

BookLooky Bulk Upload Tool — User Manual

BookLooky LLC · <https://booklooky.com>

Bulk tool sign-in: <https://booklooky.com/bulk-tool/login>

Libraries & pricing: <https://booklooky.com/libraries>

This guide is for **school and library staff** (and publisher partners) who use the BookLooky Bulk Upload Tool to scan a catalog spreadsheet and download LRS ratings.

1. Before you start

What the tool does

Upload a list of book titles (Excel, CSV, or manual entry). BookLooky matches each row to its catalog, analyzes titles that are not yet rated, and returns a **downloadable report** with:

- Age band (4+, 8+, 13+, or 18+)
- Ten Looky Rating System (LRS) scores (0–5)
- Whether each rating is an **official full-text scan** or an **AI catalog estimate**
- A confidence score when available

What it is not

BookLooky is a **compliance aid**, not a state-mandated rating, not a removal list, and not a substitute for a statutory “harmful to minors” determination. Use reports to support collection conversations—not as the sole basis for removing books.

Pricing

- **\$0.20 per book, \$200 minimum** per scan job
- Request a quote and account at <https://booklooky.com/libraries> (#quote)

Getting an account

Bulk tool accounts are **created by BookLooky** after you request access. You cannot self-register.

1. Go to **Libraries & Schools** on booklooky.com
2. Submit **Request a bulk account** (organization name, approximate title count, contact email)
3. BookLooky sends a quote and login credentials—usually within one business day

You will receive:

Field	Notes
Username	Sign in with this—not your email address
Temporary password	You must change it on first login
Login URL	https://booklooky.com/bulk-tool/login

2. Sign in

1. Open <https://booklooky.com/bulk-tool/login>
2. Enter your **username** and **password**

3. Click **Sign In**

First login: You are sent to **Change Password**. Pick a new password, then continue to the dashboard.

Already signed in? If this browser has an active session, you will see **Continue to dashboard** or **Sign in as someone else** instead of being auto-redirected.

Forgot credentials? Contact BookLooky at jon@booklooky.com (or reply to your welcome email). Password reset is handled by your BookLooky administrator.

3. Dashboard overview

After login you land on **Dashboard** (`/bulk-tool/dashboard`).

Card	Meaning
Total Jobs	How many catalog uploads you have run
Already Scanned	Titles that were already in BookLooky before this upload
New Books Added	Titles newly analyzed during your jobs
Unable to Find	Rows we could not match to a book record

Start a new scan: Click **Upload Catalog / Manual Entry**.

Past jobs: Each row shows status, counts, and download buttons when complete. For large jobs, click **View progress** to open the live job page.

4. Upload a catalog

Go to **Upload** (`/bulk-tool/upload`).

First-time terms

The first time you upload, read and accept the **Bulk Upload Tool terms**, then click **I Agree - Continue**.

Option A — Upload spreadsheet (recommended)

1. Choose **Upload Spreadsheet**
2. Drag in or select an **Excel (.xlsx, .xls)** or **CSV** file
3. Required columns: **Title** and **Author** (header names are detected automatically)
4. Optional columns we preserve when present: **ISBN**, call number, barcode, publisher, library, school
5. Review the preview, name the job if you like, then **Start Scan**

Tips

- One file can contain **thousands of titles** (large district catalogs are supported)
- Extra columns are kept in the export when your file includes them
- ISBN helps matching; title + author alone still works for most rows

Option B — Manual entry

1. Choose **Manual Entry**
2. Add rows with title, author, and optional ISBN
3. Optionally set publisher / library / school labels for the batch

4. Continue to preview, then **Start Scan**

5. While the scan runs (background processing)

When you start a scan:

1. Your file is **ingested in batches** (about 200 rows at a time)
2. You are taken to the **job progress page** (`/bulk-tool/jobs/{jobId}`)
3. Scanning continues **in the background** — you may **close the browser tab**

Progress shows:

- Percent complete and counts for **Already in catalog**, **Newly analyzed**, and **Unable to find**
- Status: *Uploading catalog...*, *Scanning in background*, *Paused (ISBNdb daily quota)*, or *Complete*

Email: When the job finishes, BookLooky emails the address on your account with a link to download results (if email is configured on our side).

Paused for daily quota

Very large jobs may **pause overnight** when external ISBN lookup limits are reached. The page shows when scanning will resume automatically. You can also click **Resume scan** to retry sooner.

Stalled job

If progress stops unexpectedly, open the job page and click **Resume / kick worker**.

6. Fix unfound titles

Some rows may show as **Unable to find** (misspelled title, missing author, wrong ISBN, etc.).

For completed or in-progress **v2 jobs**:

1. On the job page, click **Fix N unfound**
2. Edit **title**, **author**, or **ISBN** inline for each row
3. Click **Save & re-scan selected** — corrected rows re-enter the queue

After re-scan, download a fresh export from the job page or dashboard.

7. Download your results

When status is **Complete**, download from the job page or dashboard:

Format	Best for
Excel (.xlsx)	Primary deliverable — three sheets (see below)
CSV	Flat file for imports into other systems
Summary PDF	One-page overview for principals or board packets

Excel file name pattern: `BookLooky_{organization}_{YYYY-MM-DD}.xlsx`

Excel workbook sheets

Sheet 1 — Summary

- Organization, scan date, title count
- Counts by age band (4+, 8+, 13+, 18+) and unmatched rows
- Official vs AI vs hidden/low-confidence counts
- Disclaimer and 0–5 score legend

Sheet 2 — Catalog

- Your upload returned with **ISBN-13**, age band, all ten LRS columns filled in
- Rating source (official / AI estimate) and confidence when available
- BookLooky page link per title when matched

Sheet 3 — Restriction samples

- **Example only** — not a district or state determination
- Sample ISBN lists for discussion (e.g. “8+ only”, violence threshold examples)
- Copy/paste starting points for parent-policy conversations

A sample workbook is available on the Libraries page: **Download full sample report (.xlsx)**.

Understanding LRS scores

Content Intensity (0–5): Violence, Love & Romance, Mental Health, Language, Substance Use, Fear / Horror — higher means more intense or more frequent in the text.

Story Themes (0–5): Fantasy / Supernatural, LGBTQ+ Representation, Sci-Fi / Futuristic, Disability & Neurodiversity — higher means **more central to the plot**, not a warning.

Age bands: 4+, 8+, 13+, 18+ — recommended minimum audience, not a moral judgment.

8. Settings

Settings (/bulk-tool/settings) — update your display name or organization label shown on reports.

Change password — available from the bulk tool menu after login.

9. Troubleshooting

Problem	What to try
Cannot log in	Confirm you are using username , not email. Check caps lock. Contact jon@booklooky.com
Stuck on “Continue to dashboard”	Click Sign in as someone else if you need a different account
Upload parse error	Ensure Title and Author columns exist; remove completely blank rows
Job seems frozen	Open the job page → Resume / kick worker
Paused for quota	Wait for auto-resume or click Resume scan
Many unfound rows	Use Fix unfound to correct spelling/ISBN, then re-scan
Download button missing	Job must show status Complete

No completion email	Check spam; open the dashboard — the job may still be listed as complete
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10. Support

- **Email:** jon@booklooky.com
- **Libraries & bulk pricing:** <https://booklooky.com/libraries>
- **How LRS works:** <https://booklooky.com/how-it-works>

Last updated: August 2026 · BookLooky Bulk Upload Tool v2 (background scans, three-sheet Excel export, unfound-row editor)