



BOOKMARK FACT SHEET

Genre Subjects

October 2017

Genres are becoming a popular, alternative way to arrange books in libraries. Rather than fiction being arranged alphabetically by author, books are grouped by common themes.

Genres include terms like Fantasy, Science Fiction, Crime, Adventure stories, Utopian fiction, etc.

Below is a list of fiction Genre headings used by SCIS.

Adventure stories	Love stories
Animal stories/Animal films	Mystery and suspense stories
Australian stories	Mystery and suspense films
Biographical films	New Zealand stories
Choose your own stories	School stories
Comedy films	Science fiction
Crime stories/Crime films	Science fiction films
Diary stories	Spy films
Dystopian fiction	Stories in rhyme
Family sagas	Supernatural stories
Fantasy	Utopian fiction
Gothic fiction	Verse novels
Historical fiction	War stories/War films
Horror stories/Horror films	Westerns
Humorous stories	Wordless stories

* SCIS does not have a list of non-fiction genres.

Genres are like subject headings and, in pure cataloguing terms, are subject headings.

Cataloguing Collections and Genres


Bookmark uses the Collection field to store Genre headings. (They can also be included as subjects but are not specifically identified as genres.) Collections is located beneath Subjects on the cataloguing display.

The screenshot shows the 'Add / Edit Items' window with the following details:

- Item Number:** 4
- Barcode:** I1413000047
- Title:** Harry Potter and the philosopher's stone
- Subtitle:** Harry Potter and the Sorcerer's Stone
- Responsibility:** J.K. Rowling
- Media (GMD):** Electronic resource
- Series:** Harry Potter series
- Volume:** 1
- Author(s):** ROWLING, J.K.
- Subjects:** Witches and warlocks - Fiction, Magic - Fiction, Good and evil - Fiction
- Collection:** Fantasy, School stories
- Call number:** F ROW *
- Content type:** text
- Media type:** online resource
- Pub.place:** United Kingdom
- Publisher:** Pottermore
- Pub.year:** 2015
- ISBN:** 9781781100219
- SCIS number:** 1769625
- Description:** 1 e-book (353 pages)
- Lexile:** PRC: 6-9
- Status:** 1 - Available
- Item type:** FIC - Fiction
- Location:** Library
- Accession date:** 04/10/2017
- Due date category:** 0 - Normal
- Loan restrictions:** 0
- Copies:** 1
- Box:** (empty)
- Cover:** (empty)
- Circulation Information:** Borrower 0, Due date 04/10/2017, Last seen 04/10/2017, Issued 04/10/2017, Returned 04/10/2017, Borrowed 0, Reserved 0.

In the above example, the genres "Fantasy" and "School stories" are displayed in the Collection field. They are also included as regular subject headings, too.

The Collection field can hold multiple entries just like subjects.

The ellipsis:  can be used to select from the list of genres / collections already catalogued.

The 'Collections' dropdown menu shows the following list of items:

- Christmas
- Easter
- Fantasy
- Known Space
- My Place
- Ringworld
- School stories

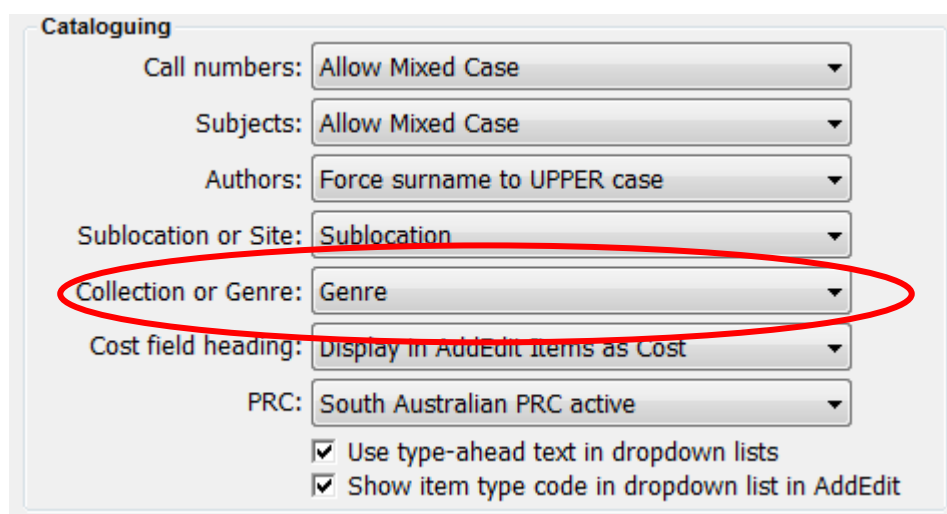
To manually add an entry, just type it in on a new line.

To remove an entry, delete it. (This does not remove the entry from the collections authority list.)

"Collections" or "Genres"

Bookmark can be set to display either the word Collection or the word Genre. This can be used to help define the purpose of that field.

Go to Controls then General Controls. On the right side in the Cataloguing section is a dropdown list called Collection or Genre. Use this control to set the term to be displayed everywhere in Bookmark.



The image shows a 'Cataloguing' control panel with several dropdown menus and checkboxes. The 'Collection or Genre' dropdown is highlighted with a red oval. The options in the dropdown are 'Collection' and 'Genre', with 'Genre' currently selected. Other options include 'Call numbers: Allow Mixed Case', 'Subjects: Allow Mixed Case', 'Authors: Force surname to UPPER case', 'Sublocation or Site: Sublocation', 'Cost field heading: Display in AddEdit items as Cost', and 'PRC: South Australian PRC active'. There are also two checked checkboxes: 'Use type-ahead text in dropdown lists' and 'Show item type code in dropdown list in AddEdit'.


In addition to choosing the term Collection or Genre, you can also select how it is displayed on the Cataloguing window. It can either be "as is" or "as a dropdown list".

The standard display is a multi-line, scrollable text entry box that operates the same as subjects.



The image shows a 'Genre:' label followed by a multi-line text entry box. The box contains two lines of text: 'Fantasy' and 'School stories'. There are scroll arrows on the right side of the box and a small square button with three dots (a menu icon) to the right of the box.

The "as a dropdown list" is a single-line control with a dropdown list.



The image shows a 'Collection:' label followed by a single-line dropdown list. The dropdown list contains the text 'School stories' and a small downward-pointing arrow on the right side.

The dropdown list permits only one entry in this field.

Collections in Search

Collection/Genre terms can be searched via "Key word" searches.

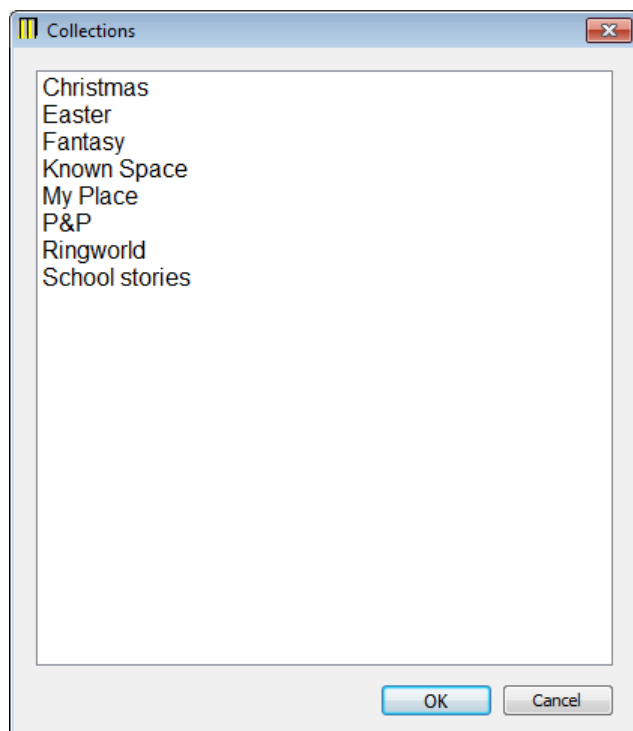
In addition, a special Collections / Genres icon can be included on the Search menu.



By default, this option is hidden. To activate, go to Controls, then Search Controls and tick the "Collections" checkbox.



When the Collections or Genres button is clicked, all collections are listed.

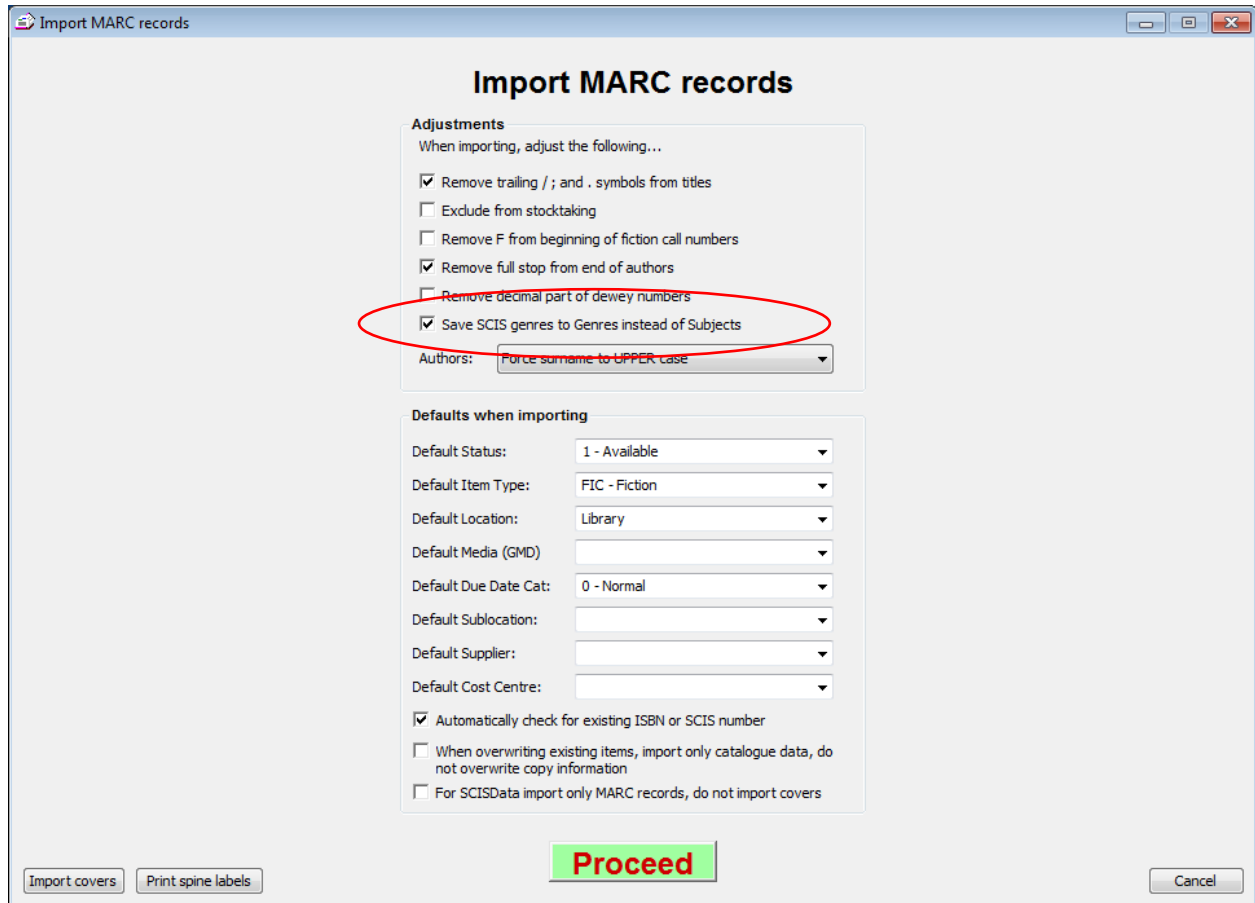


Click on an entry to highlight then click OK and all titles with that entry are listed.

Importing Genres from SCIS

SCIS records contain genres in the 655 MARC tag.

Bookmark can automatically import these to the Collections/Genres field. On the Import MARC Records window, place a tick next to "Save SCIS genres as Collection instead of subjects". Removing the tick stops Bookmark importing to that field.



Import MARC records

Adjustments
When importing, adjust the following...

- Remove trailing / ; and . symbols from titles
- Exclude from stocktaking
- Remove F from beginning of fiction call numbers
- Remove full stop from end of authors
- Remove decimal part of dewey numbers
- Save SCIS genres to Genres instead of Subjects

Authors: Force surname to UPPER case

Defaults when importing

Default Status: 1 - Available

Default Item Type: FIC - Fiction

Default Location: Library

Default Media (GMD):

Default Due Date Cat: 0 - Normal

Default Sublocation:

Default Supplier:

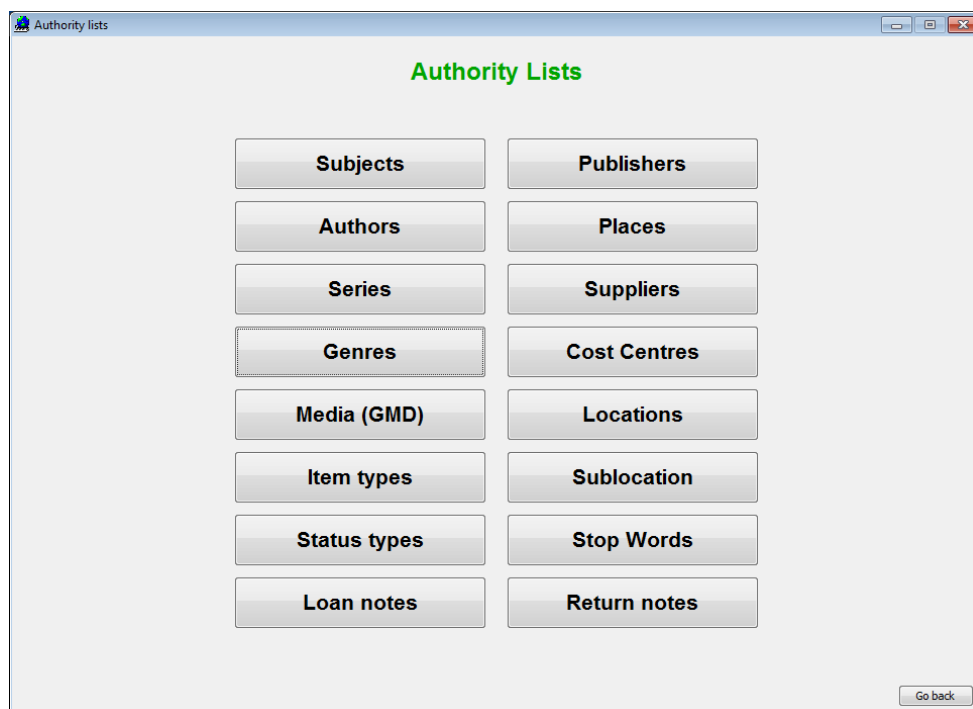
Default Cost Centre:

- Automatically check for existing ISBN or SCIS number
- When overwriting existing items, import only catalogue data, do not overwrite copy information
- For SCISData import only MARC records, do not import covers

Import covers Print spine labels **Proceed** Cancel

Collections Authority List

Like Subjects and Authors, Collections / Genres also has an authority list. Go to Cataloguing, Authority Lists.



The list can be amended, edited, altered like any other list. Changes are global.

