

DATABASE FILES Required from your current Library Management System

a)

BOOKS file	Description
BOOKS_1.DAT	Resources and Current Loans
BOOKS_3.DAT	Borrowers
LOAN_*.DAT	Copy specific Loan History (not currently converted)
LOAN_*.DAT	Borrower specific Loan History (not currently converted)

Or

b) A copy of the entire **BOOKS** folder

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

SCREEN CAPTURES + REPORTS Required

Please save all screen captures or reports in a single file and send to Softlink via ftp together with the BOOKS data.

	DETAIL OF WHAT IS REQUIRED	EXAMPLES REQUIRED	<input checked="" type="checkbox"/>
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).	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"> • Barcode • Name • Year (for students) • Roll Class (for students) 	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 loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Due date 	5	<input type="checkbox"/>
LOANS HISTORY	Screen capture / report showing the loan history for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Title • Resource barcode • Due date • Return date 	5	<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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