

DATABASE FILES Required From Current Library Management System

FOR SMART SUITE/LIBRARY (WHERE THIS IS HOSTED BY FUNCTIONAL SOLUTIONS).

Before requesting the data from Functional Solutions be sure to collect the screen captures/Reports required. These are outlined at the end of this document.

Once you have completed collecting the require screen captures and reports and you have confirmed the conversion date with Softlink, contact Functional Solutions Support and request a “Microsoft SQL database backup” of your Smart Suite/Library data.

When this backup is made available to you please download the file/s and along with the screen captures and reports, forward this to Softlink via the File Transfer Site you have been provided with details to.

OR

FOR V-LIBRARY/E-LIBRARY/SMART-LIBRARY/FILMS (WHERE THIS IS INSTALLED ON YOU SCHOOL NETWORK).

Data Required:

- a) v-Library/e-Library/Smart-Library/FILMS Microsoft SQL Database Backup (*.bak), or
- b) v-Library/e-Library/Smart-Library/FILMS Microsoft SQL Database (both *.mdf and *.ldf files)

Please compress the files before sending by using a zip utility

To help identify the correct database, the following tables should be present in your v-Library/e-Library/Smart-Library/FILMS SQL database:

E-LIBRARY SQL TABLE	DESCRIPTION
PATRON	Borrowers
TITLE	Resources
TITLE_BARCODE	Copies, Loans
LOG_TITLE_LOAN	Loan History
CLASSGRADE	BLC, Year, Borrower Type
TITLE_AUTHOR	Resource – Author
TITLE_EDITOR	Resource – Editor
TITLE_ILLUSTRATOR	Resource – Illustrator
TITLE_INTERNET	Resource – Website
TITLE_NOTATION	Resource – Notes
TITLE_PUBLISHER	Resource – Publisher
TITLE_SERIES	Resource – Series
TITLE_SUBJECT	Resource – Subjects
AUTHORITY_AUTHOR	Authors
AUTHORITY_DATE	Publication dates
AUTHORITY_EDITOR	Editors
AUTHORITY_HOME_ROOM	Groups, Departments
AUTHORITY_ILLUSTRATOR	Illustrators

AUTHORITY_LOAN_TYPE	RLC
AUTHORITY_LOCATION	Branches
AUTHORITY_MEDIA	GMD, Bibtype
AUTHORITY_PLACE	Publication date
AUTHORITY_PUBLISHER	Publishers
AUTHORITY_SERIES	Series
AUTHORITY_SUBJECT	Subjects
AUTHORITY_SUBLOCATION	Collections

SCREEN CAPTURES/REPORTS Required

Please save all screen captures or reports in a single file (e.g. MS Word Document) and send to Softlink via ftp together with the v-Library/e-Library/Smart-Library/FILMS 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. Preferred screen: "Full Catalogue" screen - Copies tab + as many other tabs 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"> Barcode Name Year (for students) Roll Class (for students) Preferred screen: "Patron Details" screen - Patron Details tab + as many other tabs as possible.	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 be: <ul style="list-style-type: none"> Borrower barcode Resource title Resource barcode Due date Preferred screen: "Circulation" screen showing current loans for a borrower.	5	<input type="checkbox"/>

LOANS HISTORY	Screen capture / report showing the loan history for borrowers. Minimum information displayed should be: <ul style="list-style-type: none"> • Borrower barcode • Title • Resource barcode • Due date • Return date Preferred screen: "Patron Details" screen - Borrowing History tab.	5	<input type="checkbox"/>
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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.