CPAC

CPAC is an online search system that allows users to search data from your Bookmark database via the Internet. Users simply go online to your special CPAC URL address and see a search-entry display.

CPAC stands for "Combined Public Access Catalogue". It can be used for both individual sites and groups of sites. In ‘group site mode’, searchers can see which sites have which resources. Multiple libraries can share a common single search page, allowing users a single, simple entry point.

CPAC operates with a copy of your database, not the actual live data. Therefore your data is completely secure and cannot be altered in any way.

Your library’s database: export cataloguing data

Exported data is uploaded to CPAC database

CPAC database on remote server

Visually, CPAC consists of a set of three “pages”. These are:

- **Search page** – this is the page where users enter their search
- **Results page** – this lists the titles found by the search
- **Details page** – this lists cataloguing details of an item selected on the Results page.
Search page

CPAC requires an active Internet connection and browser program such as Internet Explorer, Firefox, Google Chrome, Safari, etc.

The Search page is used to enter a search.

The page is accessed by a URL, which may look something like: http://bookmark.central.sa.edu.au/username.htm.

The example page below may be accessed by entering the URL http://bookmark.central.sa.edu.au. Select example 1.

To conduct a search:

1. Type in the your search words on the “Search for” line – e.g. cats
2. Click on the field to choose the area to search (may be optional and defaulted)
3. Click on the “Search” button or press <enter>
The words ‘and’, ‘or’ and ‘not’ can be used between terms – e.g. energy and solar not nuclear. Words can also be truncated with an asterisk, such as dog*. This allows a “word begins with” type search.

**Results page**

The results of the search are listed on the *Results page*:

Results can be displayed as *columns* or *rows*. The above example shows the columns style.

The left column may contain *icons*. (Optional.) The “W” icon denotes catalogued websites. Clicking on the W icon causes the browser to open the website. The other icons are determined by the words contained in the Item Type description.

The next column is the *title*. This is a link (underlined). Clicking on it brings up cataloguing details about the title.

The third column shows *authors*. The first author only is displayed on this screen, although other authors may be present. These are displayed on the Details page.

The next column shows the *call number*.

The *item type* is shown next.

Finally, the number of *copies* of the title is displayed. It is blank if the entry is a website.
Displaying results in columns is the standard listing style. An alternative “rows” style is also available:

The rows style includes publishing information as well as underlined links to other related information such as author and call number. All authors are displayed. A book cover graphic can be included in the display for each item.

CPAC does not split the results into multiple pages that you have to go through, so some searches can produce very long lists. The maximum number of titles listed is 2,000. This is the limit displayed even if there are more available.
Details Page

Clicking on a title displays details about the entry:

All cataloguing details are displayed. Authors, series and subject entries are linked so they can be searched by a click. The status chart is optional. By default it is not displayed. Notes and contents are also displayed. Book reviews can be optionally included.

A “book cover graphic” may be displayed if one has been uploaded to CPAC. Once these are uploaded, they are available to all CPAC users. More details are available later in the manual about uploading book cover graphics and how they connect to the record.

The “Return to Search page” option at the top right is also optional and is normally not displayed.

After viewing details about items, use the Back control on your browser to go back to previous screens or click on the “Return to Search page” link.
Searching Multiple Sites

CPAC allows searching several databases at the same time. There are various ways this can be set out for users. One way is:

On this search page, click on a **Location** to select which database to search. The default for this page is all locations but that can be set to any single one or combinations.

The results of a multi-location search also include a **Location** column to show where the resource is located.

An alternative to select sites to search is a *drop down list* or a set of *radio buttons*. These restrict searching to one site at a time or all sites. Further, CPAC can be set up to search all sites all the time and have the locations choice omitted.
How to Set Up CPAC

Your CPAC site and database is created by the Bookmark team based on information you provide about the design of the pages.

Step 1 – Look at many of the CPAC example pages to see how others have designed theirs. Go to http://bookmark.central.sa.edu.au/ to do this.

Step 2 – Design your own Search, Results and Details pages. *There are many choices available!* Make a mockup. Fill out the CPAC Design Form.

Step 3 – Email or fax the form to the Bookmark team. Attach all details and any graphics files and a mockup. The email address is Dean.Hodgson@sa.gov.au.

Step 4 – The team produces the pages and creates a CPAC database.

Step 5 – The CPAC URL is emailed to you.

Step 6 – Export your cataloguing data and covers and upload it to CPAC.

Step 7 - - Start using!
Search Page Design

Search Page Formats

The Search Page is where users start. This page can have an extraordinary variety of appearances. It is custom designed by you within certain parameters.

The first thing to decide is the format of the search page. Three are available…

Full Page

This is the normal search page display. It fills the Internet browser’s entire window. Results of searches are displayed on the next page. The design can vary a great deal from the one shown.

Split page aka ‘Frames’

This appearance has a top “search entry area” and a bottom section.

The bottom area can contain the logo, heading, instructions, etc. When a search is entered, this area displays the results.

There are two different sets of icons available. Alternately, radiobuttons or dropdown lists can be used to select fields.

Insert Panel

On this screen, most of the webpage is produced on your end but a frame is made available for search entry. A link is added by the web designers on their page to the insert panel.

This is the Insert Panel. Instructions above are not part of the panel.
A search page has several parts. Many are optional and all can be redesigned.

- **Background** – this is a solid colour or a graphic “wallpaper” image (the example above shows wallpaper)
- **Heading** – the name of your school, institution, library, etc. (could be replaced by a banner)
- **Logo** graphic image – school or business emblem, etc. (optional)
- **Instructions** – these are usually placed between the heading and the search area (optional)
- **Search Area** – several choices are available (see below)

Other instructions or information can also be placed anywhere.
**Background colour** -- Each page has a background colour. When choosing a colour other than white, provide the “colour code” – e.g. #00ffff. Try to choose a colour that allows text to be easily read. The background colour can be “carried through” to the Results and Details pages if requested. Note that it is best to choose "Internet safe" colours if possible.

**Background wallpaper** -- Wallpaper is a graphic pattern design, like a floor tile. It is optional and can be used instead of a background colour. There are nine wallpapers already available (see below) or you can email to us an image that you would like to use. (Please do not send it as part of a Word document!) Wallpaper can be carried through to the Results and Details pages.

![Background wallpaper options](image)

**Heading** – This is the name of your library, school, institution site or whatever you want to appear at the top. It usually has a larger font. The font can be a design, size and colour that you specify. Alternately, a graphic banner can be used that appears across the top of the page. (see below for an example). Headings usually are between 16 and 20 points in size. See below for more information about fonts.

**Logo** – This is the graphic image that appears on your page. It is often to the left of the heading. It can be replaced by a banner across the top, side, etc., or it can be omitted entirely.
**Instructions** – These are optional and can appear beneath the heading or elsewhere. They may be omitted or contain information, instructions, email contacts, etc. Instructions can be a different font, size and colour if you wish, even combinations.

The example above uses a banner to show the logo and school name. The heading is “Library Resources”.

**Search Entry Area**

The most important part of the first page is where the search is entered, called the “**search entry area**”.

**Simple Search --**

A **simple search** consist of a **textbox** in which words are typed and a **Search** pushbutton, which can be a button or a graphic image (such as a ‘Go’) button. This is similar to a Google search.

![Search Entry Area](image)

Simple searches are always the keyword variety, which checks titles, series, authors, subjects, isbn, notes and contents all at the same time.
Adding Fields --

Search entry areas can allow users to select the field to be searched. Field selection can be made by:

- **Radiobuttons**, one each forKeyword, Title, Subject, Author, Series and Contents. Not all of these need to be displayed, only the ones that you wish users to be able to search. Radiobuttons usually appear beneath the textbox but they can appear above.

  - [Keyword]
  - [Title]
  - [Subject]
  - [Author]
  - [Series]
  - [Contents]

- **Dropdown list.** This is a simple line which, when clicked, presents a list of the fields. One can be the default which always appears first. The droplist can appear to the left or beneath the textbox. Again, the fields can be limited.

  ![Dropdown list example](image)

- **Icons.** Icons can appear beneath or next to the textbox. Clicking on an icon activates a search using that field so the “Search” pushbutton is not needed.

  ![Icon examples](image)
Fonts --

All text is shown in a font.

Fonts have a style, colour and size.

Not all fonts can be viewed by everyone. "Web safe" universal fonts are:

**Arial, Tahoma, Verdana, Times, Courier and Comic Sans**

It is recommended to use a web safe font.

Font sizes are available in ‘points’. 8pt is small, 10pt is normal, 12pt is slightly larger, and 14pt and bigger are used for headings. 20 is very large.

When submitting page designs, it is necessary to indicate the font(s) to be used and their colours and sizes.

Note: the font sizes displayed by Word are not the same size as shown on webpages. Web fonts can appear smaller.

Upload link --

A search page can also have a link to the “Upload page”. This is the page where exported library data is transferred to the CPAC database. The upload link is normally placed well below the search entry area, so you have to scroll to see it. It is not necessary to have this link, it can be omitted if desired.

Example Search Pages can be found later in this Document.

Important Notes

- For graphics - such as your logo, wallpaper or banner - only provide GIF, PNG or JPG files. *Do not send graphics included in Word, Publisher, PDF or any other document.* They cannot be used.

- You must indicate where on the page the graphic is to be located.

- Microsoft Word can be used to design a search page. The exact page produced may not be exactly the same but similar. *All images must be emailed as separate files and not as part of a Word document.*
Results Page

The result of a search is always a list of titles. These can be displayed either as *columns* or *rows*.

Rows can have book covers displayed.

Anything underlined is a link and can be clicked on. Clicking on authors causes a new search for that entry. Clicking on a title causes details about the item to be displayed. Clicking on a **W** icon launches a website in a popup browser window.
Results pages have a background colour or wallpaper graphic and a font colour. The fonts used and their sizes are pre-defined and cannot be changed.

The Item Type icons are optional.

Special headings, graphics, links, etc., can be added to the Results page.

Note: If you choose to have an Insert style search page, the results pages can appear either within the insert area or as a popup window. The popup provides more space for display but many users’ browsers are set to disable popups.

The Details Page

Click on a title on the Results page to see details about the item. Cataloguing details area always displayed.

The Status chart at the bottom is optional. It shows each copy of a title at the time the data was exported. The status list is optional. Also optional is the call number in the list.

Like the Results page, you can specify a background colour (white is default) or a wallpaper graphic, a font and font colour (black is default) and you can have a logo, heading and/or banner added to the top of the page.
The *book cover graphic* is optional. It is only displayed if a picture has been uploaded that has the ISBN of the item as its filename.

**CPAC Application Form and Checklist**

An application form and checklist is available on the Bookmark website in the CPAC section. Please download use it to inform the Bookmark team about your choices for page design elements.

Email your design, graphics files and the form to Dean.Hodgson@sa.gov.au.

**Linking the Search Page to your Website**

If you have a library website, you may wish to add a link to the search page or you may wish to even have the search page itself integrated to your website. If you wish the search page to be integrated, please contact the Bookmark team to discuss what needs to be done.
Exporting Data from Your Library System

It is strongly recommended to have Bookmark version 10.3 or later. Later versions use a far more efficient method of providing data to CPAC which means much less time uploading.

Open Bookmark 10.

Open Cataloguing.

Click on Export Items

Click on 2 – CPAC format

(This is the display for Bookmark 10.3. Earlier versions use a different design.)

For exporting items, use the Query if you want to provide only part of your collection, otherwise leave it set to “Find everything”.

Enter your CPAC username or choose it from the dropdown list if available. This is provided to you when your CPAC database is first set up. If there is no name, just type it in. If the username is longer than the line, it will scroll left/right.

Click on Export Items.
Data is exported in three stages.

Data is first read, then it is processed, then it is exported.

When finished…

The file produced has the CPAC username dot ZIP – e.g. Lvas.zip.

It is saved to Bookmark's location.

The catalogue data is now ready to be uploaded to CPAC.
Uploading the Data

Once the data has been exported, the next step is to upload it to the CPAC database.

There may be a link on the bottom of your search page to the Upload page. If not, the URL of the upload page is


The ‘user name’ is the name of your database. It is given to you by the Bookmark team and is normally, although not necessarily, part of the search page URL.

Use the “Browse” button to locate the file to be uploaded.

Once the filename and its path are on the Upload file line, click on the Submit button.

CPAC will start uploading the file. This can take several minutes depending on the size of the file. The screen remains frozen until the upload process is finished.
Results of upload

14973 records have been uploaded to test.
There are now 14973 records in the file.
Book Cover Graphics

Your book cover images can be included in CPAC but have to be uploaded separately.

- Like Bookmark, CPAC displays cover images based on the ISBN.
- All uploaded cover images are available to all CPAC users.

Individual cover files can be uploaded. They must have a filename extension of .gif, .jpg, .jpeg, .png or .bmp.

Multiple covers can be uploaded together if they are in a Zip file. This is the preferred method.

Images files downloaded from SCIS and imported into Bookmark can be directly uploaded to CPAC as they are already in Zip files.

Covers can be exported from Bookmark on the Export CPAC window. This generates a set of Zip files. Each file has a maximum of 500 covers. Upload one file at a time.

Note: a Query may be handy to reduce the search.

Bookmark keeps track of the covers that have already been exported into ZIP files. It will not include these if instructed.