### CURRENT SYSTEM: BIBLIOTECH (v. 7)

### DATABASE FILES Required from the BiblioTECH system

BIBLIOTECH Export	DESCRIPTION			
Books	Resources			
Patrons	Borrowers			
Loans	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.

File Modules Options Import/Export Help	File Modules Options Import/Export Help						
View by: Title (Real)	Selected Range Ontions	₽ E <u>d</u> it Items	⊙ <u>M</u> ulti Item View				
Firs <u>t</u> <u>P</u> revious <u>N</u> ext	-	<u>A</u> dd Items	○ Single <u>I</u> tem View				
	Columns: 1 to 1						
Tais	Start Row: "IONIC" AND "COVALENT"	loononoikilitu					
Yucatan	End Row: ZORBA THE GREEK	responsibility					
Yves Saint Laurent retrospective	0.0.1						
Z for Zachariah	• Print						
Z for Zachariah (ADAPTATION)	O Set Field Value						
Zarconi's magic flying fish	• Mark						
Zebra crossing [POSTER]	○ Un-mark						
Zebras	© Export to dBase File						
Zelda	C Emert to USM						
Zen	• Export to USMarc						
Zenith	• Delete (if in Lost Library)						
Zenith : cassette A (AUDIOCASSETTE)	O Move to Main Library						
Zenith : cassette B (AUDIOCASSETTE)	• Move to Sub-Library						
Zenith : cassette C (AUDIOCASSETTE)	-						
Zenna Dare							
Zinc, cadmium and mercury							
Zinc, cadmium and mercury							
Zinc, cadmium and mercury							
Zlata's diary : a child's life in Sarajevo							
Zlata's diary : a child's life in Sarajevo							
Zoo : a black and white portrait							
Zoo bables (PUSTER)							
Zoo book : the evolution of wildlife conservation							
Zorba the Greek	OK Count Rows Cancel						
		7					

- 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).

Select Fields to EXPORT to the DBF file		
Source List:	Destination List:       Title       AccessionNo       Dewey / Call       Material Type       Author       Series       SeriesNo       Edition       Subject       ISBN       Barcode       Responsibility       Other Title       Publisher	
ОК	Cancel Help	

- 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. <u>Preferred screen</u> : Resource Manager > Resources tab ("Single Record" display).	5	
	A list of several resource barcodes with title. (Resource barcodes can be scanned from an actual copy: see the instructions below).	5	
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</b> : <b>Editing Patron screen</b> .	3 students, 3 staff	
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a student card or barcode list: see instructions below).	5	
LOANS	<ul> <li>Report showing the loans for borrowers. Minimum information displayed should be:</li> <li>Borrower barcode or name</li> <li>Resource title</li> <li>Resource barcode</li> <li>Due date</li> </ul>	5	
OTHER	Screen capture showing the version of the BiblioTECH system.	1	

## 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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