

## Bookmark Fact Sheet

### Genre Subjects

September 2023

Genres are an 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.

You can also use your own 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. (Note: the term "Collection" can be changed to the word "Genre". See below.)

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

- 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
- Level: (empty)

On the right side, there are additional fields:

- Status: 1 - Available
- Item type: FIC - Fiction
- Location: Library
- Sublocation: (empty)
- Supplier: (empty)
- Cost: (empty)
- Replacement cost: (empty)
- Order number: (empty)
- Cost centre: (empty)
- Accession date: 04/10/2017
- Due date category: 0 - Normal
- Loan restrictions: 0
- Visible in search:
- Exclude from stocktake:
- Do not count against loan limit:
- Copies: 1
- Box: (empty)
- Cover: (empty)

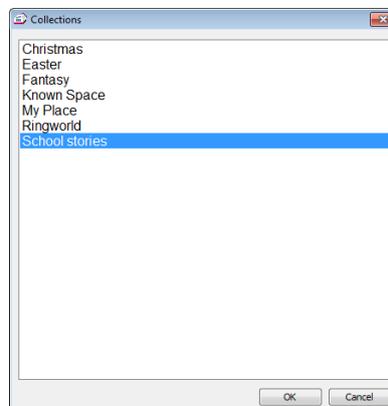
At the bottom right, there is a 'Circulation Information' section with a small book cover image:

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.



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*.

Go to *Controls* then *Settings*. Click on the Cataloguing tab. On the lower left side are radiobuttons that can be used to tell Bookmark which term to display, Collection or Genre. Whatever is selected here appears everywhere, even Search and Webopac.

*Collections or Genres*

Heading:  Collection  
 Genre  
 Collection as a dropdown list  
 Genre as a dropdown list

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.

Genre:

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

Collection:

The dropdown list permits only one entry in this field. Data from SCIS can contain multiple genres.

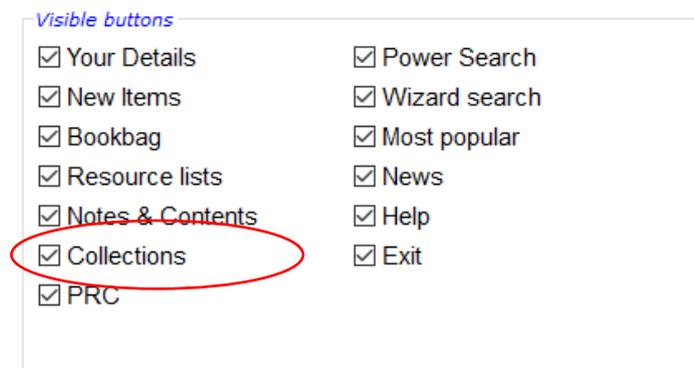
## Collections in Search

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

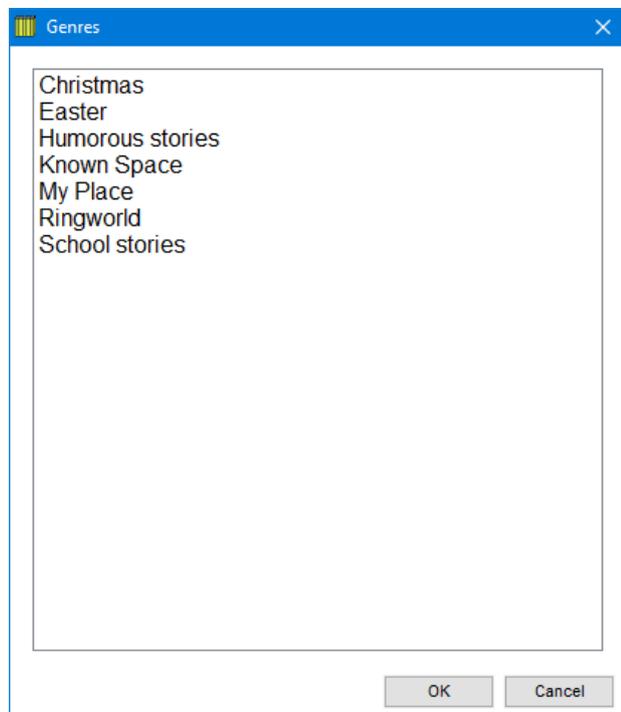
In addition, a special Collections / Genres icon can be included on the Search menu.



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 in Search, all collections are listed.



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

## Collections in Webopac

The same above for Search also applies to Webopac.

Go to Controls then Webopac Controls.

Visible buttons

<input checked="" type="checkbox"/> Your Details	<input checked="" type="checkbox"/> Genres
<input checked="" type="checkbox"/> New Items	<input checked="" type="checkbox"/> Most popular
<input checked="" type="checkbox"/> Bookbag	<input checked="" type="checkbox"/> News
<input checked="" type="checkbox"/> Resource lists	<input checked="" type="checkbox"/> Help
<input checked="" type="checkbox"/> Power Search	<input checked="" type="checkbox"/> Notes & Contents searches
<input checked="" type="checkbox"/> PRC	

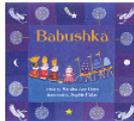
As elsewhere, the term can appear as Collections or Genres depending on the setting chosen in Controls > Settings > Cataloguing. Remember to Update to save any changes.

Like Search, click on the Collections or Genres button.

 **Genres** Go back

A Maven and Reeve Mystery	Mature
 Aboriginal/ATSI Content	My Place
 Adventure	 Mystery/Crime
 Animals	Non fiction
Asian Content	 Picture book
Christmas	 Poetry
 Classics	Ringworld
 Diaries	 School stories
Drama	 Schools
Easter	 Schools, Humour
Fairy tales	Science
 Fantasy	 Science Fiction
 Graphic Novels	 Sports
 Historical	STEM
 Humorous stories	 Supernatural stories
 Humour	Sustainability/Environment
Known Space	The Listies

Click on an entry to see the list of items.

 <p><b>The ABC Book of Christmas : the Birth of Jesus</b></p> <p>J232.921 Mac Abc Books Junior Non-Fiction Copies: 1 Available Barcode: 29969</p>	 <p><b>Aussie Jingle Bells</b></p> <p>JF Buc Junior Fiction Copies: 1 Available Barcode: 20492</p>	 <p><b>An Aussie Night Before Christmas</b></p> <p>PF Mor * Picture Fiction Copies: 1 Available Barcode: 9766</p>	 <p><b>The Australian twelve days of Christmas</b></p> <p>JF Sal Junior Fiction Copies: 1 Available Barcode: 18861</p>	 <p><b>Baboushka, A Traditional Russian Folk Tale</b></p> <p>JF Sch Junior Fiction Copies: 1 Available Barcode: 10420</p>	 <p><b>Babushka</b></p> <p>JF Hor Junior Fiction Copies: 1 Available Barcode: 6372</p>
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### Collections / Genres in CPAC

CPAC can also list Collections / Genres.



## Bookmark Creek School

Search our school's library resources.

Enter search words here then click on an icon

  
**Keyword**

  
**Title**

  
**Subject**

  
**Author**

  
**Series**

  
**Help**

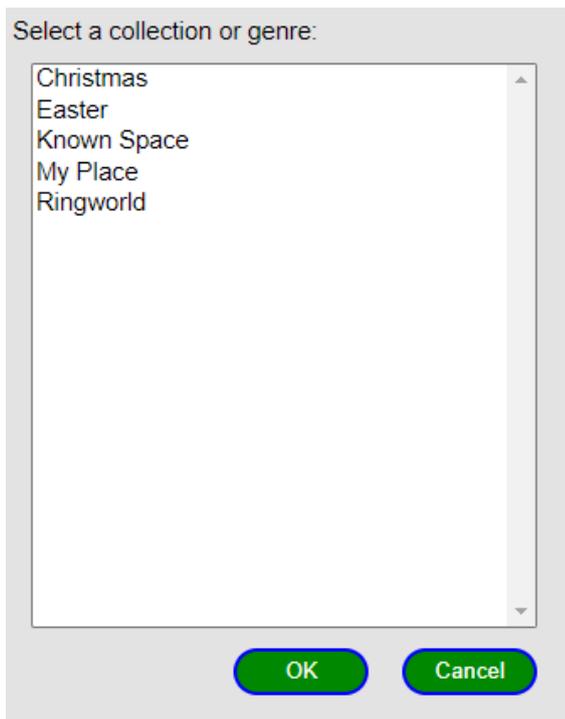
  
**Resource lists**

  
**Collections**

email [education.bookmark@sa.gov.au](mailto:education.bookmark@sa.gov.au)

website <https://bookmark.central.sa.edu.au/>

Revised: 25/09/2023



Because of the way CPAC works, to include the Collections or Genres button, send a request to the Bookmark help desk to have it added to the search entry page.

Uploading data to CPAC automatically includes the Collections/Genres list.

## 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. This affects Z-cataloguing as well as importing from a SCIS order file.

*When importing adjust the following...*

Remove trailing / ; and . symbols from titles and series

Exclude from stocktaking

Remove F from beginning of fiction call numbers

Only keep first letter of author in fiction call numbers

Remove full stop from end of authors

Remove decimal part of dewey numbers

Save SCIS genres to Collections instead of Subjects

Authors: Force surname to UPPER case

Update mode: import only catalogue data

Change & to 'and' for subjects and series

It is also possible to mass update genre data in Bookmark by mass importing from SCIS. See below.



## Mass updating genre data

Bookmark allows downloading MARC records from SCIS either as a file or by z39.50 or the SCIS API.

An order for records can be placed with SCIS via their website. It can be a regular order in which ISBNs are scanned in or a file containing ISBNs or SCIS numbers is uploaded.

Bookmark can produce a file for uploading that contains hundreds of records. All of these can then be mass-imported to update the genres field.

From the *Cataloguing menu*, choose *Import Items* then select Mass Import Update.

### Updating using a file

To update using a MARC file:

- Use option 1 to produce a file of your items containing ISBNs or SCIS numbers.
- Go to the SCIS website and place the order by uploading the file. Download and save the order file.
- Use option 2 to mass import the genre data from the records in the downloaded file.

### Updating using z39.50 or the SCIS API

Use option 3 to download small batches of records to update without having to visit the SCIS website. A file is not involved.

Z-Cataloguing or the SCIS API must first be set up and working. (See relevant fact sheets.)

A maximum of 100 items can be updated at a time this way.

You can also view a list of the last batch of items that were updated or not updated.