



Government of South Australia

Department for Education and
Child Development



Introductory Training Course Manual Version 10

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BOOK MARK

Bookmark

Introductory

Training Course Manual

Version 10



Government of South Australia

Department for Education and
Child Development

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Introduction

Course topics

Controls (system parameters)
Borrowers
Cataloguing
Circulation
Searching
Overdues

Stocktaking
Housekeeping
Backing up
Updating
Regular tasks

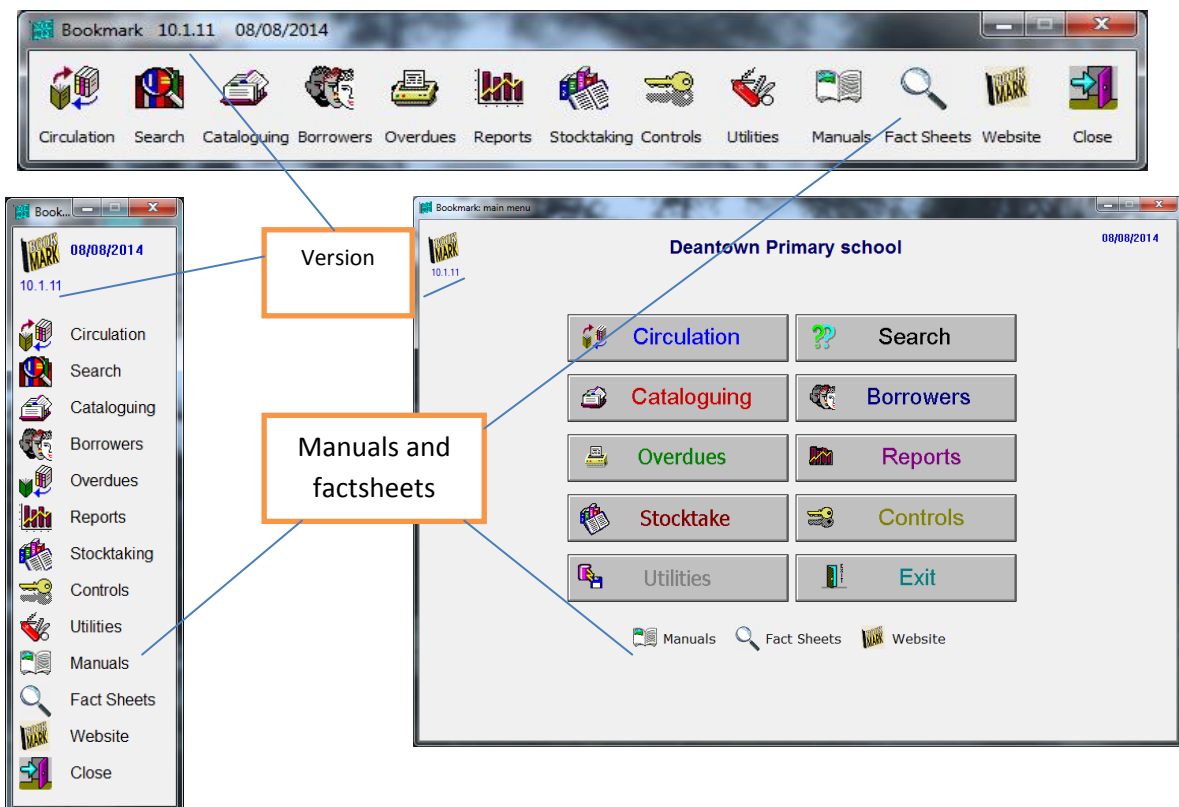
Starting Bookmark

Bookmark version is listed on the top left corner of the main menu. Also in Update and System info in Utilities.

Windows 7 does not allow full screen mode. It is designed for a screen resolution of 1024x768(minimum) 1280x1024(optimum) Circulation and Search can be set to almost full screen mode.

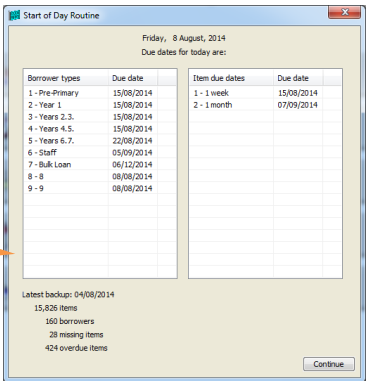
Main menu

There can be three different looks to the main menu (as determined by Controls/ General Controls)



Then the program does some scanning, and other things happening while it is opening. Then the start of day routing pops up to allow checking of due dates.

The amount of information shown here is set in Controls/General controls



If the date needs to be changed, go to the Due dates screen in Controls.

When you are in a submenu, e.g. Cataloguing if you right click on an empty spot on the window, you should see a main menu. Must have "Allow many modules open at the same time", ticked in Controls/General Controls.



Passwords

Passwords can be set for each module.
The main password will work everywhere.
Turn the password into a barcode for greater security, and to save having to constantly type it in.

A neat trick is to use the first and last letter of the main password for all the other passwords. Make it easier to remember and shorter if you have to type.

Menu Map

Circulation

- Loans
- Returns
- Search
- Reserve
- News
- Exit

Search

- Keywords
- Subjects
- Series
- Titles
- Authors
- Barcode search

Cataloguing

- Add/edit items
- Import Items
- Authority lists
- Lists
- Global Change
- Linking
- Delete items
- Export items
- Boxes
- Labels
- Search
- Reindexing

Borrowers

- Add/edit borrowers
- Delete borrowers
- Update borrowers
- Global change
- Borrower lists
- Labels



Reports

- Catalogue reports
- Borrower reports
- Circulation reports
- Statistics reports.

Overdues

- Overdue lists
- Overdue notices
- Overdue messages
- Recall message

Utilities

- Backup
- Update
- System info
- The Batcave
- Restore
- Pinter info

Factsheet,
manual,
website

Controls

- Borrower types
- Passwords
- Circulation Controls
- General controls
- Messages
- Barcode settings
- Cataloguing lists
- Due dates
- Search controls
- Review controls
- Reservations
- Stop Words
- Edit news
- New items
- WebOpac
- Resource Lists

Stocktaking

- Log items
- Missing items
- Reset stocktaking
- test date
- Stocktake statistics

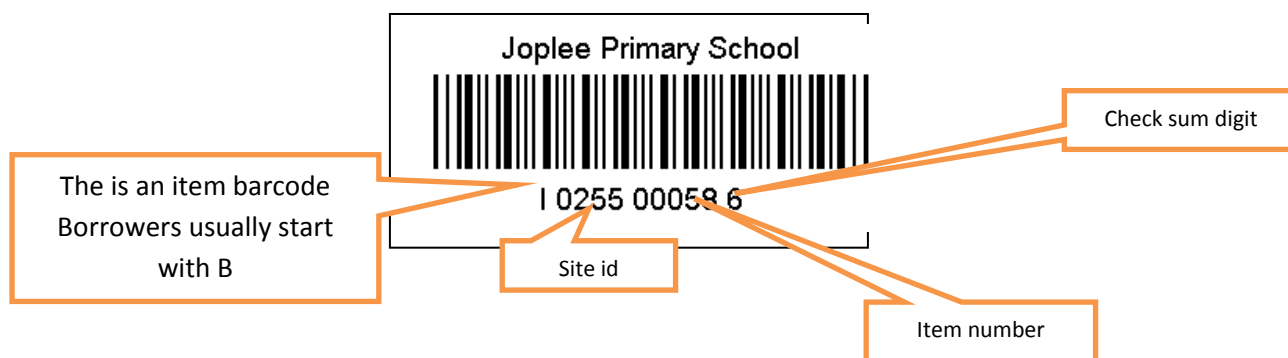
Barcodes

Barcode labels are used to make the process of issuing and returning loans quick and easy. Bookmark can work with different types of barcode labels and in some cases mixtures of labels, although it is strongly recommended that all barcodes should be of the same configuration.

The standard "Bookmark" configuration is 11 characters in length and organised in a specific manner. Other label standard may have a different configuration. This is determined in Controls/Barcode settings



There are Item barcodes, borrower barcodes, and system barcodes.



Label Header

Above the "stripes" is the label header. This is usually the name of the school or institution. For user labels, it may be the name of a person.

Label Identifier

The first character indicates whether the label contains a borrower's or an item's number. The letter B is normally used for *borrower labels* and I for *item labels*. This character can be either a letter or numeral such as a 3 for items and 2 for borrowers. All borrower labels must begin with the same character, whether it is B or a 2 or anything else. Labels beginning with any other character are considered items. For consistency, it is strongly recommended all item labels begin with the same character and not different letters denoting different types of media.

Site ID

The next four characters – 0255 in the example – identifies where the barcode originates. It can be either 4 digits or 4 letters. The site id is normally the school number.

Record Number

Every borrower and every item in the database is stored with a unique *record number*. The next five numerals comprise the record number. These values begin at 00001 and can go up to a maximum of over 2147483647 (5 digits on this type of label limits the range to 99999).

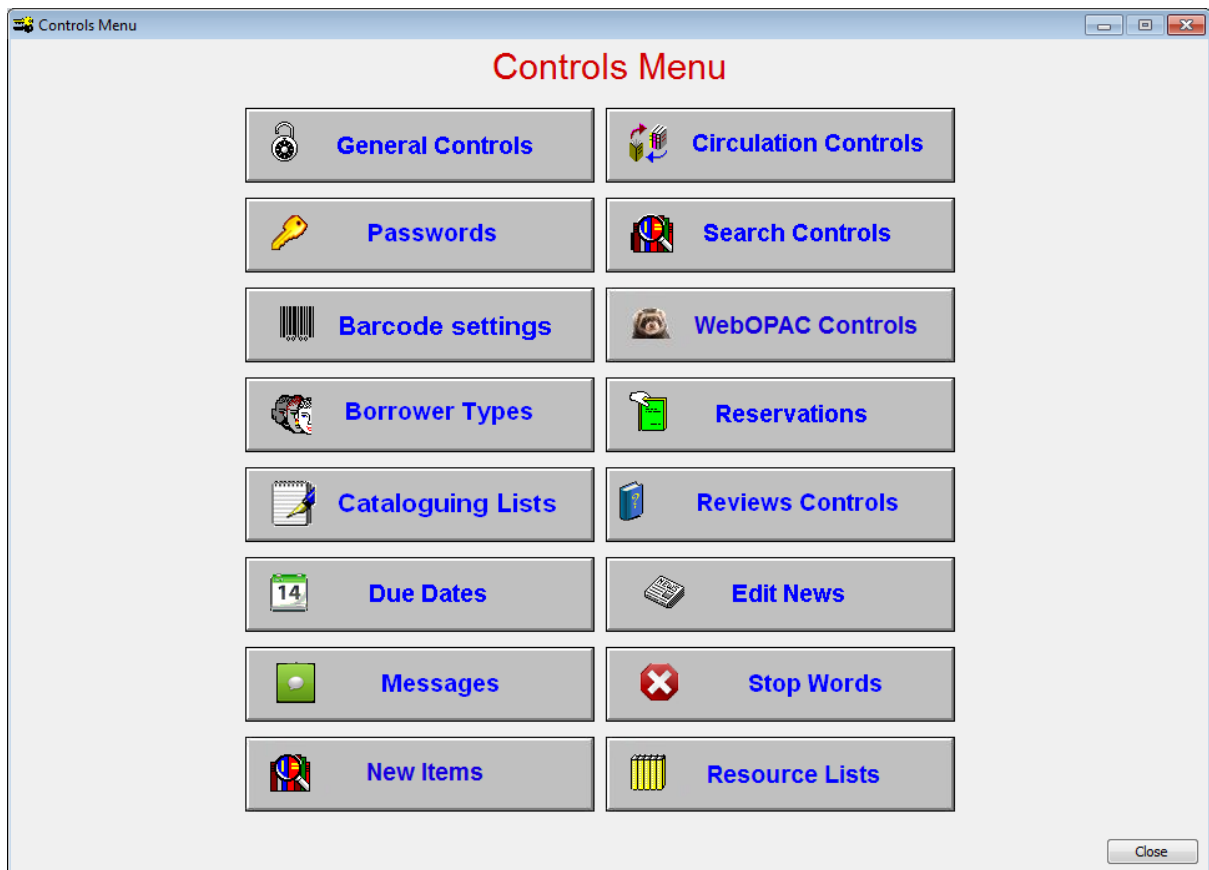
Checksum

The final digit of a standard barcode is known as a *checksum digit*. It is used to ensure the label has been read properly by the reader and is not part of the record number.

System parameters

The introductory course will cover General Controls, Circulation Controls, Passwords, Search Controls, Borrower Types, Cataloguing Lists and Due Dates.

Controls



General Controls

Fill in these for emails and overdue letters

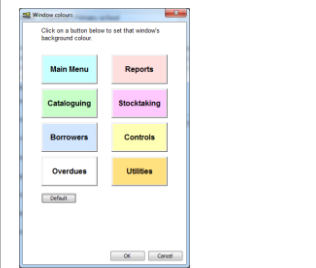
PRCListmaker
SA schools an
Victschoolsov

Set call number case when cataloguing: Allow Mixed Case
Allow Mixed Case
Force call numbers to UPPER CASE
Allow mixed case is recommended by SCIS

Start of day process: Show due date summary only
Show due date summary only
Show due date summary and statistics
Do not show start of day dialog
If slow choose first listed

Main menu: Horizontal icon style strip
Standard large button style
Vertical icon style strip
Horizontal icon style strip

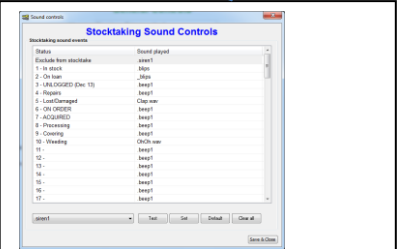
Printing: Use default printer, no dialog
Use Simple printer dialog
Use standard Windows printer dialog
Use default printer, no dialog
Simple is best.
Some Windows functions do not work.
Default locks in 1 printer only
Default limits options for printing
Some Window functions do not work



Lighter colours are easier to read

Do not turn these off

Set up emails server



Does not work with portable readers
Set in a sound that will be tolerated



Circulation Controls

Full screen to hide the rest

Loan and return switches determine how it behaves(See next page)

The less passwords the easier to use

To stop anybody just typing in numbers. Must have barcodes

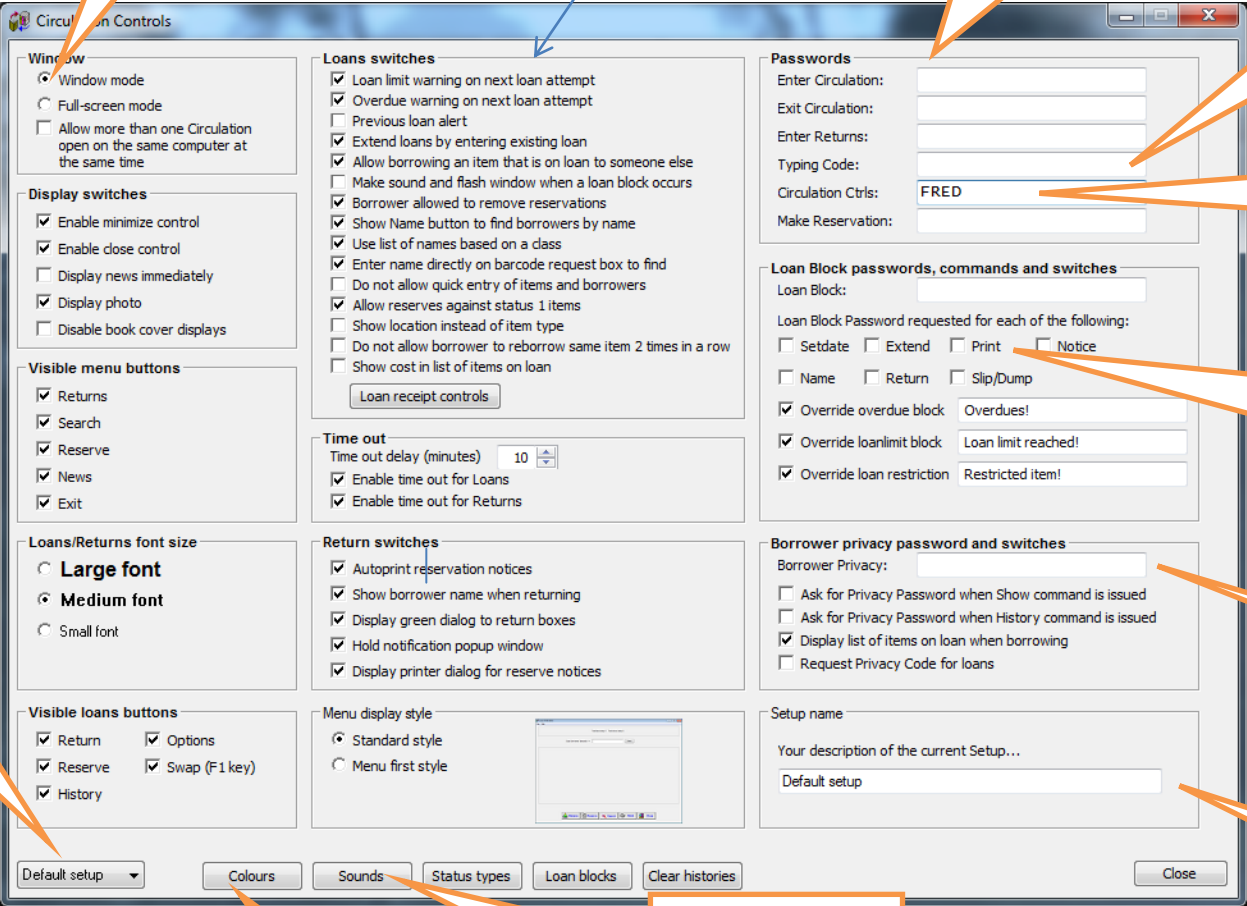
Display switches, visible menu buttons, visible loan buttons and font size, menu display style determine how it looks

Must set to protect the circ Controls

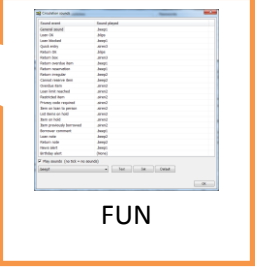
Can set up different setup for different screen on different workstations

Important to set this one. Tick those to which it applies

Should be set



Don't touch unless you have to



FUN

Loans switches

- Loan limit warning on next loan attempt
- Overdue warning on next loan attempt
- Previous loan alert
- Extend loans by entering existing loan
- Allow borrowing an item that is on loan to someone else
- Make sound and flash window when a loan block occurs
- Borrower allowed to remove reservations
- Show Name button to find borrowers by name
- Use list of names based on a class
- Enter name directly on barcode request box to find
- Do not allow quick entry of items and borrowers
- Allow reserves against status 1 items
- Show location instead of item type
- Do not allow borrower to reborrow same item 2 times in a row
- Show cost in list of items on loan
- Show gridlines on loans display
- Show latest loan at bottom of list instead of top
- Do not count contents of boxes toward loan limit

Loan receipt controls

Turning these on makes it quicker to find people without using the barcodes. Enter name directly may be passworded with the loan block password

Receipt controls

Receipt printing

- Do not automatically print receipts
- Wide format (210 mm page)
- Standard format (80 mm)
- Small format (50 mm)

- Include current loans as well as latest
- Use print requestor for receipts
- Include borrower's name

Font: Courier New

Font size: 9

Header text

Bookmark

Footer text

Note: use %date% to include the current date

OK Cancel

Return switches

- Autoprint reservation notices
- Show borrower name when returning
- Display green dialog to return boxes
- Hold notification popup window
- Display printer dialog for reserve notices

Passwords

The general rule is the fewer the better, but it depends on the size of the school and the need for security within the school. The more passwords there are the harder it will be to operate simply. But the school determines what is required in the way of passwords. One useful supporting feature is to turn the passwords into barcodes, which can be issued on a needs basis .

One reason it is so strongly passworded is so that the students can issue and return their own materials without damaging anything.

In the past there was the password and the access code. The access code was the first and last letter of the main password. It is easy to remember. When converting from version 9 it is carried over in the same way.

Print the barcode for the passwords here.

The main password will overwrite everything and should not be the same as the rest except for the Controls password

There are also passwords in Circulation Controls and Public Access Controls.

Passwords

Enter Circulation:

Exit Circulation:

Enter Returns:

Typing Code:

Circulation Ctrls:

Reserve Reservation:

The typing code is the one which prevent the student from just typing in an item number.

Circulation Controls should be set to prevent unwanted access by students from the Circulation Menu via Edit in the top left corner

If set, use the same password to reserve in search as well to reduce confusion

Loan Block passwords, commands and switches

Loan Block:

Loan Block Password requested for each of the following:

Setdate Extend Print Notice

Name Return Slip/Dump

Override overdue block:

Override loanlimit block:

Override loan restriction:

Must be a different word than the main password

The ticked boxes are where it will ask for the password.

It will also ask for the loan block password for overdues for blocked borrowers. Usually students are blocked and staff aren't stopped from borrowing if they have overdues, but that is a school decision, and dependent on what is set in Borrower tables. (the main password will work too)

Circulation blocks

Borrower type categories which are not permitted loans if there are overdues

Borrower type	Overdues blocked?
1 - Stage 1 - TELC to Y2	blocked
2 - Stage 2 - Y3 & Y4	blocked
3 - Stage 3a - Y5	blocked
4 - Stage 3b - Y6	blocked
5 - Ex LVS Students	blocked
6 - Parents	not blocked <--
7 - Teacher	not blocked <--
8 - Ancillary Staff	not blocked <--
9 - Library Staff	not blocked <--
10 -	blocked
11 -	blocked
12 -	blocked
13 -	blocked
14 -	blocked
15 -	blocked
16 -	blocked
17 -	blocked
18 -	blocked
19 -	blocked

OK Cancel

Circulation blocks

Borrower type categories which are not permitted loans if there are overdues

Borrower type	Overdues blocked?
1 - Stage 1 - TELC to Y2	not blocked <--
2 - Stage 2 - Y3 & Y4	not blocked <--
3 - Stage 3a - Y5	not blocked <--
4 - Stage 3b - Y6	not blocked <--
5 - Ex LVS Students	not blocked <--
6 - Parents	not blocked <--
7 - Teacher	not blocked <--
8 - Ancillary Staff	not blocked <--
9 - Library Staff	not blocked <--
10 -	blocked

It will also ask for an override password if someone tries to borrow a book that is not allowed to be borrowed, as set up by status types. (The main password will work here too.)

No.	Description	Can be borrowed?	Can be returned?	Count
1	In stock	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22862
2	On loan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	172
3	UNLOGGED (Dec 13)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37
4	Repairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
5	Lost/Damaged	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	ON ORDER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8
7	ACQUIRED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6
8	Processing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349
9	Covering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
10	Weeding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Some schools will make up a card with the override password and put it on a lanyard to be passed out, then returned, on a “needs” basis. The teacher does not need to know the word and no one can “adjust” the system when no one is there.

Borrower privacy password and switches

Borrower Privacy:

- Ask for Privacy Password when Show command is issued
- Ask for Privacy Password when History command is issued
- Display list of items on loan when borrowing
- Request Privacy Code for loans

Different states have different rules about borrower privacy. Read the manual and find out the requirements that apply to the individual situation.

The password in this section apply to Circulation and Public Access

Public access passwords

Passwords

Exit program:

Borrower info:

Reserve password:

Printing password:

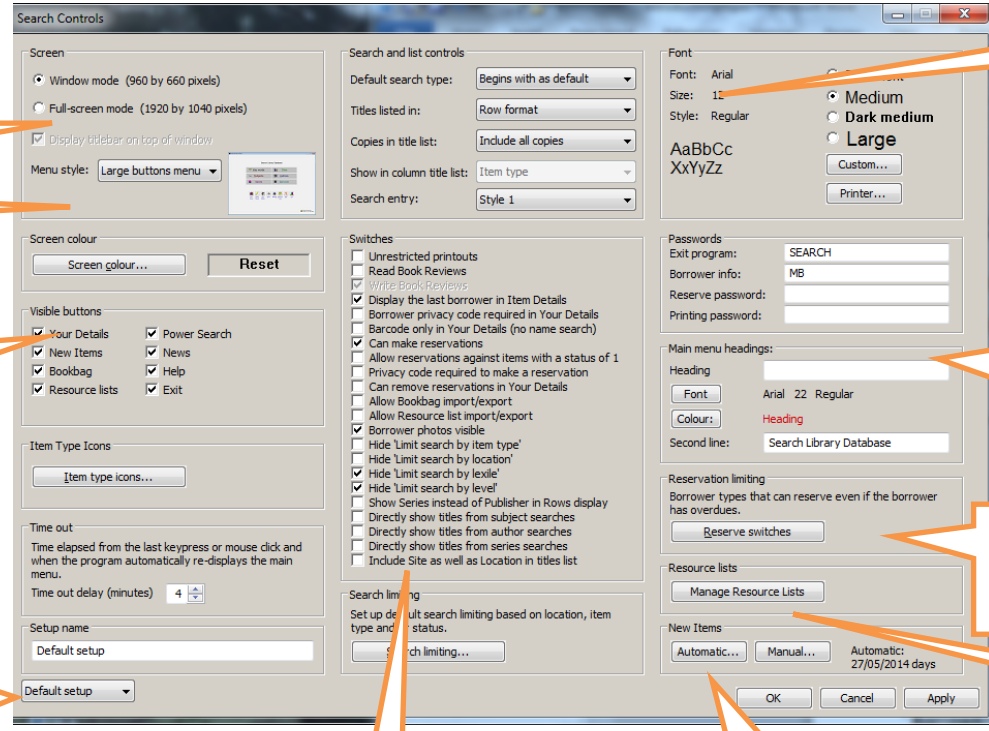
To make it easier to remember passwords make the borrower info the same as for Circulation Controls.

Make the reserve password the same as for Circulation Control “make reservation” passwords. There are switches which will turn on or off the need for the various passwords. E.g. To restrict printing from Public access

Switches	
<input checked="" type="checkbox"/>	Unrestricted printouts
<input checked="" type="checkbox"/>	Read Book Reviews
<input checked="" type="checkbox"/>	Write Book Reviews
<input checked="" type="checkbox"/>	Display the last borrower in Item Details
<input type="checkbox"/>	Borrower privacy code required in Your Details
<input type="checkbox"/>	Barcode only in Your Details (no name search)
<input checked="" type="checkbox"/>	Can make reservations
<input type="checkbox"/>	Allow reservations against items with a status of 1
<input type="checkbox"/>	Privacy code required to make a reservation
<input checked="" type="checkbox"/>	Can remove reservations in Your Details
<input checked="" type="checkbox"/>	Allow Bookbag import/export
<input checked="" type="checkbox"/>	Allow Resource list import/export
<input checked="" type="checkbox"/>	Borrower photos visible
<input type="checkbox"/>	Hide 'Limit search by item type'
<input type="checkbox"/>	Hide 'Limit search by location'
<input type="checkbox"/>	Hide 'Limit search by lexile'
<input type="checkbox"/>	Hide 'Limit search by level'
<input type="checkbox"/>	Show Series instead of Publisher in Rows display
<input type="checkbox"/>	Directly show titles from subject searches
<input type="checkbox"/>	Directly show titles from author searches
<input type="checkbox"/>	Directly show titles from series searches
<input checked="" type="checkbox"/>	Include Sublocation as well as Location in titles list
<input type="checkbox"/>	Display Collection (Genres) instead of Location in titles
<input type="checkbox"/>	Show cost in item details
<input type="checkbox"/>	Show Loans History button in item details
<input type="checkbox"/>	Hide borrower numbers in Your Details
<input type="checkbox"/>	Can reserve by borrower name

Remove the tick from the switch Unrestricted printout, and it will ask for the printing password.

Search Controls



Full screen

2 different style menus

How it looks

Different setup for different computers

Things you can turn on or off

What appears in the new book list

Set up who can reserve. How many they can reserve is set in Borrower types. Don't forget the switch

Set up who can make resource lists

If you make the passwords for borrower info (borrower privacy) and reserve password the same it will be easier to remember. Make a barcode for printing password for the teachers.

How it works and looks

Borrower types.

These set the limits of what people can borrow and what they are allowed to do within Bookmark.

Maximum number of items allowed to this borrower type at the same time

If set this will prevent loan until overdue books are returned

How long items are allowed to be borrowed

1 type for each different loan scenario

No	Description	Loan limit	Resv limit	Ovd block	Year levels	Duration/date	Due date	Restriction
1	Infants Student	10	10	no block		7	06/08/2015	Unrestricted
2	Primary Stage 2	10	10	blocked		14	13/08/2015	Restricted 1-8
3	Primary Stage 3	10	10	blocked		14	13/08/2015	Restricted 62
4	Primary Stage 3b	10	10	blocked		14	13/08/2015	Restricted 46
5	Ex LVS Students	4	2	no block		14	13/08/2015	Unrestricted 20
6	Parents	30	5	no block		14	13/08/2015	Unrestricted 82
7	Teacher	200	10	no block		14	13/08/2015	Unrestricted 54
8	Arduary Staff	30	5	no block		14	13/08/2015	Unrestricted 24
9	Library Staff	30	5	no block		14	13/08/2015	Unrestricted 8
10		10	5	blocked		14	13/08/2015	Unrestricted
11		10	5	blocked		14	13/08/2015	Unrestricted
12		10	5	blocked		14	13/08/2015	Unrestricted
13		10	5	blocked		14	13/08/2015	Unrestricted
14		10	5	blocked		14	13/08/2015	Unrestricted
15		10	5	blocked		14	13/08/2015	Unrestricted
16		10	5	blocked		14	13/08/2015	Unrestricted
17		10	5	blocked		14	13/08/2015	Unrestricted
18		10	5	blocked		14	13/08/2015	Unrestricted
19		10	5	blocked		14	13/08/2015	Unrestricted
20		10	5	blocked		14	13/08/2015	Unrestricted
21		10	5	blocked		14	13/08/2015	Unrestricted
22		10	5	blocked		14	13/08/2015	Unrestricted
23		10	5	blocked		14	13/08/2015	Unrestricted
24		10	5	blocked		14	13/08/2015	Unrestricted
25		10	5	blocked		14	13/08/2015	Unrestricted

You can set two types of Due Dates - 'fixed' or 'duration'
 Duration automatically changes the date each morning and is set for a specified number of days ahead of Bookmark's recorded date. For example 7 or 14 days for student loans. Type in the number of day to set
 Fixed dates do not change from day to day and are useful for bulk loans or staff loans. To set a fixed date, highlight the one to be changed, and use the calendar or type it in.

Highlight the one to be changed. Change in the box then press Update

Put in the year levels for future use with updating more easily.

Tick the box to stop people from borrowing these item types

Item Type	Restriction
<input type="checkbox"/> 1 F Fiction	Unrestricted
<input type="checkbox"/> 2 NF Non-Fiction	Unrestricted
<input type="checkbox"/> 3 SW Computer Software	Unrestricted
<input type="checkbox"/> 4 P Posters	Unrestricted
<input type="checkbox"/> 5 REF Reference	Unrestricted
<input type="checkbox"/> 6 CD Book with CD	Unrestricted
<input type="checkbox"/> 7 KIT Kit	Unrestricted
<input type="checkbox"/> 8 MAP Map	Unrestricted
<input type="checkbox"/> 9 BB Big Book	Unrestricted
<input type="checkbox"/> 10 PIC Picture	Unrestricted
<input type="checkbox"/> 11 VID Video Tape	Unrestricted
<input type="checkbox"/> 12 CASS Cassette Tape	Unrestricted
<input type="checkbox"/> 13 MAG Magazine	Unrestricted
<input type="checkbox"/> 14 GAME Game	Unrestricted
<input type="checkbox"/> 15 TAPE With book	Unrestricted
<input type="checkbox"/> 16 Maths books	Unrestricted
<input type="checkbox"/> 17 DVD	Unrestricted

Controls the types of item able to be borrowed

Cataloguing lists

Statuses

The status indicates the items current state or condition. 1 is on the shelf. 2 is on loan and 99 is not for loan. Status 100 is on hold for reservations.

The 'Status Types' window displays a table with the following data:

No.	Status type	Can borrow?	Can return?	Count
1	Available	Yes	Yes	21721
2	On loan	No	Yes	1160
3	UNLOGGED (Dec 12)	No	Yes	16
4	Repairs	No	Yes	6
5	Lost/Damaged	No	Yes	11
6	ON ORDER	No	Yes	5
7	ACQUIRED	No	Yes	6
8	Processing	No	Yes	313
9	Covering	No	Yes	64
10	Website	No	Yes	
11		No	Yes	
12		No	Yes	
13		No	Yes	
14		No	Yes	
15		No	Yes	

Callouts and annotations:

- "Gives permission for loans and returns" points to the 'Can borrow?' and 'Can return?' columns.
- "How many in each status" points to the 'Count' column.
- "Move 1 status to another holus bolus" points to the 'Update' button below the table.
- "Turn the status into a barcode by typing Status space and the number. E.g. status 3 Use in returns to instantly mark an item as missing after it has been returned" points to the 'Barcode' button.

Location

The location is where it is. There are 199 locations.

The 'Locations' window displays a table with the following data:

No.	Description	Count
1	Teacher Reference	3390
2	Reading Books Block 3	8188
3		
4		
5	Junior Non-Fiction	1052
6	Junior Fiction	1216
7	Indigenous Resources	125
8	Chart	313
9	Computer Software	323
10	French	114
11	Non-Fiction	3566
12	Fiction-Novel	2563
13	Music Storeroom	276
14	Graphic Novels	44
15	Art Room	57

Callouts and annotations:

- "How many in each location" points to the 'Count' column.
- "To change the name or add a new one Click on the one to be changed and change it here then press update" points to the 'Update' button below the table.
- "Shift 1 location's content into another" points to the 'Move' button.

Item types.

An item type is what it is. There are 199 item types.

The 'Item Types' dialog box displays a table with the following data:

No.	Description	Icon	Count
1	FIC Fiction	[Red diamond icon]	4034
2	JF Junior Fiction	[Blue book icon]	1934
3	JNF Junior Non-Fiction	[Green book icon]	2428
4	NF Non-Fiction	[Yellow book icon]	5806
5	REF Reference	[Green question mark icon]	108
6	TR Teacher Reference	[Red book icon]	1191
7	KIT Kit(multi item/types A4)	[Green book icon]	617
8	MAP Map/Chart	[Blue map icon]	55
9	BB Big Book	[Green book icon]	84
10	PIC Picture(Individual)	[Green question mark icon]	691
11	VID/DVD Video Tape/DVD	[Red video icon]	128
12	HWR Hardware	[Green question mark icon]	8
13	MAG Magazine	[Green question mark icon]	47

Callouts provide the following information:

- How many in the item type:** Points to the 'Count' column.
- Click on the icon to choose or change:** Points to the 'Icon' column.
- Move all of 1 item type into another:** Points to the 'Move' button.

The 'Icons' dialog box shows a list of available icons:

Icon	Name
[Green question mark]	game1
[Green globe]	globe
[Green book]	kit
[Blue map]	map
[Green movie]	movie
[Green music]	music
[Green newspaper]	newspaper
[Green picture]	picture
[Green puzzle]	puzzle
[Green tchref]	tchref
[Green usmap]	usmap
[Green video]	video
[Green videocassette]	videocassette

Due date categories

This applies to individual books and override the borrower's due date.

The 'Due Date Categories' dialog box displays a table with the following data:

No.	Description	Duration/date	Date	Count
1	1 week	7	31/07/2014	0
2	1 month	30	23/08/2014	0
3		Fixed	04/04/2003	0
4		Fixed	04/04/2003	0
5		Fixed	04/04/2003	0
6		Fixed	04/04/2003	0
7		Fixed	04/04/2003	0
8		Fixed	18/08/1998	0
9		Fixed	18/08/1998	0
10		Fixed		0
11		Fixed		0
12		Fixed		0
13		Fixed		0
14		Fixed		0
15		Fixed		0
16		Fixed		0
17		Fixed		0
18		Fixed		0
19		Fixed		0
20		Fixed		0

Callouts provide the following information:

- Move the content of the due date category to another category:** Points to the 'Move' button.
- Fixed and duration dates. To change, click on the duration column and either type or use the calendar to set the date. Can also be set in Due Dates:** Points to the 'Duration/date' and 'Date' columns.

Due Dates in Bookmark

The primary determinant of the due date is the borrower.

There can be two sorts of due dates. Fixed dates, or duration dates (rolling , daily changing) dates. These are set in Due dates in Controls, Due dates, and there can be a reminder every morning for checking purposes. They can also be set in various other parts of the program. e.g. Circulation, Borrower tables and dates , Due date categories.

Here

Controls Menu

- General Controls
- Circulation Controls
- Passwords
- Search Controls
- Barcode settings
- WebOPAC
- Borrower Types
- Reservations
- Cataloguing Lists
- Reviews Controls
- Due Dates**
- Edit News
- Messages
- Stop Words
- New Items
- Resource Lists

Edit Due Dates
Today's date: 22/12/2016

Click on a borrower type or due date category to edit

Borrower Due Dates:

Borrower Type	Loan period	Due date	Final date
1 - Infants Student	7	29/12/2016	
2 - Primary Stage 2	14	05/01/2017	
3 - Primary Stage 3	7	29/12/2016	
4 - Primary Stage 3b	7	29/12/2016	
5 - Ex LVS Students	30	21/01/2017	
6 - Parents	30	21/01/2017	
7 - Teacher	Fixed date	01/07/2016	
8 - Ancillary Staff	Fixed date	20/11/2016	
9 - Library Staff	30	21/01/2017	
10 - Ten	14	05/01/2017	
11 -	14	05/01/2017	
12 -	14	05/01/2017	
13 -	14	05/01/2017	
14 -	14	05/01/2017	
15 -	14	05/01/2017	
16 -	14	05/01/2017	
17 -	14	05/01/2017	
18 -	14	05/01/2017	
19 -	14	05/01/2017	
20 -	14	05/01/2017	

Item Due Dates:

Item Due Date Category	Loan period	Date
1 - Overnight	Fixed date	1 day
2 -	0	22/12/2016
3 -	0	22/12/2016
4 -	0	22/12/2016
5 -	0	22/12/2016
6 -	0	22/12/2016
7 -	0	22/12/2016
8 -	0	22/12/2016
9 -	0	22/12/2016
10 -	0	22/12/2016
11 -	0	22/12/2016
12 -	0	22/12/2016
13 -	0	22/12/2016
14 -	0	22/12/2016
15 -	0	22/12/2016
16 -	0	22/12/2016
17 -	0	22/12/2016
18 -	0	22/12/2016
19 -	0	22/12/2016
20 -	0	22/12/2016

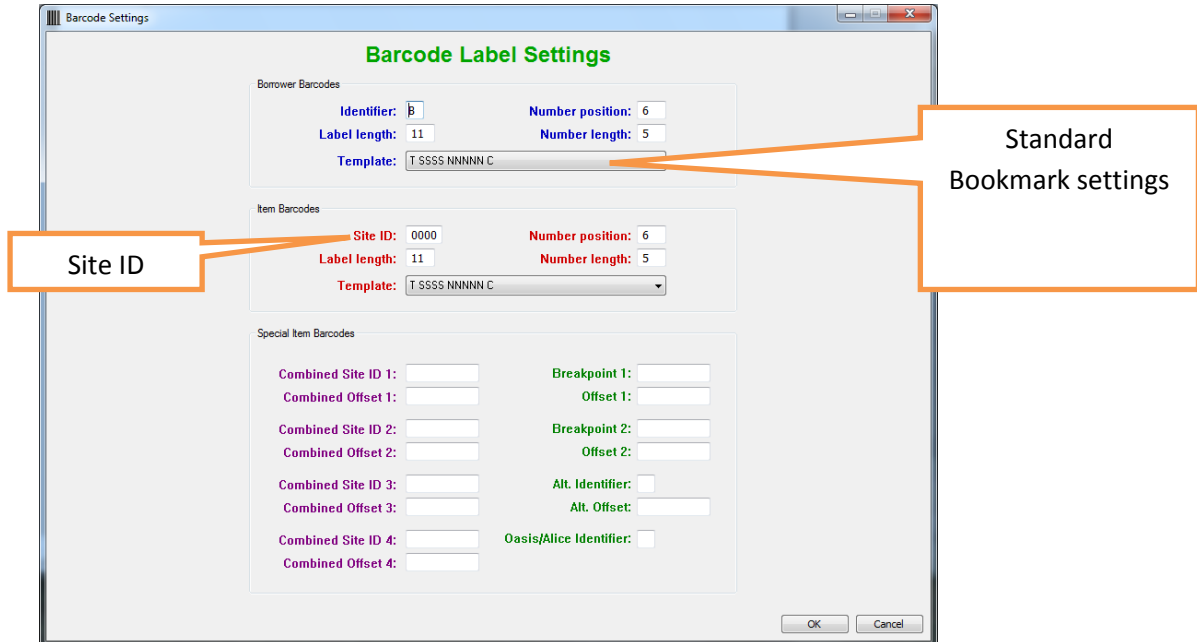
Holiday dates

Click on the date to be change. Fill in the box at the bottom and press update to change them. Don't forget to save at the end.

This screen also appears at the beginning of each day, the first time Bookmark is turned on.

Barcode Settings

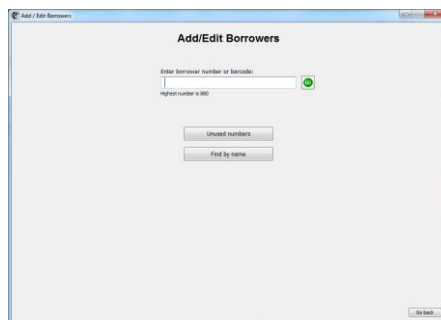
Most schools have a standard setting, but for schools converting from other library programs, the setting may be different. If the barcode reader does not work, check that the site Id is correct. Ring the Help Desk rather than playing in this area.



Entering Borrowers

This section covers entering borrowers in Add/edit, deleting borrowers, updating borrowers and labels

Add/edit borrowers



If in doubt leave it blank for anything except borrower type, surname and either given name or preferred name.

Scan barcode

Can delete individual borrower

This determines the appearance of the name format

Change a borrower's number

Year level and loan limit should flow through for the chosen borrower type

Include for easy updating from the admin system

Can just type in date

Loan and return notes will appear for this person every time a book is borrowed or returned.

Use privacy code only if you have to

Type in or choose from the list. Used for overdues.

If ticked the word comment appears on the circulation screen and the COMMENT barcode must be swiped

Form fields: Borrower Number: 1, Barcode: [Generate], Surname: AMBER, Given name: Kaylee, Preferred name: [blank], Borrower Type: J. P. STUDENTS, Loan limit: 2, Year level: REC, Class/Group: RCV, AdminID: 150030, Gender: F, Birthdate: 01/01/2015, Joining date: 28/01/2015, Privacy code: [blank], Address: [blank], Suburb: [blank], Postcode: [blank], Phone(s): [blank], Mobile(s): [blank], Email: [blank], Extra: [blank], Loan note: [blank], Return note: [blank], Write reviews? [checked], Notes: [blank], Mailing title: [blank], Alt address: [blank], Alt suburb: [blank], Alt postcode: [blank], Alt phone: [blank], Alt mobile: [blank], Alt email: [blank], Make private: [unchecked], Items on loan: 2, Items in history: 42, Last loan date: 30/10/2015, Overdue notices: 0, [Go back]

Deleting borrowers

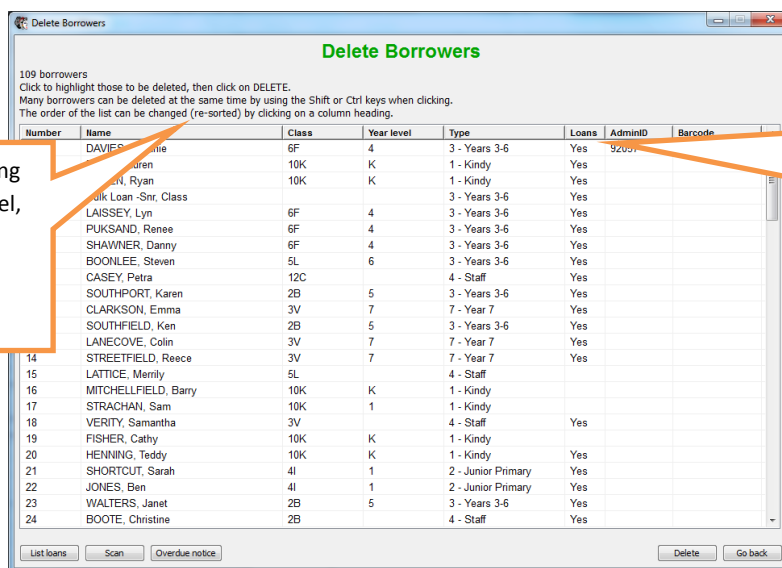
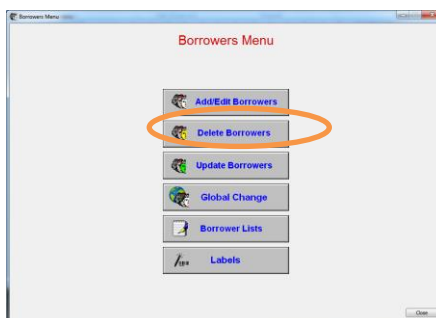
To delete the students leaving the school.

It is not a good idea to delete the students during the year. Just put them in a group called Left.

At the end of the year, do the archive backup then delete the group called Left. That way there is a long term record of their presence and loans.

To delete the group called left or the top year leaving the school.

Go to Borrowers Delete borrowers



Click on the heading to sort by year level, groups, etc.

Those with books out are marked with a Yes

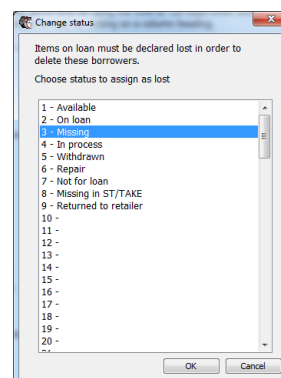
Highlight the borrower/s to be deleted. Use the SHIFT key or the Control key to highlight "blocks" of borrowers. Those highlighted will be deleted.

Press the delete key. Are you sure? Yes.

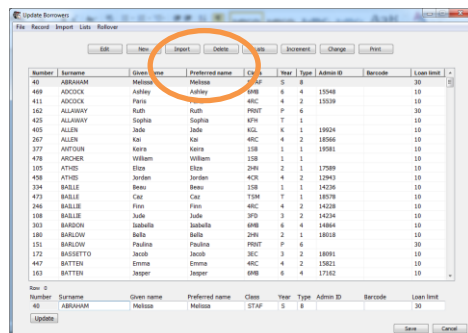
The screen will then ask

What to do with the books on loan? Mark then as missing....

When it is done those borrowers will no longer be on the list.

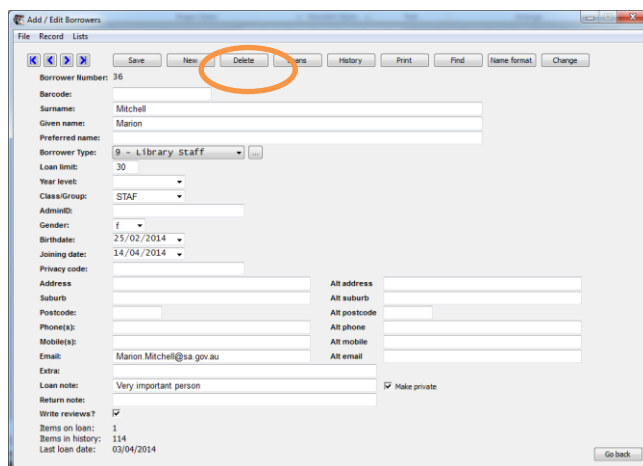


In Borrowers, Update borrowers people can also be deleted, one at a time..



Highlight the one to be deleted. Change it in the box along the bottom press Update and it is done.

In Add/Edit there is also a delete button.



Updating borrowers/Rollover

The three borrower fields that require change are:

- a> The borrower type determines the number of loans and the length of time borrowed. So you only need one type for each loan period and loans.
- b> The group name is the class into which they are going, and is used for overdues. When there are no longer any borrowers in a group it will disappear. If you have “leftover” students, make up a group called odds or left, and put them there.
- c> The year level is their standard of academic achievement and is used for statistical reasons. Check to see that the term of entry is standardised. e.g. 1, or 01 etc.

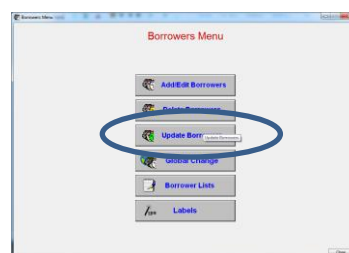
There are different ways of doing this: manually, or through the school admin system data.

Reminder: BACKUP before you start doing updating or importing information!

Delete departed students manually.

To update Borrowers manually.

Do not update the entries one by one in add/edit.



1, Go to update Borrowers

Number	Surname	Given name	Preferred name	Class	Year	Type	Admin ID	Barcode	Loan limit
--------	---------	------------	----------------	-------	------	------	----------	---------	------------

2. Simple change

Click on the one to be changed. Change in the box along the bottom of the screen and click Update. At the end click Save to save them all.

2. Increment

No.	Borrower type	Year levels
1	Pre-prim /Kindy	pp
2	Junior Primary	1,2,3,01,02,03
3	Middle Primary	4,5,04,05
4	Upper Primary	6,7,06,07
5	Teacher	
6	Parent/Community	
7	Relief/Student Tea	
8	OMS	
9	Staff/Non-teaching	
10		
11		
12		
13		
14		
15		
16		

Make sure that the correct year levels are in the correct borrower types. Say ok.

Class rollover

Increment all borrower's year levels?

Yes No

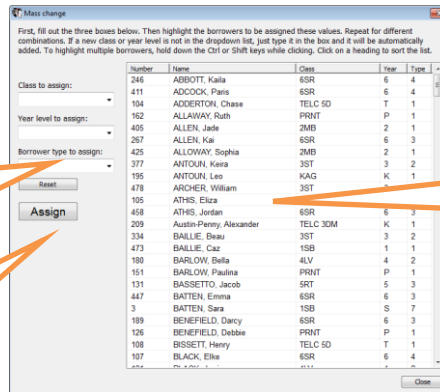
Say yes and everybody will be a year level higher. That takes care of the year level and borrower type. The student must then be put into classes.

OR

Click **Change** to do this.

1. Fill in what needs to be changed. Not all fields need to be filled in. It only changed what is filled in.

3. Click Assign and the borrower will disappear from this list



2. Highlight the borrowers to be changed.

To update borrowers using the school admin system data

Getting the file from the admin system. Each administration database has a different set of steps for producing. Refer to that education system's information on how to export the data.

For EDSAS and RMSIS, fact sheets are available from the respective education authorities.

For CASES 21, use the "Bibliotech" export. It works for Bookmark, too.

A Factsheet is available on request containing detailed information about each of these formats.

1. In Bookmark the student admin ID must be filled in (in Update borrowers).
2. Then the system must be tuned so that the right data goes to the right spot.
3. Then import the data.

In Update Borrowers click Import

3. Choose the system from which the data is imported.

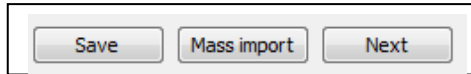
2. Tune the system

Print out the new people

GO!

Preview show a list of who is in the file.

Start asks where the file is and then shows the first borrower with the option of save, Mass import or next

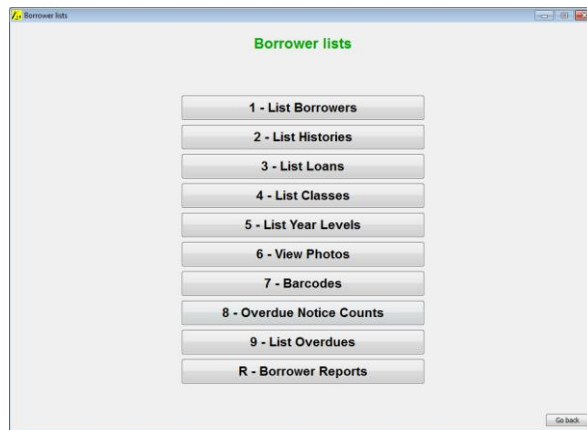


Save will save the person whose details appear on the screen.

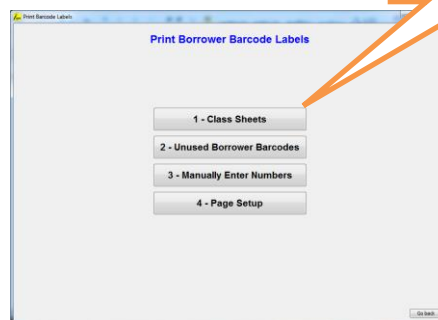
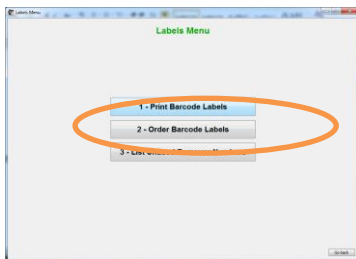
Mass import will import everybody. Before this button is pressed check that the right information is in the right field.

Next will move to the next borrower without saving.

Lists



Borrower labels/barcodes.



Page setup In print barcode labels first, the page setup has to fit the labels in stock if printing to labels.

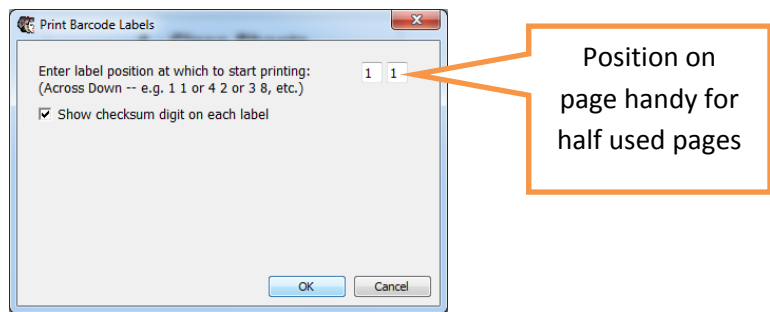
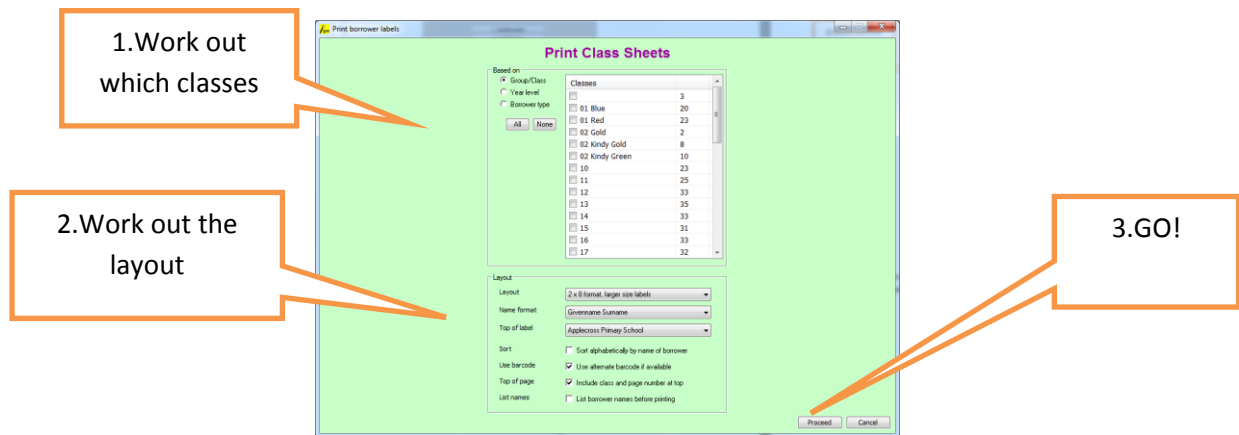
The 'Print Barcode Labels Page Setup' dialog box is shown with various settings. An orange callout box labeled 'Choose default label size' points to the 'Number across' and 'Number down' fields. Another callout box labeled 'Insert school name' points to the 'Header' field, which contains 'Mitchell St. School'. A third callout box labeled 'Determine types of barcodes used' points to the 'Barcode standard' dropdown menu, which is set to 'Code 128'.

Field	Value
Header	Mitchell St. School
Borrower template	ISSSS NNNNN
Site ID	0000
Borrower identifier	8
Number across	3
Number down	15
Top margin (mm)	10
Side margin (mm)	6
Label width (mm)	58
Label height (mm)	17.7999
Horizontal pitch	69
Vertical pitch (mm)	17.7999
Header font size	10
Stripes width (0.1-0.9)	0.3
Stripes height (1-50)	8
Text font size	12
Barcode standard	Code 128

If not using any of the default labels much playing around on paper first to get them right, needs to be done. Ring the Help Desk for assistance. If printing class sheet only the header and barcode style are critical. Once setup the only time it needs changing is if different size labels are ordered.

To print a class sheet.

Go to Borrowers, labels, Print Barcode labels, Print class sheet



Next show check sum (yes is the answer) then a print preview pops up. Press print, and it is done.

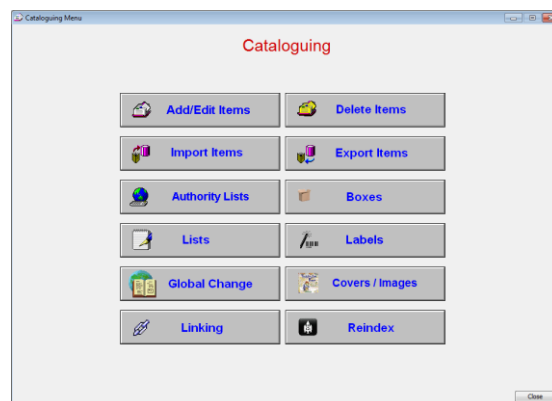
Cataloguing

This section will deal with Add/edit, Import items, Delete items and spine labels.

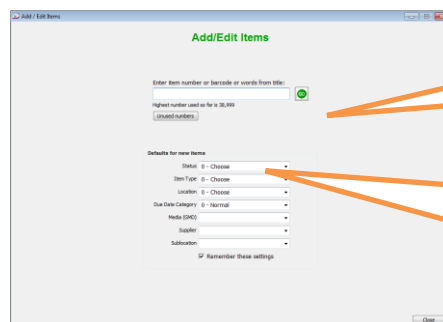
Cataloguing is done according to AACR2(Anglo-American cataloguing Rules), and more recently RDA. RDA has added fields, media type, content types, media type and carrier type. Click on the down arrow on the right of these fields to see the options available. RDA does not have abbreviations e.g. ill. Or illus for illustrations or illustrator. Instead of Bible. O.T. for Old Testament it is now the full word e.g. Bible. Old Testament.

For punctuation pedants <http://www.rda-jsc.org/docs/BCLAPresentationWithNotes.pdf>

For those who just want to make the item findable the rule is **fill in what you understand**. If you don't know what it is leave it out. **The fields that must be entered are title, number item type, location, status and. The field that should be entered as well are barcode, author (if it has one), isbn and cost** However try to add as much as you can.eg isbn is very useful for adding covers.



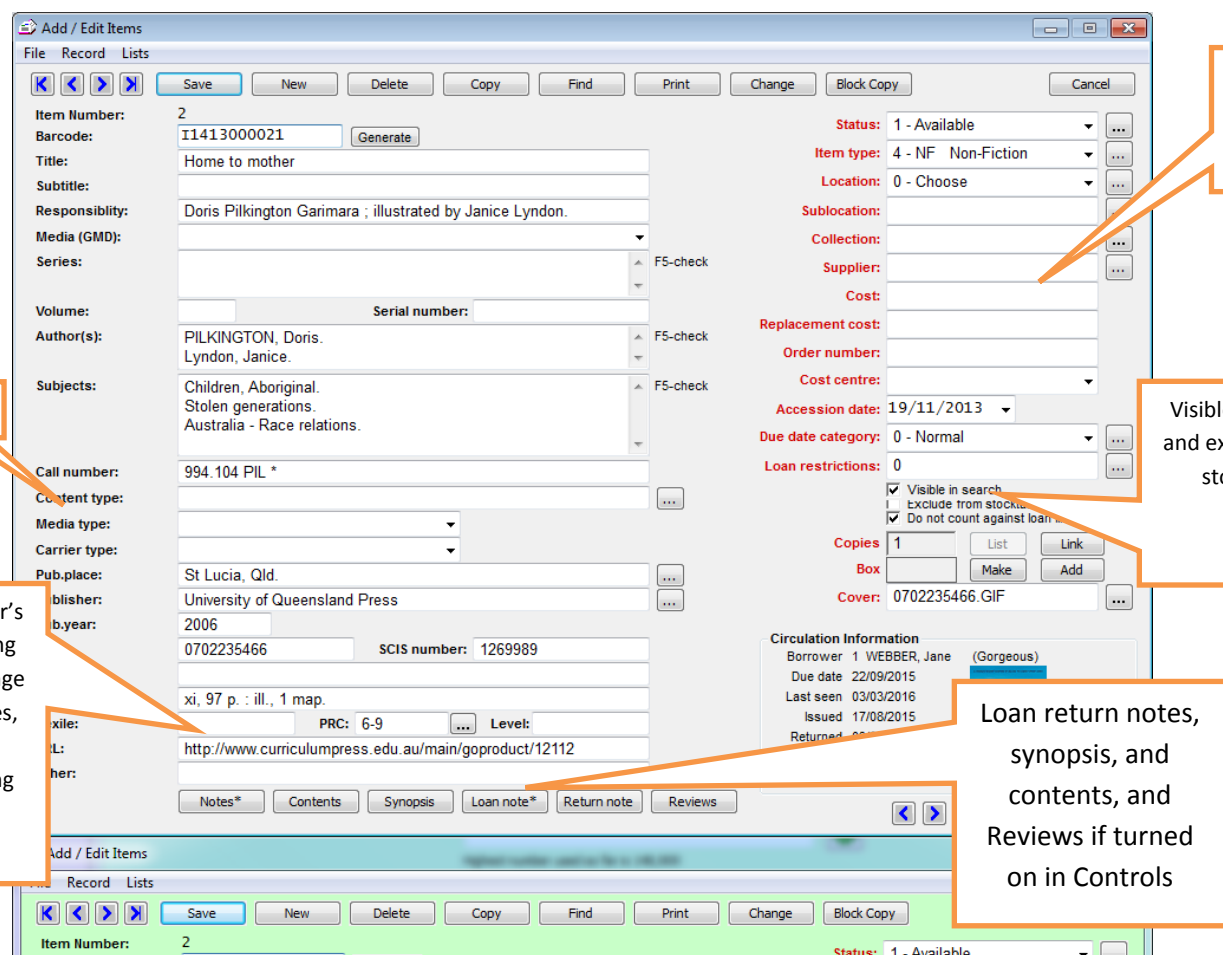
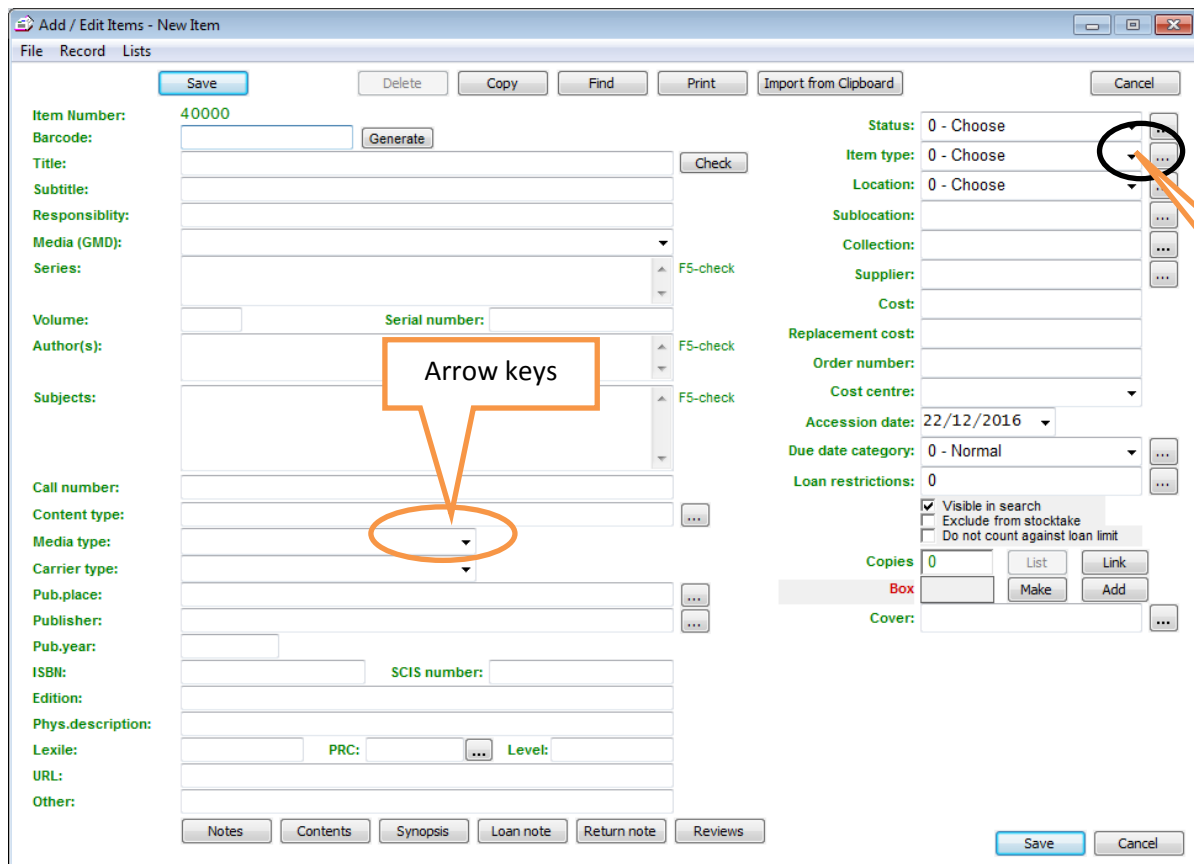
Go to Cataloguing/Add/edit items and scan the barcode or type in the item number

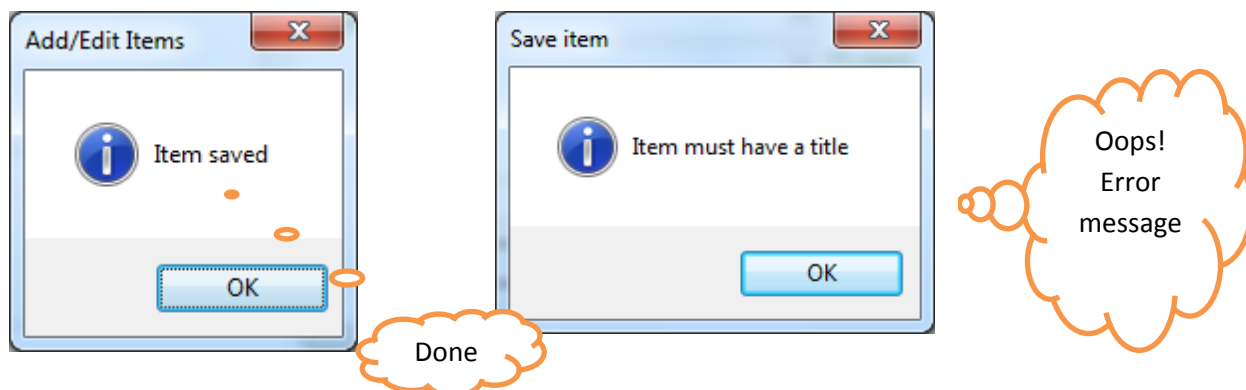


If there isn't a number, Go will take you to the first catalogued record

The list of available numbers to use. Click here to find the next number if not known

The arrow keys on the end of fields allow checking or options. The buttons with the dots allow amendment of the fields presented. It may be slightly slow as it must load the file into the system.





If it is part of a reading scheme or even a grade level, there are extra fields for this. Collection is for instance if purchased by the parent's club, or for the History Department, the Bert Fitz archival collection. Synopsis is a summary of the story. Notes is there for whatever. Contents is useful if for instance there is a single chapter that is very useful, but nothing else covers it. E.g. a kit with three books with different titles enter the titles in the Contents field so they are keyword searchable. Loan and return notes can be used e.g.. check the cd is inside the back cover envelope; this is only available for short term loan. Visible in search should usually be ticked. Exclude from stocktake is useful for websites, catalogued computer documents, Authors, subjects and series are entered into an authority file so that they are the same each time they are used. Press F5 to check. Periodically (preferably once a term) the authority files should be reindexed and rebuilt to speed searching and to help accuracy in searching in public access. For more information on the fields **read the version 10 cataloguing manual**

Multiple copies of a book.

There are three ways of cataloguing copies. It really depends on how many copies and what barcodes were used.

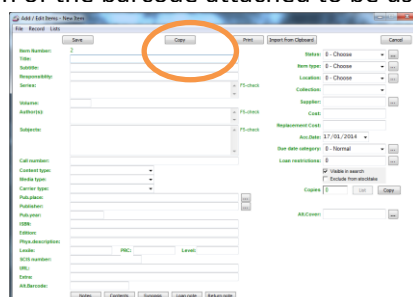
Two simple ways for one or two or three copies.

This applies to close copies, but the close copy must be unlinked.

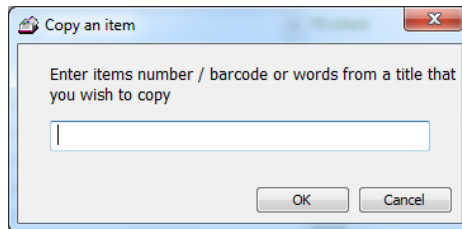
The first way.

Catalogue the first one.

Go to the empty screen of the barcode attached to be used for the next copy. Press the copy button

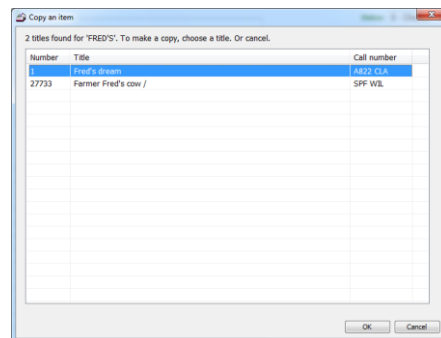


The following notice appears.



If a barcode number is typed or scanned the record will be copied to the new number. Make any additions, alterations, or other changes, and press save.

Typing a single word it will bring up a list of all books with those words in the title.



Choose the one that corresponds, to the search, and press enter and the record will be copied to the new number.

Press save.

These items are now linked for reservations purposes.

The second way.

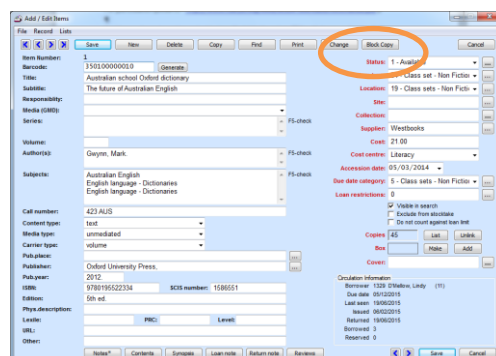
Go into the record of the item already catalogued and press the copy button. Type in the record number of the new copy. The record will be copied into the new number. Change to suit and press Save.


Block copy

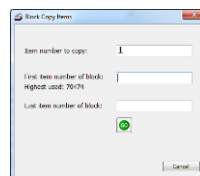
This is where there are 20 copies of the same reader with consecutive barcodes.

Catalogue the first item, pressing save .

Then Click onto Block copy



Enter the next items number. Enter the last item number and press  to catalogue all records between the two numbers.



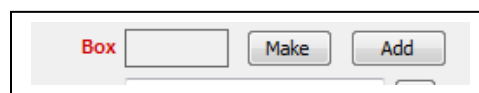
Close copy cataloguing.

This is similar to copy cataloguing except that you unlink before saving. Linking is only for exact copies.



Boxing

This is used for item to be lent as 1 e.g. reading boxes.



Catalogue the container. Catalogue the individual parts. Then put the parts into the container, by clicking make a box in the container's entry in Add/Edit. When it is lent scan the container barcode to issue out all items. When returning the item scan the container barcode, count the items, and type or scan the word BOX to return the contents. If they are items missing, return each item individually and the missing ones will still be issued out to the borrower.

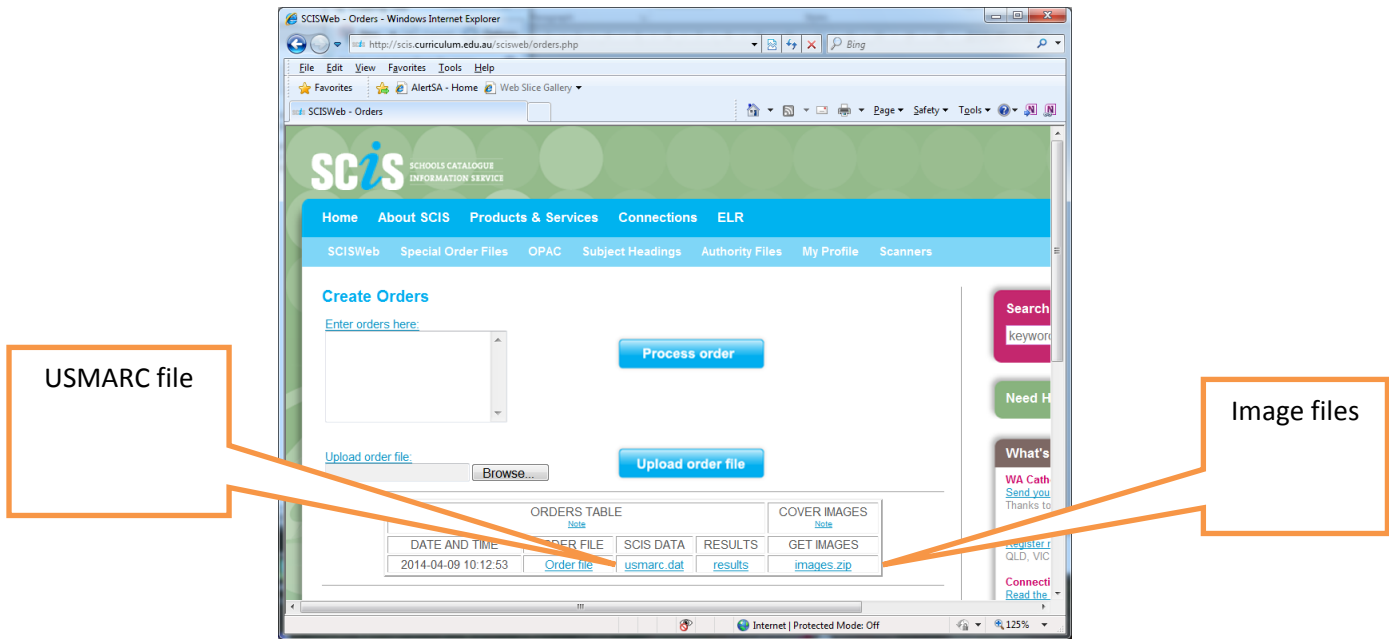
Importing from SCIS

Check Controls / General Controls for the default switches which determine how the data is imported.

For problems creating or downloading the file to the system ring SCIS on 1800 337 405

For problems importing the data ring the Bookmark help Desk. There is a file requestor fact sheet on the webpage.

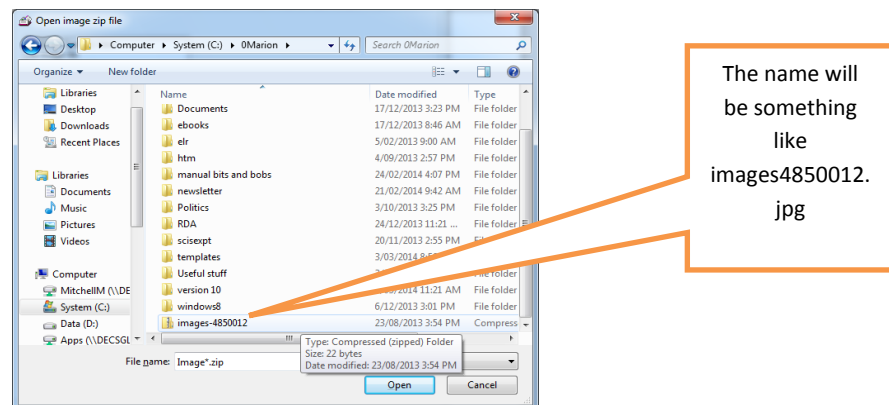
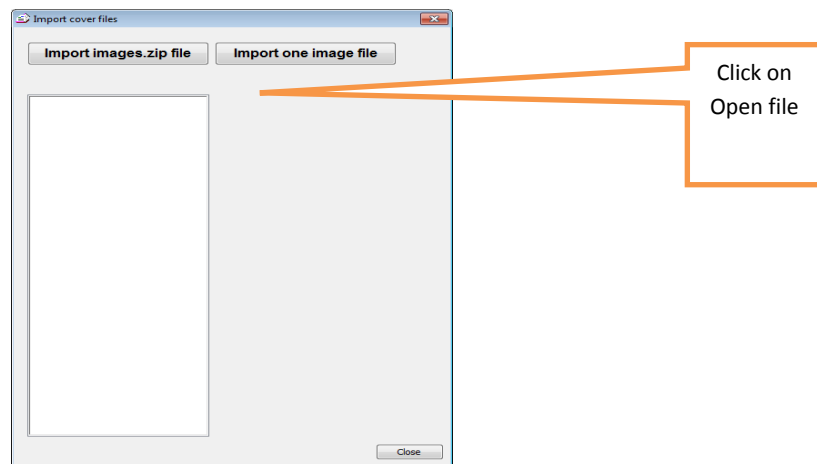
The files to download from Scis are the USMARC files, and the images.zip files from the orders table. Double click the files to save them. Put them somewhere where you can find them again.



Import the covers first, so that it is possible to see which books have covers as the books are imported.

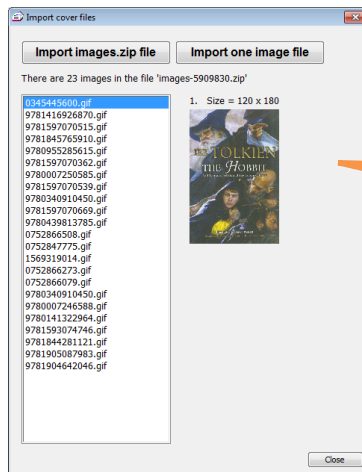
Importing the covers

Go to Cataloguing, Import items, 3 Import covers.



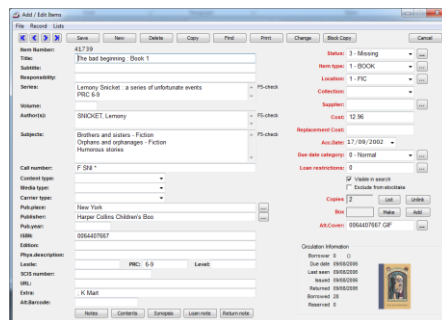
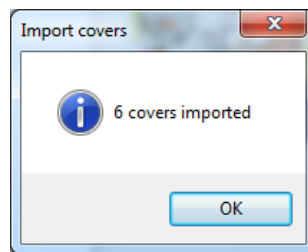
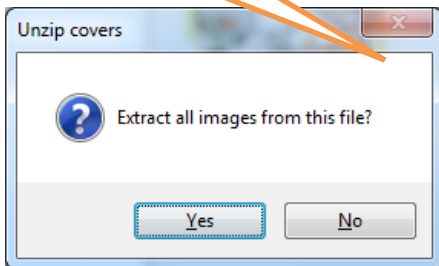
Click open

Number of covers in the file



Clicking on the ISBN shown will allow the image to appear.

Click import all covers.



Cover

There is a way to catch up on all the covers from earlier cataloguing. Advanced course.

Now to catalogue the books.

Go to Cataloguing Import items.



The next box will appear. Choose 1 Import Marc records.

The screenshot shows the 'Import Items Menu' dialog box with the following options:

- 1 - Import MARC records
- 2 - View titles in MARC file
- 3 - Import covers
- 4 - Import Lexiles
- 5 - Mass Import MARC format
- 6 - Import MERGE format
- 7 - SCIS website
- 8 - Import text file format

Callout boxes provide the following information:

- Option 1:** Use to import large numbers of websites, or urls from an ebook supplier
- Option 2:** The titles in this file can be viewed without importing the items
- Option 3:** Import the covers first so the cover is seen when the book is catalogued.
- Option 7:** Go straight to SCIS from here if the firewall permits this

After pressing 1. Import MARC records. The program can set further defaults if importing the same item type, location and status Trailing punctuation e.g. some data from SCIS may have extra punctuation.eg. SCIS recommends leaving it unticked.

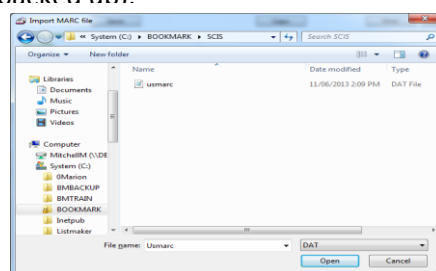
The screenshot shows the 'Import MARC records' dialog box with the following settings:

- Adjustments:**
 - Remove trailing / ; and . symbols from titles
 - Exclude from stocktaking
 - Remove F from beginning of fiction call numbers
 - Remove full stop from end of authors
 - Save SCIS genres as Collection instead of Subjects
 - Authors: Force surname to UPPER case
- Defaults when importing:**
 - Default Status: 1 - Available
 - Default Item Type: 1 - FIC Fiction
 - Default Location: 0 - Choose
 - Default Media (GMD): 0 - Choose
 - Default Due Date: 0 - Normal
 - Default Sublocation:
 - Default Supplier:
 - Default Cost Centre:
 - Automatically check for existing ISBN or SCIS number

Callout boxes provide the following information:

- Adjustments:** You can just fill in what you want to stay the same E.g. all books from 1 supplier
- Tip:** Try to download the same item types in the same SCIS file and fill them in to make cataloguing faster. Only need to add number price and save.

Then to find the file....This all depends on where it was saved and the security on some systems does not allow the user to choose where to save the file. The easiest place to save and find the file again is on a usb. There is also a folder in the Bookmark folder labelled SCIS. The file can be stored there.(These files are not backed up).



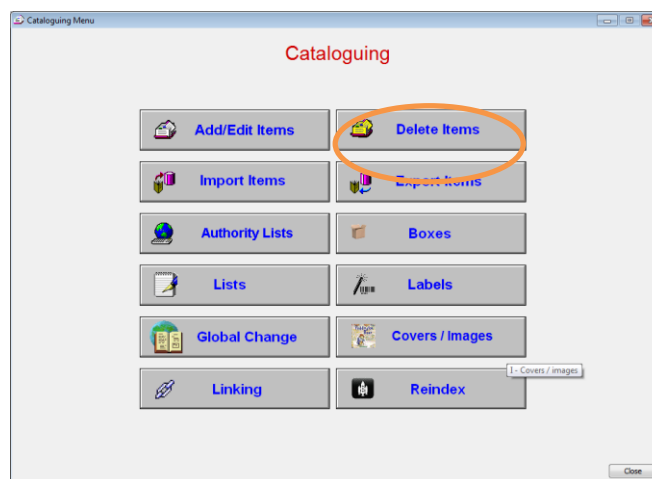
The next screen will hopefully be

SCIS will fill in the information as much as it can, but the parts pertaining to the specific library must be filled. **ie the barcode number, the item type, the location, and the cost** and any other missing information. Check for copies and link them. This is done for reserving items only.

Press the Save button to save, . DONE . If successful the next record will appear. In unsuccessful, an error message will appear.

Deleting items

Deleting and undeleting items



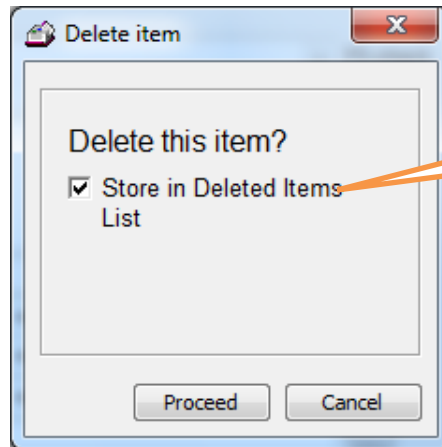
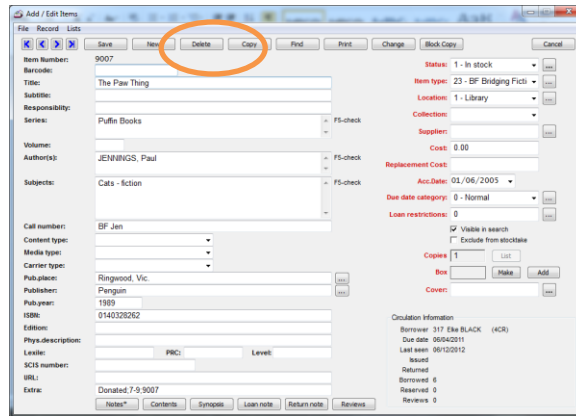
Before deleting an item. Or multiple items check with the auditor about reporting requirement.

Do **not** delete a book by erasing the information in Add/Edit.

Weeding has other considerations. See the weeding factsheet for version 10.

Method 1.

Choose Cataloguing, Add/Edit press the delete button.



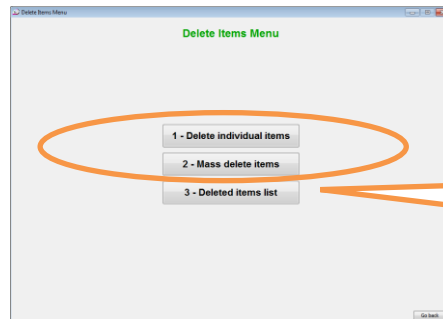
This should be ticked for auditing purposes

Say yes and it is done.

Method 2.

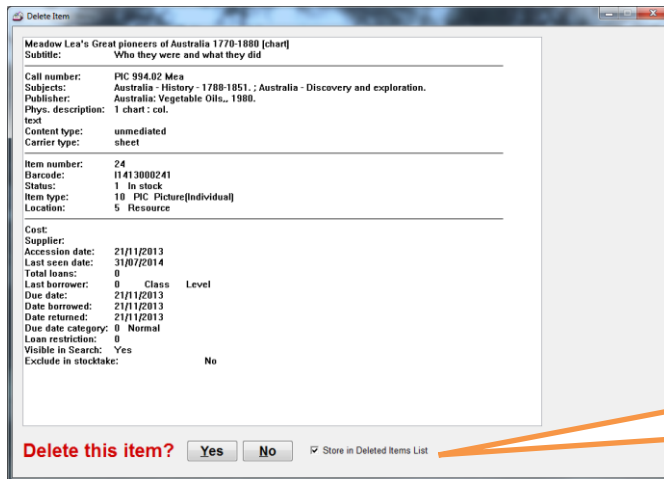
Go to cataloguing, delete items

To delete a single book



The deleted items list

Choose 1 delete individual item



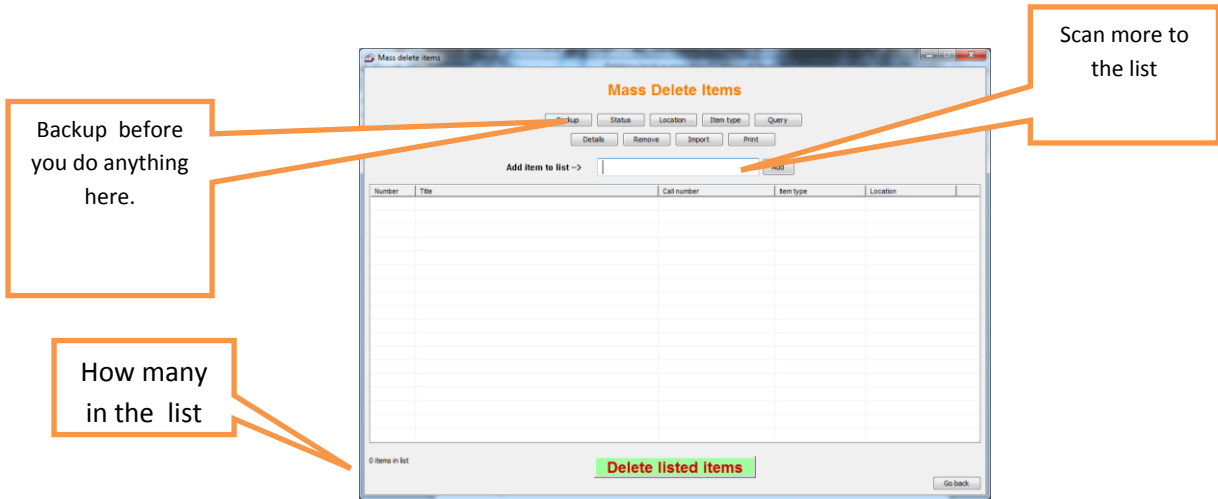
Should be ticked for auditing purposes

Type in the number to be deleted, and the record will be shown. Choose delete this item and it will be deleted. It should be stored in the deleted items list. Different states/system have different rules about how long data should be stored.e.g. SA says 7 years for state schools. Once the item is in the deletion list it is no longer part of the library collection.

Method 3.

Mass deleting

Go to Cataloguing, Delete items, Mass delete.



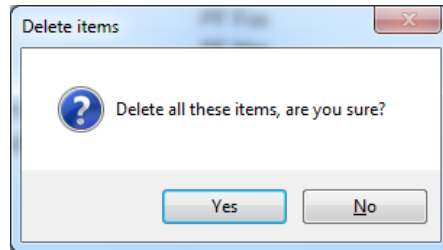
It is possible to delete by:

- item type
- location
- status
- formulating a query
- scanning in a pile of barcodes of items.

The items to be deleted will be in the list.

Items can be removed from the list by highlighting the item/s and clicking remove.

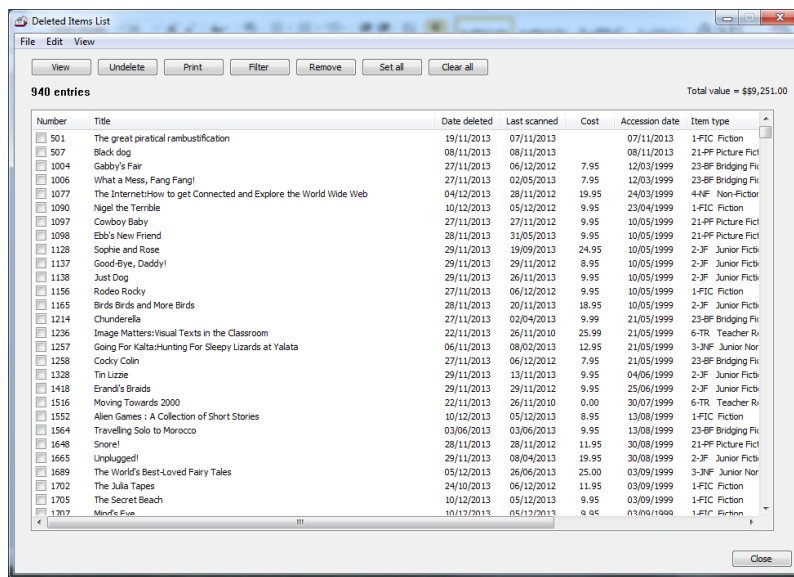
When the list is complete press the delete listed items button



The program will show each item as it is deleted, and the previous screen will appear when it is done. These items will then be in the deleted items list.

Restoring a deletion.

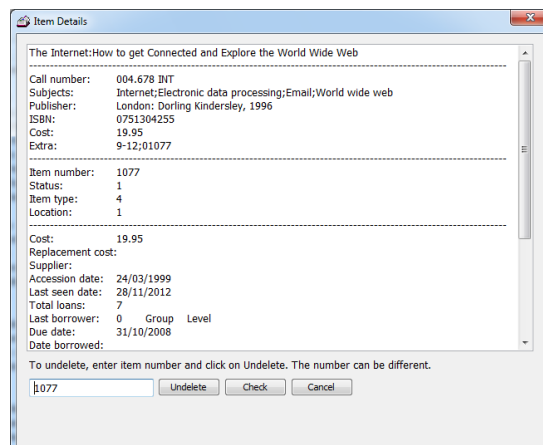
Go to Delete items/The deleted items list



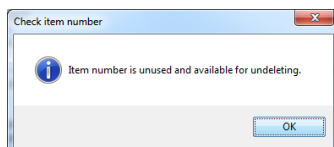
Tick the items to be undeleted and click undelete. This will put the item back into the same number.

If the number has been reused it will not be undeleted.

Double clicking the item with show item details.



Check the number by clicking the Check box. Click Ok, then undelete. If the number has been reused by another item a message will appear and the item will not be deleted.

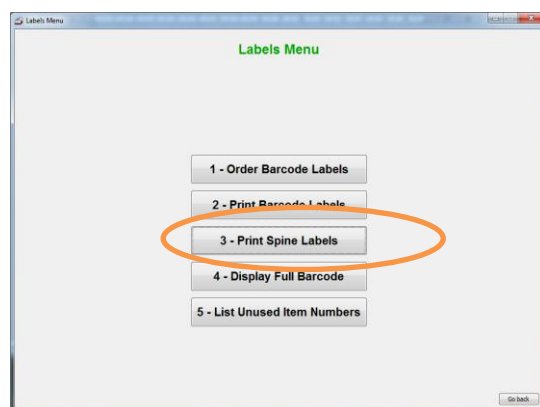


If a number of items are to be undeleted, tick the entries to be undeleted. Click undelete and they will be done.

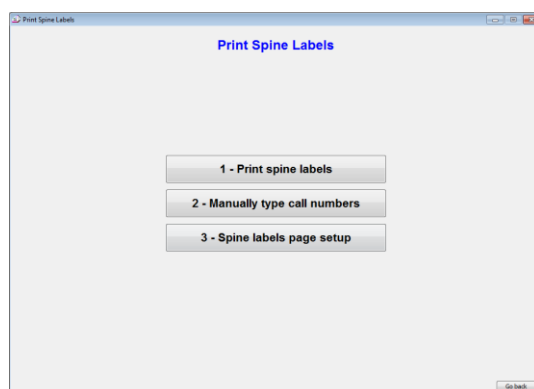
Printing Spine labels.

The easiest way is to order the pre-set sizes listed in default settings. There is an order form for spine labels under barcode label ordering form on the Bookmark web page.

In Cataloguing/ Labels Print spine labels.



There are then 3 choices...



Check the Spine labels page setup the first time, after which it should not have to be touched again unless the label type is changed. Test prints can be made on paper and line up the paper on top of the labels until it is correct.

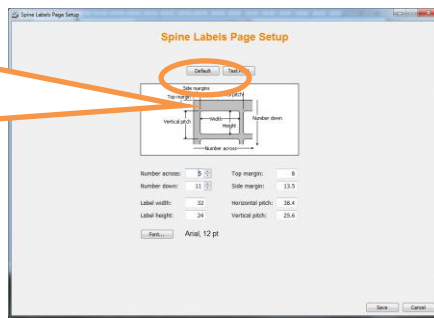
TIP Go into spine labels page setup, and barcode labels page setup and do a ALT-Printscreen, and control V to paste it in a Word document to save it for future reference, in case the setting are lost.

Setting up(4. Spine label setup).

The type of spine labels to be used must be set up so that it prints them in the right spot. Until new spine labels are bought this is usually only done once.

If non-default labels are to be used. It will require patience to set it up. The setting that is most confusing is horizontal and vertical pitch. Ring the help Desk for assistance.

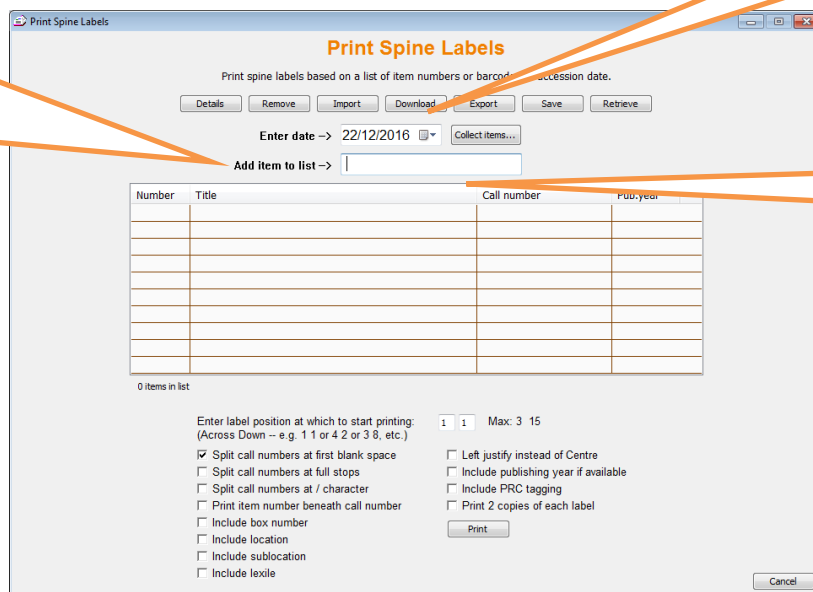
Default sizes
See the
barcode
ordering fact
sheet on the
Bookmark web
page



Once it is set up it would be good for the setting to be recorded on paper somewhere so that it perchance they are lost they can be re-entered easily.

Print spine labels.

Select the items
based on accession
date
Select date and
press the collect
items button



From the portable barcode reader

Scan the
barcode

The item that will have printed spine labels will appear on the screen. The label will not print if there is no call number.

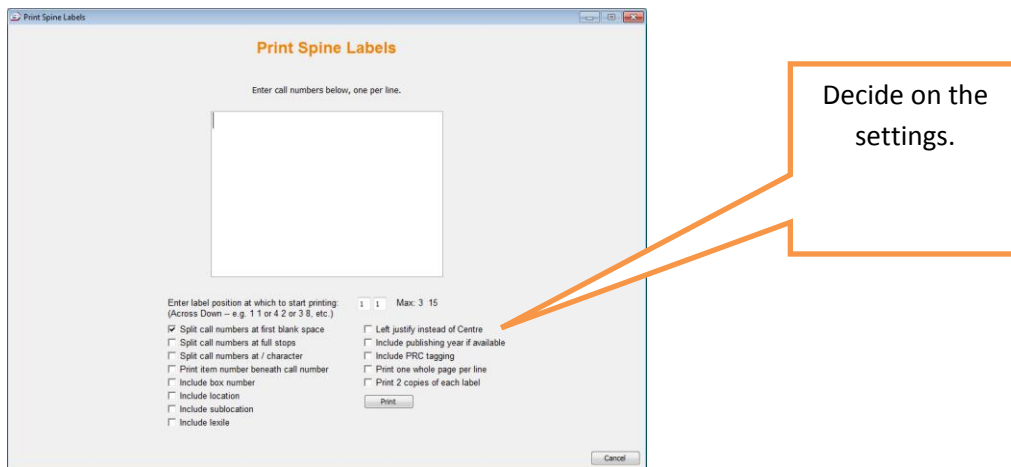
Make decisions about the way the numbers are to be printed

Click the print button.

Done.

Printing spine labels manually

Type in the numbers. Tell the program how to print them, e.g. multiple lines, etc, and press print. The spine labels setup page applies to this screen as well.



Press print. What you see is what you get. Done.

Printing a page of the same label

The spine label printing system can also print the same label in every cell on a page. This can be used to create a page of "stickers" for example.

To do this, tick the box labelled "Print one whole page per line".

Each line typed into the white box is printed on an entire page.

Circulation

This section deals with borrowing, returning, extend and reserving a book

Borrowing a book.

The basic action is simple. In loans Scan the borrower name, scan the item and it is done.

Circulation is controlled by the Circulation Controls in Controls and Borrower types.. This determines what appears on the screen. Things can be easily hidden .If the screen on the computer looks different to the illustrations, check out the Controls.

The screenshot shows the 'Circulation Controls' window with several callout boxes:

- Set as few as possible:** Points to the 'Loan Block passwords, commands and switches' section.
- This one makes the user use the barcode scanner:** Points to the 'Circulation Controls' section.
- Set the main password for Circulation Controls to prevent student access from Circulation:** Points to the 'Setup name' field.

Below the main window, a table shows loan settings for various items:

No.	Description	Loan limit	Resv limit	Ovd block	Year levels	Duration/date	Due date	Restriction
20		10	5	blocked		14	28/01/2015	Unrestricted
21		10	5	blocked		14	28/01/2015	Unrestricted
22		10	5	blocked		14	28/01/2015	Unrestricted
23		10	5	blocked		14	28/01/2015	Unrestricted
24		10	5	blocked		14	28/01/2015	Unrestricted
25		10	5	blocked		14	28/01/2015	Unrestricted

Below the table, a detailed view of item 17 is shown:

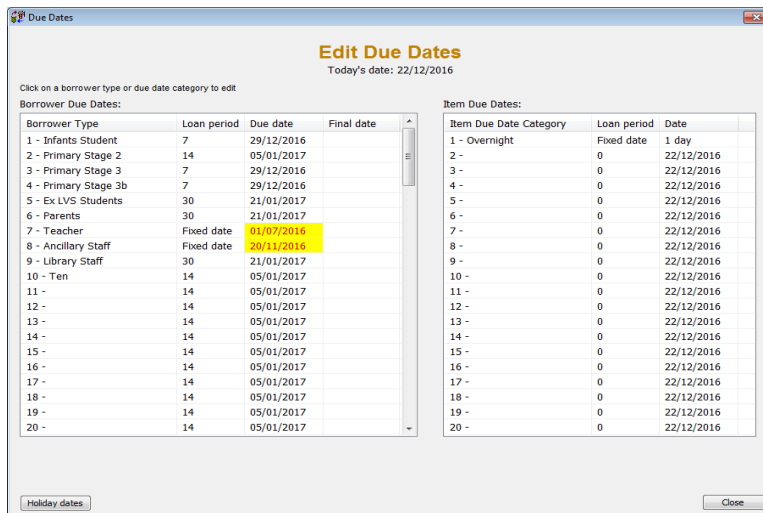
No.	Description	Loan limit	Resv limit	Ovd block	Year levels	Duration/date	Due date	Restriction
17		10	5	blocked		14	28/01/2015	Unrestricted

Borrower for which

by a borrowers and the length of time

Item due date categories can override borrower due dates. This is set in cataloguing add/edit against specific items.

The date screen reads from the computer it is appearing on, to determine the current date, and time.



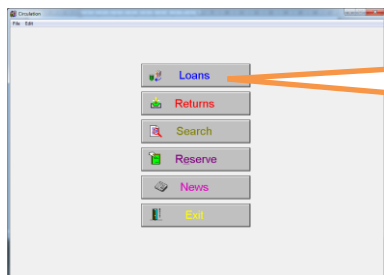
The barcode setting determines what the barcode scanner reads. This is set up depending on the types of barcode used in the school.

Hint In Controls , do a screen dump of the barcode setting and print them out, when it is known that they are working to give a comparison basis if they stop working.

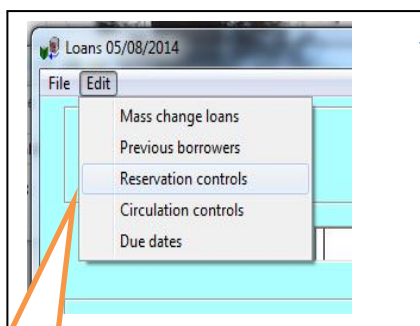
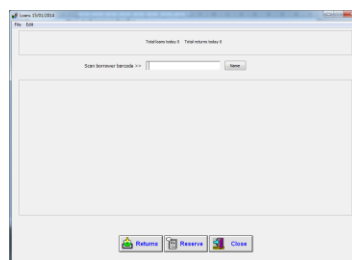
If Circulation is clicked and it doesn't even go to loans **RING the Help Desk**. Either the program is having a hiccup or the data has a problem.

Borrowing the item

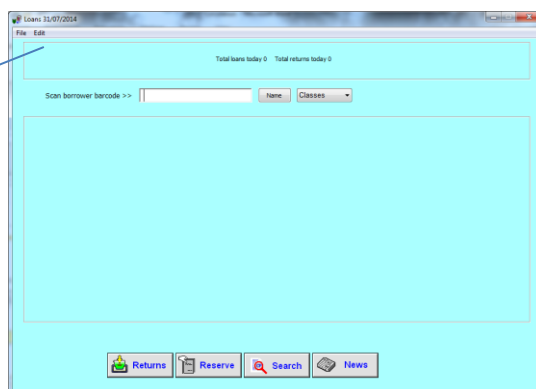
The screen that appears may come up in either format depending on the switches



Click here for loans



Give these the Circulation Controls password Librarian stuff



Step 1. Scan the borrower number...

Don't have the borrower number .

Click Name. This may or may not be passworded depending on the Controls in Circulation Controls. The override password may have to be entered. The name entered may be the given name or the surname. Highlight the person required and press ok. If name and /or class button doesn't appear check the switches.

What can go wrong with the borrower number?

The number flashes up then disappears.

Cause

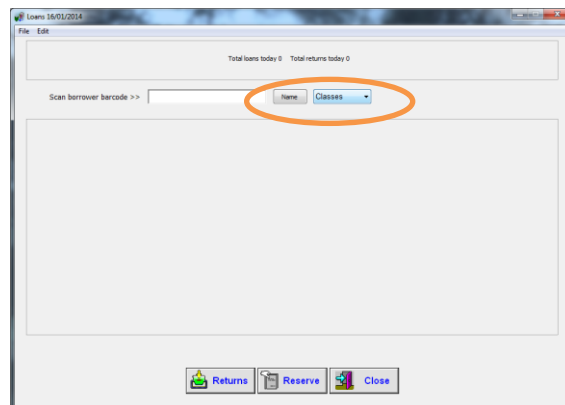
The borrower is not registered? Check Borrower/ add/edit to make sure the borrower is registered. If the number is typed in, does it work? If so, check the barcode specification in Controls Barcode setting to check for corruption.

Scan the barcode again in a program called Notepad. If the numbers appear on the screen and just sit there the scanner is ok. If they do not appear there is a hardware scanner problem.

Did that barcode work before? Or is it a new one just printed? If the number is typed, does it work? If there is an error message? Ring the HELP Desk having written down the full message.

Doing class loans?

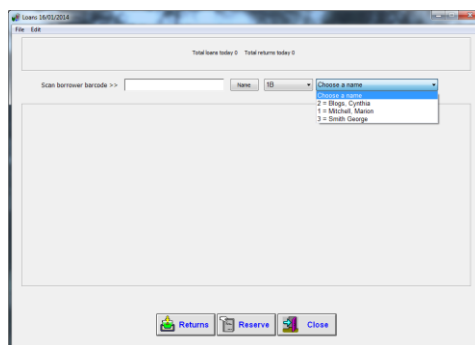
There is a switch in Controls/Circulations Control that allows a class list to be displayed.



Click on the button to list the classes.

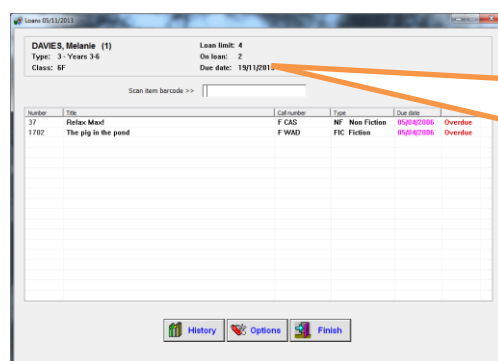
Choose the class.

The students will be listed. Choose the student.



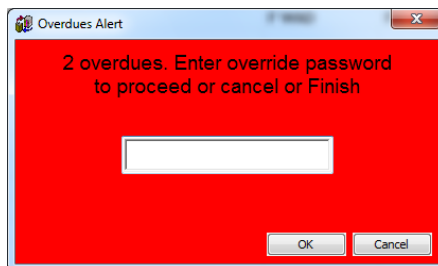
Assuming the borrower number

This borrower has two books overdue- 4 books is the limit for this borrower.



Number of books allowed to be borrowed, and number of current loans

After scanning the item barcode for the next book this message may appear, depending on the loan block settings in Borrower types. This is a chance to notify the person about returning their books, refuse to lend more until they do, or use the override password to allow them to borrow more books. That is an administrative decision.



Other steps to borrowing-

Restricted item. There are two ways to restrict items.

1. Using the loan restriction against a book in Add/edit.
2. Or using the restriction button against borrower types in Borrower type categories.
3. Book is reserved for someone else.
4. Book has a different status and the Controls Circ Controls switch is OFF

The Loan Block password to override these restrictions is in Controls in Circulation Controls

HINT Turn this into a barcode so it may be scanned In Controls, passwords, Print passwords barcodes. That way the use of this password is controlled, and the word is not known, to increase security.

If the **sounds** are infuriating, turn them on or off except for the important ones. E.g. Loan blocked. Controls/Circulation Controls /Sounds.

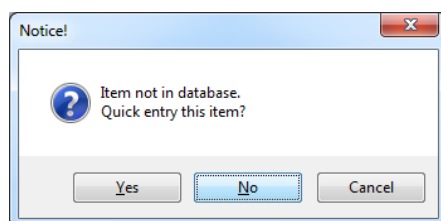
Wrong due dates for items. The dates are set up in three places.

- 1 In the computer clock itself.
2. Or the due date for the borrower may be incorrectly set in Controls, Borrower tables and dates.
3. Or the book itself may have a due date category. Due date categories are set on Controls Item tables and dates, due date categories. Which due date category assigned to a book, is set in add/edit.

No barcode.

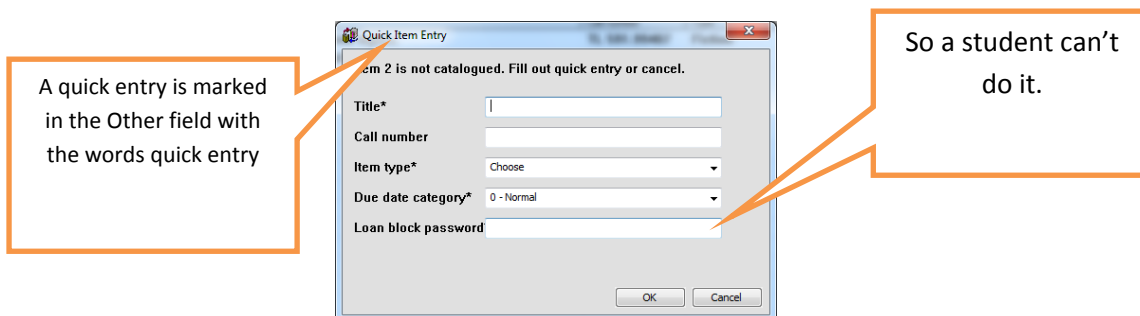
Type in the significant digits of the borrower or item barcode. E.g. B 1234 00**234** 8 the significant digits are 234

Providing the typing code is not set that should work. If the typing code is set in Controls, Circ passwords, type the code in front of the number to lend or return the book.



If the above message appears the book is not catalogued. You can create a quick entry for the book giving minimum details. When the book is returned it will say it is a quick entry so that it can be picked up for correct cataloguing.

HINT Set a different sound in Controls Circ Controls Sounds button so that there is a sound warning when it is returned.

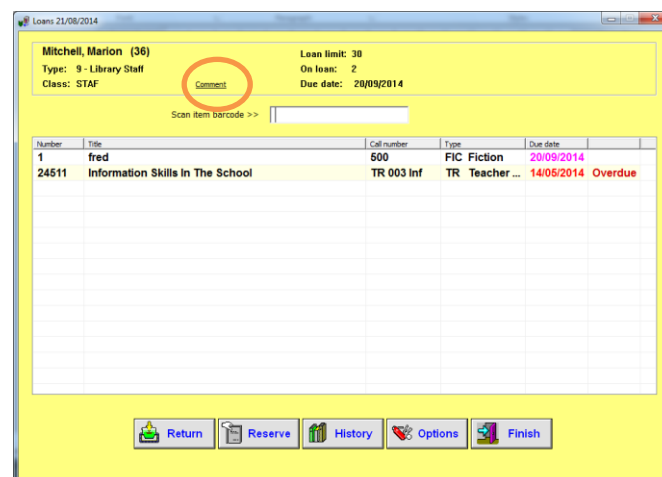


Loan notes and return notes.

A loan note can be set against the item(In cataloguing/Add/edit) or the borrower(in Borrower/Add/edit)

Just press enter or OK to get past it.

If it is a private note the word comment will appear under the person name. Scan the Comment barcode, or type the word COMMENT to see the note. It may also be passworded.



Borrowing a box.

A box is specially catalogued so that the whole box with its contents are lent in 1 action.

Borrowing the box just involves scanning the container's barcode.

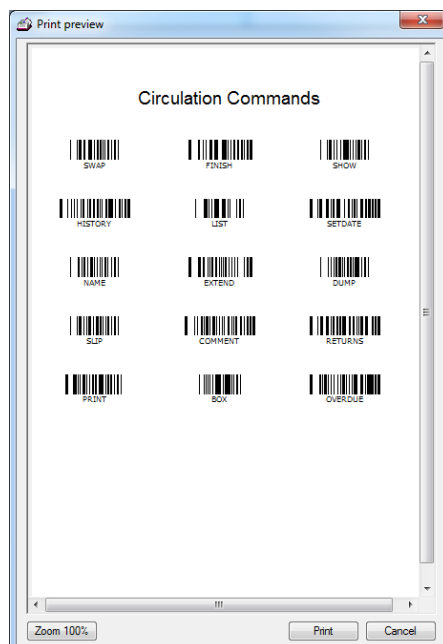
Returning is different. Scan the container's barcode, check the contents, and then scan the word BOX or type in BOX to return the contents, or alternately work with the popup window.

Security

If you have a problem with children using other people's barcodes you can set up extra security. Check the manual for the security settings.

If the children sneak in to return the books by just typing in the number this can be stopped by setting a typing code in Controls, Circ controls. Turn it into a barcode.

Circulation barcode labels

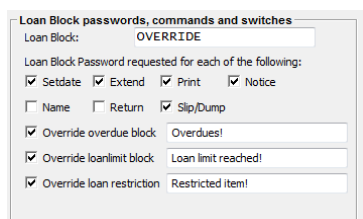


Circulation barcode labels.

A copy of these labels may be obtained by printing them from Cataloguing, Labels Print barcode labels: circulation labels. It is best to print from a laser printer as an inkjet may not print them finely enough for the barcode reader to be able to read them.

They can be used by scanning with the barcode reader or just typing in the letters of the word.

They can also be turned on or off in Controls/Circulation Controls/Loan Block passwords.



Swap

If in Loans in general it will go to the general returns screen and back again when you scan it again.

Any item can be returned whilst in the returns screen.

This option may be turned on in Controls Visible buttons.

Finish

If in a specific borrower it will "finish" using any messages e.g. the following reserved item is available. If there are no messages it will take the screen back to the circulation menu.

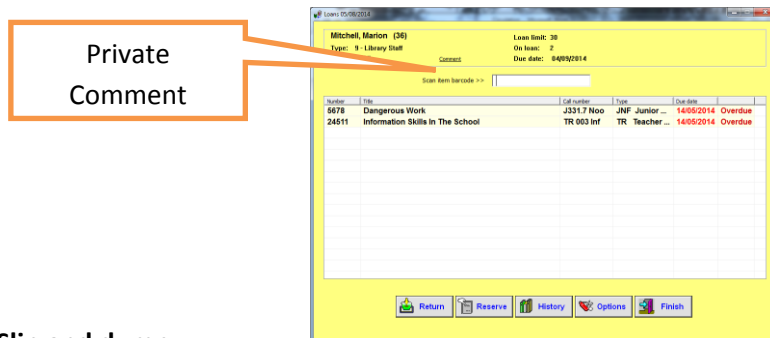
Name

A child comes up to the library and the borrower barcode is not immediately available, and the name button is turned off, scan the NAME barcode . A password may be required if the switch in Controls is set.

Then type in either the given name, the surname or the first two or more letters of the name and the screen will list all borrows with that combination of letters. Highlight the one required and press enter to go to this person and continue with a loan etc.

Comment

There are two different types of borrower comment available in Bookmark, public, private
 A public comment flashes immediately the user goes into loans. A private comment does not need to be readily displayed, but one that could prove helpful to the librarian. E.g. make sure this borrower reads books that are not too easy. In Borrower add/edit next to the loan note field, tick the make private box. Then when that borrower's name is opened in loans there will appear the word Comment and clicking on the word will bring up the password depending on the setting in Controls, Circulation Controls.



Slip and dump

These are turned on or off for continuous use in Controls Circ Controls Loan receipt controls. If you don't want to print from the circulation menu, password it in the Loan Block passwords.

For occasional use go into the borrower and type in either slip or dump to activate it. Issue loans and on exiting the borrower the current loans will print out if the printer is turned on. Slip prints out the *current* transactions in narrow format for the small transaction printers. Dump prints out the *current* transactions in standard format.

Print

PRINT prints out *all* loans of a particular borrower.

In loans enter the borrower number scan or type PRINT to get a printed list of all items on loan to that borrower. Password it to prevent indiscriminate printing.(Loan block password, tick print box)

List or Show

If the privacy switches in Controls is turned on, a user's loans are not shown in loans. But by typing in LIST or SHOW and then supplying a password these items are then visible.

Extend

In loans after calling up a specific borrower scan or type EXTEND to bring up a list of all loans to this borrower. Press the button that says Select ALL to mark them all then ok to extend them all. If you only wish to extend some items, highlight the selected items to mark them and press OK. A password may be requested after scanning EXTEND depending on current switch settings.

Status

Someone reports a book on loan as missing. Return the book, by manually typing in the password(with typing code if set). Scan the status barcode and type in the status number for lost. and change the item's status to lost without leaving the return's screen. A message confirming the change will appear on the screen. Typing the word STATUS space, and the number will also do the same thing. This method will also work for In repair status, or Weeding status.

To turn the lost status into a barcode, where there is no need to type in the number, go to Cataloguing Print barcodes <3>print barcode labels. Type in the word STATUS followed by a space and then the number for missing status (specific to the site) and press enter. This creates the barcode. Then return the book manually and straight after and scan the 'lost status barcode'. The book is quickly and easily marked as lost without leaving the circulation returns screen.

History

In Circulation, Loans go into a borrower's screen and scan the HISTORY label or type the word HISTORY to see the books read by this user.

Setdate

A borrower wants items for a time period other than usual loan period. Go into Loans into the borrower's name and type or scan SETDATE. Override passwords are required for this to work. Enter the required loan period. Scan the books. All books borrowed at this point in time will be due on the set date. Dropping out of the borrower will complete the process and the due dates will then be the normal dates relevant to that borrower.

Box

If a box container barcode is scanned, only the container will be returned. On it is ascertained that all content are present scan the BOX label to return the contents of the boxed item. In stocktaking, once it is ascertained that all content are present scan the the BOX label to stocktake the contents.

Main/override password barcode.

Turn this into a barcode, to save having to type in constantly. Laminate a card, and keep it secure. This increases security as you don't have to tell anyone the main password, just give them the card, and retrieve it after. Same with the override password card.

To make the card, go to Passwords, an press the Barcode button, type in your password,, press enter/OK and it will print out a sheet of barcodes (without the word being written underneath)

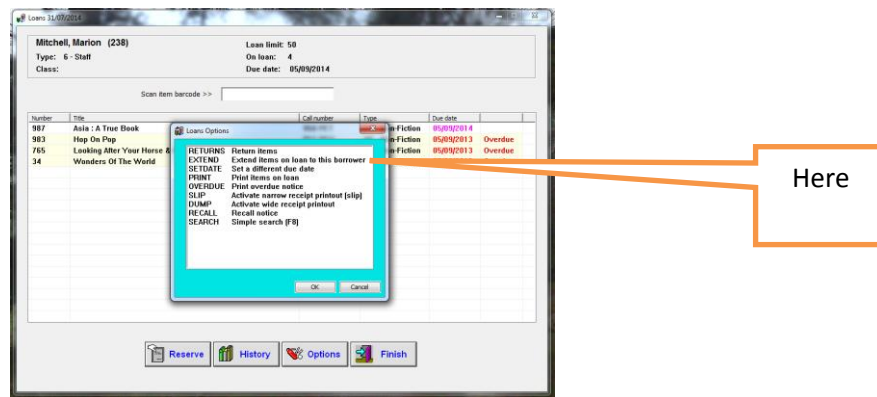
Extending a book.

The Controls covering this area are in switches, and the Loan Block passwords in Circulation Controls. The switches are "Extend by entering and item" and "Do not allow borrowing same item two times in a row." At the beginning of the year make sure the due dates have been changed first.

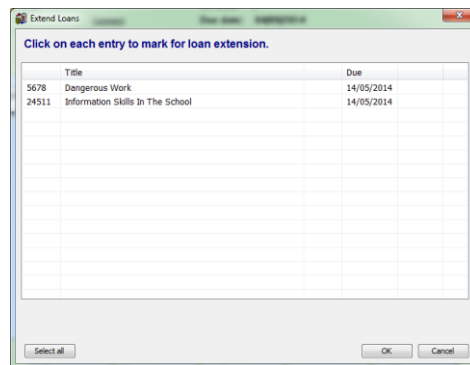
In Circulation, go into a borrower. If the correct switch is set the book can just be re-scanned or the item number re-entered to extend it.

OR

Click on Options highlight Extend.



The alternative is to type the word Extend(may be passworded), where it says Scan barcode



Click each item to be extended, and the word Extend will appear on the right. Press OK to extend the marked items, and providing the due date is correct they will be extended.

Reservations

To reserve a book the settings must be right and there are a lot of settings. The borrower has the number of reservations set in Borrower tables. There are different settings for Circulation and for Searching, since reservations can be made from both, either or not at all. It can be passworded or not. There are also settings against the items for the number of reservation that can be made against an item.

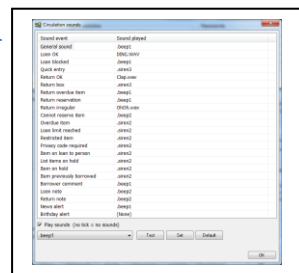
Control Borrower types

No.	Description	Loan limit	Resv limit	Over block	Year levels	Duration/date	Due date	Restriction	Count
1	Stage 1 - 183 C to 1	10	10	<input type="checkbox"/>	no block	7	12/08/2014	Restricted	635
2	Stage 2 - 13 & 14	10	10	<input type="checkbox"/>	no block	7	12/08/2014	Restricted	72
3	Stage 3a - 13	10	10	<input type="checkbox"/>	no block	7	12/08/2014	Restricted	31
4	Stage 3b - 16	10	10	<input type="checkbox"/>	no block	7	12/08/2014	Restricted	23
5	Ev LVS Students	4	2	<input type="checkbox"/>	no block	30	04/09/2014	Unrestricted	10
6	Parents	30	5	<input type="checkbox"/>	no block	30	04/09/2014	Unrestricted	42
7	Teacher	200	10	<input type="checkbox"/>	no block	Fixed	01/08/2014	Unrestricted	28
8	Ancillary Staff	30	10	<input type="checkbox"/>	no block	Fixed		Unrestricted	12
9	Library Staff	30	100	<input type="checkbox"/>	no block	30	04/09/2014	Unrestricted	4
10		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
11		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
12		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
13		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
14		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
15		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
16		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
17		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
18		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
19		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	
20		10	5	<input checked="" type="checkbox"/>	blocked	30	04/09/2014	Unrestricted	

Here

Controls, Circulation Controls

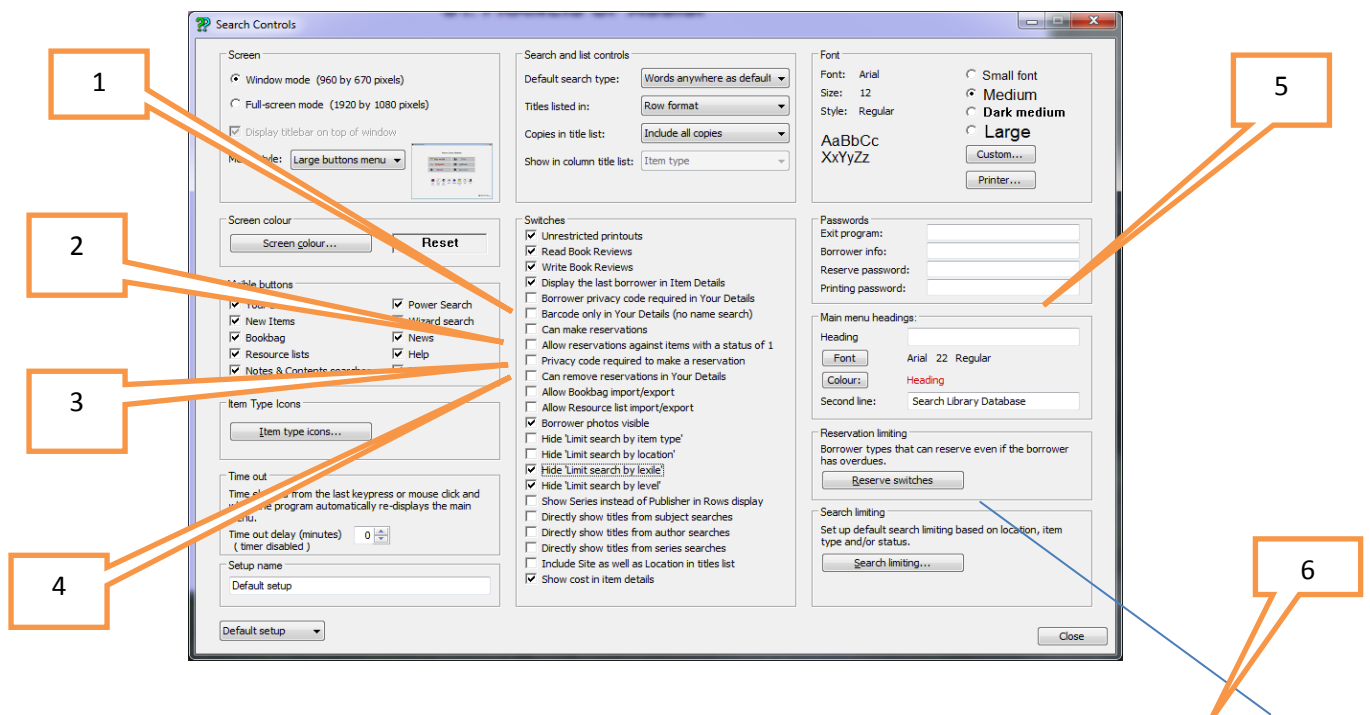
1. Borrower is allowed to remove reservations
2. Allow reservations against status 1 books.
3. Visible button
4. Auto print reserve notice
5. Hold notification popup windows
6. Reservations password. Use same password in Search Controls to reduce confusion.



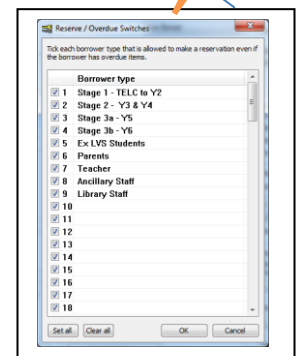
Sounds can be set for return reservations, and item on hold.

Make sure play sounds is ticked. Highlight the action. Choose a sound for the drop down list at the bottom. Set.

Controls/search Controls.

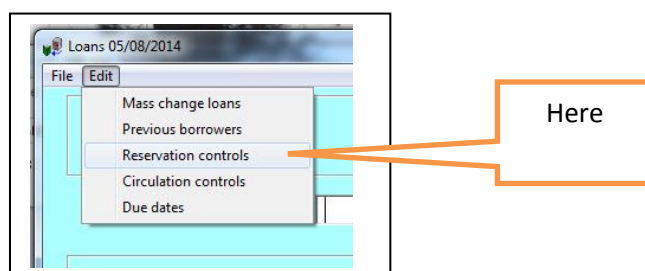


1. Can make reservations
2. Reserve against status 1 item
3. Privacy code required to make reservation
4. Remove reservations
5. Reserve password. Make same as Circulation reserve password.
6. Borrower types allowed reserves even if overdue books.



Controls, reservation Controls

This screen can also be accessed from Circulation Loans, Edit in the top left corner.



Reservations and Holds

Order	Item	Link	BN	Date	Time	Title	Status	Name	Class
1	29590	29590	435	12/05/2015	09:39:36	The 13-Storey Treehouse	n/a	NOVAK, Siena	2MB
2	34960	34960	497	12/03/2015	13:50:45	The adventures of a goblin called g...	on hold	COATES, James	3ST
3	8903	8903	32	29/04/2015	10:09:28	Anzac	on hold	VALLENDER, Leesa	STAF
4	34790	34790	336	14/05/2015	13:42:30	Colour illusions : visual tricks, fanta...	on hold	SIMPSON, Samuel	3ST
5	28102	28102	230	10/03/2015	11:09:35	Guinness World Records 2011	on hold	HADDAD, Damon	1SB
6	28717	28717	310	19/05/2015	11:17:22	Guinness World Records 2011 : Ga...	n/a	SIMPSON, Thomas	1SB
7	34210	34210	200	07/05/2015	13:48:49	Guinness world records 2014	n/a	HADDAD, Charlotte	3ST
8	29322	29322	399	05/05/2015	10:10:23	Kangaroo and Crocodile : my big b...	on hold	WORKROOM	STAF
9	34697	34697	450	11/05/2015	11:23:09	Laff-o-tronic monster jokes!	n/a	ROBINSON, Ella	SRT
10	35240	35240	239	07/05/2015	14:22:21	Mind muddlers : what you see is no...	on hold	JENKINS, Lalla	4LV
11	32620	32620	201	07/05/2015	14:20:52	Optical Illusions	n/a	EDIS, Oliver	4LV
12	38130	38130	105	14/05/2015	14:27:19	Pearlie goes to Rio : Pearlie - Book 16	n/a	ATHIS, Eliza	4LV
13	9031	9031	442	02/03/2015	12:23:31	Where's Wally Now?	on hold	POLLARD, Tate	6SR
14	9031	9031	1	10/09/2015	11:54:42	Where's Wally Now?	n/a	WEBBER, Jane	STAF
15	20230	20230	442	02/03/2015	12:23:22	Where's Wally? The Great Picture ...	on hold	POLLARD, Tate	6SR
16	37915	37915	450	27/04/2015	11:15:27	Withering-by-Sea : a Stella Montgo...	on hold	ROBINSON, Ella	SRT
17	37915	37915	8	06/05/2015	10:09:01	Withering-by-Sea : a Stella Montgo...	n/a	PONCE, Filomena	STAF

Change list order: [up] [down]

bottom of reservation and hold notices.

This item is not yet available. Do you wish to keep the reservation?

Hold message: This item is now available.

Maximum reservations per title:

Maximum reservations per person per title:

Include phone number on notice

Print hold notices in narrow SLIP format instead of normal

Buttons: Display entry, Remove entry, Age list, Print notice, Batch print notices, Print entire list, Print holds only, Print for a title, Clear list, Export list, Email hold notices, Borrower types, Swap reserve status, Realign, Close

To reserve a book.

In Circulation go into the borrower and press the reserve button.

Loans 05/08/2014

Mitchell, Marion (36) Loans limit: 30
 Type: 9 - Library Staff On loan: 2
 Class: STAF Due date: 04/09/2014

Scan item barcode >>

Number	Title	Call number	Type	Due date	Status
6678	Dangerous Work	J331.7 Noo	JNF Junior ...	14/05/2014	Overdue
24611	Information Skills In The School	TR 003 Inf	TR Teacher ...	14/05/2014	Overdue

Buttons: Return, Reserve, History, Options, Finish

Here

Enter the item nu

Make a Reservation

Reserve an Item

Mitchell, Marion (36)
 Class: STAF
 You can reserve up to 100 Items
 You currently have 8 reservations and/or holds

To find an item you wish to reserve, enter its barcode or one or more words from the title. Then click on Find.

Make a Reservation

Reserve an Item

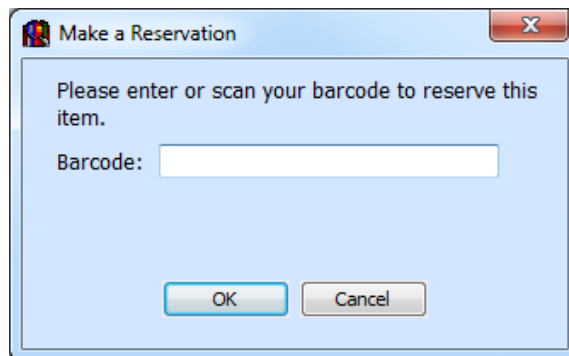
Mitchell, Marion (36)
 Class: STAF
 You can reserve up to 100 Items
 You currently have 8 reservations and/or holds

Highlight item to be reserved below and click on the Reserve button.

Title	Call number	Status
28706	31st	In stock

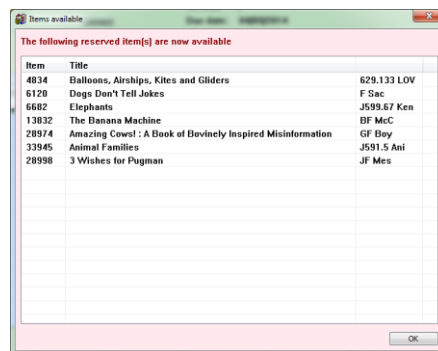
Done. It is reserved.

In Search, go into the book and go to details and press the reserve button. Enter the borrower barcode number.

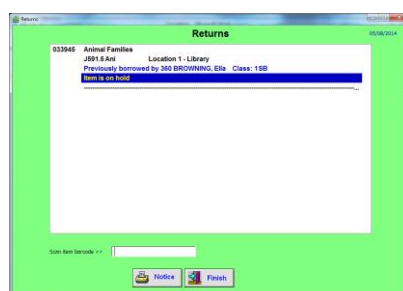


If any book cannot be reserved a message will pop up. It is possible to see if a book is reserved in Search in Rows format, but not in columns format.

In Circulation message will remind a borrower that there is a book on hold.

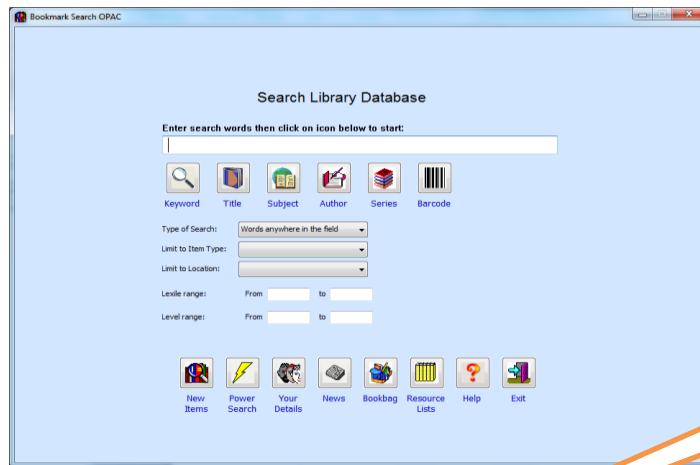


When a reserved book is returned a message will show, and if a sound has been set it will make the noise.



Search

How this works and appears is determined by Search Controls



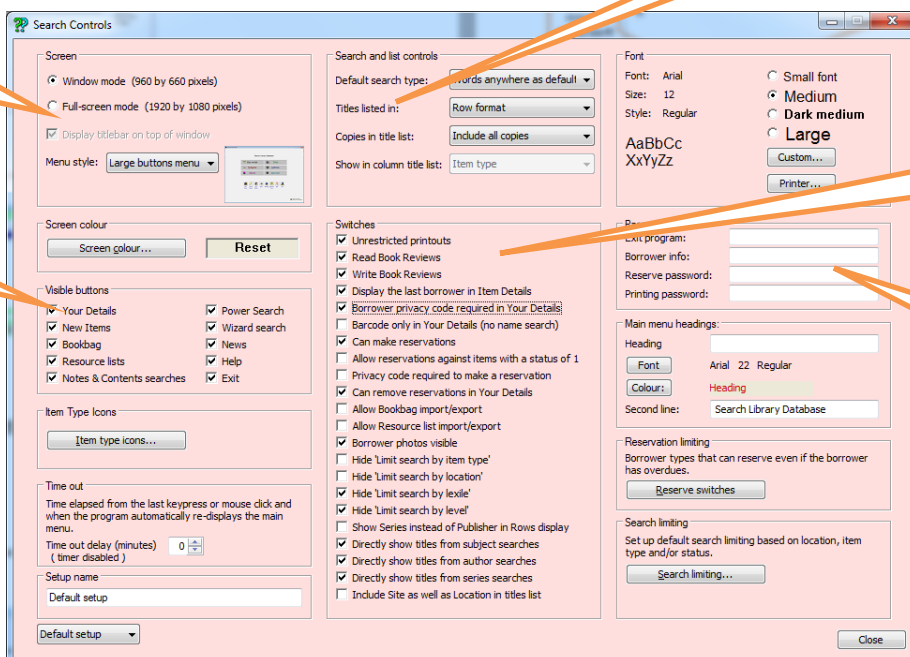
How it looks

Almost full screen

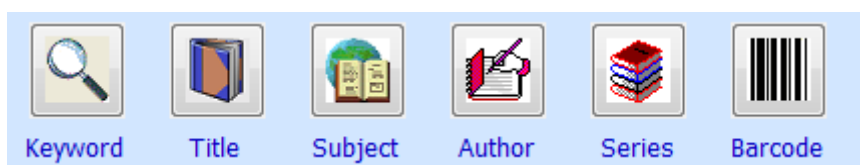
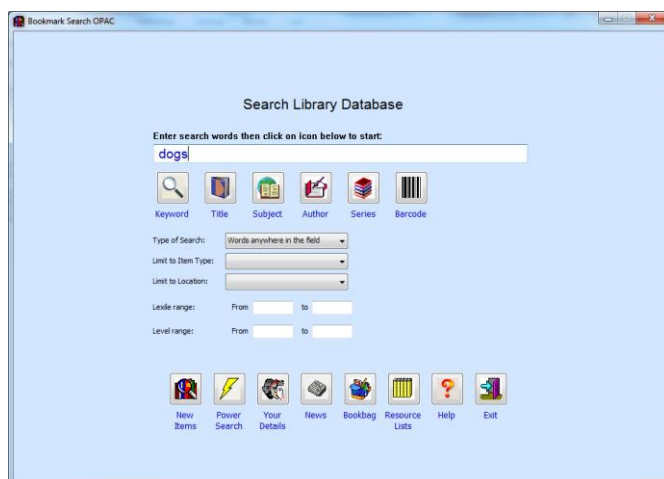
Visible buttons

Switches

passwords



Depending on the search screen type in your search and press enter .The buttons of the screen are determined in Search Controls



Keywords searches are the easiest.

Title, subject, author, series and barcode are more specific.

When doing specific searches using the asterisk will increase results

Dog versus Dog*

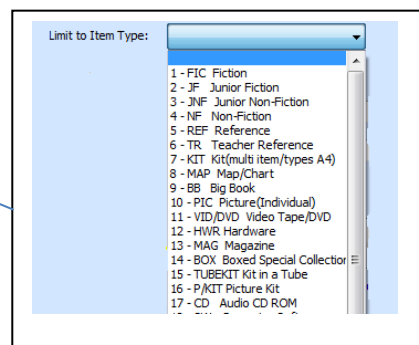
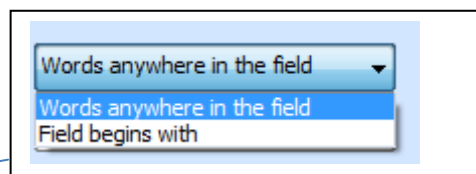
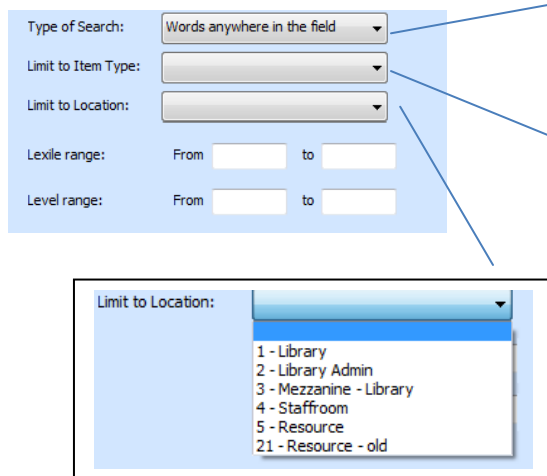
Also using a Boolean search is possible

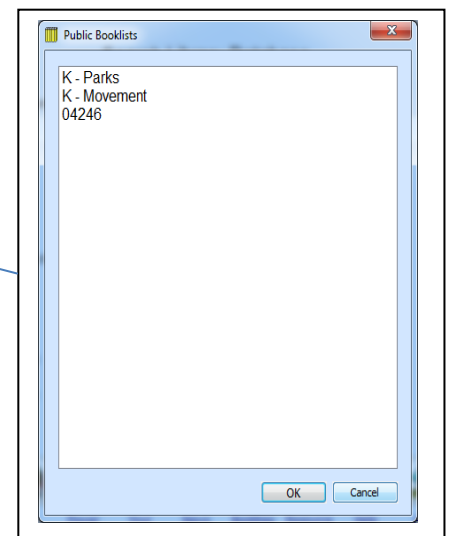
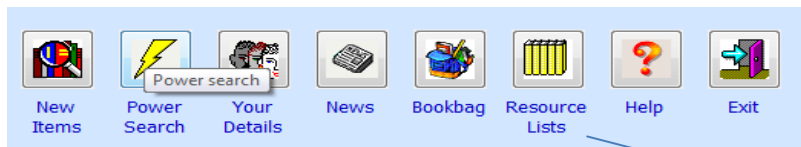
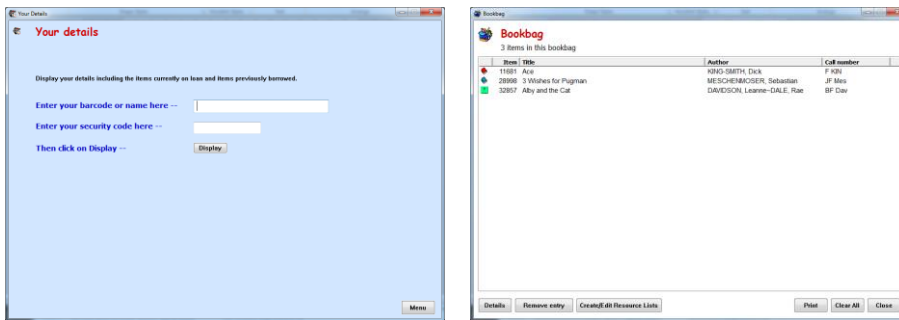
Dogs or cats : OR means either word

dogs and cats : AND mean both words

dogs not cats. : Not will exclude any book with cats

More refinements.





The buttons along the bottom are determined in Search Controls

New items are added in Controls/Search controls.

Power search is taught in the Advanced course.(Read the annual)

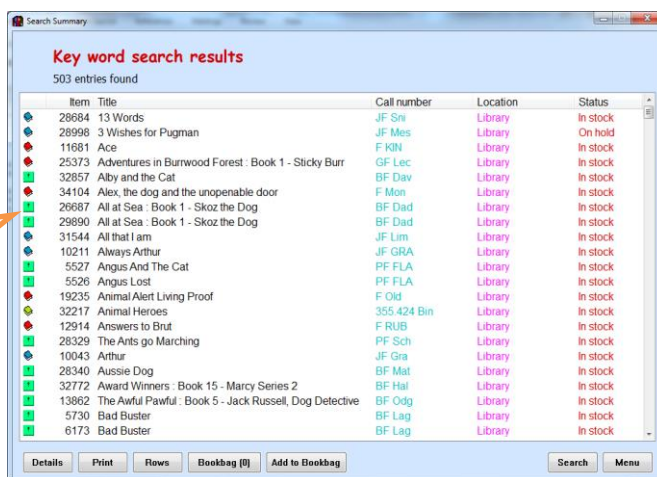
Your details can be turned off for privacy reasons or passworded.

News is written in the Control/edit news

The bookbag will only be active for 30 minutes on the computer on which it is created.

Resources lists permissions are set up in Controls, and created from the bookbag. Read the factsheet on the webpage. Advanced Course.

The result will show in either column format or row format



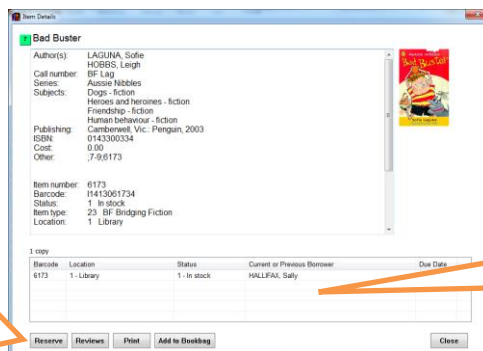
Icons set in Controls/Cataloguing list/Item types

There are advantages and disadvantages to each.

Columns show more, and is scrollable. Columns can be sorted by clicking on the chosen heading. Show either item type or location.

Rows give more information, but less titles per page, and show the covers straight away. Shows both the item type, location and status. Items can be sent to the bookbag from this screen.

Clicking on the entry in both screen with show details, and allow reservations if turned on.



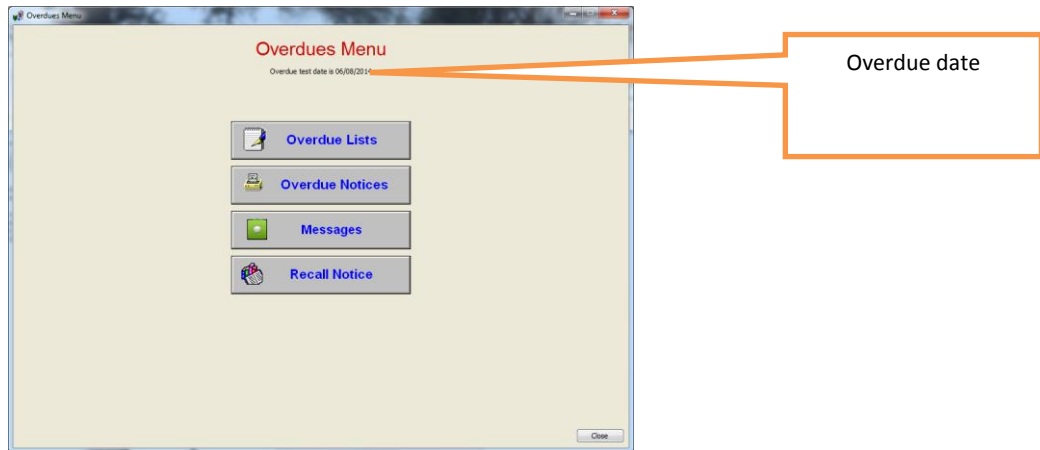
What buttons appear is determined in search controls.

Should be turned off for borrower privacy.

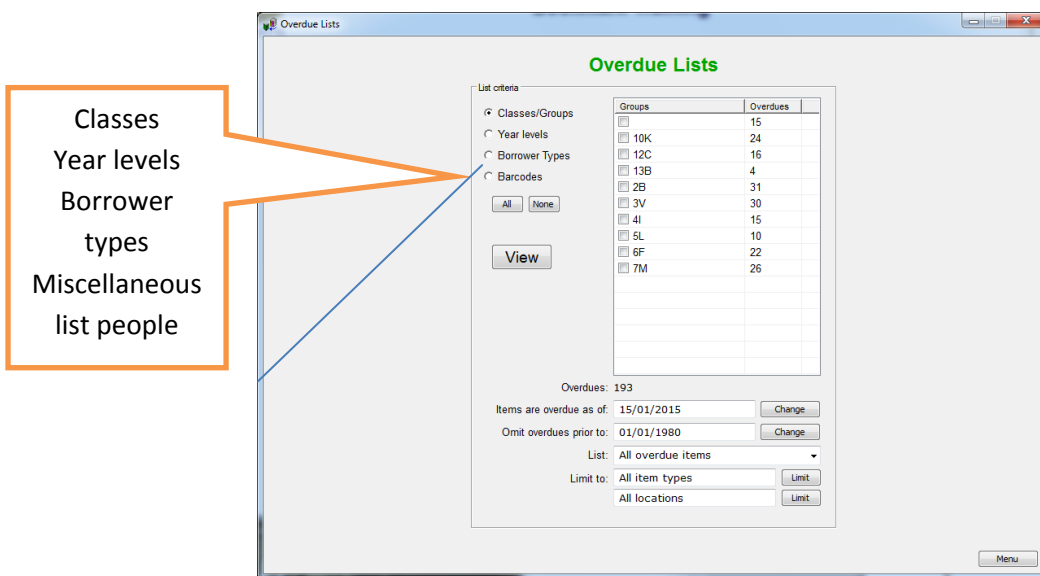
If a search does not show something that is known to be in the collection, check the search strategy, and then rebuild and reindex the authorities and indexes in Cataloguing /Rebuild and Reindex. Rebuilding and reindexing should be done each term.

Overdues

Overdues can be in the format list, or notices or an individual note



Overdue lists



Tick the groups, year levels or borrower type you want, or scan the barcodes of the borrowers of interest. Then click view.

Overdue Lists
92 overdue

BN	Name	Class	Year	Type	Type description	Overdues
111	TUCKERMAN, Rod	SRT	5	7	Teacher	2
119	CATE, Chloe	SRT	5	4	Primary Stage 3b	5
131	BASSETTO, Jacob	SRT	5	3	Primary Stage 3	4
133	KYORK, James	SRT	5	2	Primary Stage 2	4
145	EDEN, Jude	SRT	5	2	Primary Stage 2	2
152	OSOMANSKI, Luca	SRT	5	2	Primary Stage 2	6
169	EDIS, Charlie	SRT	5	2	Primary Stage 2	4
170	SELSIKAS, Joseph	SRT	5	2	Primary Stage 2	5
176	ZIVANOVIC, Zev	SRT	5	2	Primary Stage 2	2
182	SUPPLE, Lara	SRT	5	2	Primary Stage 2	4
197	GUBERNA, Tom	SRT	5	2	Primary Stage 2	4
213	CORMACK, Oscar	SRT	5	2	Primary Stage 2	8
216	MAHER, Angus	SRT	5	2	Primary Stage 2	3
219	MCNULTY, Maeve	SRT	5	2	Primary Stage 2	2
228	Turpin, Austin	SRT	5	3	Primary Stage 3	3
232	STEPHAK, Isabelle	SRT	5	2	Primary Stage 2	6

Page layout
Spacing: Single spacing
 Include cost
Top margin (cm): 0

Printing font
Font: 10
Size: 8
Custom Default

Buttons: Update, List, Remove, Print to file, Export, Print, Email, Names, Close

Callout boxes:

- Double click an individual to see the titles of the overdue books
- Click on heading to sort
- Highlight one and click REMOVE to take it from this list
- Creates a text file format of the overdue list. This is displayed in a standard report window. The contents can be edited, printed and saved.
- Prints out the overdue in list format to all borrowers in the grid or only those highlighted.

Overdue notices

Set up the wording of the messages first in messages.

Overdue Messages

Message: 1 - A FRIENDLY REMINDER

FRIENDLY REMINDER

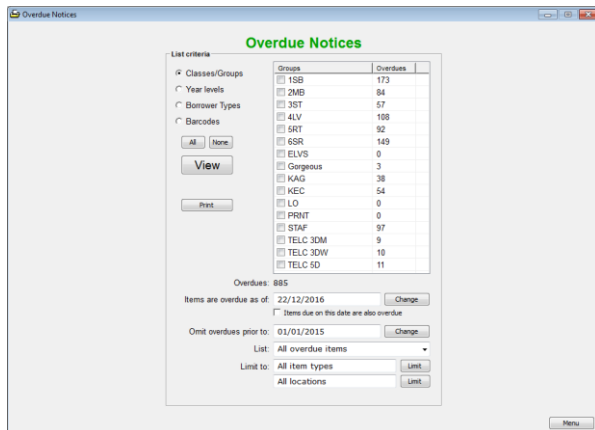
Hello
Did you know that you have an overdue Library Book?
Could you please arrange for its return by Wednesday, 14th Oct 2010?
Thank you for your help.
Kind Regards
Mrs Jane Webber
Teacher Librarian

Buttons: Automatic setup, Close

Callout boxes:

- Set the number of overdue days applicable to the message if you set the messages to automatic. 999 is the last message
- Click on the message number to read or write the complete message

Overdue notices



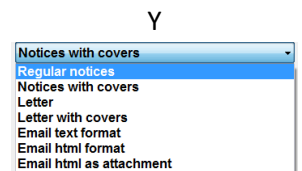
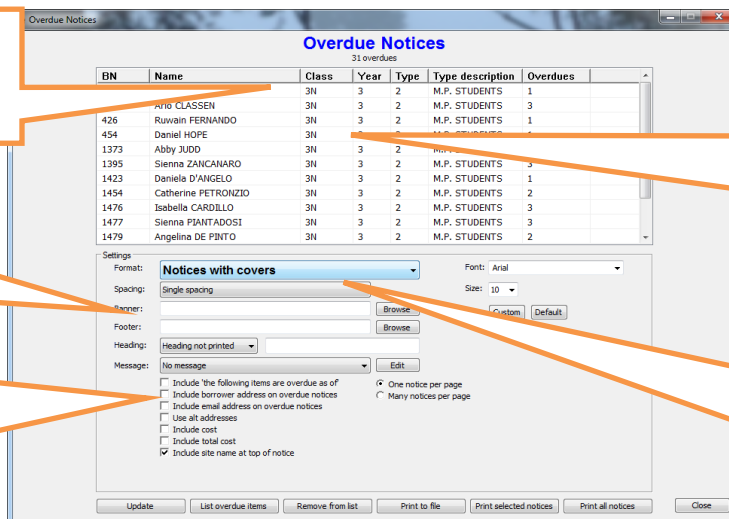
Work whether it is to be done by group, year level, or type, and put the blue dot in the circle of choice. Click View.

Click on heading to sort list

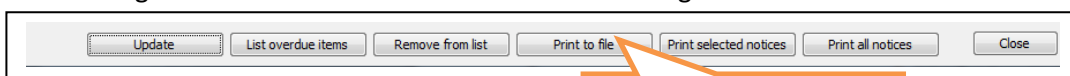
Add the school's logo

Work out which message and how the notice should look

Highlight and delete those to whom messages are not to be sent

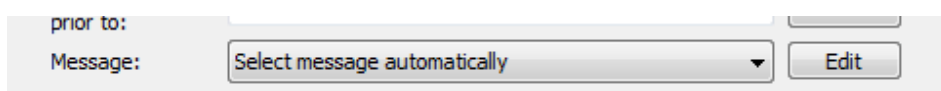


If the school's logo is to be used it should be stored in the Images folder in the Bookmark folder



Highlight if only wishing to print some of them

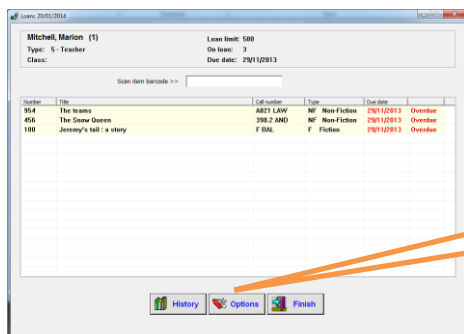
Remove takes the person from the list it doesn't change anything else.



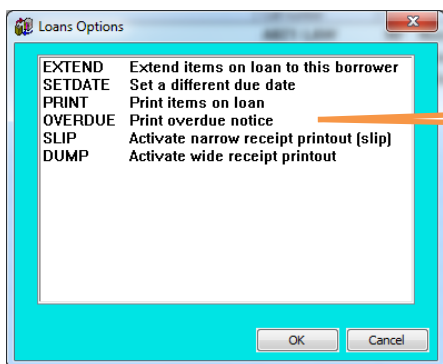
This will set the wording of the message to the number of days by which the book is overdue, as previously set in messages.

Single overdue for just 1 person

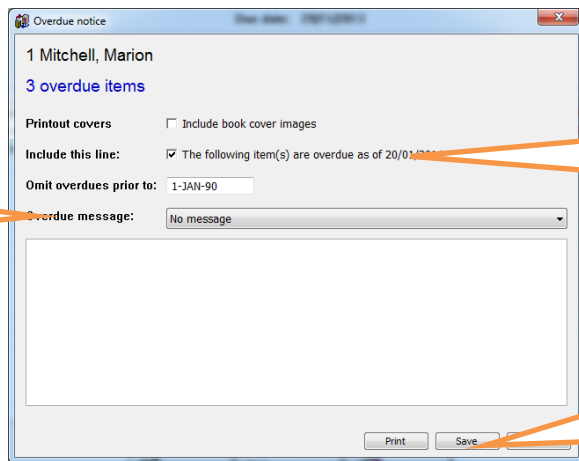
In *Circulation* call up the borrower. Choose Options. (If the overdue option does not show check the switches in Controls, Circulation Controls).



Here



Here



Personalise the message.

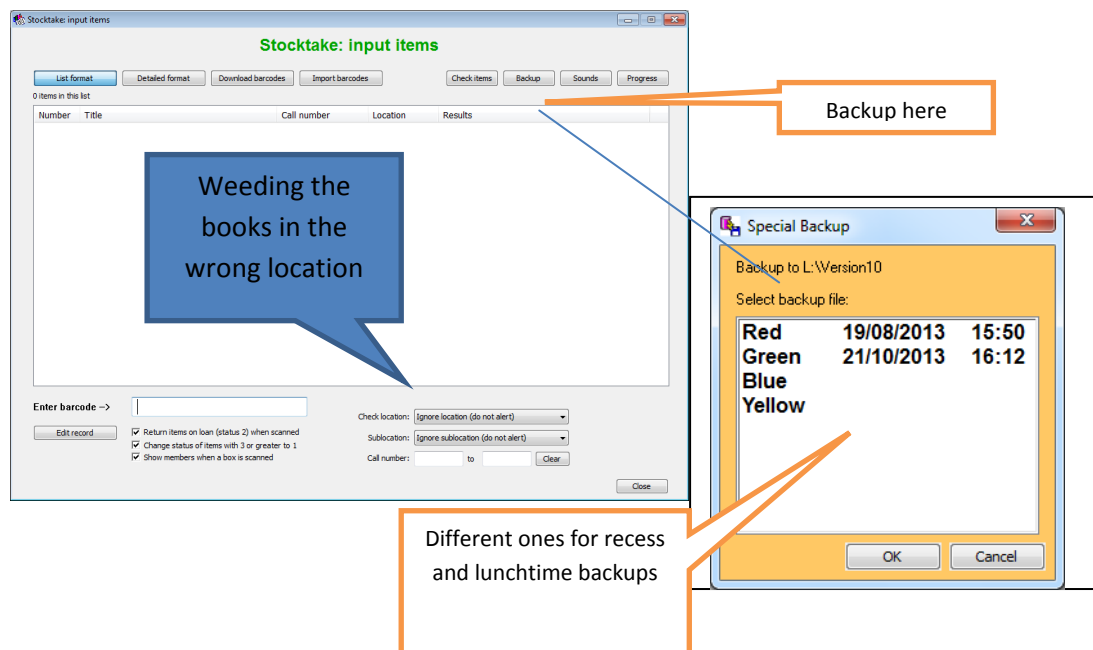
Decide how message should appear.

It can be saved for Word as a straight text file to attach, or put into an email.

Stocktaking

The purpose of stocktaking is to account for resources. An ancillary task may be to winkle items back from those staff members who believe items to be their own personal property. But books don't necessarily have to be returned. It may also provide a chance to tidy the shelves, and most importantly, reduce the frustration level of students who can't find the items on the shelf by marking them as missing.

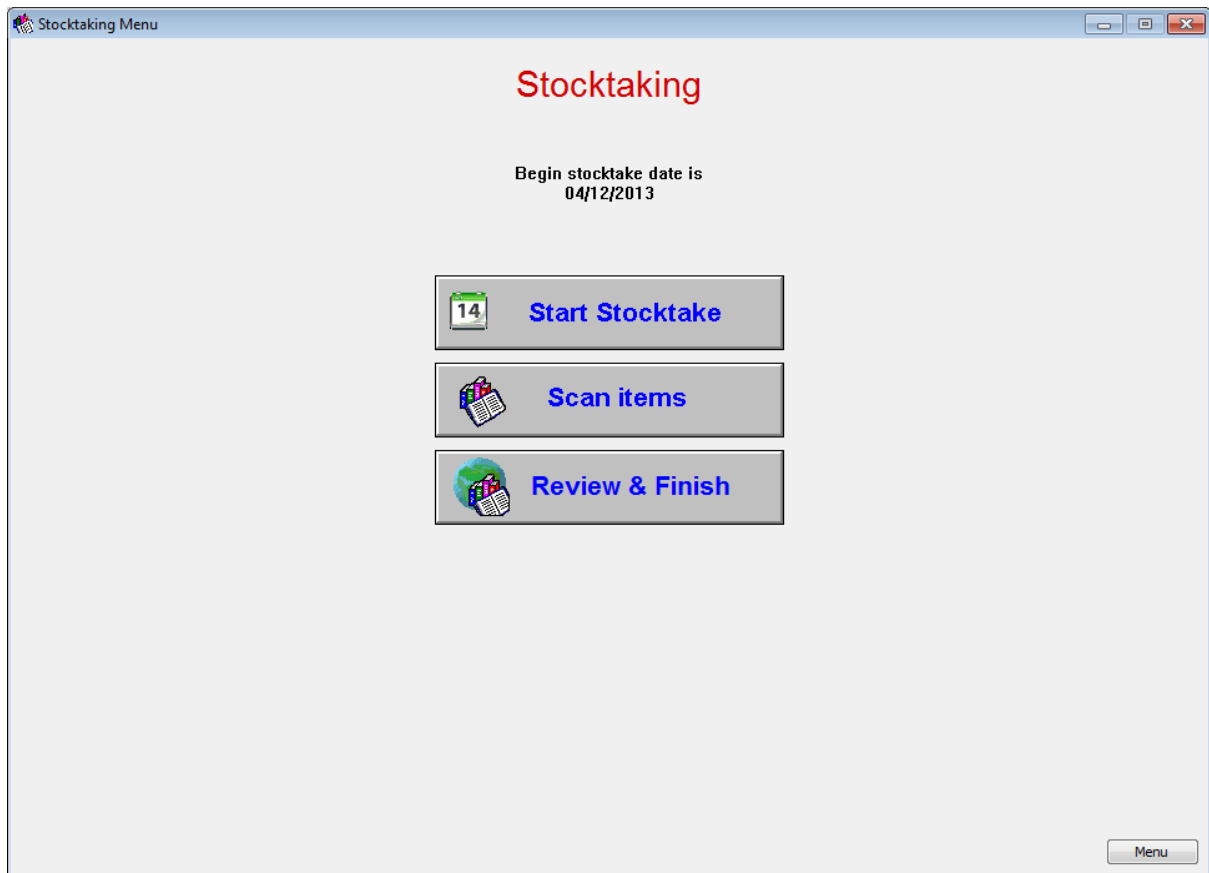
During stocktaking, it is a good idea to do at least a normal backup each night. In fact, extra hard disk backups during the day are even better. Mark the last book entered, then, do a special backup before recess time, and another mark on the book for the different lunchtime special backup to reduce repeat effort, should the computer have an unexpected hiccup. There is a backup button at the bottom of the screen for local disk backups. Then at night before leaving for the day, do the normal backup from Utilities. *Important: never back up if there is a problem!*



People can still borrow from the library while the stocktake is in progress. Turning the machine off at night will not lose anything. Make sure a normal usb backup is done each night. Several computers can be used at the same time to stocktake, but that also depends on the strength of the network.

A suggestion is to either tip up the books on the side and straighten them as you go, or vice versa, so that there is a ready visual cue as to what has been done or not done. As an added incentive, put a chocolate on the end shelf of each bay. Brandy might even be better, but it could produce skewed results by the end of the day and principal might frown on this practice. (Tip: invite him/her in to help).

If there isn't a portable barcode reader, plug the standard reader into a laptop, and scan the numbers into Notepad (in Accessories. Do **not** use Word) Save the file to a USB and download the items following the instructions in Import Items.



Step 1. Make sure you update to the latest version of Bookmark.

Step 2. Set "Can be returned" checkboxes in Controls / Cataloguing Lists / Status types so items can be returned when scanned. Create status for missing items from stocktake.

Step 3. Start stocktake by setting the stocktake date to the date on which this stocktake is started.

Step 4. Input barcodes.

Step 5. Review the list of items not scanned. Chase up items not scanned.

Step 6. Mark the missing items into the new status.

Step 7 Clean up the mess.

Step 8. Relax.

Appendix

Backups:

The Bookmark mantra. Backup! Backup! Backup!

Backing up is the most important part of the Bookmark program. Backups are your lifeline in case disaster strikes. It always hits when least expected.

It is possible to set up an automatic data backup to a server or another location.

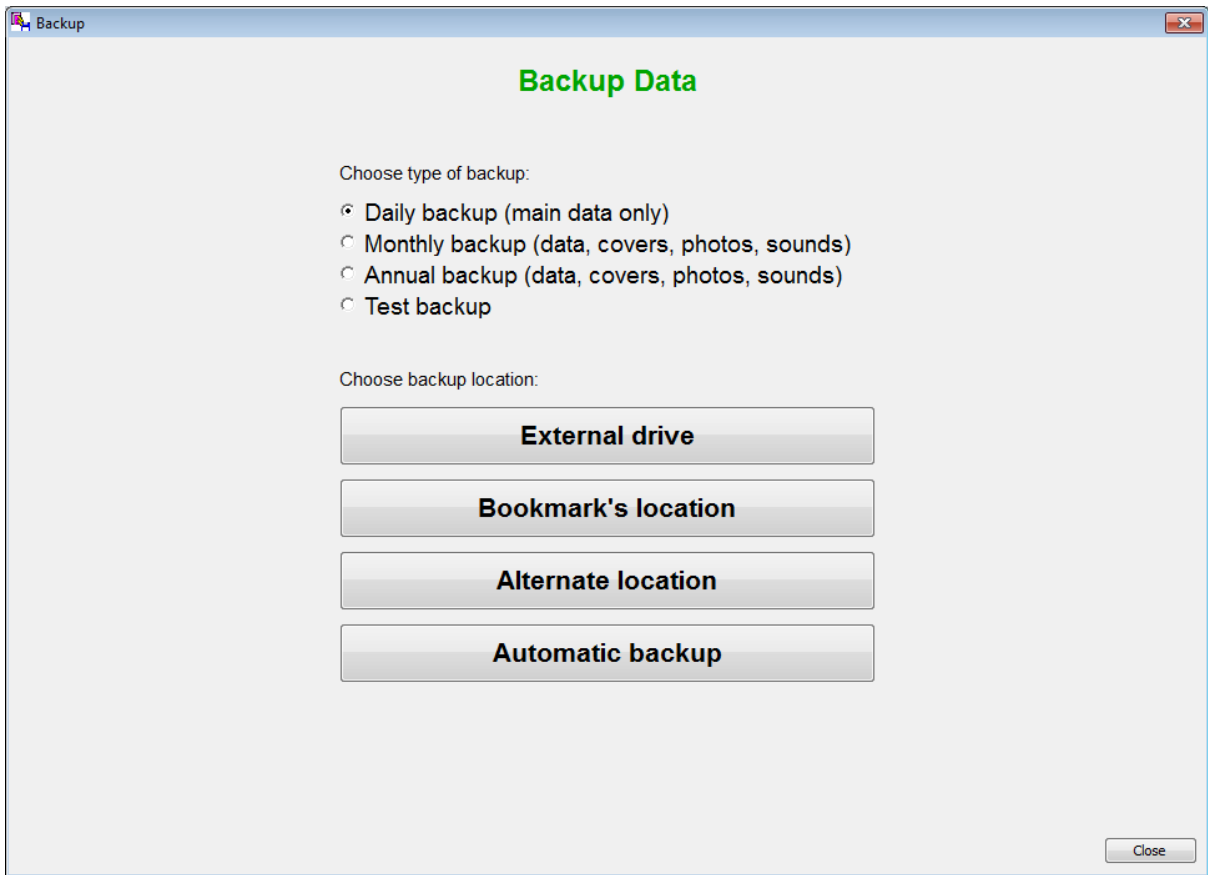
Backing up is the librarian's responsibility.

Do not rely on the server backup.

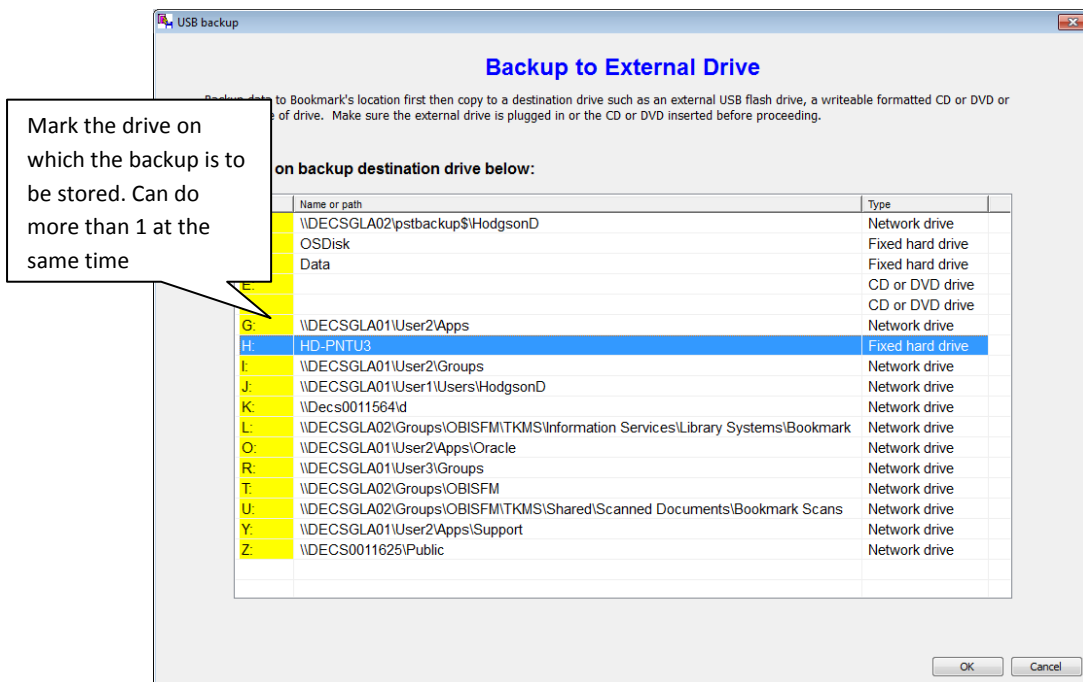
Keep the backups safe!

From within Bookmark there are 3 different sorts of backups:

1. Normal quick (less than a minute) **data** backup. (data only),
 - to a USB flash drive or a formatted CD
 - to another part of the computer or another computer on a network,
 - to Bookmark's location ("hard drive")
2. monthly(1-2 minutes) backup. Includes book covers and sounds.



When External Drive is clicked...



Server Backups

Many server backup systems are complex and require the services of a technician for restoring data. Invariably on the day disaster happens, the tech is unavailable. No matter what anyone says, relying on someone else to restore data can be a problem, particularly with server backups systems. Even if you are instructed by the network manager or technician not to bother, we strongly recommend backing up in Bookmark (Utilities) anyway.

Where to Backup?

Backing up to a usb flash drive is easiest. Have three flash drives, two for a normal backup and one for the monthly backups. Know the drive letter of each flash drive. This can change between different computers and even different flash drives or if the hardware configuration is changed on the same computer. The backup files are not large. (20-150 mg each backup), so the flash drive does not need to be high-capacity (2 Gb or more is fine). The size of backups depends on the size of the database.

The next easiest is an external hard drive.

Backing up to Bookmark's location

Every time a backup is made, it is first created at Bookmark's location and then copied to the destination, even if an external location is selected.

A Bookmark's location backup is also useful for quick, middle-of-the-day backups.

Backing up to CD

Windows 7, 8 and 10 can both read and write to ordinary CD-R and DVD-R discs. These discs are more durable than any other media. To back up to a CD or DVD, first format it for read/write. Then simply select it from the list.

Backup Strategy

Back up each day to one flashdrive. The next week swap to another and do all backups for that week. Swap back the following week.

At the end of each month, do a special "Monthly backup" to a different external drive.

At the end of the year, backup to a special flashdrive, CD or other save location.

Checking Backups

This should be done once a term.

Giant Rule: DO NOT BACKUP IF THERE IS AN ERROR OF ANY KIND!!!!

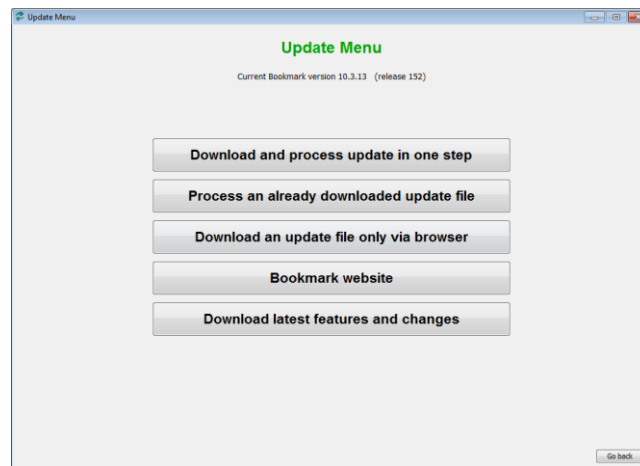
Updating.

Bookmark is changed quite frequently. It is recommended that you update regularly.

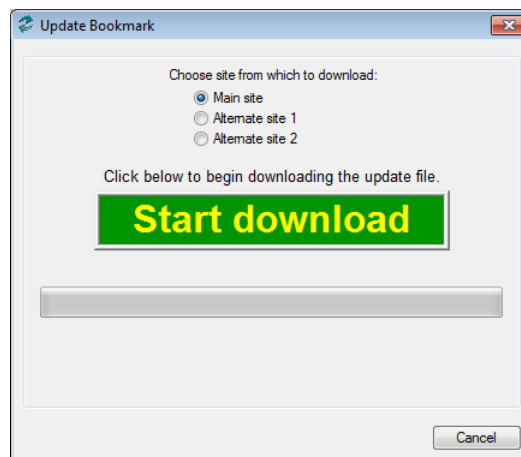
There are 2 main ways to update.

1. Through the program (the easy way) or
2. Downloading from the internet then processing the downloaded file.

Method 1. Go to Utilities and choose Update.



Click on the top button "Download and process update in one step". If this method can be used (it may be blocked), a small program is downloaded from the Internet and opened.



If you see this, click Start Download and proceed. If not, this method is blocked, in which case use Method 2.

Method 2.

Go to the Internet and download the update file from the Bookmark webpage. Download it by saving it to somewhere you can find it again. The easiest place would be to a usb flashdrive.

The "Download an update file only via browser" button can be used for this.

After downloading and saving, back in Update, choose Process a previously downloaded update file.

Find the file using the file requestor box. Highlight it, and click OK. The process described above will take place There is a fact sheet on file requestors on the webpage and in the factsheets.

Daily, Monthly, Annual Tasks

Daily:

Start of Day:

- Turn on server computer (Bookmark host) first
- Start Bookmark on the main computer
- Check date screen. Change due dates in Controls if required.

End of Day:

- Close modules on workstations first
- On the librarian's main computer, go to Utilities and make data backup
- Close Bookmark
- Switch off

Monthly:

- Adjust any end-of-month due dates if required

Each Term:

- Adjust any end-of-term fixed due dates

Half Yearly:

- Re-index key words (not absolutely necessary but useful)
- Rebuild series & subject authorities
- Check quality of backups

End of Year (See the end of year factsheet)

- Print useful statistics
- List of titles not borrowed may be useful
- Stocktake collection: can be done in sections, over the year, too
- Do archive backup
- Remove borrowers who have left
- Send a backup to Bookmark to keep in our Backup Bank as added security

Beginning of Year:

- Add new borrowers, either by importing or manually
- Adjust borrower classes and types
- Reset fixed due dates
- Clear all reservations or remove old reservations and holds
- Tidy the Deletions List(check with the auditors first about Departmental or school policy).
- Manage the Reviews as per school policy for students who are leaving (if you use them)

Sources of Help.

- **The Bookmark manual and factsheets**

It is in the program, accessible from the Main Menu.

- **The Help desk. (from Magical Marion or Diligent Dean)**

08 8226 1541 or 1800 26 1541

If you have mobile reception we are happy to ring you back on your mobile so that you are next to the machine.

decd.bookmark@sa.gov.au

- **The Bookmark website**

The most update source of information

<http://bookmark.central.sa.edu.au>

- **SCIS helpline – downloading catalogue records**

1800 337 005 for downloading from SCIS

- **Dataman – labels and scanners**

08 8322 7675 or 0 212 84 0637

- **Usergroups**

WA and in SA . Check the website or ring the Help Desk for more information.

- **A neighbouring school pal.**