

Bookmark Fact Sheet

Borrower Photos

June 2023

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

Loans

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

Loan limit: 4
On loan: 2
Due date: 20/06/2023

Scan item barcode >>

Number	Title	Call number	Type	Due date	
2	Home to mother	994.104 PIL *	Non-Fiction	20/06/2023	
1	The amazing story of Adolphus Tips /	F MOR *	Website	26/05/2021	Overdue

Return Extend Reserve History Options Finish

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. Admin ID's are preferred, however.

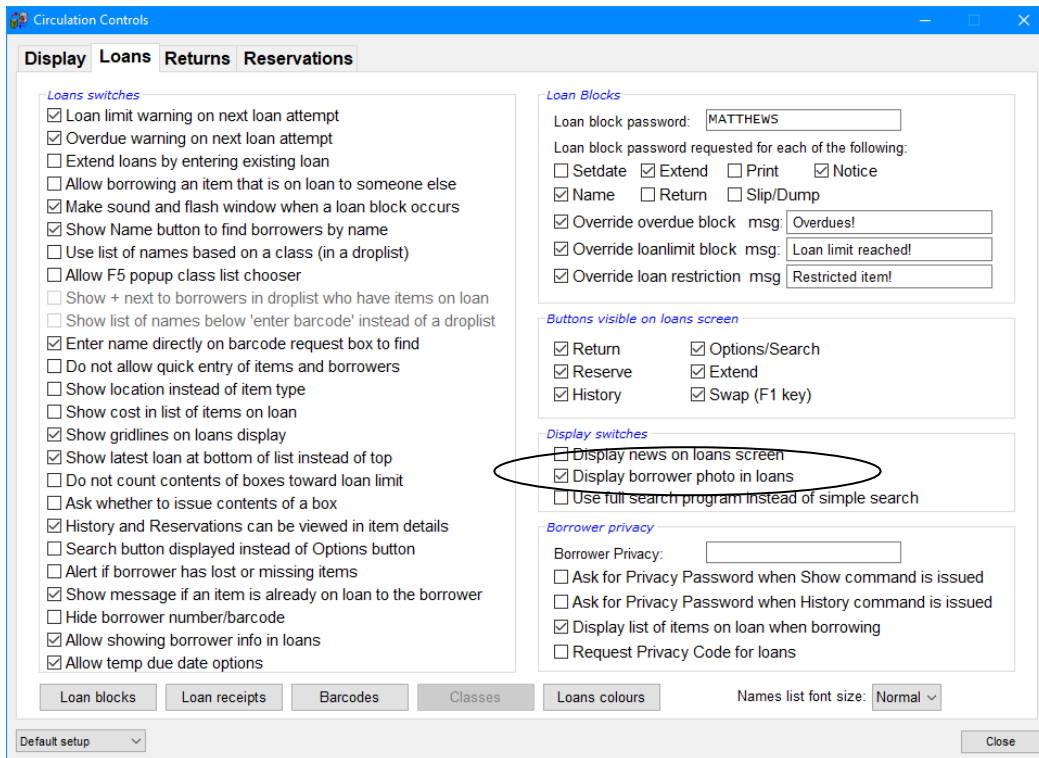
For staff it can be their name, but their name must be in the Admin ID field in add/edit in exactly the name of the photo.



The photos should be jpg, jpeg, gif, bmp, or png format.

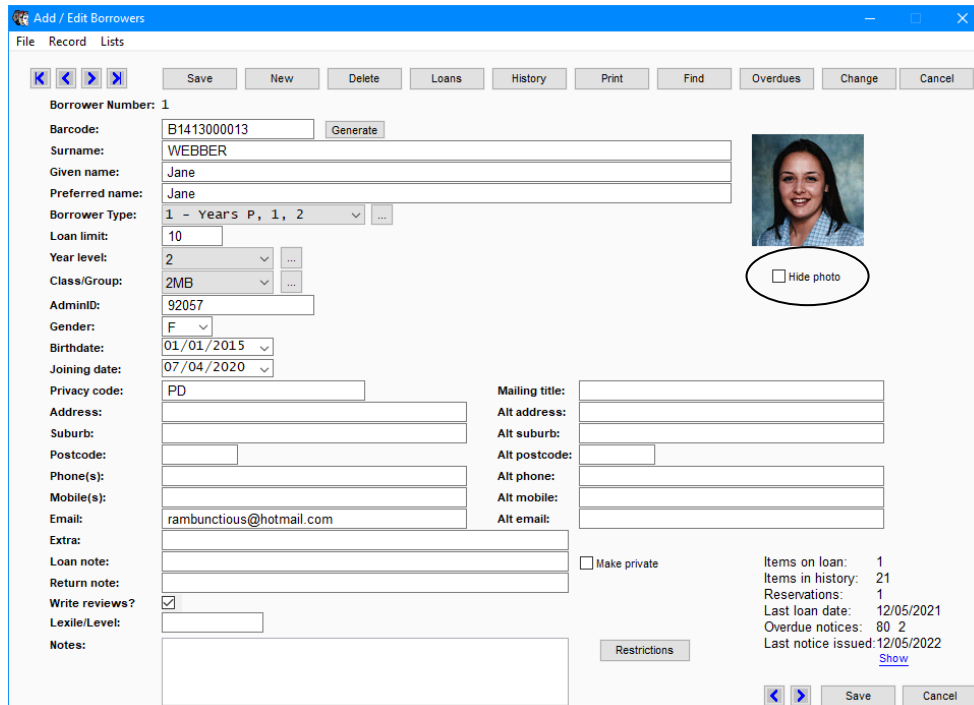
The photos are stored in a folder called Photos in Bookmark. They cannot be located within a subfolder inside the Photos folder.

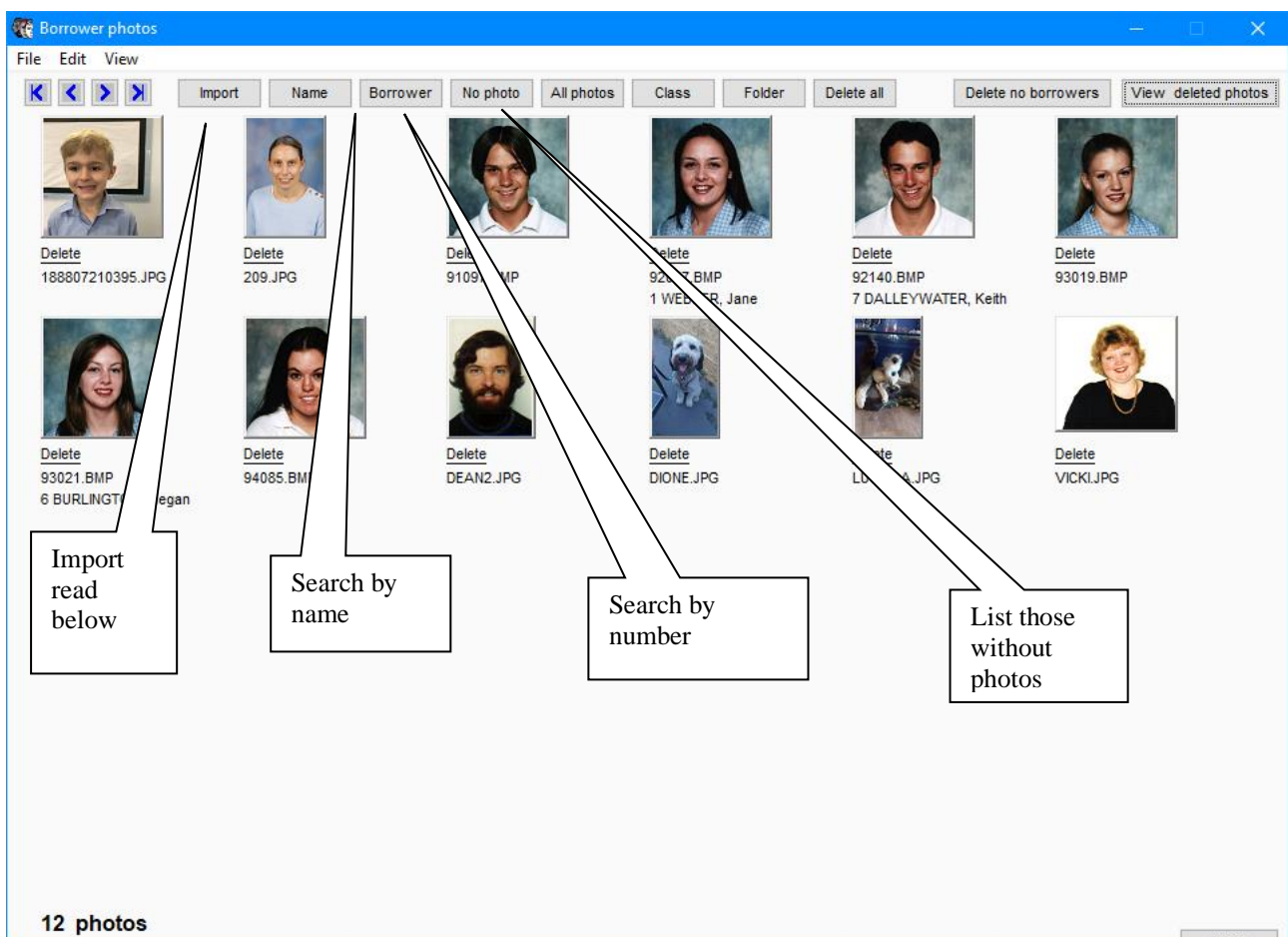
In Controls > Circulation Controls > Loans tab make sure show photos is ticked.



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.





Individual photos can be deleted here.

Importing the photos

Importing allows photos to be “brought into” Bookmark.

The file name of the photos should be the admin ID, if possible, or a name.

The importing process copies each photo into Bookmark’s Photos folder.

The Import button will import everything that is in the location selected to the Photos folder.

Use the Browse for Folder dialog to locate the photos. Newer photo files with the same filename will overwrite older ones.

The program will size the photo to fit the screens where they appear. However, it will not “re-orient” images automatically if they appear upside.

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

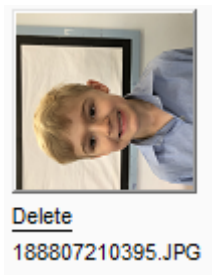
Bulk delete. Delete their record, and then delete no borrowers in the View photos page.

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

Deleted photos are transferred into a PhotosTemp folder. Clicking on “View Deleted Photos” shows them. They can be undeleted or cleared.

Re-Orienting Side-On images

Some photos may appear on their side.



This is due to an “Exif” setting within the image file itself. It is placed there by the digital camera. Side-on photos are common if taken by mobile phones.

Bookmark does not automatically re-orient but they can be manually corrected after importing.

Click on the Edit menubar option at the top to get a dropdown menu. Then click on “Correct orientation and size”. Bookmark will go through every photo and readjust its orientation if it is not upright. Also, if the photo filesize is large – often the case with high resolution photos – it will be reduced in size and re-saved without loss of detail.