Government of South Australia

Department for Education
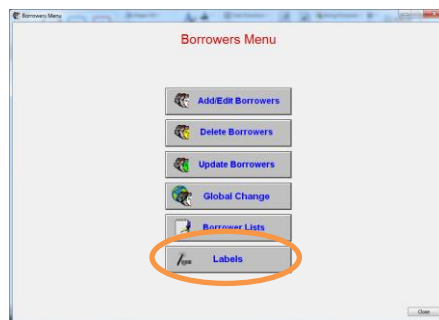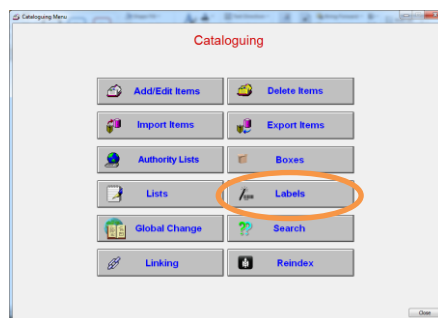
BOOKMARK FACT SHEET

Printing Barcodes   **April 2014**

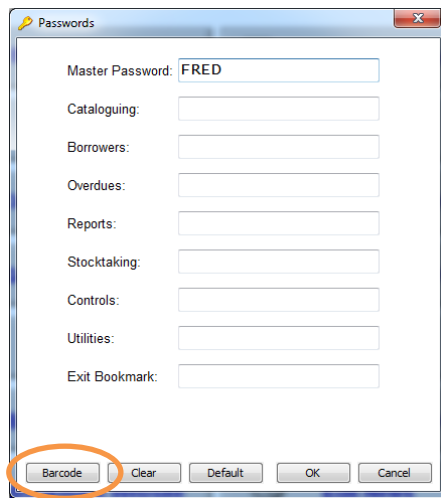Borrower and Item barcode labels can be printed.

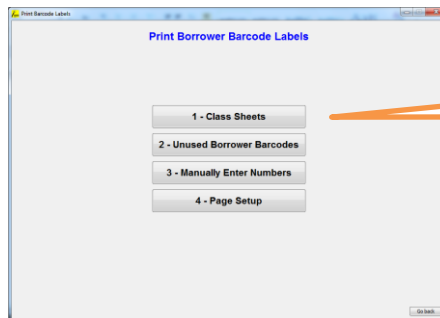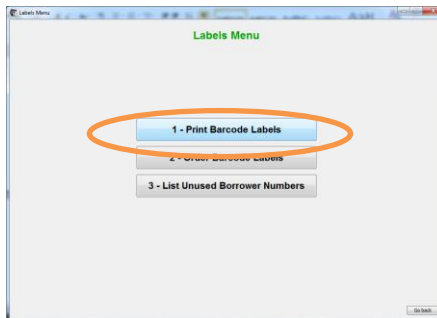**Borrower** labels are in Borrowers / Labels.

Item labels are printed in Cataloguing / Labels.

Password labels can be printed in both, or in Controls Passwords, or Cataloguing lists, Statuses

Borrower labels

Most common

In print barcode labels first, the page setup has to fit the labels in stock if printing to labels.

Insert school name

Site Id must be present for those using site ID

Determine types of barcodes used

Choose default label size

If not using any of the default labels, considerable playing around (test runs) on paper first are needed to get them right. Ring the Help Desk for assistance. If printing class sheet only the header and barcode style are critical.

To print a class sheet

Go to Borrowers, labels, Print Barcode labels, Print class sheet.

1.Work out which classes

2.Work out the layout

3.GO!
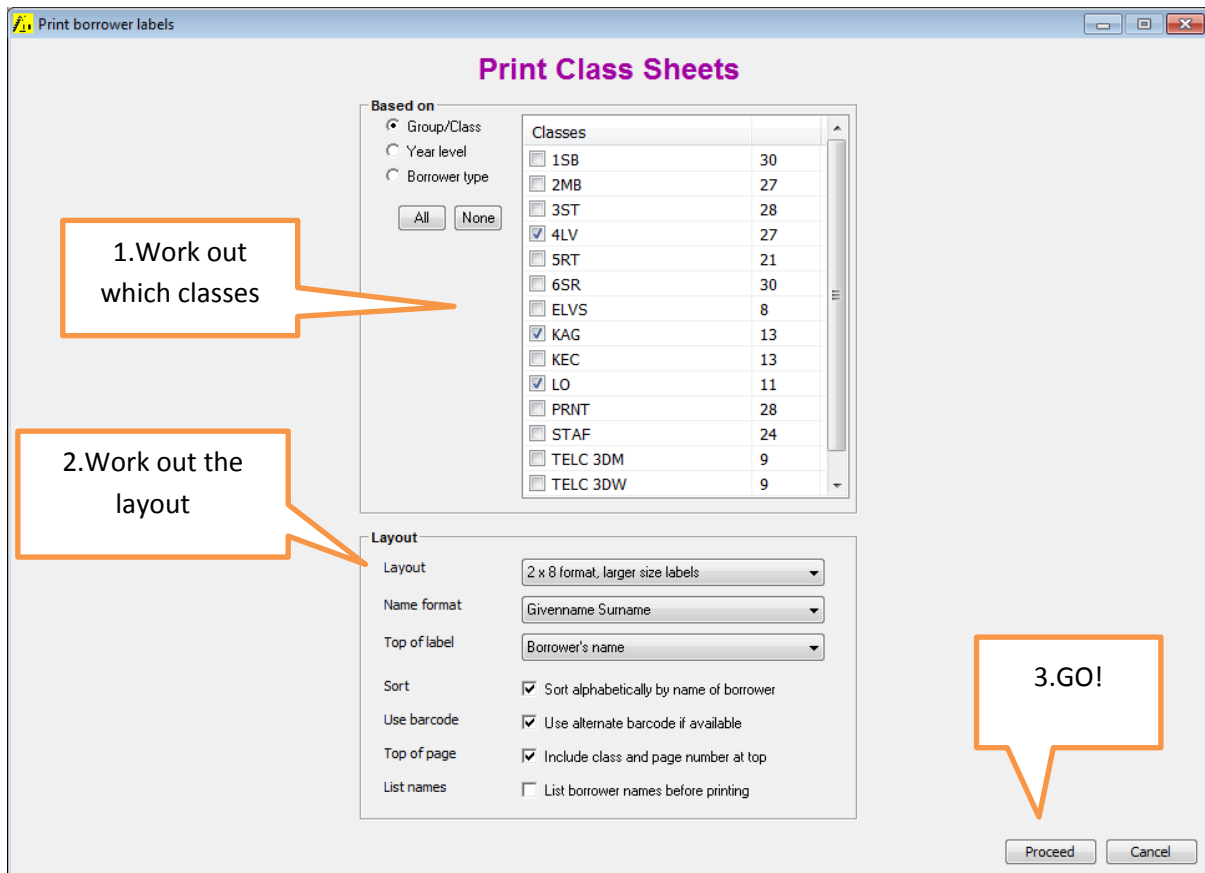
Many layouts are available, including the page setup, and others that include borrower photos. Experimenting with different trial layouts may be worthwhile.

Position on page handy for half used pages
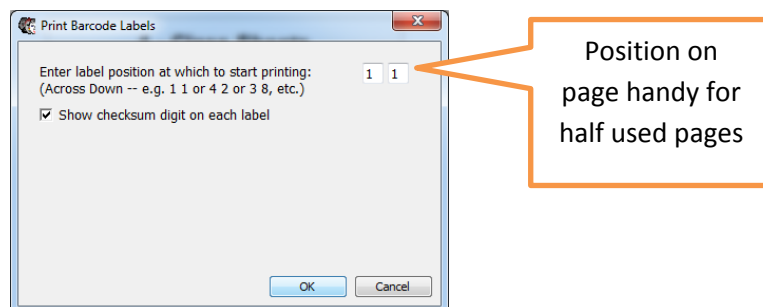
Next a print preview pops up. Press print, and it is done.

To print item barcodes
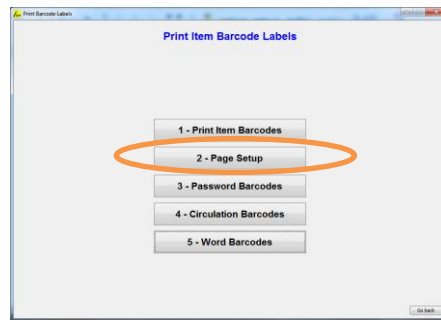
The page setup here is important. See previous notes.

Ring the Help Desk if printing does not succeed.

Site ID

School name

Type of barcode.

Default labels from Fry, Dataman etc.

Print on paper till they are correct.

Print item labels

Can change style of barocde here

Enter numbers here, either by scanning

Can create list of item numbers in Notepad using portable barcode reader if replacing tatty labels.,

When the items are scanned they will appear in the box. Click Print. Enter position of the label, then OK.

A print preview will appear. Press print, and it will be done.
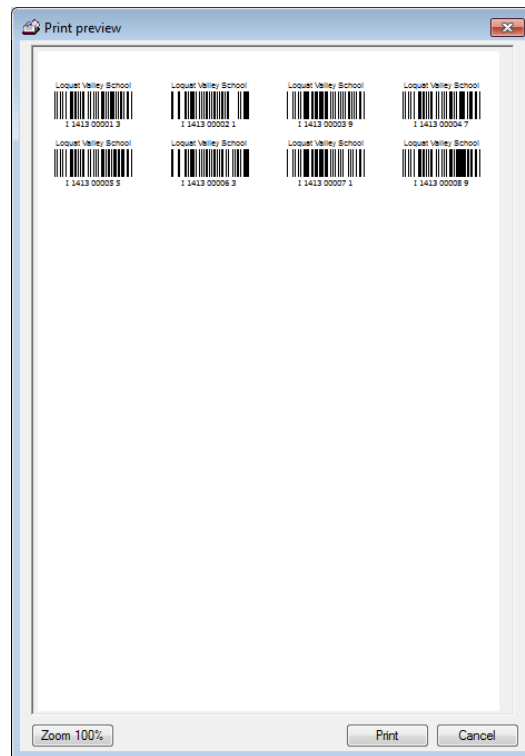
Printing password labels

The override password and any other required password for teachers can be printed on to a card. The teacher does not need to know the password and can come into the library and do things when the librarian is not there.

Go to cataloguing, or Borrowers ,labels, Print barcode labels, Print password labels.
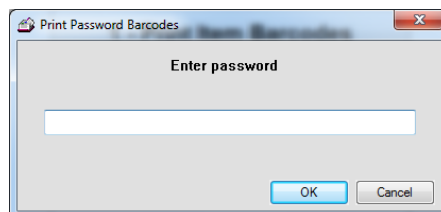
Type in the word, and press Ok. Done.!!!!

To print a word barcode

The word barcode puts the word beneath the barcode. Password doesn't, and can do more than 1 word at a time.
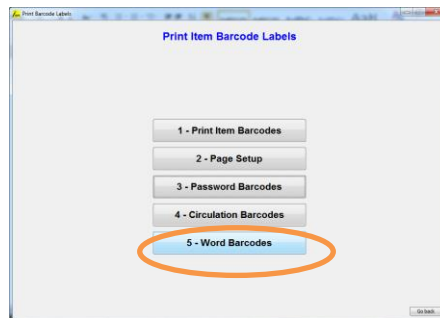
Go to Word Barcodes type is status space and the number required, and it will print out a barcodes for lost, repair, weeding barcodes.

The Circulation barcodes

These are shortcuts to typing History, print setdate etc., which are also listed in Options. 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 are controlled by the Switches and passwords in Circulation controls.
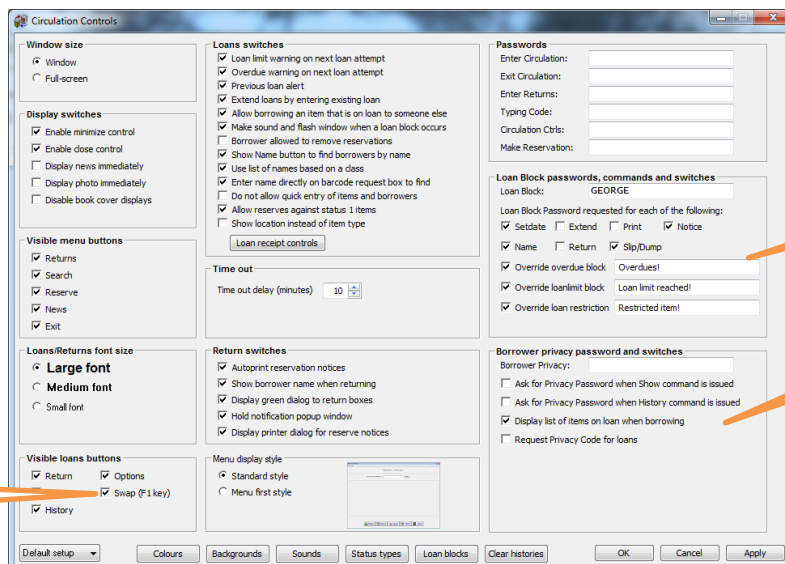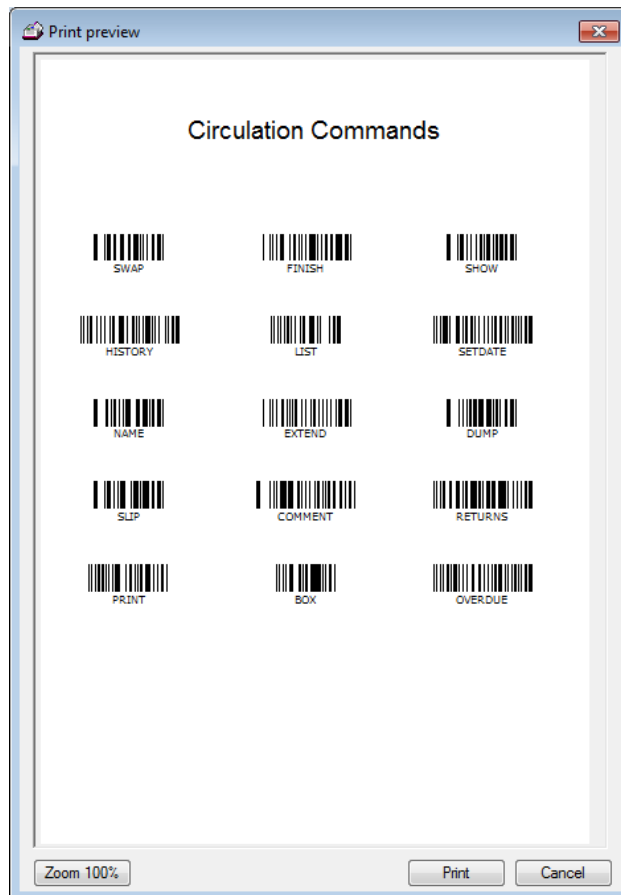
Swap

If in Loans in general it will go to the general returns screen and back again when you scan it again. Any item can be returned whilst in the returns screen.

If in a person's name it brings up a specific returns screen to return only that person's items.

This may or may not be passworded depending on the switch in Circulation Controls.

Finish

If in loans in general it will go back to the circulation menu. 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

Name

A child comes up to the library and the borrower barcode is not immediately available. In Loans type or scan NAME A password may be required if switch N in Circulation switches in system Controls is set.

Then type in either the christian 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 three different types of borrower comment available in Bookmark, public, private and semi private

A public comment flashes p immediately the user goes into loans. A private comment never appears at all except in Borrowers <1>Add/edit. A semi public comment is one that 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 the tickbox marked Private. Then when that borrower's name is opened in loans there will appear the word comment. Scan or type COMMENT to see what has been said.
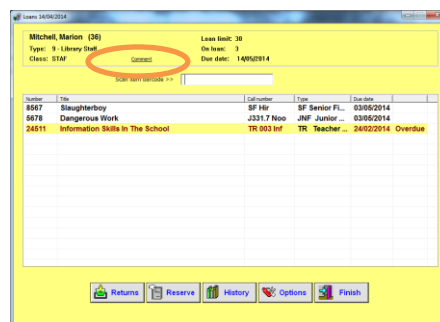
Slip and dump

These are turned on or off for continuous use in Controls Circulations Controls, Loan Receipt Controls. 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. This can be passworded in Controls, Circulation Controls, Loan Block passwords.

Print

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

List or Show

If Controls Circulations Controls, borrower Privacy passwords and switches, Display list of items on loan when borrowing is turned off, a user's loans are not shown in loans. But by typing in LIST and then supplying the loan block 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 A to mark them the ones to be extended and press OK. A password may be requested after scanning EXTEND depending on Loan Block switches.

Status

This works on the returns screen that is accessed from the circulation menu, Someone reports a book on loan as missing. Return the book. Scan the status barcode and type in the status number for lost. and change the item's status to lost without leaving the return's screen. A message confirming the change will appear on the screen. Typing the word STATUS space, and the number will also do the same thing.

To turn the lost status into a barcode, where there is no need to type in the number, go to Controls, Cataloguing lists Status lists and press Barcodes, type in the ones that are needed and press OK. Type in the word STATUS followed by a space and then the number for missing status (specific to the site) and press enter. This creates the barcode. Then return the book manually and straight after and scan the 'lost status barcode'. The book is quickly and easily marked as lost without leaving the circulation returns screen.

History

In Circulation, Loans go into a borrower's screen and scan the HISTORY label or type the word HISTORY to see the last 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. 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.

Overdue

If the Borrower has overdues, scanning the overdue barcode or typing the word Overdue will print an overdue list for this Borrower.