## **Bookmark Fact Sheet**

# **Book Cover Images**

Publisi ISBN: Cost: Other:

1 copy Barcode Location 31432 1 - Library

Item number: Barcode: Status: Item type: Location:

Author(s): WALKER, Kathryn Call number: J636.7 Wal Series: See How They Grow Subjects: Dogs Animals - infancy Dote

Animais - infancy Pets London, U.K.: Wayland, 2012 9780750268585 16.99 XYZ;6-8

31432 1413314323 1 Available 3 JNF Junior Non-Fiction 1 Library

Status 1 - Available

June 2020

Due Date



List of titles from a search

Loans 21/04/2	2016						
		Loan	s				
WEBBER, Jane (1)		Loan limit: 1					
Type: 10 - Ten		On loan: 2	On loan: 2			-	
Class: STAF Year: S		Due date: 0	Due date: 05/05/2016				
	Scan item barcode >>						
Number	Title		Cal number	Type	Due date		
😔 31432	Dogs		J636.7 Wal	JNF	05/05/2016		
1	The amazing story of Adolphus Tips /		F MOR*	FIC Fiction	24/03/2016	Overdue	
🛞 Dog	5						
100	🕍 🔬 Return 📔 Rese	rve 📶 Histo	N 🐝 Or	tions 🗐 I	Finish		
			., 💽 🖓				

When an item is borrowed

	<b>P</b> -1	
031432	Returns	21/04
	Botowed by 1 WEBBER, Jane Class: STAF Year: S Returned OK Due 05/05/2016	

Current or Previous Bon ANTOUN, Keira (3ST)

When an item is returned

🔊 Add / Edit Items					×
File Record Lists					
KKXX	Save New Delete Copy Find	Print	Change Block Co	py Can	cel
Item Number:	31432 I11413314323		Status:	1 - Available -	
Barcode:	(constant)		Item type:	3 - JNF Junior Non-Fiction +	
Title:	Dogs			1 - Library +	
Subtitle:				• Library •	
Responsiblity:			Sublocation:		-
Media (GMD):			Collection:		
Series:	See How They Grow	F5-check	Supplier:		
			Cost:	16.99	
Volume:	Serial number:		Replacement cost:		
Author(s):	WALKER, Kathryn	F5-check	Order number:		
			Cost centre:		
Subjects:	Dogs Animals - infancy	F5-check	Accession date:	01/08/2012 -	
	Pets				
	*		Due date category:		
Call number:	J636.7 Wal		Loan restrictions:		
Content type:				Visible in search Exclude from stocktake	
Media type:				Do not count against loan limit	
Carrier type:	•		Copies	1 List Link	
Pub.place:	London, U.K.		Box	Make Add	
Publisher:	Wayland		Cover:	9780750268585.JPG	
Pub.year:	2012	_			
ISBN:	9780750268585 SCIS number:		Circulation Inform Borrower 1 WE		
Edition:			Due date 05/05		
Phys.description:			Last seen 21/04	/2016	
Lexile:	PRC: Level:		Issued 21/04 Returned 21/04		
URL:			Returned 21/04 Borrowed 6	2016	
Other:	XYZ;6-8		Reserved 0		
	Notes* Contents* Synopsis Loan note Return note	Reviews			-
			_	Save Can	cei

#### In Cataloguing AddEdit Items

Images can also be included on Overdue notices, letters, other printouts, loan receipts and overdue notice emails.

The image files are stored in the *Covers* folder in Bookmark's location. (**NOT** the Images folder.)

Even though they are referred to as "book covers" the image can be a photograph of a kit, a specifically downloaded cover image file or any other image.

#### Individual covers – Filenames

The filename of the cover image file is normally the ISBN of the book – e.g. 9780750268585 – along with the image filetype extension – which can be bmp, jpg, jpeg, png or gif. Example: 000182457.gif.

The size of the image is not important as Bookmark automatically resizes.

#### What if the item does not have an ISBN or the filename is not an ISBN?

In AddEdit Items, enter the filename in the Covers field (lower right side) – e.g. for *skedaddled.gif* – or put the filename on the ISBN line if an ISBN is not needed.

Better: use the 3-dot button to open the image. The picture will be imported into the Covers folder automatically from wherever it is located.

Add / Edit Items				
File Record Lists				
	Save New Delete Copy Find	Print	Change Block Copy	Cancel
Item Number:	31432			
Barcode:	I1413314323 Generate		Status: 1 - Available	• •••
Title:	Dogs		Item type: 3 - JNF Junior Non-Fiction	1 <b>-</b>
Subtitle:			Location: 1 - Library	-
Responsiblity:			Sublocation:	
Media (GMD):		-	Collection:	
Series:	See How They Grow	F5-check	Supplier:	
		-	Cost: 16.99	
Volume:	Serial number:			_
Author(s):	WALKER, Kathryn	F5-check	Replacement cost:	
		-	Order number:	
Subjects:		F5-check	Cost centre:	-
	Animals - infancy		Accession date: 01/08/2012 -	
	Pets		Due date category: 0 - Normal	
Call number:	J636.7 Wal		Loan restrictions: 0	
Content type:	-		Visible in search	
Media type:			Exclude from stocktake Do not count against loan limi	t
Carrier type:			Copies 1 List Li	nk
Pub.place:	London, U.K.		Make A	bb
Publisher:	Wayland		Cover: 9780750268585.JPG	
Pub.year:	2012			
ISBN:	9780750268585 SCIS number:		Circulation Information	
Edition:			Borrower 1 WEBBER, Jane (STAF) Due date 05/05/2016	
Phys.description:			Last seen 21/04/2016	
Lexile:	PRC: Level:		Issued 21/04/2016	
URL:			Returned 21/04/2016	
Other:	XYZ;6-8		Reserved 0	
	Notes* Contents* Synopsis Loan note Return note	Reviews	Save	

### Obtaining covers for new books from SCIS

One source of covers for schools is SCIS, The Schools Cataloguing Information Service, which is part of Education Services Australia. A subscription is required to access this service. Images are included in the standard zip file. The images are automatically extracted during data import. (For further information on creating SCIS orders, go to the Help files for SCIS or ring 1800 337 405.)

## Checking for covers while cataloguing

When cataloguing in AddEdit Items or during Import, press the F8 key. Bookmark will automatically go onto the Internet and check to see if a cover matching whatever is in the ISBN field can be downloaded from the CPAC covers pool. If a cover is available, it will appear. If no cover appears, try pressing F11 or F12. These check two other sources.

### Downloading covers from sources other than SCIS

Cover images can be downloaded from other sources and add. Just name the file with the ISBN and save to the Covers folder, or bring in the image file while cataloguing using the 3-dot button to the right of the Covers filename field. If the filename cannot be an ISBN, then enter the image's filename on the Covers field in AddEdit Items and save. Images from Amazon and Google Books can be added this way.

### **Downloading Covers from CPAC**

Bookmark's online CPAC search system has nearly two hundred thousand cover images available. These have been contributed by other Bookmark users. These images can be downloaded into your system adding possibly thousands of covers matching your ISBNs.

Go to Cataloguing then Cover Images.

Click on the button *Download Covers*. The Main Source looks for covers you do not have based on your ISBNs. 15 minutes or so may be needed but thousands of covers may be downloaded. The alternate sources can be much slower.

Finally, you can scan in ISBNs to see if images are available.

Check every six months as additional images are constantly being added.

# Downloading covers from SCIS for books already catalogued

Bookmark includes a system for back ordering covers from SCIS for items already catalogued.

Go to Cataloguing / Covers & Images.

Click on the Mass Order Images from SCIS button.

🕾 Export isbn lists
Limit export to marked item types
Item type
▼ 1 - FIC Fiction Ξ
2 - JF Junior Fiction
3 - JNF Junior Non-Fiction
4 - NF Non-Fiction
5 - REF Reference
6 - TR Teacher Reference
7 - KIT Kit(multi item/types A4)
8 - MAP Map/Chart
9 - BB Big Book
10 - PIC Picture(Individual)
11 - VID/DVD Video Tape/DVD
12 - HWR Hardware
13 - MAG Magazine
14 - BOX Boxed Special Collection
Set all Clear all OK Cancel

Mark the item types to investigate and press Ok.

Tell it where to save the files. This can be a special folder, a flashdrive, anywhere as long as you know where the location is.

Bookmark generates a series of text files containing the ISBNs of items without covers. The filenames are isbns1.txt, isbns2.txt, isbn3.txt, etc.

These files can then be uploaded to SCIS, one at a time, and the covers imported 1 by 1 in to Bookmark. Note: the files will also contain cataloguing data but this can be ignored by using the Import Covers facility.

# **Contributing Covers**

Bookmark users are encouraged to upload covers to the CPAC public covers pool. The CPAC book cover facility is available for the community of all Bookmark users. You can contribute your own covers by going to Cataloguing, Cover Images, Upload to CPAC. Uploading can be a slow process. CPAC is Bookmark's cloud-based online search system. It is not necessary for you to have a CPAC search website. If you wish to send overdue notice emails with covers, be sure to upload your covers.

# **Backing up**

Having spent a lot of time setting this up, it would be sad to have to repeat the exercise because it wasn't backed up.

🖳 Backup		<b>X</b>
	Backup Data	
	Choose type of backup:	
	<ul> <li>Daily backup (main data only)</li> <li>Monthly backup (data, covers, photos, sounds)</li> <li>Annual backup (data, covers, photos, sounds)</li> <li>Test backup</li> </ul>	
	Choose backup location:	
	External drive	
	Bookmark's location	
	Alternate location	
	Set up automatic backup: Automatic backup Upload a backup file to Bookmark's dropbox:	
	Upload backup to Dropbox	
		Close

Regular "daily" backups do not include covers and images.

Monthly and Annual backups do, so make sure to do these backups every month and at the end of the year.

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