



## BOOKMARK FACT SHEET

### Ordering Barcodes

April 2016

Bookmark is able to print barcode labels but many users find it convenient to order professionally printed labels, especially for items.

A range of numbers can be ordered (use the form at the end of this document to do that) or "replacement" labels can be ordered to replace deleted or unused numbers.

To order replacement labels, it is easiest to generate a file of these labels. Bookmark can do this. Go to Cataloguing/Labels/Order barcode labels.

**Order Barcode Labels**

Barcode type: 11 characters Standard

Barcode template: T SSSS NNNNN C

Site ID: 1413

Barcode type identifier: I

Order for:  Unused barcodes  
 All barcodes in range

Start number: 1

End number: 38999

Highest used number 38999

Maximum number of labels to order: 10000

OK Cancel

Make sure the Barcode type, Barcode template, Site ID and Barcode type identifier are correct for the type of labels you are using. (If in doubt, contact the Help Desk.) The Barcode Label Settings page in Controls specifies the general type of labels, even if you have more than one type.

Each library system has its own configuration of barcode labels. Many Bookmark users have migrated from other systems and should continue to use the original configuration.

Standard "Bookmark" type labels are 11 characters long. Borrowers begin with a B and Items with an I. The site ID comes next, followed by the 5-digit record number. A checksum value ends.

Do not use different identifiers (letters) for different types of media. *Stick to one value for all items.*

## Ordering barcode labels

### Professionally Printed barcode labels

Barcode labels for use with Bookmark can be ordered from the suppliers listed below. Contact them for exact pricing. On average, labels cost approximately 5c each plus GST and postage. Actual costs vary with the quantity ordered and the supplier

#### Dataman Barcode Systems

Website: <http://www.datamanbarcode.com.au>

Location: Happy Valley, South Australia

**phone:** 08 8322 7675

**fax:** 08 8322 7288

**email:** [mail@datamanbarcode.com.au](mailto:mail@datamanbarcode.com.au)

**ABN:** 9232 4068 116

**Contact:** Gian Young

There is no minimum quantity for an order.

#### ABnote (formerly Leigh-Mardon Graphics)

Website: <http://www.abnote.com.au>

Head Office: Victoria

**phone:** 03 9556 8111

**fax:** 03 9553 1740

**ABN:** 2507 2977 292 (prefer postal/fax orders)

**Contact:** Trish Mason

The minimum quantity in an order from ABnote is 3,000 labels.

A charge for 3,000 labels is made even if the order is less than that quantity.

The order form at the bottom can be used to fax to the suppliers if you are ordering a range of numbers – e.g. 10,200 to 13,999. Alternately send the file of replacement labels to the supplier.

### Blank Barcode labels - Print Your Own Labels

Bookmark can print item and borrower labels. Blank stick-on labels can be used.

Please send order directly to the listed supplier below

Dataman Barcode Systems	TL44	4 x 11	100 sheets per box. (4400)
	TL6	44 x 16	100 sheets per box. (6400)

<b>Label Line</b>	049	4 x 11	100 sheets per box. (4400)
ABN: 38 087 995 140	053	4 x 14	100 sheets per box (6400)
Fax: 1800 000 612			
email: <a href="mailto:info@labelline.com.au">info@labelline.com.au</a>			website: <a href="http://www.labelline.com.au">www.labelline.com.au</a>

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**email**  
[decd.bookmark@sa.gov.au](mailto:decd.bookmark@sa.gov.au)

**website**  
<http://bookmark.central.sa.edu.au/>

# Bookmark Barcode Labels Order Form

Please supply to:

Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone no: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Person responsible: \_\_\_\_\_

Label Header (what appears above the stripes)

\_\_\_\_\_

Site ID code (4 digit or 4 letter school no or code, appears on each label) \_\_\_\_\_

Range of numbers of *Borrower* barcode labels      From \_\_\_\_\_ To \_\_\_\_\_

Range of numbers of Item barcode labels      From \_\_\_\_\_ To \_\_\_\_\_

**Total number of barcode labels ordered:** \_\_\_\_\_

**Value: \$** \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Note: if your barcodes are not the 11-character standard size, please indicate below the length required – e.g. 12, 14, etc.**