

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

Required from your Text Tracker 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:

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

## SCREEN CAPTURES + REPORTS Required

Please save all screen captures or reports in a single Microsoft Word document (or 2 docs - 1 for LibCode Suite + 1 for TextTracker Suite) and send to Softlink via ftp together with the LibCode Suite and TextTracker Suite data. Softlink will need screenshots of the information outlined below from both your LibCode Suite system and your TextTracker Suite system:

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	DONE
RESOURCES	Screen capture / report showing a few records in the catalogue with title and barcode and data in as many fields as possible. <b>Preferred screen(s): CME Plus (or Text Tracker Plus) Editor - Catalogue Detail + Barcode Detail tabs as a bare minimum.</b>	5 (from each system)	<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 (from each system)	<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"> <li>Barcode</li> <li>Name</li> <li>Year and/or Roll Class (for students)</li> </ul> <b>Preferred screen(s): CM Circ (or TT Circ) - Setup - Borrower Detail tab.</b>	3 students, 3 staff (from each system)	<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 (from each system)	<input type="checkbox"/>
LOANS	Screen capture / report showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> <li>Borrower barcode and/or name</li> <li>Resource barcode and/or title</li> <li>Due date and/or Loan date</li> </ul> <b>Preferred screen(s): CM Circ (or TT Circ) - Lend.</b>	5 (from each system)	<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"> <li>Borrower barcode and/or name</li> <li>Resource barcode and/or title</li> <li>Due date and/or Loan date</li> <li>Return date</li> </ul> <b>Preferred screen(s): Returned Loans for [BORROWER NAME] report.</b>	5 (from each system)	<input type="checkbox"/>
OTHER	Screen capture showing the version number of your existing Library Management System.	1 (from each system)	<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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