

#### **CURRENT SYSTEM: ALICE**

## **DATABASE FILES** Required from the Alice system

Please perform an <u>Alice shutdown</u> prior to sending the following files, and ensure Alice is not in use on any workstations.

Supply the entire Alice folder, including all of its contents, but **excluding** the PREXXX (e.g. PRE600) and ARCHIVE folders.

If you have file attachments (including Borrower Images) that do not live in your Alice folder, these will only be converted if they are also supplied.

\*\* For further assistance on locating your Alice folder, please see screenshots at the end of this document.

IMPORTANT: All required data files MUST be compressed before sending by using a zip utility.

# **BARCODES** Required

Please save all barcodes in a single document and send via ftp together with the Alice data.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	<ul> <li>A list of several resource barcodes with title. Resource barcodes can be scanned from an actual copy: see the instructions below</li> </ul>	5	
Borrowers	<ul> <li>A list of several borrower barcodes, with name.</li> <li>Borrower barcodes can be scanned from a student card/ barcode list: see instructions below</li> </ul>	5	

#### To Scan the Barcodes:



- 1. Open the MS Word document in which you are saving the screen captures.
- Use a barcode scanner on the resource or student card to capture the barcode information into the MS Word document. Barcodes will appear as numeric or alphanumeric representations (2187143401 / TR0008587), not as actual barcodes.
- 3. For Resources, please enter the title of the Resource next to each scanned barcode.
- 4. For Borrowers, please enter the Borrower name next to each scanned barcode.

\*\*\* Do NOT use a photocopier/scanner to scan an image of the actual barcode \*\*\*

If different barcode formats are used in the library, please provide examples of **ALL the different barcode formats**. Old and recent item barcodes should be included in the sample.

# **GENERAL QUESTIONS**

Please answer the following questions, save in Word document and send to Softlink via ftp. For best results, please send this as early as possible (you do not need to wait for the day that you send data).

1	Do you load subject headings?	
2	Number of catalogue records (approximate)?	
3	Do you wish to convert articles belonging to a periodical issue that you do not have a copy of?	
4	Do you use a special barcode formula? If you answer YES, we require that a recent Stocktake of all items whose printed barcode differs from the barcode displayed in Alice is performed prior to the conversion, or please contact us for an additional proposal on how to repair these barcodes.	□ YES / □ NO
5	Do you have resources with non-English characters? E.G. The "ç" in "français". If so, please provide a screenshot of an example resource for each language present in your data.	
6	What is your preferred default RLC (Resource Loan Category) term and default BLC (Borrower Loan Category) term to use during the data conversion if a Copy record has no RLC specified in Alice or if a Borrower record has no BLC specified in Alice? If no default RLC or BLC value is provided, the value "General" will be used.	RLC: BLC:

# Barcodes

Resources:

- a) Do physical barcodes contain check digit?
- b) Do physical barcodes contain school code (last 4 digits)? Borrowers:
- a) Do physical barcodes contain check digit?
- b) Do physical barcodes contain school code (last 4 digits)?

### How to tell whether you use Special Barcode Formulas

Special barcode formulas cater for physical barcodes that look quite different from the barcodes stored in your Alice system. Navigate to System / Parameters / Library, and select the Barcode tab.

The Special Barcode Formula parameters are circled. If the data in the circled fields is different from what is in this screenshot, you probably use Special Barcode Formulas.

😧 Library: Para	meters: System	: Alice			
24					2
General	Registration	Shutdown Ba	rcode	Support	Navigate
- Next Barcode		Borrower			
	Match acce	ssion number to barcode	Г		
		Allow 0 in barcode	Γ		
		Keep 7th character			
	Increm	enting character position	0		
		Special barcodes	Г		
	Character	Position	Rearrangin	g formula	
Special b	arcode 1				N
Special b	arcode 2	0			
Special b	arcode 3	Ju	1		/

# LOCATING YOUR ALICE FILES

• Right click on your Alice shortcut and select Properties.

Open
Run as
Add to Send To menu
Remove from Send To menu
Scan with Client/Server Security Agen
🔁 Win Merge
Add to archive
Add to "AfW.rar"
Compress and email
Compress to "AfW.rar" and email
Pin to Start menu
Send To
Cut
Сору
Create Shortcut
Delete
Rename

• Click on the Find Target button to locate the Alice folder.

AfW.exe Properties ? X
General Shortcut Compatibility Security
AfW.exe
Target type: Application
Target location: oasis
Target: C:\oasis\AfW.exe
Start in: C:\oasis
Shortcut key: None
Run: Normal window
Comment: Find Target Change Icon Advanced
OK Cancel Apply

Please send a copy of all files (E.G. "AfW.exe") and folders (E.G. "LOASIS"), but excluding the ARCHIVE and PREXXX folders.

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Desktop	🎳 archive	8/03/2013 11:33 AM	File folder					
🐺 Dropbox	🎍 Ask	8/03/2013 11:34 AM	File folder					
	BNB	8/03/2013 11:34 AM	File folder					
Jibraries	UBRO	8/03/2013 11:34 AM	File folder					
Documents	UNM	8/03/2013 11:34 AM	File folder					
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Pictures	UCN	8/03/2013 11:34 AM	File folder					
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	MARCLOAD	8/03/2013 11:35 AM	File folder					
	MIC	8/03/2013 11:35 AM	File folder					
	PLUGINS	8/03/2013 11:35 AM	File folder					
	🐌 PRE600	8/03/2013 11:40 AM	File folder					
	\mu PRINT	18/12/2012 9:54 AM	File folder					
	DuickPic QuickPic	8/03/2013 11:35 AM	File folder					
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#### Softlink Australia

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• Brisbane

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