

DATABASE FILES Required from you MUSAC system

The Library.mdb (MS Access database) with the following tables:

- ITEMS
- ITEMSUBS
- CODELISTS
- CODES
- BORROWERS
- TRANSACTIONS

The Library.mdb file can sometimes be password protected. The standard MUSAC password is "mlm4". If a different password is being used, please provide Softlink with the password to access the database.

NOTE: There may be multiple Library.mdb files on the MUSAC library server (E.G. some being older backups). If so, please provide **all** of the Library.mdb files and Softlink will determine which file contains the most recent library data.

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 data.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Screen capture showing the MUSAC <i>Edit Item</i> page (Detail tab + any other tab with data) for a catalogue record with title and barcode and data in <i>as many fields as possible</i> .	5	<input type="checkbox"/>
	A list of several resource barcodes and their resource title representing each barcode format present in your catalogue. (<i>Resource barcodes must be scanned from an actual copy: see the instructions below</i>).	5	<input type="checkbox"/>
BORROWERS	Screen capture showing the MUSAC <i>Edit Borrower</i> screen for a borrower record with data in <i>as many fields as possible</i> .	5	<input type="checkbox"/>
	A list of several borrower barcodes with borrower name. (<i>Borrower barcodes must be scanned from a physical Borrower card</i>).	5	<input type="checkbox"/>
CURRENT LOANS	Screen capture showing the MUSAC <i>Edit Borrower</i> → <i>History (Borrower History)</i> view for current loans for a borrower ("Out" and "Overdue" ticked only).	5	<input type="checkbox"/>

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
LOAN HISTORY	Screen capture showing the MUSAC <i>Edit Borrower</i> → <i>History (Borrower History)</i> view for returned loans for a borrower ("Returned" ticked only).	5	<input type="checkbox"/>

EXAMPLE LOAN SCREEN

Library Administration - 13.3.4 - 26/02/2013 - [Edit Borrower]

View: Borrower History

Statii: Out Overdue Returned Misplaced

Date range: Due/End Date 01/01/1980 - 31/12/2050

Due Date	Status	Accession	Title/Author	Classification
12/11/2013	Out	S011697	Mademoiselle Boleyn by MAXWELL, Robin	EF MAX
12/11/2013	Out	S012561	Breaking down : the twilight saga by MEYER, Stephenie	EF MEY

EXAMPLE LOAN HISTORY SCREEN

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*Note the **Returned** check box is checked and the **out** and **overdue** check boxes are unchecked to display loan histories.

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 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 include at least one example of **EACH different barcode format**. Older and more recent item barcodes should be included in the sample.

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.

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