



Circulation

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Circulation

Bookmark's Circulation module can be opened either from the Main Menu or directly from a desktop icon. It can be used on more than one computer at a time.



Circulation is used to do:-

- Issue loans to borrowers
- Return items on loan
- Make reservations and change them to holds when returned
- Display of borrower loans and histories
- Display library news
- Search the catalogue

Circulation can be set up on a network so that it is the only icon available on a particular workstation.

Circulation has been designed so that young students can issue their own loans. A great deal of special security and controls are included. However, Circulation can be adapted to work in situations in which library staff are in charge of issuing loans and returns.

Setup

Circulation can be opened either from Bookmark's Main Menu or using its own desktop icon.



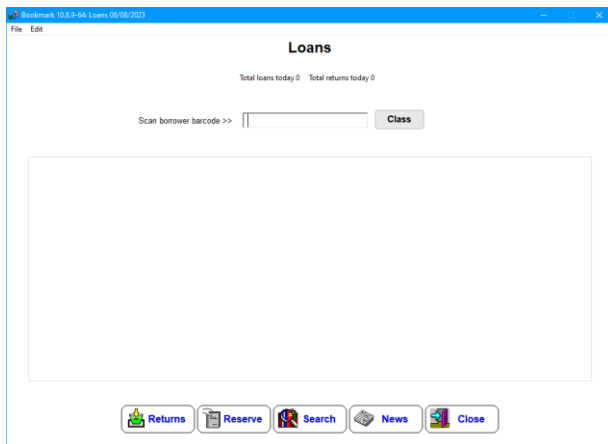
The desktop icon setup is useful when you would like Circulation to be available on one or two workstations but not allow others to access the librarian's main menu. Refer to the separate Networking document for technical information on how to set up a Circulation icon.

The Main Menu

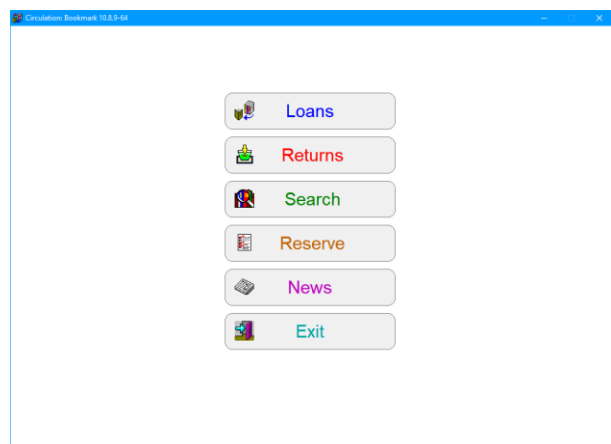
When Circulation is run (or “opened”), the Circulation Menu screen appears.

Circulation offers two different menus! You can choose which one you wish to use. This is set up in Circulation Controls.

Standard Style



Menu First Style



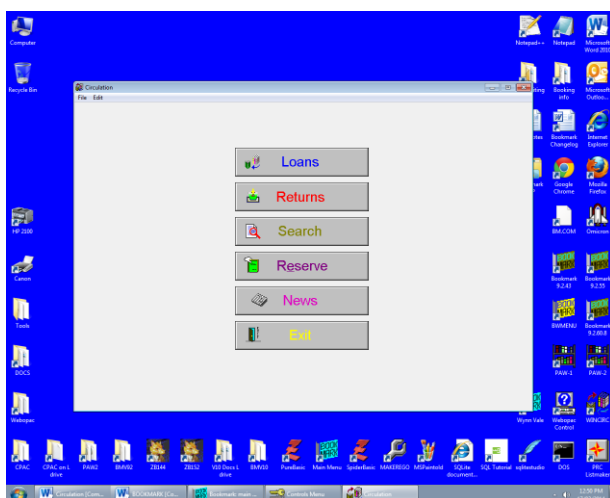
The *Menu First Style* presents a simple menu. Click on the button to select the task.

The *Standard Style* combines the Menu First style with the Loans screen into one window. This screen is "ready to borrow". The menu for the other tasks is along the bottom.

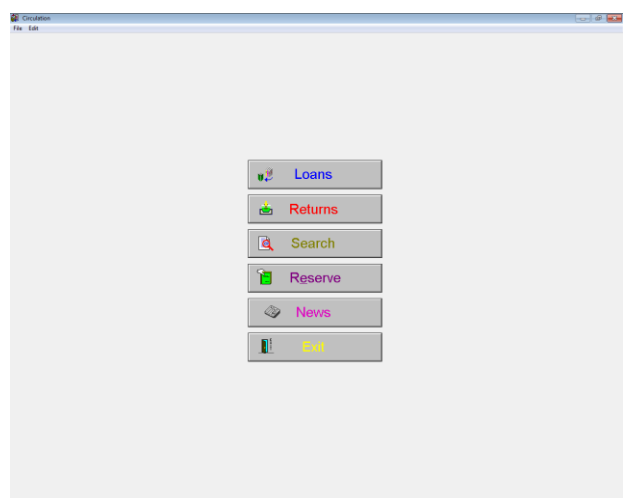
The Circulation window always appears in the middle of the screen display. The amount of space around it depends on the screen resolution to which Windows has been set. Circulation has been designed to just fit on a screen with a resolution of 1024 x 768 resolution. Higher is better. Screen resolution is set up in Windows itself.

Because the size of the window is smaller than the screen-size, desktop icons may be visible around the edges. To work around this, a special control can change Circulation to "full screen mode" so it fills the screen, covering icons. Window mode is the default.

Window Display Mode (resolution 1280x1024)

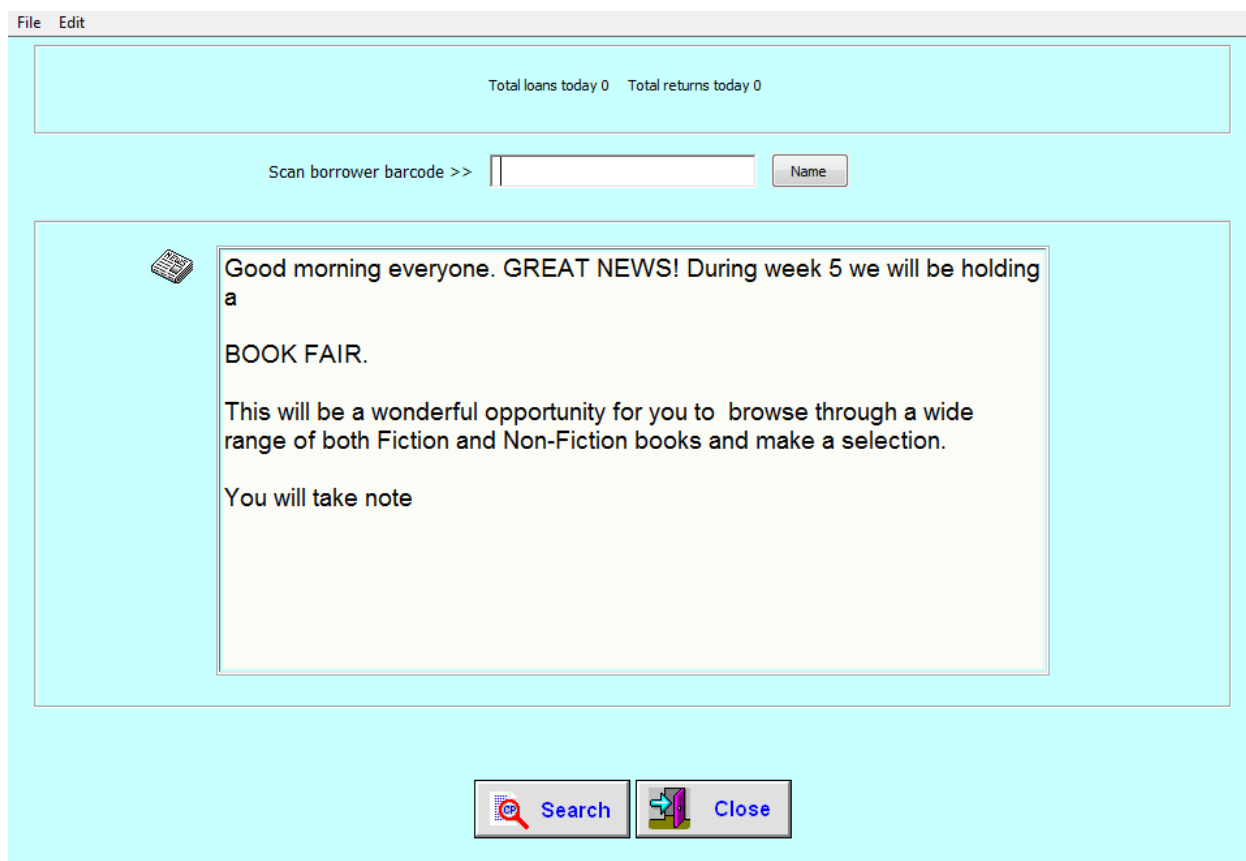


Full Screen Display Mode



Other customizing functions are available, too:

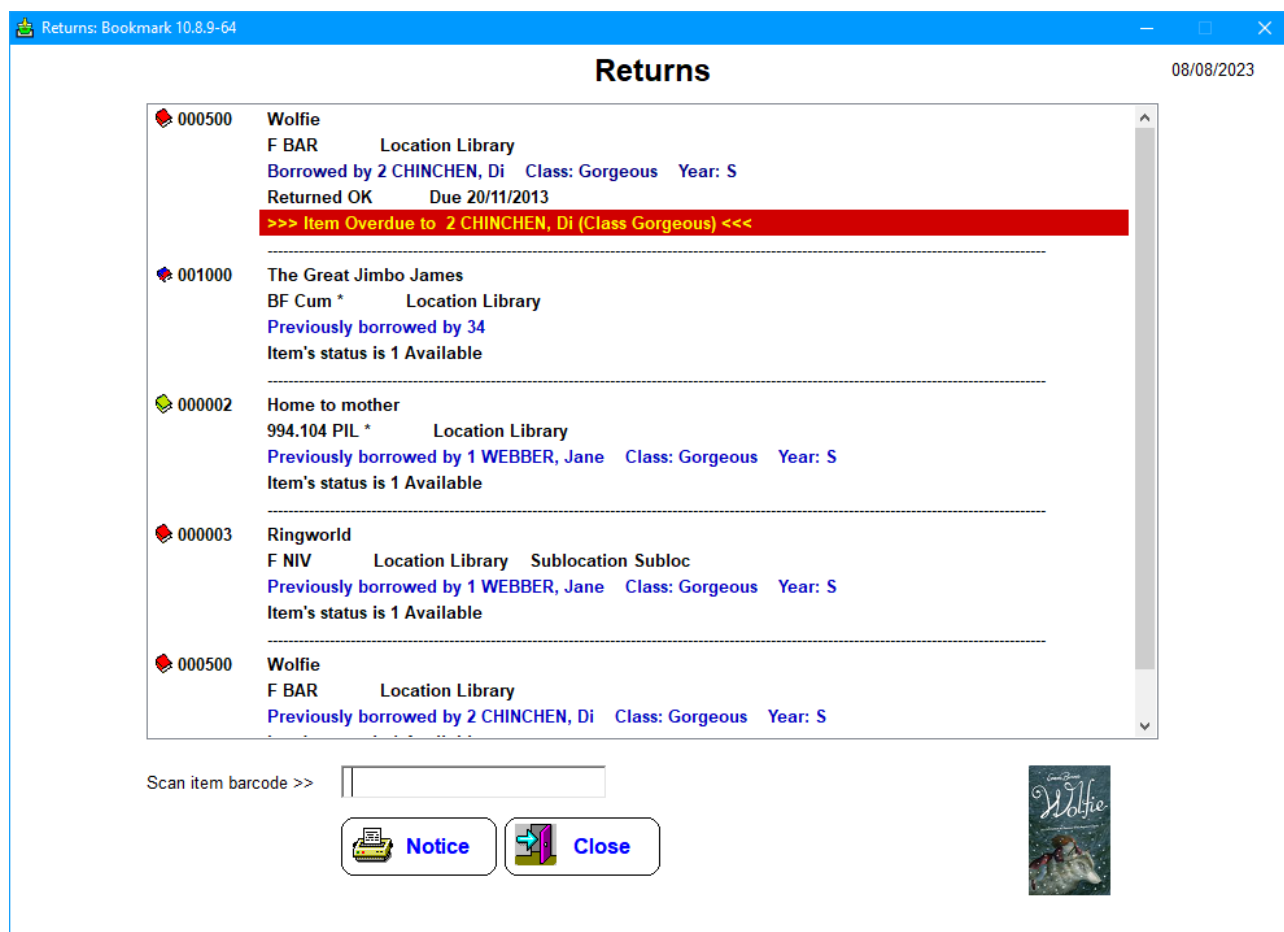
- Any or all of the buttons at the bottom or on the Menu can be hidden.
- The minimize, maximize and close (red box with white X) buttons on the window's titlebar (upper right corner) can be visible or hidden.
- The colour of the window can be changed.
- Sound alerts can be altered for many events.
- Library news can be displayed in the middle area. By default it is hidden and can only be viewed by clicking on the News button. This area can display either text only, or an image or text + image. See the Edit News section in Controls.
- Instead of News, a slider showing images of books to be promoted.
- A list of borrower names from a class. (Can be used instead of barcodes.)



If the menu buttons are hidden, command words are available which can be scanned as barcodes or can be typed in.

Basic Steps to Return Items

1. Click on the **Returns** button, or type the word (or scan the barcode word) RETURNS in the box where the borrower's barcode is normally scanned. Or press the F1 key. The Returns window appears.



3. Scan each item's barcode.
4. Details about each item appear. Special messages appear if necessary. Different sounds may be heard depending on the messages.
5. Click on the **Finish** button or press ESC to close the Returns window and go back to the Menu.

Basic Steps to Reserve an Item

Circulation features two different procedures for making reservations. Below are the steps available from the Menu window's Reserve button.

1. Click on the **Reserve** button.
2. Scan an item's barcode or type in words from a title and click on **Find**.

Reserve an Item

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

cats or dogs Find

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

	Title	Call number	Status
1632	Cats and Kittens	J636.8 STA	1 In stock
2318	Kittens & Cats	J636.8 KAU	1 In stock
4814	Fraidy Cats	BF Hal	1 In stock
6525	Cats	J636.8 Lov	1 In stock
8638	I like Cats	PF Hub	1 In stock
8690	Millions of Cats	JF Gag	1 In stock
8730	Mr Noah and the Cats	BF Far	1 In stock
9894	Taking the Cat's Way Home	BF Mar	1 In stock
10082	Cat's Mountain	F Bai	1 In stock
10492	Raining Cats and Dogs	JF WIG	2 On loan
13586	Cavalcade of Cats	J A821 OHa	1 In stock
14465	French For Cats : All the French Your Cat Will Ever Need	448.34 BEA	1 In stock
15377	Cats	636.8 Bro	1 In stock
15465	Attack of the bandit cats	F STI	1 In stock
16895	The Superbook of Cats	636.8 PAL	1 In stock
17193	Cat's Cradle and Other String Games	793.9 Gry	1 In stock
17510	My Cats Nick and Nora	F Har	8 Processing
18200	Under the Cat's Eyes	F RUB	1 In stock
19423	A Coat of Cats	JF KRO	1 In stock

Reserve Details Clear Cancel

3. Click on the title to reserve then click on the **Reserve** button or press Enter or double-click on the title.
4. Scan the borrower's barcode to place the reservation.

Reserve item

Raining Cats and Dogs

WIGNELL, Edel
JF WIG

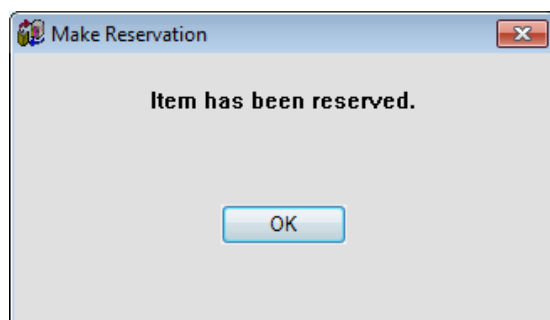
Copies 1 (1 on loan)
Reservations 2
Holds 0

<-- Scan borrower barcode to reserve

Close

Additional reservations can be placed against the same title.

5.



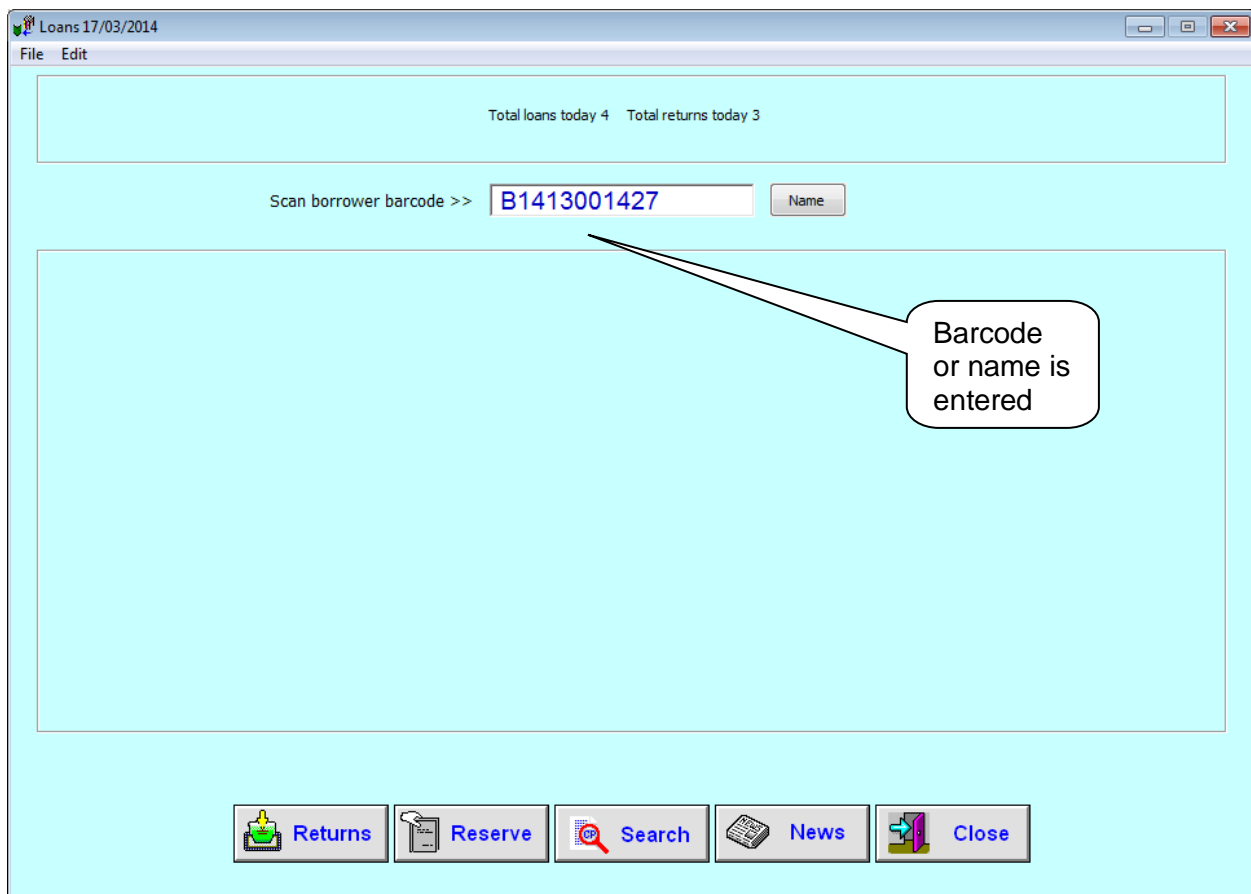
6. Close the Reserve Items screen when finished.

Note: Reservations can also be made from the Loans screen.

Borrowing Items -- Specifying the Borrower

The borrower must be identified as the first step.

This is normally done by entering the borrower's barcode via the barcode reader.



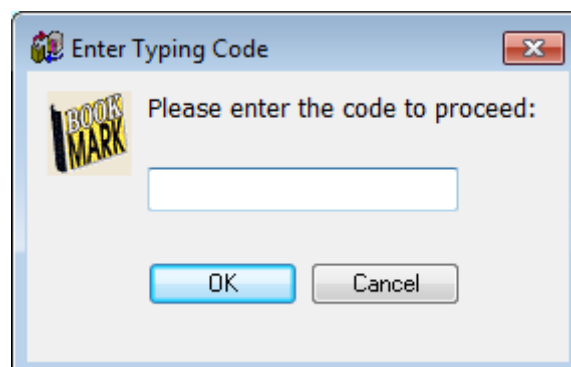
Barcodes can be typed in, too. Press Enter to accept.

The borrower's record number can also be typed.

After selecting a class, a borrower can be chosen:

Typing Code Password

If a borrower number was entered (not a complete barcode) and "typing code" password has been set up in the *Controls* section (discussed later), then Circulation will next ask for this.

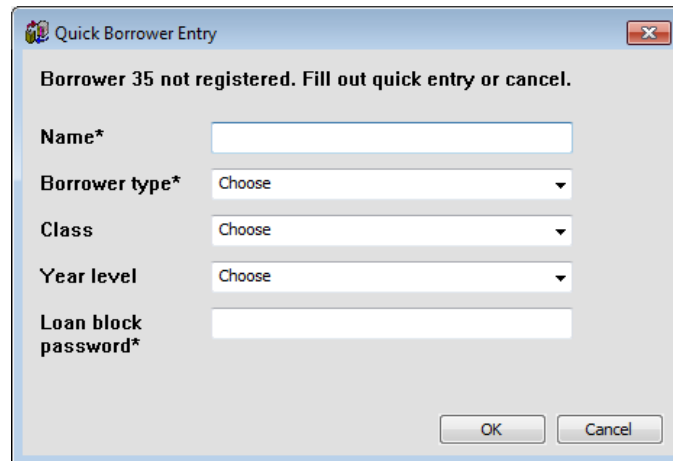


The Typing Code is a security measure to discourage students from typing just the numbers. Only users who know the Typing Code can manually enter borrower numbers instead of full barcodes.

Use of the Typing Code is optional but it is a way to stop kids typing in anyone else's number.

Quick Borrower Entry

If the borrower's barcode is not identified and the number is unused, the borrower may need to be entered onto the system. Circulation offers a "quick borrower entry" system for doing this on-the-fly during the Loans process.

A screenshot of a software dialog box titled "Quick Borrower Entry". The dialog box has a light blue header bar with a small icon on the left and a close button (X) on the right. The main area is white and contains the text "Borrower 35 not registered. Fill out quick entry or cancel." Below this text are five input fields: "Name*" (a text box), "Borrower type*" (a dropdown menu showing "Choose"), "Class" (a dropdown menu showing "Choose"), "Year level" (a dropdown menu showing "Choose"), and "Loan block password*" (a text box). At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Fill out the form by providing the borrower's name, their type, class (optional), year level (optional) and the Loan Block password. The borrower is saved and the loan process proceeds. Quick Entry borrowers have "Quick entry" in the address field.

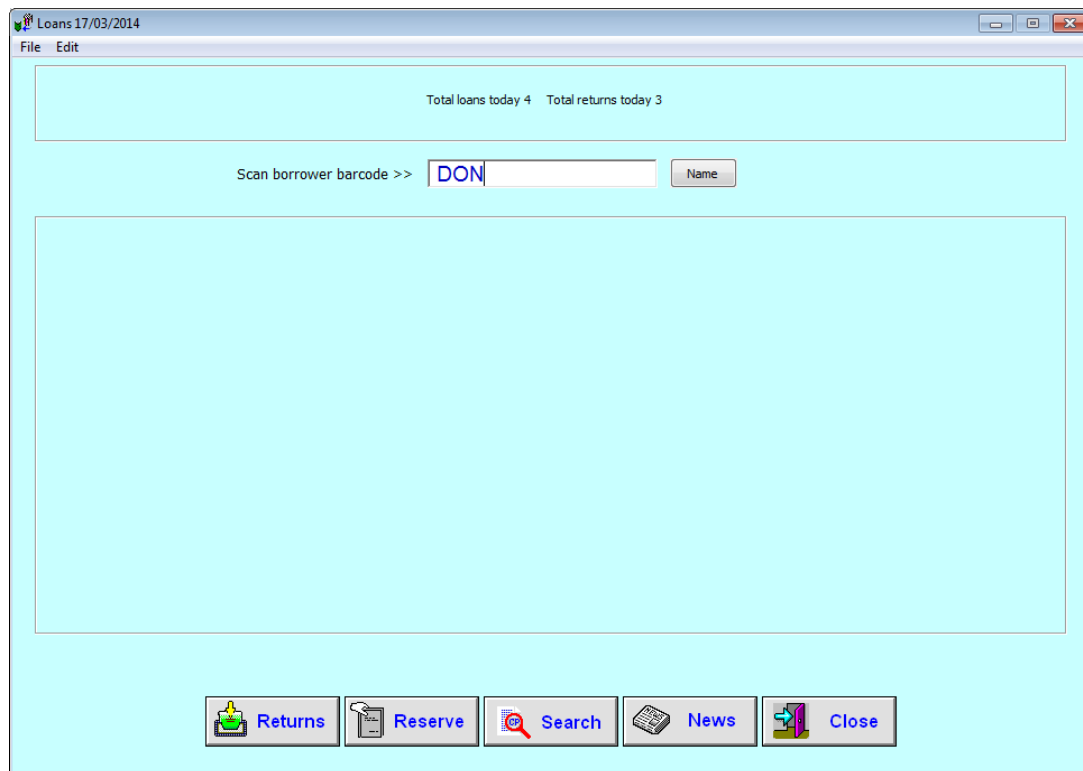
The Quick Entry feature is optional and can be disabled.

Finding a Borrower by Name

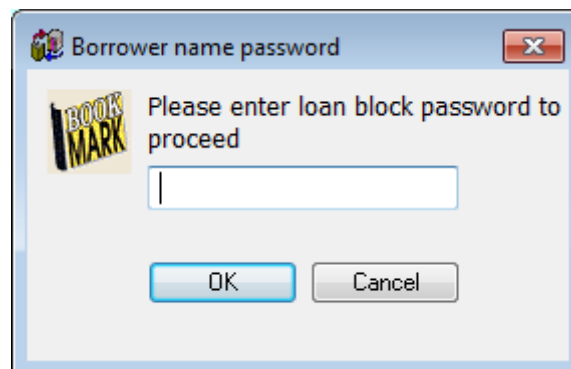
Borrowers can be located by their names as well as their barcodes. This is done in different ways.

Method 1 – Type the name

Instead of a barcode, type part or all of the name and press Enter.

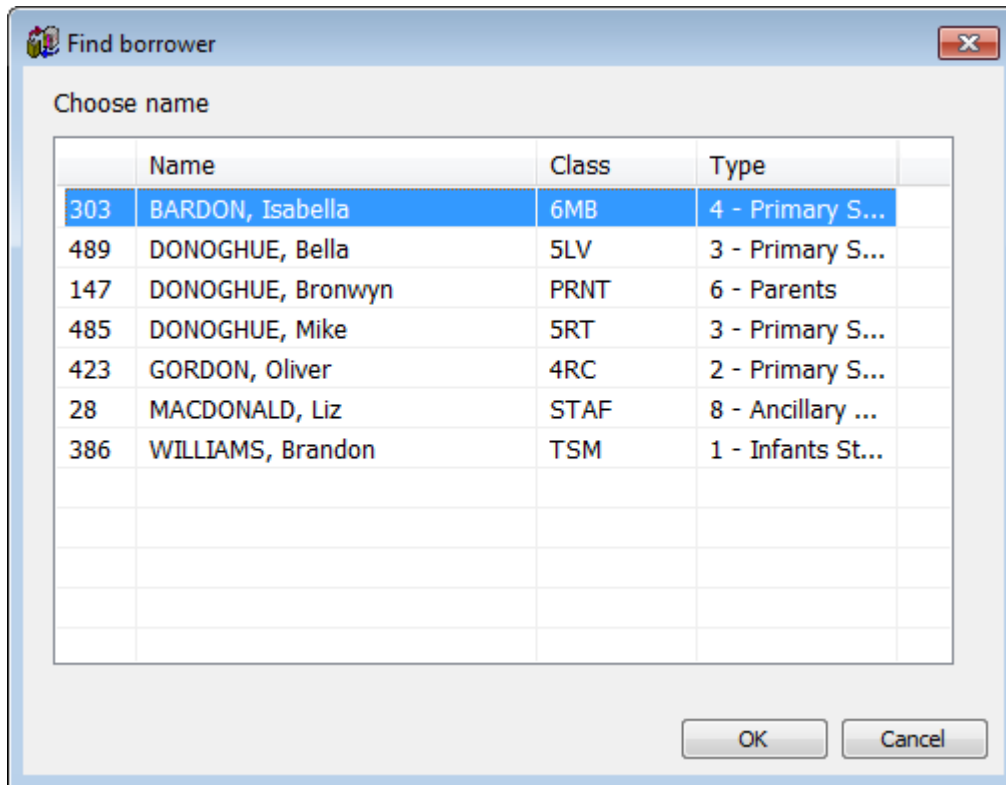


An optional *Switch* can be set so Circulation asks for a password before displaying the list of names found. Name searches are then restricted to those who know that password. By default, there is no password request.



A list of borrowers containing the words entered is displayed.

Finding borrowers by entering part of their name instead of the barcode is optional. It can be switched off!

A dialog box titled "Find borrower" with a close button (X) in the top right corner. Below the title bar is a label "Choose name". Underneath is a table with four columns: an empty column, "Name", "Class", and "Type". The table contains seven rows of data. The first row is highlighted in blue. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

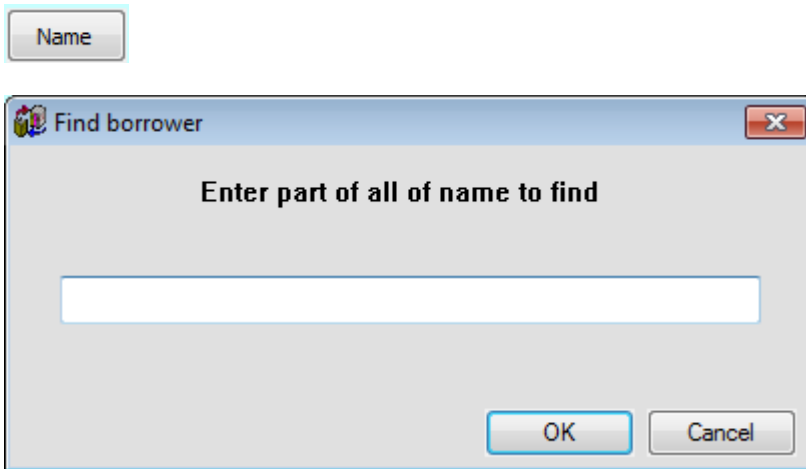
	Name	Class	Type
303	BARDON, Isabella	6MB	4 - Primary S...
489	DONOGHUE, Bella	5LV	3 - Primary S...
147	DONOGHUE, Bronwyn	PRNT	6 - Parents
485	DONOGHUE, Mike	5RT	3 - Primary S...
423	GORDON, Oliver	4RC	2 - Primary S...
28	MACDONALD, Liz	STAF	8 - Ancillary ...
386	WILLIAMS, Brandon	TSM	1 - Infants St...

OK Cancel

Click on the correct name and then click on OK or press Enter.

Method 2 – Use the Name button

A pushbutton called Name may appear next to the barcode entry line. It can be hidden or visible.



Circulation then searches for the name in the same way as above.

Method 3- Class Lists

The screenshot shows the 'Loans 17/03/2014' application window. At the top, it displays 'Total loans today 4' and 'Total returns today 3'. Below this is a 'Scan borrower barcode >>' label followed by a text input field. To the right of the input field are two buttons: 'Name' and 'Classes'. The 'Classes' button is a dropdown menu. Below these elements is a large, empty rectangular box intended for displaying a list of students. At the bottom of the window is a toolbar with five buttons: 'Returns' (with a book icon), 'Reserve' (with a book icon), 'Search' (with a magnifying glass icon), 'News' (with a newspaper icon), and 'Close' (with a red X icon).

A control exists which can switch on the *Classes* droplist. This allows selecting a class and then a borrower from the class's droplist. Further, all students in a class can be listed in the big box.

This screenshot shows the same application window as the previous one, but with the 'Classes' dropdown menu open. The dropdown menu is titled 'Choose a name' and contains a list of students with their IDs and names: 172 = BASSETTO, Jacob; 348 = BELL, Zac; 173 = BENNETT, Jack; 14 = CUTMORE, Emma; 145 = EDEN, Jude; 323 = ELKAN, Isobel; 268 = FORD, Ethan; 186 = GALLEGOS, Hunter; 125 = JORY, Sienna; 133 = KIYORK, James; 216 = MAHER, Angus; 459 = MALONE, Ruari; 288 = MCKEAN, Peter; 243 = MCMANUS, Max; 219 = MCNULTY, Maeve; 235 = PIKE, Elise; 450 = ROBINSON, Ella; 161 = SCARR, Samantha; 170 = SELTSIKAS, Joseph; 182 = SUPPLE, Lara; 250 = WILLIAMS, Olivia. The 'Name' button is now labeled '3EC'. The large rectangular box remains empty.

Instead of a droplist of names, the names can appear beneath the scan barcode line.

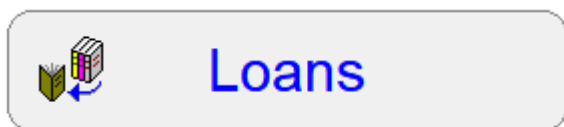
The screenshot shows a web application titled "Loans" with a menu bar containing "File" and "Edit". Below the title, it displays "Total loans today 0" and "Total returns today 1". A section for scanning a borrower's barcode includes a text input field and a dropdown menu currently set to "2MB". Below this is a large table listing borrowers with their IDs and names. At the bottom, there are five buttons: "Returns" (with a scanner icon), "Reserve" (with a book icon), "Search" (with a magnifying glass icon), "News" (with a newspaper icon), and "Close" (with a close icon).

405	*ALLEN, Jade	127	*LUCAS, Hugh
425	*ALLOWAY, Sophia	361	*MCFADZEAN, Lachlan
372	*BOVIS, Zak	166	*MELLEUSH, Alexander
492	*COLLITON, Erika	351	*NEWBY, Ilsa
410	*CORMACK, Eimear	435	*NOVAK, Siena
366	*CUTLER, Mitchell	347	*PIKE, Jennica
491	*DAWSON, Oliver	319	*SAMMUT, Olivia
158	*DENVER, Ciara	160	*SHPIRICH, Lila
430	*FAIRFAX, Beau	307	*SKRAEM, Nicholas
374	*GUBERINA, Charles	344	*SLATER, Sophia
490	*HAMILTON, Jaime	451	*TUCKEY, Indigo
218	*KIYORK, Thomas	297	*WALLICH, James
254	*LAMBLE THOMAS, Lola		
392	*LEIM, Hugo		

Or the option to display borrower photos can be used.

The first screenshot shows the "Loans" application with a "Choose class" section containing a grid of buttons: 1SB, 2MB, 3ST, 4LV, 5RT, 6SR, ELVS, Gorgeous Dean Hodgson, KAG, KEC, LO, PRNT, STAF, TELC 3DM, TELC 3DW, and TELC 5D. A "Close" button is at the bottom right. The second screenshot shows a window titled "Gorgeous" with the text "Class: Gorgeous Dean Hodgson". It displays four borrower photos with their names: BURLINGTON, Megan; CHINCHEN, Di; DALLEYWATER, Keith; and WEBBER, Jane. A "Close" button is at the bottom right.

Loans



Loans Display

Once a borrower is located, the *Borrower Window* appears.

Loans

WEBBER, Jane (1) Loan limit: 1
Type: 10 - Ten On loan: 1
Class: Gorgeous Year: S Due date: 31/08/2017

Scan item barcode >>

Number	Title	Call number	Type	Due date	
1	The amazing story of Adolph /	F MOR *	Fiction	24/03/2016	Overdue

Return Extend Reserve History Options Finish

Borrower Information Area

Barcode entry area

Command Buttons

List of Items on Loan

The top area of the window displays information about the borrower and some additional messages.

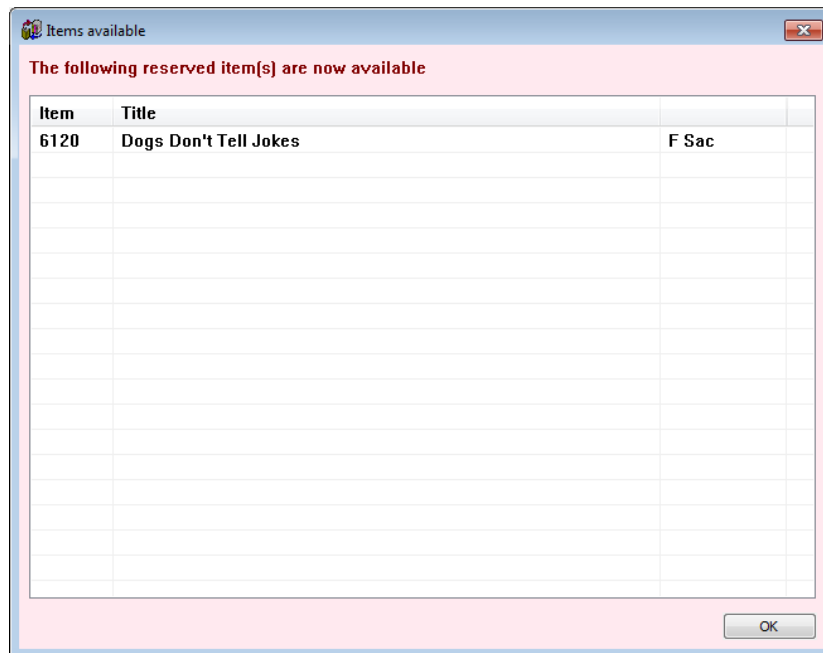
The number in brackets after the borrower's name is their number or barcode.

The photo is optional.

Each button across the bottom can be either visible or hidden.

Hold Notice

If any items are on hold and waiting to be picked up, the borrower is issued a notice before proceeding.



Issuing Loans

Loans are issued ("checked out") by scanning each item's barcode in turn. Alternately, the number of the item can be typed and Enter pressed. (There is no facility to enter a title.)

As each loan is issued, Circulation checks to ensure that there are no “blocks” on the loan, and if there are none, it displays the title and other information as the top entry in the list.

Loan data is immediately saved to the database.

By default, all items on loan to the borrower are displayed. The list can be scrolled using the mouse and the vertical slider bar on the right of the list. This appears if the list is longer than the visible area. If the list is hidden, a command and a password can be used to display it.

The order of items in the list can be changed by clicking on a column's heading.

A number of events can occur during loans, such as reaching a loan limit, or an item being restricted to the borrower. These are discussed later.

Finishing Loans

When the borrower has finished, there are three different ways to exit Loans:

- Click on the **Finish** command button at the bottom of the window
- Scan the **FINISH** barcode label (or type in the word Finish and press enter)
- Press the **Esc** key on the keyboard
- Scan another borrower's barcode (even though it is asking for an item barcode)

If a borrower's full barcode is scanned instead of an item barcode, Circulation switches to that borrower. A full barcode must be entered. It is not possible to change to a borrower by using only simple numbers.

Finish or ESC closes the Borrower window, saves any remaining data and returns to the Menu window.

When an item is successfully checked out, many things are saved to the database:

- The item's status is set to 2, indicating it is on loan
- The Due Date is recorded against the item record
- The number-of-times-borrowed counter for the item is incremented
- The number of loans issued today counter is incremented
- The borrower's barcode, name, class and year level are recorded against the item
- The Last Seen Date is set to today (stocktake date)
- The Loan Date is set to today
- A record of the item is saved to the borrower's individual loan history list
- The date is recorded against the borrower's "last loan date"
- A record of the loan (transaction) is saved to the Circulation Transaction List or Circlog
- If the item was on hold, it is removed from the reservations list
- If a loan receipt is required, it is printed

All of this occurs within a second or two.

View Item Catalogue Details in Loans

To view the cataloguing details of an item, double-click on it.

Item Details

The amazing story of Adolphus Tips /
Michael Morpurgo ; illustrated by Michael Foreman

Author(s):

MORPURGO, Michael ; FOREMAN, Michael [illustrator]

Call number:

F MOR *

Subjects:

Cats - Fiction ; World War, 1939-1945 - England - Fiction ; World War, 1939-1945 - Evacuation of civilians - Fiction ; Adventure stories

Publisher:

London: HarperCollins Children's, 2005

Phys. description:

190 p. : ill.

ISBN:

0007182457

PRC:

6-9

Level:

Red

Lexile:

390

Item number:

1

Barcode:

I1413000013

Status:

2 On loan

Item type:

WEB Website

Location:

Library

Collection:

Family & Relationships

Cost:

Replacement cost:

Supplier:

Accession date:

04/09/2014

Last seen date:

12/05/2021

Total loans:

11

Last borrower:

1 WEBBER, Jane Group Gorgeous Level S

Due date:

26/05/2021

Date borrowed:

12/05/2021 09:08:47.314 AM

Date returned:

12/05/2021

Due date category:

0 Normal

Loan restriction:

Unrestricted

Loan note:

Return note:

Visible in Search:

Yes

History

Reserves

Edit item

Close

The History and Reserves buttons can be used to pop up windows showing the item's circulation history and any current reservations. These buttons are normally hidden but can be made visible in Circulation Controls. The Edit button allows editing the item's catalogue record.

Loan Blocks

During the Loan process, Circulation checks to see if there are any *Loan Blocks* that need to be activated.

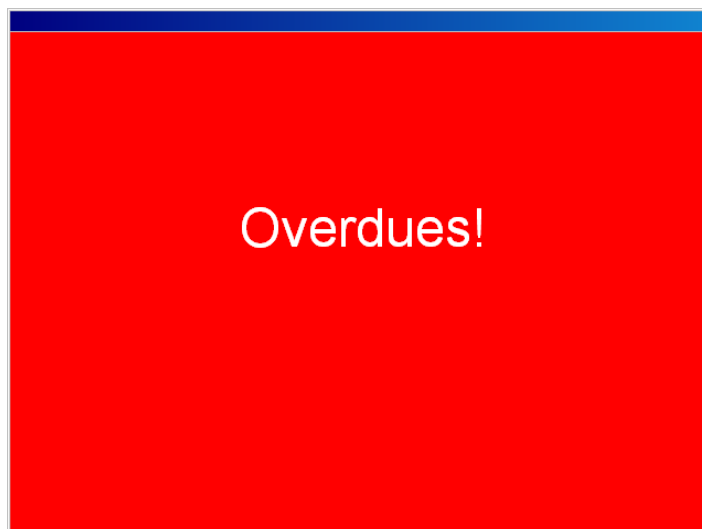
Each Loan Block Event can be enabled or disabled and may or may not have an overriding password. This allows great flexibility to make circulation behave the way you want. By default, all Loan Blocks are active and require passwords to override.

Loan Block events can be caused by:

- Overdue items
- Borrower requires a privacy code to borrow
- Loan limit reached
- Restricted item
- Item is on Hold or reserved for someone else
- Item has been previously borrowed by this borrower
- Item cannot be borrowed (based on Status)

Overdue Item(s)

If the borrower has overdue items (the date comes before today's date shown at the top of the window), Circulation can display a large coloured window with a message in big letters, and make special sounds.

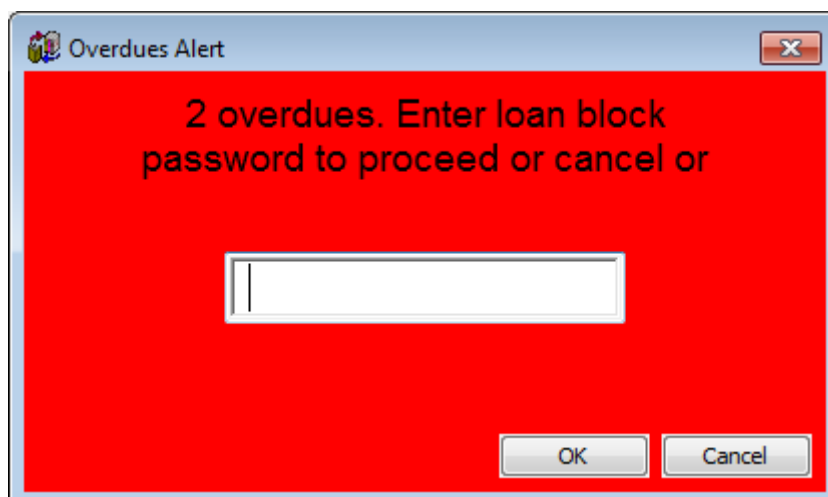


This Loan Block display is optional: it can be turned off if not required.

The message "Overdues!" can be changed.

The sound is optional as well.

If an overdue block is triggered:



Click on Cancel to cancel the loan process. Circulation then returns to the Menu window.

Note: testing for overdue items can occur either before the borrower can do anything or be set to trigger if the borrower tries to borrow an item after they have seen their loan list. Default is after.

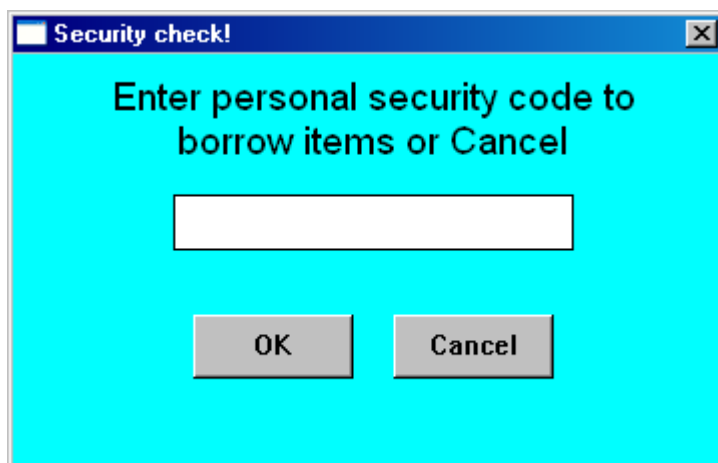
Note: each borrower type can be set to "block" or "no block". The latter allows borrowing regardless of the number of overdue items.

Note: each borrower type can also have a limit set to a number of overdue items allowed before the block is triggered.

Privacy Code to Borrow Items

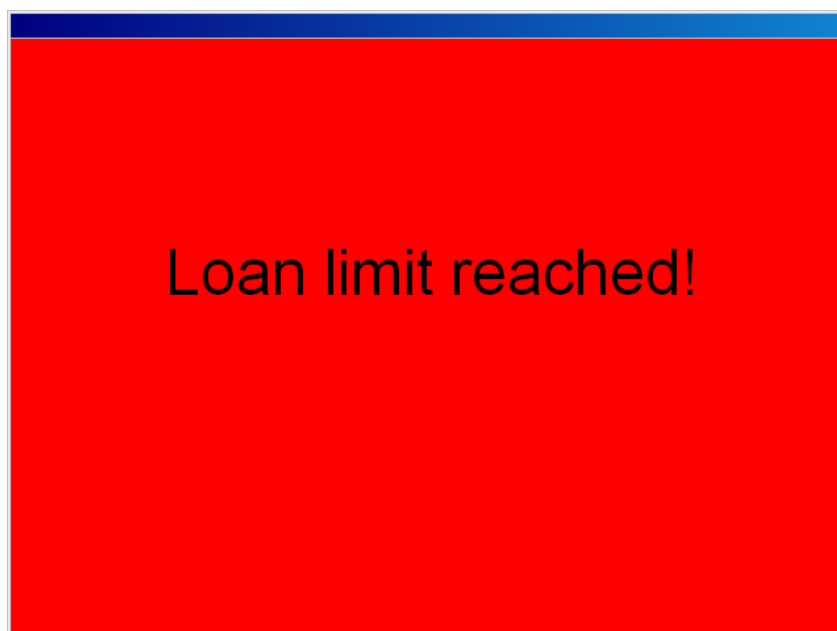
An optional security feature is available that can require a borrower's Privacy Code to be entered before they can borrow. This feature is available for students who may be victimized by others using their barcode. This restricts borrowing to the borrower only if they know the correct passwords to enter. By default, this function is disabled.

In addition to the borrower's personal code, the librarian's Master password or the Loan Block password or the Borrower Privacy password may be entered.

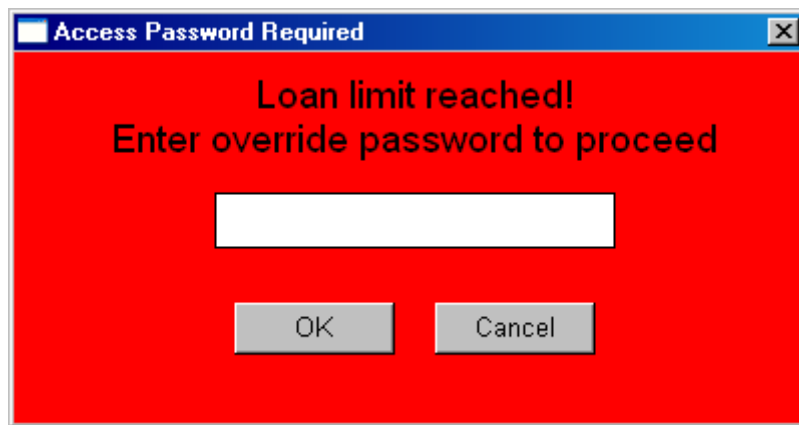


Loan Limit Reached

If a borrower reaches their loan limit, a Loan Block event can be triggered. This can be set to occur either immediately when the loan limit is reached, or when the borrower attempts to borrow the next "too many" item. Again, the large coloured window and sounds are optional, and can be switched off if desired. Default is On.

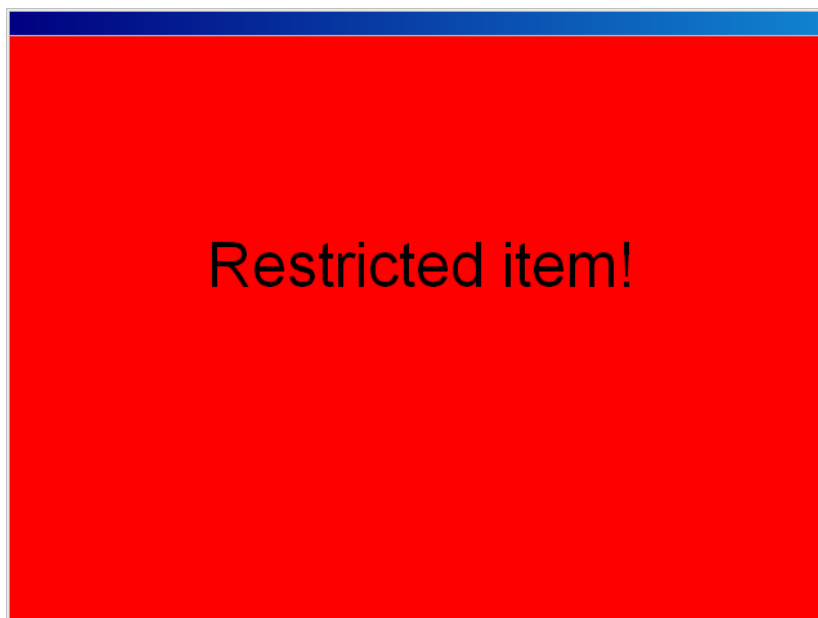


Loans can proceed if the Loan Block password or Main password is entered.

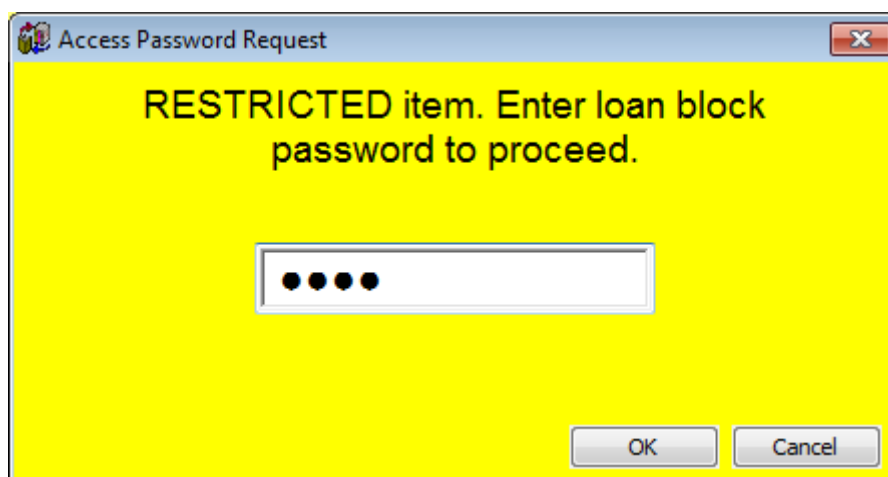


Restricted Item

When an item has a Loan Restriction placed on it in Cataloguing or via Borrower Type settings, Circulation checks to see if the borrower is permitted to borrow the item. If not, a Loan Block event can be triggered.

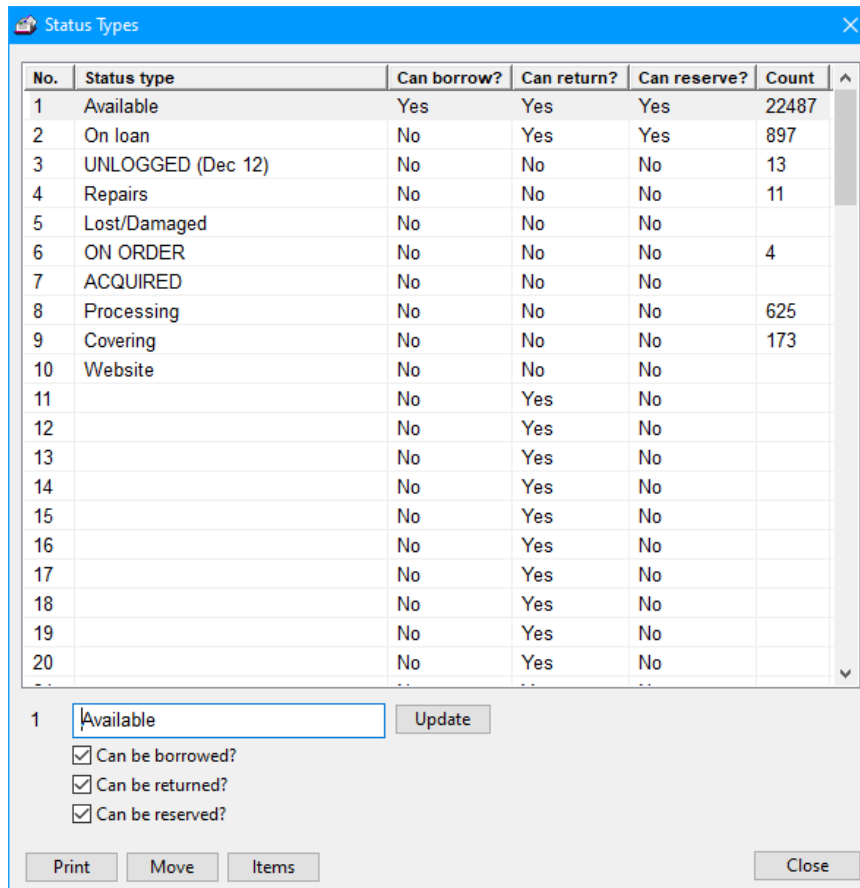


Like the Loan Limit block, a loan block of a restricted item can be overridden by entering either the Loan Block or Master passwords.



Item Cannot be Borrowed

An item can only be borrowed if the "Can be borrowed" setting is set to Yes in Status Types.



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

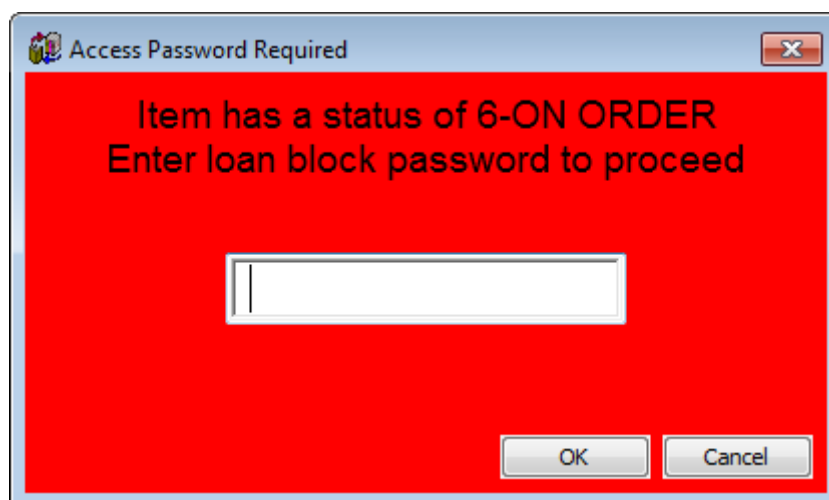
No.	Status type	Can borrow?	Can return?	Can reserve?	Count
1	Available	Yes	Yes	Yes	22487
2	On loan	No	Yes	Yes	897
3	UNLOGGED (Dec 12)	No	No	No	13
4	Repairs	No	No	No	11
5	Lost/Damaged	No	No	No	
6	ON ORDER	No	No	No	4
7	ACQUIRED	No	No	No	
8	Processing	No	No	No	625
9	Covering	No	No	No	173
10	Website	No	No	No	
11		No	Yes	No	
12		No	Yes	No	
13		No	Yes	No	
14		No	Yes	No	
15		No	Yes	No	
16		No	Yes	No	
17		No	Yes	No	
18		No	Yes	No	
19		No	Yes	No	
20		No	Yes	No	

Below the table, for status type 1 (Available), the following settings are shown:

- ☒ Can be borrowed?
- ☒ Can be returned?
- ☒ Can be reserved?

Buttons at the bottom include: Print, Move, Items, Update, and Close.

All items with a Status of 1 can always be borrowed. Items with a Status of 2 can be borrowed if a control is set to allow this, in which case the item is automatically returned then issued. In the example above, items with a status of 7 can also be borrowed. If this box is not ticked, the item cannot be borrowed and a passworded alert is presented.



The 'Access Password Required' dialog box has a red background and contains the following text:

Item has a status of 6-ON ORDER
Enter loan block password to proceed

Below the text is a text input field. At the bottom right are 'OK' and 'Cancel' buttons.

This type of loan block cannot be overridden.

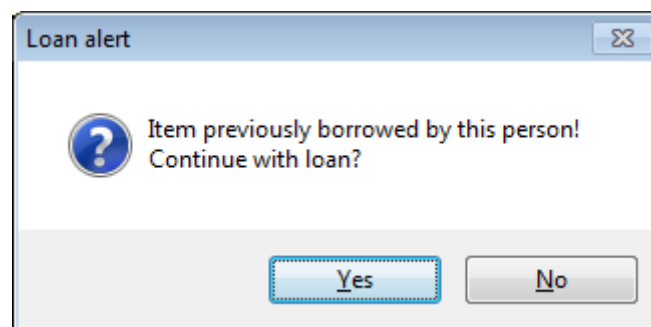
Item is on Hold or Reserved

A Loan Block can also be triggered if a loan is attempted against an item that is on hold for someone else. A special password is available for this block as well as the regular master password.



Item Has Been Previously Borrowed

Circulation can check to see if the item was previously borrowed by the same borrower.

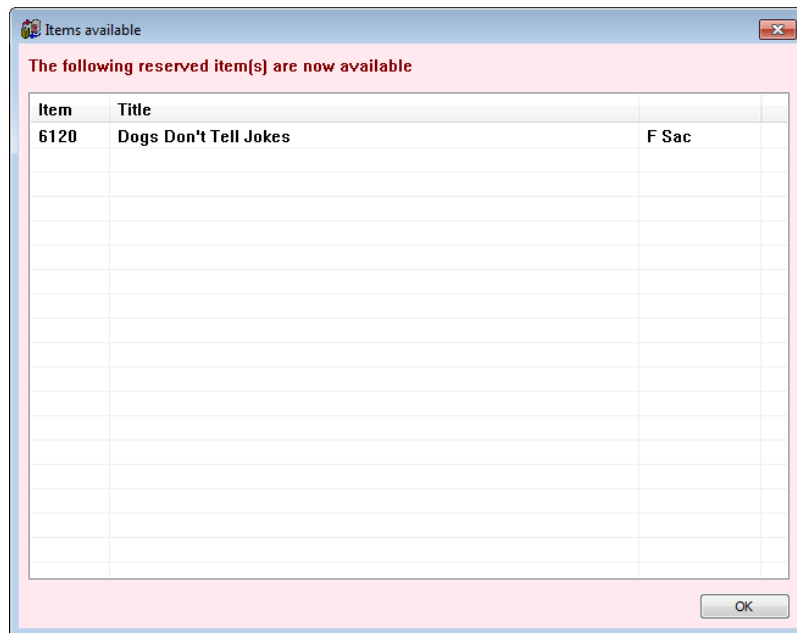


This is not a loan block, but instead simply a notice that appears. Clicking on Yes continues the loan but No cancels issuing the item.

By default, this function is switched off.

Holds

When a borrower enters their barcode, any items that are on Hold to the borrower are displayed first.



Items on Hold are items that have been returned and are awaiting pickup.

A checkbox in Circulation Controls / Reservations tab sets a condition:

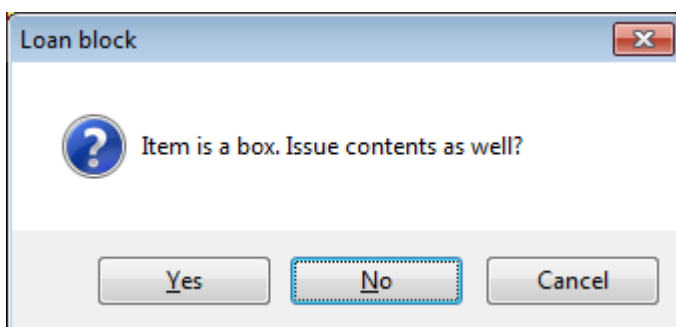
- They can only be borrowed by the borrower the Hold is against.
- Of anyone with a hold to the title can borrow any copy on hold

Borrowing Boxes

When a Box is borrowed (See Cataloguing), the contents of the box normally are issued at the same time. Boxes allow a group of items to be issued with one barcode – the box's.

However, there may be instances where this situation is not preferred.

In Circulation Controls (see below), a checkbox can be set so Bookmark asks whether or not to issue the contents. The checkbox is a global setting and affects all boxes.



Alternately, typing the phrase "loan box only" (do not include the quotes) on the OTHER field in AddEdit Items (Cataloguing) and saving it, tells Bookmark to do the same time as above but only for the specific item instead of all boxes.

The phrase "loan box always" tells Bookmark to always issue the contents even if the checkbox is set.

The phrase "return box only" tells Bookmark to return the box and not the contents without displaying a message.

Bulk Loans

Temporary boxes can be created while in Loans. These are called "Bulk loan boxes".

After scanning in a borrower, type the command word BOX (not case sensitive) and press Enter (instead of scanning a barcode). This puts loans into "box mode".

The next item scanned becomes the box.

All subsequent items scanned are linked to the box. They become members as they are issued.

To stop adding to the box, type BOX again and enter or finish the borrower.

See returning boxes in Returns for more information.

Bulk Loan Boxes are identified by the phrase "Bulk loan" on the Other field in Cataloguing / AddEdit Items. Removing this phrase and saving the item turns the bulk loan box into a regular, permanent box.

Due Date Assignment

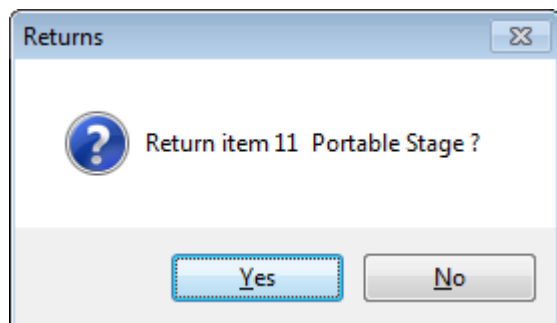
Due dates are assigned to loans based on rules.

- Unless otherwise set, the borrower's normal due date is registered to the loan. If it is a 14 day time, for example, the due date is calculated 14 days forward from the current date as stored by the computer itself.
- If the catalogued item has a different Due Date Category than normal (0), that due date is assigned instead.
- If the borrower's type category has special item type due dates and the item being issued is one of the types, then that due date is registered instead of the borrower's normal due date.
- If a temporary due date has been set up, that is registered instead of the above.
- If a "SetDate" command has been given to make a one-off due date, that is used instead of the above. Setdate takes precedence. Temporary due date takes next precedence.

Return



To return an item while the Borrower screen is open, click on the item to highlight first then click on the *Return* button. This button by default is hidden.



In addition to returning a specific item, the F1, F2, F3 or F4 keys, or type in the word RETURNS (or scan it) or type in or scan the word SWAP switches to the Returns window.

The Return button can be hidden or visible. Click on the appropriate checkbox in Circulation Controls.

Extend



By default this button is hidden. When visible it allows an item to be renewed. Highlight the item first then click on Extend. A password may or may not be requested depending on the setting in Circulation Controls.

Show

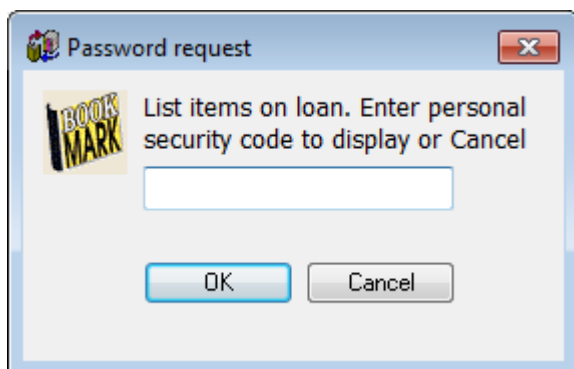


By default, Circulation displays all items on loan as soon as a borrower is entered, and this button is not visible.

However, for privacy considerations, this list can be hidden using a Switch in Circulation Controls.

If the Switch is off, the button **Show** appears at the bottom of the window.

If the borrower has a Privacy Code, it will be requested before displaying the list.



If the borrower does not have a code, the list is displayed as soon as the Show button is clicked.

Reserve



The Reserve button allows the borrower to place a reservation against a title on loan to someone else. See *Reservations* later for more details.

History



The **History** button displays items the user has previously borrowed.

Borrower History

105 items in history for WEBBER, Jane

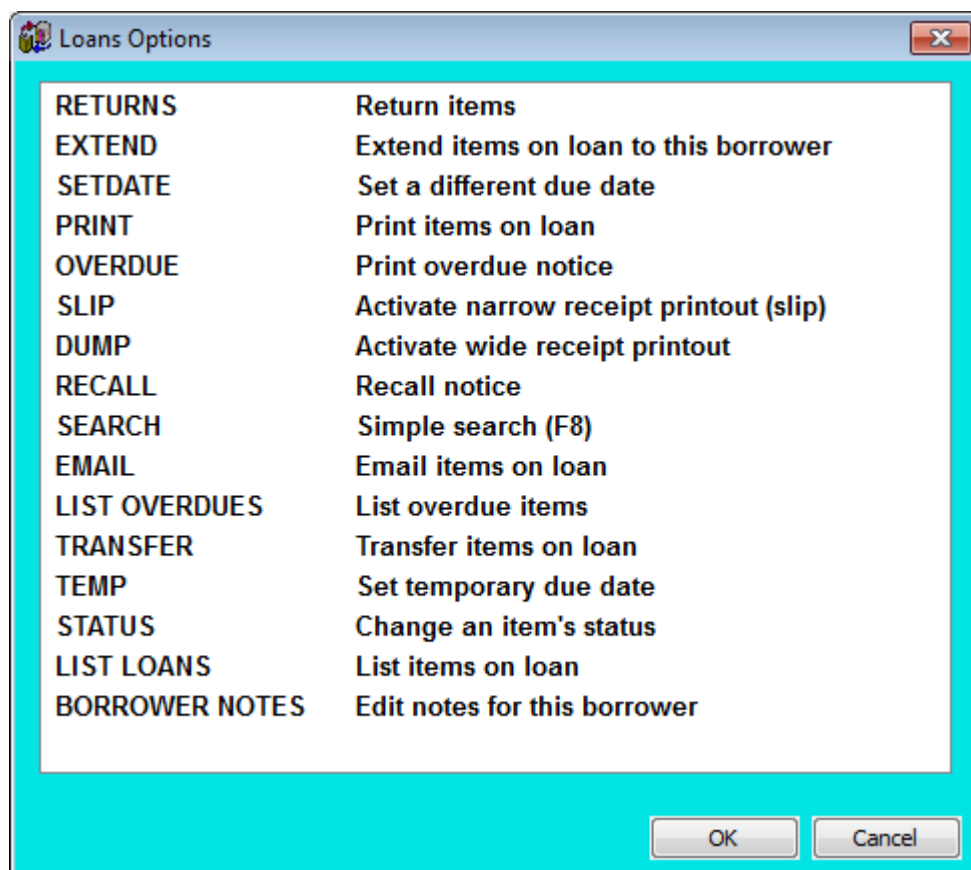
Number	Title	Call number	Type	Loan date
500	Wolfie	F BAR	1 FIC Fiction	17/03/2014
1001	The Best Pet	BF Mat	23 BF Bridging ...	17/03/2014
1000	The Great Jimbo James	BF Cum	23 BF Bridging ...	17/03/2014
502	maddy west and the tongue taker		1 FIC Fiction	17/03/2014
501	The great piratical rambustification		1 FIC Fiction	17/03/2014
500	Wolfie	F BAR	1 FIC Fiction	17/03/2014
33479	The Freedom Merchants	F Jor	1 FIC Fiction	31/10/2013
33184	Wild Wings	F Lew	1 FIC Fiction	24/07/2013
33198	That boy, Jack	F Bri	1 FIC Fiction	24/07/2013
33199	The River Charm	F Mur	1 FIC Fiction	24/07/2013
33203	The Girl who Brought Mischief	F Nan	1 FIC Fiction	24/07/2013
33197	View from the 32nd floor	F Cam	1 FIC Fiction	24/07/2013
32069	Truly Tan : Book 1 - Truly Tan	F Sto	1 FIC Fiction	24/07/2013
31835	Ellabeth's Test : Book 4 - Unicorn Riders	BF Dar	23 BF Bridging ...	13/03/2013
25607	Goblin on the Reef	BF Kel	23 BF Bridging ...	01/03/2013
30869	Other Brother	F Fre	1 FIC Fiction	31/01/2013
31645	The Frank Show	JF Mac	2 JF Junior Fic...	13/12/2012
30075	Lightning Jack	JF Mil	2 JF Junior Fic...	13/12/2012
31787	Herman and Rosie	JF Gor	2 JF Junior Fic...	13/12/2012
30721	Lone Pine	JF Bro	2 JF Junior Fic...	13/12/2012
31104	Sophie Scott Goes South	JF Les	2 JF Junior Fic...	13/12/2012
29064	The Brilliant World of Tom Gates : Book 1 - Tom G...	F Pic	1 FIC Fiction	13/12/2012
30583	Mort : Book 1 - Mort	F Cha	1 FIC Fiction	13/12/2012

View item Print Close

Options



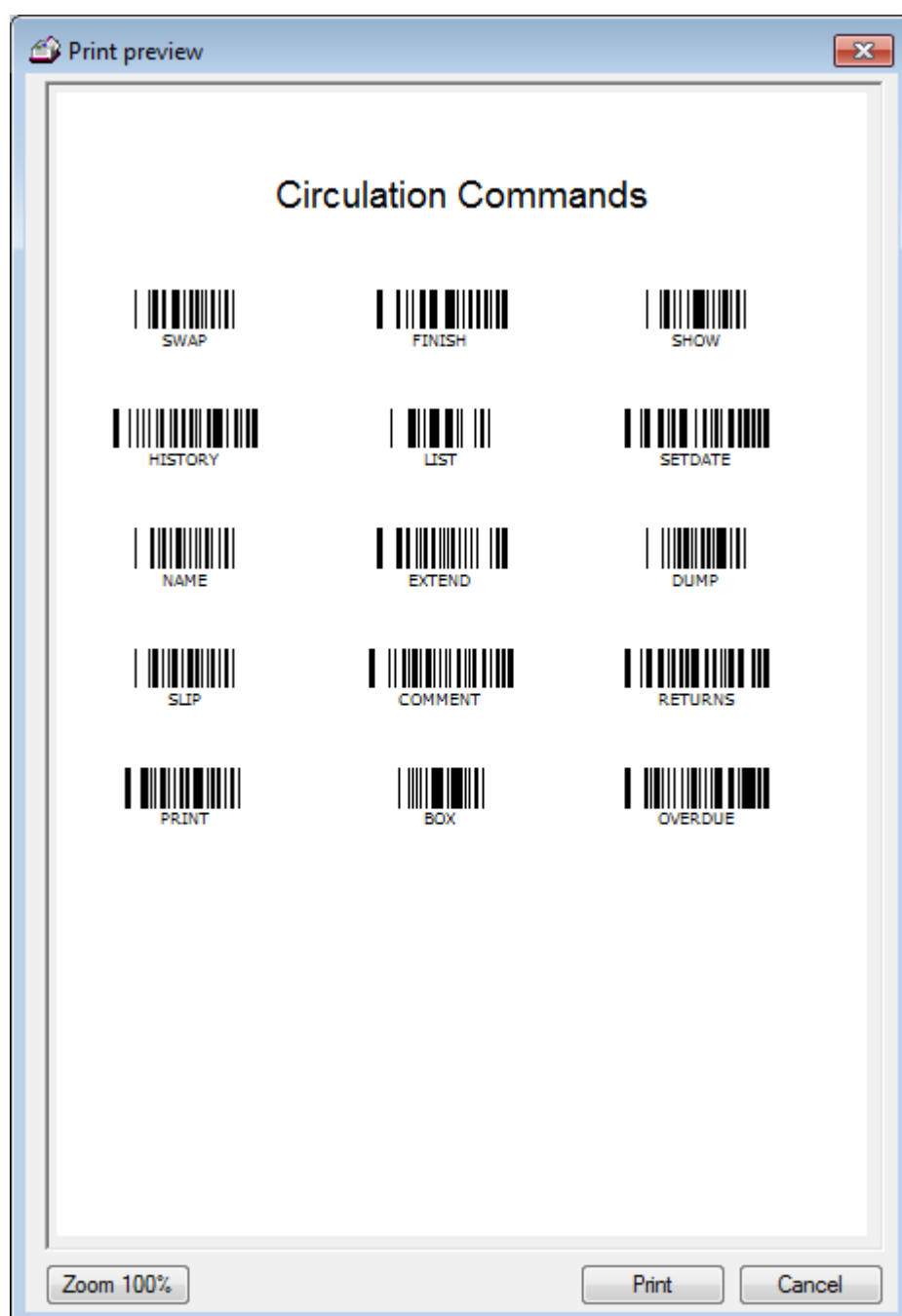
The **Options** button on produces a popup menu for selecting other operations. Options are intended for use by library staff and not students. Passwords can be optionally set against each task.



Many of these can also be selected by typing in the keyword instead of an item's barcode. These keywords can be typed in either upper or lower case or scanned from the Bookmark command word barcodes. These barcodes can be printed on a sheet by Bookmark itself in Cataloguing, Labels, Print Barcode Labels.

The key words are:

SWAP	FINISH	SHOW	HISTORY	LIST
SETDATE	NAME	EXTEND	DUMP	SLIP
COMMENT	RETURNS	PRINT	BOX	OVERDUE
RECALL	SEARCH			



Options - Overdue

This command is used to produce an overdue notice for the borrower.

Overdue notice

1 WEBBER, Jane

1 overdue item

Printout covers ☒ Include book cover images

Cost ☐ Include replacement cost or cost

Include this line: ☒ The following item(s) are overdue as of 08/08/2023

Omit overdue prior to: 01/01/1990

Overdue message: 1 - A FRIENDLY REMINDER

Write overdue message below or select from the drop list above.

A FRIENDLY REMINDER

Hello
Did you know that you have an overdue Library Book?
Could you please arrange for its return by Wednesday, 14th October, 2013
Thank you for your help.
Kind Regards

Mrs Jane Webber
Teacher Librarian

Slip Save Print Close

The Overdue Notice dialog only appears if the borrower has overdue items.

Printout covers: If this is ticked, the "book cover" format for overdue notices is used instead of the non-cover format.

Include this message: If the checkbox is ticked, then the message "The following item(s) are overdue as of <date>" is included in the overdue message. If the checkbox is not ticked, the message is omitted.

Omit overdue prior to: This is used to omit long-standing overdue items from the notice. Circulation tests items' due dates against this date and if any loans have due dates before this date, they are not included in the list. A default date of 01/01/1990 is used. To change the date, click on the editbox, delete what is there and type in your own date.

Overdue Message: Click on the dropdown list to choose a specific overdue message to include. The option "No message" is the default, meaning that no overdue message is included in the printout.

The overdue message can be rewritten or a completely different one written. Click on the message and start changing. Click on **Save** if you wish to save the changes to that overdue message number.

Print: This displays a printout dialog to start printing the overdue notice.process.

Options - Print

The Print command will print out all items currently on loan to the borrower.

Options - Setdate

Setdate allows a different due date to be used.

Reset due date

Reset Due Date

22/08/2023

One day Two days Three days

One week Two weeks Four weeks

Next Friday

August 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

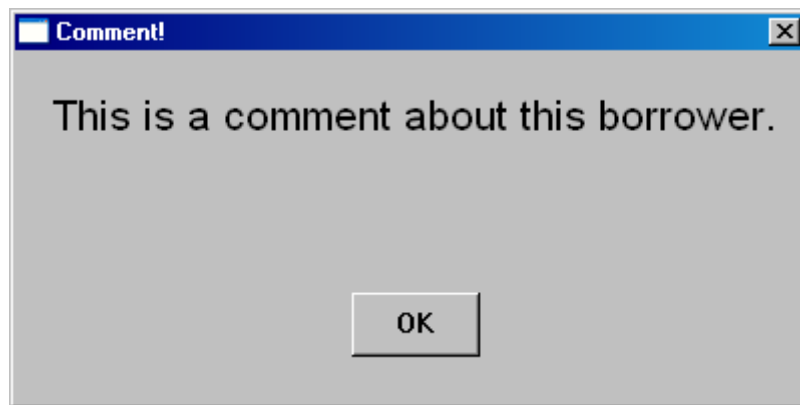
OK Cancel

Once a different date has been set, it takes precedence over all other due dates for the items borrowed by that borrowers. This can be useful for bulk loans that require a special due date.

As soon as the borrower is finished, due date reverts back to normal.

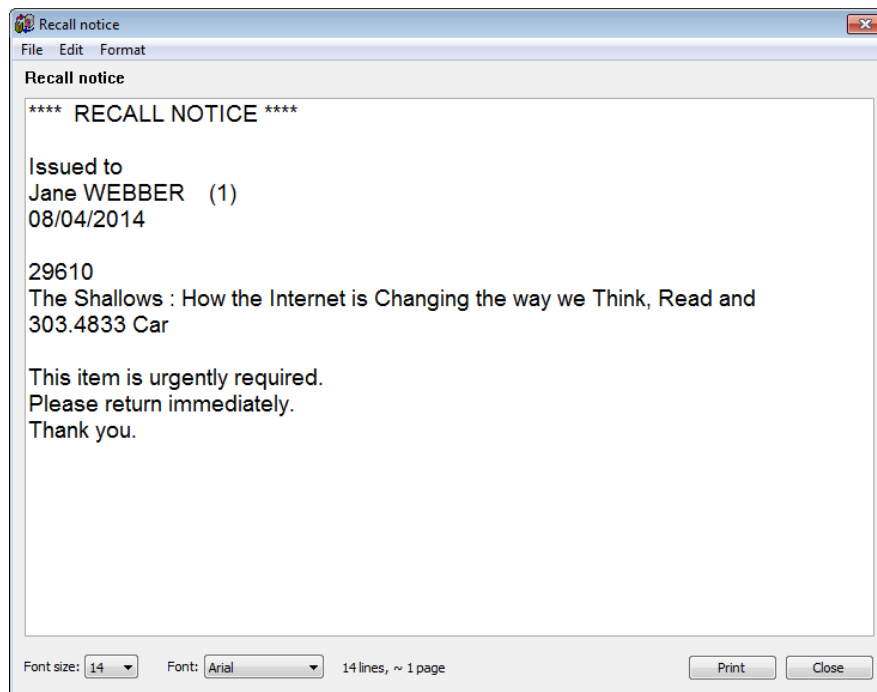
Options - Extend

The Extend command is used to extend the due dates of existing loans to the borrower. It is one of several ways to renew (extend) loans.

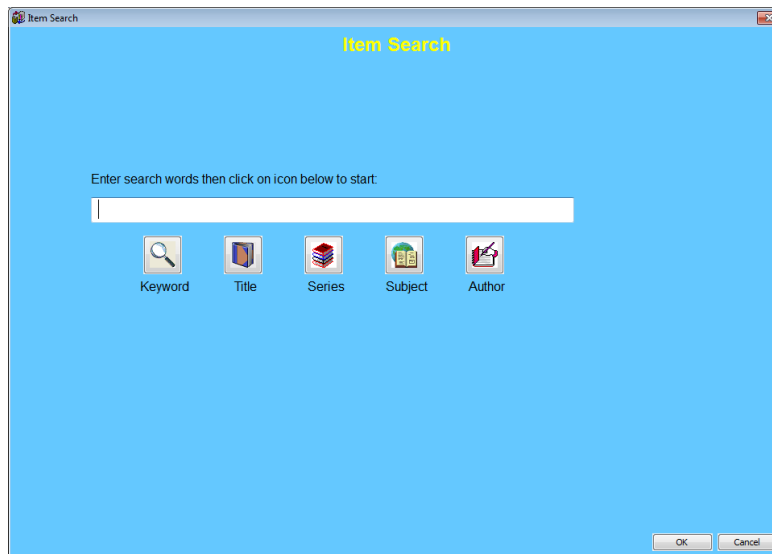


Options – Recall Notice

This function opens a window to issue a recall notice for a highlighted item. The text in the window can be changed before printing.



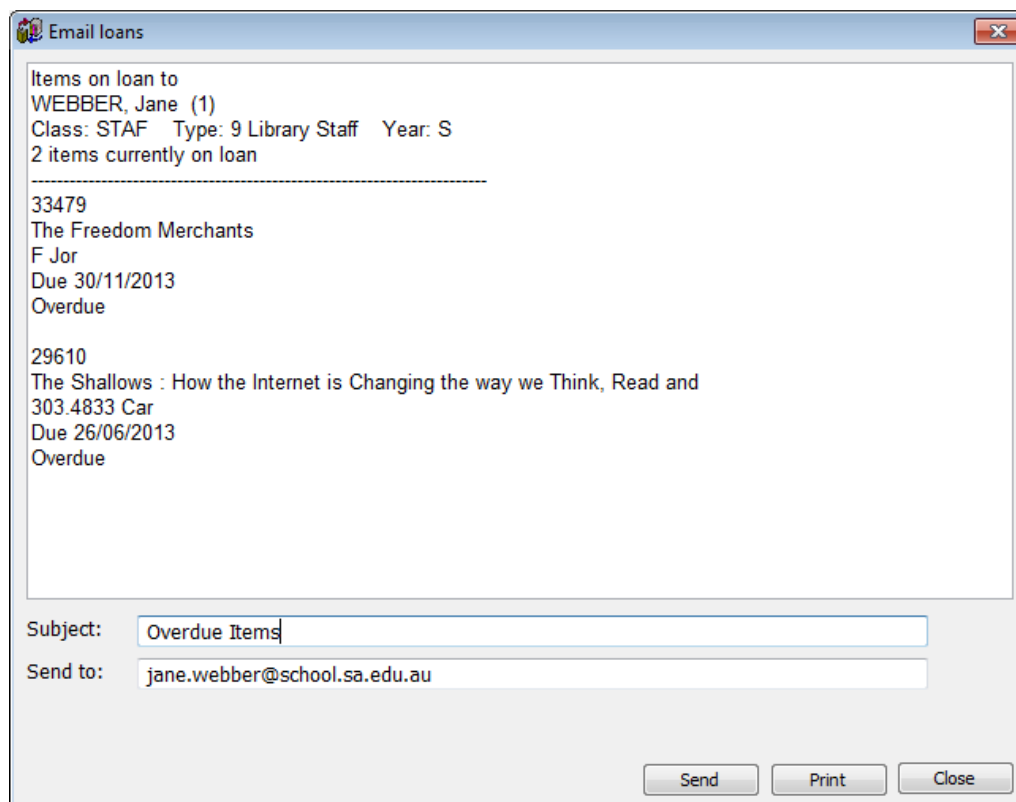
Options – Search



This provides a simple search facility to locate titles while in Loans.

This is a "word based" search. Optional boolean operators And and Or are allowed between words.

Options – Email



This function opens a window that allows an overdue notice to be emailed to the borrower. For this to work, email settings must be in place and access to a smtp email server available. See Controls / General Controls about this.

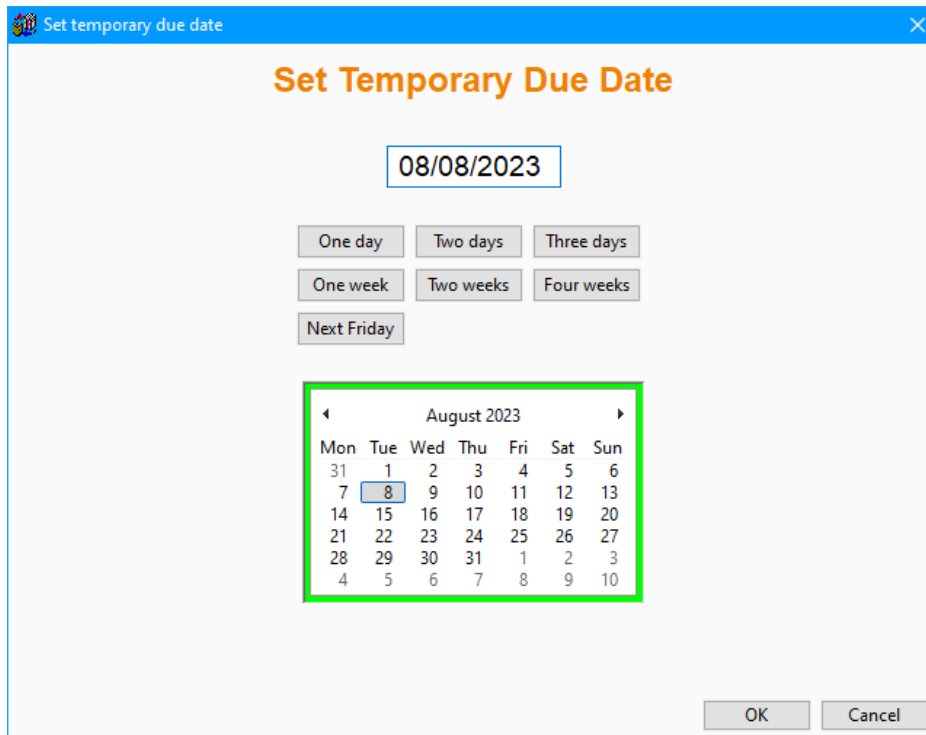
Options – List Overdues

Lists overdue items showing the number of days each has been overdue.

[illegible]

Options – Temp

This function allows setting a temporary due date, discussed previously.



The dialog box titled "Set temporary due date" has a blue header bar with a close button. The main title "Set Temporary Due Date" is in orange. A date input field shows "08/08/2023". Below it are buttons for "One day", "Two days", "Three days", "One week", "Two weeks", "Four weeks", and "Next Friday". A calendar for August 2023 is shown with the 8th highlighted. At the bottom are "OK" and "Cancel" buttons.

Set Temporary Due Date

08/08/2023

One day Two days Three days

One week Two weeks Four weeks

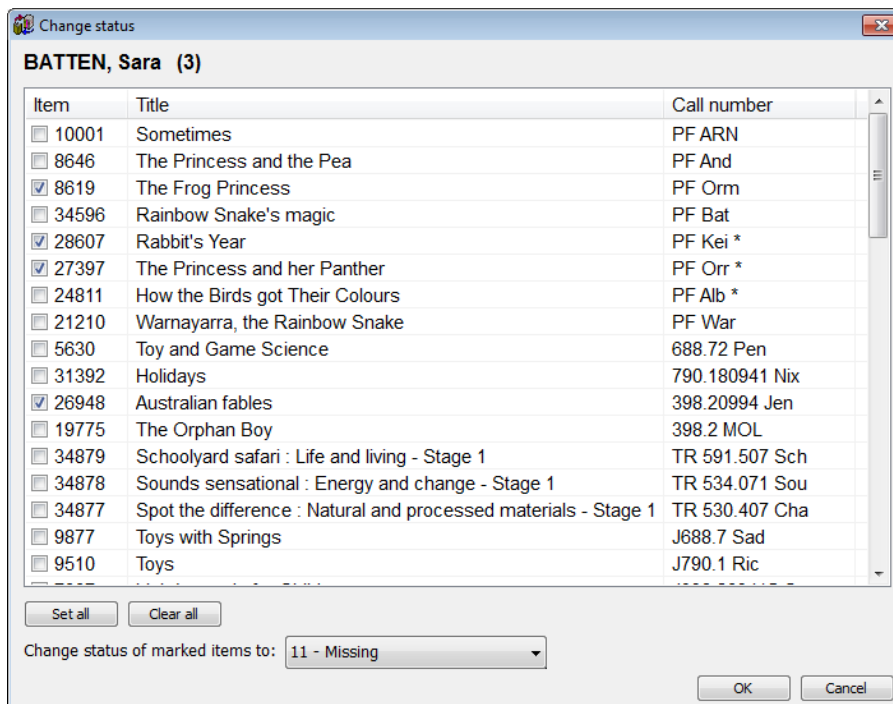
Next Friday

August 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

OK Cancel

Options – Status



The dialog box titled "Change status" has a blue header bar with a close button. The title "BATTEN, Sara (3)" is in bold. It contains a table with columns "Item", "Title", and "Call number". Several items are checked. At the bottom, there are "Set all" and "Clear all" buttons, a dropdown menu for "Change status of marked items to:" set to "11 - Missing", and "OK" and "Cancel" buttons.

Change status

BATTEN, Sara (3)

Item	Title	Call number
<input type="checkbox"/>	10001 Sometimes	PF ARN
<input type="checkbox"/>	8646 The Princess and the Pea	PF And
<input checked="" type="checkbox"/>	8619 The Frog Princess	PF Orm
<input type="checkbox"/>	34596 Rainbow Snake's magic	PF Bat
<input checked="" type="checkbox"/>	28607 Rabbit's Year	PF Kei *
<input checked="" type="checkbox"/>	27397 The Princess and her Panther	PF Orr *
<input type="checkbox"/>	24811 How the Birds got Their Colours	PF Alb *
<input type="checkbox"/>	21210 Warnayarra, the Rainbow Snake	PF War
<input type="checkbox"/>	5630 Toy and Game Science	688.72 Pen
<input type="checkbox"/>	31392 Holidays	790.180941 Nix
<input checked="" type="checkbox"/>	26948 Australian fables	398.20994 Jen
<input type="checkbox"/>	19775 The Orphan Boy	398.2 MOL
<input type="checkbox"/>	34879 Schoolyard safari : Life and living - Stage 1	TR 591.507 Sch
<input type="checkbox"/>	34878 Sounds sensational : Energy and change - Stage 1	TR 534.071 Sou
<input type="checkbox"/>	34877 Spot the difference : Natural and processed materials - Stage 1	TR 530.407 Cha
<input type="checkbox"/>	9877 Toys with Springs	J688.7 Sad
<input type="checkbox"/>	9510 Toys	J790.1 Ric

Set all Clear all

Change status of marked items to: 11 - Missing

OK Cancel

The Status function can be used to change the status of selected items on loan to the borrower. Items can be declared lost, for example.

Tick the items to be changed and select the status from the dropdown list. Click OK.

Options – List Loans

Lists all items on loan to the borrower. Displays the item type, date issued and due date.

Item	Title	Type	Issued	Due
3171	Toys at Playtime	Junior Non-Fiction	24/04/2015	26/06/2015
3403	The Princess and the Pea	Junior Fiction	04/05/2015	26/06/2015
4515	Clever Tortoise : A Traditional African Tale	Junior Non-Fiction	01/05/2015	26/06/2015
5630	Toy and Game Science	Non-Fiction	24/04/2015	26/06/2015
5676	Play With Computers	Junior Non-Fiction	24/04/2015	26/06/2015
5819	Toys	Junior Non-Fiction	24/04/2015	26/06/2015
5921	The Toys We Play With	Junior Non-Fiction	24/04/2015	26/06/2015
6019	Snow White and the Seven Dwarfs	Junior Fiction	04/05/2015	26/06/2015
6221	Toys	Junior Non-Fiction	24/04/2015	26/06/2015
6233	Classic Fairy Tales	Junior Fiction	04/05/2015	26/06/2015
6388	Tikki Tikki Tembo	Junior Fiction	01/05/2015	26/06/2015
6393	The Velveteen Rabbit	Junior Fiction	04/05/2015	26/06/2015
7667	Irish Legends for Children	Junior Non-Fiction	01/05/2015	26/06/2015
7814	Flat Stanley	Bridging Fiction	27/04/2015	26/06/2015
8619	The Frog Princess	Picture Fiction	04/05/2015	26/06/2015
8646	The Princess and the Pea	Picture Fiction	04/05/2015	26/06/2015
8682	The Kangaroo and the Porpoise : an Aboriginal Story	Junior Fiction	01/05/2015	26/06/2015
9510	Toys	Junior Non-Fiction	24/04/2015	26/06/2015
9877	Toys with Springs	Junior Non-Fiction	24/04/2015	26/06/2015
10001	Sometimes	Picture Fiction	01/08/2016	01/07/2016
12829	The Twelve Dancing Princesses	Junior Fiction	04/05/2015	26/06/2015
14306	Mufaro's Beautiful Daughters an African tale	Junior Fiction	01/05/2015	26/06/2015
15891	How The Kangaroos Got Their Tails	Big Book	01/05/2015	26/06/2015
16575	How the Tasmanian Tiger got its Stripes	Junior Fiction	01/05/2015	26/06/2015

☐ Show cost of items ☐ Show full barcodes

Print Details Close

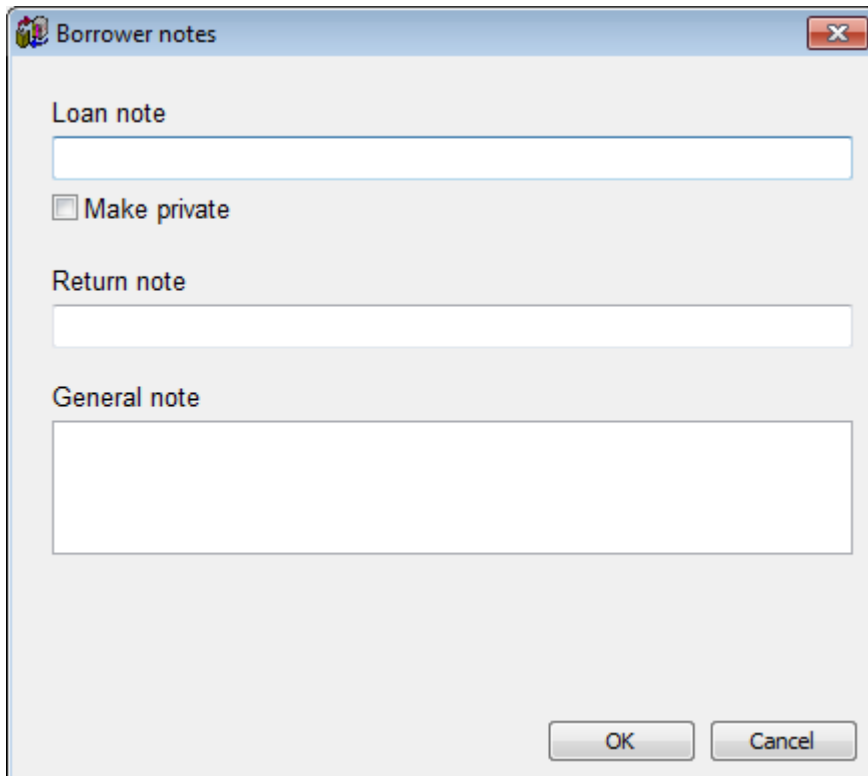
Checkboxes allow displaying item numbers as full barcodes, and also the cost of items.

Item	Title	Type	Issued	Due	Cost
I1413031713	Toys at Playtime	Junior Non-Fiction	24/04/2015	26/06/2015	\$26.95
I1413034038	The Princess and the Pea	Junior Fiction	04/05/2015	26/06/2015	\$9.95
I1413045152	Clever Tortoise : A Traditional African Tale	Junior Non-Fiction	01/05/2015	26/06/2015	\$12.95
I1413056307	Toy and Game Science	Non-Fiction	24/04/2015	26/06/2015	\$26.95
I1413056763	Play With Computers	Junior Non-Fiction	24/04/2015	26/06/2015	\$33.00
I1413058197	Toys	Junior Non-Fiction	24/04/2015	26/06/2015	\$0.00
I1413059216	The Toys We Play With	Junior Non-Fiction	24/04/2015	26/06/2015	\$29.70
I1413060194	Snow White and the Seven Dwarfs	Junior Fiction	04/05/2015	26/06/2015	\$25.95
I1413062219	Toys	Junior Non-Fiction	24/04/2015	26/06/2015	\$33.00
I1413062332	Classic Fairy Tales	Junior Fiction	04/05/2015	26/06/2015	\$29.95
I1413063883	Tikki Tikki Tembo	Junior Fiction	01/05/2015	26/06/2015	\$18.95
I1413063930	The Velveteen Rabbit	Junior Fiction	04/05/2015	26/06/2015	\$18.95
I1413076674	Irish Legends for Children	Junior Non-Fiction	01/05/2015	26/06/2015	\$0.00
I1413078147	Flat Stanley	Bridging Fiction	27/04/2015	26/06/2015	\$0.00
I1413086190	The Frog Princess	Picture Fiction	04/05/2015	26/06/2015	\$14.95
I1413086467	The Princess and the Pea	Picture Fiction	04/05/2015	26/06/2015	\$26.95
I1413086823	The Kangaroo and the Porpoise : an Aboriginal Story	Junior Fiction	01/05/2015	26/06/2015	\$12.95
I1413095107	Toys	Junior Non-Fiction	24/04/2015	26/06/2015	\$34.95
I1413098773	Toys with Springs	Junior Non-Fiction	24/04/2015	26/06/2015	\$29.95
I1413100017	Sometimes	Picture Fiction	01/08/2016	01/07/2016	\$0.00
I1413128293	The Twelve Dancing Princesses	Junior Fiction	04/05/2015	26/06/2015	\$14.95
I1413143065	Mufaro's Beautiful Daughters an African tale	Junior Fiction	01/05/2015	26/06/2015	\$24.99
I1413158913	How The Kangaroos Got Their Tails	Big Book	01/05/2015	26/06/2015	\$19.95
I1413165758	How the Tasmanian Tiger got its Stripes	Junior Fiction	01/05/2015	26/06/2015	\$13.00

☒ Show cost of items ☒ Show full barcodes

Print Details Close

Options – Borrower Notes

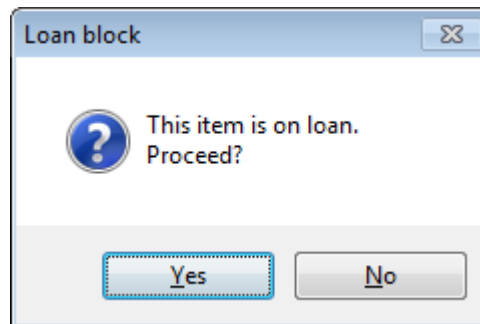


The image shows a software dialog box titled "Borrower notes". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog contains three text input fields: "Loan note" at the top, "Return note" in the middle, and "General note" at the bottom. The "General note" field is significantly larger than the others. Between the "Loan note" and "Return note" fields, there is a checkbox labeled "Make private". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

Allows adding, removing or editing a loan or return note to the borrower.

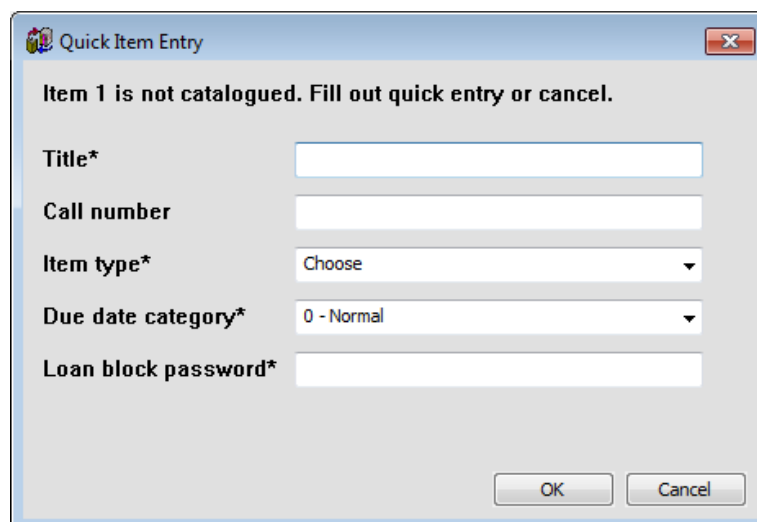
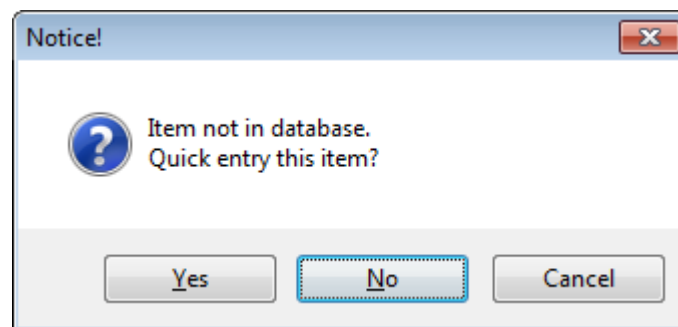
Issuing an Item Already on Loan

If a borrower tries to borrow an item that is currently on loan to another borrower, Circulation can be set to deny the loan or it can proceed. This is the checkbox “Allow borrowing an item that is on loan to someone else” in the Loans tab of Circulation Controls.



Quick Item Entry

If a loan is attempted using an item that has not yet been catalogued, a Quick Item Entry can be made on the spot.

A dialog box titled "Quick Item Entry" with a close button (X) in the top right corner. It contains the text "Item 1 is not catalogued. Fill out quick entry or cancel." followed by five input fields: "Title*", "Call number", "Item type*" (with a dropdown menu showing "Choose"), "Due date category*" (with a dropdown menu showing "0 - Normal"), and "Loan block password*". At the bottom right, there are two buttons: "OK" and "Cancel".

The Title, Item Type and Due Date Category must be entered, along with either the Loan Block or Master password.

The item is catalogued using this data and the location is set to 100, indicating a Quick Entry.

When the item is returned, a note is displayed indicating the item has been Quick Entered and should be fully catalogued in Add/Edit Items.

Circulation can be set to display a borrower's photograph or hide it. This is set in Circulation Controls.

Circulation

Returns



Returns

Clicking on the **Returns** button opens the *Returns Window*.

The screenshot shows a window titled "Returns" with a date of 18/03/2014. It contains a list of items with their details and status.

Item ID	Title	Location	Status	Notes
000500	Wolfie	Location 1 - Library	Borrowed by 1 WEBBER, Jane Class: STAF	Returned OK Due 15/12/2014 2 CHAMBERS, Di [Class STAF] has reserved this item
000501	The great piratical rambustification	Location 1 - Library	Previously borrowed by 1 WEBBER, Jane Class: STAF	Item's status is 1 In stock
000502	maddy west and the tongue taker	Location 1 - Library	Previously borrowed by 1 WEBBER, Jane Class: STAF	Item's status is 1 In stock
001001	The Best Pet	Location 1 - Library	Borrowed by 1 WEBBER, Jane Class: STAF	Returned OK Due 17/03/2014 >>> Item Overdue to 1 WEBBER, Jane [Class STAF] <<<

At the bottom, there is a "Scan item barcode >>" field and three buttons: "Notice", "Loans", and "Finish".

Scan the barcode or type in the number of each item to be returned.

If the item returned has a reservation, it will be placed on *Hold*.

An item on hold is given a status of 100 and its status in the reservation list is changed from "n/a" to "on hold". The copy returned is put on hold, and this is the only copy that person can borrow. A message appears indicating the item is on hold, and the **Print Notice** button becomes black. Printing hold notices can either be done manually or automatically.

When an item is returned, its status is set to 1, the Return Date is set to the current date, the Last Seen Date (stocktake date) is also set to the current date, and a record of the Return transaction is placed in the Circulation History List (Circlog).

View Item Details

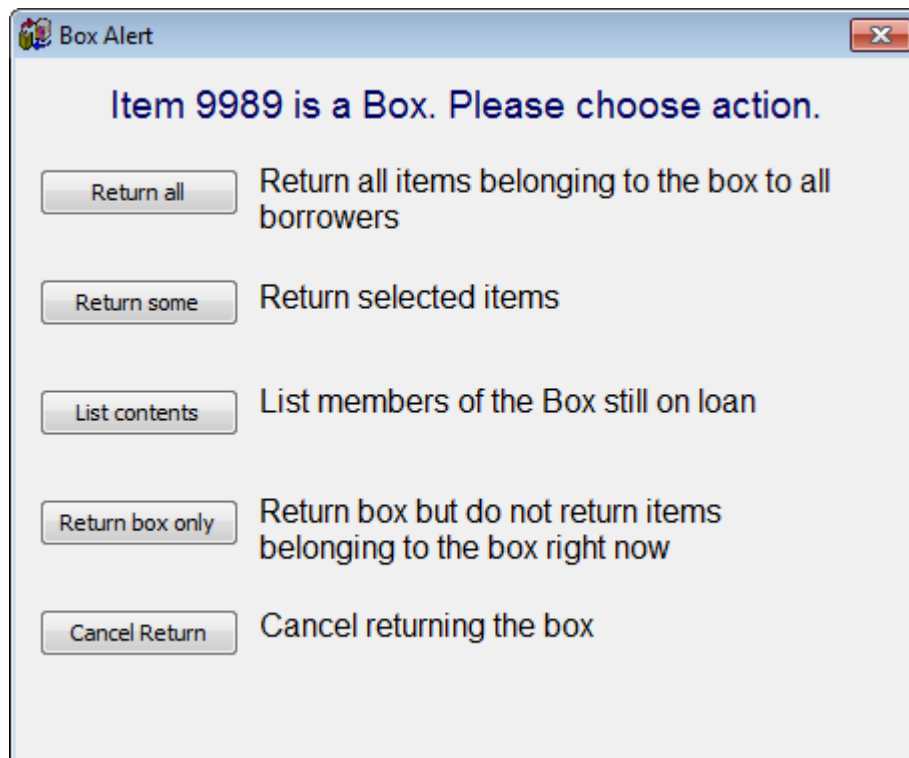
Double click on a title displays cataloguing details about the item.

Returning Boxes

All items that are members of a Box are issued on loan to the borrower when the box is borrowed.

Returning of all the items in the box is not automatic! This is in case some of the items are missing.

If a Box is returned, Circulation displays a special dialog that must be acted upon immediately.



Click on *Return all* to return all items in the box. It is assumed the items really are to be returned and nothing is missing.

Return Some allows returning selected items in the box.

Return box contents

Box 9989 The Macmillan Illustrated Encyclopedia

Tick items to be returned

Item	Title	Borrower	Name	Due date
<input checked="" type="checkbox"/> 9990	The Macmillan Illustrated Encyclopedia. Volume 1, A-B	2	CHINCHEN, Di	20/11/2016
<input checked="" type="checkbox"/> 9991	The Macmillan Illustrated Encyclopedia. Volume 2, C	2	CHINCHEN, Di	20/11/2016
<input type="checkbox"/> 9992	The Macmillan Illustrated Encyclopedia. Volume 3, D-E	2	CHINCHEN, Di	20/11/2016
<input checked="" type="checkbox"/> 9993	The Macmillan Illustrated Encyclopedia. Volume 4, F-G	2	CHINCHEN, Di	20/11/2016
<input checked="" type="checkbox"/> 9994	The Macmillan Illustrated Encyclopedia. Volume 5, H-K	2	CHINCHEN, Di	20/11/2016
<input checked="" type="checkbox"/> 9995	The Macmillan Illustrated Encyclopedia. Volume 6, L-N	2	CHINCHEN, Di	20/11/2016
<input type="checkbox"/> 9996	The Macmillan Illustrated Encyclopedia. Volume 7, O-Q	2	CHINCHEN, Di	20/11/2016
<input type="checkbox"/> 9997	The Macmillan Illustrated Encyclopedia. Volume 8, R-S	2	CHINCHEN, Di	20/11/2016
<input type="checkbox"/> 9998	The Macmillan Illustrated Encyclopedia. Volume 9, T-Z	2	CHINCHEN, Di	20/11/2016
<input type="checkbox"/> 9999	The Macmillan Illustrated Encyclopedia. Volume 10, Index	2	CHINCHEN, Di	20/11/2016

Set all Clear all OK Cancel

Click on the boxes of the items to return then click OK.

Returns 18/03/2014

021408	P/KIT 994.02 Sil	Location 21 - Resource
	Australian Colonial Life - Blacksmith at Work (Poster 9)	
	P/KIT 994.02 Sil	Location 21 - Resource
021409	Australian Colonial Life - Gold Fossickers (Poster 10)	
	P/KIT 994.02 Sil	Location 21 - Resource
021410	Australian Colonial Life - Bushrangers (Poster 11)	
	P/KIT 994.02 Sil	Location 21 - Resource
021411	Australian Colonial Life - Bullock Train (Poster 12)	
	P/KIT 994.02 Sil	Location 21 - Resource
021412	Australian Colonial Life - Earliest Locomotive (Poster 13)	
	P/KIT 994.02 Sil	Location 21 - Resource
021413	Australian Colonial Life - Explorers - Burke & Wills (Poster 14)	
	P/KIT 994.02 Sil	Location 21 - Resource
021414	Australian Colonial Life - Immigrants Arriving (Poster 15)	
	P/KIT 994.02 Sil	Location 21 - Resource
021415	Australian Colonial Life - City Street Scene (Poster 16)	
	P/KIT 994.02 Sil	Location 21 - Resource
021416	Australian Colonial Life - "Harp of Erin" Country Pub (Poster 17)	
	P/KIT 994.02 Sil	Location 21 - Resource
021417	Australian Colonial Life - Homestead and Horseyards (Poster 18)	
	P/KIT 994.02 Sil	Location 21 - Resource

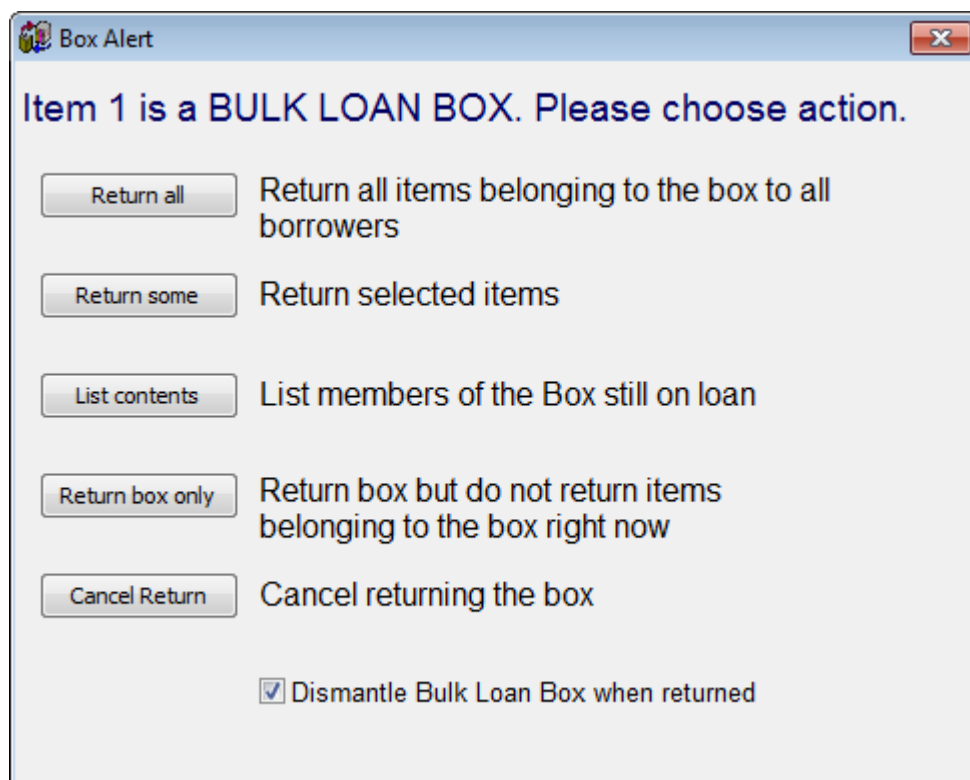
Scan item barcode >>

Notice Loans Finish

Items are listed if returned.

Bulk Loan Boxes

Bulk Loan Boxes created during Loans can be dismantled when returned.



If the "Dismantle Bulk Loan Box when returned" checkbox is ticked, the bulk loan box is completely dismantled. This is the default condition. Removing the tick prevents the box from being dismantled.

Bulk Loan Boxes are identified by the phrase "Bulk loan" that appears on the Other line in AddEdit Items in Cataloguing. Removing that phrase turns the box into a regular, permanent box. When a Bulk Loan Box is dismantled, the phrase is automatically removed.

Special Return Commands

These hidden command words can be typed on the "Scan item barcode" line or scanned from the circulation barcodes sheet.

FINISH

The command "Finish" closes the Returns window.

SWAP

The "Swap" command jumps from Returns to Loans. Pressing the F1 key or entering the terms BORROW or LOAN does the same.

BOX

When a box item is returned, a special window normally appears as described above. However. This can be disabled in Circulation Controls. Instead, the word BOX can be entered immediately after returning the box. This returns everything on loan that is linked to the box.

STATUS

The STATUS command can be used to change the status of an item that has just been returned. This can be useful to change an item on loan to lost.

Return the item first, then enter STATUS. Select the status to assign from the popup list.

Alternately, after the word STATUS type a space then the number of the status for lost. The popup box does not appear.

The term STATUS and a number can be printed as a barcode in Controls / Passwords or Print Barcode Labels in Cataloguing.

REMOVE HOLD

This command can be entered after returning an item that is on hold. The command cancels the hold and removes the entry from the reservation list.

In addition to the above commands, the following can be done too:

- Double-left-click on a title pops open a window showing details.
- Double-left-click on a borrower opens a popup window showing their details.
- Right-click on a borrower name closes Returns and "jumps" to that person in loans.

Reserve



Reserve

The **Reserve** button (or keyword) on the Menu window or Loans screen is used to make reservations. The steps to follow are different in each.

Reserve an Item from the Circulation Menu

Click on the **Reserve** button.

Enter words from a title or an item's barcode or number and click on **Find** or press enter. (If words are used, a title word type search is performed. See the Search manual for information about this.)

Reserve

Reserve an Item

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

cats or dogs

Find

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

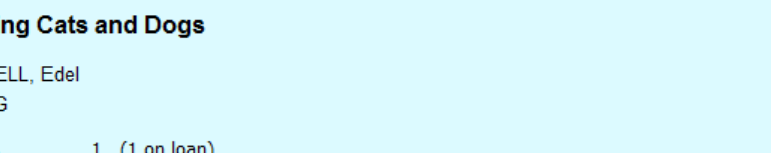
	Title	Call number	Status
1632	Cats and Kittens	J636.8 STA	1 In stock
2318	Kittens & Cats	J636.8 KAU	1 In stock
4814	Fraidy Cats	BF Hal	1 In stock
6525	Cats	J636.8 Lov	1 In stock
8638	I like Cats	PF Hub	1 In stock
8690	Millions of Cats	JF Gag	1 In stock
8730	Mr Noah and the Cats	BF Far	1 In stock
9894	Taking the Cat's Way Home	BF Mar	1 In stock
10082	Cat's Mountain	F Bai	1 In stock
10492	Raining Cats and Dogs	JF WIG	2 On loan
13586	Cavalcade of Cats	J A821 OHa	1 In stock
14465	French For Cats : All the French Your Cat Will Ever Need	448.34 BEA	1 In stock
15377	Cats	636.8 Bro	1 In stock
15465	Attack of the bandit cats	F STI	1 In stock
16895	The Superbook of Cats	636.8 PAL	1 In stock
17193	Cat's Cradle and Other String Games	793.9 Gry	1 In stock
17510	My Cats Nick and Nora	F Har	8 Processing
18200	Under the Cat's Eyes	F RUB	1 In stock
19423	A Coat of Cats	JF KRO	1 In stock

Reserve

Details

Clear

Cancel



The screenshot shows a 'Reserve item' window with a light blue background. At the top, the title 'Reserve item' is in a dark blue header bar. Below the header, the title 'Raining Cats and Dogs' is displayed in a large, bold, black font. Underneath, the text 'WIGNELL, Edel' and 'JF WIG' are shown. A table-like structure displays the following information:

Copies	1 (1 on loan)
Reservations	2
Holds	0

Below this information is a white rectangular input field with a vertical cursor. To the right of the input field, the text '<-- Scan borrower barcode to reserve' is displayed. In the bottom right corner, there is a 'Close' button.

[illegible]

Make Reservation

Item has been reserved.

OK

Circulation

Reserve an Item from the Loans Screen

If the borrower has already been scanned and their loans details are showing, a reservation can be made by clicking on the Reserve button at the bottom (it can be hidden) or entering the command RESERVE instead of a barcode.

Because the borrower is already known, a different reserve screen appears.

The screenshot shows a window titled "Make a Reservation" with a sub-header "Reserve an Item". At the top, it displays borrower information: "WEBBER, Jane (1)", "Class: STAF", "You can reserve up to 5 items", and "You currently have 1 reservation or hold". A small portrait photo of Jane Webber is on the right. Below this is a "List" button. A message states: "To find an item you wish to reserve, enter its barcode or one or more words from the title. Then click on Find." Below this is a search bar containing the text "dogs" and a "Find" button. At the bottom right is a "Cancel" button.

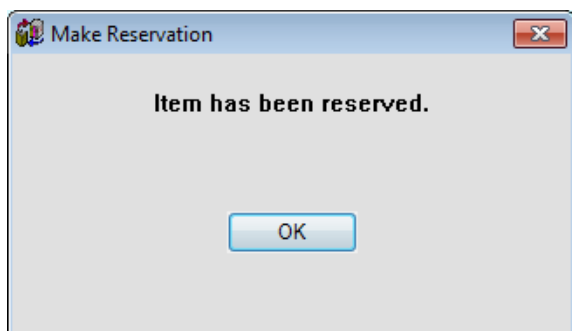
The borrower is identified at the top. Checks are made to determine if the borrower is allowed to borrow the item or there are any other restrictions in place.

To make a reservation, enter one or more words from a title or enter a barcode or item number.

This screenshot shows the same "Reserve an Item" window, but now it displays a list of items. The message above the list says: "Highlight item to be reserved below and click on the Reserve button." The list has four columns: "Title", "Call number", and "Status". The item "Dogs Don't Tell Jokes" with call number "F Sac" and status "1 In stock" is highlighted in blue. At the bottom, there are buttons for "Search again", "Details", "Reserve", and "Cancel".

	Title	Call number	Status
2540	Slow Dog's Nose	PF Ahl	1 In stock
3407	The Pocket Dogs	PF Wil	1 In stock
4001	Little White Dogs Can't Jump	PF WHA	1 In stock
4082	Guide Dogs:From Puppies to Partners	636.73 LAW	1 In stock
5139	Rhianna and the Dogs of Iron	F Luc	1 In stock
5736	The Very Kind Rich Lady And Her One Hundred Dogs	PF Lee	1 In stock
5803	Junkyard Dogs	PF Bal	2 On loan
6120	Dogs Don't Tell Jokes	F Sac	1 In stock
6203	Dogs' Night	JF Hoo	1 In stock
6520	Dogs	J636.7 Lov	1 In stock
6985	Truck Dogs : A Novel in Four Bites	F Bas	1 In stock
7031	Some Dogs Do	PF Alb	1 In stock
7281	Schnitzel von Krumm, Dogs Never Climb Trees	PF Dod	1 In stock

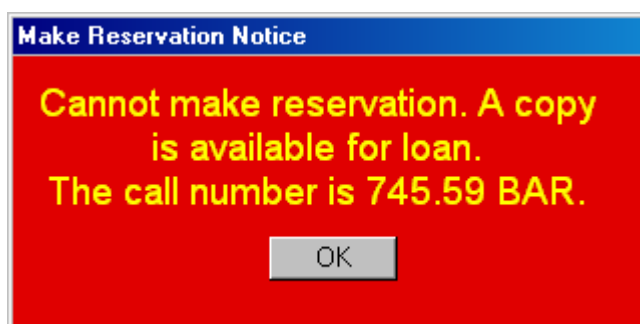
Select the title to reserve. Click on the **Reserve** button.



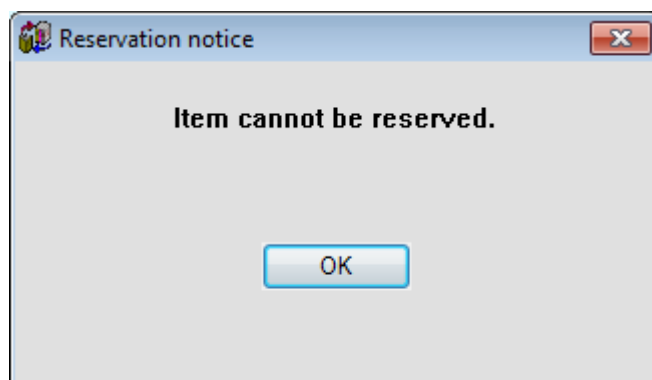
Click on the **OK** button when finished.

There are conditions on making a reservation, some of which are optional.

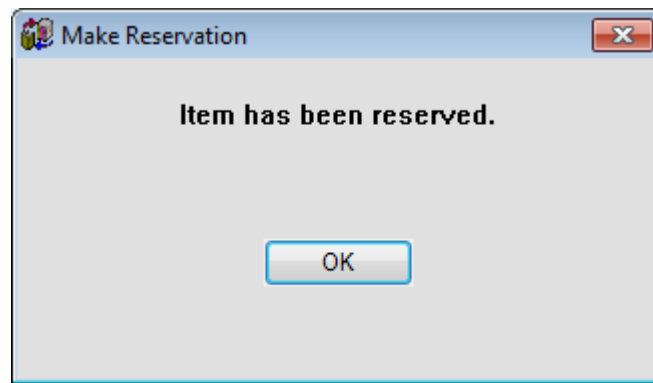
- Normally, reservations can only be made if all copies are on loan. If any are available (have a status of 1), then the reservation cannot proceed.



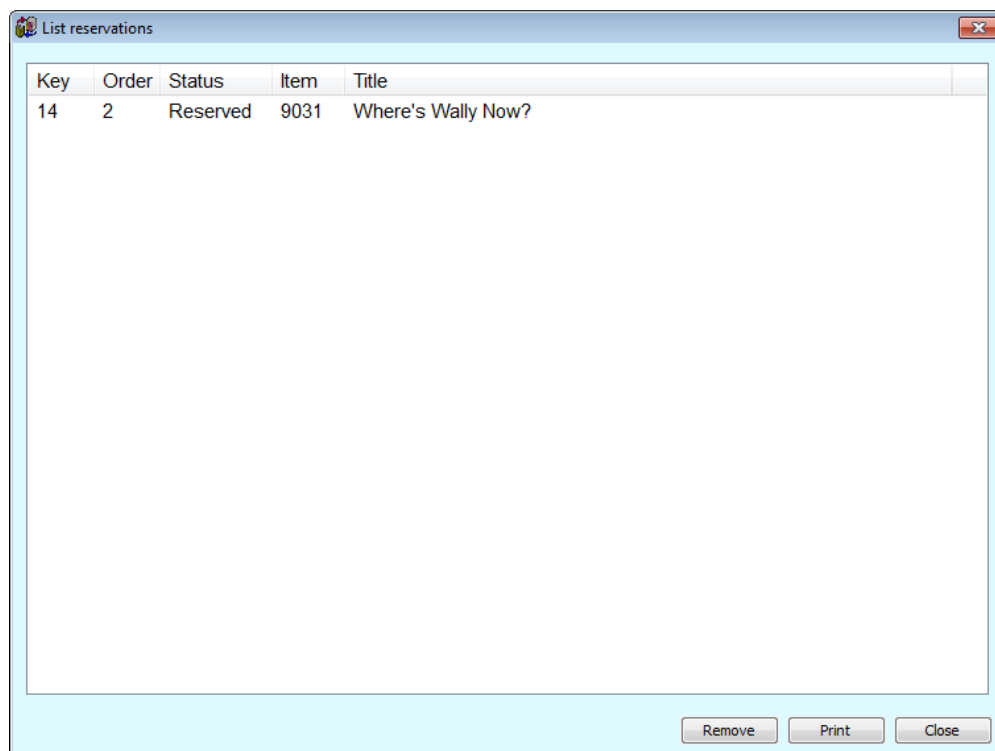
- A control can be set to allow reservations against items with a status of 1.
- The item may be restricted to certain Borrower Types and this borrower is not allowed to borrow it.
- The item has a status of 99 or a loan restriction of 100. Copies of items with these conditions cannot be reserved. If copies with a regular status exist, a reservation can be place. A status of 99 blocks making a reservation against an item.



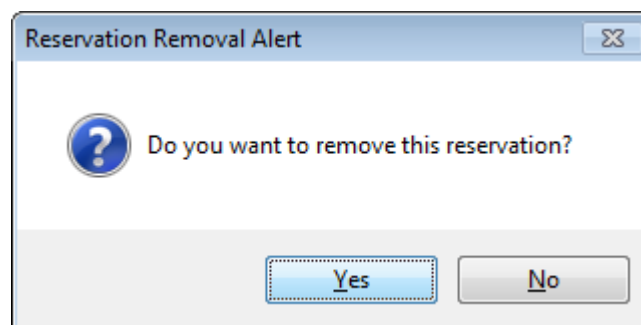
If the reservation can be made, a notice appears.



Borrowers can view their reservations by clicking the *List* button. Holds are not listed. This button is on the Reserve an Item screen, near the borrower's name.



At the bottom of this window, a borrower may be allowed to remove a reservation that they have made. This is an optional function.

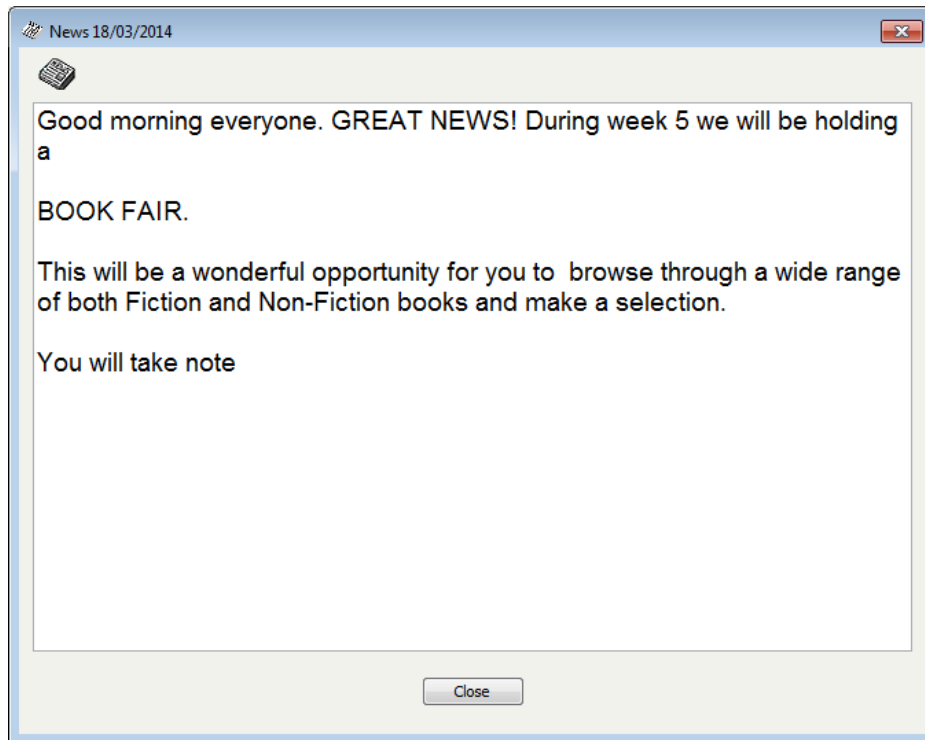


Note: removing *holds* is not allowed. These must be borrowed and then returned to be removed.

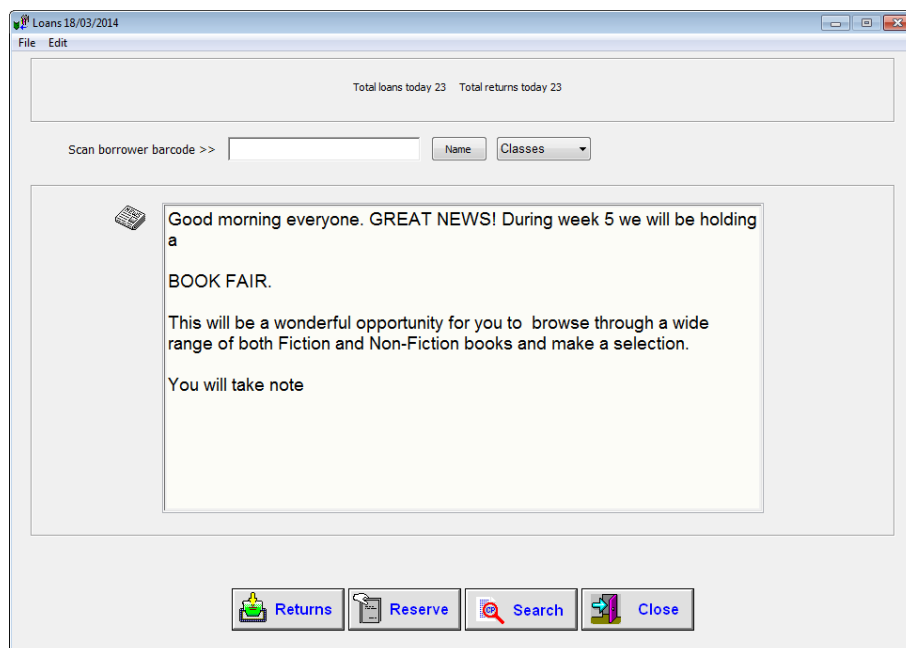
News



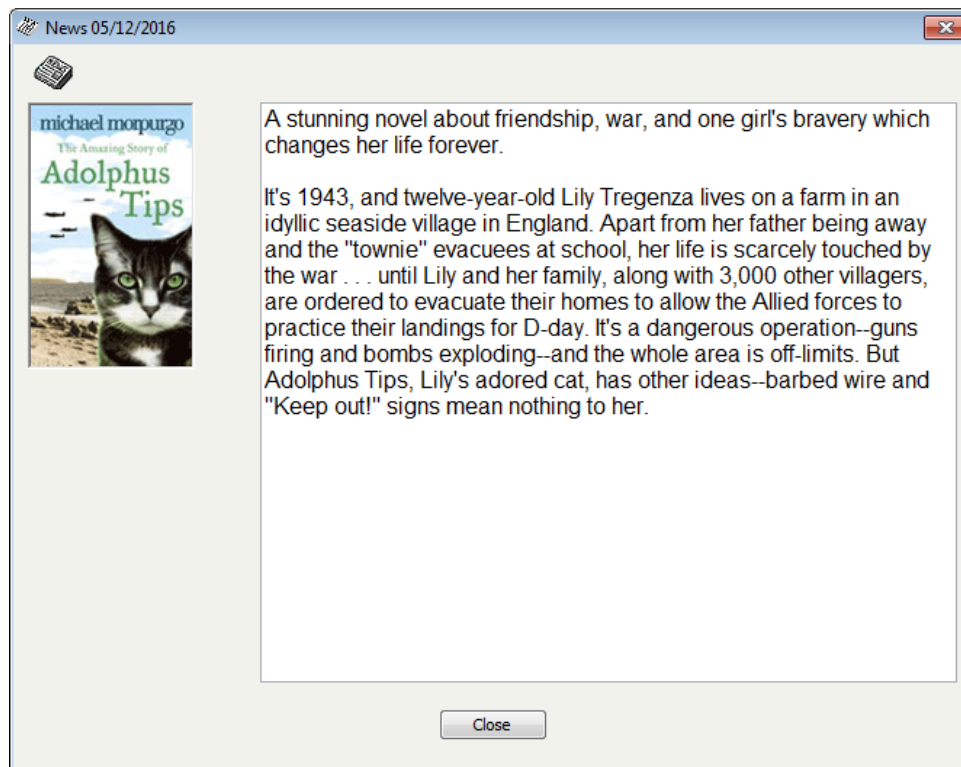
The **News** button on the Menu opens a special bulletin board that anyone can read. News is a great way to spread special information.



Alternately, News can be made to appear automatically in the middle of the Menu window.

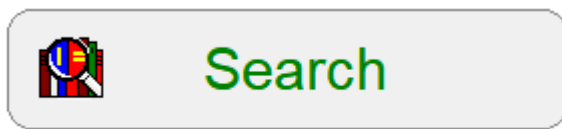


The News can be text or an image or text + image.



Note: the image is intended to be a book cover or similar size. Banners and large images used in the "image only" display will not appear correctly in the "text + image" format.

Search











The **Search** button on the Menu opens Bookmark's Search module.

Bookmark Search

Library Catalogue

Enter search words then click on icon below to start:

Keyword Title Subject Author Series Notes Barcode

Type of Search: Words anywhere in the field

Limit to Item Type:



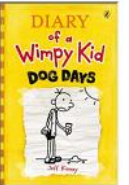




Limit to Location:













Limit to PRC level: Any level

Lexile range: From to

Level range: From to

New books!

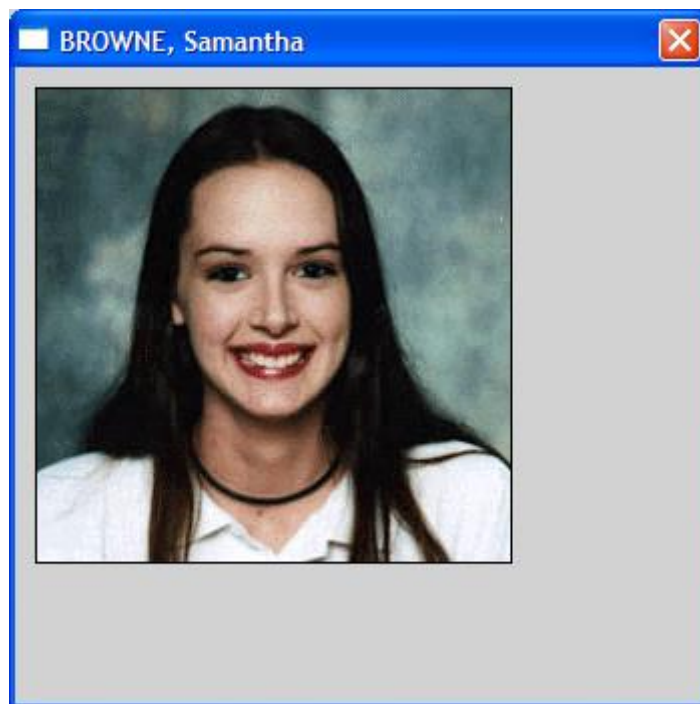
Wizard Search Collections Most popular Power Search Your Details PRC Lists New Items News Bookbag Resource Lists Help Exit

Borrower Photographs

Borrower photos can be displayed on the Borrower screen.

To be used, photos need to be either imported or copied to the Photos folder.

- The files must have a JPG, PNG, GIF or BMP file extension.
- The *filename* of the photo must match the borrower's Admin Id or their name as it is entered in Bookmark. Example: if the borrower's adminID is 99001 then the filename of the photo must be "99001.jpg" or "99001.gif" or "99001.bmp". Or their name might be "Sarah Romper.jpg" or "Browne, Samantha.jpeg".



See the View Photos section in the Borrowers documentation for information on how to import the photos into Bookmark.

Controls

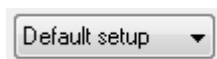


A myriad of controls are available to customize the behaviour of the Circulation Module.

Circulation Controls are accessed in the Controls module.

A screenshot of the "Circulation Controls" window. It has a blue title bar and several tabs: "Display", "Loans", "Returns", "Reservations", and "Slider". The "Display" tab is active. It contains several sections: "Menu display style" with radio buttons for "Standard" (selected) and "Menu first"; a preview window showing a menu; "Loans/Returns font size" with radio buttons for "Large font", "Medium font" (selected), and "Small font"; "Window" with radio buttons for "Window mode" (selected) and "Full-screen mode", and a checkbox for "Allow more than one Circulation open on the same computer at the same time"; "Display switches" with checkboxes for "Enable minimize control on titlebar", "Enable close control on titlebar", "Disable book cover displays", "Display barcode and typed input as dots", "Display Edit dropdown menu on loans menubar", and "Display File/close dropdown menu on loans menubar"; "Controls enabled on Circulation menu" with checkboxes for "Returns", "Reserve", "News", "Search", "Bookings", and "Exit"; "Special passwords" with text boxes for "Typing Code:", "Circulation Controls:", "Enter Circulation:", "Exit Circulation:", "Enter Returns:", "Exit Returns:", "Make Reservation:", "Enter Previous borrowers:", and "Enter Reservation ctrls:"; and "Setup name" with a text box for "Your description of the current Setup..." and a dropdown menu showing "Default setup". At the bottom, there are buttons for "Colours", "Sounds", and "Default", and a "Close" button.

Setups



Circulation allows for four different configurations or "Setups". Each one can have a different mixture of settings. This allows one computer to be specifically set for student self-issue with particular security arrangements, and another computer for staff use.

To select a configuration, click on the Setup droplist on the bottom right corner of the Display tab.

Once a Setup is created, it becomes available for use.

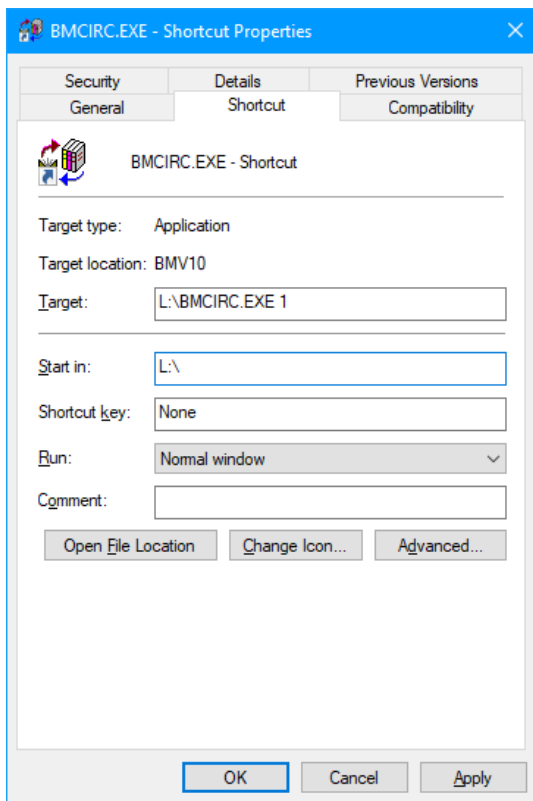
Other Setups can be used only on workstations that have an icon dedicated to opening just Circulation. This is the Bmcirc.exe file.

To use a Setup other than the default, the desktop icon that launches Circulation needs to be modified.

Information on setting up the icon is found in the *Setup and Networking Guide*.

To modify the icon, right click on it then left click on *Properties*.

At the top of the Circulation Properties window, left click on the *Shortcut* tab.



On the *Target* line, after the filename BMCIRC.EXE, add a blank space and then the number of the Setup to use: 1, 2 or 3. This tells the icon which Setup that Circulation is to use when it opens.

Click on *Apply* then *OK*.

Display Tab

The display tab in Circulation controls deals with how things look.

Menu Display Style

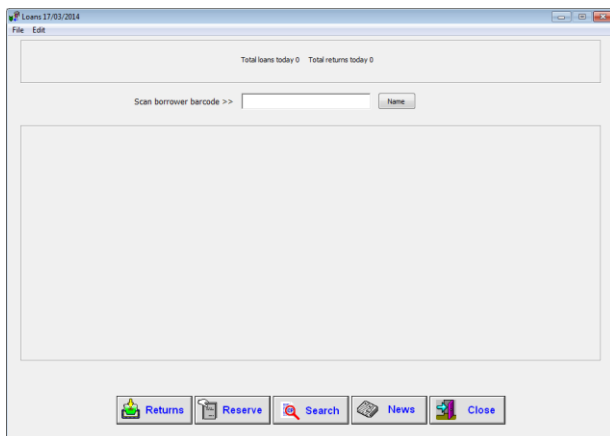
This selects either the Standard style or the Menu style of the first screen. A graphic of the screen style appears on the right.

Menu display style

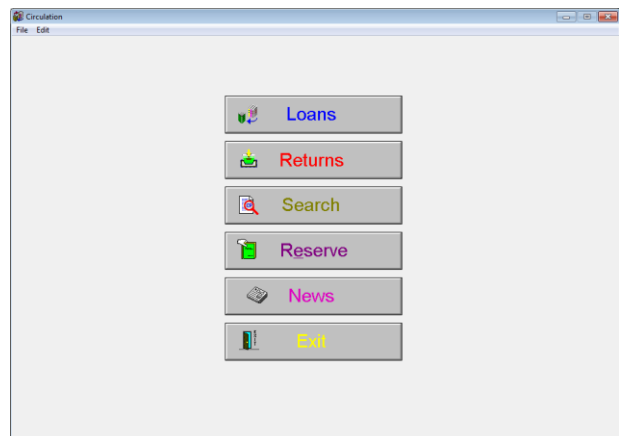
- ☒ Standard
- ☐ Menu first



Standard Style



Menu First Style

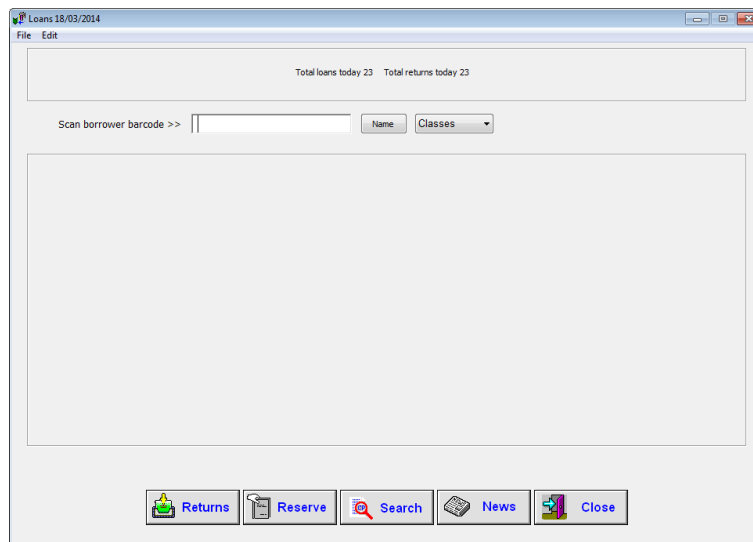


Window Size

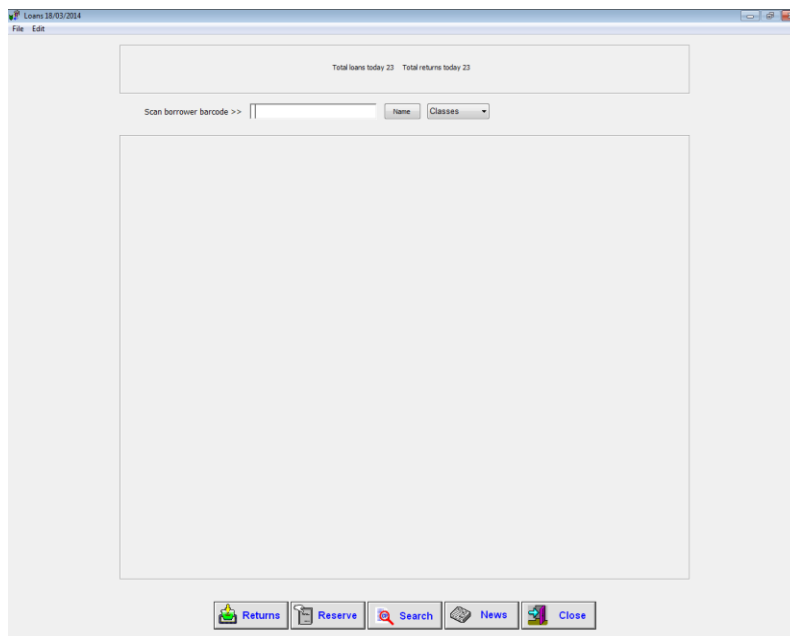
Window

- ☒ Window mode
- ☐ Full-screen mode
- ☒ Allow more than one Circulation open on the same computer at the same time

The Window Size control allows setting the Circulation window to be displayed either as a *Window* or *Full-screen*.



The window is set to fit within a 1024 x 768 pixel resolution display. This fits most low-cost laptops and Windows tablets.



Full screen covers the entire display regardless of the resolution.

Display Switches

Display switches

- ☒ Enable minimize control on titlebar
- ☒ Enable close control on titlebar
- ☐ Disable book cover displays
- ☐ Display barcode and typed input as dots
- ☒ Display Edit dropdown menu on loans menubar
- ☒ Display File/close dropdown menu on loans menubar



Enable minimize control: Ticked causes the minimize button to appear on the titlebar at the top right. Clicking on the _ causes Circulation to be minimized to the Windows Taskbar. Unticked hides this little button so Circulation cannot be minimized. Default setting is ticked or "On".

Enable close window: Ticked makes the Close button (white X) appear on the right side of the titlebar. Unticked not only hides this button it also hides the titlebar itself.

Disable book cover displays: If ticked, book covers are not displayed in Loans and Returns.

Display input as dots: If ticked, barcodes and item numbers typed appear as dots like passwords instead of raw. This can be a method of hiding the input.

Display Edit dropdown menu: This shows the Edit dropdown menu on a menubar. If not ticked, the Edit menu is not visible and not available.

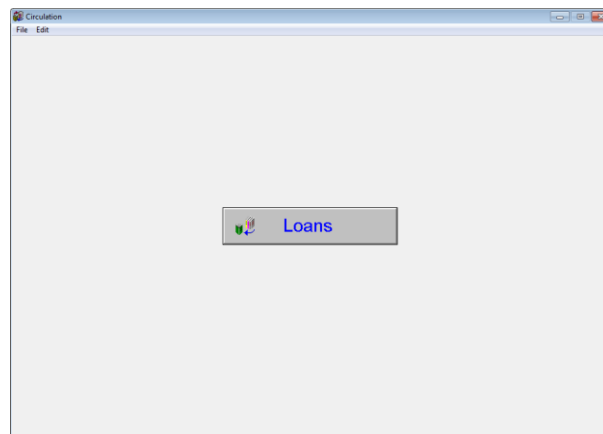
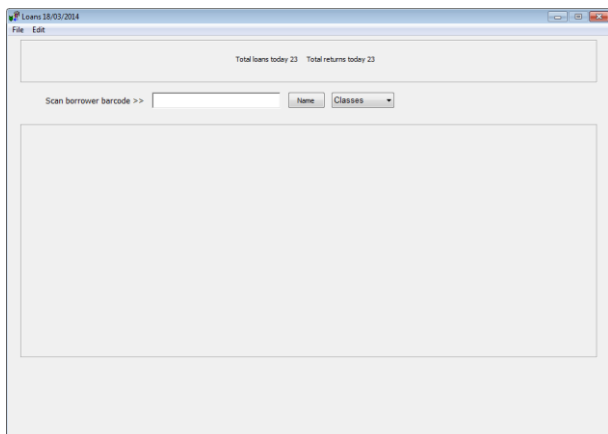
Display File/close dropdown menu: Shows the File dropdown menu on a menubar. If not ticked and the Display Edit checkbox is not ticked, the menubar does not appear.

Visible Menu Buttons

Controls enabled on Circulation menu

- | | |
|---|--|
| <input checked="" type="checkbox"/> Returns | <input checked="" type="checkbox"/> Search |
| <input checked="" type="checkbox"/> Reserve | <input type="checkbox"/> Bookings |
| <input checked="" type="checkbox"/> News | <input checked="" type="checkbox"/> Exit |

These are the buttons which appear on the first Menus, either down the middle or across the bottom.



Removing a tick hides the button. Above are examples with all buttons hidden.

Font Size

This determines the size of font used in Loans and Returns.

Loans/Returns font size

- ☐ Large font
- ☒ Medium font
- ☐ Small font

Special Passwords

Special passwords

Typing Code:	<input type="text"/>
Circulation Controls:	<input type="text"/>
Enter Circulation:	<input type="text"/>
Exit Circulation:	<input type="text"/>
Enter Returns:	<input type="text"/>
Make Reservation:	<input type="text"/>
Enter Previous borrowers:	<input type="text"/>
Enter Reservation ctrls:	<input type="text"/>

Six passwords are available to control entering barcodes, entering an area or leaving it.

Note: anywhere Circulation or Bookmark asks for a password, the Master Password – set in the Passwords section in Controls – can always be used. However, there many be times where you may wish specific people to be able to access or override various situations, but you do not want them to be able to override everything. All of Bookmark's passwords, except the Master Password, are intended for that purpose.

If passwords are left blank, they are not requested. This may cause certain functions, which may ask for a password, not to operate. This may be advantageous in some situations.

If the Master password in Controls is blank, then all passwords are automatically disabled even if present. A Master Password is required to enable other passwords.

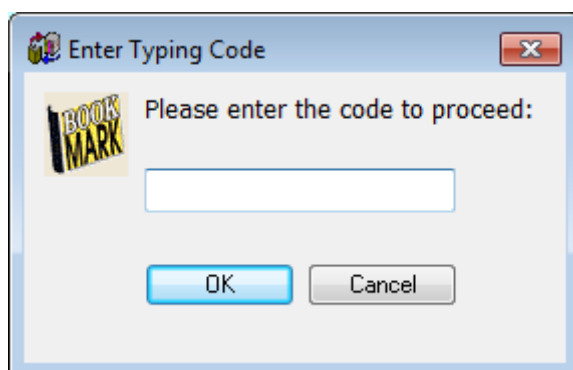
Enter Circulation: This is the password which can be used to restrict who can open the Circulation module. If left blank, anyone can open it, otherwise this password is required.

Note: Passwords are not case sensitive. They can be typed either in upper or lower case. Symbols and blank spaces are important, however.

Exit Circulation: This password is requested when anyone tries to leave Circulation via the Exit button, the Close window control on the Menu or using the keyword command EXIT. Failure to enter this correct password (or the Master password), prevents leaving Circulation.

Enter Returns: Only people who know this password (or the Master) can return items. If this password is left blank, then anyone can use Returns.

Typing Code: Discussed previously, this password is requested if anyone types in a number instead of entering or scanning a full barcode. The intention is to discourage students from typing numbers instead of scanning barcodes. (This password is not requested if the entire barcode is entered.) This function works only in loans and returns. *Note: if your borrower or item barcodes are simply numbers of 5 digits or less in length instead of full barcodes, then this password must be left blank.*



Make Reservation: Placing a password here restricts who is allowed to make reservations. The password must be entered to make a reservation.

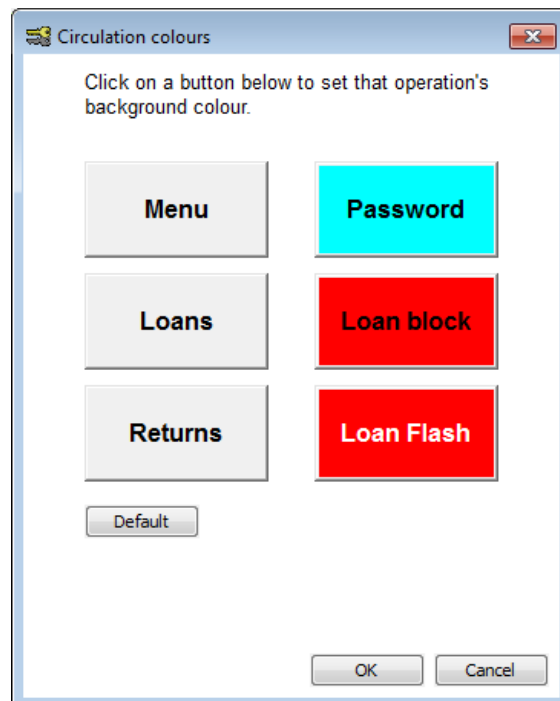
Enter Previous borrowers: This is an optional password that can be used to restrict access to the Previous Borrower information. If it is entered it replaces the regular Circulation Controls password.

Enter Reservation ctrls: This optional password can be used instead of the regular Circulation Controls password to restrict who can access reservation controls.

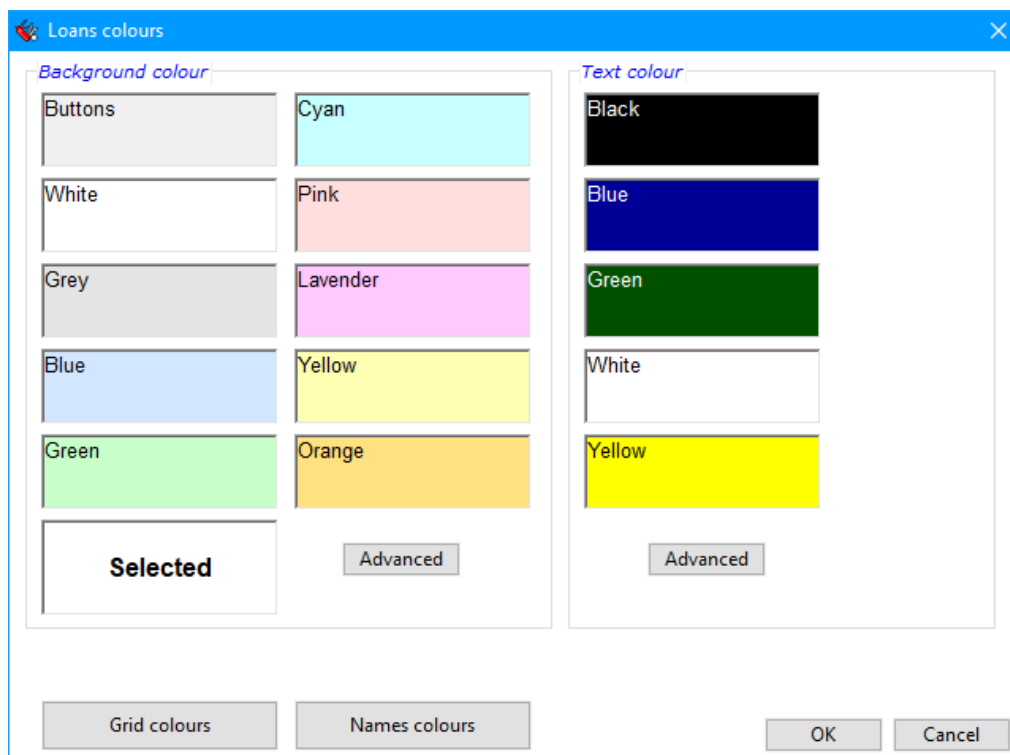
Changing Colours

Colours

Colours allows setting the colour of various windows, both the background and font colours.

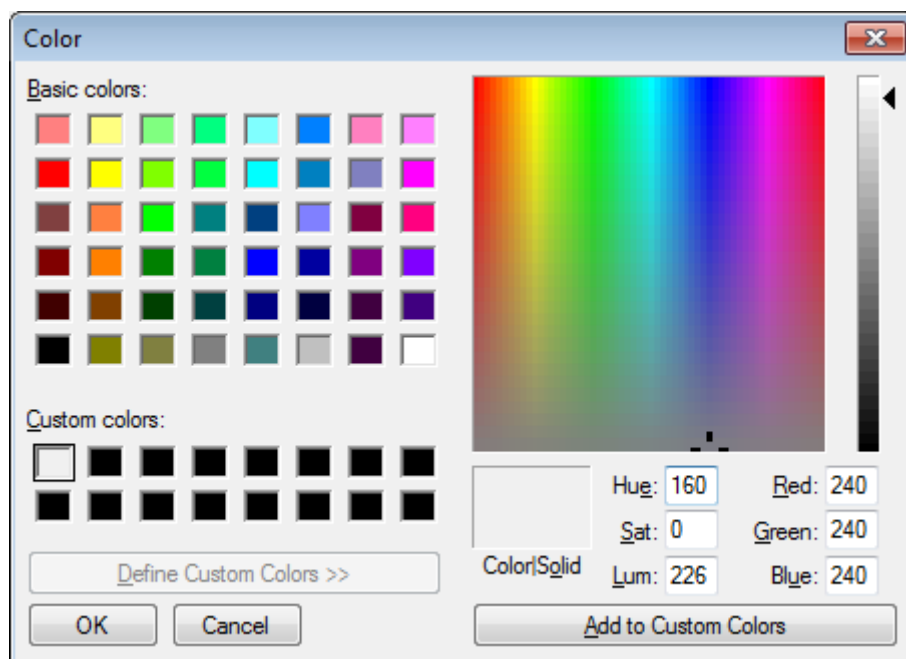


To change a colour, click on the button. A special colour setting dialog appears.



Click on the background colour on the left to set it. Click on a text colour on the right to set the colour of the font. Take care to ensure the colours are comfortable and do not clash.

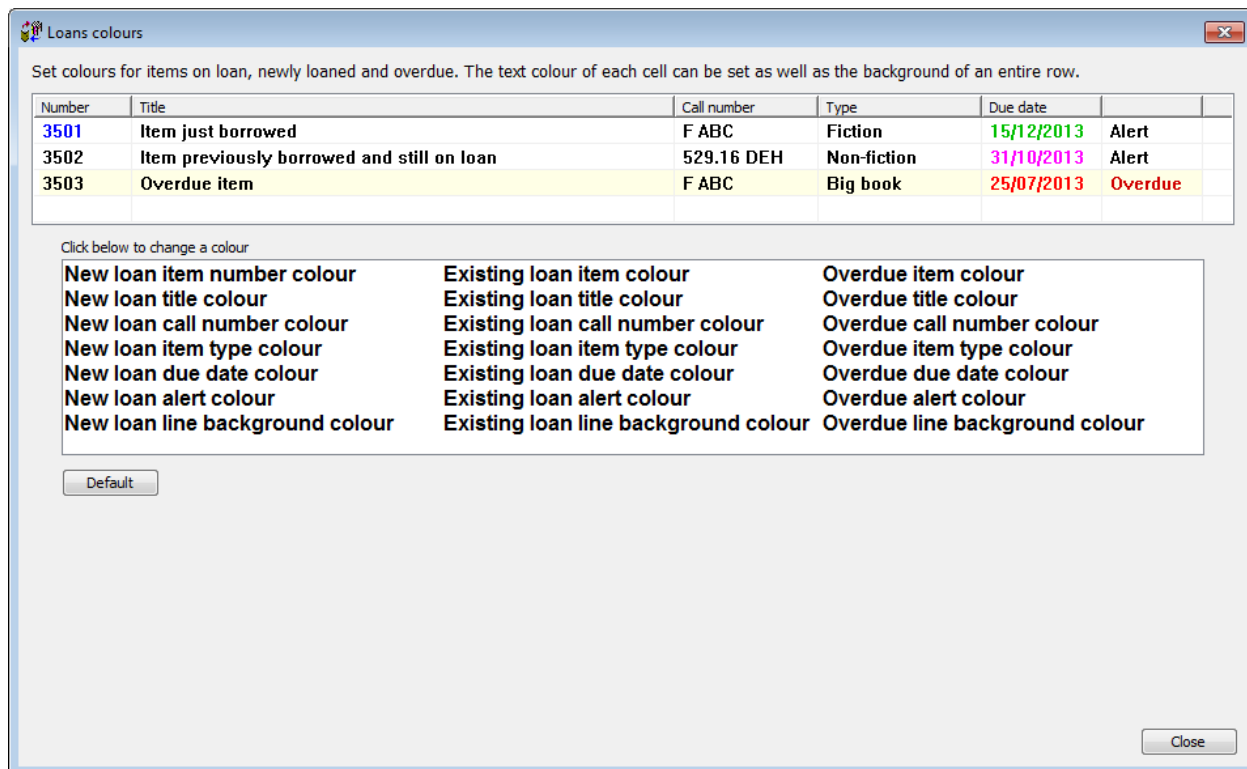
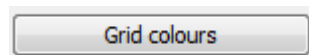
Click on *Advanced* for more colours.



The advanced dialog allows setting a very wide range of colours. Be careful! Bookmark normally uses black for text, therefore background colours should be light in tone.

Loans Colours

Loans colours also allow changing the colours used to list items on loan.



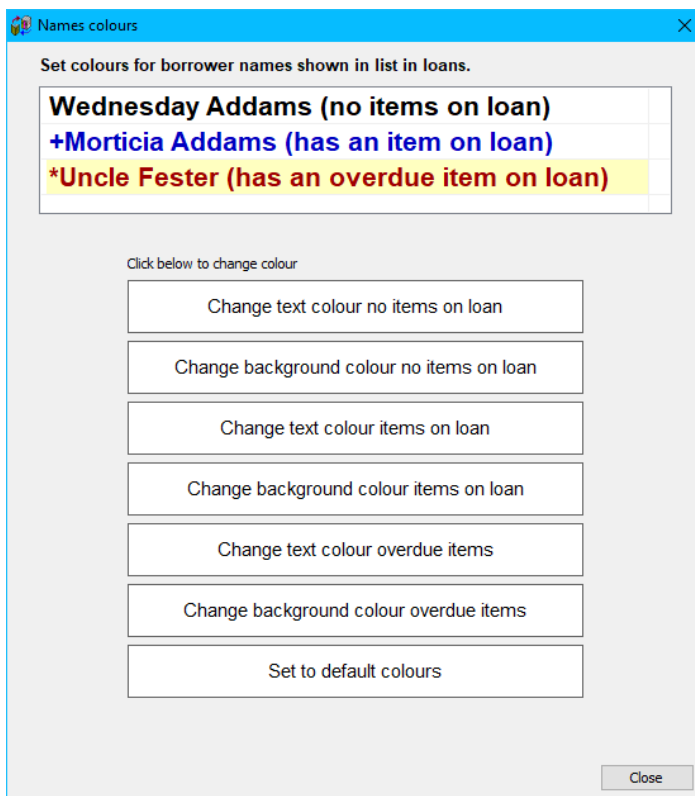
The Colours button allows a high degree of customizing colours used for the list of items on loan.

First click on the list in the middle to determine which text element to change.

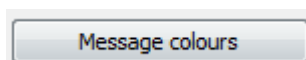
Select a colour and OK. The selected colour is displayed in the grid above.

Names Colours

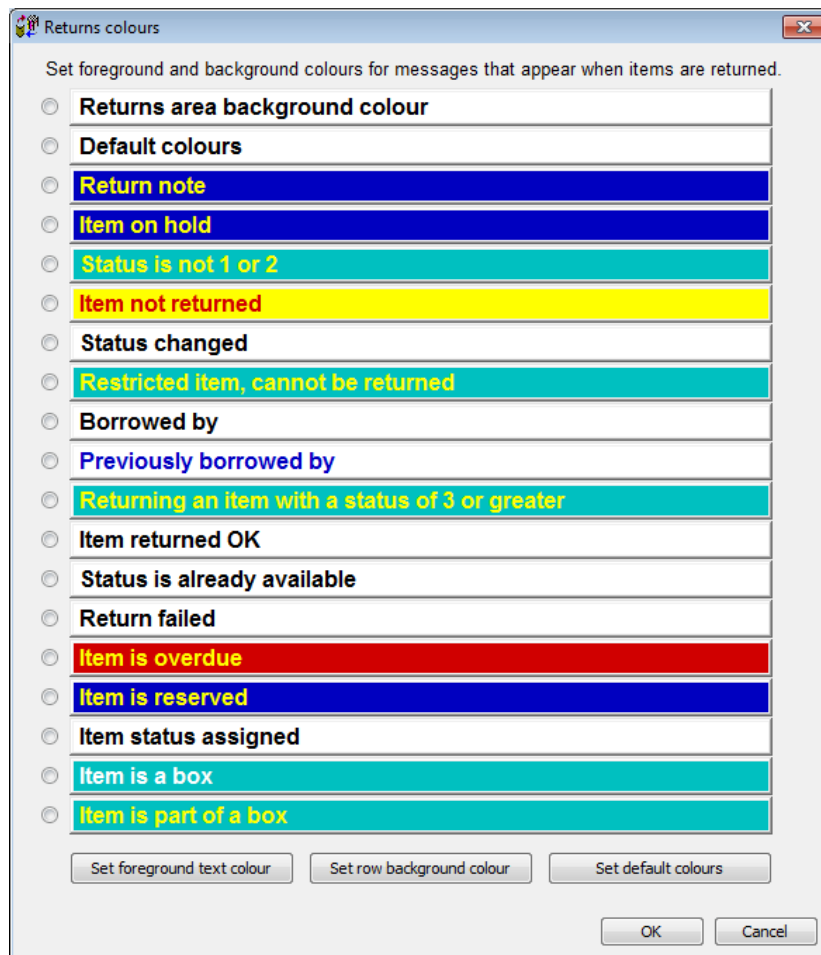
If the function that displays borrower names in a list is active, an additional button is available to set the colours shown for the names.



Returns Colours



Returns also allow specifying the text and background colours to be used for various messages that can be displayed during returns.



To change a colour combination, first click on a line to place the dot.

Click on Set Foreground Text Colour to change the colour of the text.

Click on Set Row Background Colour to change the colour of the stripe behind the next.

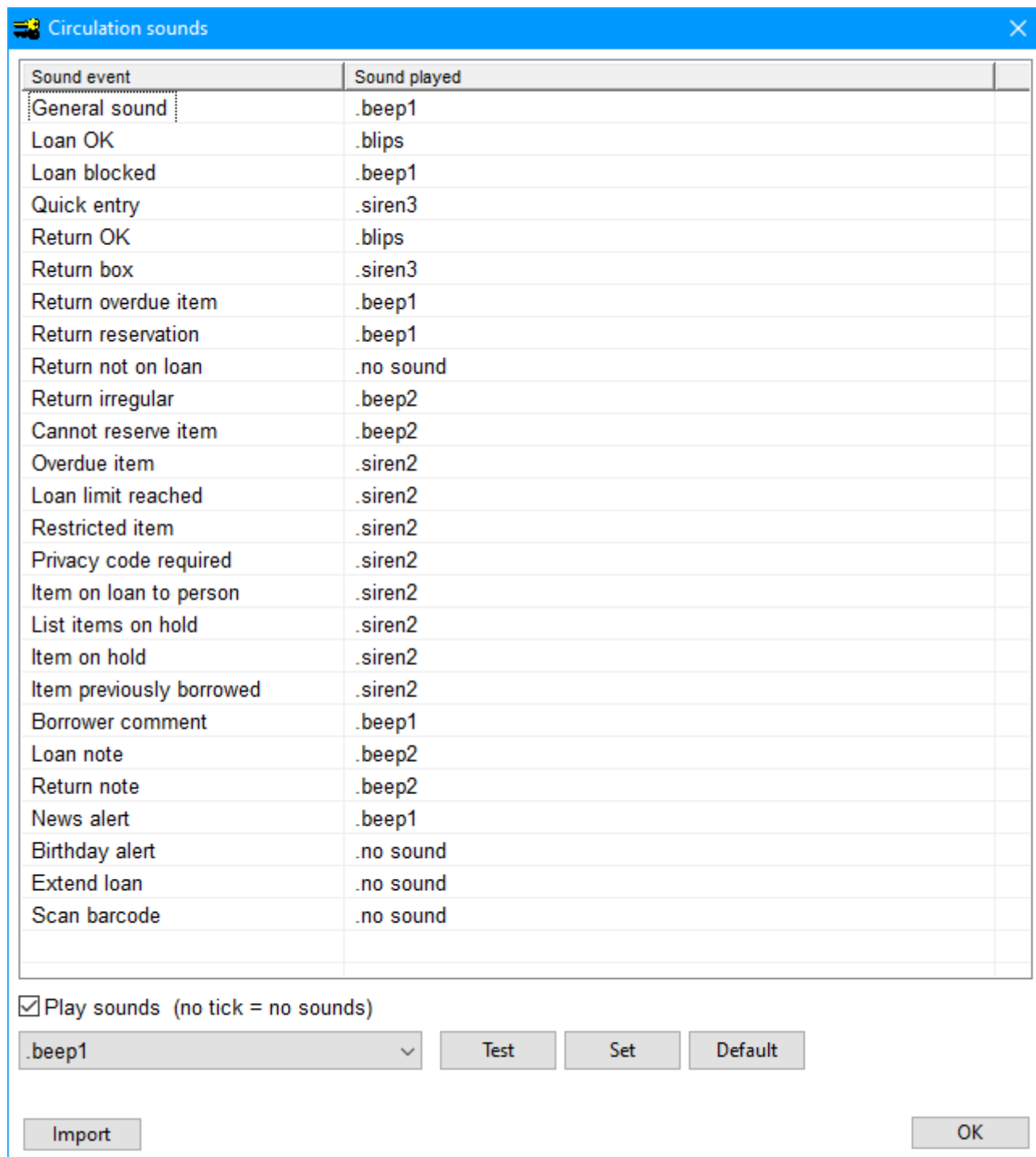
Click on Set Default Colours for the standard set.

Colour changes are saved with OK is clicked.

Sounds

Sounds

Circulation offers a series of sounds to alert users to various events. Use the Sounds dialog to assign a sound to an event.



Sound event	Sound played
General sound	.beep1
Loan OK	.blips
Loan blocked	.beep1
Quick entry	.siren3
Return OK	.blips
Return box	.siren3
Return overdue item	.beep1
Return reservation	.beep1
Return not on loan	.no sound
Return irregular	.beep2
Cannot reserve item	.beep2
Overdue item	.siren2
Loan limit reached	.siren2
Restricted item	.siren2
Privacy code required	.siren2
Item on loan to person	.siren2
List items on hold	.siren2
Item on hold	.siren2
Item previously borrowed	.siren2
Borrower comment	.beep1
Loan note	.beep2
Return note	.beep2
News alert	.beep1
Birthday alert	.no sound
Extend loan	.no sound
Scan barcode	.no sound

☒ Play sounds (no tick = no sounds)

.beep1 ▼ Test Set Default

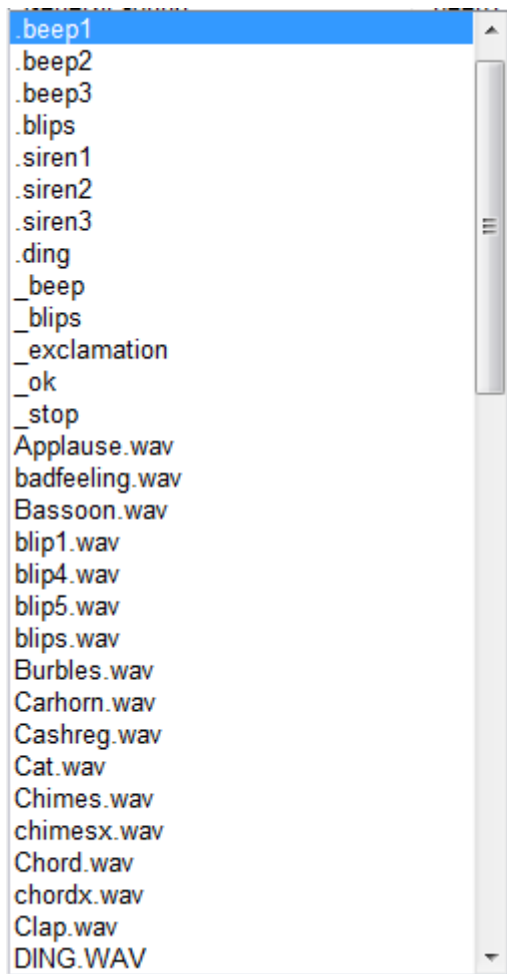
Import OK

There are 24 sound events.

To link a sound to an event:

1. Click on the event in the list first to highlight it.
2. Use the dropdown list at the bottom to select a sound.
3. You can click on Test to hear the sound before assigning it.
4. Click Set to assign the sound to the highlighted event.

Default resets all sound links to the standard ones.



Sounds beginning with a "dot" are simple beeps made using the old PC Speaker system. Some computers are not able to generate sounds in this way.

Sounds beginning with an underbar are built into Windows and should work on all systems.

Sounds ending in .wav are "wav files". These files contain sound data that can be played like music or speech. A selection of wav files is provided with Circulation, and you can add your own. You can even record your own wav sound file – including voice! – using appropriate software and microphones.

Many wav files are available on the Internet. To add one to the list, save it to the Sounds folder located where Bookmark has been installed. Or click on the IMPORT button to save it.

Click on *OK* to store the sound settings.

Loans Tab

Circulation Controls

Display Loans Returns Reservations Slider

Loans switches

- ☒ Loan limit warning on next loan attempt
- ☒ Overdue warning on next loan attempt
- ☐ 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
- ☐ Show Name button to find borrowers by name
- ☒ Enter name directly on barcode request box to find
- ☒ Use list of names based on a class (in a droplist)
- ☐ Use list of names based on a class (touch screen)
- ☐ Allow F5 popup class list chooser
- ☒ Show + next to borrowers in droplist who have items on loan
- ☒ Show list of names below 'enter barcode' instead of a droplist
- ☐ Do not allow quick entry of items and borrowers
- ☐ 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
- ☐ Ask whether to issue contents of a box
- ☒ History and Reservations can be viewed in item details
- ☐ Search button displayed instead of Options button
- ☐ Alert if borrower has lost or missing items
- ☒ Show message if an item is already on loan to the borrower
- ☐ Hide borrower number/barcode
- ☒ Allow showing borrower info in loans
- ☒ Allow temp due date options
- ☐ Show Sublocation in right column

Show: ☒ Item type ☐ Location ☐ Sublocation

Loan blocks

Loan block password: MATTHEWS

- ☐ Setdate ☒ Extend ☐ Print ☒ Notice
- ☒ Name ☐ Return ☐ Slip/Dump ☐ Options
- ☐ Item details
- ☒ Override overdue block msg: Overdues!
- ☒ Override loanlimit block msg: Loan limit reached!
- ☒ Override loan restriction msg: Restricted item!

Buttons visible on loans screen

- ☒ Return ☒ Options/Search
- ☒ Reserve ☒ Extend
- ☒ History ☒ Swap (F1 key)

Display switches

- ☐ Display news on loans screen
- ☒ Display borrower photo in loans
- ☐ Use full search program instead of simple search

Borrower privacy

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

Loan blocks Loan receipts Barcodes Classes Loans colours Limit loans Names list font size: Normal

Default setup Close

Loans Switches

Loans switches

- ☒ Loan limit warning on next loan attempt
- ☒ Overdue warning on next loan attempt
- ☐ 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
- ☐ Show Name button to find borrowers by name
- ☒ Enter name directly on barcode request box to find
- ☒ Use list of names based on a class (in a droplist)
- ☐ Use list of names based on a class (touch screen)
- ☐ Allow F5 popup class list chooser
- ☒ Show + next to borrowers in droplist who have items on loan
- ☒ Show list of names below 'enter barcode' instead of a droplist
- ☐ Do not allow quick entry of items and borrowers
- ☐ 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
- ☐ Ask whether to issue contents of a box
- ☒ History and Reservations can be viewed in item details
- ☐ Search button displayed instead of Options button
- ☐ Alert if borrower has lost or missing items
- ☒ Show message if an item is already on loan to the borrower
- ☐ Hide borrower number/barcode
- ☒ Allow showing borrower info in loans
- ☒ Allow temp due date options
- ☐ Show Sublocation in right column

Show: ☒ Item type ☐ Location ☐ Sublocation

Loans Switches activate various functions involving issuing loans.

A tick means the Switch is ON and that control is active. A blank box means the Switch is OFF and inactive.

Loan limit warning on next attempt: If OFF, if the borrower has the maximum number of items on loan, they are notified the moment their barcode is scanned or immediately they reach the limit. If OFF, the alert does not appear until they try to borrow past their limit. This allows borrowers to view their loans without a loan limit warning appearing first.

Overdue warning on next loan attempt: ON tells Circulation not to display a loan block alert if the borrower has overdue items unless they try to borrow anything. OFF causes this block to appear immediately after scanning the borrower's barcode. ON is the default. Having this block delayed permits looking up borrower histories and other tasks without requiring a password.

Previous loan alert: ON causes Circulation to produce an alert if the item being issued has previously been borrowed by this same borrower. OFF suppresses this check.

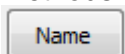
Extend loans by entering existing loan: Normally, the EXTEND command (in Options) is used to extend loans. However, if this Switch is ON, then a loan can be extended by simply scanning its barcode. A password may or may not be requested, depending on another Switch located in the Loan Block Passwords section (right side).

Allow borrowing an item that is on loan to someone else: ON allows Circulation to issue an item that is on loan to someone else to a different borrower in Loans. The item is automatically returned then issued to the new borrower. OFF prevents this.

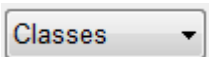
List only overdue items in loans: ON tells Circulation to display only overdue items when in Loans but to hide other non-overdue items on loan.

Make sound and flash window when a loan block occurs: This is a method to try to hit someone between the eyes when a lock block event is triggered. A big red window appears and sounds are made, the exact sound depending on the type of block.

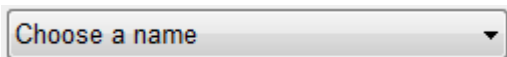
Show Name button to find borrowers by name: ON tells Circulation to display the pushbutton Name next to the "Scan borrower barcode" line. The button can be used to find a borrower by their name. If this button is hidden, type the word NAME and press enter still works, as do other methods.



Use list of names based on a class: ON displays a *Classes* pushbutton. Click on this for a droplist of classes. This is a very useful feature in cases where only library staff issue loans. Selected classes can be omitted from the list.

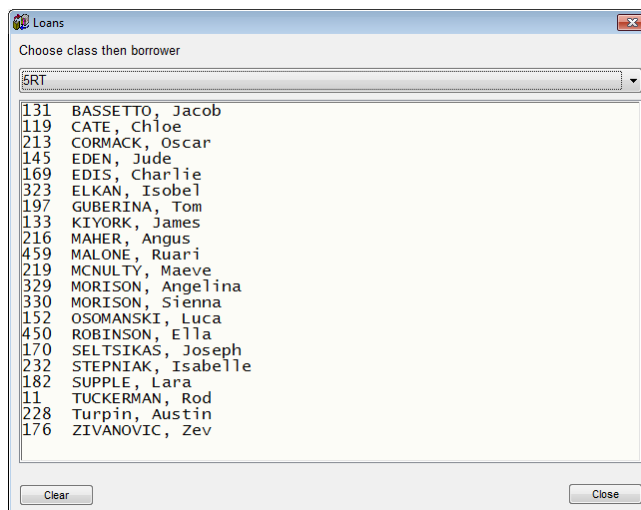


After selecting a class another droplist appears: *Choose a name*. Click on this for a droplist of all the borrowers in the class.

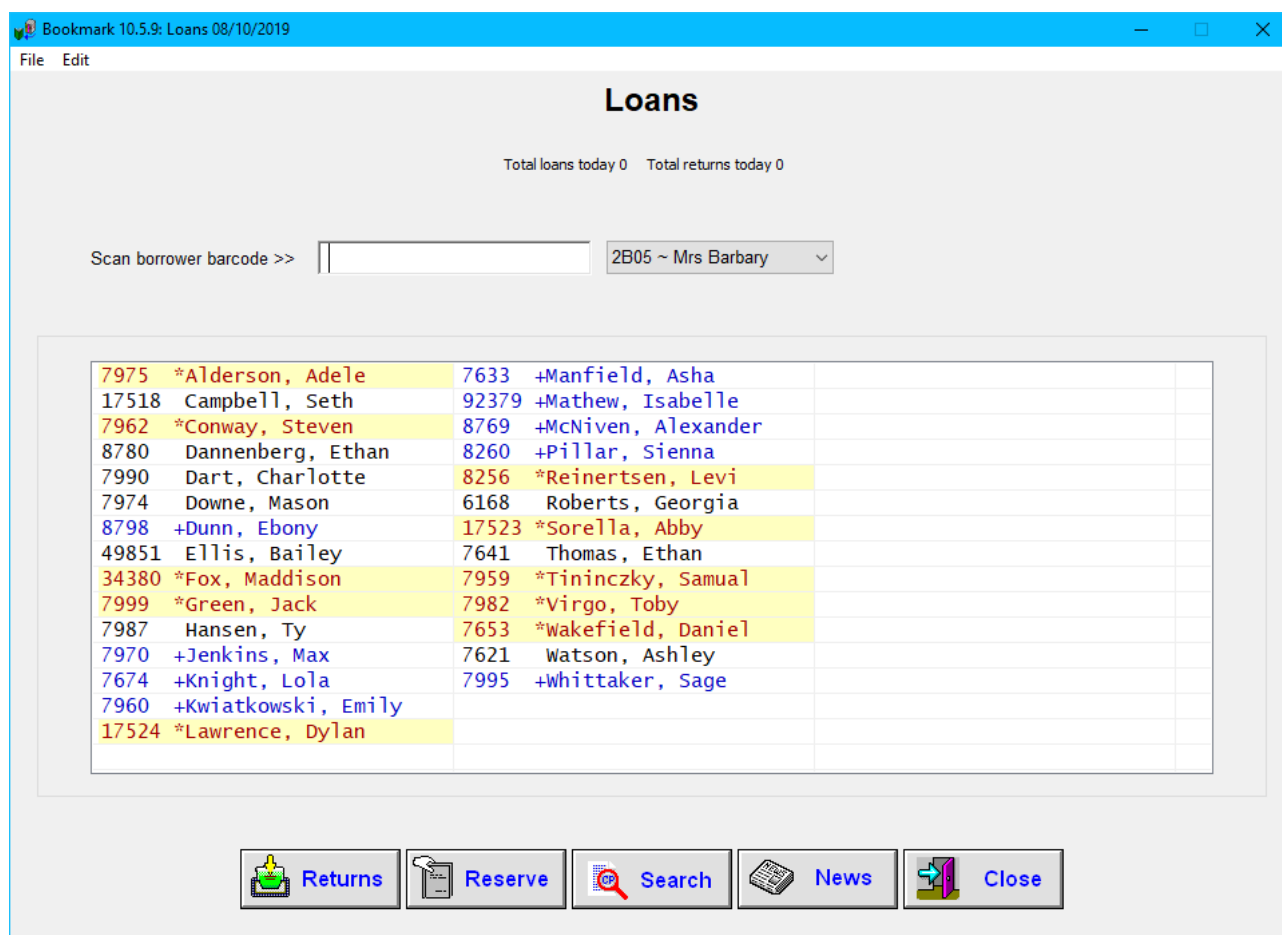


Allow F5 popup class list chooser

Instead of the above, the dropdown lists of classes can be hidden but the F5 set to pop up a window listing classes and borrowers. This keeps the lists hidden until required.



Show list of names below 'enter barcode' instead of a droplist: Tick this box to list the names of borrowers on the screen instead of using the droplist box above. Click on a name to select.



Show + next to borrowers in droplist who have items on loan: If this is ticked, a + symbol appears next to the names of borrowers with items on loan. This function is not available unless the dropdown list of classes is activated. A control exists to change the colours. Pressing the ESCape key clears the list and resets the class to "Choose".

Note: the Names list font size setting at the bottom right allows the names to be displayed either normal size or large.

Enter name directly on barcode request box to find: If this is ON, then you can type in part of a borrower's name to locate them directly on the line where the barcode is normally scanned. OFF disables this feature.

Do not allow quick entry of items and borrowers: OFF disables the ability to quick entry borrowers and items.

Show location instead of item type: ON displays the location of an item in the list of items on loan instead of the item type.

Show cost in list of items on loan

Includes the cost of items in the list of items displayed as on loan to a borrower.

Show gridlines on loans display

If ticked (default), lines are shown on the loans screen as a grid. Removing the tick hides the lines.

Show latest loan at bottom of list instead of top

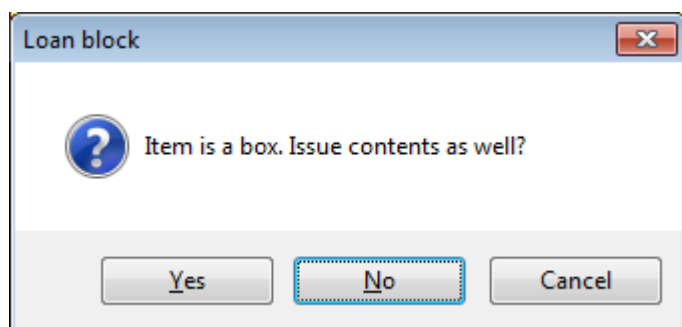
Normally, the latest item borrowed appears at the top of the list of items on loan to the borrower. Placing a tick, tells Bookmark to display the latest loan at the bottom of the list instead.

Do not count contents of boxes toward loan limit

Normally the contents of a Box are added to the loan limit. If the box has 12 members, then 12 is added to the loan limit. If this control is ticked, however, the contents are not added, only the box itself.

Ask whether to issue contents of a box

Normally when a Box is borrowed, it and all the members of the box are issues out at the same time. If this checkbox is ticked, however, a popup window will ask whether the contents should be issued or just the box itself.



History and Reservations can be viewed in item details

When ticked, the History and Reservations buttons appear on the popup window that displays an item's details in loans. They also appear in the quick search (f8) display. An additional button also allows editing the item's data.

Include items with other status types in loan list

This tells Loans to include items with a status of 3 or larger in the list as well as items on loan (status of 2). The status is noted on the right side.

Search button displayed instead of Options button

This allows hiding the Options button. It is replaced by a Search (catalogue) button.

Alert if borrower has lost or missing items

If ticked, if a borrower has any items with a status containing the words 'lost' or 'missing', a hyperlink is shown beneath their name. Clicking on this lists the items.

Show message if an item is already on loan to the borrower

If an item is already on loan to the borrower a notice is generated.

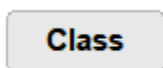
Hide borrower number / barcode

The borrowers number or barcode is not visible on the borrowing display next to their name.

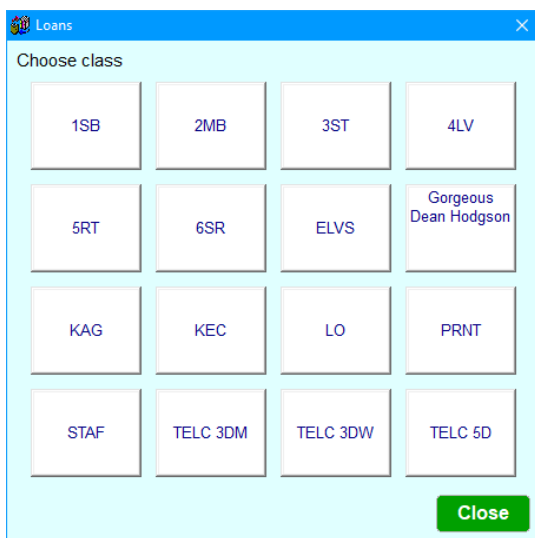
Use list of names based on a class (touch screen)

This is a variation of the text-based list of classes/names dropdowns presented above.

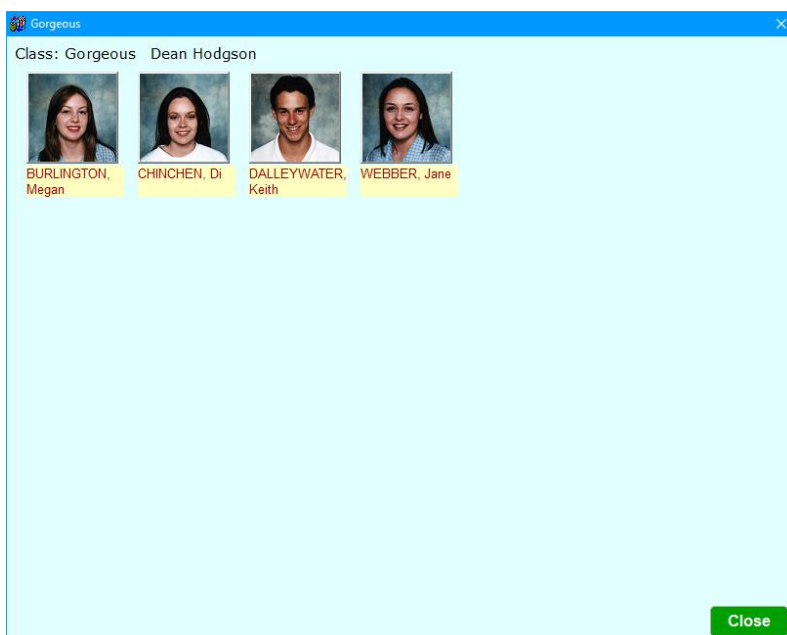
This control causes a Class button to appear on the Loans window.



Tapping this on a touch screen, or clicking with the mouse, pops open a class chooser.



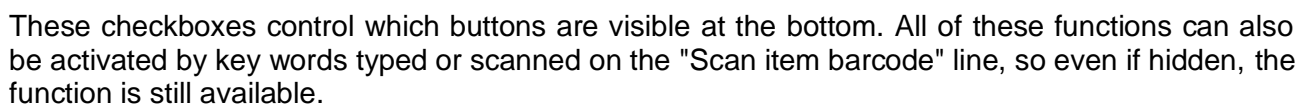
Selecting a class by clicking or tapping, displays the members of the class.



Visible Loans Buttons

Buttons visible on loans screen

In addition to the buttons on the Circulation Menu and the bottom of the Loans screen, there are also buttons on the bottom of the Borrower screen.



These determine whether News is shown on the loans screen or not and if borrower photos are displayed.

Display switches

Circulation

Loan Block Password, Commands and Switches

Loan Blocks

Loan block password:

<input type="checkbox"/> Setdate	<input checked="" type="checkbox"/> Extend	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> Notice
<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Return	<input type="checkbox"/> Slip/Dump	<input type="checkbox"/> Options
<input type="checkbox"/> Item details			
<input checked="" type="checkbox"/> Override overdue block	msg: <input data-bbox="619 472 1010 517" type="text" value="Overdues!"/>		
<input checked="" type="checkbox"/> Override loanlimit block	msg: <input data-bbox="619 524 1010 568" type="text" value="Loan limit reached!"/>		
<input checked="" type="checkbox"/> Override loan restriction	msg: <input data-bbox="619 575 1010 620" type="text" value="Restricted item!"/>		

These controls deal with events that can cause the loan process to be blocked.

If the event is not ticked, the Switch is OFF and a password is not requested. The event then proceeds unhindered. Tip: only tick events where necessary.

Loan block password: This important password is requested when a Loan Block event occurs. If this password is left blank, then loan blocks do not occur *even if ticked*. The Loan block password should be different to the Master password. Tip: always have a loan block password.

Name refers to finding borrowers using their name. Tick this box if you want to limit who can do this.

Next to the three bottom events are messages in white edit boxes. This is the wording which appears when this type of loan block event is triggered. The messages can be changed. Tip: even if the event is unticked, the red popup window appears anyway.

Borrower Privacy Passwords and Switches

In addition to the Name switch above, Circulation has other switches that turn on or off various borrower information privacy functions.

Borrower privacy

Borrower Privacy:

<input type="checkbox"/> Ask for Privacy Password when Show command is issued
<input type="checkbox"/> Ask for Privacy Password when History command is issued
<input checked="" type="checkbox"/> Display list of items on loan when borrowing
<input type="checkbox"/> Request Privacy Code for loans

Privacy password: This password is requested to secure borrower information.

Ask for Privacy Password when the Show command is issued: This Switch is used to hide the list of items on loan which appears after the borrower enters their barcode. If this switch is ON (ticked), Circulation will hide the list of items on loan. To see the list, the Show button at the bottom must be clicked. If the borrower has a Privacy Code, the Privacy Password, Loan Block password, Master password or the borrower's individual Privacy code can be entered. If the borrower does not have a privacy code, then the password is not requested when Show is clicked.

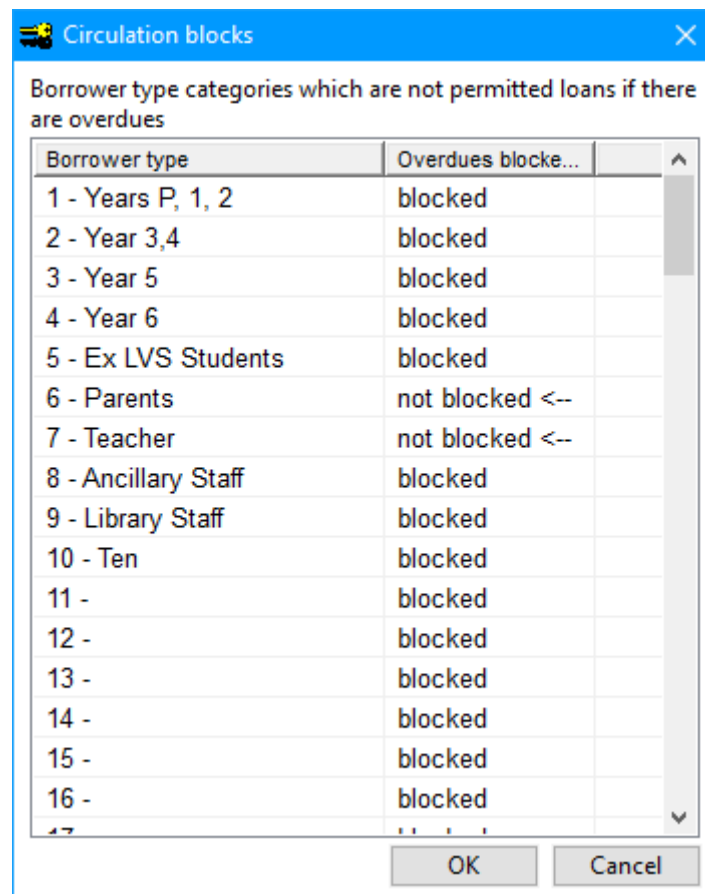
Ask for Privacy Password when History command is issued: If ticked, a password is requested when someone clicks on the History button.

Display list of items on loan when borrowing: If this switch is ON, then Circulation *will* automatically display a list of items on loan automatically when the borrower barcode is entered. This is the default condition. If borrower privacy is a concern, this switch should be OFF.

Request Privacy Code for loans: If this switch is ON, the borrower's privacy code is requested before the borrower can borrow anything. This switch is useful to protect students from others using their barcodes. If the borrower does not have a Privacy Code, then the request does not appear and loans proceed unhindered.

Loan Blocks

Loan blocks



Borrower type	Overdues blocke...
1 - Years P, 1, 2	blocked
2 - Year 3,4	blocked
3 - Year 5	blocked
4 - Year 6	blocked
5 - Ex LVS Students	blocked
6 - Parents	not blocked <--
7 - Teacher	not blocked <--
8 - Ancillary Staff	blocked
9 - Library Staff	blocked
10 - Ten	blocked
11 -	blocked
12 -	blocked
13 -	blocked
14 -	blocked
15 -	blocked
16 -	blocked
17 -	blocked

This window can be used to block or unblock trapping overdues for each borrower type.

Loan Receipt Controls

Loan receipts

Loan receipts are slips listing items just borrowed and optionally, everything the user has on loan. They can be deliberately triggered when needed or set to automatically print after every loan.

Loan receipt slips are normally printed with a receipt or “docket” printer, although they can go to a regular printer, too.

Three print formats are available: Wide, Standard and Small.

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
☒ Include cover images
☐ Automatic email from loans

Font: Courier New
Font size2: 9

Header text: Bookmark

Footer text:

Note: use %date% to include the current date

OK Cancel

Wide format prints across a normal sheet, 210mm A4 width.

Standard assumes a maximum width of 80mm. This is suitable for the narrow receipt printers such as the Star model.

Small assumes an even narrower width of 50mm.

Use the top of the dialog to select the format if automatically printing.

These printouts always list the items just borrowed.

Include current loans as well as latest: ON tells Circulation to include the other items on loan to the borrower as well as those just issued.

Use print requestor for receipts: If OFF, printout goes to the default printer, which may be the receipt printer. ON allows selecting the printer.

Include borrower's name: OFF does not print the borrower's name.

The Header is what appears at the top of the printout. It can be the name of the school or anything else or left blank. If included, %date% tells Bookmark to place today's date there.

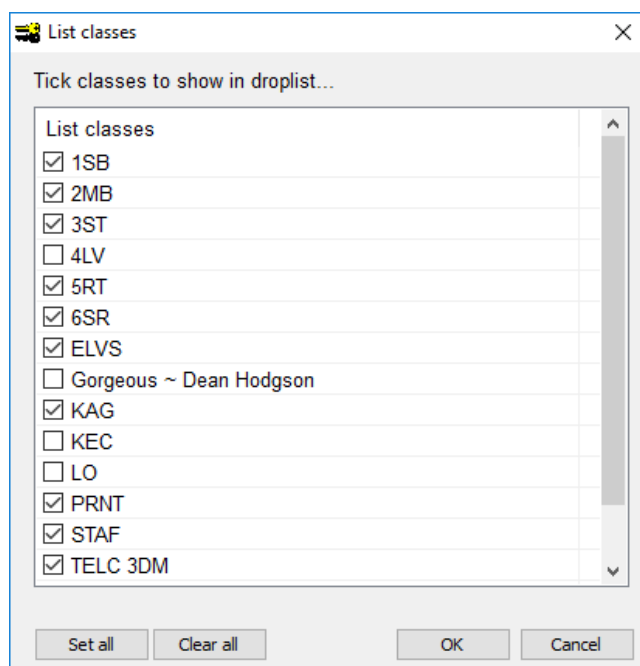
The Footer is a message that appears at the bottom.

Headers and footers are automatically centered.

Note: Even if receipt printing is not automatic, it can still be used on one-off situations. Just type the word DUMP (wide format) or SLIP(standard format) on the barcode entry line. This tells Loans to print the receipt when the borrower is finished. Afterwards, the function is disabled unless it is set to automatic.

Classes

Classes ticked are shown in the dropdown lists. Classes not ticked are omitted.



Returns Tab

The screenshot shows a software window titled "Circulation Controls" with four tabs: "Display", "Loans", "Returns" (which is selected), and "Reservations". The "Returns" tab contains a section titled "Return controls" with a list of seven checkboxes. The first checkbox, "Autoprint reservation notices", is unchecked. The next four checkboxes—"Show borrower name when returning", "Display green dialog to return boxes", "Hold notification popup window", and "Display printer dialog for reserve notices"—are all checked. The last two checkboxes—"Do not return items in a box singularly (only if box is returned)" and "Do not show overdue message when an overdue item is returned"—are unchecked. Below the checkboxes is a text area for a "Custom message that appears when a reserve is returned and becomes a hold." with a "Special:" label and placeholders for [title], [name], [class], and [year]. To the right of the text area is a "Test" button. At the bottom of the window are three buttons: "Return status sounds", "Limit returns", and "Close". A "Default setup" dropdown menu is located at the bottom left.

These Switches control aspects of returning items.

Autoprint reservation notices: If ON (ticked), Circulation will automatically print out a Hold notice when a reserved item is returned.

Show borrower name when returning: ON tells Circulation to display the borrower's name with all returned items. OFF suppresses the display.

Display green dialog to return boxes: When a Box is returned, a line appears indicating it is a box. If this Switch is ON, a green window pops up, too, offering various options.

Hold notification popup window: If ON, a blue popup window appears when an returned item changes from reserved to on hold.

Display printer dialog for reserve notices: Causes Circulation to open the printer dialog window when it wants to print a hold notice. If OFF, printout automatically goes to the default printer.

Do not return items in a box singularly

When an item belonging to a box is returned, do not return it. Can only be returned when the box itself is returned.

Do not show overdue message when overdue item is returned

Normally an alert is made if an item is overdue. This suppresses the alert.

Custom Hold Alert

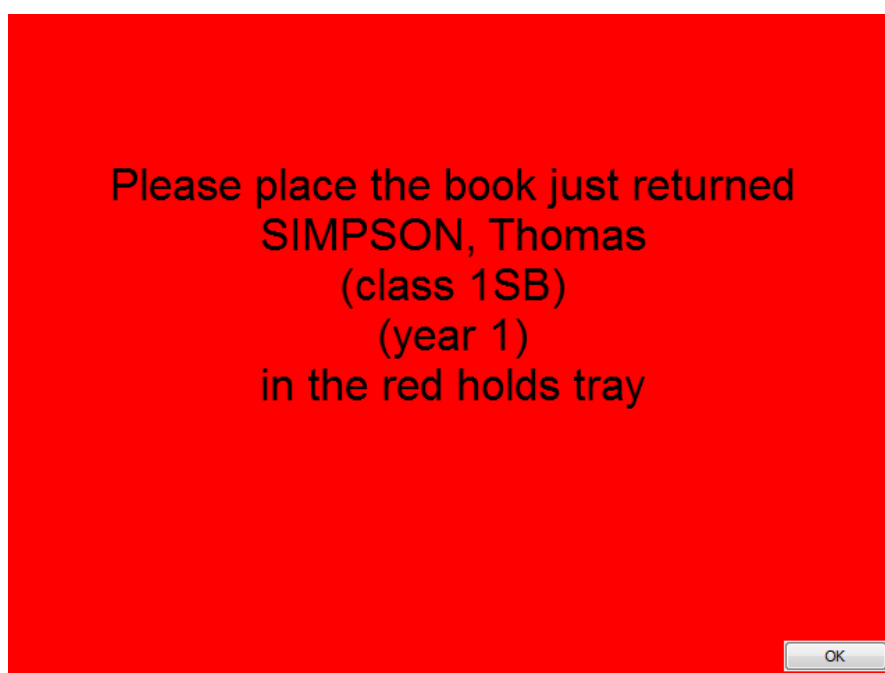
Custom message that appears when a reserve is returned and becomes a hold.

Special: [name] [class] [year] to display a borrower's name, class and/or year level.

Please place the book just returned [name] [class] [year] in the red holds tray	Test
---	------

When reserved items are returned, Bookmark normally displays a quick small window alerting users the item had gone on hold.

A special alert can be generated by filling out this control. It produces a large red window.



The control allows entering a message. Terms in square brackets act like commands.

[name] means to show the borrower's name.

[class] shows the class

[year] shows the year level.

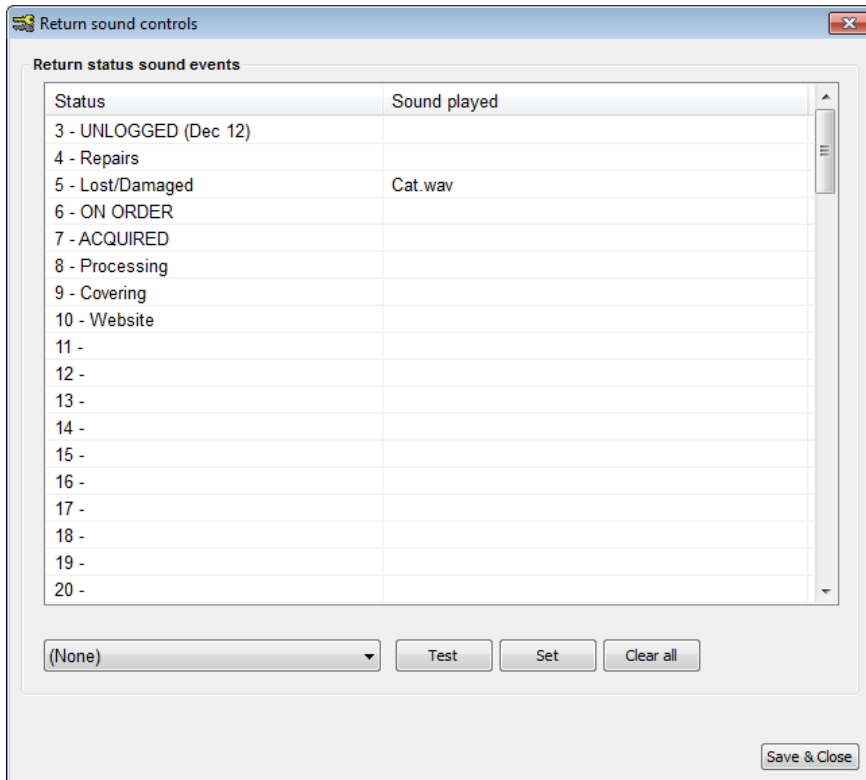
These are optional and can be omitted.

They also do not have to be on separate lines. The presentation is up to you.

A maximum of five lines can be accommodated.

Return Status Sounds

Return status sounds



The 'Return sound controls' window features a table titled 'Return status sound events'. The table has two columns: 'Status' and 'Sound played'. The 'Status' column lists items 3 through 20, with item 3 being 'UNLOGGED (Dec 12)' and item 5 being 'Lost/Damaged'. The 'Sound played' column shows 'Cat.wav' for item 5 and is empty for all other items. Below the table is a dropdown menu currently set to '(None)', and three buttons labeled 'Test', 'Set', and 'Clear all'. A 'Save & Close' button is located at the bottom right of the window.

Status	Sound played
3 - UNLOGGED (Dec 12)	
4 - Repairs	
5 - Lost/Damaged	Cat.wav
6 - ON ORDER	
7 - ACQUIRED	
8 - Processing	
9 - Covering	
10 - Website	
11 -	
12 -	
13 -	
14 -	
15 -	
16 -	
17 -	
18 -	
19 -	
20 -	

(None) Test Set Clear all

Save & Close

This allows setting different alert sounds that are played when an item is returned if its status is 3 or larger.

Reservations Tab

Circulation Controls

Display Loans Returns **Reservations** Slider

Reservation controls in loans and returns

- ☒ Show alert if borrower has holds available
- ☒ Borrower allowed to remove reservations
- ☒ Show 'r' next to item number if item has reservations
- ☐ Anyone can borrow item any item on hold and do not ask for a password
- ☒ The copy can be borrowed only by the person with the hold on it
- ☐ Anyone with a hold to a title can borrow any copy on hold
- ☐ Filter by site

Override reservation block password:

Default setup ▼ Close

Allow reserves against status 1 items

Normally reservations can only be placed against items if all copies are on loan. If a copy is not, a reservation cannot be made. Setting this to ON allows placing a reservation even if a copy has a status of 1.

Allow reserves against items with a status of 3 or greater

Ticking this box allows items with a status of 3, 4, 5, etc. to be reserved.

Borrower allowed to remove reservations: ON allows borrowers to remove reservations from the Display option in Reserve in Loans.

Show 'r' next to item number if item has reservations

With this ticked, a small 'r' is displayed next to an item number that has reservations against it. To see the list, double-click on the entry and click on the Reservations button (see above).

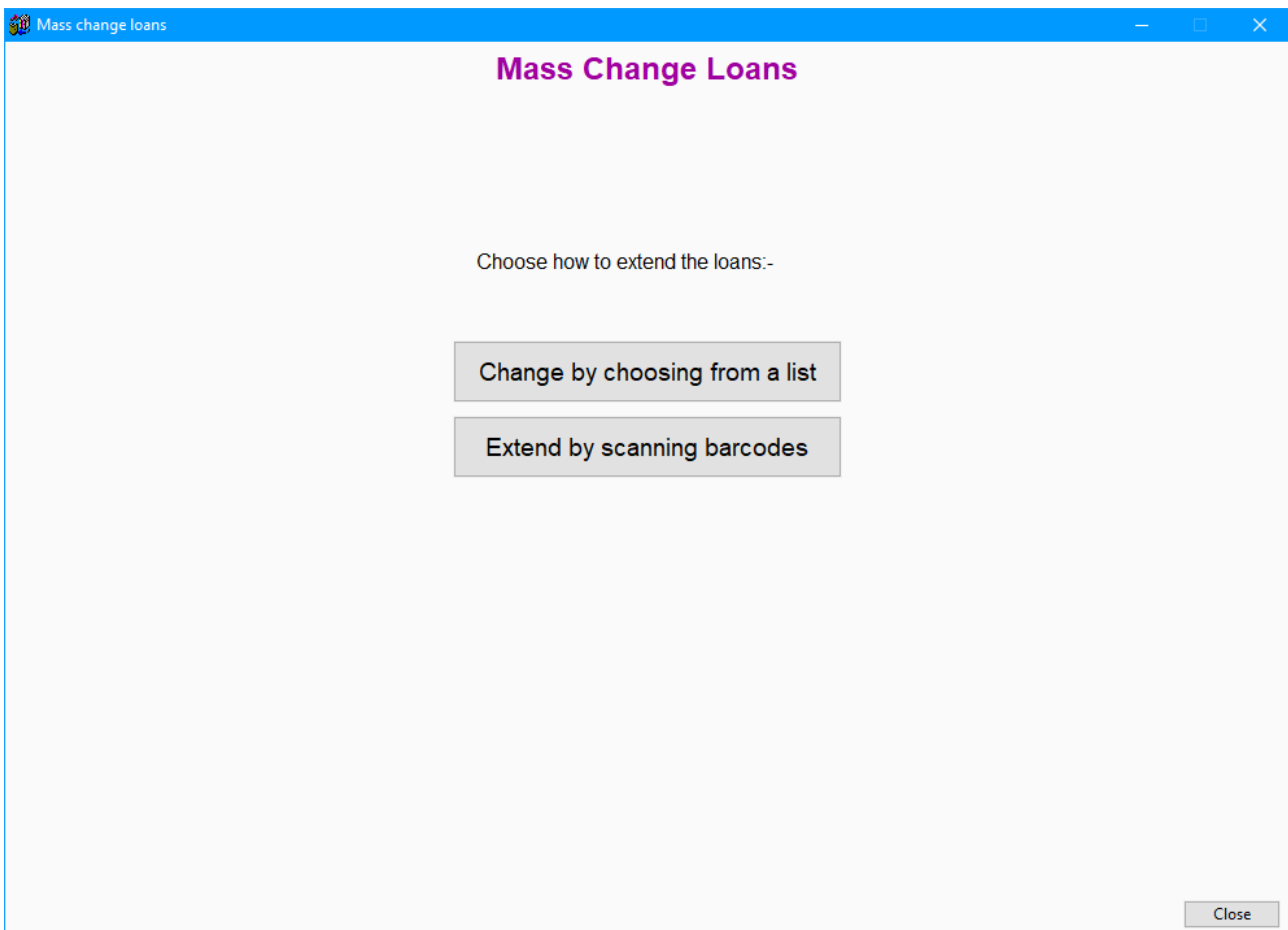
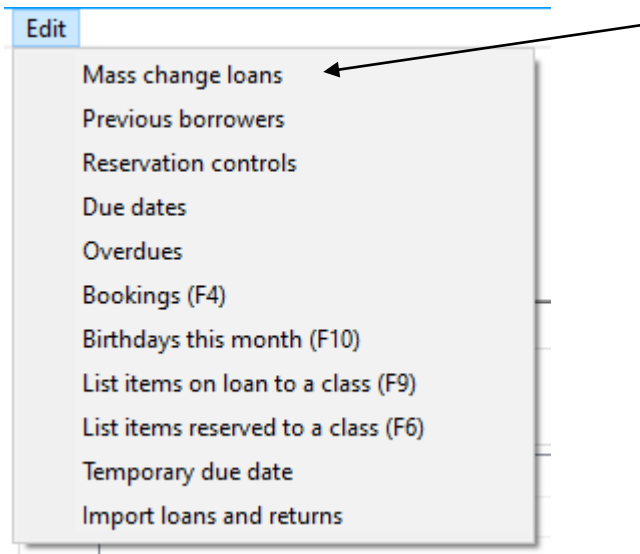
Allow an item on hold to be borrowed by someone else

Items on hold normally cannot be borrowed by anyone other than the holdee. This checkbox disables that block.

Filter by site

If the fieldname is set to "Site" instead of "Sublocation" (see General Controls), this checkbox can be used to add a special filter. The filter is only available when finding reservations. It appears at the bottom of the items-found list. The filter allows selecting a particular site or all sites.

Mass Change Loans



This option is used to extend many loans or change their status from on loan to something else.

It does not require any knowledge of the borrower.

Change by Choosing from a List

Mass Change Loans - by List

Highlight entries to extend or change status.

	I. ▲	Title	Borr #	Name	Class	Year	Type	Date
	32569	Diary of a Rugby Champ	198	CAMPBELL, Lindsay	3ST	3	2	21/05/2015
	32574	Shot Boom Score	439	SKRAEM, Alexander	6SR	6	4	04/05/2015
	32585	The Bum Book	454	CAYZER, Lola	3ST	3	2	21/05/2015
	32602	The Encyclopedia of the Unexplained	450	ROBINSON, Ella	5RT	5	3	18/05/2015
Resv	32620	Optical Illusions	238	HOWELL, Lachlan	4LV	4	2	14/05/2015
	32624	Farming in the future : Food and farming	227	SUPPLE, Jessica	3ST	3	2	21/05/2015
	32735	Cars	321	HAYWARD, Olivia	1SB	1	1	26/05/2015
	32755	Star Wars Origami : 36 amazing paper-folding projects	478	ARCHER, William	3ST	3	2	21/05/2015
	32767	Flattened! : Book 3 - Maxx Rumble Footy	438	DAVISON, Luca	6SR	6	4	20/04/2015
	32794	Everything you need to know about Snakes and other Scaly Reptiles	285	CUTLER, Jay	1SB	1	1	26/05/2015
	32848	Andy Roid and the Turbine Runaways : Book 5 - Andy Roid	127	LUCAS, Hugh	2MB	2	1	26/05/2015
	32898	Have you seen my Egg?	35	RUIZ, Sophie	6SR	S	7	26/06/2015
	32902	The Dragon's Lie	293	GRIFFITHS, Oliver	1SB	1	1	26/05/2015
	32921	Dinosaurs	124	DRIVER, Chloe	4LV	4	2	21/05/2015
	33017	Big Nate Out Loud	477	LAMBLE THOMAS, H...	6SR	6	4	04/05/2015
	33053	Tom Gates is Absolutely Fantastic (at some things) : Book 5 - Tom Gate	441	HARDWICK, Paris	6SR	6	4	04/05/2015
	33069	P. G. Taylor : The Last of the Great Air Pioneers	169	EDIS, Charlie	5RT	5	3	06/04/2015
	33080	Itch Rocks : Book 2 - Itch	414	SCHOOLEY, Toby	6SR	6	4	04/05/2015
	33101	The Talkative Tortoise	26	DADO, Susan	STAF	S	8	27/03/2015
	33117	Ruby Learns to Swim	155	WASTELL, Lillian	TEL...	T	1	20/05/2015
	33122	Art Attack : even more cool stuff!	239	JENKINS, Laila	4LV	4	2	14/05/2015
	33149	The Universe : a Cosmic Tour	231	CHIA, Noah	KAG	K	1	21/05/2015
	33171	Deserts and Scrublands	35	RUIZ, Sophie	6SR	S	7	26/06/2015
	33189	Get into Art : Animals	19	CROAN, Sophie	STAF	S	8	26/06/2015
	33208	Dear Dork : Book 5 - Dork Diaires	252	POLLARD, Purdey	4LV	4	2	14/05/2015
	33229	When the Snake Bites the Sun : an Aboriginal story	3	BATTEN, Sara	1SB	S	7	26/06/2015
	33230	How the Kangaroos got their Tails : an Aboriginal story	3	BATTEN, Sara	1SB	S	7	26/06/2015
	33232	Warnayarra the Rainbow Snake : an Aboriginal story	3	BATTEN, Sara	1SB	S	7	26/06/2015

Normal due date

By Type Filter Reset due date Change Extend Close

Click on a column heading to change the order of the list.

Click on items to be extended. To select more than one, hold down the CTRL or SHIFT keys and click at the same time. Click on Extend to change the due dates.

Click on Reset due date to assign a due date different to what would normally be assigned based on the borrower's due date. This is like the Setdate function in Loans.

Change Status can be used to change marked items on loan (status 2) to a different status (such as lost). This window can be used to mass return highlighted items if the status is set to 1.

Change Status

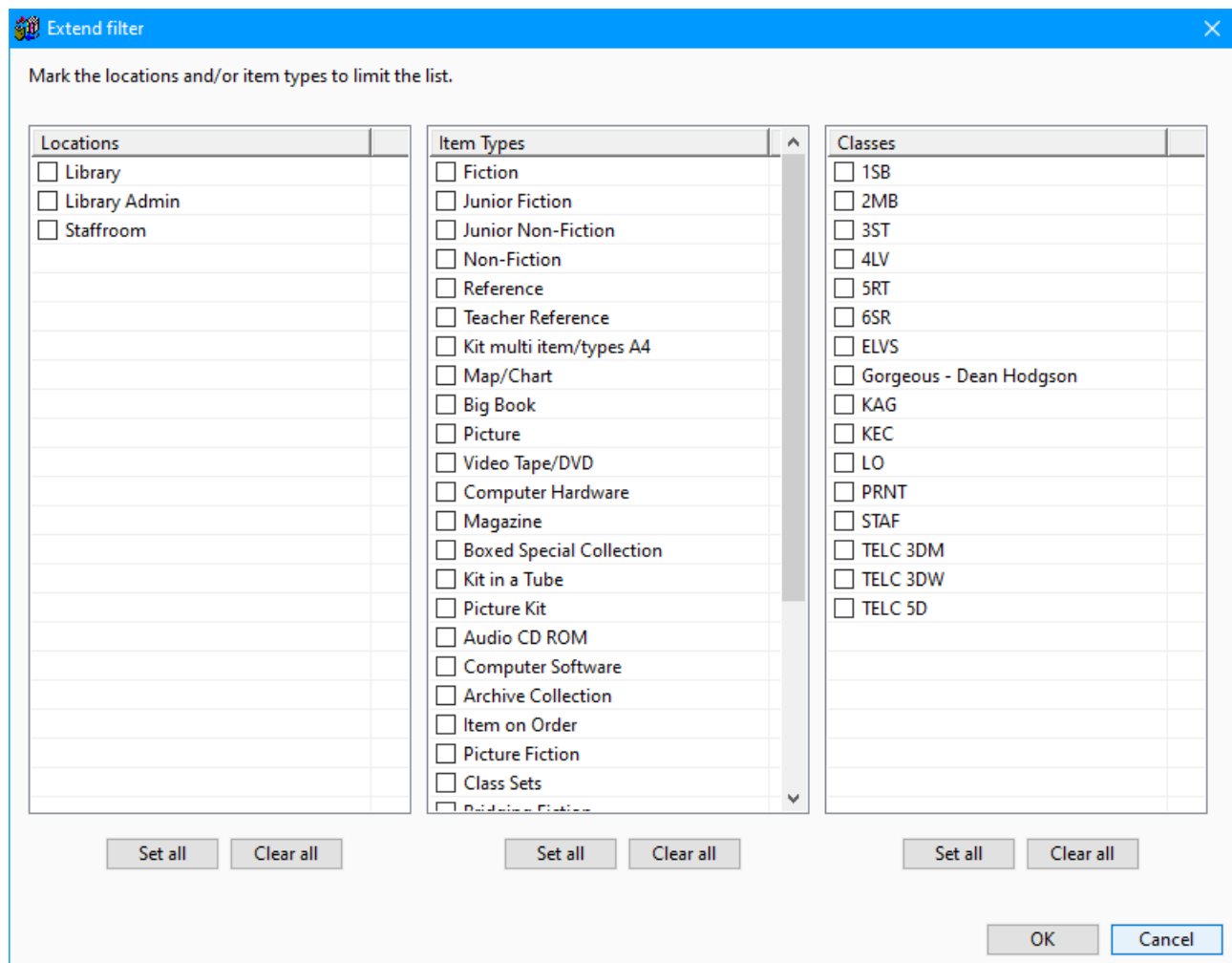
Change the status of the marked items from on loan to the status indicated below.

1 - Available
 3 - UNLOGGED (Dec 12)
 4 - Repairs
 5 - Lost/Damaged
 6 - ON ORDER
 7 - ACQUIRED
 8 - Processing

OK Cancel

The Filter can be used to reduce the size of the displayed list of items on loan.

The list can be limited to certain locations or item types.



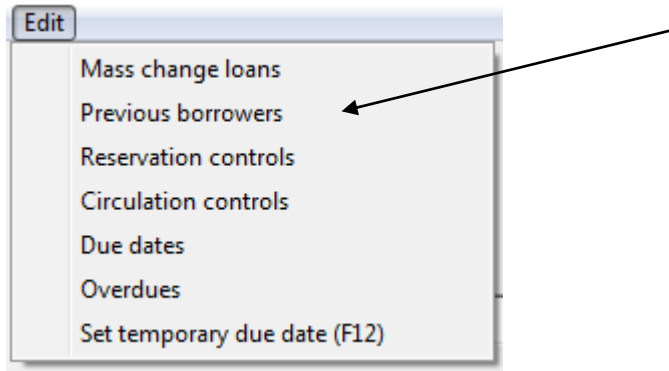
The 'Extend filter' dialog box is used to refine search results by selecting specific locations, item types, and classes. It features three main columns of checkboxes, each with 'Set all' and 'Clear all' buttons below it. The 'Locations' column includes 'Library', 'Library Admin', and 'Staffroom'. The 'Item Types' column lists various categories like 'Fiction', 'Non-Fiction', 'Reference', 'Map/Chart', 'Big Book', 'Picture', 'Video Tape/DVD', 'Computer Hardware', 'Magazine', 'Boxed Special Collection', 'Kit in a Tube', 'Picture Kit', 'Audio CD ROM', 'Computer Software', 'Archive Collection', 'Item on Order', 'Picture Fiction', 'Class Sets', and 'Picture Fiction'. The 'Classes' column includes '1SB', '2MB', '3ST', '4LV', '5RT', '6SR', 'ELVS', 'Gorgeous - Dean Hodgson', 'KAG', 'KEC', 'LO', 'PRNT', 'STAF', 'TELC 3DM', 'TELC 3DW', and 'TELC 5D'. At the bottom right are 'OK' and 'Cancel' buttons.

Locations	Item Types	Classes
<input type="checkbox"/> Library	<input type="checkbox"/> Fiction	<input type="checkbox"/> 1SB
<input type="checkbox"/> Library Admin	<input type="checkbox"/> Junior Fiction	<input type="checkbox"/> 2MB
<input type="checkbox"/> Staffroom	<input type="checkbox"/> Junior Non-Fiction	<input type="checkbox"/> 3ST
	<input type="checkbox"/> Non-Fiction	<input type="checkbox"/> 4LV
	<input type="checkbox"/> Reference	<input type="checkbox"/> 5RT
	<input type="checkbox"/> Teacher Reference	<input type="checkbox"/> 6SR
	<input type="checkbox"/> Kit multi item/types A4	<input type="checkbox"/> ELVS
	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> Gorgeous - Dean Hodgson
	<input type="checkbox"/> Big Book	<input type="checkbox"/> KAG
	<input type="checkbox"/> Picture	<input type="checkbox"/> KEC
	<input type="checkbox"/> Video Tape/DVD	<input type="checkbox"/> LO
	<input type="checkbox"/> Computer Hardware	<input type="checkbox"/> PRNT
	<input type="checkbox"/> Magazine	<input type="checkbox"/> STAF
	<input type="checkbox"/> Boxed Special Collection	<input type="checkbox"/> TELC 3DM
	<input type="checkbox"/> Kit in a Tube	<input type="checkbox"/> TELC 3DW
	<input type="checkbox"/> Picture Kit	<input type="checkbox"/> TELC 5D
	<input type="checkbox"/> Audio CD ROM	
	<input type="checkbox"/> Computer Software	
	<input type="checkbox"/> Archive Collection	
	<input type="checkbox"/> Item on Order	
	<input type="checkbox"/> Picture Fiction	
	<input type="checkbox"/> Class Sets	
	<input type="checkbox"/> Picture Fiction	

Set all Clear all Set all Clear all Set all Clear all

OK Cancel

Previous Borrowers



This function can be used to list previous borrowers.

Enter one word from the title or the item's barcode or number.

The 'Previous borrowers' window displays a search interface. The search bar contains the word 'potter', and a 'Find' button is to its right. Below the search bar, it indicates '33 items'. A table lists the items with columns for Number, Title, Call number, Type, and Status. On the right side of the table, there are buttons for 'Latest' and 'All'. A 'Close' button is at the bottom right.

Number	Title	Call number	Type	Status
1302	The Complete Tales of Beatrix Potter	JF Pot		In stock
1716	Harry Potter and the Prisoner of Azkaban	F ROW		In stock
2433	We Love Harry Potter!	F Row		In stock
3209	Harry Potter and the Goblet of Fire	F Row		In stock
3476	J.K. Rowling - The Wizard Behind Harry Potter	F Row		In stock
5277	Harry Potter and the Goblet of Fire	F Row		In stock
5510	The Magical Worlds of Harry Potter : a Treasury...	F ROW		In stock
6012	So You Think You Know Harry Potter?	F Row		In stock
6535	Harry Potter and the Order of the Phoenix	F Row		In stock
6539	Harry Potter and the Order of the Phoenix	F Row		In stock
8184	Harry Potter and the Prisoner of Azkaban Movie ...	F Row		In stock
9179	Harry Potter and the Half-blood Prince	F Row		In stock
17577	Beatrix Potter	809 Pot		In stock
20332	Mapping the World of Harry Potter	F Row		In stock
22061	Harry Potter and the Deathly Hallows	F Row		In stock
22123	Harry Potter and the Deathly Hallows	F Row		In stock
22400	Harry Potter - Dumbledore's Army	F Row		In stock
24267	Harry Potter and the Chamber of Secrets	F Row		In stock
24268	Harry Potter and the Philosopher's Stone	F Row		In stock

Select an entry by highlighting then click on either *Latest* (below) or *All*.


Item Details

Lego Harry Potter : Characters of the Magical World

Author(s): RICHARDS, Jon
 Call number: F Row
 Subjects: Potter, harry (fictional character) ; Lego
 Publisher: London: DK, 2012
 ISBN: 9781409383185
 Cost: 29.95
 Other: P&P:9-12;31599

Item number: 31599
 Barcode: I1413315997
 Status: 2
 Item type: 1
 Location: 1

Notes:
 141 p. : col. ill. Donated by Jarvis Black, 1SD, Book Week 2012. Harry Potter : Characters of the magical world Contains 1 Lego Harry Potter minifigure in plastic box inset into front cover



Item	Location	Status	Borrower	Due date	Class	Year
31599	Library	On loan	SMITH, Huxton (466)	31/10/2013	5LV	5

Close

Previous Borrowers

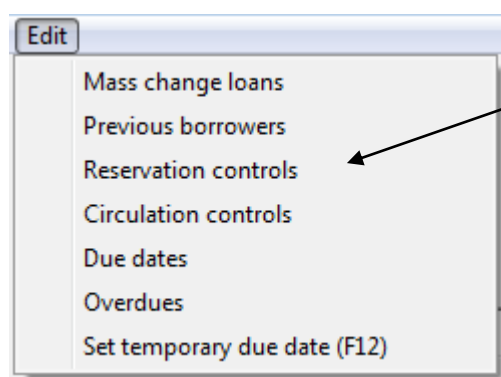
Lego Harry Potter : Characters of the Magical World

35 items

	Borrower	Class	Item	Date borrowed
145	EDEN, Jude	3EC	31599	17/10/2013
253	SCHOOLEY, Lachlan	2HN	31599	16/10/2013
253	SCHOOLEY, Lachlan	2HN	31599	09/10/2013
189	BENEFIELD, Darcy	4RC	31599	18/09/2013
423	GORDON, Oliver	4RC	31599	11/09/2013
189	BENEFIELD, Darcy	4RC	31599	11/09/2013
423	GORDON, Oliver	4RC	31599	04/09/2013
201	EDIS, Oliver	2BG	31599	01/08/2013
201	EDIS, Oliver	2BG	31599	24/07/2013
170	SELTSIKAS, Joseph	3EC	31599	27/06/2013
170	SELTSIKAS, Joseph	3EC	31599	20/06/2013
237	STEPNIAK, Maximilian	2HN	31599	12/06/2013
237	STEPNIAK, Maximilian	2HN	31599	05/06/2013
189	BENEFIELD, Darcy	4RC	31599	29/05/2013
189	BENEFIELD, Darcy	4RC	31599	22/05/2013
253	SCHOOLEY, Lachlan	2HN	31599	15/05/2013
253	SCHOOLEY, Lachlan	2HN	31599	08/05/2013
222	GUBERINA, James	2HN	31599	08/05/2013
222	GUBERINA, James	2HN	31599	01/05/2013

Close

Reservation Controls



Reservations and Holds

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, Uncollected holds, Realign, List holds

Order	Item	Link	BN	Date	Time	Title	Status	Name	Class	Year	Type
1	29590	29590	435	12/05/2015	09:39:36	The 13-Storey Treehouse	n/a	NOVAK, Siena	2MB	2	1
2	34960	34960	497	12/03/2015	13:50:45	The adventures of a goblin called garbag...	on hold	COATES, James	3ST	3	2
3	8903	8903	32	29/04/2015	10:09:28	Anzac	on hold	VALLENDER, Leesa	STAF	5	9
4	34790	34790	336	14/05/2015	13:42:30	Colour illusions : visual tricks, fantastic f...	on hold	SIMPSON, Samuel	3ST	3	2
5	12000	12000	7	15/06/2017	11:59:22	The Ghost in Abigail Terrace	n/a	DALLEYWATER, Keith	'Gor...	5	8
6	28102	28102	230	10/03/2015	11:09:35	Guinness World Records 2011	on hold	HADDAD, Damon	1SB	1	1
7	28717	28717	310	19/05/2015	11:17:22	Guinness World Records 2011 : Gamer's ...	n/a	SIMPSON, Thomas	1SB	1	1
8	34210	34210	200	07/05/2015	13:48:49	Guinness world records 2014	n/a	HADDAD, Charlotte	3ST	3	2
9	29322	29322	399	05/05/2015	10:10:23	Kangaroo and Crocodile : my big book of...	on hold	WORKROOM	STAF	5	9
10	34697	34697	450	11/05/2015	11:23:09	Laff-o-tronic monster jokes!	n/a	ROBINSON, Ella	5RT	5	3
11	35240	35240	239	07/05/2015	14:22:21	Mind muddlers : what you see is not wha...	on hold	JENKINS, Laila	4LV	4	2
12	32620	32620	201	07/05/2015	14:20:52	Optical Illusions	n/a	EDIS, Oliver	4LV	4	2
13	38130	38130	105	14/05/2015	14:27:19	Pearlie goes to Rio : Pearlie - Book 16	n/a	ATHIS, Eliza	4LV	4	2
14	9031	9031	442	02/03/2015	12:23:31	Where's Wally Now?	on hold	POLLARD, Tate	6SR	6	4
15	9031	9031	1	10/09/2015	11:54:42	Where's Wally Now?	n/a	WERRER, Jane	'Gor	5	10

18 reservations and holds Change list order: ↑ ↓

Notice setup

Maximum reservations per title: 10 Maximum reservations per person per title: 1

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

Hold message: This item is now available.

Settings: ☒ Include phone number on notice ☒ Print notices in SLIP format
☒ Include cover image on printout ☐ Include site name on top

Collect within: days

Font: Arial Custom

Font size: 10

Close

The Reservation and Holds controls window can be accessed either from Circulation or Controls (Main Menu).

A list of all reservations and holds is displayed in alphabetical order by title. The list cannot be re-sorted.

All reservations and holds to a title are grouped together.

Display entry

Click on an entry to highlight it and then click on the Display entry button.

This displays cataloguing details about the item.

The 'Item Details' window displays the following information for 'Ottokar's Sceptre':

Author(s):	HERGE
Call number:	GF Her
Series:	The Adventures Of Tintin
Subjects:	Voyages and travels - fiction ; Adventure stories ; Comics
Publisher:	London: Egmont, 2003
ISBN:	1405208074
Phys. description:	62 p. : col. ill.
Cost:	24.95
Supplier:	P&P
Other:	P&P;9-12;

Item number:	8781
Status:	100
Item type:	29
Location:	1

Cost:	24.95
Supplier:	P&P
Accession date:	16/05/2005
Last seen date:	06/11/2013
Total loans:	21
Last borrower:	414 SCHOOLEY, Toby Group 4RC Level 4
Due date:	06/11/2013
Date borrowed:	30/10/2013
Date returned:	06/11/2013

On the right side of the window, there is a small image of the book cover for 'The Adventures of Tintin: King Ottokar's Sceptre'.

Remove entry

This button removes the highlighted entry.

The 'Reservation List Notice' dialog box contains the following text:

Remove reservation/hold.
Are you sure?

At the bottom, there are two buttons: 'Yes' and 'No'.

Clear List

This is used to clear out the reservation and holds list. It removes all reservations and holds.

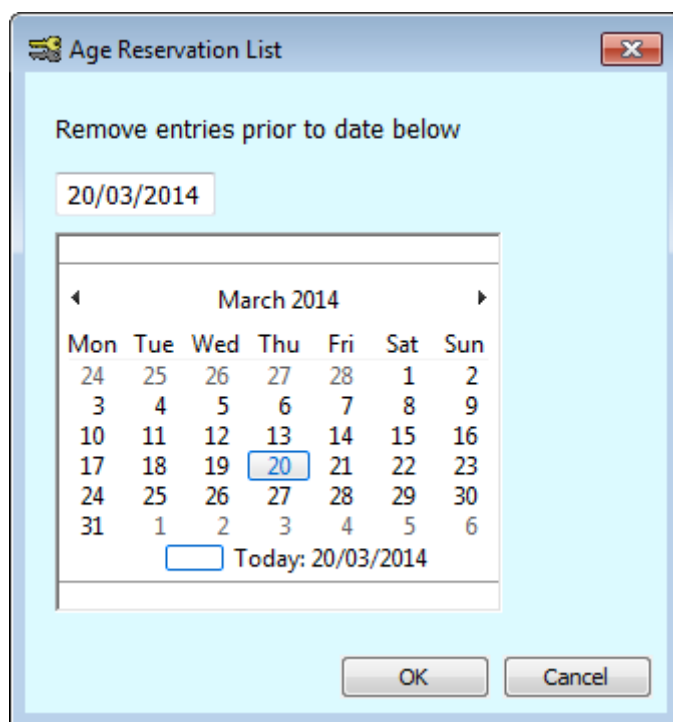
The 'Reservation List Notice' dialog box contains the following text:

Remove all reservations and holds.
Are you sure?

At the bottom, there are two buttons: 'Yes' and 'No'.

Age List

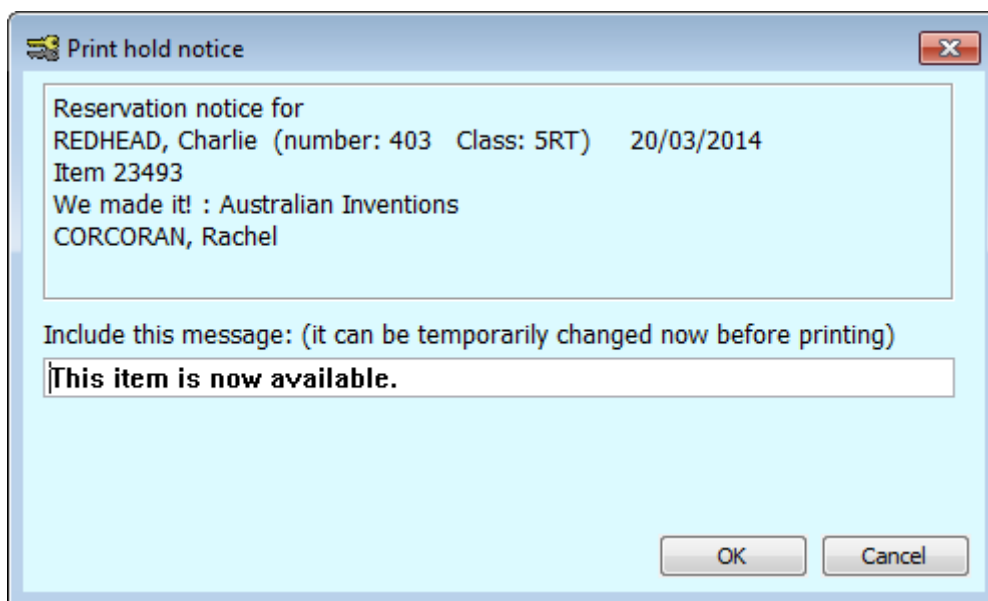
“Remove entries prior to date below” is used to *age* the reservations list. It removes all reserves and holds that were made prior to the date specified. As the current date is displayed by default, it is necessary to change it to an older date, otherwise all reservations may be removed.



Print notice

This option prints out a Hold notice for the highlighted item.

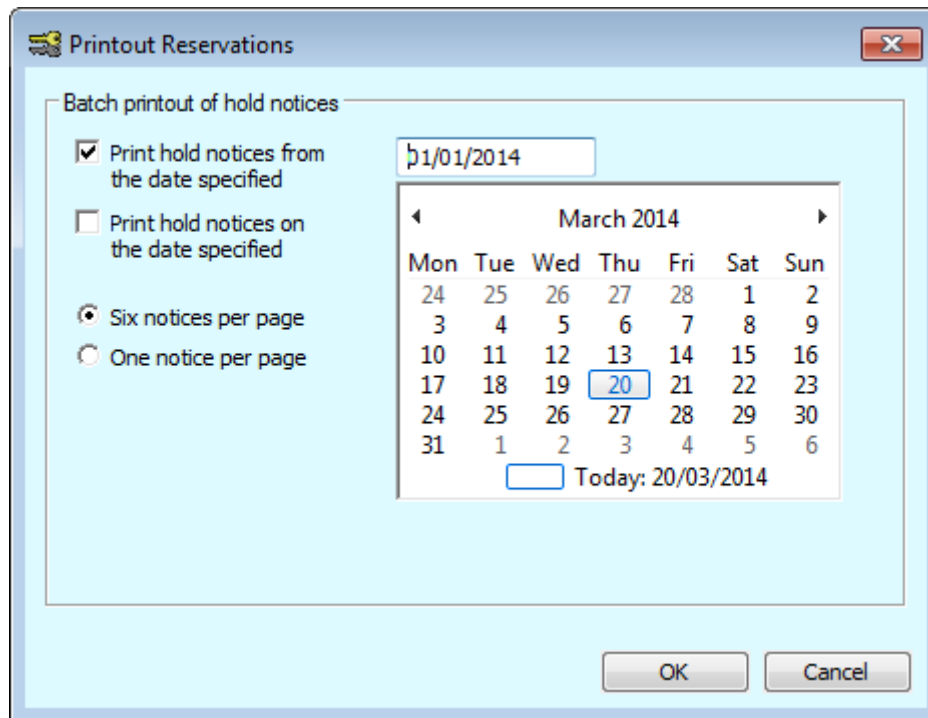
Highlight the entry for which you wish to print a notice and click on the Print notice button.



The dialog that appears next displays the notice in brief and the one-line message that will accompany it. If you wish to change the message, you may change it here before printing. This is a temporary change – the next notice will revert to the default message again.

Click on *OK* to print the notice or *Cancel* to abort the procedure and close the dialog.

Batch print notices



This button is used to print a batch of Hold notices.

The date is used to filter out old Holds. The current date is always displayed as a starter, so it may need to be changed.

Click on *OK* to process the batch notices.

Print entire list

Prints the entire reservations and hold list.

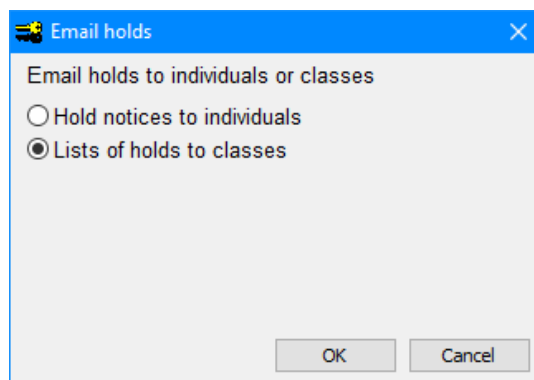
Print holds only

Print a list of items on hold, omitting reservations (not yet returned).

Print for a title

Prints all reservations and holds for a title. Highlight the topmost copy of the title before selecting this option as it only prints from the highlighted line down.

Email hold notices



Hold notices to individuals emails hold notices to borrowers based on their email address, not the alt address.

List of holds to classes emails a list of items on hold to each class using the class email set up in Borrowers > Authority Lists > Classes. This window operates similarly to the email overdues lists. The message comes from the Overdues Messages. Go there to create a special message to be used for emailing hold lists.

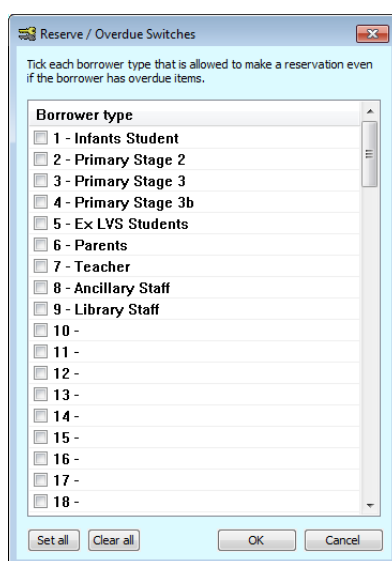
Edit messages

These messages appear at the bottom of reservation and hold notices.

Reservation message	<input type="text" value="This item is not yet available. Do you wish to keep the reservation?"/>
Hold message	<input type="text" value="This item is now available."/>

Reservation and Hold notices have a single line message that appears at the bottom.

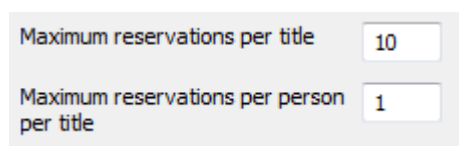
Borrower types



Tick the borrower types that are allowed to reserve and leave the ones who cannot unticked.

Set *all* ticks all types. If they are either all ticked or all empty, Bookmark does not restrict reserving. Borrowing is only restricted if some of the boxes are ticked.

Limits



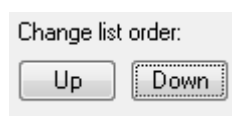
Maximum reservations per title 10

Maximum reservations per person per title 1

These values determine the maximum number of reservations against a title (regardless of the number of copies) and the maximum number of reservations one person can make per title.

The maximum number of reservations allowed per person is adjusted in Borrower Types.

Changing the Queue



Change list order:

Up Down

Use the Up and Down buttons to shift a highlighted entry in the list. The entry can only be shifted among other entries for the same title (link number).

F

The F key can be used to toggle "on hold" and "n/a" for any highlighted item. This is used to correct an anomaly if discovered.

CTRL F6

The CTRL F6 combination is used to change the item number against a highlighted entry. Use with extreme caution to correct only.

Collect Within

The number specifies how many days can elapse before an item on hold should be collected. It is included on the hold notice printouts. The button **Uncollected Holds** can be used to list all entries with dates past this calculation.

Reservation Notice formats

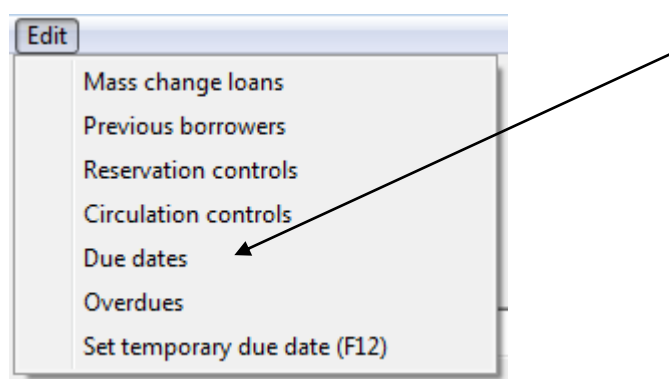
Hold notices are available in two formats: regular page and "slip".

The tickbox "Print notices in SLIP format" determines which is to be used.

Regular page is a normal A4 page, 210 mm wide.

Slip is narrower, suited to receipt printers. Bookmark automatically calculates the page width. The printed format is somewhat different to the regular page format.

Due Dates



Edit Due Dates
Today's date: 03/07/2018

Click on a row to edit

Borrower Due Dates:

Borrower Type	Loan period	Due date
1 - Infants Student	7	10/07/2018
2 - Primary Stage 2	7	10/07/2018
3 - Primary Stage 3	7	10/07/2018
4 - Primary Stage 3b	7	10/07/2018
5 - Ex LVS Students	30	02/08/2018
6 - Parents	30	02/08/2018
7 - Teacher	Fixed date	01/12/2018
8 - Ancillary Staff	Fixed date	20/11/2018
9 - Library Staff	30	02/08/2018
10 - Ten	14	17/07/2018
11 -	14	17/07/2018
12 -	14	17/07/2018
13 -	14	17/07/2018
14 -	14	17/07/2018
15 -	14	17/07/2018
16 -	14	17/07/2018
17 -	14	17/07/2018
18 -	14	17/07/2018
19 -	14	17/07/2018
20 -	14	17/07/2018

Item Due Dates:

Due Date Category	Loan period	Date
1 - Overnight	1	04/07/2018
2 -	Fixed date	
3 -	Fixed date	
4 -	Fixed date	
5 -	Fixed date	
6 -	Fixed date	
7 -	Fixed date	
8 -	Fixed date	
9 -	Fixed date	
10 -	Fixed date	
11 -	Fixed date	
12 -	Fixed date	
13 -	Fixed date	
14 -	Fixed date	
15 -	Fixed date	
16 -	Fixed date	
17 -	Fixed date	
18 -	Fixed date	
19 -	Fixed date	
20 -	Fixed date	

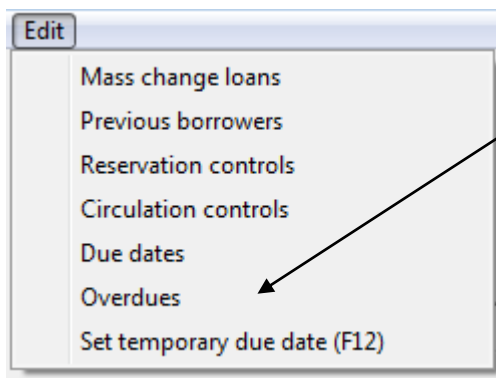
This choice calls up the Due Dates dialog, presented in the Controls module documentation.

Due dates can also be changed in Borrower Types and the Due Date Categories list in Cataloguing Lists in Controls, but this does it all on one screen.

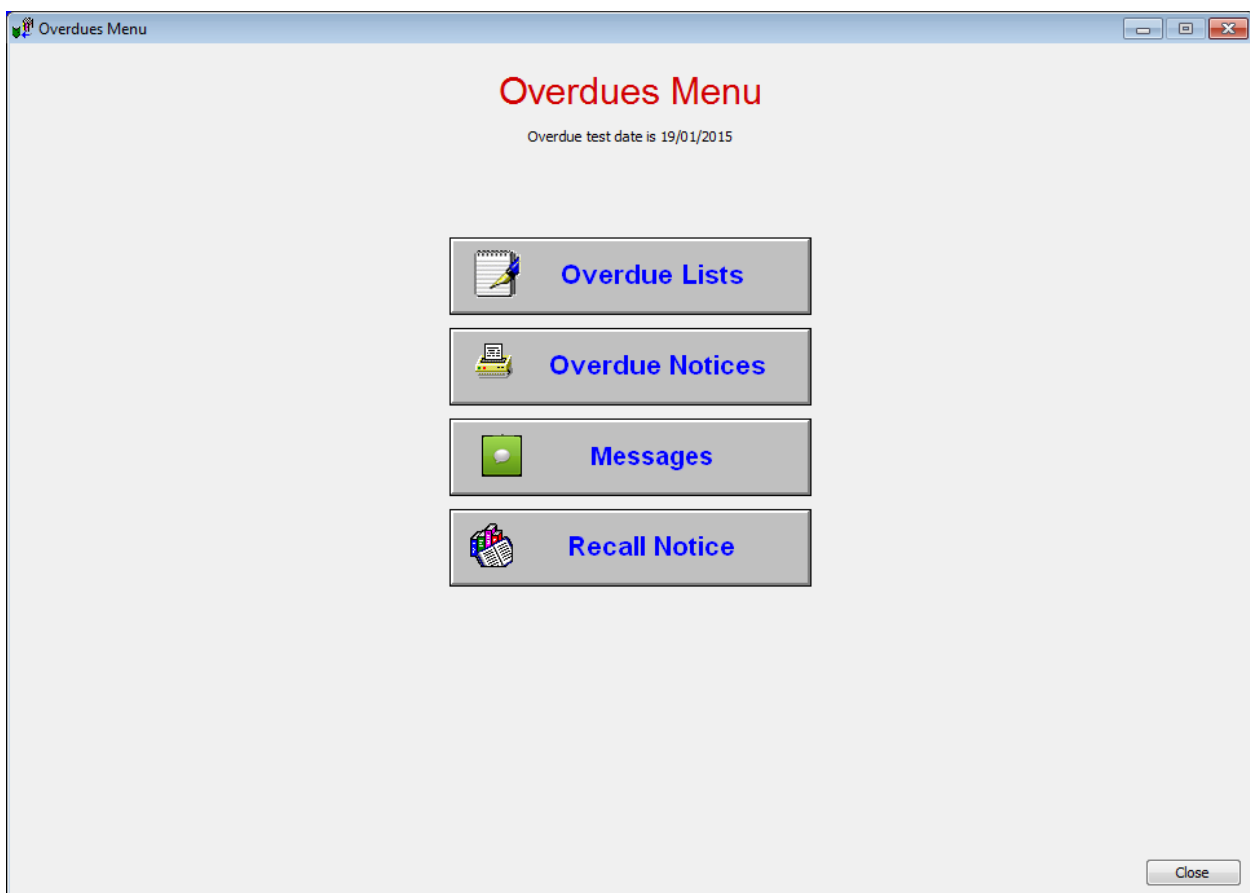
When the change has been entered, click on "Update to List".

Repeat for any other changes then click on "Save".

Overdues

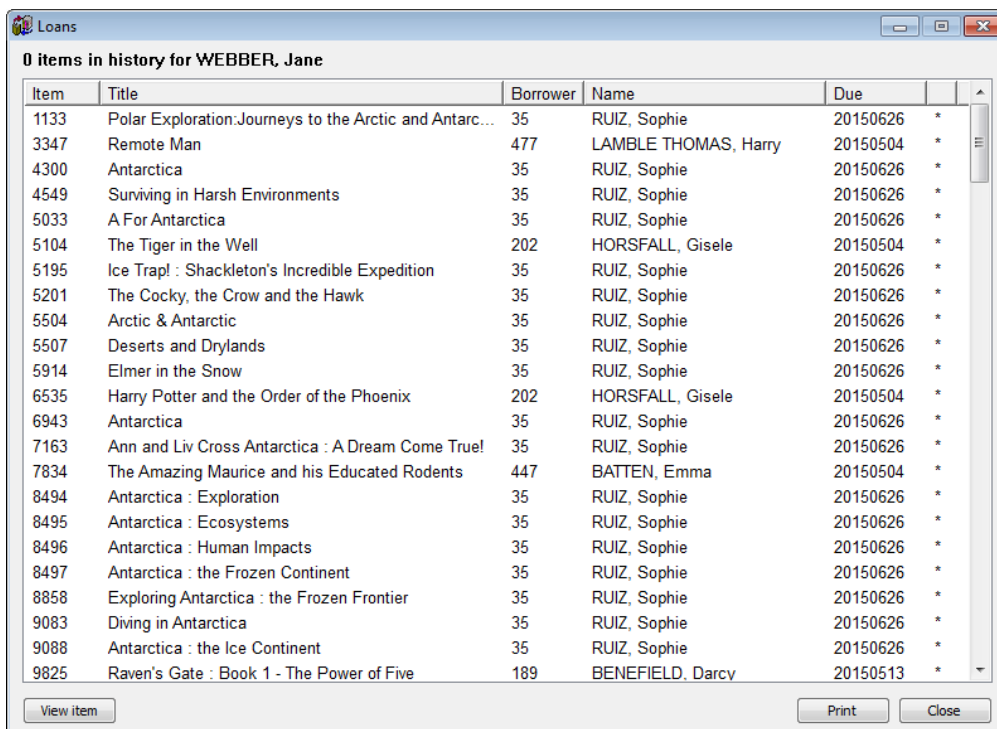
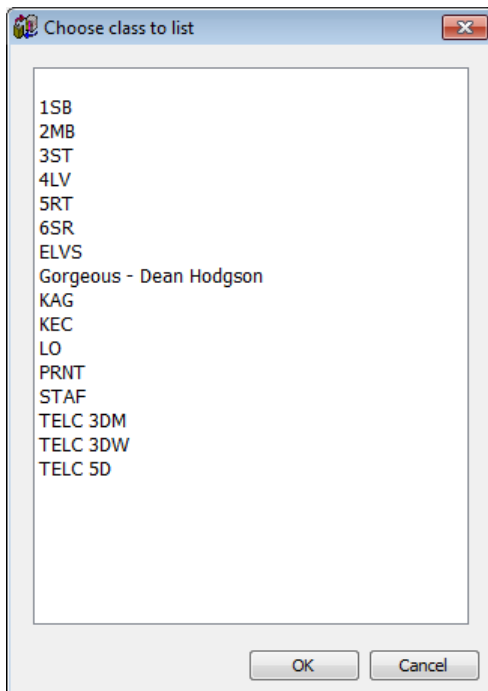


This opens the entire Overdues module.



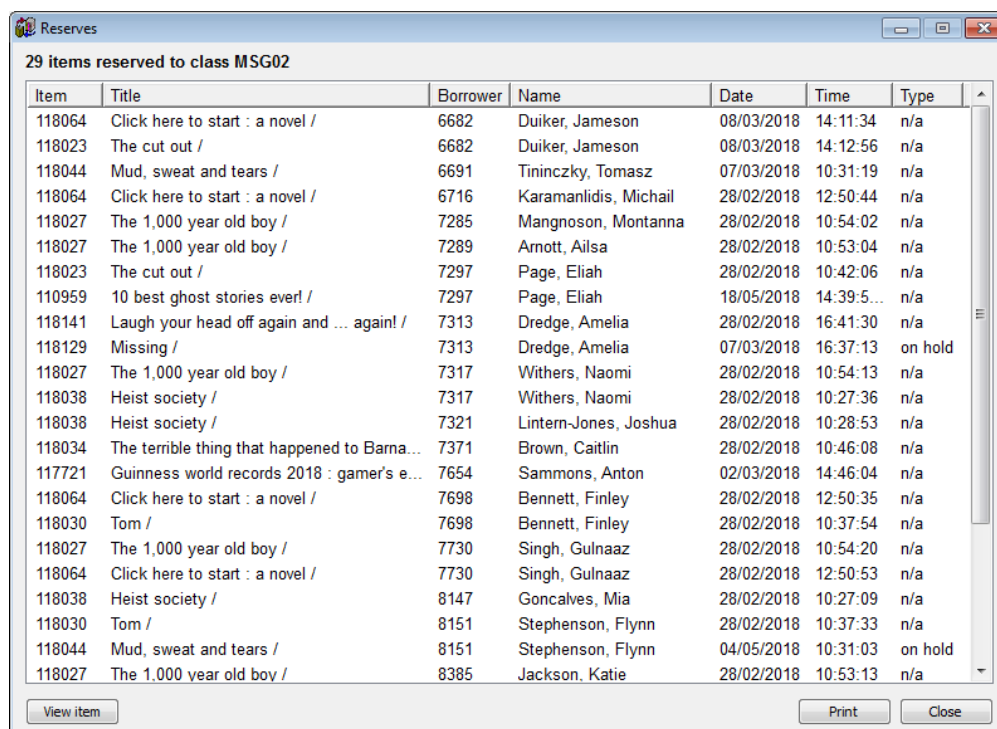
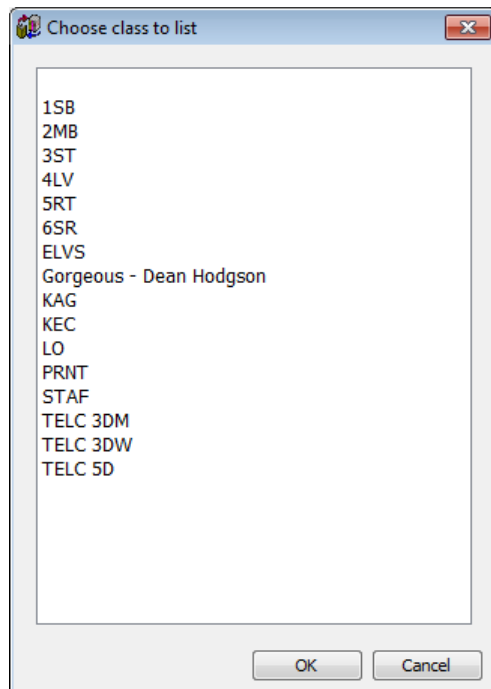
List Items on Loan to a Class

This option – which can also be brought up by the F9 key – can be used to list everything on loan to a class.

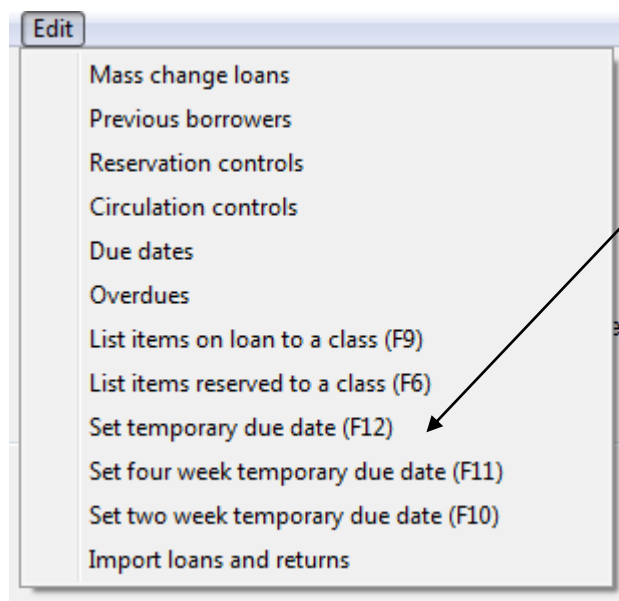


List Items Reserved to a Class

Use the F6 key to bring up a list of items reserved and on hold to a class.



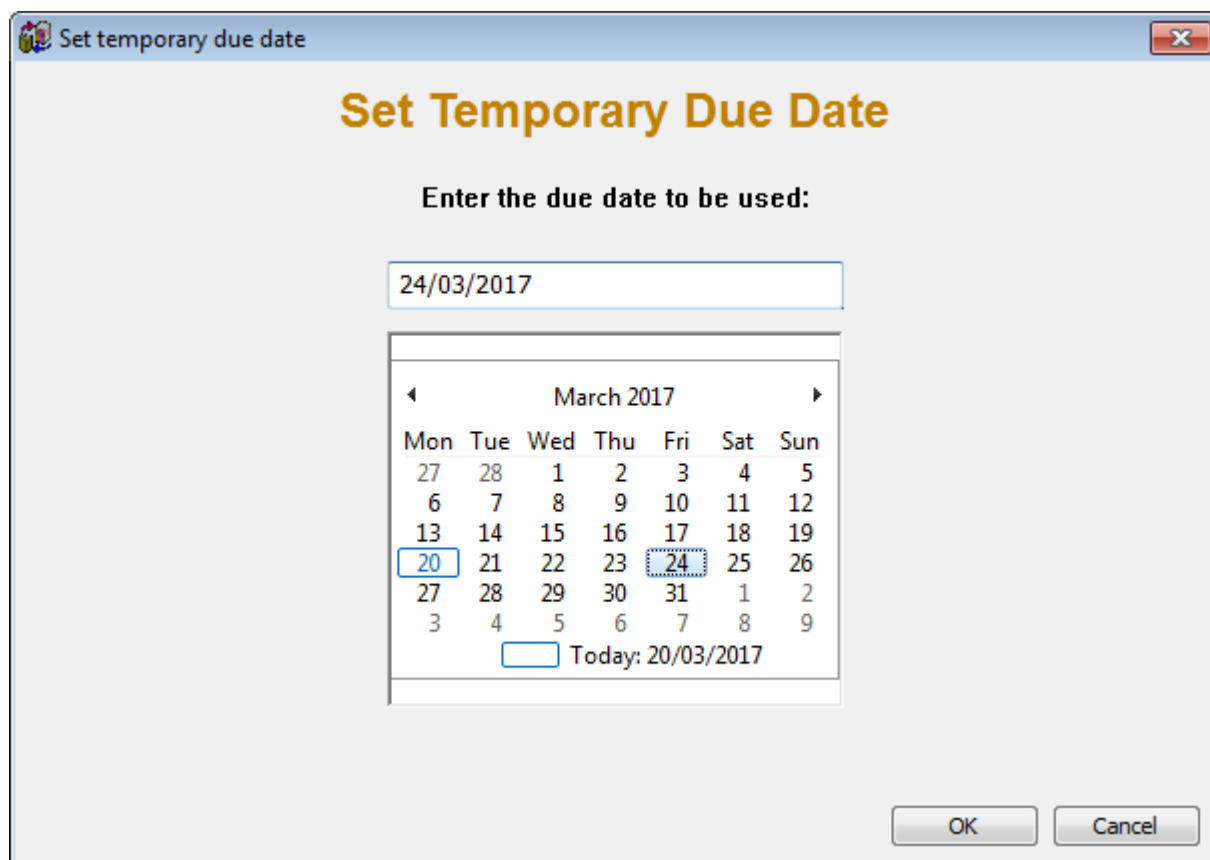
Set Temporary Due Date



The temporary due date function can be used to set a due date different to all other due dates. This is an on-the-fly change. In fact, there are three temporary due date options.

Either select the "Set temporary due date" option from the edit menu or press the F12 key.

A due date editing window appears.



Select the due date and click OK.

The selected due date is then used for all borrowers until the temporary due date is turned off or Circulation is closed.

To turn off the temporary due date, either select the function again or press F12 again.

This function is also available via F12 after a borrower's loans are shown and they are ready to issue.

The F11 key automatically sets the due date to 28 days (4 weeks) from the current date without showing the date setting window.

F10 sets it to 14 days (2 weeks).

Pressing F12, F11 or F10 again cancels any temporary due date.

The temp date can be activated both on the screen where the borrower is entered and also on the Loans screen where the borrower is visible and items are actually issued.

Bookings

Bookmark contains an easy to use booking system.

By default the booking system is deactivated. To activate, bring up the Circulation Controls window. In the *Enable* section, place a tick next to *Bookings*.

Enable

<input checked="" type="checkbox"/> Returns	<input checked="" type="checkbox"/> News
<input checked="" type="checkbox"/> Search	<input checked="" type="checkbox"/> Exit
<input checked="" type="checkbox"/> Reserve	<input checked="" type="checkbox"/> Bookings

All booking is done through Circulation.

Bookings can be made for an entire day or part of a day.

After opening Circulation, Click on the Edit menu and on the dropdown menu, click on Bookings. Alternately, press the F4 key. The Bookings option only appears if bookings have been activated.

This brings up the Bookings window.

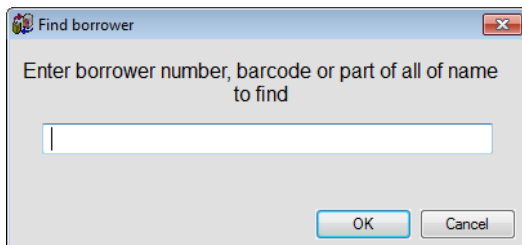
[illegible]

All current bookings are listed, initially in the order in which they are stored. The list can be sorted normally by clicking on the heading of any column.

Add a booking

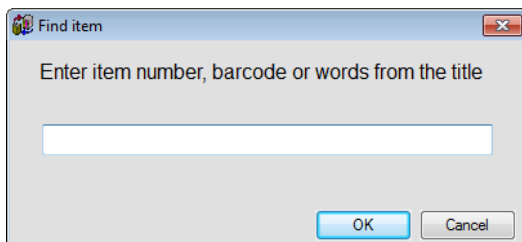
Click on the Add button or press the A key.

First enter a borrower barcode, number or name.



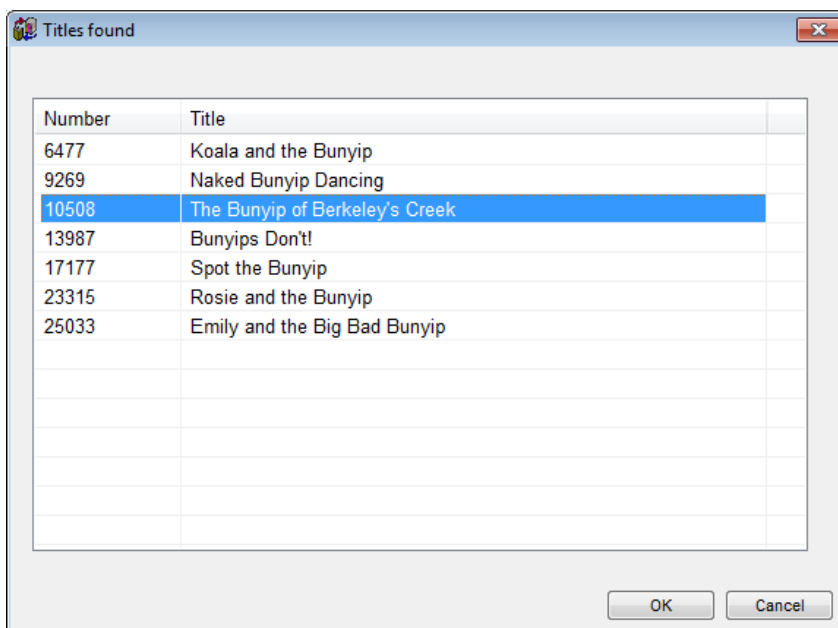
A dialog box titled "Find borrower" with a close button (X) in the top right corner. The text inside says "Enter borrower number, barcode or part of all of name to find". Below the text is a single-line text input field. At the bottom are two buttons: "OK" and "Cancel".

Next, enter an item's barcode, number or title.



A dialog box titled "Find item" with a close button (X) in the top right corner. The text inside says "Enter item number, barcode or words from the title". Below the text is a single-line text input field. At the bottom are two buttons: "OK" and "Cancel".

If a word or title is entered instead of a barcode or item number, a list of titles is shown.



A dialog box titled "Titles found" with a close button (X) in the top right corner. It contains a table with two columns: "Number" and "Title". The table lists several items, with the third item, "The Bunyip of Berkeley's Creek", highlighted in blue. At the bottom are two buttons: "OK" and "Cancel".

Number	Title
6477	Koala and the Bunyip
9269	Naked Bunyip Dancing
10508	The Bunyip of Berkeley's Creek
13987	Bunyips Don't!
17177	Spot the Bunyip
23315	Rosie and the Bunyip
25033	Emily and the Big Bad Bunyip

An *Add a booking* dialog then appears.

By default the start and end dates are the current date. Use the dropdown calendars to set the desired dates.

Use the Recurring dropdown list to set for:

- Daily
- Weekly
- Fortnightly
- Monthly same day
- Monthly same date

Start and End times are in 30 minute intervals, valid from 7:00 am until 4:30 pm.

Daily sets a booking for every day within the start and end range. If the booking is for a single day, make the start and end dates the same and set Recurring to Daily.

Click OK. The bookings are calculated and all are added to the bookings list. Bookings are always added to the end of the list.

Bookings cannot overlap – i.e. the same item's booking cannot be the same as other dates and times already booked for the same item. Note the booking is to the specific copy of an item, its item number, and not to any copy like reservations.

Delete Bookings

Highlight any bookings to be removed and click on the Delete button or press D. Multiple bookings can be removed at the same time.

Print Bookings

Click on Print or press F7 to print the entire booking list.

Clear Bookings

This deletes all bookings.

Borrowing

If an item's due date comes after its booking date to a different borrower, the item cannot be borrowed.

If a loan is attempted to a different borrower on the booking day, the loan cannot proceed.

Start of Day

At the start of the day, Bookmark automatically removes any bookings with dates prior to the current date.

Bookmark also notifies the user of the number of bookings at the start of a day, with an option to view and print a list.