

## DATABASE FILES required from your Liberty v3 system

To collect the required data files from the Liberty system please complete the following steps:

1. Ensure that Liberty is not in use during the following steps.
2. Run a full housekeeping in Liberty (System > Housekeeping > Run All).
3. Wait for the housekeeping to complete.
4. Find the Liberty 'data' and 'blobs' folders in your Liberty v3 installation directory. E.G. "C:\Liberty\data" and "C:\Liberty\blobs".  
*Note that the Liberty v3 installation directory may be on a server that requires an IT staff member to access.*
5. **Compress the Liberty 'data' and 'blobs' folders and their contents using a zip utility.**
6. Upload the *compressed* 'data' and 'blobs' folders to the Softlink FTP site.  
*Details for connecting to the Softlink FTP will have been provided to you in an email from Softlink titled "Sending us your Liberty v3 data". Please contact the Project Coordinator if you have any questions about uploading the required data to the FTP site.*

**TIP:** If you have multiple Liberty v3 installations or backups, checking the date modified values of the files in the 'data' folder can be a good way to determine which is the folder containing the most recent data.

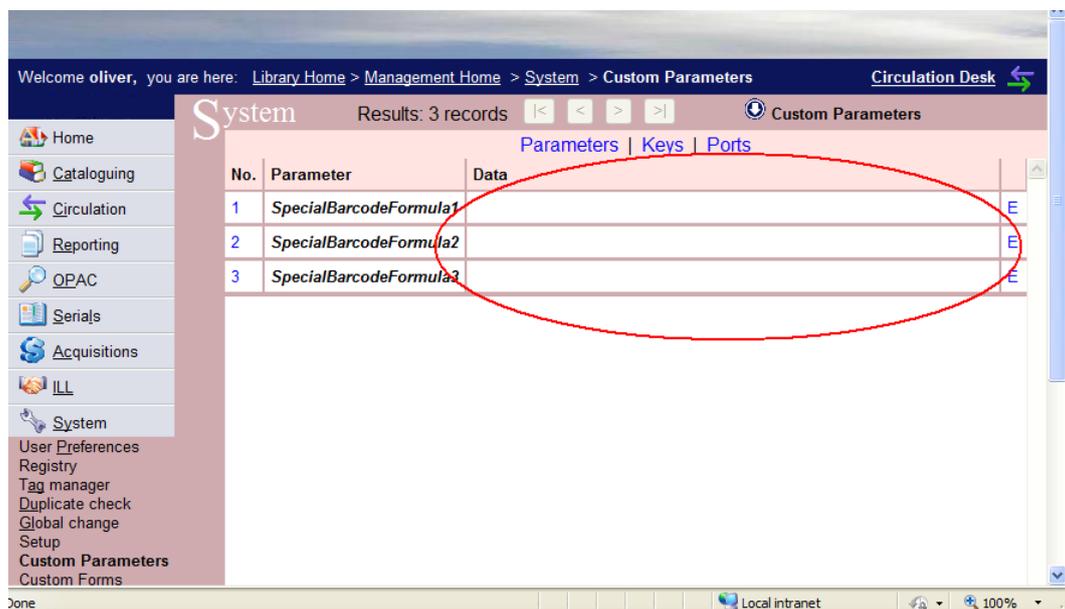
## ADDITIONAL QUESTIONS:

1. *Do you use Special Barcode Formulas?*

### How to tell whether you use Special Barcode Formulas

Special barcode formulas cater for physical barcodes that look quite different from the barcodes stored in your Liberty system.

Navigate to System / Custom Parameters and search for specialbarcode\*. If the parameters exist and have one or more values, you probably use Special Barcode Formulas.



If you do use Special Barcode Formulas, please save the above screen shot into a Word document and send it to Softlink with the rest of your data via FTP. Please also provide 5 physical Copy Barcode samples and 5 physical Borrower Barcode samples (if applicable) using the Barcode Scanning Instructions at the end of this document.

2. *Do you have a large system?*

Does your system contain more than:

- 50000 resources
- 100000 copies
- 200000 loan histories
- 100000 subjects

Please let us know the number in each category that exceeds the above totals.

3. *Do you have non English language resources?*

If so, please provide a screenshot of an example resource for each language present in your data.

4. *What is the predominant Borrower Name format in your v3 system?*

E.G. "Citizen, John"; "Citizen John"; "John Citizen".

5. *What is your preferred default RLC (Resource Loan Category) term and BLC (Borrower Loan Category) term to use during the data conversion if a Copy record has no RLC specified in v3 or if a Borrower record has no BLC specified in v3?*

If no default RLC or BLC values are provided, the value "**General**" will be used as both the default RLC and default BLC.

6. *Are there any custom fields (i.e. part of a paid customisation) in your v3 system that you will need converted?*

## 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/Copies, please enter the Title of the Resource next to each scanned barcode.
- For Borrowers, please enter the Name of the Borrower 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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### • Softlink Australia

- Brisbane
- t: +61 7 3124 6111
- e: sales@softlinkint.com

### • Softlink Europe

- Oxford
- t: +44 1993 883 401
- e: sales@softlink.co.uk

### • Softlink America

- Seattle
- t: +1 877 454 2725
- e: sales@softlinkamerica.com

### • Softlink Pacific

- Auckland
- t: +64 9 415 7790
- e: sales@softlinkpacific.co.nz