

DATABASE FILES Required From Current Library Management System

Category	Detail of what is required
1. Resources	<ul style="list-style-type: none"> • CSV data of the existing catalogue with the fields / MARC tag required for the conversion. (e.g.: Title, ISBN, Author, Subjects, Publication Details, Series) • If copies (barcode) conversion is required, this information needs to be in the same CSV or a separate file. (e.g.: Barcode, Collection, Classification, Cost) • If separate CSV files are used for Copies conversion, there must be a link in the Copies CSV to the Catalogue CSV.
2. Borrowers	<ul style="list-style-type: none"> • CSV data containing Borrower records (e.g.: Borrower Barcode, Name, Address, Department)
3. Current Loans	<ul style="list-style-type: none"> • CSV data containing loans information. (e.g. Borrower Barcode, Title, Resource Barcode, Loan Date, Due Date) • There must be a link to the borrower record (i.e.: Borrower Barcode) and the copy record (i.e.: Resource Barcode)
4. Loan History	<ul style="list-style-type: none"> • CSV data containing loans history information. (e.g.: Borrower Barcode, Title, Resource Barcode, Due Date, Return Date) • There must be a link to the borrower record (i.e.: Borrower Barcode) and the copy record (i.e.: Resource Barcode)

Please provide up to **maximum 5 CSV files**, one for each section (Catalogue, Copies, Borrowers, Current Loans, and Loan History). Catalogue & Copies information can be provided in a single CSV file instead of 2 separate CSV files. Similarly, Current Loans and Loan History information can be provided in a single CSV file instead of 2 separate CSV files.

Please provide screenshots of all modules to be converted, matching the data provided for the Trial **and** column headings and / or explanations for CSV files.

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 data.

Please provide screenshots of all modules to be converted, matching the data provided for the trial. Please also ensure the CSV files **contain headings and/or explanations** for each column.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Screen capture / report showing a few records in the catalogue with title and barcode and data in as many fields as possible.	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. Minimum information displayed should be: <ul style="list-style-type: none"> Barcode Name 	5	<input type="checkbox"/>
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a borrower 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 borrower 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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