

**DATABASE FILES** Required from your OASIS system

Please perform an OASIS shutdown prior to sending the following files.

Supply the entire OASIS folder, files and sub-folders.

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

**SCREEN CAPTURES + REPORTS** Required

*Please save all screen captures or reports in a single file and send to Softlink via ftp together with the OASIS data.*

CATEGORY	DETAIL OF WHAT IS REQUIRED	No. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Screen capture / report showing a few records in the catalogue with title and barcode and data in as many fields as possible.	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	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 (for students)</li> <li>Roll Class (for students)</li> </ul>	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	Screen capture / report showing the loans for borrowers. Minimum information displayed should	5	<input type="checkbox"/>

	be: <ul style="list-style-type: none"> <li>• Borrower barcode</li> <li>• Resource title</li> <li>• Resource barcode</li> <li>• Due date</li> </ul>		
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</li> <li>• Title</li> <li>• Resource barcode</li> <li>• Due date</li> <li>• Return date</li> </ul>	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.

## GENERAL QUESTIONS

*Please answer the following questions, save in Word document and send to Softlink via ftp.*

1. Do you load subject headings?
2. Do you load articles?
3. Number of catalogue records (approximate)
4. Do you use special barcode formula? If this is used, we would recommend you to perform a stocktake of the entire library prior to the conversion.

### Barcodes

Resources:

- a) Do physical barcodes contain check digit?
- b) Do physical barcodes contain school code (last 4 digits)?

Borrowers:

- a) Do physical barcodes contain check digit?
- b) Do physical barcodes contain school code (last 4 digits)?

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