



Government of South Australia
Department for Education and
Child Development

**BOOKMARK
ICT 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

South Australian Bookmark training courses are held in Adelaide every school term.

Where: 13th floor Education Centre, 31 Flinders St, Adelaide SA 5000
Time: 9.00 am to 4.00 pm for all courses
Cost: \$200.00 per person +GST for each course (\$220.00).

Dates: for 2017

Introductory **Friday 11 August**
Friday 3 November

Advanced **Friday November 17**

Morning tea, lunch and refreshments are provided. Please advise if special dietary requirements apply. You need ID to get into the building. You or your school will be invoiced after the course. No booking fees are required. Courses are limited at a minimum of 5 and a maximum of 8 attendees. To enrol, please fill in the booking form (last page) and return it to Bookmark by fax or email.

It is advisable to separate the Introductory and Advanced courses by at least 6 months or longer.

Note: Additional courses may be scheduled if there is sufficient demand.

To book into a course, fill out the form on page 3 of this document and either fax or email it. A separate form is required for each person and course.

Book Mark Training Course

Introductory Syllabus

This course is designed for new Bookmark users, either just starting out or those coming to Bookmark from other automated library systems.

The one day course covers:

- ◆ System parameters
- ◆ Adding and editing borrower data
- ◆ Adding and editing item data
- ◆ Importing item data from SCIS and other sources
- ◆ Borrowing and returning items and reservations - Circulation
- ◆ Searching for items and borrowers - Public Access
- ◆ Making daily data backups – Utilities
- ◆ Updating Bookmark

Advanced syllabus

This course is intended for Bookmark users with at least one year's experience. It covers many of the advanced features of the system not covered in the Beginner's Course.

- ◆ Statistics reports
- ◆ Complex Borrower and Item Searches and reports
- ◆ Loanlog
- ◆ Global changes
- ◆ Authority files
- ◆ Stocktaking, managing lost items
- ◆ Search limiting, power and advanced searches, weblinks and websites
- ◆ Cataloguing websites
- ◆ Backing up
- ◆ Updating Bookmark

Car parking on the day.

Coffee available on arrival at training venue allow 10 minute to get into the building.

Public transport is easiest.

Cheapest option is to park at the Entertainment Centre at Hindmarsh for \$4.00 including tram ride to the city. Allow at least 30 mins to park and ride to the city.

Earlybird options before 8.30am apply to Grote St carpark at \$18.50 a day.

Pirie and Flinders St carparks cost between \$18.50 and \$25.00 a day at earlybird rates and more (up to \$26.00) if parking after 8.30am. The market carpark is too expensive on market days.

218 Flinders St, cost \$11.00 but is a bit of a walk, likewise 14-22 Moore St.

Have your parking coins with you.

Bookmark Training Booking Form

Please return this completed form to:

TO: DECD School Library Software Support (Bookmark)
FAX NO: 08 8410 2856
EMAIL: decd.bookmark@sa.gov.au:

Please fill in the details below and return this form. A confirmation of this booking will be returned to you a week before your attendance at the course. Please advise any special dietary considerations

Date of course:

Course: Introductory
 Advanced

(Note: use a separate form for each person and each course.)

Name and email of person attending:

Name:

Email:

Name of school/person responsible for payment of account

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(An invoice will be sent after attendance at the course.)

Address of school / person:

Phone number:

Fax number:

Email:

Address/Courier number
(optional)