Government of South Australia

Department for Education

BOOKMARK FACT SHEET

Borrowing a Book

February 2021

Enter Borrower Loans Window

Dropdown menus to other useful parts of the program.
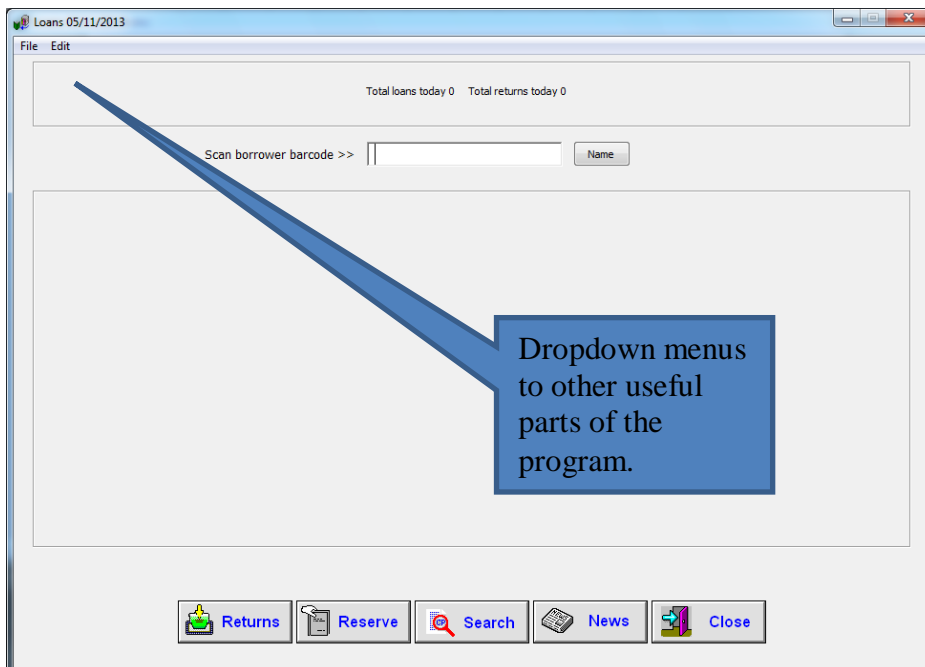
Step 1. **Scan the borrower number…**

Don't have the borrower number? Click Name. This may or may not be passworded depending on the your settings (Controls / Circulation Controls). In fact, it can be hidden.

Depending again on a control, it may be possible to type the name directly on the line where barcodes are normally scanned.

The name entered may be the given name or the surname or even just part of a name. Highlight the person required and press ok.

What can go wrong with the borrower number?
- The number flashes up then disappears.
  Cause. The borrower is not registered? Check Borrower/ add/edit to make sure the borrower is registered.

- If the number is typed in, does it work? Check the barcode specification in Controls Barcode setting to check for corruption.

- Scan the barcode again in a program called Notepad. If the numbers appear on the screen and just sit there the scanner is ok. If they do not appear there is a hardware scanner problem.

- Did that barcode work before? Or is it a new one just printed? If the number is typed, does it work?

Issue Items Window

This borrower has two books overdue on loan. This is also the limit for this borrower.

Overdue Items

If the person has overdue items, the system may be set to catch trying to borrow something else.

This message will appear. This is a chance to chip the person about returning their books, refuse to borrow more until they do, or use the override password to allow them to borrow more books. That is an administrative decision.
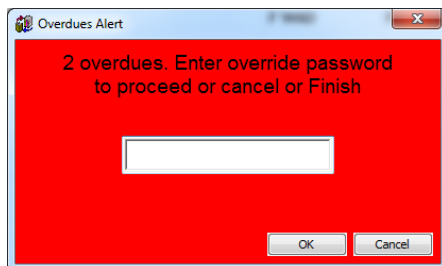

A setting in Borrower Types can be used to specify the number of overdue items a borrower may have before this alert is triggered. By default that number is 0.

Loan notes and return notes

A loan note can be set against the item (in Cataloguing, AddEdit) or the borrower (in Borrowers / AddEdit). This note can be either immediately displayed or kept hidden.

Just press OK to get past it.

The borrower may have a reservation waiting to be picked up.
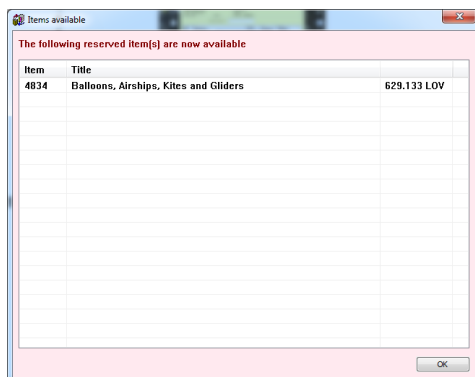
Loan Block: restricted item, reserved item, not for loan.

The item to be borrowed may not be allowed to be borrowed by this type of borrower.
Or the item is on hold for someone else.
Or the item is not for loan or has a status that means the same time.

If the loan can proceed, enter the override password to proceed with the loan..

There are two ways to restrict items so only certain people can borrow them.

1. Using the loan restriction against a book in Add/edit.
2. Or using the restriction button against borrower types in Borrower type categories.

Loan blocks are set on or off in Controls / Circulation Controls on the right side.

HINT: Turn the override password into a barcode so it may be scanned In Controls, passwords, Print passwords barcodes. That way the use of this password is controlled, and the word is not known, to increase security

Sounds
Bookmark offers a range of sounds that can be triggered by various loan and return activity. These are set in Controls / Cicrulation Controls / Sounds.

If the **sounds** are infuriating, turn them on or off except for the important ones.
Controls/Circulation Controls /Sounds.

Wrong due dates for items.
If due dates are incorrect, reset them.
The due date for the borrower may be incorrectly set in Controls / Borrower tables.
Or the book itself may have a special due date category. Due date categories are set in Controls / Cataloguing Lists / Due Date Categories.

No barcode.
To borrow a book, either enter the entire barcode (scan or type), or type just the significant number part.

A *typing code* can be set to be requested when a number is typed. This can help stop children from entering any number.

If the following message appears the book is not catalogued.
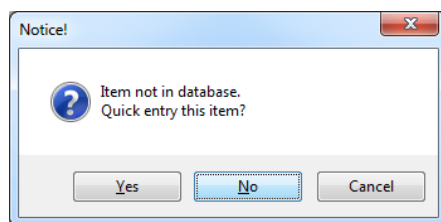
You can create a quick entry for the book giving minimum details. When the book is returned it will say it is a quick entry so that it can be picked up for correct cataloguing. *HINT Set a different sound in Controls Circ Controls Sounds button so that there is a sound warning when it is returned.*

Quick entries automatically are given a location of "Quick entry"
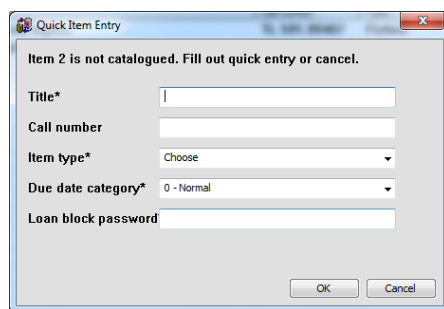
Circulation can be customised.
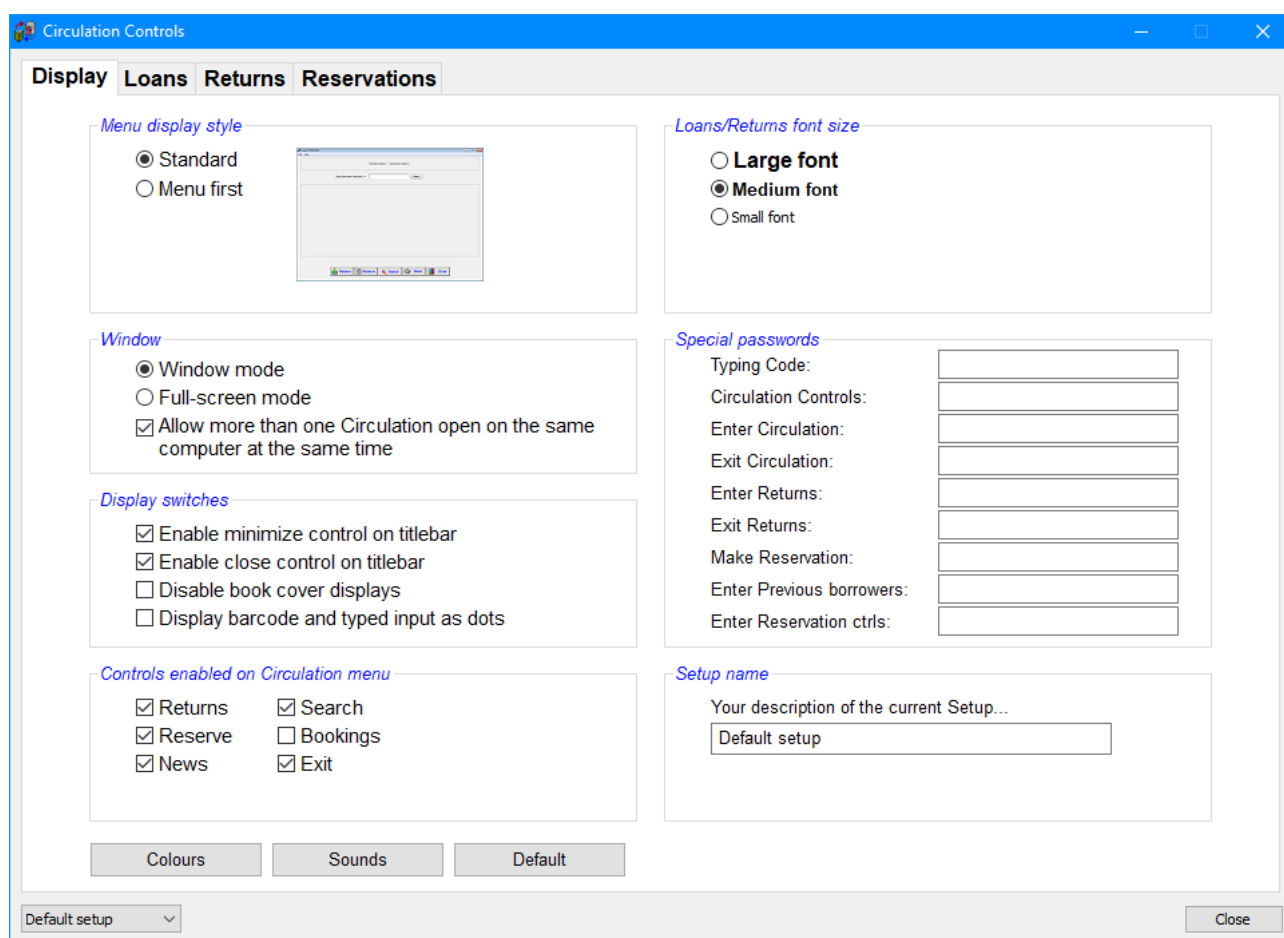
This is controlled by the Circulation Controls in Controls. These controls set what appears on the screen. Things can be easily hidden or shown. Functions can be turned on or off, others can have optional password requests. Colours and fonts can be changed.

email
DECD.Bookmark@sa.gov.au

website
http://www.bookmark.sa.edu.au/

D:\BMV10\FactSheets\FSBorrowing.doc

Revised: 16/02/2021

Borrower types determine how many books can be borrowed by a borrowers and the length of time

Borrower Type Categories

Click on a row to highlight. Press Enter or double-click to edit.

No	Description	Loan limit	Resv limit	Ovd block	Year levels	Duration/date	Due date	Restriction	Ovd limit	Count
1	Years P, 1, 2	10	10	blocked	P,1,2	7	23/02/2021			135
2	Year 3,4	10	10	blocked	3,4	7	23/02/2021	Restricted		56
3	Year 5	10	10	blocked	5	7	23/02/2021	Restricted		21
4	Year 6	10	10	blocked	6	7	23/02/2021	Restricted		30
5	Ex LVS Students	4	2	blocked		30	18/03/2021			7
6	Parents	30	5	no block		30	18/03/2021			3
7	Teacher	200	10	no block		Fixed date	01/12/2018			17
8	Ancillary Staff	300	5	blocked		Fixed date	20/11/2018			12
9	Library Staff	300	5	blocked		30	18/03/2021			6
10	Ten	4	5	blocked		14	02/03/2021			1
11		10	5	blocked		14	02/03/2021			
12		10	5	blocked		14	02/03/2021			
13		10	5	blocked		14	02/03/2021			
14		10	5	blocked		14	02/03/2021			
15		10	5	blocked		14	02/03/2021			
16		10	5	blocked		14	02/03/2021			
17		10	5	blocked		14	02/03/2021			
18		10	5	blocked		14	02/03/2021			
19		10	5	blocked		14	02/03/2021			
20		10	5	blocked		14	02/03/2021			
21		10	5	blocked		14	02/03/2021			
22		10	5	blocked		14	02/03/2021			
23		10	5	blocked		14	02/03/2021			
24		10	5	blocked		14	02/03/2021			
25		10	5	blocked		14	02/03/2021			
26		10	5	blocked		14	02/03/2021			

[Edit] [Print] [Loan limits] [Names] [Move] [▼] [▲]   [Close]
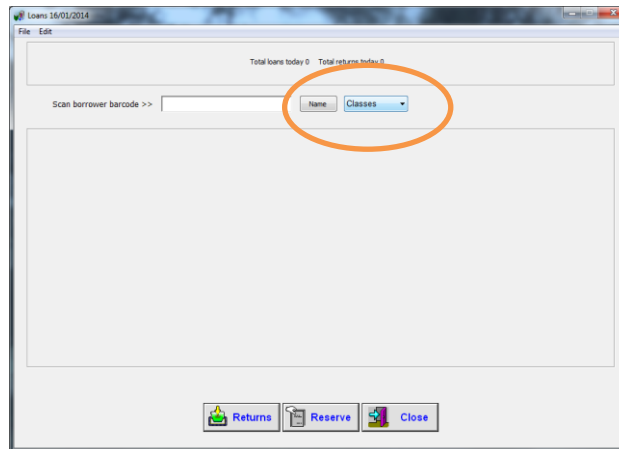
for which they can be borrowed.

Item due date categories can override borrower due dates. This is set in cataloguing add/edit against specific items.

The date screen reads from the computer it is appearing on, to determine the current date, and time.
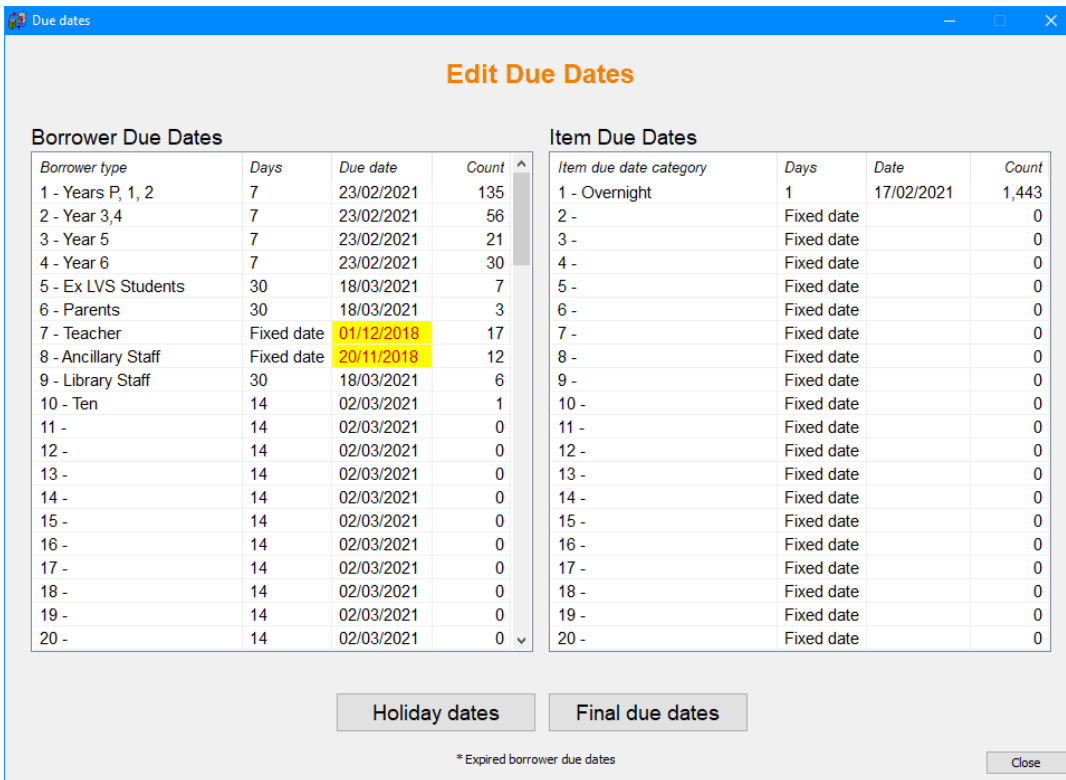
Doing class loans?

There is a switch is Controls/Circulations Control that allows a class list to be displayed.

email
DECD.Bookmark@sa.gov.au

website
http://www.bookmark.sa.edu.au/

D:\BMV10\FactSheets\FSBorrowing.doc
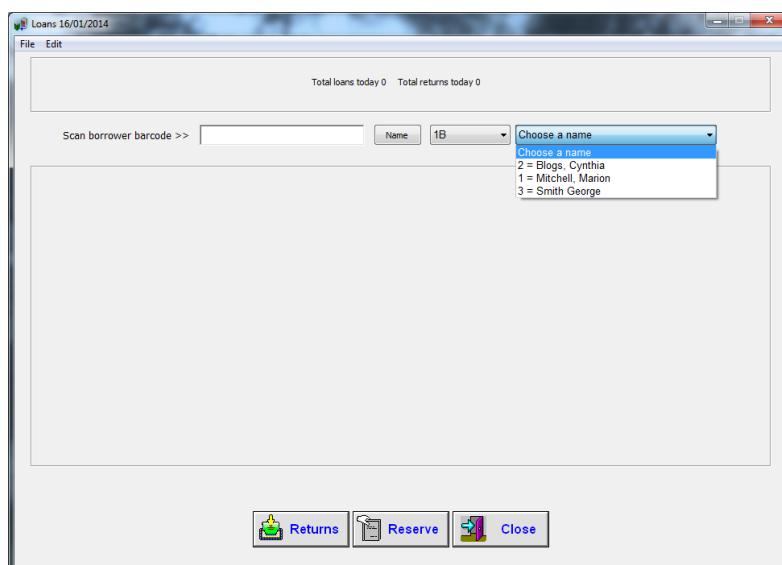
Revised: 16/02/2021

Click on the button to list the classes.
Choose the class.
The students will be listed. Choose the student.
You can also set the screen to show all students in the selected class in the big middle area.

Scan the items to borrow for that student.

Borrowing a box
A box is specially catalogued so that the whole box with is contents are lent in 1 action.

Borrowing the box just involves scanning the container's barcode.

Returning is different. Scan the container's barcode, check the contents, then scan the word BOX of type in BOX to return the contents.

Security
Theoretically the loans and returns shouldn't show on the screen, so the switches are in place to set up security.

If you have a problem with children using other people's barcodes you can set up extra security. Check the manual for the security settings.

It the children sneak in to return the books by just typing in the number this can be stopped by setting a typing code in Controls, Circ controls. Turn it into a barcode.

Check out the circulation barcodes This is similar to the Options button which may or may not be visible depending on your switches in Circulation Controls.

CIRCULATION BARCODE LABELS
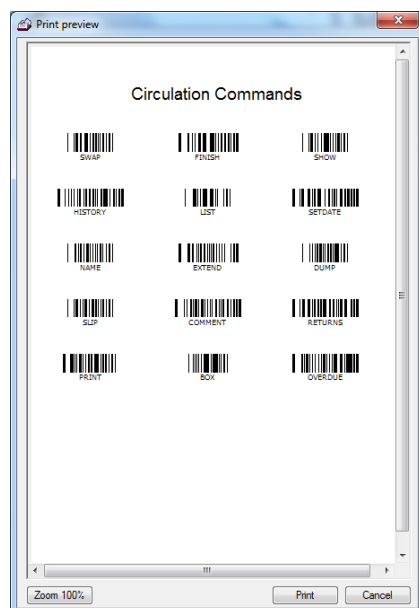
Circulation barcode labels.
A copy of these labels may be obtained by printing them from Cataloguing, Labels Print barcode labels: circulation labels. It is best to print from a laser printer as an inkjet may not print them finely enough for the reader to be able to read them.

They can be used by scanning with the barcode reader or just typing in the letters of the word.
They can also be turned on or off in Controls/Circulation Controls/Loan Block passwords.

Some of these functions are in Options, too.

Swap
If in Loans in general it will go to the returns screen and back again when you scan it again. Any item can be returned whilst in the returns screen.
This option may be turned on in Controls Visible buttons

Finish
If in a specific borrower it will "finish" using any messages eg the following reserved item is available. If there are no messages it will take the screen back to the circulation menu. Pressing Esc will also do the same thing.

Name
A child comes up to the library and the borrower barcode is not immediately available. scan NAME
A password may be required if the switch in Controls is set.

Then type in either the given name, the surname or the first two or more letters of the name and the screen will list all borrows with that combination of letters. Highlight the one required and press enter to go to this person and continue with a loan etc.

Comment

There are two different types of borrower comment available in Bookmark, public, private
A public comment flashes immediately the user goes into loans. A private comment does not need to be readily displayed, but one that could prove helpful to the librarian. Eg make sure this borrower reads books that are not too easy. In Borrower add/edit in the comments field type in this entry with an asterisk at the beginning of the loan note. Then when that borrower's name is opened in loans there will appear the word Comment and clicking on the word will bring up the comment. This can also be passworded depending on the setting in Controls, Circ Controls.

Slip and dump

These are turned on or off for continuous use in Controls Circ Controls Loan receipt controls. If you don't want print from the circulation menu, password it in the Loan Block passwords.

For occasional use go into the borrower and type in either slip or dump to activate it. Issue loans and on exiting the borrower the current loans will print out if the printer is turned on. Slip prints out the current transactions in narrow format for the small transaction printers. Dump prints out the current transactions in standard format.

PRINT prints out all loans of a particular borrower. There is also a switch in Other switches <7> That if turned on will allow all loans to the specific borrower to be printed in SLIP format.

Print

In loans enter the borrower number scan or type PRINT to get a printed list of all items on loan to that borrower. Password it to prevent indiscriminate printing.

List or Show

If the privacy switches in Controls is turned on, a user's loans are not shown in loans. But by typing in LIST and then supplying a password these items are then visible.

Extend

In loans after calling up a specific borrower scan or type EXTEND to bring up a list of all loans to this borrower. Press the button that says Select ALL to mark them all then ok to extend them all. If you only wish to extend some items, highlight those to be extended,it to mark them and press OK. A password may be requested after scanning EXTEND depending on current switch settings.

A special EXTEND button can also be made visible at the bottom. If this is available, highlight the item in the list then click on this button.

History

In Circulation, Loans go into a borrower's screen and scan the HISTORY label or type the word HISTORY to see the last 100 books read by this user.

Setdate

A borrower wants items for a time period other than usual loan period. Go into Loans into the borrower's name and type or scan SETDATE. Override passwords are required for this to work. Enter the required loan period in the format 31-dec-13. Scan the books. All books borrowed at this point in time will be due on the set date. Dropping out of the borrower will complete the process and the due dates will then be the normal dates relevant to that borrower.

Box

If you return a boxed item by scanning the container barcode only the container will be returned. Once you are certain that the contents of the container are all present and accounted for type the word BOX or scan the BOX label to return the contents of a boxed item. It also works in stocktaking, where once you are certain that the contents are all accounted for and correct, scanning the BOX label will log the contents of the box.

Main/override password barcode

Turn this into a barcode, to save having to type in constantly. Laminate a card, and keep it secure. This increases security as you don't have to tell anyone the main password, just give them the card, and retrieve it after. Same with the override password card.

To make the card, go to <3>Print password barcode in either Borrower control <B>, Utilities <B>, or cataloguing <5>Special item list <B> Print barcode labels. Select <3> print password labels, type in your password, and it will print out a sheet of barcodes (without the word being written underneath).