

Bookmark Setup and Networking Guide

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This guide contains information for the IT Technician on how to install and set up the Bookmark library management system on single and networked PC's.

Bookmark can be installed and used on a single computer as a “stand alone” system, or it can be used on a local area network by multiple computers, laptops and/or tablets.

Important: Bookmark does all processing on the workstation. Network servers are only "seen" by Bookmark as a drive. *No processing takes place on the server.*

- Windows 7, 8, 10, 11 and Server 2003 onwards. 64-bit preferred.
- PC's, laptops, Windows tablets. Macintosh equipped with a PC emulator such as VMWare Fusion or Parallels.
- Minimum 3Gb RAM for 32-bit systems, 4Gb or more for 64-bit. Less RAM may reduce speed. Optimal memory is 8+ Gb.
- The more cores the faster Bookmark will work. 4 cores minimum. 6+ cores or threads preferred. Bookmark will work on lower grade and older systems – even single core – but this can result in significantly reduced performance.
- At least 20Gb drive space. SSD is preferred.
- Bookmark will operate faster on a workstation or laptop if connected to the network via an ethernet cable. Wifi can be used but may have speed penalties, depending on the speed of the Wifi system and computer. Older wifi systems result in significantly slower speed.
- Bookmark can operate on a stand-alone, non-networked computer but lack of internet connection may inhibit some functions.
- Bookmark can be used by multiple users on a local or wide area network at the same time. The database is locked during write transactions.
- The Webopac module is browser-based and provides search-only access on any device connected to the network – e.g., PC's, iPads, Macs, Chromebooks, Linux, smart phones, etc. All other parts of Bookmark require a Windows operating system.
- CPAC offers Internet search of the library's catalogue. Anywhere on any device connected to the Internet with a browser. Any operating system.

First Installation

The install file is Bmsetup.exe. Download the setup file from <http://bookmark.central.sa.edu.au>.

By default Bookmark is installed to C:\Bookmark. This can be changed during setup. A desktop icon is automatically created.

New Install - First Run

When first opened, Bookmark creates folders and extracts additional files from a compressed archive file included in the setup file.

A registration code is requested. Bookmark will run without the code but it will nag until a code is provided. Ask the library manager to request the code, rather than an IT person, so their email can be added to the support email list.

Shifting Bookmark from one PC to another

If you are moving an established Bookmark from one computer to another, do not install a "fresh copy" and restore a backup. Instead, copy the Bookmark folder with everything in it from the old computer to the new one. Then set up a desktop icon and do networking as described below. Installing fresh does not carry over book cover images, backups and other secondary data. Nothing is in the registry.

Internet

Some functions require Internet access. These include updating, the Premier's Reading Challenge lists, online cataloguing, updating CPAC, emailing overdue notices, the SCIS API and Z-cataloguing.

Important: Make sure firewall settings allow the Bookmark website to be accessed directly for both downloading and uploading. Whitelist:

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

If a proxy is needed for uploading, it can be entered into Bookmark in Controls > Settings > System tab.

Other addresses may also need whitelisting if Z-cataloguing and/or the SCIS API are used. See the relevant fact sheets for details.

Multi-user Access

Bookmark can be installed on a "host computer". The folder is shared. Short-cut icons to the shared folder and launch programs are created on workstations, laptops and tablets. It can be installed on a network server or a workstation acting as the host.

Host Setup

- The "host" is the computer on which Bookmark is physically installed. It can be a server or a workstation.
- A workstation can act as a host for up to 20 concurrent connections.
- On the host, install the software to C:\Bookmark.
Do not put the Bookmark folder inside Program Files as it will not function correctly.
Do not install to the Desktop or Users folder.
- Share the Bookmark folder so others can access it. See permissions and drive mapping below.
- If an icon is needed on the host to open Bookmark, set up a shortcut to Bm.exe for the Main Menu.
- Make sure write behind caching is disabled on workstations. Enabling this may lead to data corruption when two or more users save data at the same moment. (Recommended by Microsoft for database applications like Bookmark.)

Workstations

- *Map a drive letter to the shared Bookmark folder on the host.*
Drive L for "library" is suggested.
Do not map to drives A or B as the BIOS thinks they are floppy drives and may cause odd problems.
A UNC address will often work but Windows still prefers mapped drives. (Even with Windows 11.) Mapped drives are very strongly preferred.
- Windows 10 & 11 – make sure all SMB1 checkboxes are ticked in Windows Features.
- *Bm.exe* This is the Main Menu. It is used by library staff only. Do not set this up for general access by everyone.
- *Bmsearch.exe* Provides search-database-only access to Windows devices. An icon to launch this program can be set up on as many workstations, tablets and laptops as needed. Intended for use by staff and students throughout the school. (Also see Webopac below.)
- *Bmcirc.exe* Use this program on workstations at which users will only be borrowing and returning (circulating) and searching, and nothing else. It is normally on a computer equipped with a barcode reader. More than one can be set up.
- Wifi is much slower than a cable connection. Avoid slow wifi.

Create Desktop Icons Method

Do not "drag-and-drop" to create the desktop icon. This generates a UNC style address and may also make an incorrect start path. Right-click on the desktop to create a new shortcut, or open the folder and right-click on the relevant program then use Send To and Desktop (Create shortcut). These methods ensure correct paths in the icon properties.

User Permissions

- Library staff require Modify or Full Control permission to use the *Main Menu* (Bm.exe). Bookmark creates and deletes files on-the-fly behind the scenes. The Main Menu part will fail with Read-only or Read/Write.
- *Circulation* can work with either Modify level (preferred) or Read/Write (Change) level. Modify is preferred. It will not work with the default Read-only.
- *Search* can work with any permission level – including Read only - but Change is recommended as it allows reservations to be made. In read-only mode it cannot write data but it will search.

Webopac

Webopac is Bookmark's browser-based search component. It allows searching the library catalogue via a URL in a browser on any device that can access the network. Not required but useful and can replace Windows Search. See the separate Webopac setup guide for instructions on setting it up.

CPAC

CPAC is an alternate browser-based search component. It is "cloud based" and allows searching the catalogue outside the network's firewall. Library staff can work with the Bookmark help desk to set this up. Catalogue search only. No borrower data.