

CURRENT SYSTEM: .eLM (from Contec Group International)

DATA FILES Required from the .eLM system

Biblio_Records_Marc.txt (Resources in MARC21 format)
 Item_Records_Tab.txt (Copies in tab-delimited format)
 Borrower_Records_Tab.txt (Borrowers in tab-delimited format)
 Current_Issues_Tab.txt (Current Loans in tab-delimited format)
 Loan_Histories_Tab.txt (Loan History in tab-delimited format)

NOTE that these files are usually provided by Contec Support, who create the above exported data files from a backup of your .eLM system.

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

SCREEN CAPTURES + BARCODES Required

Please save all screen captures and barcodes in a single file and send to Softlink via ftp together with your data.

CATEGORY	DETAIL OF WHAT IS REQUIRED	NO. OF EXAMPLES REQUIRED	COMPLETED
RESOURCES	Screenshots showing a few records in the catalogue with title and barcode and data in as many fields as possible. <u>Example screen/s:</u> Update a bibliographic record and Update 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	Screenshots showing a few records in the system with data in as many fields as possible for each type of borrower. <u>Example screen/s:</u> Update Borrower	5	<input type="checkbox"/>
	A list of several borrower barcodes, with name. (Borrower barcodes can be scanned from a borrower card or barcode list: see instructions below).	5	<input type="checkbox"/>
LOANS	Screenshots showing the current loans for borrowers. <u>Example screen/s:</u> Issues/Renewals	5	<input type="checkbox"/>
LOAN HISTORY	Screenshots showing the returned loans for borrowers. <u>Example screen/s:</u> Loan History	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 borrower 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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