

Before any request for a Library Data Conversion is made, MUSAC requires a completed 'Library Data Conversion Checklist'. The checklist is included at the end of this document.

Note: Business days do not include Public, University or Wellington Anniversary days.

1 MUSAC Vendor Library Conversion

All requests to MUSAC for a Library Data Conversion will incur a conversion fee of NZ\$120.00 excluding GST per hour of work.

A minimum of three hours will be charged. This will be invoiced directly to the School requesting the conversion.

- 1.1 All requests for Library Data Conversion are to be emailed to the following email address: support@musac.co.nz with 'MUSAC Data Conversions' as the subject heading.
- 1.2 This email address will be monitored and cleared daily.
- 1.3 Library data files should be attached using the email address above or couriered to MUSAC marking it attention MUSAC Data Conversions.

Courier address:

Attn: MUSAC Data Conversions
MUSAC, Massey University
Room TA 1.22, Te Ara Building
Centennial Drive
Palmerston North 4410

Postal address:

Attn: MUSAC Data Conversions
MUSAC PN912
Massey University
Private Bag 11 222
Palmerston North 4442

- 1.4 On receipt of the email request, you will receive a confirmation within two business days and be advised of the timeline for the completion of the conversion. The 10 business days will only be applicable if the exact data requirements and checklist have been complied with fully.
- 1.5 Conversion will be scheduled and completed within 10 working days. This is to ensure that existing work schedule interruptions are kept to a minimum. If new requests are difficult to schedule, MUSAC (or our agents) will negotiate and agree on an alternative timeframe.
- 1.6 Conversion once completed will be returned to the person requesting the conversion.
- 1.7 MUSAC will create and supply a GST invoice.

2 Converting to MUSAC Library Manager from other software

To assist with an easy transition from one system to another, please read the following notes carefully and contact us as soon as possible if you have any queries.

3 Which software can you convert from?

We can do direct conversions from:

- Athenaeum
- AccessIt (version 5 or prior and version 8)
- Catalist (Full/Starter)
- Karant
- OASIS/Alice
- Standard data formats (Plain text files, Access, Dbase, MSWorks, Filemaker etc).

For the following software, you must contact your original vendor to arrange a data extraction to a standard format (tab delimited text, etc.) BEFORE sending the data to us to convert:

- AccessIt version 6 or 7 send data to AccessIt first
version 4, 5 or 8 send data to MUSAC first

To arrange a data extraction to a standard format (tab delimited text, etc.) for the following and BEFORE sending the data to us to convert:

- .eLM Contact MUSAC first
(you may need to contact your original vendor, however this could save your school \$1500)

Please check the cost for doing this work with your current vendor – MUSAC does not have any influence over other vendors' charges. Note that MUSAC will charge a conversion fee for converting the extracted data to MUSAC Library format – please contact us for a quote for doing this work.

4 How do I provide my data?

Please do not send a backup using the backup facilities of your existing system as it is likely that we will not be able to read it. Please provide a CD image or zipped (Winzip, 7Zip, WinRAR etc) backup of the existing program directory (including any subdirectories).

5 Which data is converted?

We do not normally convert borrower or circulation information from your existing data. To save time, hassles and expense; only cataloguing data is converted. Please indicate where you do not have MUSAC **edge** or Student Manager - and need to have borrower data processed.

If you have entered cataloguing data in an unusual manner or wish to have some data ignored or handled differently during the conversion, please let us know. The more information you provide, the easier it is to produce a quality result.

6 How long does it take to convert the data?

Once MUSAC receives the data in a form which can be processed, it will usually be available to you within 10 working days. Note that this can vary depending on the time of year and the number of other schools waiting for conversions. Conversions will be processed in the order of receipt.

7 What should I do to get the most out of my first Training Session?

- Liaise with your MUSAC trainer/support person early on.
- Send in your data as soon as practical.
- Make sure you supply us with as much information as you can. Any required information that is not supplied may result in additional delays.

For training:

- Open MUSAC Library Manager before your trainer arrives.
- Carefully check the converted data upon receipt and contact us ASAP if you have any queries or concerns.

Library Data Conversion Checklist follows.

[Product Specialists](#)

021 357 997

www.musac.co.nz

0800 600 159

www.solutionsandservices.co.nz

03 331 6210



t. 0800 600 159
f. 0800 500 159
support@musac.co.nz

Request for a Data Conversion to MUSAC Library Manager

(Please attach this completed form to your data. Omission of any required information may result in delays.)

School: _____

Contact Name: _____

Phone: _____

Fax: _____

E-mail address: _____

(To enable you to be notified once conversion has been completed)

Software converting from: _____

Number of titles to convert: _____

(Give an approximate number if you are not exactly sure)

First training date (if arranged): _____

Please indicate any specific requirements or comments regarding this conversion:

Checklist:

- I have read the attached instructions.
- I have included a **barcode on a book cover** or photocopy (not a faxed copy) of an existing barcode on a book.
- I have included a **backup of data** (if this has been sent previously, please note to whom it was sent and what date).
- My **logon** and **passwords** for (full) access to the system are:

Signed: _____

Date: _____