

Overview...

The purpose of this program is to alert OWLSnet cataloging staff of new acquisitions for which no bibliographic record already exists in InfoSoup. This replaces the current procedure of photocopying the title page and verso, then sending it in the delivery to OWLS. This online program should significantly speed up the process by eliminating photocopying and waiting for van delivery.

This program works by searching InfoSoup, then Amazon for your title. If your title exists in Infosoup, the program will point you to the current bibliographic record. If not, it uses Amazon bibliographic data to fill in a form that is sent to OWLS for processing. Since Amazon has a large bibliographic database, most records will be filled in for you. If your title is not on Amazon, you have the ability to type in the bibliographic information using a blank form.

Getting Started...

1. Open a browser (preferably Firefox)
2. From the OWLSnet website, choose [Cataloging Tool](http://www.owlsnet.info/cgi-bin/cataloging.pl) (<http://www.owlsnet.info/cgi-bin/cataloging.pl>)
3. Log on using your OWLSnet Extranet username and password...



4. Enter your three letter library code (ie. MAN, IVL, FLO ...)

A screenshot of a blue rectangular form. It contains the text 'Please Enter Your Library Code:' followed by a white input field and a yellow 'Login' button.

Note: If you enter an invalid library code nothing will happen.

First Try Number Searching...

1. Perform a search by entering or scanning an ISBN (for books) or UPC code (for videos and CDs)

This item is already on Infosoup. View the record by clicking the "Check Infosoup" button.

[View Your Requests](#) | [View All Requests](#)

Search:

1 Records Found (Page 1 of 1)

ISBN:	<input type="text" value="0060748192"/>
UPC:	<input type="text" value="9780060748197"/>
AUTHOR:	<input type="text" value="Groening, Matt."/>
TITLE:	<input type="text" value="Big beefy book of bart simpson / Matt Groening."/>
PUBLISHER:	<input type="text" value="[S.I.] : Harper Paperbacks, 2005."/>
DESCRIPTION:	<input type="text" value="120 p. ; 27 cm."/>
SERIES:	<input type="text"/>
CONTENTS:	<input type="text"/>


Check Infosoup **Already on Infosoup as b1559256a**

This item isn't on InfoSoup, but was found in Amazon.

1 Records Found (Page 1 of 1)

ISBN:	<input type="text" value="0887804985"/>
UPC:	<input type="text" value="9780887804984"/>
AUTHOR:	<input type="text" value="Wilson, Budge."/>
TITLE:	<input type="text" value="Duff's monkey business / Budge Wilson."/>
PUBLISHER:	<input type="text" value="[S.I.] : Formac, 2000."/>
DESCRIPTION:	<input type="text" value="63 p. ; 18 cm."/>
SERIES:	<input type="text"/>
CONTENTS:	<input type="text"/>

Send to Owls **Marc**



Pay very close attention to the description field since Amazon often has inaccurate page counts.

- To look at this record in MARC format, click the "Marc" button.

OWLSnet Cataloging Tool

- To look at this record in Amazon, click on the item image (which will be to the right of the screenshot above).

If No Results Found, Use The Blank Form ...

1. If no results were produced by your search, you can choose to fill in a blank form by clicking the "Blank Form" button:



View Your Requests | View All Requests

Search: **Books** **DVD** **VHS** **Music** **Clas**

No Records Found!

Blank Form

2. Enter ISBN, Author, Title, Publisher and Description, then send to OWLS...

ISBN:	<input type="text" value="1234567890"/>
UPC:	<input type="text"/>
AUTHOR:	<input type="text" value="Ledvina, Charles"/>
TITLE:	<input type="text" value="How to use the OWLSnet cataloging tool.."/>
PUBLISHER:	<input type="text" value="Appleton, WI : OWLS, 2007.."/>
DESCRIPTION:	<input type="text" value="7845 p. : 30 cm.."/>
SERIES:	<input type="text"/>
CONTENTS:	<input type="text"/>

Send to Owls **Marc**

Viewing Requests...

- To view requests from your library only, click the "View Your Requests" link at the top of the page.



This is how your results appear if you are logged in as Iola (IVL). The output is color coded:

- In Process (gray) - your request has been sent, but hasn't been processed yet.
- Send (pinkish) - please send the physical item to OWLS for original cataloging.
- Done (green) - the title has been cataloged and is available for item attachment.

#	ASIN	KEY/ISBN	EAN	Bib Data	Date	Library	Status
1.	0007191685	0007191685	9780007191680	Groening, Matt. The homer book / Matt Groening. [S.I.] : HarperCollins Entertainment, 2004. 96 p. ; 17 cm.	Mon Mar 5 16:11:14 2007	IVL	In Process
2.	0884010600	0884010600	9780884010609	Simpson, Marc. Winslow homer : paintings of the civil war / Marc Simpson. [S.I.] : Fine Arts Museum of San, 1989. 283 p.	Mon Mar 5 16:11:14 2007	IVL	Send

- To view requests from all libraries, click the "View All Requests" link at the top of the page.



Below is an example of viewing all requests. Notice the green rows are done and have a Millennium bib number in the status column.

#	ASIN	KEY/ISBN	EAN	Bib Data	Date	Library	Status
1.	034544177X	034544177X	9780345441775	Macdonald, Michael Patrick. All souls : a family story from southie / Michael Patrick Macdonald. [S.I.] : Ballantine Books, 2000. 304 p. ; 21 cm.	Tue Feb 6 12:28:54 2007	SEY	b1633193a
2.	0142406945	0142406945	9780142406946	Adler, David A. Cam jansen and the valentine baby mystery / David A. Adler. [S.I.] : Puffin, 2006. 80 p. ; 20 cm.	Tue Feb 6 12:28:54 2007	SEY	b1633194a
3.	1593375425	1593375425	9781593375423	A cup of comfort for nurses : stories of caring and compassion / Colleen Sell. [S.I.] : Adams Media Corporation, 2006. 336 p. ; 19 cm.	Tue Feb 6 12:28:54 2007	SEY	b1633195a
4.	8000HT3P6A	024543391029	024543391029	The king and i [videorecording] / Deborah Kerr. [S.I.] : 20th Century Fox, 2006. 2 videodiscs (133 min.) : sd., col ; 4 3/4 in.	Tue Feb 6 12:31:11 2007	MAN	b1633170a
5.	0007191685	0007191685	9780007191680	Groening, Matt. The homer book / Matt Groening. [S.I.] : HarperCollins Entertainment, 2004. 96 p. ; 17 cm.	Mon Mar 5 16:11:14 2007	IVL	In Process
6.	0884010600	0884010600	9780884010609	Simpson, Marc. Winslow homer : paintings of the civil war / Marc Simpson. [S.I.] : Fine Arts Museum of San, 1989. 283 p.	Mon Mar 5 16:11:14 2007	IVL	Send

Deleting Requests...

1. If you sent a title by mistake, you can undo your error by going into "View Your Requests" and clicking the checkbox of title you wish to delete. If you wish to delete all requests, you can click on the "Select All" link. After you've made your selections, click the delete button.

In the following example you want to delete "The big yellow hat". Check the box in row number five, followed by clicking the "Delete" button:

Select All | Deselect All

#	ASIN	KEY/ISBN	EAN	Bib Data	Date	Library	Status
<input type="checkbox"/> 1.	B000LK3NDU	610583341098	610583341098	Get smart the complete series -- seasons 1-5 dvd box set [videorecording] / Don Adams. [S.I.] : HBO Video/Time Life, 2006. 1 videodisc (98 min.) : sd., col ; 4 3/4 in.	Mon Mar 12 14:29:10 2007	MAR	In Process
<input type="checkbox"/> 2.	B000E6ESDA	024543228035	024543228035	Battle for the planet of the apes [videorecording] / Roddy McDowall. [S.I.] : 20th Century Fox, 2006. 1 videodisc (86 min.) : sd., col ; 4 3/4 in.	Mon Mar 12 14:29:10 2007	MAR	In Process
<input type="checkbox"/> 3.	0141304227	0141304227	9780141304229	Eridson, John R. The case of the garbage monster from outer space #32 / John R. Eridson. [S.I.] : Puffin, 1999. 144 p. ; 20 cm.	Mon Mar 12 14:29:10 2007	MAR	In Process
<input type="checkbox"/> 4.	0395735181	0395735181	9780395735183	Rey, H. A. The adventures of curious george / H. A. Rey. [S.I.] : Houghton Mifflin Company, 1995. 17 cm.	Mon Mar 12 14:29:10 2007	MAR	In Process
<input checked="" type="checkbox"/> 5.	1416933786	1416933786	9781416933786	Mattern, Joanne. The big yellow hat / Joanne Mattern. [S.I.] : Simon Scribbles, 2007. 48 p.	Mon Mar 12 14:29:10 2007	MAR	In Process
<input type="checkbox"/> 6.	B00005YUP2	1566058120	603497216826	2000 year old man [videorecording] / Carl Reiner. [S.I.] : Rhino, 2002. 1 videodisc (28 min.) : sd., col ; 4 3/4 in.	Mon Mar 12 14:29:10 2007	MAR	In Process

Delete **Home**

Logging Out...

1. To logout click the logout link on the upper right side of the page.

View Your Requests | View All Requests Logout ML

Search:

Contact...

1. Please contact Charles at cledvina@mail.owls.lib.wi.us or 920-832-6389 if you have any questions.