

Bookmark Fact Sheet

Open Circulation to Loans or Returns Only

May 2025

Bookmark's Circulation module is used to borrow books and other items (loans), return them, and make reservations and bookings.

It can work with barcode scanners and touch screens.

The module can be set up to be opened by itself. This is useful where one or more workstations are set up to act as borrowing / returning stations alone.

The Main Menu does not appear so users of circulation-only do not have access to the librarian's functions.

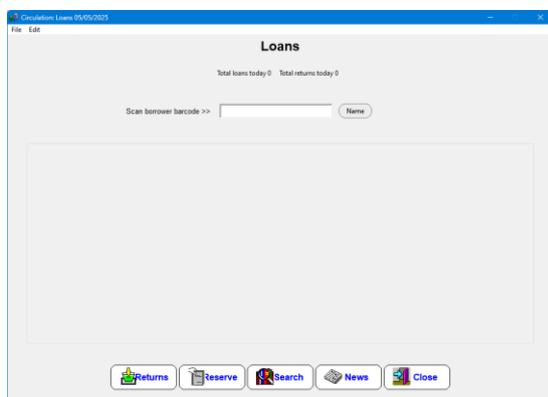
This setup is accomplished by creating an icon on the workstation that opens only the file BmCirculation.exe. If Bookmark is on a mapped L: drive, the path might be L:\BmCirculation.exe.

The path can also be put into the StartUp folder or a Taskbar or Menu shortcut.

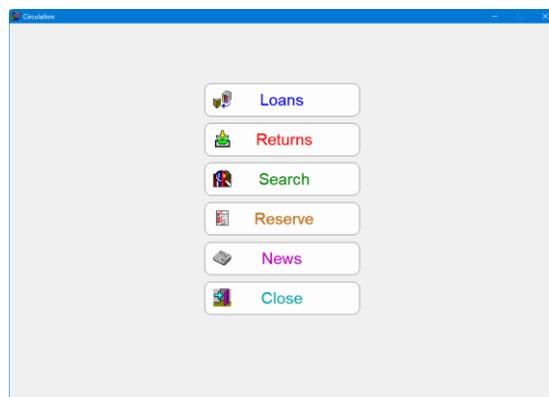
Bookmark allows for Circulation only to use specific settings that are different to what would be used from the Main Menu. These alternatives are numbered 0 (default), 1, 2, or 3. The library manager can create and manage them.

The setting configuration value appears as a parameter in the path: L:\BmCirculation.exe 1 . The '1' indicates which setup to use when opened – i.e. setup 1.

Normally, the Circulation Only setup opens to either the Circulation Menu or to the Loans window.



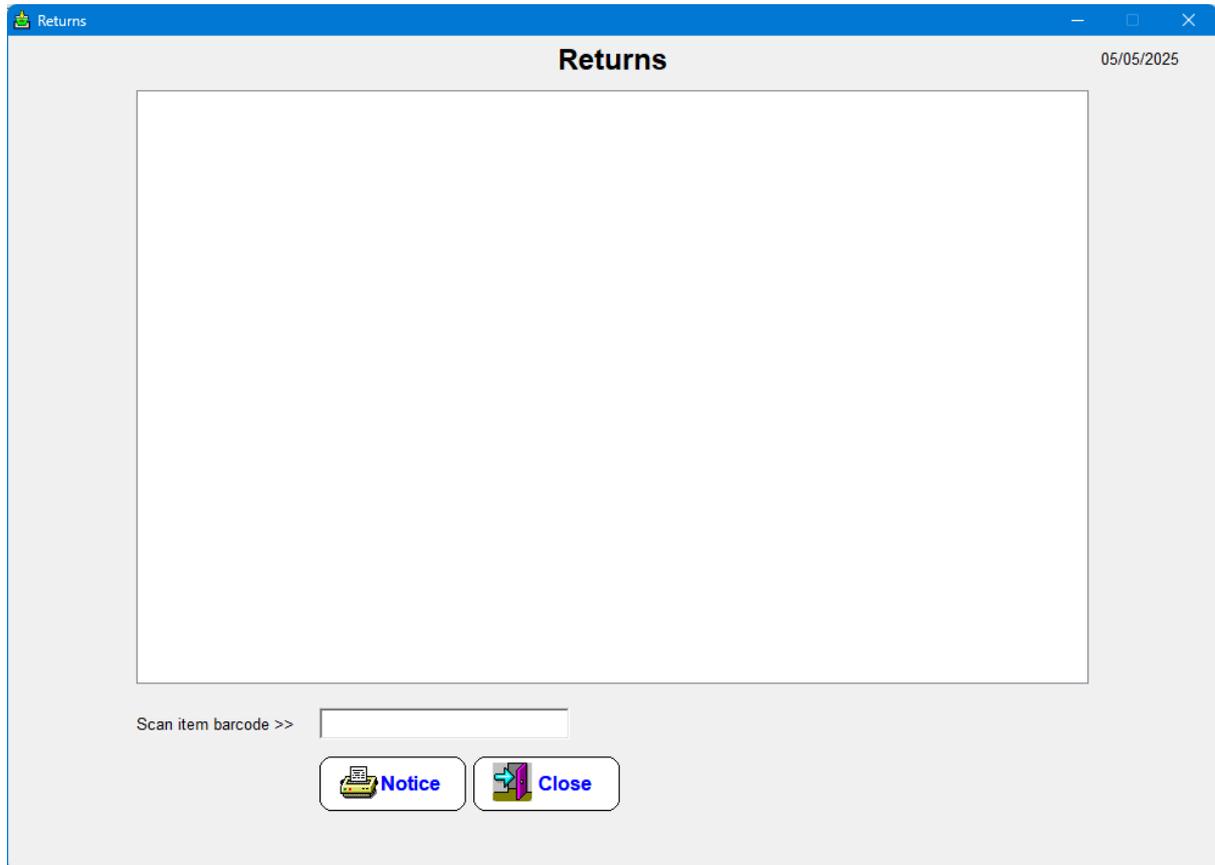
Loans window



Circulation Menu

The part to open is determined in Controls > Circulation Settings > Display tab.

Circulation can be set to open straight to the Returns window instead.



To make this happen, open Controls then Circulation Settings.

Choose the Setup configuration to be used on the workstation. Default is 0.

At the top left, click on "Returns only" to place the radiobutton dot.

Close to save.

When Circulation is opened using that setup, the Returns window appears.

To see Loans, close Returns or press the F1 key or use the SWAP barcode.

Circulation can be opened to a particular setup from the Main Menu. Hold down the CTRL key and press the number of the setup. CTRL 2 will open Setup 2. CTRL 0 reverts to the default.

Returns and not loans

A workstation can be set up so it opens to Returns and does not allow changing to Loans.

Open Controls then Circulation Settings.

Click on the Returns tab.

Tick the checkbox "Open only the Returns window and not Loans."

