



## CollectionWiz™ Instructions

### Welcome to CollectionWiz™ from Heinemann-Raintree Library!

**CollectionWiz™** is a fast, easy, and **free** way to help you with your collection development efforts of planning, weeding, and acquiring new library materials. **CollectionWiz™** will help you identify your aged items and provide you with useful statistical information on each Dewey area. And, to assist you in those weaker areas of your collection, **CollectionWiz™** provides you with lists of quality [Heinemann-Raintree Library](#) product – all correlated to your state curriculum standards. In addition **CollectionWiz™** will alert you to the titles you already own, helping you to avoid purchasing unintended duplicates! All you need to do is export your MARC records from your library automation system, and upload them to our service. No setup work is necessary!

### Using CollectionWiz™ is easy!

1. [Export your MARC records](#) from your library automation system.
2. Upload the exported MARC record file to **CollectionWiz™**.
3. Within minutes, you can access your analysis, aged lists, reports, graphs, and review suggested items!

### Web Browser Requirements

For Windows™ users, **CollectionWiz™** will work on Internet Explorer™ v7 and v8, and on Firefox™ v3.0 and v3.5. All reports display on the screen, and may be saved and printed as a PDF or as a Microsoft Excel™ document. With Internet Explorer, you **may** also have the option of printing all reports directly from the report screen.

For Mac OS™ users, **CollectionWiz™** will work on Safari™ v3 and v4, and on Firefox v3.0 and v3.5. All reports display on the screen, and to print them, reports should be saved as an Adobe PDF or as a Microsoft Excel document.

### Accessing CollectionWiz™

From the Heinemann-Raintree Library web site ([www.HeinemannLibrary.com](http://www.HeinemannLibrary.com)), you may access **CollectionWiz™** by hovering your mouse over the “**Tools**” tab and then clicking on the **CollectionWiz™** link in the submenu.

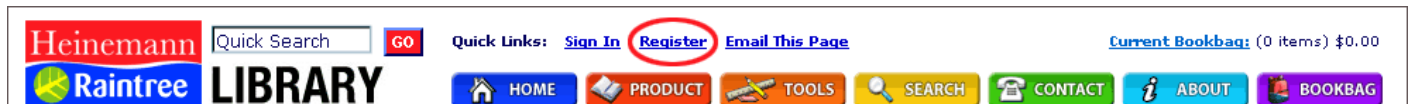
Or type this link into your browser:

[http://www.HeinemannLibrary.com/content/tools\\_collectionwiz](http://www.HeinemannLibrary.com/content/tools_collectionwiz)

## A Web Site Account is Needed

**CollectionWiz™** requires an online account, which you may create on the [Heinemann-Raintree Library web site](#). Your online account not only lets you use **CollectionWiz™**, but also alerts you to which **Heinemann-Raintree** titles you already have in your collection, lets you save Bookbags (shopping carts), specify library processing requirements, and place orders online.

Clicking the **Register** link found at the top of any **Heinemann-Raintree Library** web page will walk you through the process of establishing an account.



## Exporting MARC Records

[At the end of this document](#), we have furnished MARC record export instructions for various library automation systems commonly found in school library media centers. **Please note however, for the most detailed and up-to-date export instructions on the library automation system and version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.** The maximum file size is 50 MB (which is approximately 50,000 MARC records). If your collection is larger, consider exporting a subset of your collection.

## Call Number Mapping

**CollectionWiz™** does not require any setup work for you to begin using the service. **CollectionWiz™** uses and interprets bibliographic and copy data as cataloged in your MARC records to determine which Dewey category a title should map to. For titles that have been cataloged and classified with a unique or non-standard call number, please be aware that they will likely be mapped to the Other Call Numbers totals. A listing of all titles mapped to Other Call Numbers is available.

*Note: if you classify Fiction and Non-Fiction materials both with "E" only, **CollectionWiz™** will load all items into Fiction.*

## To use CollectionWiz™

1. At the [Heinemann-Raintree Library web site](#), move your mouse over the “TOOLS” tab and then click the [CollectionWiz™](#) link in the submenu.



2. At the next screen, click the “[Begin using CollectionWiz™ Today!](#)” image or the [Upload MARC Records](#) link.

With **CollectionWiz™**, you will:

- Automatically identify duplicate titles
- Target urgent needs by immediately analyzing aged title reports by Dewey ranges and call numbers
- Ensure your purchases correlate to state standards
- Receive automatic title recommendations that meet your curriculum needs
- Evaluate titles for weeding by creating aged title lists based on your criteria
- Demonstrate funding and purchasing needs through high-impact aged title and call number reports
- Print, Export, and Download a variety of reports in a wide selection of formats for your convenience

[Upload MARC Records](#) | [Sign In](#) | [Register](#) | [View Instructions](#) | [Download Detailed Instructions](#) | [Frequently Asked Questions](#)

3. If you are not already signed into the web site at this point, you will be prompted to do so.
4. You will be taken to the **CollectionWiz™ Collection Analysis: MARC Upload** screen. To upload your exported MARC file, click the [**Select**] button (or the [**Choose File**] button if you're using a Safari browser) and browse to the location on your computer or network where you saved the MARC file and select it.
5. Click the [**Submit**] button. Your file will begin uploading to our web site. During uploading, you will observe a box listing the percentage completed and estimated time remaining to upload the file.

Once the MARC file is completely uploaded, an Upload History table will display and show the current file status as “In Progress”. While the upload and processing usually only takes a few minutes, you may perform other activities on the web site, and return to the **CollectionWiz™ MARC Upload** screen to verify that your analysis is ready.

6. When “**Completed**” displays in the status column, you may click on the [**View your CollectionWiz™ Analysis**] button to take you to your completed analysis!

Note – CollectionWiz™ only uses the MARC file you most recently uploaded to the web site. Previous MARC files are deleted.

Below is a screen shot of the MARC upload screen.

### CollectionWiz™ Collection Analysis: MARC Upload

Using CollectionWiz™, is very simple! All you need to do to get started is to **export** your MARC records from your library automation system and **upload** them to our service below. No setup work is necessary!

1. **Export your MARC records** from your library automation system. (See our quick [export instructions](#) for pointers.)
2. **Upload your exported MARC record file** to our web site using the **[Select]** or **[Choose File]** buttons below, and then **[Submit]**. It's that easy!  
Note - maximum file size is 50 MB (approximately 50,000 MARC records).
3. **Within minutes, your analysis, aged lists, graphs, and links to suggested items will be ready!** Plus the product pages, your [product searches](#), and your [Bookbag](#) will clearly indicate if you already own a copy of a particular title!
4. You can visit any other portion of our web site while waiting for your analysis to complete. When it's ready, you'll see a large "**View your CollectionWiz™ Analysis**" button near the bottom of this screen.
5. Need additional instructions? Click [here](#). Have questions? [Check our handy FAQ!](#)

Click the **[Select]** button (**[Choose File]** if using Safari) to locate and load your exported MARC file, then click the **[SUBMIT]** button to begin processing.

The screenshot shows the MARC upload process. At the top, there is a button labeled "View your CollectionWiz™ Analysis!". Below it, a status message reads: "( Your MARC records were last updated on February 19, 2010 3:26:36 PM )". Underneath this is a form with a "Select" button and a "Submit" button. Below the form is an "Upload History" table. Callout boxes provide instructions: one points to the "Select" button, another to the "Submit" button, a third to the "View your CollectionWiz™ Analysis!" button, and a fourth to the "Completed" status in the table.

Date	Status
2/19/2010 3:26:36 PM	Completed

## CollectionWiz™ Collection Analysis

The **CollectionWiz™** Collection Analysis displays the Dewey Main Classes, Fiction, Biography and Other and includes the following information:  
(see [screen shot on next page](#) with corresponding letters for each item)

### A. Expanding and Collapsing a Dewey Main Class

By default, **CollectionWiz™** displays statistics on the Main Classes, Fiction, and Biography. To expand the Main Classes and view the analysis on the subclasses, click the [+] at the Main Class. To collapse the view, click the [-] sign.

### B. Print Analysis

You have the ability to print the entire analysis.  
See the [Print Analysis](#) section for details.

### C. Print Graphs

You have the ability to print age comparison graphs.  
See the [Print Graphs section](#) for details.

### D. Print Comparisons

You have the ability to print a collection comparison report.  
See the [Print Comparisons section](#) for details.

### E. # of Items

Displays the number of items mapped to a range.

### F. % of Collection

Displays the percent of collection mapped to a range.

### G. Schools Like Mine

Displays the average percent of collection for each range which has been calculated from other **CollectionWiz™** users at the Elementary, Middle, or Secondary school level.

### H. Average Age

The Average Age column displays the calculated average age of items in a range. The average age will display in **red**, if the date is older than the suggested age.

### I. Suggested Age

By default, the suggested age setting for all Dewey ranges, Fiction and Biography are 5 years. This date can be adjusted for your library.  
See the [Suggested Age](#) section for details to adjust the age.

### J. Lists

Includes various lists.  
See the [Aged Lists](#), [Submitted](#), and [Suggested Items](#) sections of this document for more details.

**(CollectionWiz™ Collection Analysis Screen Shot)**

A	B	C	D	E	F	G	H	I	J		
			Print Analysis			Print Graphs			Print Comparisons		
+	Dewey Decimal Classification	# of Items	% of Collection	Schools Like Mine Elementary	Average Age	Suggested Age Acceptable	Lists				
+	000-099 - Computer Science, Information, and General Works	110	6.09%	1.51%	2007	2005	Set	<a href="#">Suggested Items Graph</a>			
+	100-199 - Philosophy and Psychology	52	2.88%	0.51%	2007	2005	Set	<a href="#">Suggested Items Graph</a>			
+	200-299 - Religion	8	0.44%	0.35%	2006	2005	Set	<a href="#">Suggested Items Graph</a>			
+	300-399 - Social Science	255	14.13%	5.96%	2007	2005	Set	<a href="#">Suggested Items Graph</a>			
+	400-499 - Language	2	0.11%	1.08%	2009	2005	Set	<a href="#">Suggested Items Graph</a>			
+	500-599 - Science	648	35.90%	10.30%	2007	2005	Set	<a href="#">Aged(4) Suggested Items Graph</a>			
+	600-699 - Technology	364	20.17%	4.19%	2007	2005	Set	<a href="#">Suggested Items Graph</a>			
+	700-799 - Arts and Recreation	117	6.48%	3.09%	2007	2005	Set	<a href="#">Suggested Items Graph</a>			
+	800-899 - Literature	3	0.17%	1.83%	2009	2005	Set	<a href="#">Suggested Items Graph</a>			
+	900-999 - Geography and History	244	13.52%	5.23%	2007	2005	Set	<a href="#">Suggested Items Graph</a>			
	Fiction	2	0.11%	43.57%	2007	2005	Set				
	Biography	0	0.00%	12.80%	-	2005	Set	<a href="#">Suggested Items</a>			
	Other Call Numbers	0	0.00%	9.58%	-	-		<a href="#">Submitted</a>			
	<b>Totals</b>	<b>1805</b>	<b>100%</b>	<b>100%</b>	<b>2007</b>			<a href="#">Submitted</a>			
			Print Analysis			Print Graphs			Print Comparisons		

*Dewey Decimal Classification is a registered trademark of OCLC™.*

## Suggested Age

The **Suggested Age** column is the copyright date to which you would like your titles in that range to be more recent.

- The default setting in the **Suggested Age** dropdown selection is set for **'Acceptable'**, which is **5 years** for all Dewey ranges, Fiction, and Biography.
- You can change the **Suggested Age** dropdown selection to **'Optimal'**. The Optimal selection establishes ideal and unique age recommendation to various time-sensitive ranges. These ages based on an analysis of current professional research and ideal age recommendations. [The ages are listed on the next 2 pages.](#)
- While on either the **'Acceptable'** or **'Optimal'** setting, you can change the year that is displayed at a range by typing a new year you would like it to be, then clicking the **[Set]** button. Click the **[+]** button at the main class to expand and display subclasses. Your **Suggested Age** dropdown will now display as **'Custom'**.
- After changing a year at the subclass level, a **[Reset Range]** button will populate in the Main Class row. Clicking this button will reset all years in the subclasses back to the original age setting you were on. You will, however, be prompted to confirm your change, prior to it changing.
- The years chosen in the **Suggested Age** column will impact which titles display in the **Aged list** and various data used in the graphical reports.

+ Dewey Decimal Classification	# of Items	% of Collection	Schools Like Mine Elementary	Average Age	Suggested Age Acceptable	Lists
- 000-099 - Computer Science, Information, and General Works	110	6.09%	1.51%	2007	2005 Set	<a href="#">Suggested Items Graph</a>
000-009 - Computers	16	0.89%	0.60%	2007	2005 Set	<a href="#">Suggested Items</a>
010-019 - Bibliography	0	0.00%	0.08%	-	2005 Set	<a href="#">Suggested Items</a>
020-029 - Library and information services	2	0.11%			2005 Set	<a href="#">Suggested Items</a>

For either the Main Class or the subclass level, enter your preferred year, and click [Set].

## Ages used in the 'Optimal' Selection:

Dewey Decimal Classification	Age*	Dewey Decimal Classification	Age*
<b>000-099 - Computer Science, Information, and General Works</b>	<b>Varies</b>	<b>300-399 - Social Science</b>	<b>Varies</b>
000-009 - Computers	3	300-309 - Sociology and anthropology	5
010-019 - Bibliography	5	310-319 - Statistics	2
020-029 - Library and information services	5	320-329 - Political science	5
030-039 - General encyclopedic works	5	330-339 - Economics	5
040-049 - Special topics	5	340-349 - Law	5
050-059 - General serials and their indexes	5	350-359 - Public administration	5
060-069 - General organizations and museums	5	360-369 - Social problems and services	5
070-079 - News media, journalism, publishing	5	370-379 - Education	5
080-089 - Quotations	5	380-389 - Commerce, communications, transport	5
090-099 - Manuscripts and rare books	5	390-399 - Customs, etiquette, folklore	10
<b>100-199 - Philosophy and Psychology</b>	<b>10</b>	<b>400-499 - Language</b>	<b>5</b>
100-109 - Philosophy	10	400-409 - Language	5
110-119 - Metaphysics	10	410-419 - Linguistics	5
120-129 - Epistemology	10	420-429 - English and Anglo-Saxon languages	5
130-139 - Paranormal phenomena	10	430-439 - German languages	5
140-149 - Specific philosophical schools	10	440-449 - French languages	5
150-159 - Psychology	10	450-459 - Italian, Romanian languages	5
160-169 - Logic	10	460-469 - Spanish and Portuguese languages	5
170-179 - Ethics (moral philosophy)	10	470-479 - Italic languages (Latin)	5
180-189 - Ancient, medieval, eastern philosophy	10	480-489 - Classical Greek languages	5
190-199 - Modern western philosophy	10	490-499 - Other languages	5
<b>200-299 - Religion</b>	<b>10</b>	<b>500-599 - Science</b>	<b>Varies</b>
200-209 - Religion	10	500-509 - Science	3
210-219 - Philosophy and theory of religion	10	510-519 - Mathematics	8
220-229 - Bible	10	520-529 - Astronomy	5
230-239 - Christian theology	10	530-539 - Physics	5
240-249 - Christian practice	10	540-549 - Chemistry	5
250-259 - Christian orders and local churches	10	550-559 - Earth sciences and geology	5
260-269 - Christian social theology	10	560-569 - Fossils and prehistoric life	5
270-279 - Christian history	10	570-579 - Life sciences and biology	3
280-289 - Christian denominations and sects	10	580-589 - Plants (Botany)	5
290-299 - Other and comparative religions	10	590-599 - Animals	5

## Ages used in the 'Optimal' Selection (continued)

Dewey Decimal Classification	Age*	Dewey Decimal Classification	Age*
<b>600-699 - Technology</b>	<b>Varies</b>	<b>800-899 - Literature</b>	<b>5</b>
600-609 - Technology	3	800-809 - Literature, rhetoric and criticism	5
610-619 - Medicine and health	3	810-819 - American literature in English	5
620-629 - Engineering	3	820-829 - English and Old English literature	5
630-639 - Agriculture	5	830-839 - German literatures	5
640-649 - Home economics and family living	3	840-849 - French literatures	5
650-659 - Management	3	850-859 - Italian, Romanian, literatures	5
660-669 - Chemical engineering	5	860-869 - Spanish and Portuguese literatures	5
670-679 - Manufacturing	5	870-879 - Italic literatures (Latin)	5
680-689 - Manufacture for specific use	5	880-889 - Classical Greek literatures	5
690-699 - Building and construction	5	890-899 - Literature of other languages	5
<b>700-799 - Arts and Recreation</b>	<b>Varies</b>	<b>900-999 - Geography and History</b>	<b>Varies</b>
700-709 - Arts	5	900-909 - History	5
710-719 - Landscape and area planning	5	910-919 - Geography and travel	2
720-729 - Architecture	5	920-929 - Biography and genealogy	5
730-739 - Sculpture, ceramics and metalwork	5	930-939 - History of the ancient world (to 499)	10
740-749 - Drawing and decorative art	5	940-949 - History of Europe	10
750-759 - Painting	5	950-959 - History of Asia (Far East)	10
760-769 - Graphic arts (Printmaking and prints)	5	960-969 - History of Africa	10
770-779 - Photography and computer art	3	970-979 - History of North America	10
780-789 - Music	5	980-989 - History of South America	10
790-799 - Sports, games and entertainment	5	990-999 - History of other areas	10
		<b>Fiction</b>	<b>5</b>
		<b>Biography</b>	<b>5</b>

## Navigating with the Reports Bar

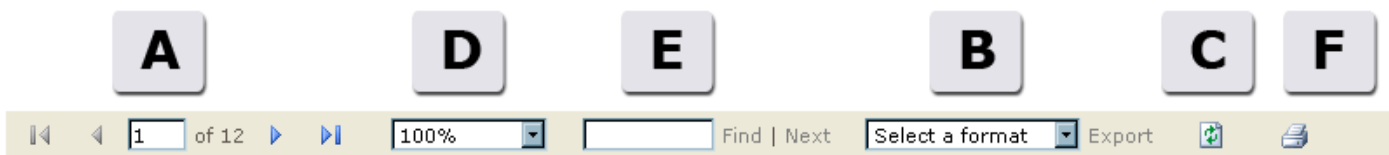
When clicking [**Print Analysis**], [**Print Graphs**], **Aged** links, **Submitted** links, or the **Graph** links, a report will open and display the information. Other navigational features on the top Reports Bar include:

- A. **Arrow buttons** allow you to browse through the report and access the First Page, Previous Page, Next Page, and Last Page. A box allows you to type in a page number, hit enter (or return on Mac OS) to view a specific page
- B. Using the **Select a Format** dropdown, reports may be exported and saved as a PDF or a Microsoft Excel document. For a PDF, select **Acrobat PDF**. For an Excel document, select **Excel**. After your selection, click the **Export link** directly to the right of your selection.
- C. Use the **Reload/Refresh** button to rerun the report on the screen.



### Internet Explorer users only:

- D. **Report resolution** may be adjusted with a dropdown (default is 100%)
- E. A **Find** text box allows you to type in text, click Find and Next, to locate items
- F. A **printer icon** on the report browser will allow you to print directly, however if you choose to click this icon, you may be required to do a one-time, quick install of Active X Control. Follow the instructions on the screen to do so.



***Please note that the availability of Reports Bar features shown above will vary as browsers are updated and new ones come out.***

## Print Analysis

To print the analysis, click the [**Print Analysis**] button, and the report will display. Page 1 of the report is a snapshot of the **CollectionWiz™** analysis and the Dewey Main Classes, Fiction, Biography, and Other. Clicking the right arrow button at the reports bar will allow you to browse through the subsequent pages of the report.

To save or print, see "[Navigating with the Reports Bar](#)" section of these instructions.

Call Number	# of items	% of collection	Average Age	Suggested Age
000-099 - Computer Science, Information, and General Works	151	1.7%	2001	2003
100-199 - Philosophy and Psychology	45	0.5%	1995	2003
200-299 - Religion	1	0%	1991	2003
300-399 - Social Science	607	7%	1998	2003



Jane Smith

Capstone Library

Today's date: May 30, 2008

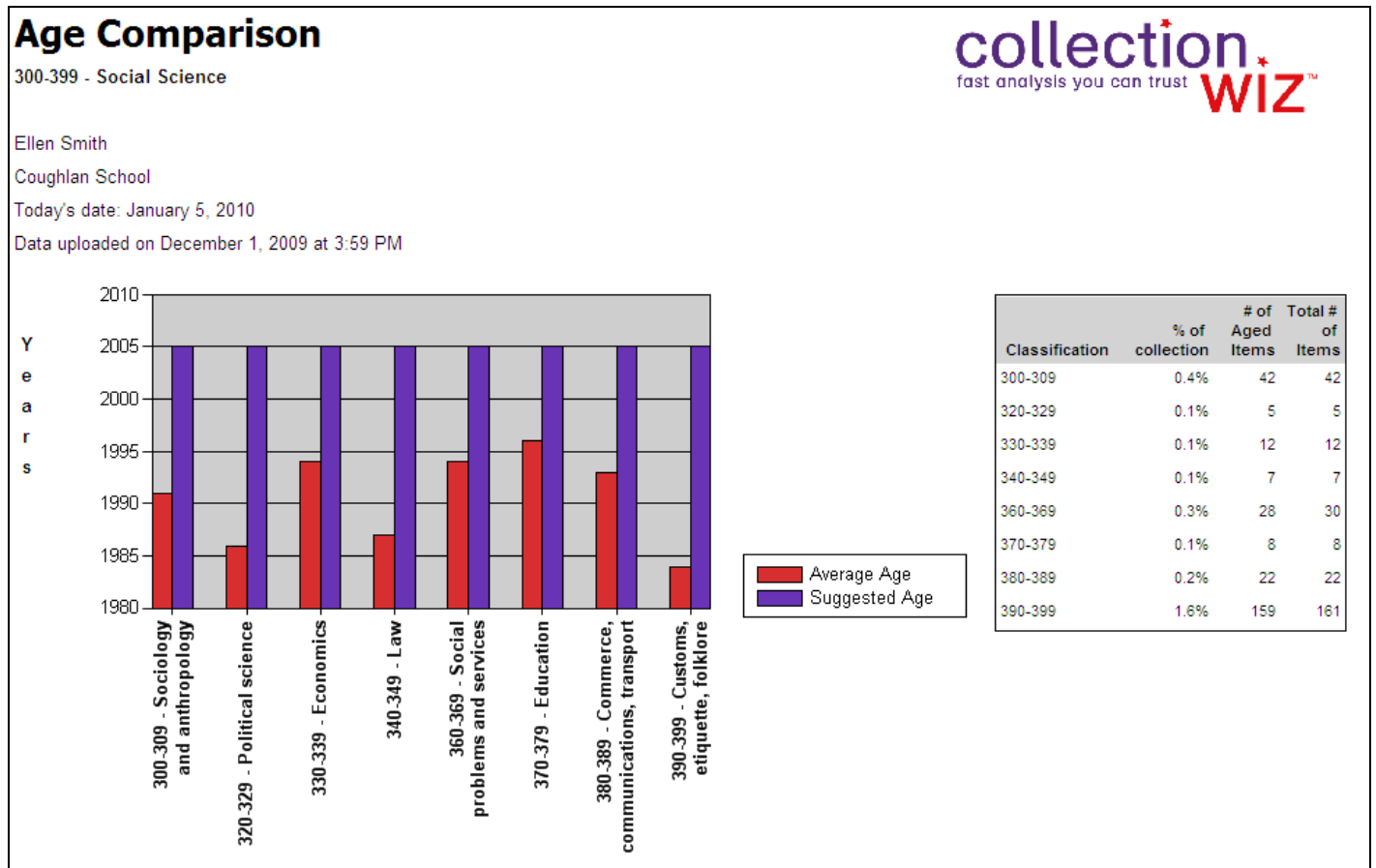
Data uploaded on May 28, 2008 at 3:43 PM

## Print Graphs

The [**Print Graphs**] button includes a graphical representation that compares each range's suggested age to its average age. A table is also included on the report which details the percent of collection, the total number of aged items, and the total number of items. Clicking the right arrow button at the reports bar will allow you to browse through the subsequent pages of the report.

The graph report is also available at each Main Class Row, Fiction, and Biography by clicking on the **Graph** links in the **Lists** column.

To save or print, see "[Navigating with the Reports Bar](#)" section of these instructions.



## Print Comparisons

The [**Print Comparisons**] button produces a report detailing the percent of collection allocation as compared to the '**Schools Like Mine**' percentage for each Dewey range, Biography, and Fiction. The report also lists the actual copy count for each group. Clicking the right arrow button on the reports bar will allow you to browse through the subsequent pages of the report.

To save or print, see "[Navigating with the Reports Bar](#)" section of these instructions.

Dewey Decimal Classification	Count	Your Collection	Comparable Collection
<b>000-099 - Computer Science, Information, and General Works</b>	<b>198</b>	<b>0.98 %</b>	<b>1.62 %</b>
000-009 - Computers	32	0.16 %	0.50 %
010-019 - Bibliography	0	0.00 %	0.07 %
020-029 - Library and information services	9	0.04 %	0.15 %
030-039 - General encyclopedic works	144	0.71 %	0.73 %
040-049 - Special topics	0	0.00 %	0.01 %
050-059 - General serials and their indexes	0	0.00 %	0.02 %
060-069 - General organizations and museums	2	0.01 %	0.01 %
070-079 - News media, journalism, publishing	9	0.04 %	0.04 %
080-089 - Quotations	2	0.01 %	0.03 %
090-099 - Manuscripts and rare books	0	0.00 %	0.05 %
<b>100-199 - Philosophy and Psychology</b>	<b>123</b>	<b>0.61 %</b>	<b>0.69 %</b>

## Aged Lists

To assist you in identifying titles for potential weeding, **CollectionWiz™** provides aged title reports, which are titles in a respective call number range that are older than the suggested age.

Links to these reports are available by clicking the **Aged** link from the **Lists** column at the Main Class and subclass levels. The number to the right of this link indicates the number of titles (with a valid copyright date) that have been identified as older than the suggested age. The list displays in call number order.

(Please note that titles that are missing a copyright date, or that have non-standard copyright data cataloged in the copyright tag of your MARC records, will also display in the aged list.)

This list is a good starting point to show items to review when it's time to weed. Remember, there is other criteria to use beyond Age to determine what to weed including reviewing your circulation statistics, examining the physical quality and appeal of the item, checking the content for accuracy, knowing your curriculum and community standards, and being aware of current trends and interests – just to mention a few.

To save or print, see "[Navigating with the Reports Bar](#)" section of these instructions.

ISBN	Call No.	Title	Author	Copyright	Publisher
0329143190	620 Be	Invention /	Bender, Lionel.	1991	Distributed by Random House,
1564582205	620 Gre	Great inventions.		1993	Distributed by Houghton Mifflin Co.,
0316347256	620 Ha	Imaginative inventions :	Harper, Charise Mericle.	2001	Little Brown,
0060249242	620 Sa	Inventors /	Sandler, Martin W.	1996	HarperCollins Publishers,
0736825142	620.1 Do	Plastic /	Donald, Rhonda Lucas,	2004	Capstone Press,
0736825150	620.1 Kr	Wood /	Kras, Sara Louise.	2004	Capstone Press,
0394546911	621 Co	The universe :	Couper, Heather.	1985	Random House,
0805014101	621.8 Ro	Power machines /	Robbins, Ken.	1993	H. Holt,
1580860311	621.8 Yo	The usborne book of machines that work	Young, Caroline	1993	Usborne Publishing;

## Submitted

The **Submitted** lists identify titles that were loaded to **CollectionWiz™**, and are available by clicking the **Submitted** link from the **Totals** bottom row(s).

### Other Call Numbers

**CollectionWiz** examines multiple tags and subfields within your exported MARC records to assist with mapping to the correct category (Dewey, Fiction, or Biography). If **Collection Wiz™** cannot detect the call number for a title, these titles will map to the **Other Call Numbers** category, and a list of these titles can be accessed by clicking the **Submitted** link found on the **Other Call Numbers** row.

Submitted - Other Items					
Ty Gengler					
Capstone Library					
Today's date: January 5, 2010					
Data uploaded on December 3, 2009 at 11:07 AM					
ISBN	Call No.	Title	Author	Copyright	Publisher
		Record Player :			Califone ☐
		They Thought They Saw Him (BOT)			
		12 inch Rulers			
		30 Protractors			

## Totals

The **Submitted** list in the **Totals** row is a master list of all items uploaded to **Collection Wiz™**. The list displays in *Call Number* order.

## Suggested Items

To assist you in identifying some suggested titles that fill identified holes in your collection, **CollectionWiz™** provides the ability to view lists of **Heinemann-Raintree Library** titles by clicking the **Suggested Items** links. These links are available at the Main Class and subclass Dewey levels.

By default, all suggested items that display use the following criteria:

- Have a **Dewey** number in the range you select from
- Have a **Copyright Date** at or newer than the suggested age you specify
- Are **correlated** to your state's curriculum standards

## Product Search Results ([see screen shot on next page](#))

**Handy Hint!** To get a quick look at any of the titles in the search results, **move your mouse over the book title** and watch a thumbnail cover image immediately pop up! If you like what you see, just click on the link or the cover and you'll be taken right to the detailed Title Information page.

You may adjust the list of product that display in your results in several ways:

- **Sort:** You can select your preferred sort by clicking on a link in the Sort By section (Title, Series, ISBN, Price, Grade Level, etc)
- **Pagination:** The web default is set to display 50 rows per page, but you can change that with the drop-down by selecting another number to change the number of pages or "All" to show all results on one page.

To add product to your Bookbag from the **Product Search Results** screen:

- To add *selected titles*, click the **checkbox** next to each title you want to keep, then click the [**Add Selected Items to Bookbag**] button at the top or bottom of that page.
- To add *all titles* on displayed search results page, click the **Select All Items** checkbox (located above the first title in the search results list), then click the red [**Add Selected Items to Bookbag**] button.

To add product to your Bookbag from a **detailed Title information** page:

- Click the [**Add this Title to My Bookbag**] button under the cover image.
- Want to order all of the books in that series? Simply click the [**Add this Series to My Bookbag**] button located just below it, or down at the bottom with the Series Information.

To return to the **CollectionWiz™** Collection Analysis from the Search Results:

- Click the **CollectionWiz™** Analysis link at the top of the search results page.
- Or simply or use your browser's back button.
- On a PC, hold down the [**Alt**] key and then the [**Left Arrow**] key.
- On a Mac, hold down the [**Apple/Cmd**] key and then the [**Left Arrow**] key.

## Titles Already Owned Alert

**CollectionWiz™** will alert you to the titles *already in your collection* when you:

- click the **Suggested Items** link in the Analysis and see the Search Results.
- perform *any other kind of search* on the web site.
- go to a Detailed Title Information Page.
- add or already have a duplicate item in your Bookbag.

(Screen shot of the Search Results page using the Suggested Items link)

Search Tools    Advanced Product Search    Browse by Category    Site Map

[CollectionWiz Analysis](#) ← Quickly return to your CollectionWiz™ Analysis at any time

## Advanced Product Search

We found **665** items.  
(For more search options, try our [Advanced Product Search](#) or check out our [Search Tips](#))

**Criteria:**

- Type: Title
- Correlation: IL
- Dewey: 500-599
- Copyright: Greater than or equal to 2005

You can sort results by:

- Series
- Title
- ISBN
- Price
- Grade Level

MARC records were last updated to our site on February 23, 2010. Consider [uploading](#) again if you have made changes to your collection.

[Add Selected Items to Bookbag](#)    Sort By:     [New Search](#)    [Print](#)

Items per page:     Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#)

ISBN	Type	Series	Title (mouse over for cover image)	Grade Level	Price
<input type="checkbox"/> 9781410927484 (1-4109-2748-2)	Title	<a href="#">Geology Rocks!</a>	<a href="#">Sea</a>	6-9	\$22.00
<input type="checkbox"/> 9781403499523 (1-4034-9952-7)	Title	<a href="#">Scientist at Work</a>	<a href="#">Sea</a> <a href="#">Marine Biologists</a>	3-5	\$19.75
<input type="checkbox"/> 9781410916402 (1-4109-1640-5)	Title	-	<a href="#">Sea</a>	PreK-1	\$14.95
<input type="checkbox"/> 9781403458971 (1-4034-5897-9)	Title	-	<a href="#">Sea</a>		
<input type="checkbox"/> 9781410928504 (1-4109-2850-0)	Title	<a href="#">Raintree Fusion: Physical Science</a>	<a href="#">Search and Rescue : Heat and Energy Transfer</a>		
<input type="checkbox"/> 9781403465696 (1-4034-6569-X)	Title	<a href="#">Wild Predators</a>	<a href="#">Sea Hunters : Dolphins, Whales, and Seals</a>	4-6	\$22.00
<input type="checkbox"/> 9781410923967 (1-4109-2396-7)	Title	<a href="#">Animals</a>	<a href="#">Scorpion vs. Tarantula</a> <span style="color: red;">This title is already in your collection (1 copy)</span>	2-5	\$19.25
<input type="checkbox"/> 9781403495617 (1-4034-9561-0)	Title	<a href="#">Microlife (2nd Edition)</a>	<a href="#">Scientists and Discoveries (2nd Edition)</a>	6-8	\$22.00
<input type="checkbox"/> 9781410933539 (1-4109-3353-9)	Title	<a href="#">Sci-Hi: Earth and Space Science</a>	<a href="#">Science Across Cultures</a>	6-9	\$22.00
<input type="checkbox"/> 9781403483744 (1-4034-8374-4)	Title	<a href="#">Body Coverings</a>	<a href="#">Scales</a>	PreK-1	\$14.50

## Still have questions?

Check out our handy [Frequently Asked Questions \(FAQ\)](#) or [contact Customer Service](#). You can email us at [CustomerService@HeinemannLibrary.com](mailto:CustomerService@HeinemannLibrary.com) or call us at 888-454-2279. We're available Monday-Friday, from 7:30-5:00 Central Standard Time (CST).



## CollectionWiz™: Exporting MARC Records

The following instructions briefly explain the process of exporting your MARC records from a variety of popular library automation systems. It is **not** intended as an authoritative, in-depth document for any single system.

**For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.**

The maximum file size is 50 MB (which is approximately 50,000 MARC records). If your collection is larger, consider exporting a subset of your collection.

CollectionWiz™ requires that exported MARC records only contain copy (or holdings) data for the library collection you are performing the analysis on.

The library automation systems detailed here include:

[Alexandria \(Mac\)](#)

[Alexandria V](#)

[Alexandria v6](#)

[Athena](#)

[Atrium](#)

[Concourse](#)

[Follett Circulation+ / Catalog +](#)

[Follett Destiny](#)

[InfoCentre](#)

[Library.Solution](#)

[LibraryWorld](#)

[Mandarin M3](#)

[OPALS](#)

[Spectrum](#)

[Surpass Central](#)

[SirsiDynix Horizon](#)

[SirsiDynix Unicorn / Unicorn ecole](#)

[Other](#)

### **Alexandria (Mac)**

1. Select **FILE** in "cataloging"
2. Select **UTILITIES**
3. Select **EXPORT ITEM**
4. Select **FORMAT (MARC)**
5. Save the file to an accessible location (such as your desktop) and select **RUN**
6. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

## **Alexandria V**

1. Select **UTILITIES** from the “file” menu
2. Select **EXPORT ITEMS** from the “utility type” dropdown
3. Select **MARC** within “operation”
4. Select **ALL ITEMS** from the dropdown
5. Select **RUN** and save the file to an accessible location (such as your desktop)
6. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.

## **Alexandria v6**

1. Select **TOOLS**
2. Choose **EXPORT**
3. Choose the **COPIES** tab
4. Choose the **EXPORT ITEMS – MARC – COPY SELECTION** option.  
Click the blue hyperlink title OR the Edit link.
5. Choose the **SELECTION** tab.
  - The Export Type is **EXPORT COPIES**.
  - The Operation is **MARC**.
  - The Sort By is **BARCODE** (the default option).
  - The Select By is **ALL COPIES**
6. Select **RUN** (bottom right-hand of screen).  
When the export is finished, a screen will appear that will enable you to direct and save the export to an accessible location (such as your desktop)
7. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.

## **Athena**

1. Select the “cataloging” tab
2. Select **EXPORT MARC RECORDS**
3. Verify the correct collection is active or change it in using the “change collection” tab
4. Select **NO ORDER** in the “select and sort by” dropdown
5. Name the file in the “export to” field and save the file to an accessible location (such as your desktop)
6. Select **EXPORT AS A MULTIPLE MARC RECORDS**
7. Select the **EXPORT** button
8. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.

## Atrium

1. Click on **Catalog**
2. Click on **Export MARC records**
3. Click on **Filter** button
4. Click on **Generate List**
5. Click the check box next to "**Place copies together in same MARC record**"
6. Click on **Export Queued Records**
7. Once the progress bar gets to 100%, you should get a File Download screen. If you don't, do a right click on the bar just below the address line of your browser.
8. Click **Save**
9. Type in a filename and select the location that you want the records to download
10. Click **OK**
11. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

## Concourse

1. Click on **Activities**
2. Click on **Cataloging**
3. Click on **MARC records**
4. Type in a filename and select the location that you want the records to download (select "C" as the export to drive choice)
5. **Click on the radio button** next to All Records
6. Click **Open**
7. Click **OK**
8. Click **Close**
9. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

## Follett Circulation + / Catalog +

1. Go to the "cataloging" application
2. Select **FILE**
3. Select **EXPORT MARC 21/852 HOLDINGS FORMAT**
4. Choose the **NO RANGE** export method from the submenu.
5. Check **ALL RECORDS** and **INCLUDE COPY** information in the dialog box
6. Select **EXPORT**
7. Save the file to an accessible location (such as your desktop)
8. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

## **Follett Destiny**

1. Go to **CATALOG**.  
*The Export/Titles Copies option must be enabled in the Manage Catalog section of the user's access level.*
2. Select the **EXPORT TITLES** option
3. Select **ALL** to export all titles in your collection
4. Select the **ALL RECORDS** option
5. Select to **INCLUDE COPY INFORMATION** in the export
6. Do **NOT** select the option to delete the titles and copies after export
7. Select the **ALA** character set
8. Click **EXPORT**. The creation of the export file may be monitored in Job Manager. Job Manager provides you with the link that allows you to download the export file.
9. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

## **InfoCentre**

1. Select **CATALOGING**
2. Select **EXPORT**
3. Select **CALL NUMBER** from the dropdown menu and leave the fields blank
4. Leave the "limit to" fields blank
5. Select **BROWSE**, then name the file using the "file name" box and save to an accessible location (such as your desktop)
6. Select **EXPORT**. Do not shut down the InfoCentre client until the export is finished
7. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

## **Library.Solution**

1. Open **CATALOGING UTILITIES**
2. Select **EXTRACT RECORDS** from the "file" menu
3. Select **COPY TO FILE**
4. Enter you school or library name in the "file name" box
5. Select **OK**
6. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

### LibraryWorld

1. Select the records to export using the check boxes in the "list" window; to select all records, use the "Ctrl" (Windows) or "Option" (Macintosh) keys
2. Select **EXPORT** from the "file" menu
3. Select **MARC**
4. Save the file to an accessible location (such as your desktop)
5. Select **NO TRANSLATE**
6. Select **ALL COPIES** and click **OK**
7. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

### Mandarin M3

1. Open **CATALOGING**
2. Click **EDIT** then **SEARCH**
3. Search for **HOLDINGS**
4. Anywhere type an \*
5. Click on **SEARCH**
6. Click on **EDIT**, then **HOLDINGS**, then select **ALL RECORDS**
7. Click on **FILE** then **EXPORT**.
8. Name and save the file to an accessible location (such as your desktop)
9. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

### OPALS

1. Select **ITEMS> EXPORT** from the main menu
2. You have the choice to select records by a date range, Record ID range, a search/hitlist, only records modified, or the entire database. **Be sure to export all of the records from your collection.**
3. Click **EXPORT**. Wait a couple of minutes then refresh the page display.
4. Once the export is completed, you can download the created file by clicking it and saving it to your hard drive or Desktop.
5. Once the file is on the hard drive or desktop you can rename it
6. The file will be available on the OPALS system for 1 month
7. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

### **Spectrum**

8. Select **MATERIALS**
9. Select **EXPORT**
10. In the "export" dropdown, select **ALL MATERIALS (IN MARC FILE ORDER)**
11. Select **US MARC/852 HOLDINGS DATA** in the "format" section
12. Select **BROWSE**
13. Name and save the file to an accessible location (such as your desktop)
14. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

### **Surpass Central**

1. Select **MATERIALS**
2. Select **EXPORT**
3. Leave "conditions" blank to export all of the records,
4. Select **SAVE RECORDS** and save the file to an accessible location (such as your desktop)
5. For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

### **Other automation systems including SirsiDynix Horizon, Symphony, Unicorn, and Unicorn ecole:**

For the most detailed and up-to-date export instructions for the SirsiDynix program and version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.

**CollectionWiz™ requires that exported MARC records only contain copy (or holdings) data for the library collection you are performing the analysis on.**