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.

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

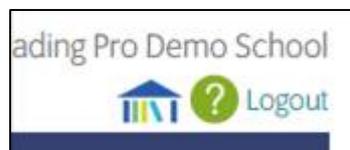This method can also be used should you need to remove any titles from your library.

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.
  - o 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.
  - o 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.

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 you 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 | Choose File |

Upload Options
- Add to the current library matches
- Delete and replace all current library matches

Upload

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

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

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

Upload

Library match summary
394 total titles in your school library are matched in Literacy Pro.
Download full list

File name	Status	Successful matches	No matches found	Date uploaded	Uploaded by	Failed Records
sampleLibrary_20171011-LH.csv	Done	45 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