

CURRENT SYSTEM: BOOKMARK (v9 and below)**DATABASE FILES** Required from your Bookmark system

PLEASE COMPRESS AND SEND YOUR ENTIRE BOOKMARK INSTALLATION DIRECTORY. THIS SHOULD INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING FILES:

<i>Bookmark File</i>	<i>Description</i>
1 BARSETUP.DAT	Barcode setup (prefix, check digit and school code)
2 BORRCMTS.DAT	Borrower comments / notes
3 BORROWER.DAT	Borrowers
4 CONTENTS.DAT	Resource contents
5 HISTORY.DAT	Loan History
6 ITEMS.DAT	Resources, Copies and Current Loans
7 LASTSEEN.DAT (if present)	13-Digit ISBN information (Bookmark v9.2.45 and above)
8 LOANLOG.DAT	Additional Loan History Information
9 LLX*.DAT (if present)	Archived Additional Loan History Information
10 NOTES.DAT	Resource Notes
11 RESERVES.DAT	Reservations
12 TABLES.DAT	Borrower Loan Category, Resource Loan Category, Collection, Status and GMD
13 VERSION.DAT	Version number of the current Bookmark system

PLEASE COMPRESS THE FILES BEFORE SENDING BY USING A ZIP UTILITY

SCREEN CAPTURES + BARCODES Required

Please save all reports in a single file and send to Softlink via ftp together with the Bookmark 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. Preferred screen is the “ ADD / EDIT ITEMS ” screen in Bookmark.	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 – students, staff. Minimum information displayed should be: <ul style="list-style-type: none"> Barcode Name Year (for students) Roll Class (for students) Preferred screen is the “ ADD / EDIT BORROWERS ” screen in Bookmark.	3 students, 3 staff	<input type="checkbox"/>

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
	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"/>
CURRENT LOANS	Report showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Due date Preferred screen is the “ Items on loan ” page, available from the “Public Access > BORROWER SEARCH” screen in Bookmark.	5	<input type="checkbox"/>
LOAN HISTORY	Report showing the history for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Lent date Preferred screen is the “ Items in history ” page, available from the “Public Access > BORROWER SEARCH” screen in Bookmark.	5	<input type="checkbox"/>
ADDITIONAL	System Controls > “Barcode Label Setup” / “Barcode Label Specifications” page.	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.X2QYeD14

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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