

Bookmark Fact Sheet

Online Cataloguing

July 2026

Online Cataloguing allows entering cataloguing data through a browser on any device that can connect to the Internet. This includes iPads, Macintosh, Chromebooks, Android devices like smart TV's and tablets, Linux devices, and Windows PC's, laptops and tablets. It can be used at the library, at home, and elsewhere.

Data is saved to a file that can be later downloaded and transferred into Bookmark.



Bookmark Valley School Online Cataloguing

Save

Download

Clear

Delete

Item number

Full barcode:

Title:

Subtitle:

Responsibility:

Media (GMD):

Book

Series:

Volume:

Serial number:

Author(s):

Subjects:

Collection:

Call number:

Content type:

Media type:

Carrier type:

Pub.place:

Publisher:

Pub.year:

Status:

1 - Available

Item type:

FIC - Fiction

Location:

Sublocation:

Supplier:

Cost:

Replacement cost:

Order number:

Cost centre:

Accession date:

14/07/2026

Purchase date:

14/07/2026

Due date category:

0 - Normal

Loan restriction:

☒ Visible in search

☐ Exclude in stocktake

☐ Do not count against loan limit

Cover filename



Setup

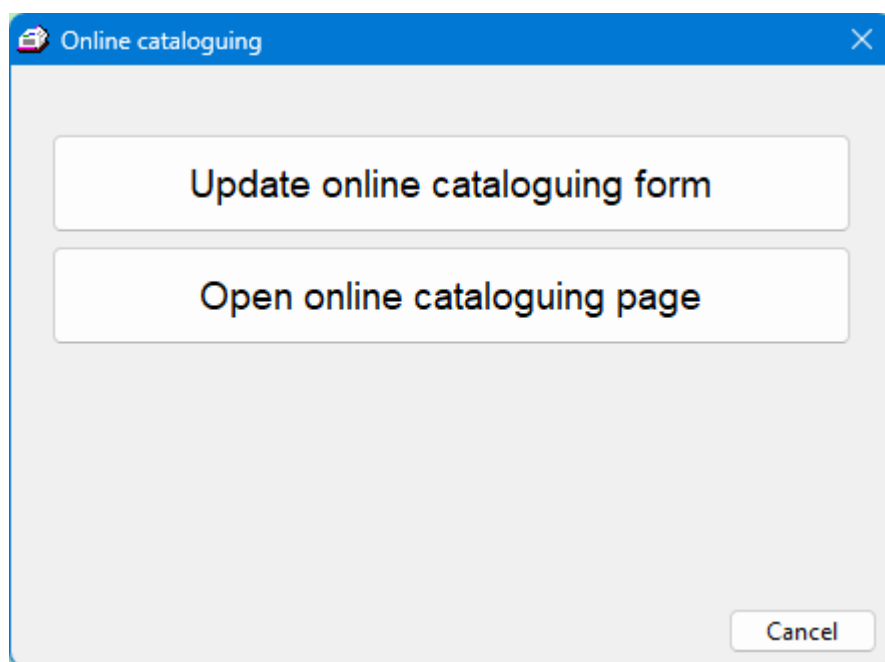
Online Cataloguing works through Bookmark's CPAC online catalogue search system.

A CPAC account and site must be set up first. (See the CPAC manual and/or fact sheets.) This establishes a CPAC username which is also part of the online cataloguing URL. Hint: contact the help desk who can take you through the setup.

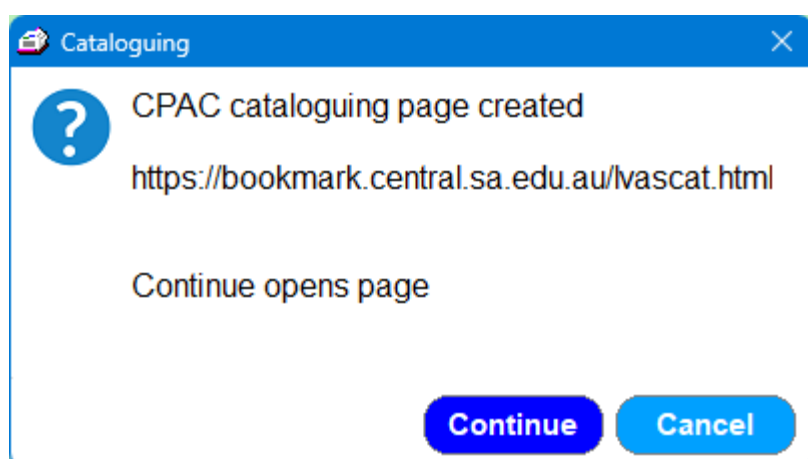
Once you have the username, Online Catalogue can then be set up.

Open Bookmark's cataloguing module then click on the CPAC button.

On the CPAC menu, click on the "Online cataloguing" button. A popup appears.



Click on "Update online cataloguing form". This sets up the online cataloguing webpage. It also updates the page later, too.



The line in the middle is the URL of the online cataloguing webpage. It is needed to access the cataloguing page. The URL can be entered on any browser with any operating system, including Windows, Linux, Andraoid, Macintosh, and iPad.

email
education.bookmark@sa.gov.au

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

Note: uploading to CPAC can be blocked by network policies. See the “work around” section at the end.

Cataloguing

Data can be entered manually, or downloaded from SCIS or the U.S. Library of Congress (LOC) or Open Library (OL). For SCIS, both z39.50 and the API methods are available. To use SCIS, z39.50 or the SCIS API must be set up in Bookmark. (Ref fact sheets.) LOC and OL do not require a setup and are always available to everyone.

Fill out each field as needed. *Item number, Title, Status, and Item Type are all mandatory.* Data will not save if they have not been filled out. All the other fields are optional. The Tab key or mouse can be used to move from one field to the next.

Drop-down lists and three-dot buttons show lists from your Bookmark data. These are not live. If changes to the contents of the lists are made, re-upload the page as described above.

Series, Authors, and Subjects do not have access to the large authority lists in the Bookmark database. Whatever is entered into those fields will be added to the authority lists during import.

Save

Clicking on the Save button adds the data to your unique online cataloguing file.

Clear

This clears all the fields. Data is not saved.

Delete

Erase the online catalogue file and start over.

Download

This button is used to download and import catalogue data from SCIS or LOC.

SCIS options only appear if you have a valid SCIS account that allows using z39.50 and/or the SCIS API and it has been set up in Bookmark. If you have both, the API is set as default.

A popup window allows entering an ISBN (it can be scanned) or words from a title.

Select the data source, scan the ISBN or type a word or words from the title and click on Fetch. Scanning may not require the Fetch click.

If only one record is found, it is downloaded and immediately displayed.

If multiple records are found – i.e. a title search – they are listed.

This is an example title search for “The Twits” using the SCIS API method.

Id	Title / author	Publishing	ISBN	Type	Image
1960946	Roald Dahl creative writing with the Twits: remarkable reasons to write / written by James Clements ; illustrated by Quentin Blake.	London, Puffin, 2020	9780241384602	Book	
1946570	Roald Dahl's The Twits / mischievously adapted by Enda Walsh.	London, Nick Hern Books Limited, 2015	9781848424746	Book	
1130654	Roald Dahl's The twits: plays for children / adapted by David Wood.	London, Puffin, 2003	0141315962	Book	
1655017	Roald Dahl's heroes and villains / illustrated by Quentin Blake.	London, Jonathan Cape, 2013	9780857551252	Book	
1445975	Roald Dahl's scrumdiddlyumptious story collection: six of the best from the world's no. 1 storyteller / Roald Dahl ; illustrated by Quentin Blake.	London, Puffin, 2007	9780141325460	Book	
1493283	The Twits / Roald Dahl ; illustrated by Quentin Blake.	London, Jonathan Cape, 2010	9780224083850	Book	
1398863	The Twits / Roald Dahl.	London, Penguin, 2007	9780141807836	Soundrecording (CD)	
1792807	The Twits / Roald Dahl ; illustrated by Quentin Blake.	London, England, Puffin, 2016	9780141361628	Book	
1402928	The Twits / Roald Dahl ; illustrated by Quentin Blake.	London, Puffin, 2008	9780141326207	Book	
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Click on any number (SCIS ID) or title to download the cataloguing data for that entry.

email
education.bookmark@sa.gov.au

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

Book Cover Images

If SCIS or OL provides an image file for the record, it is downloaded into CPAC and displayed.

Cover images are automatically downloaded into Bookmark when the records are imported.

Finishing Catalogue Entries

When finished entering catalogue data, just close the webpage or browser.

The file containing saved catalogue records remains in place.

To add more entries to the file, simply re-open the webpage and enter/save more data. Records are automatically appended to the file.

Importing into Bookmark

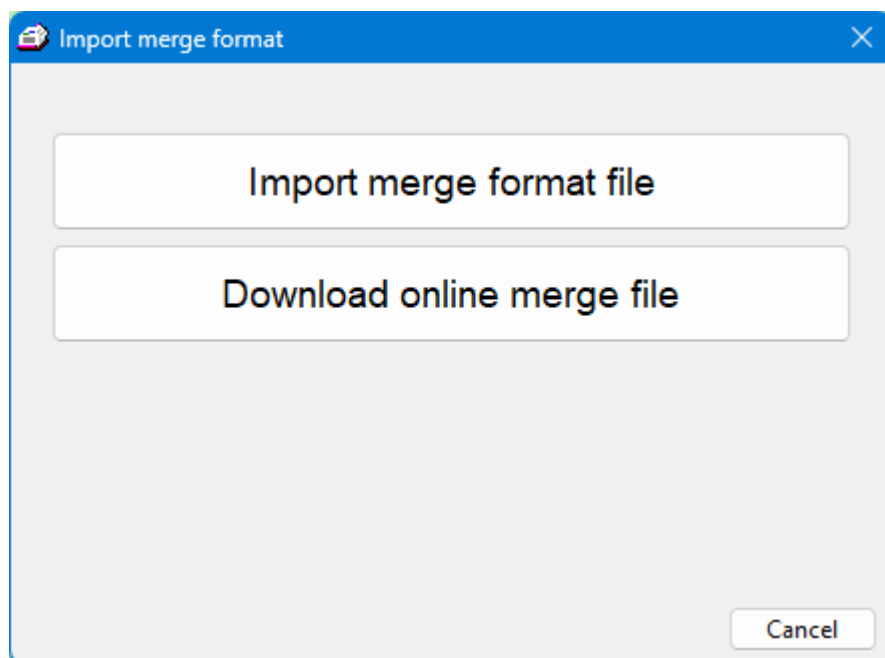
Data catalogued online is saved to an online file. Bookmark can download the file and import the records. The file uses a Bookmark-special format called "Merge format". (Technical note: it is a text file.)

Open Bookmark.

Open Cataloguing.

Click on Import.

Click on Import Merge Format.



The first option is the normal Merge format import from a file that can be opened. It may have been created using a separate, stand-alone Bookmark such as one at home.

The second downloads the file created by online cataloguing then mass imports the records.

After the file is downloaded, it is automatically deleted off the webserver.

Updating

The online cataloguing webpage should be periodically updated.

Open Cataloguing then CPAC then click on “Online cataloguing”. Redoing this includes any changes made to the various lists on the page, such as status, item type, location, supplier, publisher, etc.

Work Around

If your system cannot upload directly – school network policies can block this – there is another way to do online cataloguing.

When creating/updating the cataloguing webpage, it is saved into Bookmark’s folder first. The filename is the CPAC username plus the letters cat (lower case) plus .html as the extension. Example: if your CPAC username is *abcd*, the webpage filename is *abcdcat.html* .

The work around involves manually uploading this page.

In Bookmark, open Cataloguing then click on CPAC.

Click on Open online upload page.

This goes onto the Internet, opens your default browser and shows a page that can be used to upload various files.

The screenshot shows a web browser window with the address bar displaying 'https://bookmark.central.sa.edu.au/upload.htm'. The page title is 'CPAC User Management'. The main content area has a light blue background and contains three distinct sections, each with a red heading. The first section, 'Upload catalogue data', includes a 'File to upload:' label, a 'Choose File' button, and a 'Submit' button. Below this is a note: 'Uploading can take a few minutes. After clicking on Submit, please wait on this page for the next page to appear before trying to search.' The second section, 'Search statistics report', features a 'Username:' label and a text input field, followed by a 'View search statistics' button. The third section, 'View requests', also has a 'Username:' label and a text input field, followed by a 'View requests' button. At the bottom of the page is a fourth section, 'Upload catalogue page', which includes a 'File to upload:' label, a 'Choose File' button, and a 'Submit' button. The browser's address bar and tabs are visible at the top, showing the current page and other open tabs like 'Bookmark online cataloguing'.

Use the bottom frame – “Upload catalogue pag” – to upload the cataloguing page. Click on Choose file, locate the Bookmark folder and open it, then locate the file and open. Click on Submit. This normally uploads the page to the CPAC webserver. It can often bypass direct uploading blocks.

email

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website

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When that is finished, the page can be opened normally.

Cataloguing > CPAC > Online cataloguing > Open online cataloguing page.

Catalogue entries are done as described previously. This includes z39.50 and SCIS API. Even if they do not work in Bookmark, they should work here. Entering the details into Bookmark can still be saved even if they cannot be used.

When finished, close the page.

Import the saved cataloguing records as described above. Downloading may also be blocked but that is less likely.

Note the URL of the online cataloguing page. It can be entered manually into a browser and saved in Bookmarks or Favourites and accessed from that.

It will be <https://bookmark.central.sa.edu.au/cpacusernamecat.html> .