



# Guidance for library matching



## Flag books that are physically present in your school to quizzes in Scholastic Reading Pro

Scholastic Reading Pro (SRP) includes a 'Library Match' feature that allows you to flag to pupils the books that are physically present in the school. This can be done two ways: one title at a time or through bulk upload. You will need to be logged in as an **Administrator** for either option.

Before proceeding with this guidance, please note that:

- We find that approximately 40% of the fiction books in a school will match to the quizzes in SRP.
- The Library match is not a 'library system' so it will not know whether a child is currently reading the book, but it does let them know that the school owns the book.
- If a school uses a library management system such as Junior Librarian, they may believe that there are more books in the school than there actually are. This could be because you may have more than one of the same book in the school, and library systems capture more than just fiction titles, there will be dictionaries, atlases, non-fiction and even CD-ROM and newspapers. When trying to upload all of these items into Reading Pro it is common to get a significantly lower 'match' than if uploading fiction titles.

**Please note: Scholastic add more quizzes for books each month, so we recommend keeping your library list up to date and refreshing the upload at the beginning of each term, or if you purchase a large number of new reading books.**

### Method 1 – individual book matching

Select the 'search' tab and search for the title you would like to find. Once you have found it, as long as you are logged in as an **Administrator** you will see the text 'add to library' under the book title. Click on this text and the book will then be flagged with the library symbol.

The image contains two side-by-side screenshots of the Scholastic Reading Pro web interface. Both screenshots show the search results for the book 'Windrush Child' by Benjamin Zephaniah. The left screenshot shows the search results page with the 'Add to Library' button highlighted by a red arrow. The right screenshot shows the same search results page, but with a red arrow pointing to the library icon next to the book title. The interface includes a navigation bar with 'Home', 'Reports', 'Search', 'Settings', and 'Benchmarks'. The search bar contains 'windrush child' and shows 94 results. The book details include the title, author, Lexile code (740), Lexile (5), and a brief description. The 'Add to Library' button is located below the book title in the left screenshot, and the library icon is located below the book title in the right screenshot.

Repeat for all the titles you want to 'flag' as being in the school library.

This method can also be used should you need to remove any titles from your library.

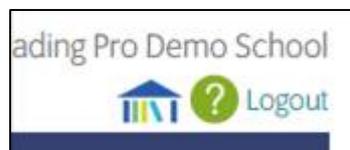
## Method 2 – bulk book upload

You are able to upload a list of books into SRP and the system will match any titles it recognises and highlight any close matches for you to review.

To use this method you will need to:

- Ensure that you are logged in as **Administrator**.
- You will need a list of all the books in your school along with their ISBNs and the Authors Name.
  - If you have a system in your school such as Junior Librarian you should be able to export your school's list of books into one file.
  - If you do not have a system such as this, there are many free apps available that will enable you to capture this information by scanning book barcodes.

The **Administrator** should see the library symbol on the top right of the page which looks like this:



When you click on it you will find a page called 'Match your library books', which instructions on how to match your library and a template upload file for you to put your data into.

Welcome, Lea Horner Reading Pro Demo School

Home Reports Search Settings Benchmarks

### Match Your Library Books to Scholastic Reading Pro Titles and Quizzes

With library Match, you can find the books in your library that match with those in Scholastic Reading Pro. Use the template below and upload the list of books available in your library. This will be matched to the book information and quizzes in Scholastic Reading Pro. If a book is also in your library, you will see a small icon (🏠) in your search results and recommended reading lists. You can also filter a search to show only titles available in your school library.

**What NOT to include in the upload list:**

- Combined books or bind-ups, e.g. Lord of the Rings (enter each book separately)
- Poetry
- Reference titles, e.g. dictionaries or atlases
- Reading schemes/programs, e.g. Oxford Reading Tree, Rigby Star
- Newspapers or magazines

For detailed information on how library Match works, [click here](#).

[Download the library Match template. Fill in the book information and upload the list here.](#)

**Upload to Library**

Select

**Upload Options**

Add to the current library matches

Delete and replace all current library matches

**Library Match Summary**

🏠 2,806 total titles in your school libraries are matched in Reading Pro.

[Download full list](#)

File name	Status	Successful matches	No matches found	Date uploaded	Uploaded by	Failed Records
-----------	--------	--------------------	------------------	---------------	-------------	----------------

Download the template csv file and save it somewhere easily accessible.

We recommend downloading the sample CSV file and entering (Copy & Paste) the information needed onto the CSV file without altering the headers or the file type.

What not to include on the upload list as they won't match:

- No combined books or bind ups e.g. Lord of the Rings (enter each book separately)
- No poetry
- No reference e.g. dictionaries or atlas
- No reading schemes e.g. Oxford Reading Tree, Rigby Star etc.
- No newspapers or magazines

When preparing your list please bear in mind the following:

### ISBN

- If you don't have an ISBN put 978 9999 999 999 as a dummy ISBN to get the list to upload.

### TITLE

- This is for the title only.
- Do not include the series names e.g. Diary of a Wimpy Kid: Dog Days
- Do not include the author names e.g. The Tempest by William Shakespeare
- Do not include the book formats e.g. (PB) (Hardback) etc.
- "The" needs to be at the start not ", The" at the end (eg, The Hunger Games, not Hunger Games, The)
- Write "and" not "&" (eg. Pride and Prejudice not Pride & Prejudice)

### AUTHOR

The SRP system recognises one author per book and it must be written using without special characters.

- One name only (Good Omens by Terry Pratchett not Good Omens by Terry Pratchett and Neil Gaiman)
- Do not include illustrators, contributors or anyone else (eg. David Walliams, not David Walliams and Tony Ross)
- First name, last name, format only (eg. Liz Pichon, not Pichon, Liz)
- No special characters (e.g. accents etc.)

When your library list is ready, save it, select the file and then upload it.

For detailed information on how library Match works, [click here](#).

[Download the library Match template. Fill in the book information and upload the list here.](#)

**Upload to Library**

Select

**Upload Options**

Add to the current library matches

Delete and replace all current library matches



The upload will happen overnight so the **Administrator** will need to go back to SRP the following day to review any close matches.

**Upload Options**

Add to the current library matches  
 Delete and replace all current library matches

**Upload**

**Library Match Summary**

2,806 total titles in your school libraries are matched in Reading Pro.

**Download full list**

**Review Close Matches**

File name	Status	Successful matches	No matches found	Date uploaded	Uploaded by	Failed Records
library.sample.csv	Done	146 books	-	05 Mar 2020	Shubhi Iain	1 books
UnmatchedLibrary_28020200 (1).csv	Done	1 books	-	04 Mar 2020	Shubhi Iain	-
Year_8-StarterPack.csv	Done	121 books	-	02 Mar 2020	Lea Horner	1 books
Year_8-StarterPack.csv	Done	121 books	-	01 Mar 2020	Lea Horner	1 books
sampleLibrary_report_2020-11-19.csv	Done	1,380 books	809 books	22 Dec 2020	Mohan Singh	1 books
sampleLibrary_report_2020-11-04.csv	Done	1 books	-	04 Nov 2020	Mohan Singh	-

A few tips for reviewing your close matches after the list uploads:

**Be careful that you select the correct title**

- If you upload ‘Diary of a Wimpy Kid Dog Days’ you will be given options of ‘Dog Days’ or ‘Diary of a Wimpy Kid’ – you should select ‘Dog Days’ as The ‘Diary of a Wimpy Kid’ is the first book in the series as well as the series name, ‘Dog Days’ is a title in the series.
- If you have included any multi-title books in your list you need to select ‘none of these’ and then add each individual title into the library manually by searching and clicking ‘add to library’ under the book image.
- If you have the graphic novel version of the book in your library, make sure you are selecting the graphic novel version of the book in SRP (if there is one) e.g. Treasure Island or Twilight

**New Moon: The Graphic Novel (Volume 1)** **Stephenie Meyer** GN 440L 1

**Twilight Saga**  
Bella and Edward have a strong affinity with each other, but how can they ever find a resolution to their different worlds and families? Edward is an immortal vampire who never ages, while Bella is a normal human, plagued by fears and nightmares. Can their love survive? This first instalment in a graphic novel adaptation of 'The Twilight Saga' sets them many challenges. Word count: 8,172.

**Twilight: The Graphic Novel (Volume 2)** **Stephenie Meyer** GN 440L 1

**Twilight Saga**  
As Bella's relationship with the vampire Edward Cullen develops, she becomes the focus of attention for a rival gang of vampires. Set in the American town of Forks, Bella learns the gruesome history of her vampire friends and has to face up to the dangers of a vampire hunt. Word count: 10,573.

**Twilight** **Stephenie Meyer** 720L Z+ 24

Bella Swan's move to a small town in Washington could have been the most boring move she ever made. But when she meets the mysterious and alluring Edward Cullen, Bella's life takes a thrilling and terrifying turn. This blend of romance with horror and suspense captures the struggle between defying our instincts and satisfying our desires. Word count: 160,000.



When you have completed reviewing the close matches you can see how many titles from your list matched, and how many did not.

File name	Status	Successful matches	No matches found	Date uploaded	Uploaded by	Failed Records
sampleLibrary_20171011-LH.csv	Done	15 books	1 books	11 Oct 2017	Lea Horner	-

And you can download the list of all the titles that are flagged as being in your school library.

Please remember that more quizzes are being added to Reading Pro each month/term so we recommend uploading your up-to-date library list each year to ensure that you 'flag' all possible titles in Reading Pro.

Please visit <https://shop.scholastic.co.uk/Reading-Pro-Training> for further guides and training videos, and for any queries please contact [readingpro@scholastic.co.uk](mailto:readingpro@scholastic.co.uk)

