



Government of South Australia
Department for Education

BOOKMARK
IT Services
14th Floor R11/41
Education Centre
31 Flinders Street
Adelaide SA 5000

GPO Box 1152
Adelaide SA 5001
DX56404

Tel 08 8226 1541
Fax 08 8410 2856

BOOKMARK FACT SHEET

Premier's Reading Challenge

May 2017

Bookmark can compare the contents of your library against the Premier's Reading Challenge (PRC) book list. During the comparison, Bookmark can "tag" items – e.g. mark them so they are easily spotted in searches. It does this by adding an asterisk to the end of the call number, and fills in the PRC field with the level. It also adds the term PRC to the search list so items can be searched by the key word PRC.

You can also use it to generate a list of books you do not have which are on the book list.

If catalogued books have titles too different to that in the book list, Bookmark may not be able to identify them. See NOTE at the end of this factsheet.

Please read the manual before doing anything. Refer to page 123 of the Cataloguing manual in Bookmark.

A backup is recommended before starting.

Step 1

Go to Controls, General Controls and choose the relevant "PRC active" for your state from the dropdown list.

The screenshot shows the 'General Controls' dialog box with the following sections and settings:

- Site details:** Site name: Bookmark Valley School; Address: 8401 Frederick Place, Edmonds WA; Postcode: 98020; Phone: PR8-7013; Email: library@bookmark.edu.au
- Backups:** Reminder: Display backup reminder message when leaving; Monthly: Perform automatic backup at the start of every month; Daily: Perform automatic backup at the start of every day
- Appearance:** Modules: Allow many modules open at the same time; Open: Allow many Main Menus open at the same time; Requester: Use older style (XP) file requester; Main menu: Large window multi-coloured buttons style; Colours: Set Background Colours
- Database:** Automatically check for new version; Display database errors
- Internet:** Website: https://www.decd.sa.gov.au/sites-and-; Files: http://bookmark.central.sa.edu.au/
- Cataloguing:** Call numbers: Allow Mixed Case; Subjects: Allow Mixed Case; Authors: Force surname to UPPER case; Sublocation or Site: Sublocation; Collection or Genre: Genre; Cost field heading: Display in AddEdit Items as Cost; PRC: South Australian PRC active (highlighted); Use type-ahead text in dropdown lists; Show item type code in dropdown list in AddEdit
- Start of day:** Start of day process: Do not show start of day dialog; Due date alert: Display alert for expired due dates
- Printing:** Printing: Use Simple printer dialog
- Stocktaking:** Stocktaking: Stocktaking sounds
- Email:** Email: Email settings
- Registration:** Registration: Register code

A 'Close' button is located at the bottom right of the dialog box.

This tick activates PRC system in Bookmark.
It will then show the Premier's Reading Challenge button in Cataloguing, Item Reports.



Step 2

Bookmark itself does not contain the PRC book list data. That has to be downloaded from the Internet and installed. There are two methods that can be used to do this:

Method 1 (easiest)

Bookmark can automatically download the book list from the Internet if the school network is configured to allow it.

This is by far the easiest method.

Technical: To allow this, the school's network proxy server should be set by the IT person to allow access to the website: bookmark.central.sa.edu.au (no www at the front). This is a "one off" operation. (It also affects the ease with which Bookmark 10 can be updated, too, allowing the one-step update method, so it is well worth doing.)

With this set up, Bookmark 10 will automatically check for and download updated PRC book lists.

Method 2 (similar to using SCIS)

If the proxy server cannot be set to allow access to the websites, the PRC book list file can be manually downloaded and installed.

For South Australia only: Go to <http://bookmark.central.sa.edu.au/Listmaker/>
Right click on the link "Download Latest PRC Booklist". Save the file.

For Victoria and New South Wales, go to <http://bookmark.central.sa.edu.au/prc/>
Right click on the relevant link and select Save Target (or Link) As to save the file.

(Note for Victoria, it is also possible to extract the data from the All Year Levels spreadsheet list. Open the spreadsheet and save as a text (tab-delimited) text file.)

Click on the **Update** button and use the file requester to locate the file and open it to install.

When the list has been installed, everything in it is first displayed.

Step 3

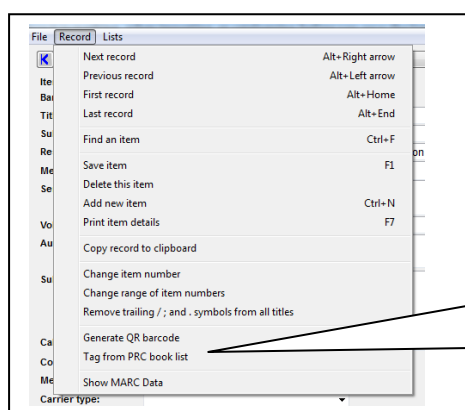
Click on the *Compare* button to compare the Bookmark database against the PRC book list. Follow instructions in the manuals.

When comparing is done, please check to make sure it works. (Look in the series authority file to see how many it marked).

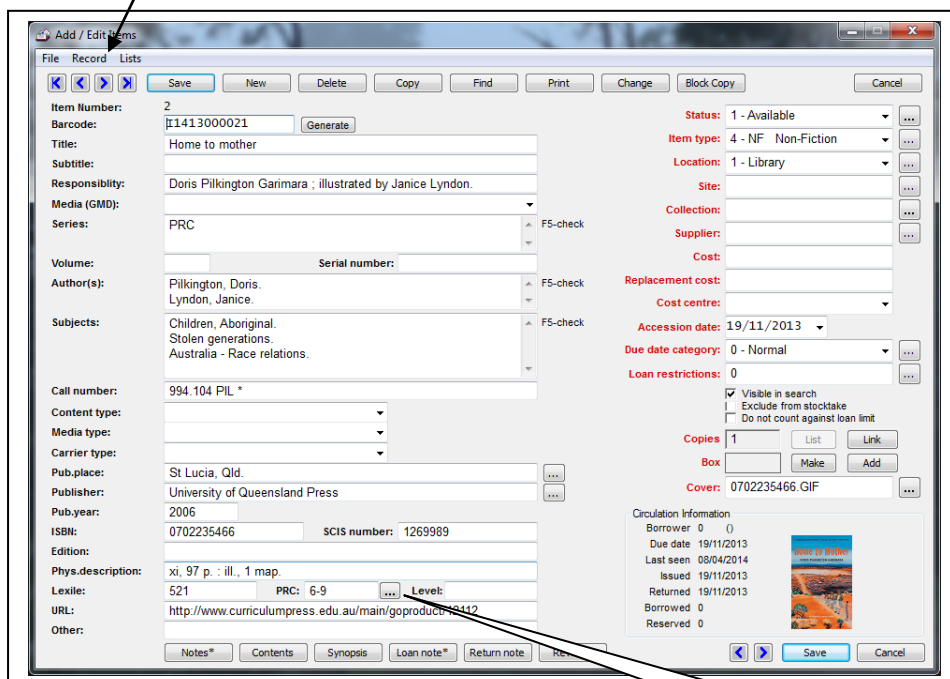
Remember, if the title is too different to what is in the PRC book list, it will not be matched. (See note on the end of this factsheet.)

Cataloguing new books

Once it is working, new books can be tagged when importing or cataloguing. It should be done before saving the items. Bookmark may automatically tag an item when importing from SCIS.



One way:
Press here
to tag
book.



The easier way.
Press this button to
tag PRC books.

1. Press the button next to PRC to check the PRClst. **OR**
2. Go to Record in the top left corner and choose tag from PRC list to tag it.it will bring up a box saying unable to tag if the book is not in the list.

When importing, it will check and add the level to the PRC field. When cataloguing and importing it will automatically add when saving.

Updating the book list

Bookmark will automatically do this when you open the PRC book list screen if it is able to download directly from the Internet. If not, check the PRC website periodically, then follow method 2 instructions.

If your system does allow online access when a new booklist is issued a note will appear when you open Bookmark. Go to Cataloguing, List and open PRC button and it will automatically update. You will then have to compare to retag the books.

NOTE: Bookmark automatically removes all tagging when comparing and re-tagging. This is to remove tags against items that are no longer in the book list.

You can note special items for which you do not want tagging removed. To do this, just put the letters PRC anywhere in the Other field. This tells Bookmark not to remove tagging.