



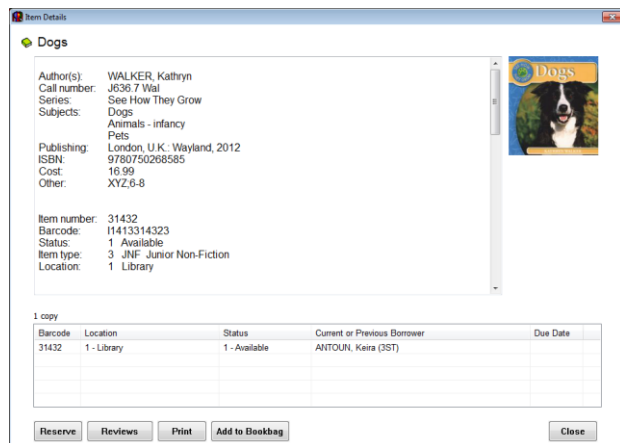
# BOOKMARK FACT SHEET

## Book Covers and Item Images

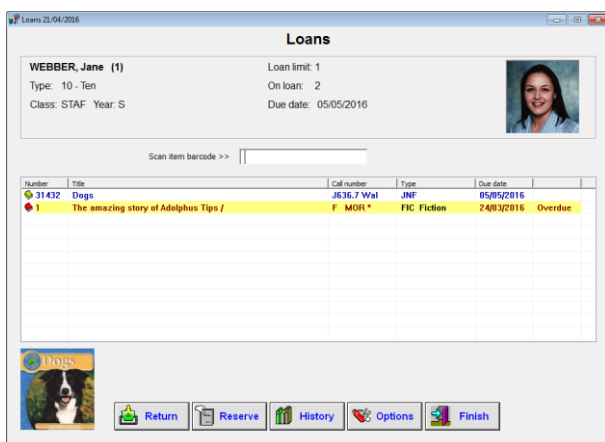
October 2017



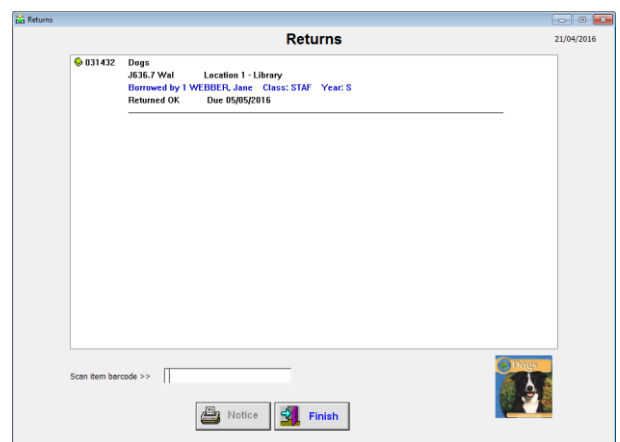
List of titles from a search



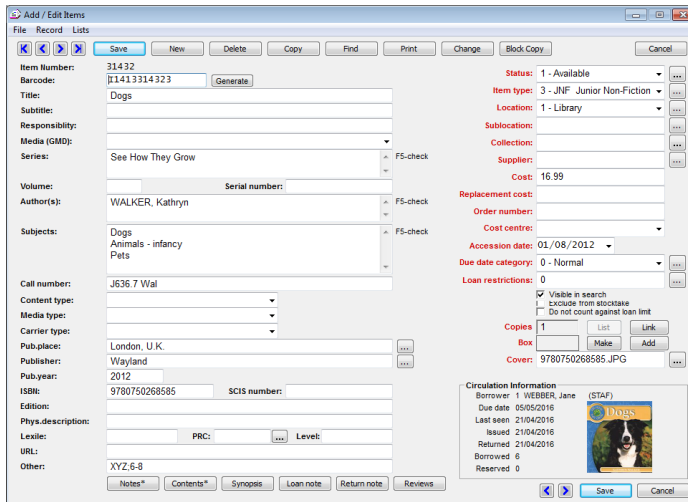
Item details



When an item is borrowed



When an item is returned



## In Cataloguing AddEdit Items

Images can also be included on Overdue notices, letters and other printouts.

The image files are stored in the Covers folder in Bookmark's location. (**NOT** the Images folder. This is reserved for graphics for the rest of the program.)

Even though they are referred to as "book covers" the image can be a photograph of a kit or any other image related to an item.

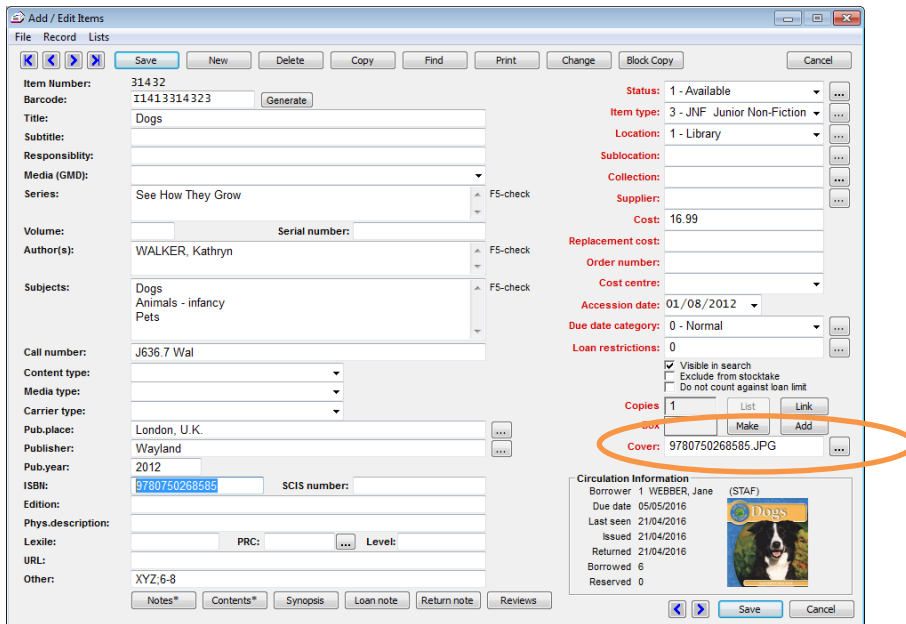
### Individual covers – Filenames

The filename of the cover image file is normally the ISBN of the book – e.g. 9780750268585 along with the image filetype extension – which can be bmp, jpg, jpeg, png or gif.

The size of the image is not important as Bookmark automatically resizes.

### What if the item does not have an ISBN or the filename is not an ISBN?

No worries. In AddEdit Items, enter the filename in Covers field in Cataloguing – e.g. for *skedaddled.gif* – or on the ISBN line. Better: use the button to open the image. The picture will be copied into the Covers folder automatically.



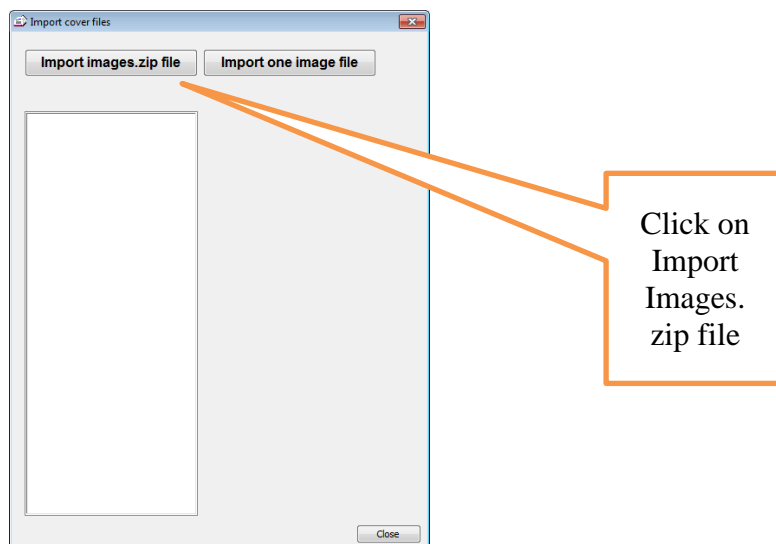
### Obtaining covers for new books from SCIS

A good source of covers for schools is SCIS, The Schools Cataloguing Information Service, which is part of Education Services Australia. A subscription is required to access this service. Images are included in the standard zip file. The images are automatically extracted during data import. (For further information on creating SCIS orders, go to the Help files for SCIS or ring 1800 337 405.)

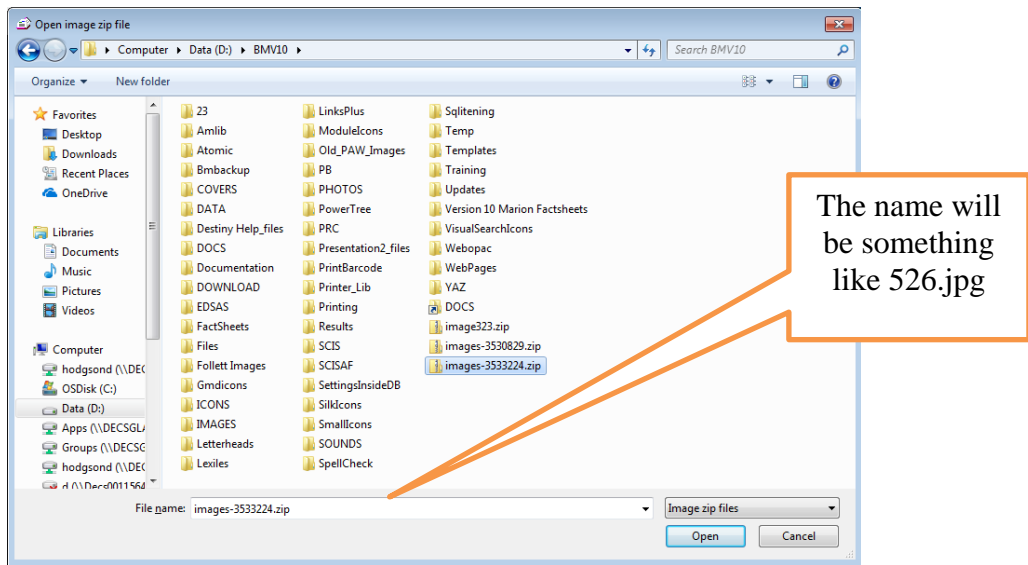
### Extracting the covers into Bookmark

The book cover images stored in the SCIS zip files (or other zip files) can be extracted independent of the cataloguing data.

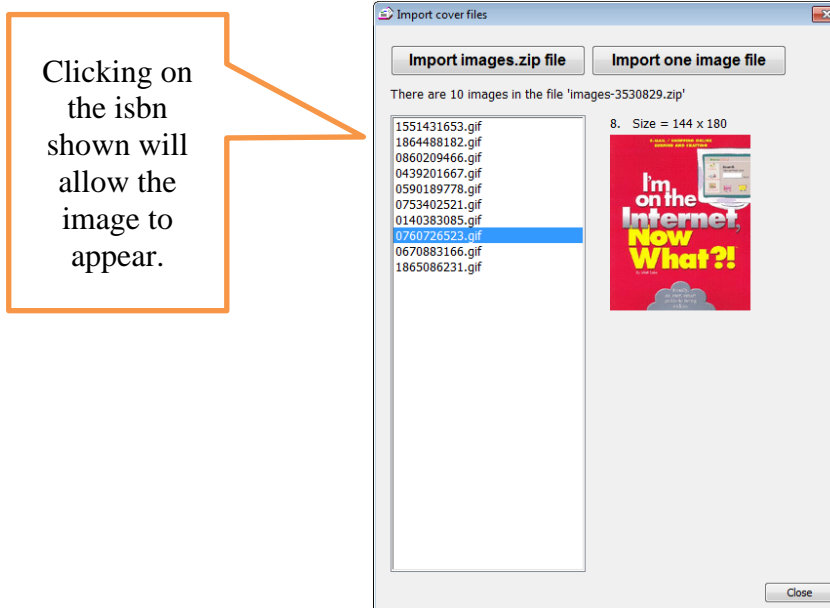
Go to Cataloguing, Import item data. Choose 3- Import covers.



Use the file requester to locate and open the zip file.



Click open. All covers in the file are "unzipped" and copied into the Covers Folder in Bookmark.



### Downloading covers from other sources

Book cover images can be downloaded from other sources. Just name the file with the ISBN and save to the Covers folder. If the filename cannot be an ISBN, then enter the image's filename on the Covers field in AddEdit Items and save.

The *Import One Image File* option can be used to save the image to the correct place in Bookmark. It does not require a zip file. Or use the ... button in AddEdit next to Cover.

## Downloading Covers from CPAC

Bookmark's online CPAC search system has thousands of cover images available. These can be downloaded into your system. Downloading covers from CPAC is an easy fast way to get started.

Go to Cataloguing then Covers/Images.

Click on the button *Download from CPAC*.

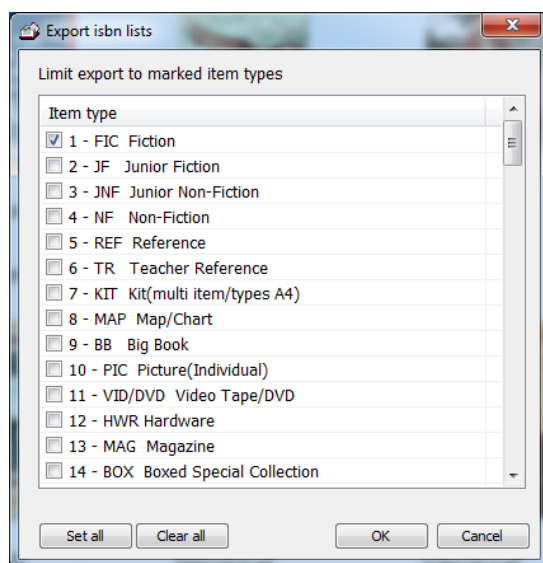
Bookmark prepares by collecting a list of ISBNs with no covers. It then downloads images for each of these. The time required depends on the number of images and the Internet speed.

## Downloading covers from SCIS for books already catalogued

Bookmark includes a system for back ordering covers from SCIS for items already catalogued.

Go to Cataloguing / Covers & Images.

Click on the *Mass Order Images from SCIS* button.



Mark the item types to investigate and press Ok.

Tell it where to save the files. This can be a special folder, a flashdrive, anywhere as long as you know where the location is.

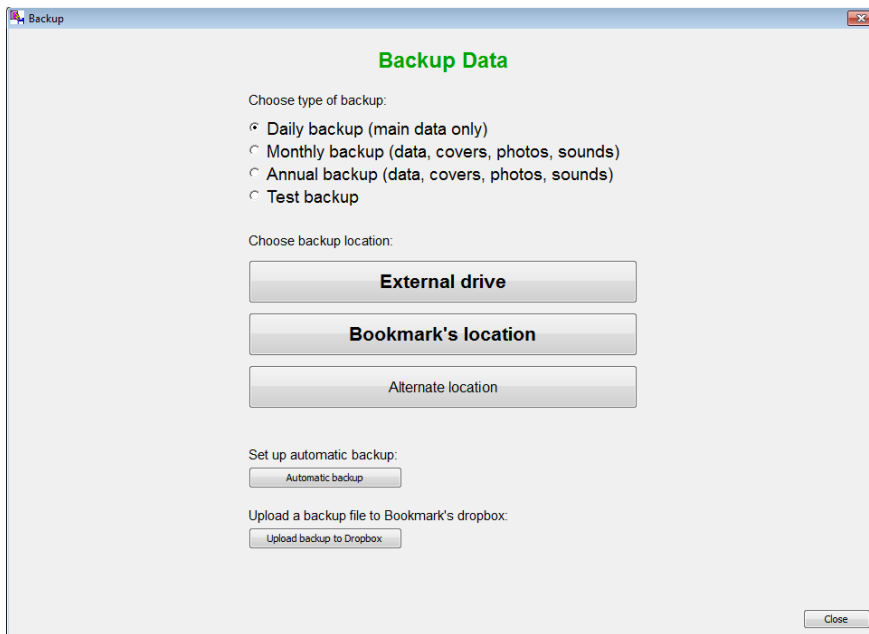
Bookmark generates a series of text files containing the ISBNs of items without covers. The filenames are isbn1.txt, isbn2.txt, isbn3.txt, etc.

These files can then be uploaded to SCIS, one at a time, and the covers imported 1 by 1 in to Bookmark. Note: the files will also contain cataloguing data but this can be ignored by using the Import Covers facility.

## Backing up

Having spent a lot of time setting this up, it would be sad to have to repeat the exercise because it wasn't backed up.

Bookmark provides for "Regular" and "Big" backups.



Regular backups do not include covers and images. Big backups do.