

# **Government of South Australia**

Department for Education

#### BOOKMARK

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## **BOOKMARK FACT SHEET**

Returning books	April 2016

From the Circulation screen click on returns.

🚡 Returns		- • 💌
	Returns	22/04/2016
	Scan item barcode >>	
	Notice Finish	

Scan the item. It is returned and appears in the big box.

If the buttons don't appear as above, check Controls/Circulation controls.

Circulation Controls		
Window <sup>©</sup> Window mode <sup>©</sup> Fullscreen mode <sup>I</sup> Alow more than one Circulation open on the same computer at the same time Display switches <sup>I</sup> Enable minimize control Main return Controls	Loans switches     Loan limit warning on next loan attempt     Overde warning on next loan attempt     Previous loan alert     Extend loans by entering existing loan     Allow borrowing an item that is on loan to someone else     Make sound and flash window when a loan block occurs     Show Name button to find borrowers by name     Use list of names based on a class (in a droplist)     Show list of names below 'enter barcode' instead of a droplist     Enter name directly on barcode request box to find     Do not allow quick entry of items and borrowers     Allow reserves against status 1 items     Show loation instead of item type     Do not allow borrower to reborrow same item 2 times in a row	Passwords         Enter Circulation:         Exit Circulation:         Enter Returns:         Typing Code:         Circulation Controls:         Make Reservation:         Enter Previous borrowers:         Enter Reservation ctrls:         Loan Block passwords, commands and switches         Loan Block:
Visible menu button Visible menu button Visible Reserve Visible Reserve	Show cost in list of items on loan     Show cost in list of items on loan     Show cost in list of items on loan     Show cost of list instead of top     Do not count contents of boxes toward loan limit      Time out     Time out diay (minutes)     S	Loan Block Password requested for each of the following:          Image: State in the state in the state in the state interval in the state interval int
Carge font C Arge font C Medium font C Small font	Return switches     Autoprint reservation notices     Show borrower name when returning     Display green dialog to return boxes     Hold notification popup window     Display printer dialog for reserve notices	Borrower privacy password and switches Borrower Privacy: Ask for Privacy Password when Show command is issued Ask for Privacy Password when History command is issued V Display list of items on loan when borrowing Request Privacy Code for loans
Visible loans buttons V Return V Options V Reserve V Swap (F1 key) V History	Menu display style	Setup name Your description of the current Setup Default setup

These are the main retur Controls in Controls/Circulation Controls.



In Controls/ Circulation controls, set sound "return irregular" with something distinctive so if it doesn't return, the different sounds alert the supervisor. A number of sounds can be set, but don't go too overboard as it will soon pall. But it is handy if returns are not always supervised.

ound event	Sound played	
eneral sound	.beep1	
Loan OK	.blips	
Loan blocked	.siren2	
Quick entry	.siren3	
Return OK	.blips	
Return box	.siren3	
Return overdue item	.beep1	
Return reservation	.beep1	
Return irregular	Carhorn.wav	
Cannot reserve item	.beep2	
Overdue item	OhOh.wav	
Loan limit reached	.siren2	
Restricted item	.siren2	
Privacy code required	.siren2	
Item on loan to person	.siren2	
List items on hold	.siren2	
Item on hold	.siren2	
Item previously borrowed	.siren2	
Borrower comment	.beep1	
Loan note	.beep2	
Return note	.beep2	
News alert	.no sound	
Birthday alert	.no sound	
Play sounds (no tick = no so	unds)	
Carhorn.wav	✓ Test Set Default	
		ОК

Turn your passwords into barcodes so nobody need know the word , so that nobody can come in to do things to the system in your absences. eg change passwords, return wrong books etc.

Make two sets, 1 for you with the main password and the other set can just have the override password. You put them on card that you can pass out and people return the card when they have finished doing the children's loans returns etc.

You can make up barcodes for the repairs box, lost books etc. eg status and your status number for lost , repairs, for use in Circulation after returning a lost book, or one that needs mending.

Someone returns a book that needs mending. You just scan the repairs barcode and toss the book in the repairs shelf, box etc. Then when it has been repaired you just return it again and it is back in stock.

To make a password barcode go to Controls/Passwords and use the barcode button, or Controls/Cataloguing lists/Status types/Barcode button

🤌 Passwords	Todat bright Albertain the	num.	Constant Sector
		Passwords	
	Master Password	PASSWORD	
	Cataloguing	PD	
	Borrowers:	PD	
	Overdues:	PD	
	Reports:	PD	
	Stocktaking	PD	
Here	Controls	PASSWORD	
	Utilities:	PD	
	Exit Bookmark		
	Open Bookmark		
	Barcode	Clear Default	
			CK Cancel
	Print Password Barcodes		×
		password	×
		password	
		password	

Type is your password and print it.

To make status barcodes for weeding, lost etc, go to Cataloguing /Labels/barcode labels/Word labels

о.	Description	Can be borrowed?	Can be returned?	Count	
1	In stock	$\checkmark$	×	22862 🔺	
2	On loan		V	170 =	
3	UNLOGGED (Dec 13)		<b>V</b>	37	
1	Repairs			1	
5	Lost/Damaged		<b>v</b>		
5	ON ORDER	V	<b>V</b>	8	
7	ACQUIRED			6	
3	Processing			349	
9	Covering		<b>V</b>	4	
10	Weeding				Here
11					There
12			V		

Type in status 5 for a repairs barcode because 5 is the status for repairs in this illustration.

Status 3 for lost/missing books in this instance. Missing/ Lost may be different in each school.

#### Status

Someone reports a book on loan as missing. Return the book, by manually typing in the number. 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. This method will also work for In repair status, or Weeding status.

To turn the lost status into a barcode, where there is no need to type in the number, go to Cataloguing, labels, Print barcodes, Print word labels. 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 previous books read by this borrower.

### 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 in the format 31-dec-13. 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.

#### Вох

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.

### Main/override password barcode.

Turn this into a barcode, to save having to type in constantly. Laminate a card, and keep it secure. This increases security as you don't have to tell anyone the main password, just give them the card, and retrieve it after. Same with the override password card. (see instuctions above)