

**DATABASE FILES** Required from the BiblioTECH system**BIBLIOTECH Export**

Books

Patrons

Loans

**DESCRIPTION**

Resources

Borrowers

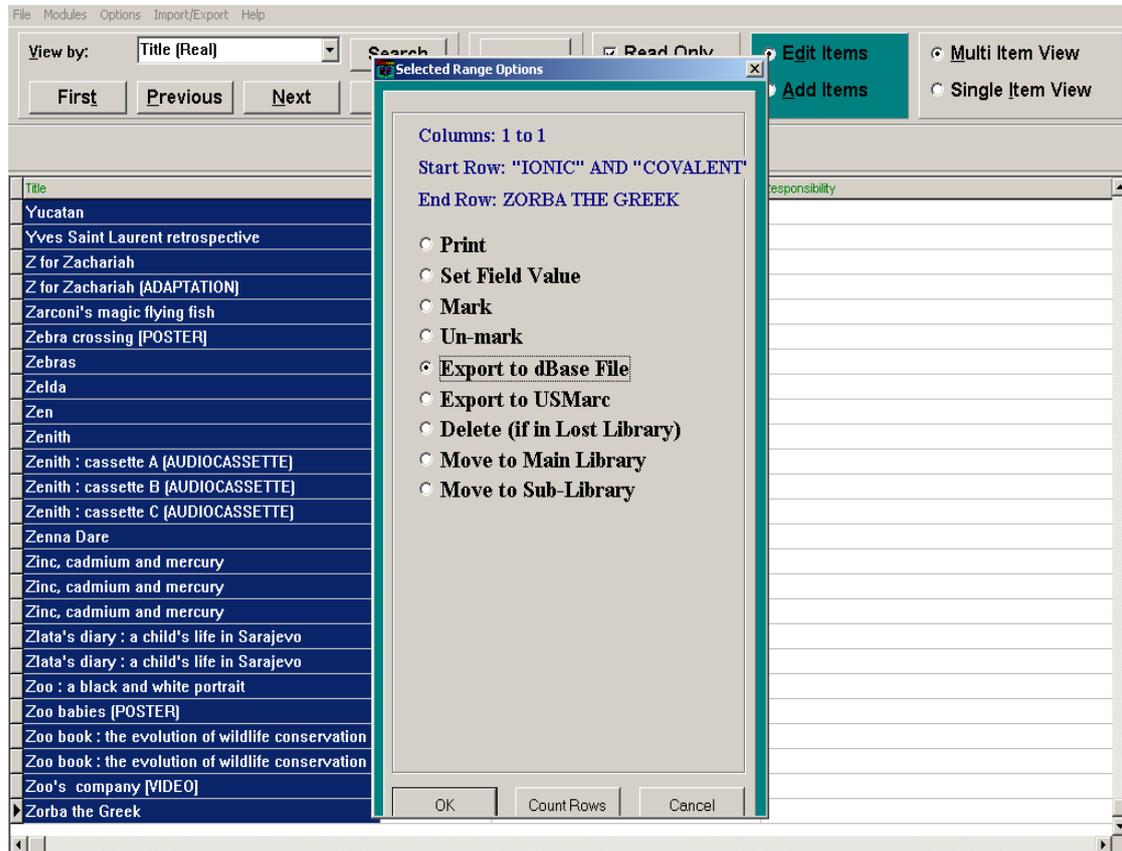
A separate export for each roll class

*Please compress the files before sending by using a zip utility.***INSTRUCTIONS FOR EXTRACTING DATA FROM BIBLIOTECH**

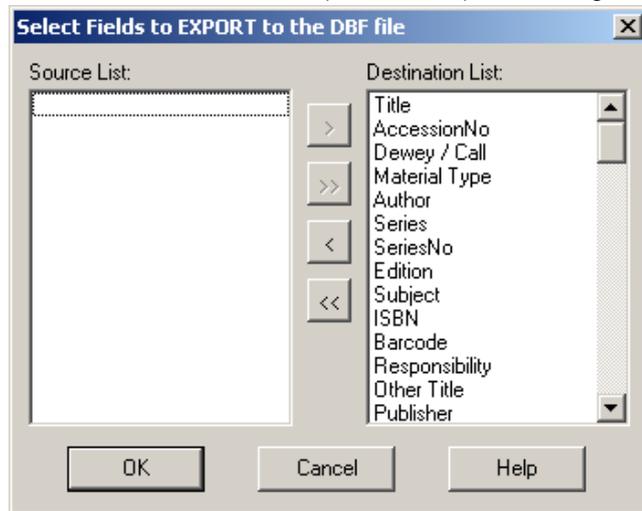
Extracting the existing data is performed by the current library staff. The following instructions will create the appropriate extracts for the data conversion.

**1. Open the BiblioTECH “Resource Manager” module**

- a. Ensure that the “Read Only” checkbox is un-ticked.
- b. Use the “Select range” tool and mark the first and last catalogue entry (you will find these selection tools on the “Options” menu).
- c. Select the “Export to dBase File” option and click OK.



- d. Create an export file called "Books.dbf", save this file to a new subdirectory so that it doesn't get mixed up with the other files.
- e. If "Export selected fields only?" appears, reply "No" – we want all fields exported.
- f. You may instead be presented with a "Select fields to EXPORT..." dialog. Move all fields from the left-hand column (Source List) into the right-hand column (Destination List).



- g. If "Duplicate field name..." messages are encountered, move all fields into the left-hand list and then back into the right-hand list. This should sort them alphabetically. The duplicate fields can then be easily identified - move all duplicates into the left-hand list and then click OK.
- h. Wait while the catalogue entries are exported.

## 2. Open the BiblioTECH "Patrons Manager" module

- a. Ensure that the "Read Only" checkbox is un-ticked.
- b. Use the "Select range" tool and mark the first and last patron entries (you will find these selection tools on the "Options" menu)
- c. Select the "Export to dBase File" option and click OK.
- d. Create an export file called "Patrons.dbf", save this file in the new subdirectory created in step 1
- e. "Export selected fields only?" to this dialog reply "No"
- f. Wait while the patron entries are exported

## 3. Open the reports module

- a. Run the report title "Loans: Current – one group only with blank lines."
- b. Once you have run the report, close it and go to the top left corner of the screen.
- c. Select "File -> Export Current Report to dbase".
- d. Create an export file called "Loans1.dbf", save this file in the new subdirectory created in step 1.
- e. Wait while the loan entries are exported.
- f. You will need to export the current loans for each group, including staff members. Name the file in sequential order. (e.g.: Loans1.dbf, Loans2.dbf, Loans3.dbf)

## SCREEN CAPTURES + BARCODES Required

*Please save all screen captures and barcodes in a single file and send to Softlink via ftp together with the BiblioTECH data.*

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Report showing a few records in the catalogue with title and barcode and data in as many fields as possible. <b>Preferred screen: Resource Manager &gt; Resources tab ("Single Record" display).</b>	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	Report showing a few records in the system with data in as many fields as possible for each type of borrower – E.G. students, staff. <b>Preferred screen: Editing Patron screen.</b>	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	Report showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> <li>• Borrower barcode or name</li> <li>• Resource title</li> <li>• Resource barcode</li> <li>• Due date</li> </ul>	5	<input type="checkbox"/>
OTHER	Screen capture showing the version of the BiblioTECH system.	1	<input type="checkbox"/>

### 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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### • Softlink Australia

- Brisbane
- t: +61 7 3124 6111
- e: sales@softlinkint.com

### • Softlink Europe

- Oxford
- t: +44 1993 883 401
- e: sales@softlink.co.uk

### • Softlink America

- Seattle
- t: +1 877 454 2725
- e: sales@softlinkamerica.com

### • Softlink Pacific

- Auckland
- t: +64 9 415 7790
- e: sales@softlinkpacific.co.nz