

DATABASE FILES Required from your Mac'n'Library system

Mac'n'Library File	Description
Data Export Main Entry (comma delimited).CSV	Catalogue resources
Data Export Subject (comma delimited).CSV	Subjects resolution of catalogue records
Data Export Borrowers (comma delimited).CSV	Borrower records
Data Export Loan (comma delimited).CSV	Current Loan Records
Data Export Loan History (comma delimited).CSV (e.g. fborlist.csv) – ONLY REQUIRED IF LOAN HISTORY CONVERSION HAS BEEN PURCHASED.	Loan History records.

Please compress the files before sending by using a zip utility.

SCREEN CAPTURES + REPORTS Required

Please save all reports in a single file and send to Softlink via ftp together with the Mac'n'Library data.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Catalogue Edit Screens showing 5 records in the catalogue with title and barcode and data in as many other fields as possible.	5	<input type="checkbox"/>
	A list of several resource barcodes with title. (Resource barcodes <i>must</i> be scanned from an actual copy: see the instructions below).	5	<input type="checkbox"/>
BORROWERS	Borrower Edit Screens showing 6 records in the system with data in as many fields as possible for each type of borrower – students, staff.	3 students, 3 staff	<input type="checkbox"/>
	A list of several borrower barcodes, with name. (Borrower barcodes <i>must</i> be scanned from a student card or barcode list: see instructions below).	5	<input type="checkbox"/>
LOANS	Loans List Report showing the current loans for borrowers in 5 different classes. Minimum information displayed should be:	5	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Due date 		
LOANS HISTORY	<p>Loans History reports for 5 borrowers. Minimum information required should be:</p> <ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Loaned date • Due date • Returned 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 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.

• 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