

DATABASE FILES Required from your LibCode Suite system

Preferably, the **entire directory** containing the files specified below should be provided in a **zip archive**. At the very least, we require the following files to be provided in a zip archive:

| LIBCODE SUITE FILE | DESCRIPTION |
|--------------------|--|
| BCODE.DBF | Copies |
| CAT.DBF | Resources |
| COAUTH.DBF | Co-author – description and references |
| COUNTRY.DBF | Country list |
| GMD.DBF | GMD (General Material Designation) list |
| KEYW.DBF | Keywords list |
| LOC.DBF | Collection list |
| DEPT.DBF | Department list |
| SITE.DBF | Site (Branch) list |
| SUB.DBF | Subjects – references |
| THES.DBF | Subjects – description |
| BORROWER.DBF | Borrowers |
| GROUP.DBF | Roll Class list |
| LOAN.DBF | Loans & Loans History (Loans History not always present in this file) |
| HISTORY.DBF | Loans History (some Libcode systems store Loans History in this separate file) |
| CatNotes.Dat | Resource Notes / Memos |
| BarNotes.Dat | Copy Notes / Memos |
| BorNotes.Dat | Borrower Notes / Memos |
| LoanNotes.Dat | Loan Notes / Memos |

SCREEN CAPTURES + REPORTS Required

Please save all screen captures and/or reports in a single Microsoft Word document and send to Softlink via ftp together with the LibCode Suite data.

| 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. Preferred screen(s): CME Plus Editor - Catalogue Detail + Barcode Detail tabs as a bare minimum. | 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 and/or Roll Class (for students) Preferred screen(s): CM Circ - Setup - Borrower Detail tab. | 3 students, 3 staff | <input type="checkbox"/> |
| | A list of several borrower barcodes, with name. (These 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 required: <ul style="list-style-type: none"> Borrower barcode and/or name Resource barcode and/or title Due date and/or Loan date Preferred screen(s): CM Circ - Lend. | 5 | <input type="checkbox"/> |
| LOANS HISTORY | Screen capture / report showing the loan history for borrowers. Minimum information required: <ul style="list-style-type: none"> Borrower barcode and/or name Resource barcode and/or title Due date and/or Loan date Return date Preferred screen(s): Returned Loans for [BORROWER NAME] report. | 5 | <input type="checkbox"/> |
| OTHER | Screen capture showing the version number of your existing Library Management System. | 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.

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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