



PRC Listmaker Handbook

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Description

The Premier's Reading Challenge (PRC) *Listmaker* program generates a list of the items in your library's database that are found in the PRC booklist.

Matched items can be "tagged" with special markers so they can easily be spotted in library system OPAC searches.

Listmaker 2 is designed to work with data from USMARC format catalogue files.

Note: The stand-alone Listmaker 2 program is not designed to work with Bookmark data. Users with the Bookmark library system can do everything Listmaker offers within Bookmark version 10 itself. Make sure the version of Bookmark is 10 (not 9). Information is available in the Cataloguing manual and Fact Sheet and from the help desk.

Installation

See the "Installation Guide" document for instructions on how to download and install Listmaker.

Internet Connection

Make sure that your school's Proxy Server settings allow access to:

- bookmark.central.sa.edu.au

If unsure, contact your ICT network support person about this.

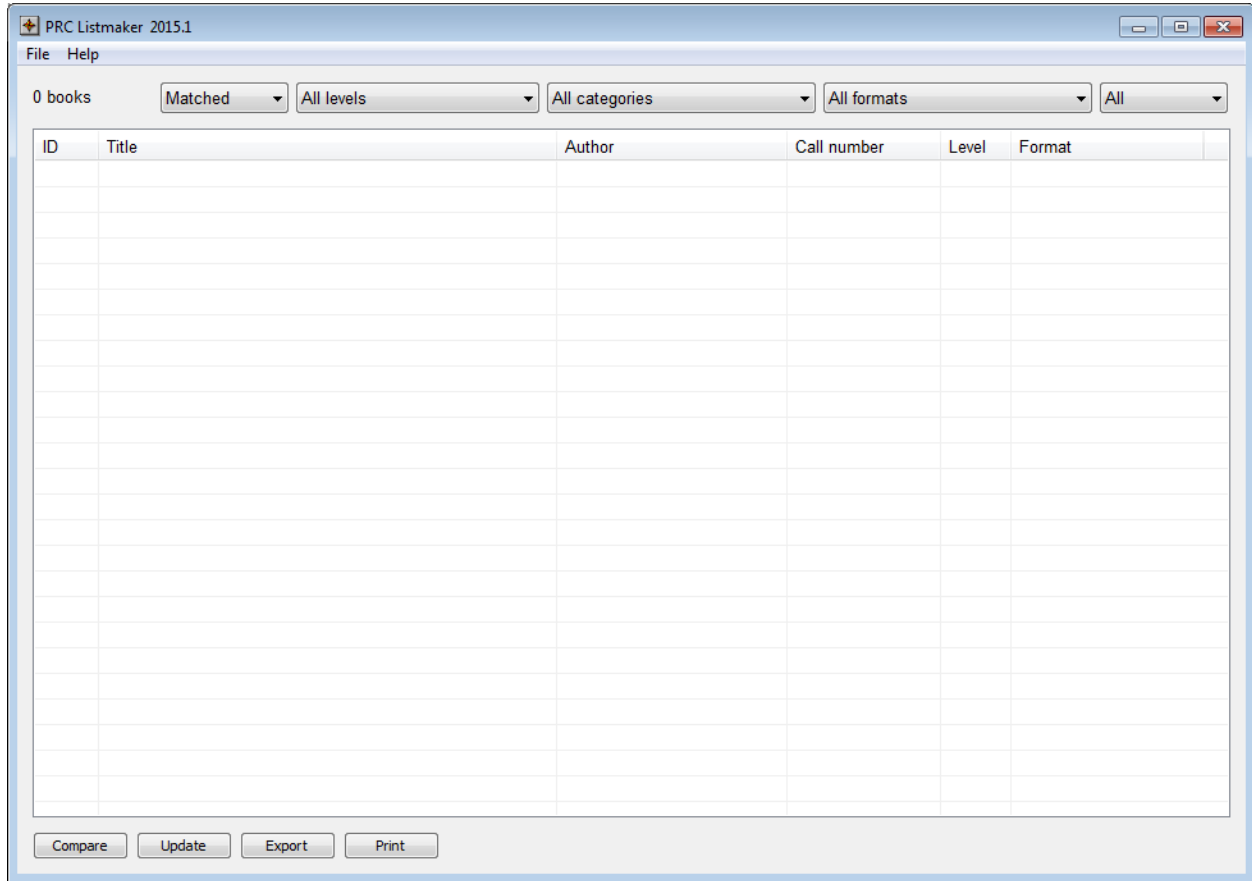
When this in place, Listmaker can automatically detect and then download PRC booklist updates directly from the Internet.

If Listmaker is unable to download files directly, it is still possible to update a booklist manually by going online, downloading and saving the booklist file and having Listmaker process it.

Running the Program

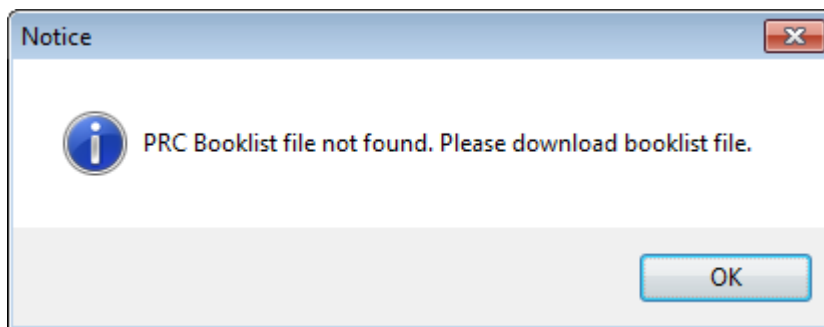
After installation, double click on the desktop icon to open the program.

The main program window appears.



If this is the first time the program has been run, the booklist data will not yet have been set up.

Behind the scenes, Listmaker will try to go online and download the current PRC booklist and version number. If unsuccessful, a message will appear.



To see if the data is present, click on the "Matched" dropdown list button at the top and select "Everything". Entries will appear if the PRC booklist data is present.

If you are unsure direct downloading will or will not work, click on the Download button at the bottom. This tells Listmaker to download and set up whatever is the latest available list. A message will appear if it is unable to do this. The only reason it may be unsuccessful is due to a local proxy server blocking access to the website. See Internet Connection above.

Update Booklist Data

The PRC booklist can also be downloaded from the website.

Once the file has been saved, the Update button can be used to link that file to Listmaker. (The background download does this automatically.)

Locate and open the downloaded booklist file.

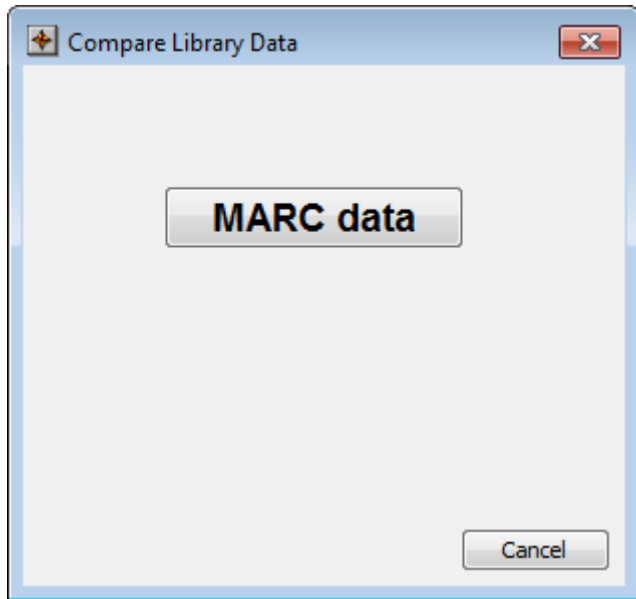
After updating the booklist, the *Compare* function must be used next to produce the list of matched items. Download does not do this automatically.

Compare

This function compares your library's data against the PRC List. If items in the library data are found in the PRC book lists, they are "matched".

Click on the *Compare* button at the bottom.

The first dialog that appears asks which format of data is to be compared.



MARC data: Listmaker can compare data from a USMARC format file against the PRC book lists. Many library systems, such as Amlib, Alice and Oliver, can generate this type of file as an *export*. Refer to your system's documentation or help desk for instructions on how to export the catalogue in USMARC format.

Matching

Items are matched between the library data and the book list if:-

- The main author surname and title are the same
- The main author surname and the series are the same
- The SCIS number is the same

(The ISBN is not used for matching as the same ISBN can be re-allocated by publishers to different titles and series.)

Books belonging to a series found in the PRC book lists are matched even if the titles are not in the list. The entire series must be matched exactly. "Wicked Wacky 5" and "Wicked Wacky" are not a match.

Listmaker will not match entries if the titles are significantly different – e.g. a word is spelled differently. It may match if one title (either the PRC book list title or the library title) is contained within the other 'as is'. Example: "My uncle Wal the werewolf" is catalogued in SCIS but "My

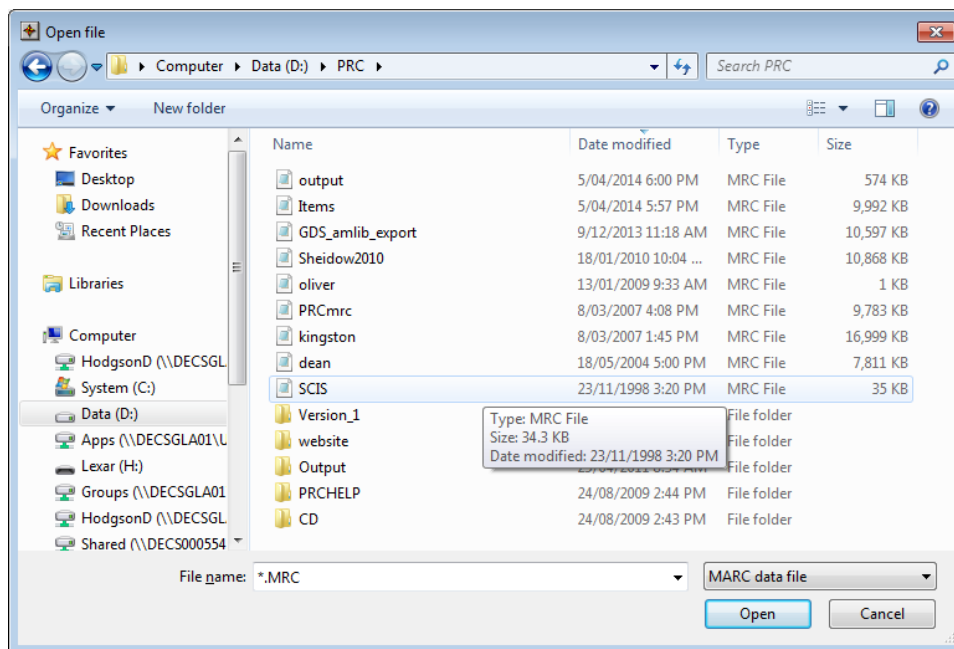
Uncle Wal the Warewolf" is how it is spelled in the PRC book list – not identical. This would not provide a match as the spelling of werewolf is different.

MARC format data

Many library systems can export the catalogue in MARC format. Listmaker can examine this format file.

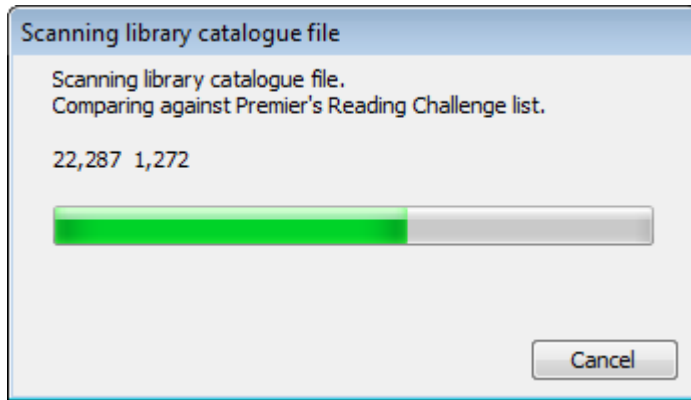
After selecting the MARC format, Listmaker next requests the location of the MARC file. This file contains data exported from your library system in USMARC format. You will need to know this file's location and its filename.

The Listmaker program presents a standard Windows *File Selector* dialog that is used to locate the MARC file. This dialog is different with each version of Windows. Below is the Windows 7 version. It is similar in Windows 8 and 10 but different in Windows XP.



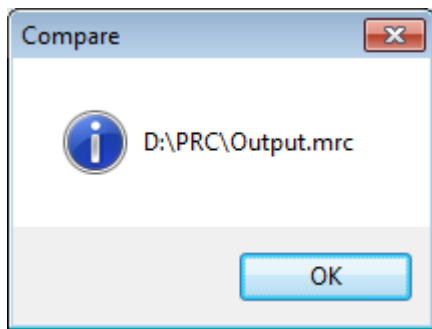
Note: by default, Listmaker looks for MRC files but a USMARC file may have other file extensions. The filter may need to be changed to "All files".

After locating the file, click to highlight it and then Open.



When finished the list of matched items is displayed.

An output file is always produced. Its location is shown in the dialog that appears after comparing.



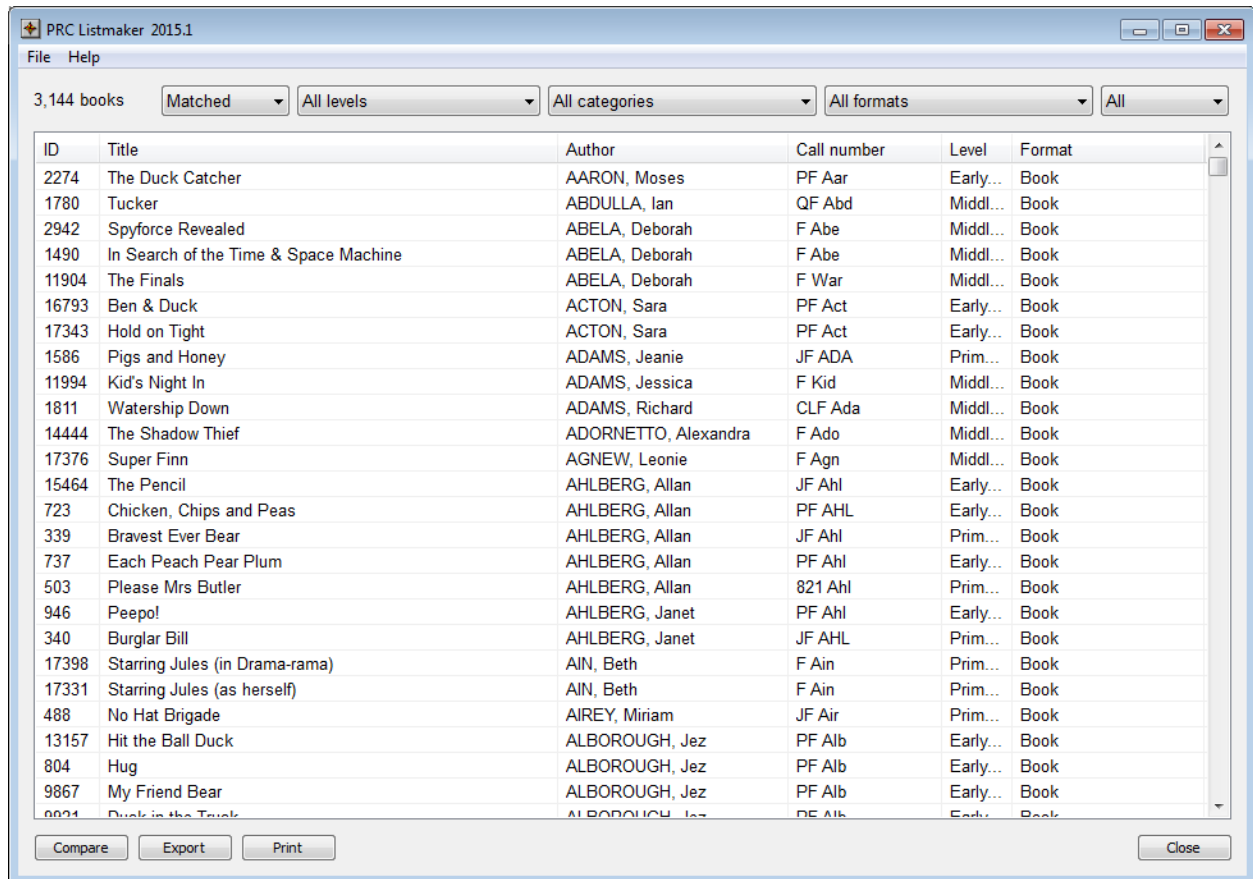
This file contains tagged MARC records which can be loaded back into your library system if it allows that.

Tagging

Matched are "tagged" with an asterisk * prefixed to the Title and, as a Series entry, the letters PRC followed by the level – e.g. PRC 6-9. In MARC terms, the title is 245 \$a and the series is 440 or 490 \$a depending on how it was originally exported.

The List

Once the comparison processes has been completed, Listmaker displays a list of all the items in the PRC booklists that were matched with the library database.

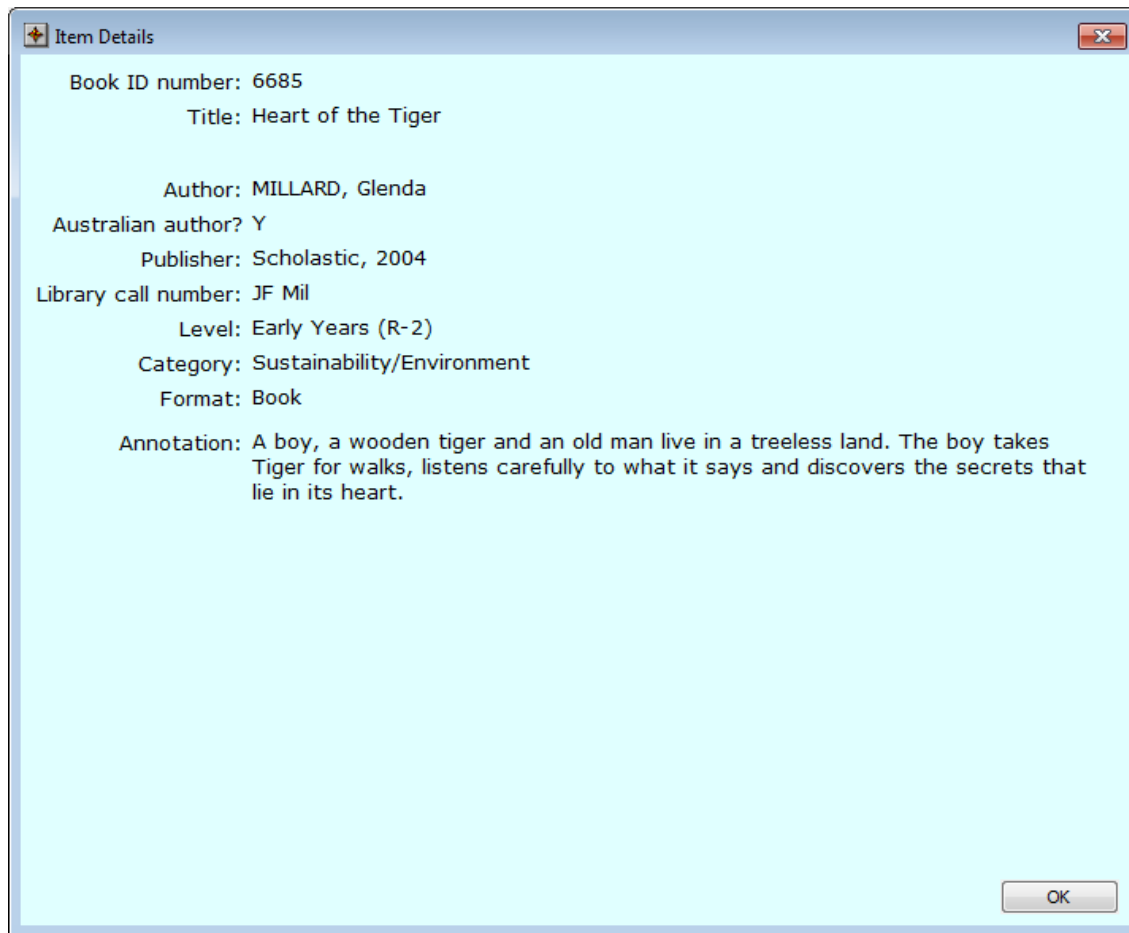


ID	Title	Author	Call number	Level	Format
2274	The Duck Catcher	AARON, Moses	PF Aar	Early...	Book
1780	Tucker	ABDULLA, Ian	QF Abd	Middl...	Book
2942	Spyforce Revealed	ABELA, Deborah	F Abe	Middl...	Book
1490	In Search of the Time & Space Machine	ABELA, Deborah	F Abe	Middl...	Book
11904	The Finals	ABELA, Deborah	F War	Middl...	Book
16793	Ben & Duck	ACTON, Sara	PF Act	Early...	Book
17343	Hold on Tight	ACTON, Sara	PF Act	Early...	Book
1586	Pigs and Honey	ADAMS, Jeanie	JF ADA	Prim...	Book
11994	Kid's Night In	ADAMS, Jessica	F Kid	Middl...	Book
1811	Watership Down	ADAMS, Richard	CLF Ada	Middl...	Book
14444	The Shadow Thief	ADORNETTO, Alexandra	F Ado	Middl...	Book
17376	Super Finn	AGNEW, Leonie	F Agn	Middl...	Book
15464	The Pencil	AHLBERG, Allan	JF Ahl	Early...	Book
723	Chicken, Chips and Peas	AHLBERG, Allan	PF AHL	Early...	Book
339	Bravest Ever Bear	AHLBERG, Allan	JF Ahl	Prim...	Book
737	Each Peach Pear Plum	AHLBERG, Allan	PF Ahl	Early...	Book
503	Please Mrs Butler	AHLBERG, Allan	821 Ahl	Prim...	Book
946	Peepo!	AHLBERG, Janet	PF Ahl	Early...	Book
340	Burglar Bill	AHLBERG, Janet	JF AHL	Prim...	Book
17398	Starring Jules (in Drama-rama)	AIN, Beth	F Ain	Prim...	Book
17331	Starring Jules (as herself)	AIN, Beth	F Ain	Prim...	Book
488	No Hat Brigade	AIREY, Miriam	JF Air	Prim...	Book
13157	Hit the Ball Duck	ALBOROUGH, Jez	PF Alb	Early...	Book
804	Hug	ALBOROUGH, Jez	PF Alb	Early...	Book
9867	My Friend Bear	ALBOROUGH, Jez	PF Alb	Early...	Book
0024	Duck in the Truck	ALBOROUGH, Jez	PF Alb	Early...	Book

The ID is the PRC book list's ID value. The Title and Author are as they appear in the PRC list, not the library data. The call number, however, is taken from the library database. The level number reflects the various levels.

Details

Full details about any item in the list can be displayed by double clicking on an entry.



The details displayed are from the PRC booklist, not the library data, except for the call number.

Click on OK to go back to the main screen.



Changing the **List** changes whether items matched by the comparison operation are displayed (this is the default) or items not matched or all items in the book list.

Changing the **Level** restricts the visible list to items that are in one of the four levels or to all levels.

Categories can be used to specify which category is to be listed. By default it is All Categories.

Formats refer to the media – e. g. Book, ebook, Audio, etc.

The final droplist chooses between all items, those by Australian writers only or non-Australian.

Sorting the list

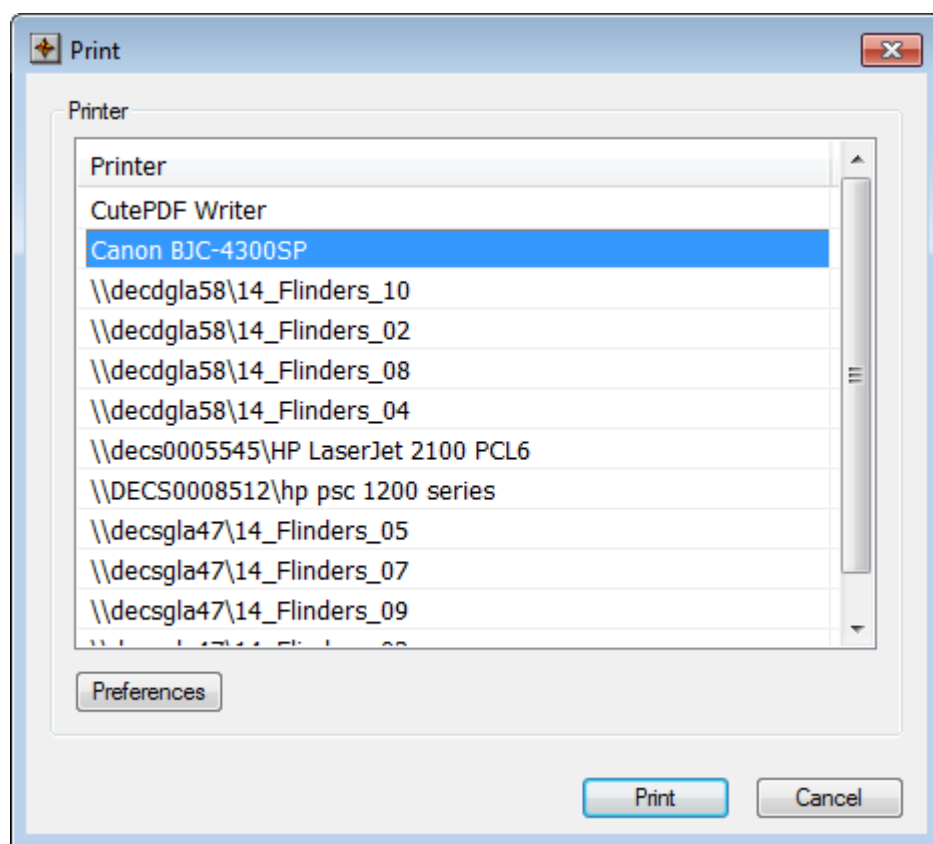
The list can be sorted by clicking on the heading above a column.

ID	Title	Author	Call number	Level
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Print

The **Print** button at the bottom of the main screen is used to print out the currently displayed list in the order exactly as seen. (The F7 key can also be pressed to print.)

A simple Print dialog appears.



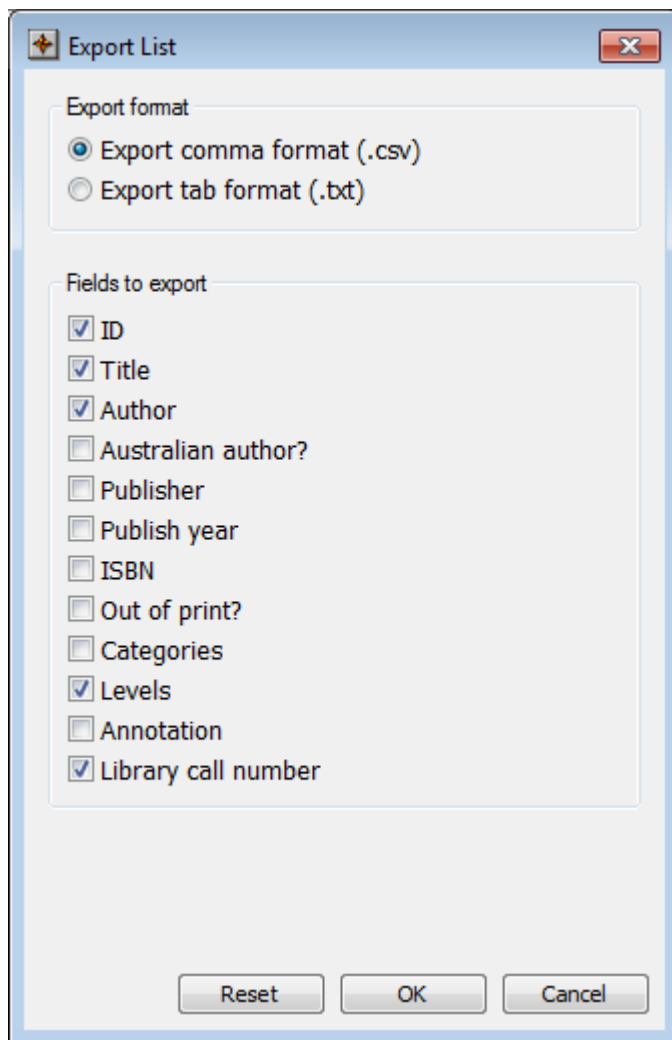
Choose a printer and click on the **Print** button to start printing.

Export

The **Export** function saves the visible list to a text file. This is an advanced feature for experienced computer users.

The data in this file can be either Tab- or Comma-delimited format. The file can be subsequently imported into Excel or inserted into Word.

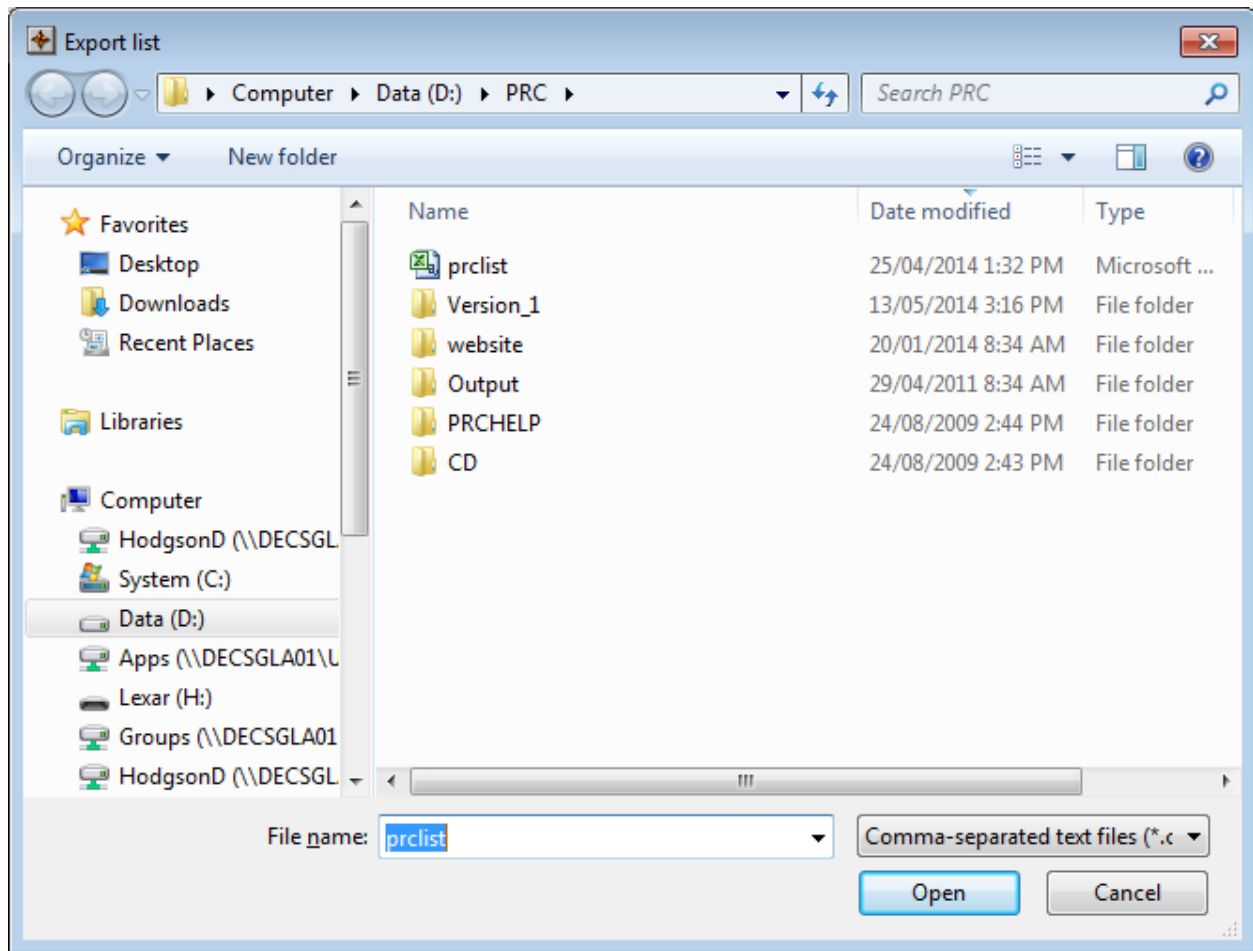
The *Export List* dialog is used to select the file format for exporting and which fields are exported. The fields are exported in the order listed, and a heading line is included at the start of the file.



Click on **OK** to proceed when the format and fields have been selected.

Both CSV and Tab (TXT) formats can be opened in Microsoft Excel. CSV is the default. TXT files can also be inserted into Word.

Reset reseleects the comma format (CSV filename extension), and the ID, Title, Author and Library call number fields.



An *Export list* file requestor is presented for you to specify where the text file is to be saved.