

CURRENT SYSTEM: Amlib

**DATABASE FILES** Required from your Amlib System**Data Required:**

Microsoft SQL Database backup file (\*.bak file) or Database files (both \*.mdf and \*.ldf files) for the following databases:

- a) AMLIB
- b) AMCAT (if present)
- c) AMLOCAL (if present)
- d) AMSTATS (if present)

**Please compress the files before sending by using a zip utility.**

**SCREEN CAPTURES + REPORTS** Required from your Amlib system

*Please save all screen captures or reports in a single file (E.G. Microsoft Word document) and send to Softlink via ftp together with the Amlib data.*

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	DONE?
RESOURCES	Screen capture / report showing a few records in the catalogue with title and barcode and data in as many fields as possible (see the instructions below). Suggested screens are the “ <b>Catalog</b> ” and “ <b>Stockitem</b> ” screens.	5	<input type="checkbox"/>
	A list of several resource barcodes with title. (Resource barcodes can be scanned from an actual copy: see the instructions below).	5	<input type="checkbox"/>
BORROWERS	Screen capture / report showing a few records in the system with data in as many fields as possible for each type of borrower – students, staff. Minimum information displayed should be: <ul style="list-style-type: none"> <li>• Barcode</li> <li>• Name</li> <li>• Year (for students)</li> <li>• Roll Class (for students)</li> </ul> Suggested screen is the “ <b>Patron Details</b> ” / “ <b>Borrower Details</b> ” screen.	3 students, 3 staff	<input type="checkbox"/>
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a student card or barcode list: see instructions below).	5	<input type="checkbox"/>
LOANS	Screen capture / report showing the current loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> <li>• Borrower barcode / name</li> <li>• Resource title</li> <li>• Item barcode</li> <li>• Due date</li> </ul> Suggested screen is the “ <b>Issues</b> ” screen.	5	<input type="checkbox"/>

LOANS HISTORY	Screen capture / report showing the loan history for items. Minimum information displayed should be: <ul style="list-style-type: none"> <li>• Resource title</li> <li>• Item barcode</li> <li>• Borrower barcode / name</li> <li>• Lent date</li> <li>• Return date</li> </ul> Suggested screen is the " <b>Stockitem Circulation History</b> " screen.	5	<input type="checkbox"/>
	Screen capture showing the current version of your Amlib Library Management System	1	<input type="checkbox"/>
OTHER	Please provide answers for the following questions: 1. In your Amlib system are your Lending Rules for Items based on the Amlib "Form Codes" or are they based on the Amlib "Stats Codes"? <i>You can check this in Amlib's Parameters: "Installation &gt; Circulation &gt; Loan by STATS (Y) or FORM (N)".</i>	1	<input type="checkbox"/>
	• "Periodical" screen showing Serial Subscription data with as many of the displayed fields containing information as possible.	5	<input type="checkbox"/>
SERIALS (OPTIONAL*)	• "Periodical Subscriptions and Issues" screen showing Received Issues from periodicals records with as many of the displayed fields containing information as possible.	5	<input type="checkbox"/>
	• "Circulation List" screen showing Circulation existing Lists. (If you use Circulation Lists.)	5	<input type="checkbox"/>
	• "Order Line" and/or "Order Header" screen showing <i>outstanding orders</i> that have information in as many fields as possible.	5	<input type="checkbox"/>
ACQUISITIONS (OPTIONAL*)	• "Order Line" and/or "Order Header" screen showing <i>Historical orders</i> that have information in as many fields as possible.	5	<input type="checkbox"/>
	• "Supplier" screen showing a variety of Supplier details.	5	<input type="checkbox"/>
	• Screen capture / report showing the Amlib Accounts associated with orders.	1	<input type="checkbox"/>

*\*Optional Modules may require additional conversion, registration or other costs. Please contact your Softlink Sales representative if you have questions about these convertible modules.*

## SCREEN CAPTURE INSTRUCTIONS:

Go to the screen you want to 'capture' and press ALT+PRINTSCREEN. Then open Word and press CTRL+V to 'dump' the image into the document. (The PRINTSCREEN key is usually on the top right hand side of your keyboard.) Softlink requests that you enter all screen captures into a single Word document.

## BARCODE SCANNING INSTRUCTIONS:

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 in the MS Word document. Barcodes will appear as numeric or alphanumeric representations (2187143401 / TR0008587), not as actual barcodes.



- For resources, please enter the title of the resource next to each scanned barcode.
- 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.

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