

BARCODE SAMPLES Required

Please save all barcode samples in a single document and email to Softlink's Project Coordinator.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	<ul style="list-style-type: none"> A list of several resource barcodes <u>with title</u>. Resource barcodes should be scanned from an actual copy: see the instructions below. 	5	<input type="checkbox"/>
BORROWERS	<ul style="list-style-type: none"> A list of several borrower barcodes, <u>with name</u>. Borrower barcodes should be scanned from a student card or barcode list: see instructions below. 	5	<input type="checkbox"/>

To Scan the Barcodes:

1. Open a new MS Word document.
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.*