

**DATABASE FILES** Required from the Alice system

Please perform an **Alice shutdown** 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 style="list-style-type: none"> <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	<input type="checkbox"/>
BORROWERS	<ul style="list-style-type: none"> <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	<input type="checkbox"/>

**To Scan the Barcodes:**

1. Open the MS Word document in which you are saving the screen captures.
2. 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?  YES /  NO
- 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?  YES /  NO
- 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.  YES /  NO
- 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: \_\_\_\_\_
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### 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.

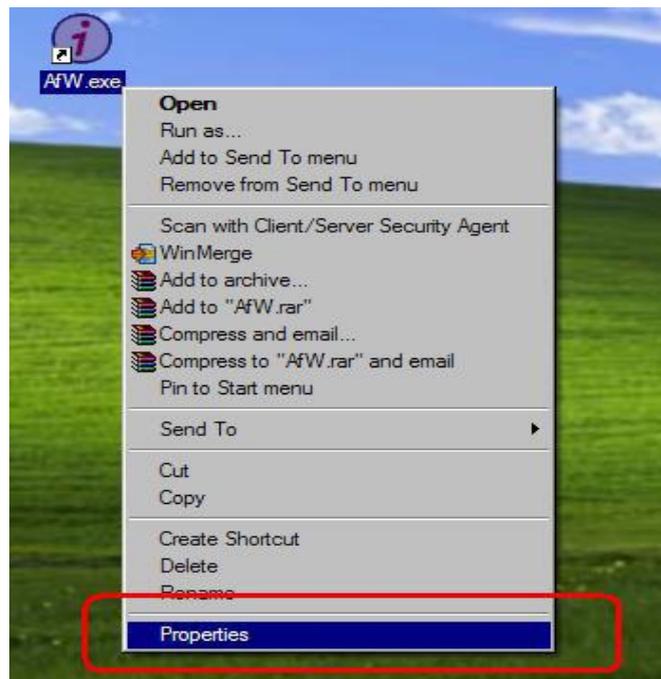
The Special Barcode Formula parameters are circled. If the data in the circled fields is different from what is in this screenshot, you probably use Special Barcode Formulas.

The screenshot shows the 'Barcode' tab in the 'Library: Parameters: System: Alice' window. The 'Special barcode' section is circled in red. This section contains three rows of parameters for Special barcode 1, 2, and 3. Each row has a checkbox for 'Character', a numeric input for 'Position' (all set to 0), and a text input for 'Rearranging formula'.

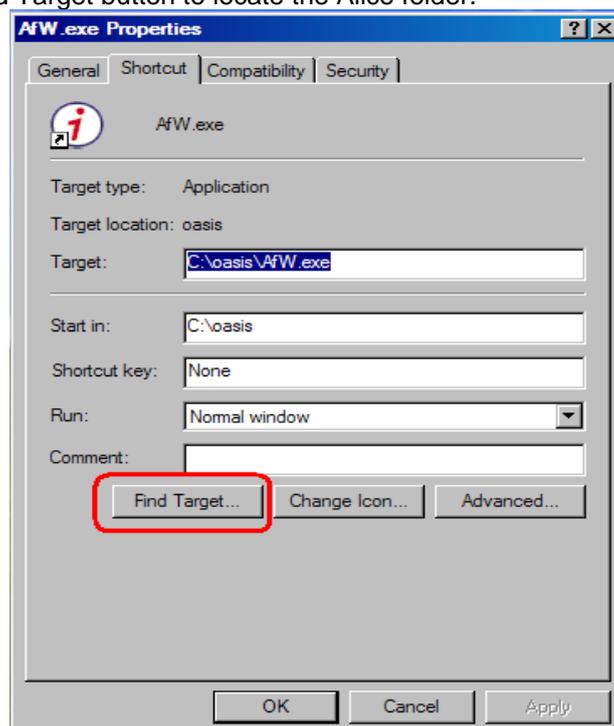
Character	Position	Rearranging formula
Special barcode 1 <input type="checkbox"/>	0	
Special barcode 2 <input type="checkbox"/>	0	
Special barcode 3 <input type="checkbox"/>	0	

## LOCATING YOUR ALICE FILES

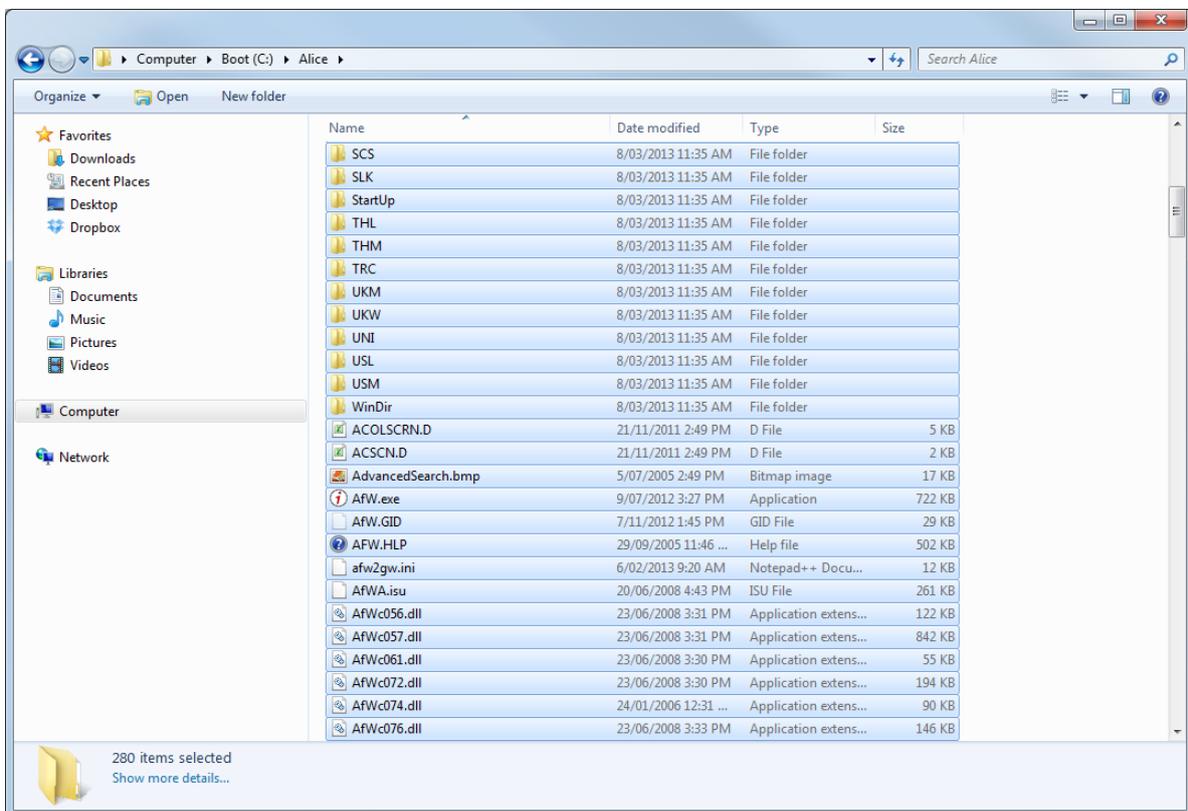
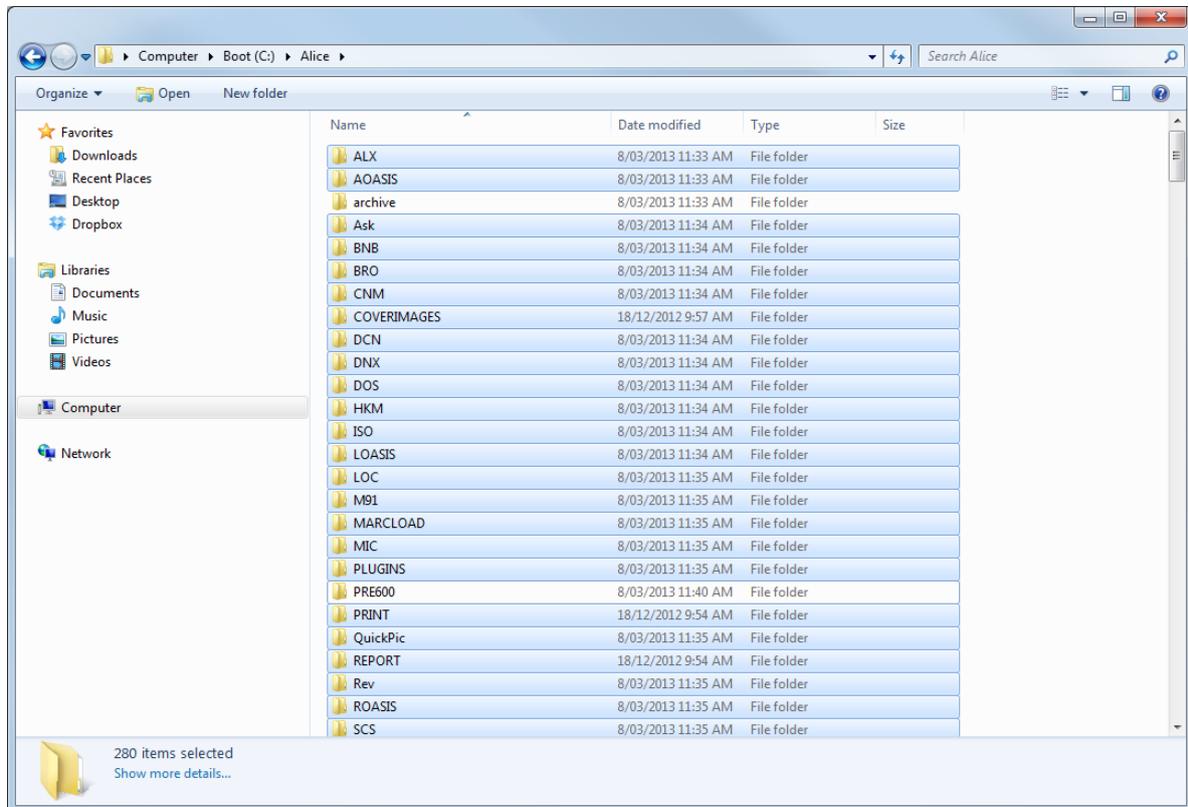
- Right click on your Alice shortcut and select Properties.



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



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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