

DATABASE FILES Required from your Metamarc system

Metamarc File	Description
PATRON	Borrower data
MAT	Resource data with MARC Tags
ACS	Copy data and Current Loans
BARNDX	Copy and Borrower Barcode info
XREF	List File data

If the Metamarc server is Unix-based, the above files may be located in a directory similar to the following:

- /u/vlr/data

If possible, please send a zip file containing the entire “/u/vlr/data” directory, as well as the entire “/u/mmlocal/mysql/data/metamarc” directory.

To assist with the analysis, we also require the following reports / CSV exports. The information below can be exported from the Metamarc system:

- a) List of GMDs
- b) List of Item Statuses
- c) List of Patron Levels
- d) List of Call No. Prefixes

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 Metamarc data.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Report showing a few records in the catalogue with title and barcode and data in as many fields as possible. Preferred screens are the “Edit Catalogue record” and “Edit Item” screens.	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	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 (for students) • Roll Class (for students) Preferred screen is “View Patron”.	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	Report showing the loans for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Resource title • Resource barcode • Due date Preferred screens are “Items currently borrowed” and “Check Out Items” screen (from Circulation App).	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.

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