



BOOKMARK FACT SHEET

So You Want to Make a Resource List?

April 2015

Resource Lists are lists of items that can be viewed. They are collected from searches and arranged into named lists.

Three types of resource lists are available:

- A *Private list* is only available to the borrower who created it.
- A *Public list* can be accessed from the Resource List icon on the Search menu and viewed by anyone.
- An *Open list* is public and allows others to add items to it as well.

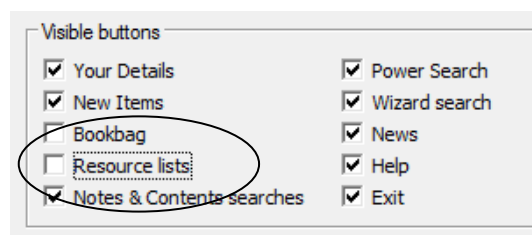
This fact sheet covers how to make up a new Resource List.

- Step 1. Check the setup to determine permissions.
- Step 2. Find the books and put them into a bookbag.
- Step 3. Create the empty list.
- Step 4. Add the items from the bookbag.
- Step 5. Save it.

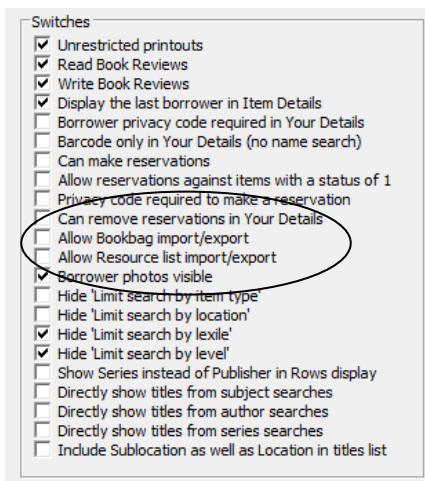
Step 1. Check setup

Before you start, the librarian has to

- Set the permissions that allow you to make booklists in the Controls / Search Controls / Resource list controls section of Bookmark
- Ensure the bookbag and resource lists buttons are visible in Controls / Search Controls / Visible buttons



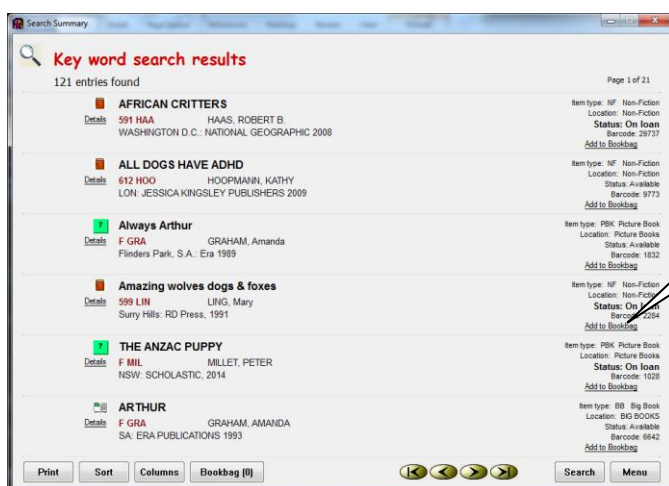
The Search Controls switches should also be set to import/export from the Bookbag.



Step 2. Find resources

Find the books and other items (which can include websites and electronic resources) by searching in the normal way and on the results screen click on Add to Bookbag to generate an initial list.

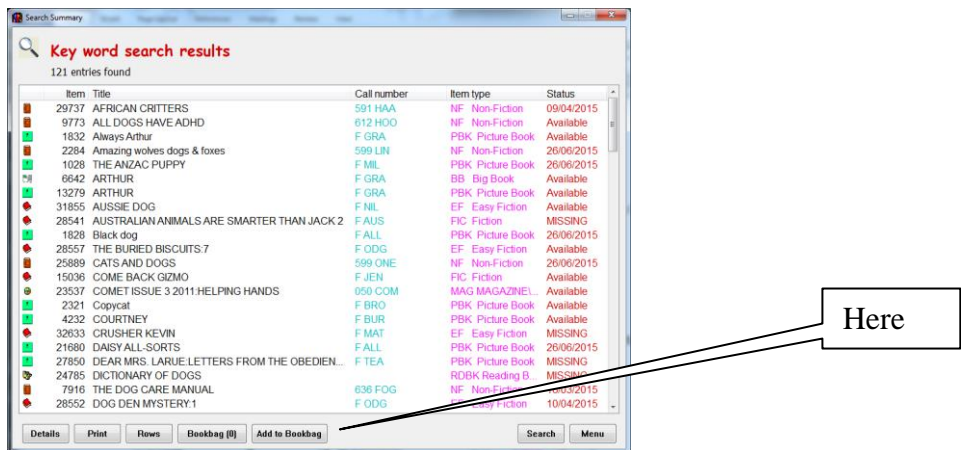
In *rows format* it is on the right hand side of the screen.



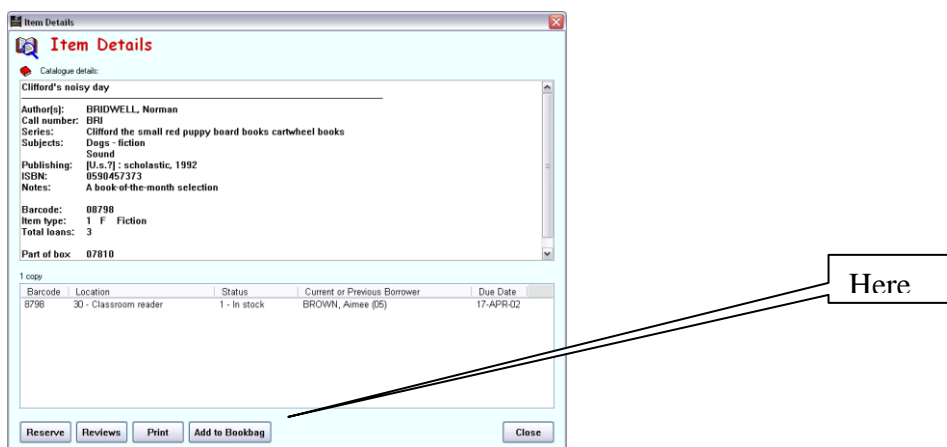
here

It shows how many items are in the bookbag

In *columns format* highlight the item and click add to bookbag.



If in Details, click on Add to bookbag.



The items are accumulated inside the computer's "bookbag".

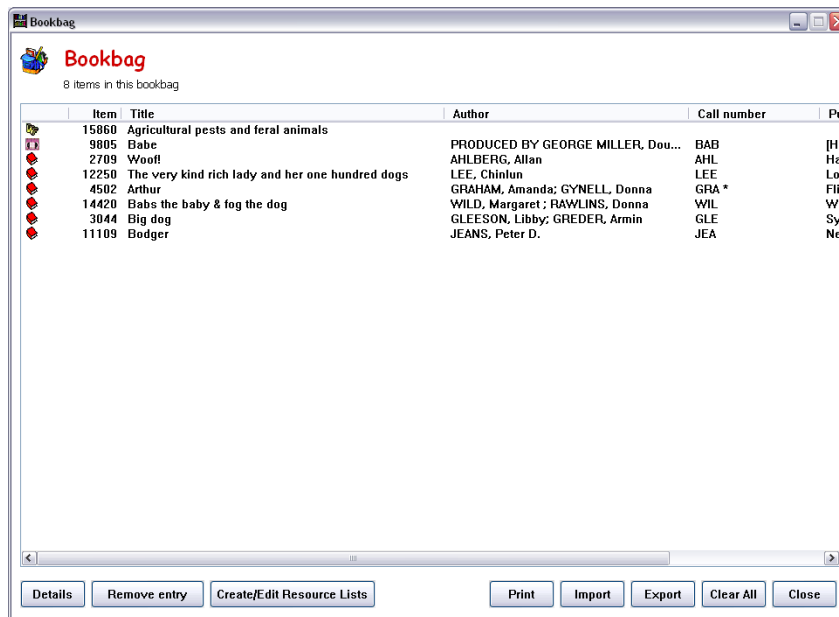
The bookbag is local to the machine on which you are working. There is a different bookbag on each machine, each quite separate. To transfer items from one to another, export the bookbag into a file from one machine to a USB flashdrive, then import it into the other bookbag on the second machine. It will be added to what is already there.

The contents of the bookbag on any machine will disappear if no keys are pressed for 30 minutes.

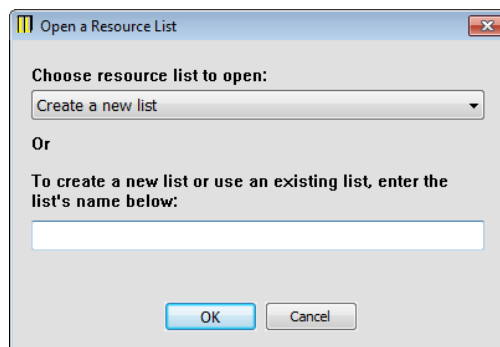
To see what is in the bookbag click on the bookbag button or go back to the main menu bookbag button.

Step 3. Create the empty resource list

Once looking at the bookbag you can edit your list.



Press the button Create/edit resource list to generate the list.

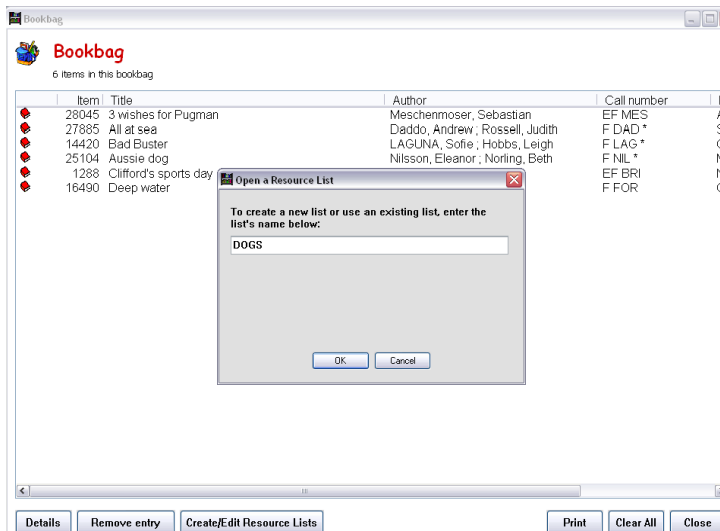


If you click on choose resource list to open, it will show you what lists already exist or allow you to create new list by typing in the list name box.

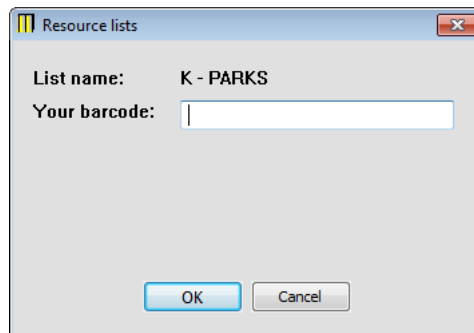
You cannot use the same title as someone else's list.

Type in the name you want to give your list and press enter. It will check for duplication and make sure that is what is required.

Note: at this stage, the name is not necessarily the one visible to others. It is a name given by you for the purposes of filing and identifying the list.



Pressing ok will say “List does not exist. Create it?” Yes then brings up a box asking for more detail to personalise the list.

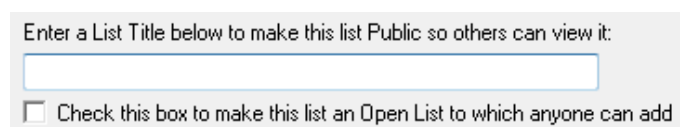


Either type in the significant digits of your barcode or scan it.

Step 4. Add resources to list

Add from Bookbag to insert the selected items into your new Resource List. You can also import a previous list from a file. Resource Lists are included in backups but I would also suggest exporting it (as a text file) to save it as well, just in case the list is deleted without your knowledge. That way you can reinstate it next year, and revise it.

In the top tight hand corner you need to decide on the type of list, private, public or open.



A private list is not visible to the other users. No one except the lists' creator (barcode) can see it. That way you can work on a list over a period of time, before releasing it for general viewing.

A public list is complete and may be accessed by any user. Just give the list a public name.

An open list may be added to by any user, so if you want to set up a favourite booklist you can. The checkbox must be clicked to activate it as an open list.

Step 5 Store it

A rectangular button with a light blue gradient and a thin border, containing the text "Save & Close" in a bold, black, sans-serif font.

Then close the bookbag. And check in resource lists to ensure that all is well.

The librarian can manage Resources lists in Controls/Search controls/Manage resource lists.

Note: Resource Lists can be managed by library staff in Controls.