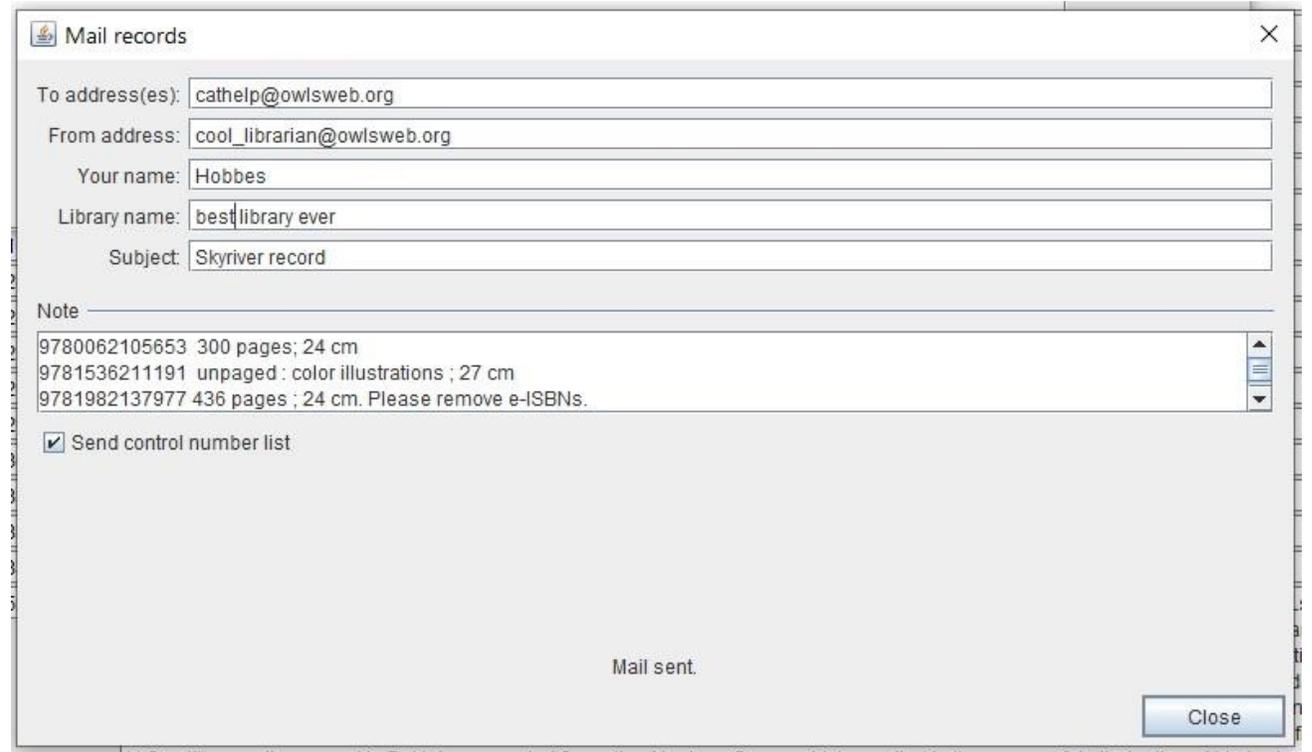
Send Cancel

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

Below the fields is a 'Note' section containing a list of records:

- 9780062105653 300 pages; 24 cm
- 9781536211191 unpagged : color illustrations ; 27 cm
- 9781982137977 436 pages ; 24 cm. Please remove e-ISBNs.

At the bottom of the dialog, there is a checked checkbox labeled 'Send control number list' and a 'Close' button.