

**DATABASE FILES** required from your Horizon system**Data Required (in order of preference):**

- 1) Please provide a copy of your **Horizon database in Microsoft SQL format (i.e. \*.mdf and \*.ldf files or a \*.bak backup file)**.

or

- 2) If you cannot provide your Horizon database in Microsoft SQL format and you are only converting Resources / Copies / Borrowers / Current Loans, please provide 1 MARC21 file containing Resources and including Copies, 1 CSV file containing Borrower data and 1 CSV file containing Current Loans. Resource and Copy data may be provided in CSV file/s if MARC21 is not available \*\*.

or

- 3) If the above cannot be provided, then please provide the database in its native format (**for Horizon databases this can sometimes be Sybase ASE format**).

***Please compress the file/s before sending by using a zip utility.***

**Here is a list of the Horizon database tables used by the conversion...*****Borrowers Conversion***

Tables used:

BORROWER  
BORROWER\_ADDRESS  
BORROWER\_PHONE  
BTYPE – borrower category data mapping  
GRADE  
HOMEROOM

***Catalog Conversion***

Tables used:

BIB \*\*  
BIB\_LONGTEXT \*\*  
AUTH \*\*  
ITEM – this includes current loans information  
ITEM\_STATUS  
COLLECTION  
LOCATION  
ITYPE

### ***Loans Conversion***

Tables used:

CIRC\_HISTORY – Loan history information. Horizon only stores the last 2 borrowers, not the entire loan history information.

### ***Suppliers Conversion***

Tables used:

VENDOR  
VENDOR\_ADDRESS

### ***Orders & Orders History Conversion***

Tables used:

PO – header information  
PO\_LINE – will use this from export  
PO\_LINE\_ITEM\_BUDGET  
PO\_LINE\_ITEM\_BUDGET\_AMOUNT

### ***Budgets Conversion***

Tables used:

ACCOUNT  
BUDGET

### ***Serials Conversion***

Tables used:

COPY  
HOLDING\_SUMMARY  
ISSUE  
ENUM\_PATTERN\_LEVEL  
ABBIE  
OLGA  
PRE\_SCKI\_NOTE

### ***Circulation / Distribution List Conversion***

Tables used:

SERIAL\_ROUTE\_BORROWER  
SERIAL\_ROUTE

**\*\* PLEASE NOTE:** If exporting Resource data to CSV, it is essential for the hex "1F" character to appear before each MARC subtag in the files exported from the BIB, BIB\_LONGTEXT and AUTH tables. If this character is not present in the specified place in these 3 files, then the converted data will not be correct. It is believed that some Microsoft text editors may remove this character when used to export data from Horizon.

## SCREEN CAPTURES + REPORTS required from your Horizon system

*Please save all screen captures or reports in a single file (E.G. a single Microsoft Word document) and send to Softlink via ftp together with the Horizon data.*

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Screen captures / reports showing a few records in the catalogue with title and barcode and data in as many fields as possible. E.G. the " <b>Bibliographic Detail</b> ", " <b>Bib</b> " (MARC) and " <b>Edit: Items for Bib</b> " screens in Horizon.	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 captures / reports 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"> <li>Barcode</li> <li>Name</li> <li>Year (for students)</li> <li>Roll Class (for students)</li> </ul> E.G. The " <b>Edit: Borrower</b> " screen in Horizon.	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 captures / reports showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> <li>Borrower barcode</li> <li>Resource title</li> <li>Resource barcode</li> <li>Due date</li> </ul> E.G. The " <b>Checkout</b> " screen in Horizon.	5	<input type="checkbox"/>
LOANS HISTORY	Screen captures / reports showing the loan history for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> <li>Borrower barcode</li> <li>Resource title</li> <li>Resource barcode</li> <li>Due date</li> <li>Return date</li> </ul>	5	<input type="checkbox"/>
ACQUISITIONS (IF APPLICABLE)	Screen captures / reports showing as many order details and budget details as possible. E.G. the " <b>Edit: Budget</b> ", " <b>Edit: PO Header</b> " and " <b>Edit: PO Line</b> " screens in Horizon.	5	<input type="checkbox"/>

<b>SERIALS (IF APPLICABLE)</b>	Screen captures / reports showing as many details of the setup of a Serial record as possible. E.G. the " <b>Edit: Serials Prediction Table</b> ", " <b>Edit: Serial Copies</b> ", " <b>Edit: Summary of Holdings</b> ", " <b>Pre-Checkin Note</b> " and " <b>Routing for Bib...</b> " screens in Horizon.	5	<input type="checkbox"/>
<b>OTHER MODULES (IF APPLICABLE)</b>	Screen capture / report showing as many data fields as possible from a record in the module (E.G. Reservations, Fines/Charges).	5 records per module	<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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