



# Stocktake

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# STOCKTAKE

The Stocktake module is used to check actual inventory on the shelves against the data in the database. Items not found during a stocktake can be flagged as lost or missing.



# The Basic Stocktake Procedure

1. In *Start Stocktake*, set the date at which the stocktake begins.  
Optional – create a missing status for this year's stocktake  
Optional – mass delete long-term lost items
2. In *Scan Items*, enter items by scanning, downloading from a portable barcode reader or importing from a list of barcodes in a text file.
3. In *List Items Not Found*, print a list of items not found in the stocktake. Chase up any if possible.
4. In *Finish Stocktake*, print a Cost Analysis report.
5. In *Finish Stocktake* create a status for this year's missing items (if not already done previously) then assign all the items in the not-found list to that status. This finishes the stocktake.

## How Stocktaking Works

Bookmark does not keep a list of items scanned in stocktaking. Instead, it keeps a "Last Seen Date" (LSD) against all items. *This is the last date when the item was scanned.* The scanning may occur in Stocktake or Loans or Returns or Cataloguing. Think of this as a "stocktaking date".

When an item is scanned, the LSD is set to the current date.

Missing items have a Last Seen Date *prior* to the date at which the stocktake began – the Begin Stocktake Date (BSD). Mathematically this is  $LSD < BSD$ .

Examples:

<u>Stocktake Date</u>	<u>Last Seen Date</u>	<u>Status</u>
13/03/2014	16/03/2014	Accounted for (LSD > SD)
	03/02/2014	Missing (LSD < SD)
	13/03/2014	Accounted for (LSD = SD)
	11/15/2013	Missing (LSD < SD)

Stocktaking updates the LSD and is very close to Returns in actual operation. Returning items also stocktakes them. Borrowing items also stocktakes. Cataloguing items also stocktakes. All these set the LSD. They do not need to be re-scanned during stocktaking.

**Important: Borrowing an item, Returning an item, Cataloguing an item or Scanning the item in Stocktake all sets the LSD and therefore stocktakes it. It is not necessary to "double scan" for stocktaking.**

When stocktake scanning is finished, all items with a LSD before the BSD can be declared Lost or Missing by assigning a special status.

Stocktaking can be restricted to specific locations or item types, thus allowing sections to be done at a time instead of the entire collection.

The scanning stage does not need to know which part of the collection is being checked. Selected parts of the collection can be scanned at different times. Each area has its own "Begin Stocktake Date" (BSD).

Because stocktake is date dependent, it is best to complete the stocktake as soon as possible after beginning. Days are better than weeks and weeks are better than months. If a long time passes between the start and completion, there is a much greater chance of items scanned at the beginning going missing before the end.

Note: items catalogued as 'Exclude in stocktake' will not appear in missing item lists even if scanned.

## **Things to do Before Stocktaking**

There is nothing specific which needs to be done to prepare for a stocktake. However, a few things may be useful.

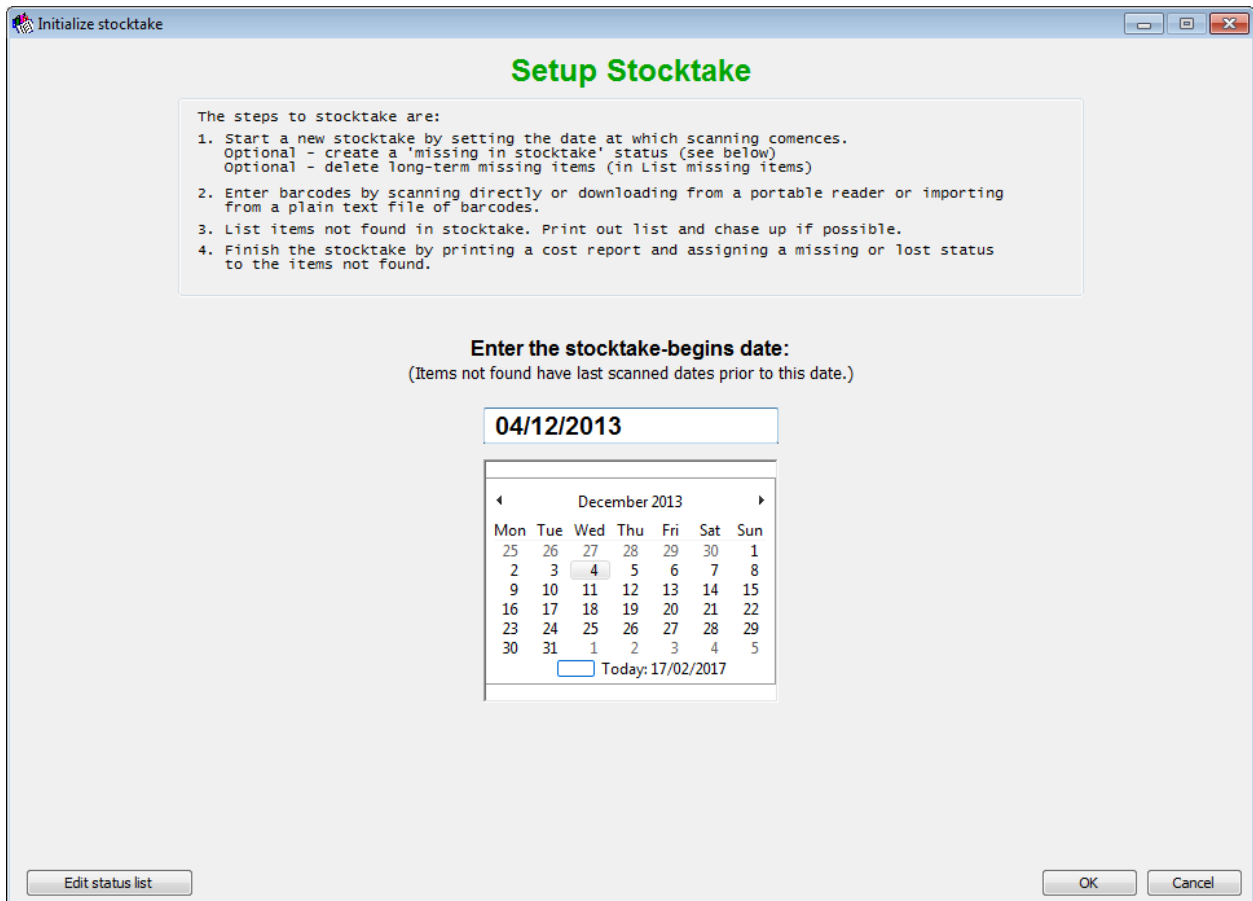
- Delete long-term missing items. These may have a 'lost' Status of several years ago. All of these items can be mass deleted in Cataloguing. This task can also be done after a stocktake or at any other time.
- Weed. A list of items not borrowed since a certain date may be useful. This list can be produced in Reports using a Query based on the Loan Date. Delete the weeded items.
- Decide whether you are stocktaking an area or the entire collection. If an area, it will need to be identified by Location or Item type or some type of similar common criteria.
- Purge the Deleted Items List of long-term entries.
- Determine how the stocktake will be performed – e.g. live scanning, portable barcode reader or a laptop.

# Setup Stocktake



The first step in stocktaking is to set the date at which the stocktake begins.

This date acts like a cut-off date. Missing items are those whose Last Seen Date is *older* than the Begin Stocktake Date. If they're scanned, the items will have a newer date.



Note: once this date is set, *do not change it until the next round of stocktaking commences.*

Note: it is not necessary to tell Bookmark which areas of the collection are to be inventoried.

This is done at the "List items not found" and "Finalize" stages.

## Add a Missing Status

A "Missing in stocktake 2019" or similar status can be created at this stage by clicking on Edit Status Types. This can also be done later during the Finalize stage.

# Scan Items



When an item is scanned in Loans, Returns, Add/Edit Items or Stocktaking, it is “logged”. The LSD is set.

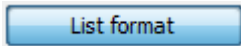
If an item has been put on the shelf and is still on loan, scanning it can return the item.

Number	Title	Call number	Location	Results
500	Wolfie	F BAR	Library	Item returned; logged 19/11/2019
501	The great piratical rambustification		Library	Item status 1 ; logged 19/11/2019
1	The amazing story of Adolphus Tips /	F MOR *	Library	Item status 1 ; logged 19/11/2019

Bookmark allows logging items in four different ways:

1. Stocktake in *list format*
2. Stocktake in *detailed format*
3. Download from portable barcode reader
4. Import barcodes from a file (they've been scanned into a file)

## List Format



This is the default display.

Type each item's barcode or item number and press enter or scan each item with a barcode reader.

Enter barcode →

As items are scanned, they are listed.

2 items in this list

Number	Title	Call number	Results
500	Wolfie	F BAR	logged 14/03/2014
501	The great piratical rambustification		Status changed from 6 to 1; logged 14/03/2014

Normal items are "logged" and the Last Scanned Date is displayed.

If a special event occurs - such as an item is returned or an item previously flagged as lost is found - a message appears in the Results column. A special sound may also be triggered, see below.

Return items on loan (status 2) when scanned

If this checkbox is ticked (default), items on loan are automatically returned. If it is not ticked, the items are not returned.

Change status of items with 3 or greater to 1

If this checkbox is ticked, items with a status of 3 or greater have it reset to 1. Removing the tick tells stocktaking to retain the item's status.

A message also appears if the item has a status of 3 or greater. The status will be changed to 1 if the "Can be returned" checkbox in the Status dialog is ticked. (The Status checkbox is in Controls, Cataloguing Controls.)

Scanning a logged item twice does not unlog it, it only places the LSD. Once scanned it is not possible to "unscan" or alter the date.

Items logged in stocktaking can be borrowed, returned, etc. Logging does not affect status.

Scanning barcodes here assumes the computer is connected to the network. Several computers can be involved in stocktaking at the same time. Workstations and laptops using cabled or wireless connections can be used.

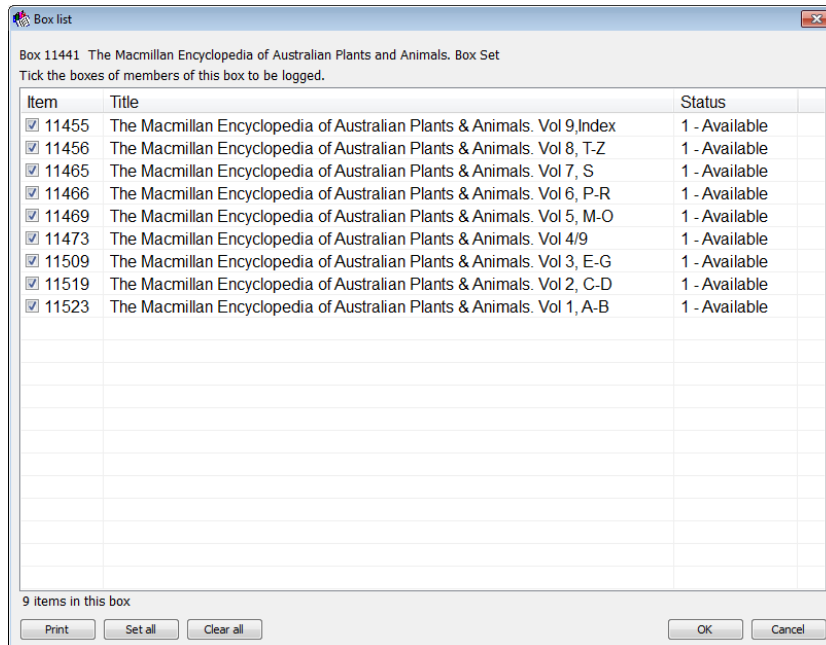


## Stocktaking Boxes

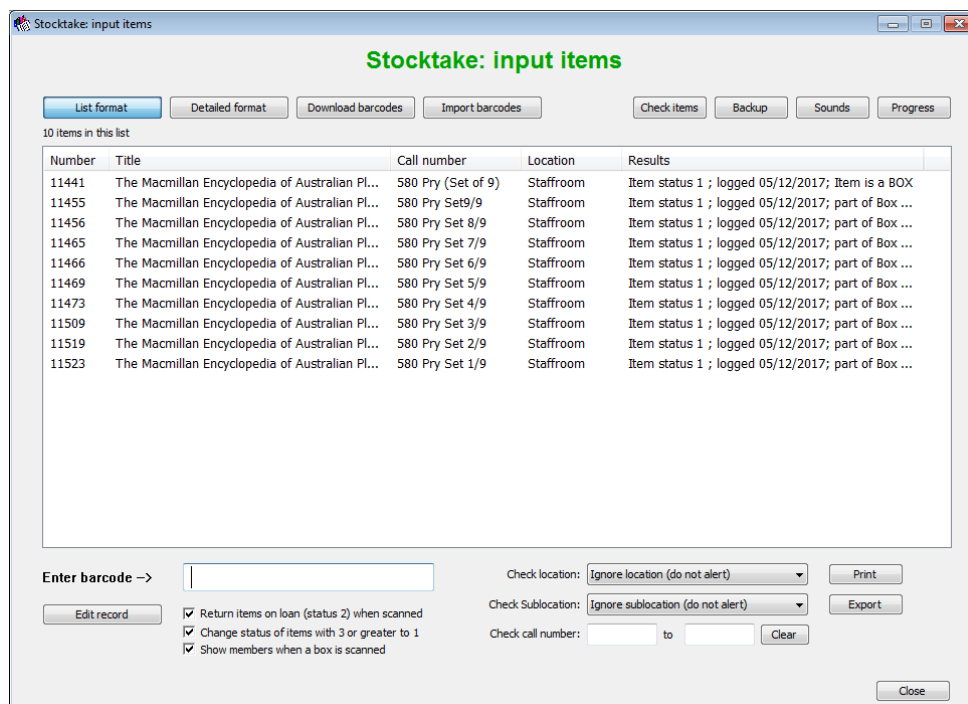
Show members when a box is scanned

When a Box is scanned a message appears indicating the number of items in the box.

If the checkbox "Show members when a box is scanned" is ticked, a popup window appears listing the items in the box.



Place a tick next to every item in the box. If any are missing, leave them unticked. If all items are present, click on Set All. (This is the default.) Click OK and the members of the box are then processed.



If the checkbox is not ticked, the popup window does not appear and the members of the box are not automatically processed in case any might be missing.

To process the members, either scan each one individually or type in the word BOX next to "Enter barcode" and press Enter. This is the same instruction used in Returns to return all items in a box.

The BOX command is also available on a sheet of control barcodes. This is useful if a cordless barcode reader is being used. Keep the checkbox unticked. Scan the box to stocktake it. If everything is in the box, scan the barcode BOX. Everything in the box is then included.

- Alert deleted items if scanned
- Auto recover deleted items (no alert)
- Do not recover deleted items

If an item that has been deleted is scanned, Bookmark can recover it from the deleted items list. These controls indicate if that should be done or not.

### Edit Record While Stocktaking

Edit record

The Edit Record button can be used to pop up an Add/Edit Items window to allow editing the last item scanned.

### Detailed Format

Detailed format

Detailed format displays more information about each item as it is scanned, but only one item is visible at a time.

The screenshot shows a window titled "Stocktake: Log items" with a green header "Stocktake: Log Items". It displays details for one item:

1 items in this list  
1001  
logged 08/04/2014

---

The Best Pet

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Author(s): MATTHEWS, P.E. ; NORLING, Beth  
Call number: BF MAT  
Series: Solo - Easy-To-Read For Beginning Readers  
Volume: 25  
Subjects: Ferrets - fiction ; Family life - fiction ; Friendship ; Pets  
Publisher: Norwood, S. Aust.: Omnibus, 1997  
ISBN: 1862913579  
Phys. description: 51 p., illus.  
unmediated  
Content type: text  
Carrier type: other  
Other: 7-9;01001

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Item number: 1001  
Status: 1 In stock  
Item type: 23 BF Bridging Fiction  
Location: 1 Library

---

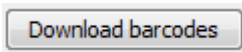
Cost: 7.95  
Supplier:  
Accession date: 12/03/1999  
Last seen date: 08/04/2014  
Total loans: 58

Enter barcode →

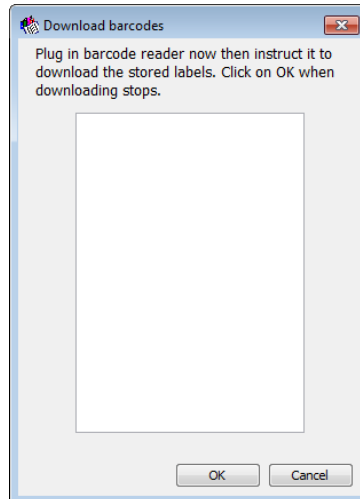
Return items on loan (status 2) when scanned

Click on *List format* to return to the list mode at any time. All items scanned in Detailed format are included in the list.

## Download Barcodes



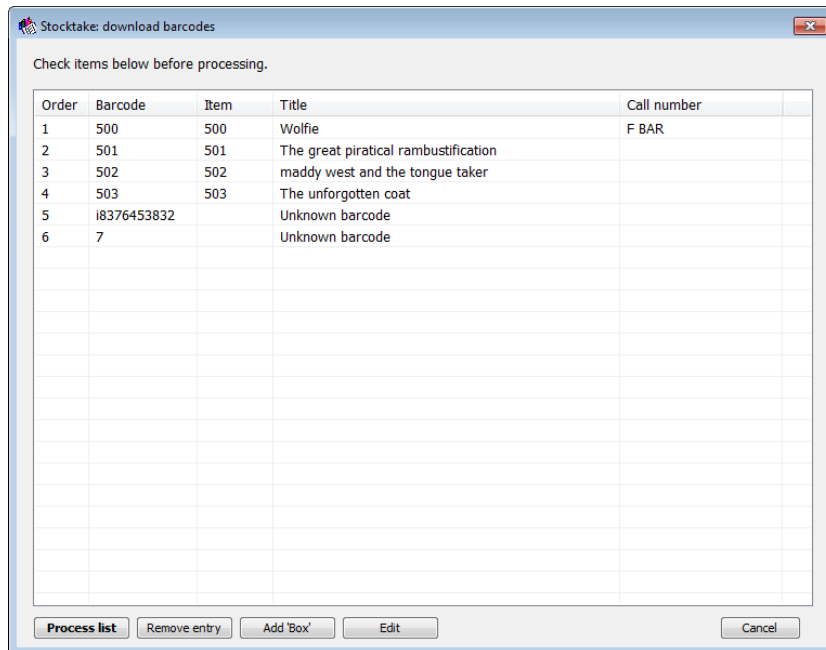
This function is used to download barcodes collected by a portable barcode reader.



Using a portable reader can save time but care is required. Precise steps must be followed. The exact steps will vary with the brand and model of reader. The steps, in brief, are:

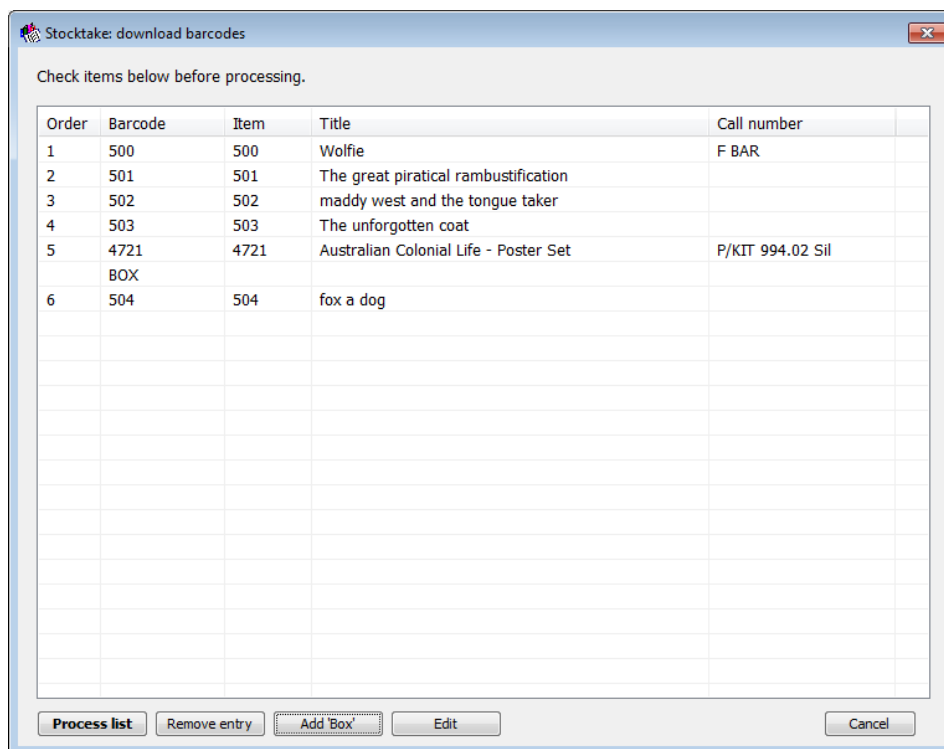
1. Detach the reader from the computer.
2. If required, change the reader to "data collection mode" by scanning the appropriate control barcodes (not all readers require this step, some do it automatically when unplugged).
3. Scan all of the item barcodes to be collected. These are collected and stored in the reader's own memory. See below for important tips.
4. In Bookmark, open the Download barcodes window (above).
5. Plug the reader back into the computer.
6. If required, instruct the reader to download the barcodes in its memory.
7. The barcodes are listed in the window as they are downloaded.
8. When downloading stops, click OK.
9. Bookmark displays a list of the downloaded items. (see below)
10. When the list is correct, click *Process list*.
11. The items appear in the List format window.
12. Repeat these steps for each batch of items. Step 2 may not be needed.

13. When finished downloading a batch, clear the reader's memory before starting the next batch.
14. When completely finished, you may need to set the barcode reader back to normal operation.



The window above shows the downloaded barcodes and their titles. When you see this, the barcodes have not yet been recorded! The list needs to be checked and any unknown barcode entries or strange barcodes removed. Unknown barcodes are those incorrectly scanned by the reader (bad scans) or unused barcodes or numbers. Remove them from the list by highlighting and clicking on *Remove entry*.

If a Box was scanned, click on it to highlight then click on *Add Box*. This inserts the word BOX after. The Box barcode (see Circulation) can also be scanned into the portable reader immediately after a box's barcode.



An item's cataloguing details can be edited by highlighting and clicking on *Edit*.

### Important Information

Collect no more than a few shelves or bookcases of barcodes at a time before processing. If things go wrong, you won't have to redo that much again.

Before starting a stocktake, it is a good idea to practice with half a dozen books first. These can be rescanned as many times as needed until you are comfortable with all the steps involved.

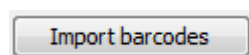
### Cipher Lab and D-tech Barcode Readers

Dataman Barcode Systems has available several printable pages of the control barcodes needed to operate the Cipher Lab and D-tech brands of portable readers. There is a different page for each model. Visit <http://www.datamanbarcode.com.au/> and look up portable barcode readers. The Operating Instructions contain these pages. Laser printing is recommended.

The Nexa 500 portable reader does not require these pages. It can be operated easily with its own 'Clear' and 'Send' labels or using the smaller blue button to clear the reader's memory (when unattached) or download (when attached).

The D-tech readers require one page. They can be operated either as a standard cordless reader or as a data collector.

### Import Barcodes from a File



A cheaper option to having a portable scanner, is to use a laptop with a normal barcode reader attached. Plug in the barcode reader then open a text editor such as Windows built-in Notepad program. Scanned barcodes are listed. When complete, save the file to a USB flash drive.

After saving, bring the flashdrive to Bookmark and open it using the Import Barcodes button in Scan items.

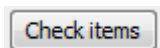
Repeat for each batch of barcodes.

Tip: use different filenames for each batch. Batches can be easily re-imported if required. This can be a major advantage if disaster strikes and your data is lost. You can then easily re-import the barcodes from the files without having to rescan.

After clicking OK, the rest of the steps are identical to downloading from a portable reader.

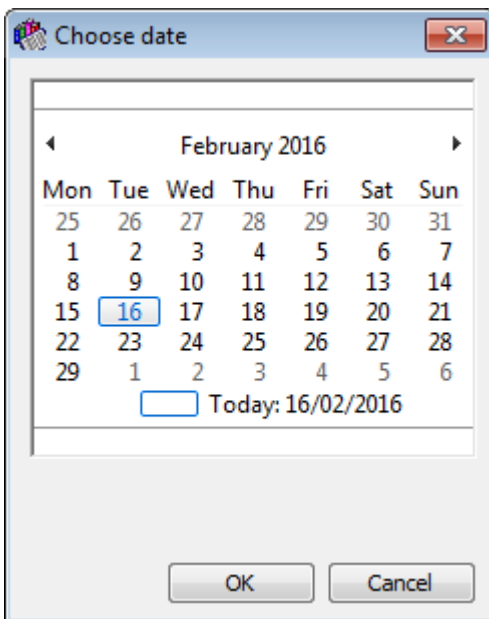
After importing, a list of items is shown just like downloading from a portable reader. It can be revised before being processed.

## Check Items



Check items can be used to see which items have already been scanned. It tells you if items have actually be entered.

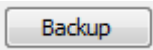
First select a date.



All items scanned on the date are displayed.

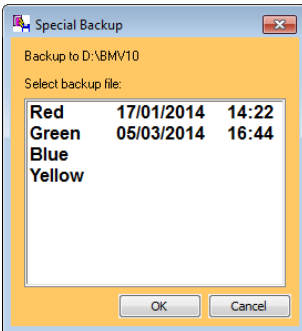


## Backup

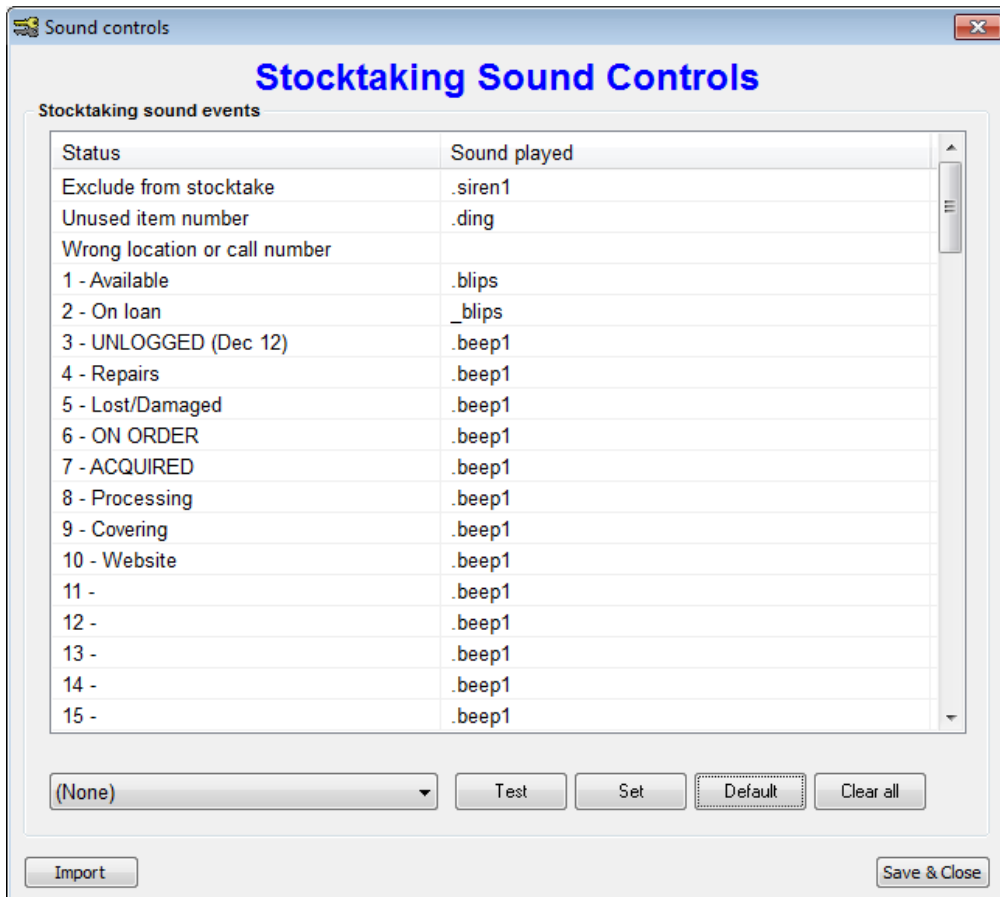
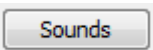


**Important!** When doing a lot of scanning, it is important to make regular backups during the day, maybe every hour. The backup button can be used to easily make on-the-fly backups to Bookmark's location.

Use a different one each time. Backing up every 20 to 30 minutes is strongly recommended. If something goes drastically wrong, these quick backups can be used as an "undo" with less loss of work.



## Stocktake Sounds





The stocktaking sounds dialog can be used to set sound effects which are triggered while stocktaking. This can also be done in Controls -> General Controls.

The trigger is based on an item's Status. The chart shows which sounds are assigned to which status type. This can be useful to identify special items in the middle of stocktaking.

To change a sound:

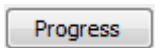
1. Highlight the Status.
2. Use the droplist at the bottom of the window to choose a sound.  
As many sounds are available, the list may need to be scrolled.
3. The sound clicked appears on the droplist control. Click on the *Test* button to hear it.
4. Click on the *Set* button to assign the sound to the highlighted status (action).

Click on *Default* to assign the default sounds to all status types.

When all sounds have been assigned, click on *Save & Close*.

Note: Your own WAV type sound files can be added to Bookmark's SOUNDS folder and become available in the list for both Stocktaking and Circulation.

## Checking Progress



Progress shows the number of items scanned each day for a few weeks in time.

Status	Total	Logged	Unlogged	14/03/2014	07/11/2013	06/11/2013	05/11/2013	04/11/2013	01
Total	23307	20744	0	30	503	531	39	188	10
1 - In stock	21759	19205	0	30	234	221	2	65	49
2 - On loan	1123	1123	0	0	265	299	37	123	29
3 - UNLOGGED (Dec 12)	16	7	0	0	0	0	0	0	0
4 - Repairs	6	6	0	0	1	0	0	0	0
5 - Lost/Damaged	11	11	0	0	0	0	0	0	0
6 - ON ORDER	1	1	0	0	0	0	0	0	0
7 - ACQUIRED	6	6	0	0	0	0	0	0	0
8 - Processing	315	315	0	0	0	10	0	0	19
9 - Covering	64	64	0	0	0	0	0	0	8
10 - Website	0	0	0	0	0	0	0	0	0
11 -	0	0	0	0	0	0	0	0	0
12 -	0	0	0	0	0	0	0	0	0
13 -	0	0	0	0	0	0	0	0	0
14 -	0	0	0	0	0	0	0	0	0
15 -	0	0	0	0	0	0	0	0	0
16 -	0	0	0	0	0	0	0	0	0
17 -	0	0	0	0	0	0	0	0	0
18 -	0	0	0	0	0	0	0	0	0
19 -	0	0	0	0	0	0	0	0	0
20 -	0	0	0	0	0	0	0	0	0

## Check Location, etc

Check location:	<input type="text" value="Ignore location (do not alert)"/>	▼		
Check Sublocation:	<input type="text" value="Ignore sublocation (do not alert)"/>	▼		
Check call number:	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Clear"/>
Weeding date:	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="button" value="Clear"/>	

This section can be used to check whether the scanned items are in the correct location, sublocation (or site) or within a range of call numbers. Just set the appropriate value. A message appears when an item is scanned if the item is in the wrong place.

The "weeding date" can be used to delete items that have not been borrowed since the entered date.

## Set Location, etc.

When scanning	force all items to have the following...	
Change item type to:	<input type="text" value="Do not change"/>	▼
Change location to:	<input type="text" value="Do not change"/>	▼
Change Sublocation to:	<input type="text" value="Do not change"/>	▼

This option is rarely used and should only be used with caution.

When an item is scanned, it forces the item to have the specified item type, location or sublocation. It does not check to see if it is correct beforehand.

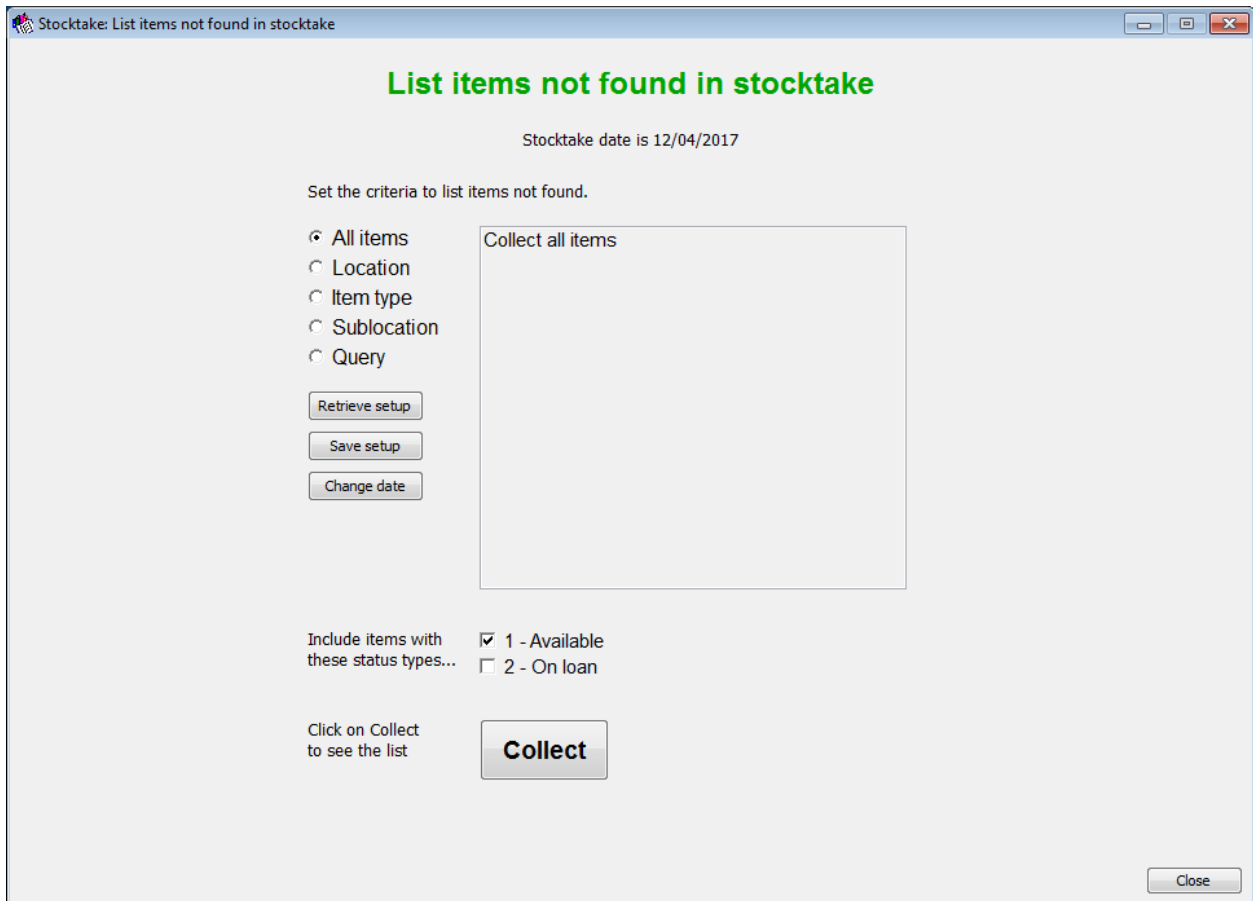
This option makes it possible to reorganize items into different locations by scanning. (That can also be done in Global Change in Cataloguing.)

Because this is a brute-force action without checking, mistakes can easily be made.

# List items Not Found



After scanning all or part of the collection, the next step is to obtain a printout of all the items that are *potentially missing*. These are items not found during scanning.



Use the controls above to select the part of the collection being checked. This can be the entire database, by locations, by item types, by sublocations or by a query.

Make sure the Stocktake date is the date scanning began. If not, click on the date shown and enter the correct date.

Normally, only status1 – Available is ticked but status 2 can be chosen if items on loan are to be included.

Click Collect.

Note: this stage is optional. It is possible to skip directly to Finish.

Stocktake: review

### Items not found

Item	Title	Call number	Status	Type	Location	Loan date	Last scanned	Cost
1002	Green Fingers	BF Rod *	1 Available	Bridging Fict...	Library	25/03/2014	02/05/2013	7.95
1007	Lester and Clyde (Happy 21st Birthday)	PIC A823 Les	1 Available	Picture	Library Admin	25/03/2014	26/11/2010	10.00
1008	The Prince of Egypt	CD 221 Pri	1 Available	Audio CD R...	Library Admin	25/03/2014	26/11/2010	29.95
1011	Through Heaven's Eyes	J221.12 Thr	1 Available	Junior Non...	Library	25/03/2014	28/11/2012	19.95
1013	Outline Maps of Canberra, A.C.T. and Tasmania	TR 912.07 Ley	1 Available	Teacher Re...	Library Admin	25/03/2014	26/11/2010	59.00
1016	Mission: Australia	KIT 575.07 MIS	1 Available	Kit multi item...	Library Admin	25/03/2014	19/11/2010	0.00
1022	How The Telephone Works	J621.385 DEM	1 Available	Junior Non...	Library	25/03/2014	05/06/2013	16.95
1023	Writing Movies	808.23 WAT	1 Available	Non-Fiction	Library	25/03/2014	04/12/2012	16.95
1025	Communication Technologies	302.2 DEM	1 Available	Non-Fiction	Library	25/03/2014	28/11/2012	16.95
1026	Electricity and Magnetism	537.078 Tay	1 Available	Non-Fiction	Library	25/03/2014	04/12/2012	25.95
1027	Magnetism	538.078 ROB	1 Available	Non-Fiction	Library	25/03/2014	04/12/2012	14.95
1028	Communications	384 HAW	1 Available	Non-Fiction	Library	25/03/2014	29/11/2012	13.95
1033	Who's Hiding?	J574.5 Can	1 Available	Junior Non...	Library	25/03/2014	04/12/2012	6.99
1045	Microsoft Technology (ToolKit for K-12 Schools)	SW 005 MIC	1 Available	Computer S...	Library Admin	25/03/2014	26/11/2010	
1047	With One White Wing	J811 SPI	1 Available	Junior Non...	Library	25/03/2014	04/12/2012	9.95
1049	Holy Bible	ARCH 220 Hol	1 Available	Archive Coll...	Library	25/03/2014	04/12/2012	30.00

10,977 items not found in stocktake

Items not found during stocktaking are displayed in the list. Note: these items are not officially missing until stocktaking is finished with "Finish stocktake". See below.

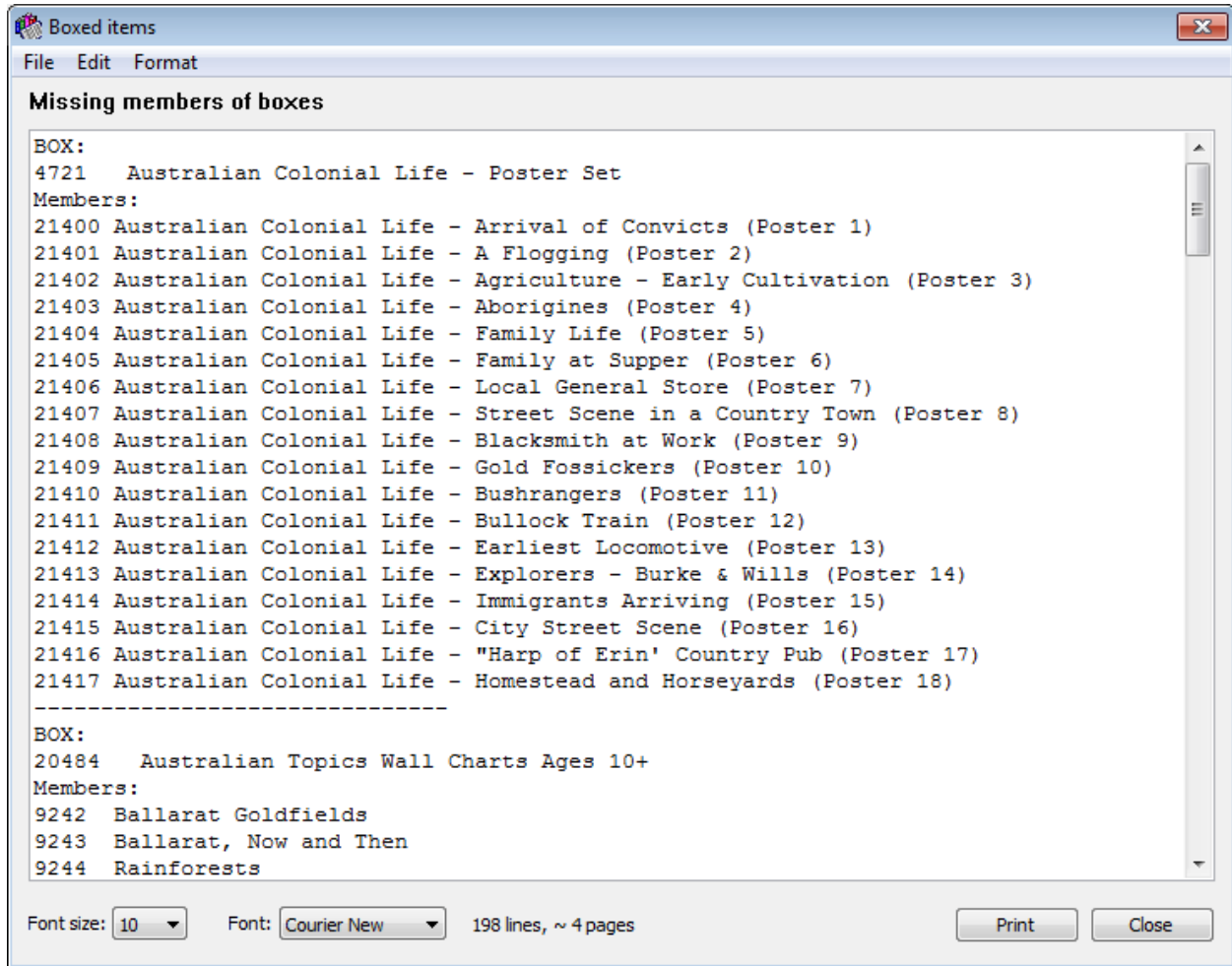
Highlight an item and click on this button to be able to edit its cataloguing details.

All highlighted items are removed from the list. They are not declared lost and their.

Exports the list as a Tab-delimited text file suitable for opening in Excel.

List box members

Shows the missing contents of boxes in the missing items list.



Print list

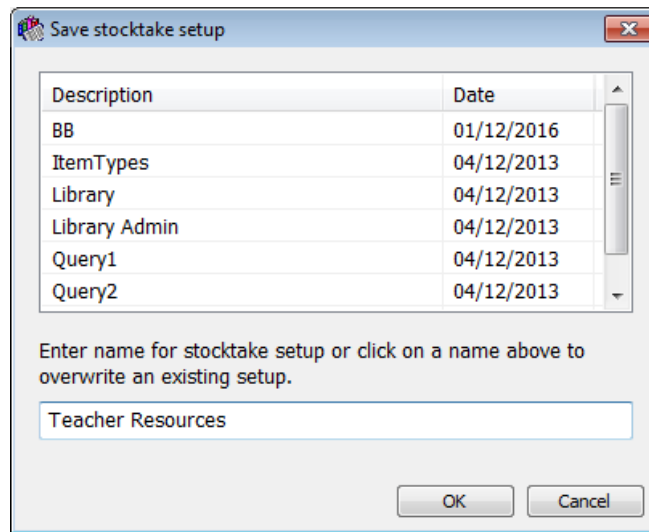
This prints the list of items not found.

After printing the list, you can choose to chase up any of the items.

## Stocktake Setups

Criteria can be saved and retrieved for re-use. This is called a "stocktake setup".

When a criteria has been set, and before the Collect button is pressed, click on *Save setup*.

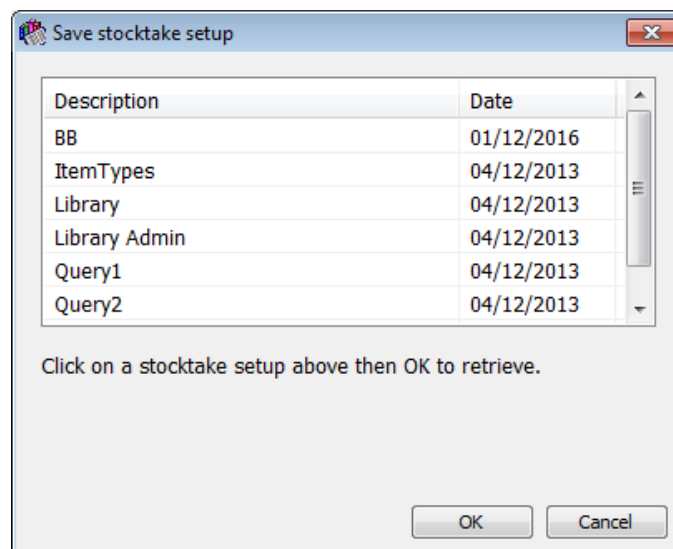


Type a description of the criteria and click OK to save it.

If the criteria is already in the list, click on it to select and re-save with changes.

The stocktake date is also saved and is adjusted when a setup is retrieved.

To retrieve a previously saved criteria setup, click on *Retrieve setup*.



Highlight and click OK.

Saving criteria can be a quick way to re-use particular stocktake configurations.

# Finish Stocktake



A stocktake is finalized when the items not found are formally declared as "Lost" or "Missing".

This is done by assigning them a special status.

You create the status.

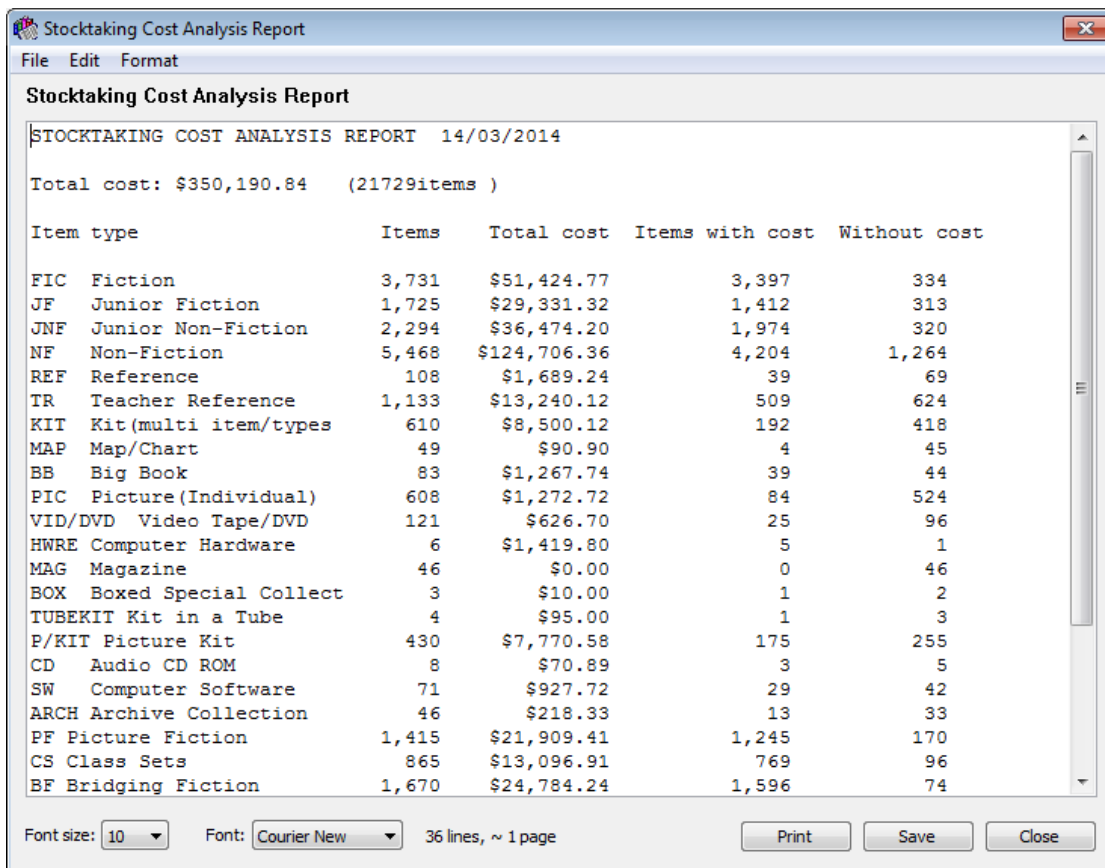
The screenshot shows a software window titled "Stocktake: Finish stocktake". The main heading is "Finish stocktake" in green. Below it, the text "Stocktake date is 04/12/2013" is displayed. A section titled "Set the criteria to list items not found." contains several radio buttons: "All items", "Location" (selected), "Item type", "Sublocation", and "Query". To the right of these is a table with the heading "Locations" and a list of items: "Library", "Library Admin" (checked), "Staffroom", and "Website". There are "All" and "Clear" buttons to the right of the table. Below the radio buttons are three buttons: "Retrieve setup", "Save setup", and "Change date". Underneath these is the text "Library Admin". At the bottom left, there is a section "Include items with these status types..." with two checkboxes: "1 - Available" (checked) and "2 - On loan". Below this is the text "Click on Collect to see the list" and a large "Collect" button. A "Close" button is located in the bottom right corner of the window.

Use the same search criteria that was used to list the items not found.

## Cost of Items Not Found report

### Cost of items not found

A useful report is the Cost Analysis Summary. This generates a simple report showing the cost of missing items in item type categories.



Stocktaking Cost Analysis Report

STOCKTAKING COST ANALYSIS REPORT 14/03/2014

Total cost: \$350,190.84 (21729items )

Item type	Items	Total cost	Items with cost	Without cost
FIC Fiction	3,731	\$51,424.77	3,397	334
JF Junior Fiction	1,725	\$29,331.32	1,412	313
JNF Junior Non-Fiction	2,294	\$36,474.20	1,974	320
NF Non-Fiction	5,468	\$124,706.36	4,204	1,264
REF Reference	108	\$1,689.24	39	69
TR Teacher Reference	1,133	\$13,240.12	509	624
KIT Kit (multi item/types)	610	\$8,500.12	192	418
MAP Map/Chart	49	\$90.90	4	45
BB Big Book	83	\$1,267.74	39	44
PIC Picture (Individual)	608	\$1,272.72	84	524
VID/DVD Video Tape/DVD	121	\$626.70	25	96
HWRE Computer Hardware	6	\$1,419.80	5	1
MAG Magazine	46	\$0.00	0	46
BOX Boxed Special Collect	3	\$10.00	1	2
TUBEKIT Kit in a Tube	4	\$95.00	1	3
P/KIT Picture Kit	430	\$7,770.58	175	255
CD Audio CD ROM	8	\$70.89	3	5
SW Computer Software	71	\$927.72	29	42
ARCH Archive Collection	46	\$218.33	13	33
PF Picture Fiction	1,415	\$21,909.41	1,245	170
CS Class Sets	865	\$13,096.91	769	96
BF Bridging Fiction	1,670	\$24,784.24	1,596	74

Font size: 10 Font: Courier New 36 lines, ~ 1 page

Print Save Close

Printing this out before assigning a missing status is very useful.

## Assign Missing Status to Finish Stocktake

### Assign missing status to finish stocktake

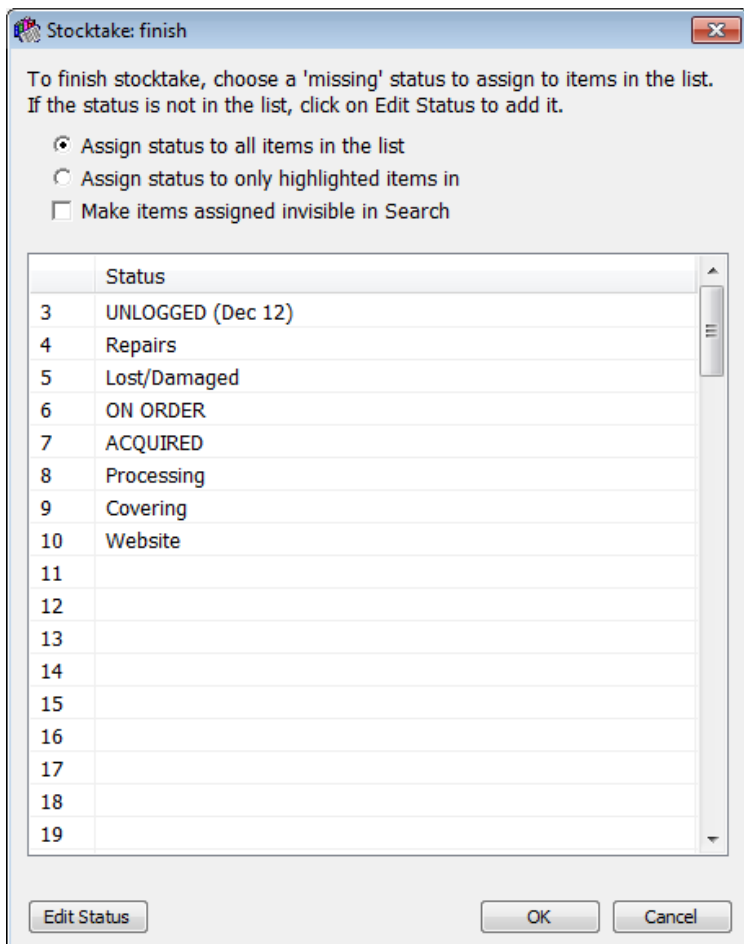
This is the very last step!

It formally declares the not-found items as missing.

Items are not officially declared missing until they are assigned an appropriate status.

Click on the *Finish Stocktake* button.





If you do not want the items to be flagged as missing to appear in searches, place a tick next to "Make items assigned invisible in Search". Without this marked, the items will still appear in search results.

Next, click on the status to be assigned.

Lost or Missing Status's can match the year and area being inventoried. Examples:

- 8 – Missing 2014
- 12 – Stocktaking 2017
- 15 – Lost 2014 Non-Fiction

Or they can be just a simple "Lost" or anything else that suits.

If the status required is not in the list, click on *Edit Status* and add it to the status types list.

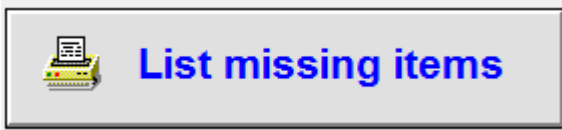
Then highlight and click OK.

Note: multiple entries in the missing items list can be highlighted in the regular way – hold down Shift or Ctrl and click. This allows selected items in the list to have their status changed while others are left as is. Be sure to click on the correct radiobutton at the top!

**This step completes the Stocktake.**

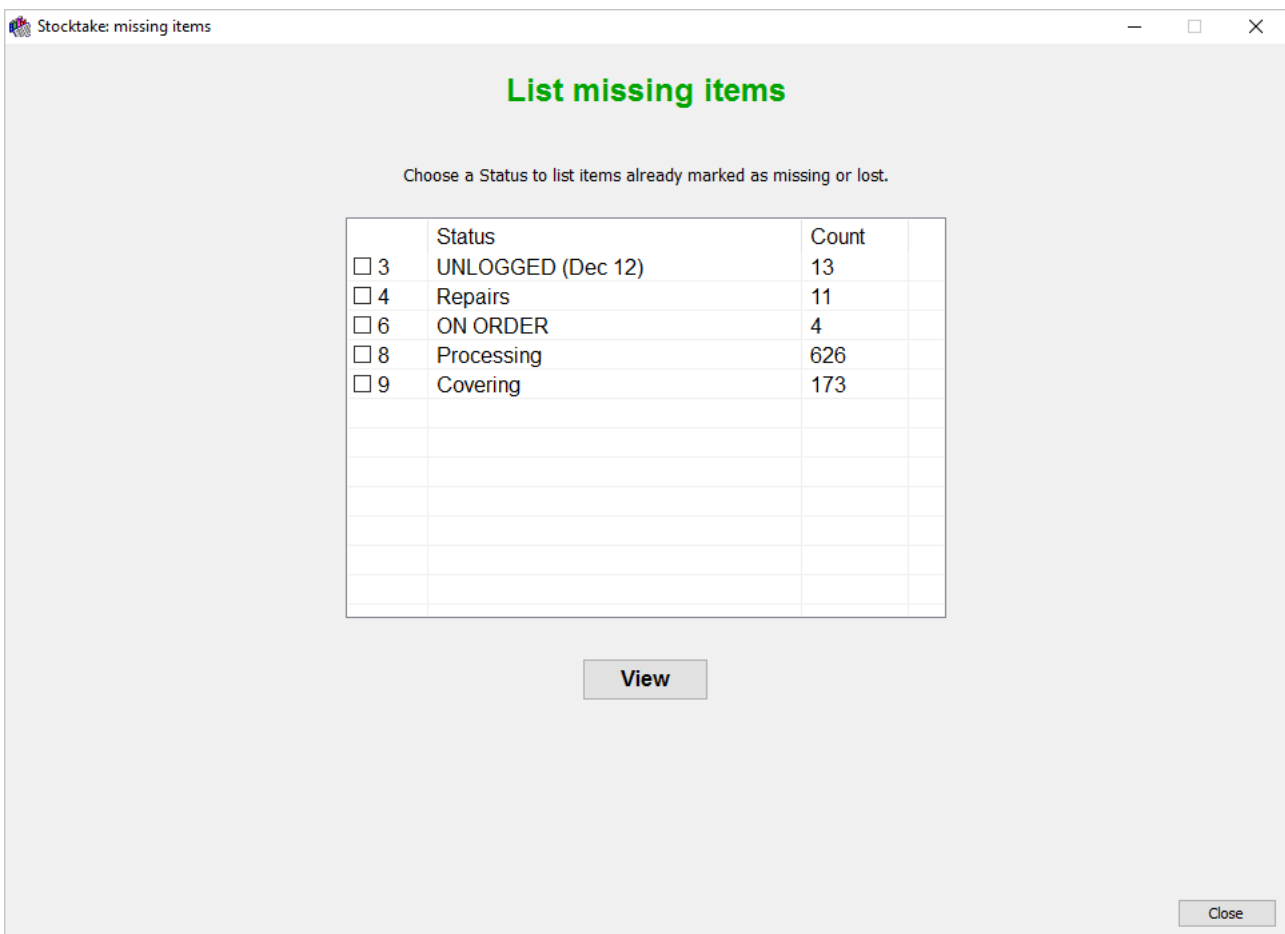
Note: items flagged as lost or missing are also hidden from searching. They do not appear in search results except in Reports queries. These items can be made visible by either setting a tick next to "Visible in search" in Add/Edit Items (and save) or by returning the item to change its status.

# List Missing Items



List Missing Items produces a list of items *already declared as missing or lost* by having a special status assigned. These items can be mass deleted or made visible in searches if they were previously hidden.

This is not a list of the possible items not found during the current stocktake. That is dealt with in the "Items not found" section above. This is a list of items already flagged as missing.



Tick the status to be viewed and click View. More than one can be marked at the same time.

Stocktake: missing items

### List missing or lost items

View/Edit Remove Print Export

Item	Title	Call number	Status	Type	Location	Loan date	Last scanned	Cost	Borr
5002	Parvana : Book 1 - Parvana	F Ell *	3 UNLOG...	Fiction	Library	25/03/2014	20/02/2013	0.00	228
8042	Detective Stories	F Det	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	16.95	
20340	Danger	F Har	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	8.00	
22200	The Palace of Laughter	F Ber	3 UNLOG...	Fiction	Library	25/03/2014	05/12/2012	14.95	
24319	Are you There, God? It's me, Margaret	SF Blu	3 UNLOG...	Senior Fiction	Library	25/03/2014	05/12/2012	12.95	
24429	Snowidea	F Fly	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	14.95	369
25716	Scorched Bone : Book 1	F For	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	16.95	
26589	The Wright 3	F Bal	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	15.99	
28701	The Calder Game	F Bal	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	17.99	284
29147	Fudge-a-Mania	F Blu	3 UNLOG...	Fiction	Library	25/03/2014	20/06/2013	12.95	166
30676	My Brother's a Snotrocket	F Kil	3 UNLOG...	Fiction	Library	25/03/2014	06/12/2012	14.95	438
32018	Mordred : Book 3 - The Dragons	F Tho *	3 UNLOG...	Fiction	Library	25/03/2014	16/05/2013	15.95	462
33078	The Storm Makers	F Smi	3 UNLOG...	Fiction	Library	25/03/2014	16/05/2013	12.99	

13 items in list

Delete Visible Close

Delete is used to write off the items listed. It mass deletes the items from the catalogue.

Visible marks all the items as "visible in Search". When assigning a lost or missing status, Bookmark can optionally hide these from Search. If they need to be seen, the Visible function can undo that operation but keep the items with their current status.