



BOOKMARK FACT SHEET

Borrower Photos

August 2017

Borrower photos can appear in Circulation, during loans. They can also be included next to printed barcodes.

The screenshot shows a web application window titled "Loans 21/04/2016". The main heading is "Loans". Below this, the borrower's details are displayed:

WEBBER, Jane (1)
 Type: 10 - Ten
 Class: STAF Year: S

Loan limit: 1
 On loan: 1
 Due date: 05/05/2016

To the right of the borrower details is a small portrait photo of Jane Webber. Below the borrower information is a search bar labeled "Scan item barcode >>".

A table below the search bar shows the loan record:

Number	Title	Call number	Type	Due date
1	The amazing story of Adolphus Tips /	F MOR *	FIC Fiction	05/05/2016

At the bottom of the interface are five buttons: "Return", "Reserve", "History", "Options", and "Finish", each with a corresponding icon.

For a photo to be visible, the Admin ID must be next to the person.

The filename of the photo should be the student ID (called the AdminID in Bookmark) but the person's name can be used, too.

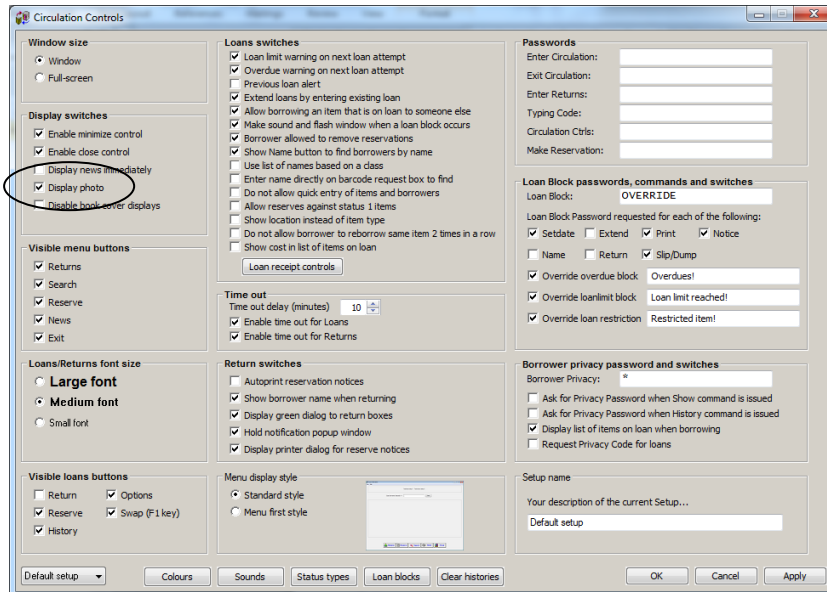
For staff it can be their name, but their name must be in the Admin ID field in add/edit in exactly the name of the photo.



The photos should be jpg, jpeg, gif, bmp, or png files, should not be zipped.

The photos are stored in a folder called Photos in Bookmark. They cannot be located within a subfolder.

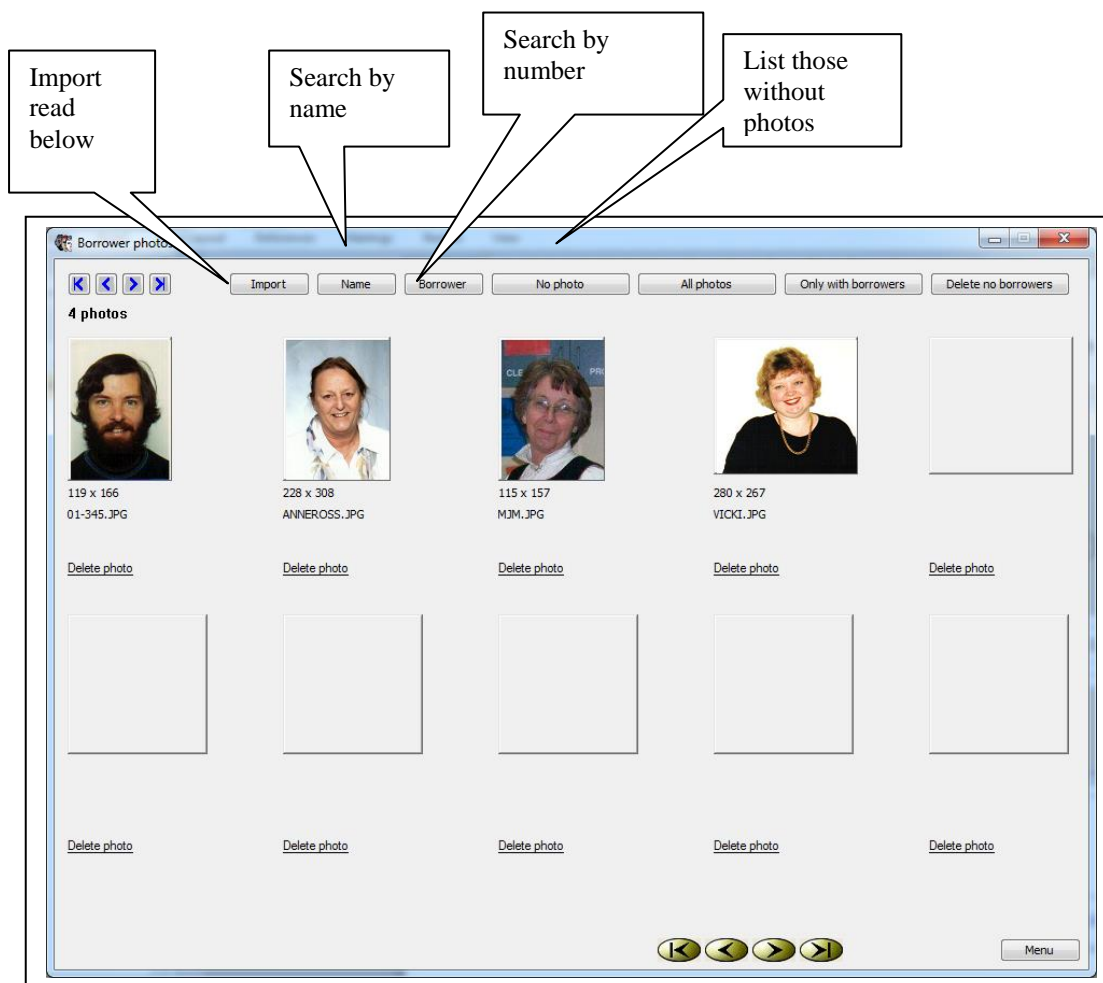
In Controls / Circulation Controls, in display switches make sure show photos is ticked.



Normally, in borrower/Add edit, next to the photos Hide Photo should NOT be ticked.

The only time this is ticked is if this person's photo should not be shown in Loans for privacy reasons.





You can delete individual photos here.

Importing the photo.

The file name of the photos has to be the admin ID.

This is merely a matter of copying each one into the Photos folder or importing from a other folder.

The Import button will import everything that is in the folder selected to the Photos folder. This is used to import borrower photos into Bookmark. It is not the only way to do this task but it may be the simplest.

Use the Browse for Folder dialog to locate the photos. These must not be zipped but merely available on a CD, flash drive or elsewhere. Click OK. All the photo files are copied to Bookmark. Borrower photos are all stored in a folder called PHOTOS within Bookmark's location. If there is one already in there with the same name(ID number) it should be overwritten.

Each file must have the AdminID as its filename and should be of the bmp, jpg, jpeg, gif or png type. The program will size the photo to fit the screens where they appear.

To update a photo.

Just copy the new photo on the top of the old photos. Overwrite and replace.

To delete the photos of the people leaving the school.

Bulk delete. Delete their record, and then delete no borrowers in the View photos page.

If you delete an individual borrower in Add/Edit, or Delete, or Update, it deletes the photo automatically.