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Cataloguing is used to add and delete items and make changes to data related to items such as subject and author lists.
Add/Edit Items

Important note: Before cataloguing any items, Locations, Sublocations, Item Types and Status Types should be configured. See the Authority Lists section later in this document.

Add/Edit Items is the place to manually enter new items, edit existing item data and make copies of items. Cataloguing by importing data from USMARC sources such as SCIS is discussed later in this module.

Items are anything stored in the catalogue database. These can not only be books but literally anything else -- picture sets, games, kits, texts, basketballs, equipment, Internet web sites, electronic resources and ebooks.

Just like borrowers, each item is stored using a unique record number or item number. These numbers can be in the range from 1 to 999,999 or more.

Items can be recalled, borrowed returned, etc., by using just their Item Number or the entire barcode.

The item number is normally part of its barcode. A standard Bookmark type item barcode may look like:

**I 0225 00135 6**

The item’s record number on this label is 135.

You can either type just the number part (135) or scan the entire barcode.

Every copy of an item has its own separate item number and barcode.

Non-physical items such as websites also require numbers to be stored even though they do not need barcode labels.

In Add/Edit Items you can:

- Manually catalogue a new item, adding it to the database
- Edit an existing item's data
- Make new copies from existing items
- Delete individual items, removing them from the database
- Find items to be edited by item number, barcode or title
- Change an item's number and barcode
- Quickly enter multiple copies of an item ("block copy")
- Paste cataloguing data copied from searches of selected library sites on the Internet
- Obtain a list of previous borrowers
- Update some data across the database.

To add a new item or copy of an item, or to edit an existing item, type the item’s number or scan the item’s barcode label. If typing, either press Enter or click on the Go icon.

To close this window and return to the Cataloguing menu, click on Go Back or close the Window or press the ESC (Escape) key.

Sometimes it is useful to find an unused item number for reuse. Click on Unused Numbers to do this.

The Default values are automatically assigned to new items. They can be changed at any time.

Note: you can also enter words from a title or an ISBN to locate an item for editing. Type or scan and press enter.
Simply click on the number you wish to use then on OK.

If an unused item record number is entered a blank form is shown with a white background.

If an item already exists at the record number its data is presented as shown above.
**Special Functions**

Many functions are available on this window. Some of them are hidden but most can be found on the buttons or dropdown menu at the top.

These buttons navigate through the records and allow browsing. Click on the first button to jump to the item record with the lowest number. Click on the < button to go to the previous record. Click on > to go to the next record. Click on the rightmost button to jump to the record with the highest number. The same buttons also appear at the bottom right corner.

Instead of clicking the mouse, hold down the ALT key and using the left/right arrow keys on the keyboard.

**Save an item**

This saves the current record to the database. Click on this button to save any changes made to the data. After saving, appears. When this is closed, the previous window re-appears ready to receive another barcode or number.

- *Hotkey F1 does the same thing as clicking on the Save button.*
- *Hotkey F2 saves the record but does not pop back to the previous window. Instead, the current record remains onscreen.*

Closing the window or navigating to the next record does not save. Changes made are cancelled.

**Add a New Item**

This button can be used to create a new item record even if an item is already displayed. The hotkey combination CTRL N can be used as well.

Select a new item number or enter the new item's barcode. A blank form is displayed which can be filled out and saved.

*Cataloguing*
Delete Item

The Delete button can be used to remove the displayed item from the database.

Find Item by title

Find can be used to locate an item by its item number, barcode or title. A list of titles found is presented. The CTRL F key combination can also invoke this function.
Click to highlight then click on OK, or double click and that record is presented instead of the previous record. The previous record is not saved when this happens.

**Print Item**

Prints the data for the current item record. F7 can also print.
Change Item Number

The Change function can be used to change an existing item's number to another number. Enter only a new item number, not a full barcode. All references to that item are altered throughout the database. If the barcode is different, remember to change the barcode field as well.

Bookmark will not overwrite a record if an item already exists at the entered item number.
History
The History button displays a list of previous loans and returns.

Press F10 also opens this window.

Cataloguing Copies

The Copy, Block Copy, List and Unlink buttons are used to catalogue another copy of an already-catalogued title. These buttons appear in different situations – e.g. single copy, multiple copy, new item, etc. Making copies is discussed later in this document. The correct buttons are only displayed if relevant.

Making a Box

Make, Add, List, Dismantle and Remove buttons are discussed in the Resource Box section presented later. The correct buttons are only displayed if relevant.
Menubar Functions

In addition to all of the above, additional functions can be found on the dropdown menus from the menubar. The menubar is strip at the top of the window. The functions below only appear in the menubar menus.

The File Menu

![File Menu](image)

**Import Covers**
This function can be used to import book cover graphics from SCIS. It is discussed later in the Import Items section.

**Update borrower info**

![Update Window](image)

When items are borrowed, the borrower's name, current class, year level and saved as well as their number. Over time, old classes main remain in that data. Answering Yes causes Bookmark to revise the classes to their current state.

**Update circulation log**
This function updates item details stored against a record of all loans and returns. This is a global function and affects all items, not just the visible record.

The Record Menu
This menu contains many functions related to the specific item displayed.
Copy record to clipboard
This copies the cataloguing details to the Windows clipboard so it can then be pasted into Word, Notepad, etc. Graphic images are not included. Example:

The Exploding Dwarf
--------------------------------------------------------------------------------
Author(s): BARBER, Tony
Call number: F BAR
Series: Freaky Fearless Fred
Subjects: Voyages and travels - fiction;Friendship - fiction;Parent and child - fiction;Time travel - fiction;Life on other planets - fiction
Publisher: Rowville, Vic.: Five Mile, 2006
ISBN: 1741781957
Cost: 12.95
Other: P&P;9-12;20325
--------------------------------------------------------------------------------
Item number: 20325
Barcode: I1413203255
Status: 1 In stock
Item type: 1 FIC Fiction
Location: 1 Library
--------------------------------------------------------------------------------
Cost: 12.95
Accession date: 05/09/2006
Last seen date: 10/01/2014
Total loans: 11
Last borrower: 296 Charlotte HATTON Group ELVS Level E
Due date: 20/10/2010
Date borrowed: 10/01/2014
Date returned: 10/01/2014
Due date category: 0 Normal
Loan restriction: 0
Visible in Search: Yes

Change range of item numbers
This function can be used to shift a block of items from one range of numbers to another – e.g. everything from 50,001 to 51,000 up to 100,001 to 101,000. It is rarely used. Care must be taken with regard to barcode labels.

Copy record to clipboard
This copies cataloguing data from the item to the Windows clipboard so it can be pasted into another program such as Word.

Remove Trailing / ; and . symbols from titles
Titles catalogued professionally usually have symbols at the end. They are often a forward slash, a semi-colon or full stop. This option removes all of these from all titles in the entire database (not just the visible record). There is no "undo" for this global operation other than restoring a backup.

Print Spine Label
This prints a single one-off spine label using data on the Call Number line. It is ideal if the Brother QL-750 label printer is being used.

The values in the Spine Label Page Setup are used for printing. See Labels / Spine labels below.

Tag from PRC Booklist
If the Premier’s Reading Challenge function has been activated, this option appears. Bookmark will check to see if the item matches any of the items in the PRC booklist and tag it.

See the section on the Premier's Reading Challenge later.
Show MARC data
This displays the cataloguing information in USMARC format.

Once displayed, the information can be copied, printed or saved. The lower, proper MARC format does contain all the necessary field and subfield markers.

The Lists Menu
This menu is used to pop up various lists and authority dialogs.
Loan History

This function lists previous loans and returns for the item. Borrowers are included even if they have been deleted. If other copies are linked, click on the "All" button shows their history as well.

The History button and F10 hotkey also opens this window.
Hidden Controls
There are a few hidden controls on this screen.

CTRL C
Holding down the CTRL (control) key and the letter C at the same time causes Bookmark to copy the contents of any highlighted text to the Windows clipboard. This is a 'copy' operation. This is the same as the COPY function in Microsoft Word and Notepad. It works all over Bookmark where text can be edited.

CTRL X
This combination not only copies the highlighted text but immediately after doing so, it erases it. This is a 'cut' operation.

CTRL V
This combination retrieves the previously copied text and pastes it to where the cursor is located. The text can be copied outside Bookmark and pasted into fields.

Up Down
The Up and Down arrow keys can be used to move the cursor from one field to the next. Page Up and Page Down do the same thing. These are the normal keys for moving between fields.

Home End
The Home key puts the cursor at the beginning of a field, and the End key places it at the end.

Delete
This extremely useful key deletes characters at the cursor's position without shifting the cursor which the Backspace key does.

Enter
This key does nothing unless the cursor is on the Series, Author or Subject fields. In that case it inserts a new line.

Tab
The Tab key does the same thing as the Down Arrow key but it also places the focus on various controls as well.

Shift Tab
This moves the cursor back one control.

Esc
The Escape key abandons the record and goes back to the previous window. Same as Cancel.

Alt F4
The Alt and F4 keys together closes the window without saving. This is a universal function and can be used to close all windows.

Alt PrintScrn
This key combination copies the current window image to the clipboard. It can then be pasted into Word or another program. (PrintScrn copies the entire screen.)

F1
Saves the item then goes back to the window asking for a barcode. Same as clicking on the Save button.

F2
Saves the item but does not go back.

CTRL F2
Saves the item the automatically advances to the next record.

F7
Print.

CTRL F12
Pops open a window showing the raw data as it is stored in the database. Advanced use only.
Catalogue Fields

Every catalogue record contains many editable fields of data. These are presented on the Add/Edit screen. Most can be left blank if needed.

The fields listed on the left half are the main catalogue fields.

Fields on the right are associated with the copy itself.

In Bookmark, every copy of every record has its own catalogue entry. This allows each copy to have unique data if required.

In the bottom right corner, information about the current condition of the item is displayed, including an associated graphic if available.

Each field has an associated MARC tag and subfield, which is indicated in brackets below. It is not necessary to know this information to use Bookmark but some may find it of interest.

All of these fields can be searched in the Reports module.

There is no size limit to the length of data in a field. If an entry, such as a title, is too long to fit within the visible area, it can be scrolled left-right. Click on the line to place the cursor there then use the Left and Right arrow (cursor) keys to shift it.
**Item Number** (995$a)

The item’s record number is displayed at the top. This is the number used to store the item.

**Barcode** (995$b)

This line holds the full barcode label. If it is left blank, the barcode will still work as Bookmark will calculate the barcode based on the item’s number and the barcode settings in Controls.

The Generate button produces a full barcode based on the item’s number and barcode settings in Controls. It will only fill the field if it is blank.

**Title** (245$a)

Every entry must contain a title.

When manually entering an item, Bookmark does not check to see if a title already exists and therefore should be created as a copy.

**Subtitle** (245$b)

This line can hold a subtitle if required. Like most other fields, it can be left blank if not needed.

**Responsibility** (245$c)

This field is known as the "Statement of Responsibility". Authors, editors and illustrators are presented in a readable fashion. Example: by Roald Dahl, illustrated by Quentin Blake. Bookmark displays this line after the title in Search when an item’s details are shown. The line can be blank.

**Media (GMD)** (245$h)

The GMD - General Media Designator - is the type of media. The GMD can be chosen from the dropdown list or you can type in your own media description. When the item is saved, whatever is typed onto this field is automatically added to the Media authority list. Note: the GMD field is gradually being withdrawn from SCIS records. It has been replaced by Content type, Media type and Carrier type fields. Note: the ellipsis button to the right opens the Media/GMD authority window so the list can be edited.

**Series** (440 or 490)

Series is a list of one or more Series entries. Each series title takes one line. If there is more than one, use the Enter key to add another line. Do not separate multiple series entries with semi-colons. This field can scroll up/down and left/right.

Bookmark also stores the Series in the Series authority list when the item is saved.

**Volume** (440$v or 490$v)

A volume number or code can be entered here. Even though the width is small, text can still be scrolled left and right.
Serial Number

This field does not have an equivalent MARC field. It can be used to hold a serial number for equipment, or text or anything else.

Author (100 for main author, multiple 700 series for added authors)

Author(s): BALL, Duncan
           SMITH, Craig

Author(s) is a multi-line field like Series. Only two lines are displayed but it can scroll up and down as well as left and right, and can therefore hold many entries. Enter one author per line. Use the Enter key to drop to the next line.

Illustrators and editors are also included in the Author field. Illustrators should be denoted by adding [illustrator] after the name (example: Blake, Quintin [illustrator] ), and editors should have [editor] added. Include the square brackets. The Statement of Responsibility can indicate an illustrator or editor as well but is entered in a more "human readable" form.

Authors can be entered in any manner but the standard is to have the surname first, followed by a comma then other names. Bookmark can be set to make all surnames upper case (after the record is saved) or leave them as is when the record is saved. This is set in the General Controls section of the Controls module. Whatever approach is adopted to record authors, it is important to be consistent.

Like Series and Subjects, authors also have an Author authority list.

Subjects (600 series, usually 650)

Subjects:

Eye - fiction
Sleights and sledges - fiction
Friendship - fiction
Kidnapping - fiction

Subjects is another scrolling multiple line field. Four are displayed but they can be scrolled. There is no limit to the number of subjects nor their width. Use the Enter key to make a new line for another heading.

The field can scroll up/down and left/right. It is not limited to two entries.

Checking the Series, Authors and Subjects

Any entry in the Series, Author and Subjects field can be checked. Just place the cursor on the line and press the F5 key. OK is flashed if the entry is already in the authority list.

A short-cut trick can be used when cataloguing. Enter the first few letters then press F5. Example: Sea.
To choose from the list, click on an entry then click OK. It will be added to the field. Alternately, press either F3 or Esc or Cancel to abandon a selection.

**Collection / Genre (655)**

The collection field can be used to identify an item as belonging to a special group, such as Christmas or Halloween or Pioneers, etc. Or it can be used to list Genres. This field can be left blank. The heading of the field can be switched between "Collection" or "Genre" in Controls / General Controls.

Like subjects, Bookmark automatically keeps a list of all collections entered. To add a new collection or genre, just type in the term or use the button with 3 dots. Several entries can be made. Enter one per line.

This field can also be displayed either for multi-line, multiple-entry format (like subjects) or as a single-entry dropdown list, both type-ahead and static. The setting in General Controls is used to specify this.

**Call Number (082)**

Call number can contain a Dewey or any other entry. A setting in Controls / General Controls can be used to allow either mixed case or all upper case.
Content Type (336)

Content Type is an RDA media field. It relates to the form of communication through which the work is expressed. For a normal book, this is "text". Multiple entries can occur on this line. Each is separated a semi-colon. Example: text ; still image is an illustrated book. Use the three-dot box to select correct options. This field can be left blank.

Media Type (GMD) (337)

This RDA field is the general type of intermediation device required to view, play, run, etc., the content of the resource. This field can be blank but books are "unmediated". Only one entry is permitted.

Carrier Type (338)

The Carrier Type refers to the format of the storage medium. This is not the same as Extent (physical description). Books are Volume. This field can be left blank.

Publisher Place (264$a)

This is the location of the publisher. The colon (:) on the right side is optional. A special list of all publisher places is kept. Click on the ellipsis box (the three-dot button) to the right to pop open this list. Click on an entry to highlight and OK to select. If the publisher's place is not in the list, simply type it into the field and it will be added when the record is saved.

Publisher (264$b)

This field holds the name of the publisher. Again, a popup list is available for reference. The comma after the publisher is optional. Places and dates should not be included.
**Publishing Year** (264$c)

| Pub.year: | 2000 |

This is the year the item was published.

**ISBN** (020)

| ISBN: | 0207198810 |

The ISBN goes on this line. Any book cover or image file that has this entry as its filename is displayed as the cover.

**Edition** (250)

| Edition: |

An edition statement can appear in this field.

**Description** (300)


Also known as Physical Description or "Extent", this field holds information on the physical characteristics of the item.

**Lexile**

| Lexile: |

This field is intended to hold a Lexile value. Lexiles can be displayed in the Search module.

**PRC**

| PRC: |

The level of an item in the Premier's Reading Challenge list can be included here.

**Level**

| Level: |

This field is available to hold a "reading level" or any other level-related information. It can be used to hold other information, too.

**SCIS number** (010)

| SCIS number: |

Every item imported from MARC records has its own unique identifying number. This field is intended to hold this value.

**URL** (856)

| URL: |

This field holds the address of a catalogued website or electronic resource, including ebooks. See the section Cataloguing Websites later for more information.

**Other**

This field can be used to hold any other information that does not conform to other fields. If a catalogue entry has been made in loans, "Quick entry" appears in this field.

Also, special commands that affect loans and returns can also be entered here. Typing any of these commands anywhere on this line causes them to be used when borrowing or returning. Other information can appear as well. The commands are:

- **Loan box only** – when borrowing a Box, ask whether to issue the box only and not its contents or include the contents as well
- **Return box only** – when returning a box, always return only the box and not the contents
• **Loan box always** – When the box is borrowed, ask whether to include contents or not

![Loan box dialog box](image)

Return status N – When returning the item, assign the specified status number instead of 1. N is a value from 3 to 99 and indicates which status is to be assigned to the item.

**Notes (500)**

The Notes field is a “popup window”. If the item has any notes an asterisk appears in the button.

![Notes field](image)

The Notes field acts like a multi-line text editor. Words are automatically wrapped on the right side. The field scrolls vertically if there is a lot of text. There is no limit to the amount of text which can be entered.

Notes are included in all Key Word searches in Public Access. If you do not want Notes information to be searchable, put a percent symbol (%) at the beginning.
Contents (505)

Another popup field. Contents is a list of things contained in the item. Each entry goes on a separate line. Contents can be useful for music books, video tapes, etc.

Like Notes, there is no limit to the number of contents entries.

Synopsis (520)

Synopsis contains a descriptive summary of an item, usually a book's "blurb".
Loan Note

A loan note placed against an item automatically appears every time the item is borrowed.

Entering a note here does not put it against other copies, only against this individual item.

All Loan Notes are saved into an authority list. To re-use one, just click on it in the list. If the note to be entered is not in the list, just type it in and it will be added.
Return Note

A return note is similar to a loan note but appears when the item is returned.

[Image of a return note window with text input field, list of return notes, and buttons to remove or OK/Cancel]
Reviews
A dialog window is popped up allowing reviews written against this item to be viewed and edited.

Reviews are written not only here but in Search and Controls. Reviews are managed in Controls.
Copy Information

Status

An item's status tells Bookmark its current condition.

A status of 1 means the item is available and can be borrowed.

When an item is borrowed, its status is automatically changed to 2 – On Loan. When it is returned, it is changed back to 1.

Status types from 3 to 98 are available for other uses such as missing items, items on display, websites and electronic resources, being repaired, etc. These types are "user defined".

To select a Status, use the droplist or type the number. Use the ellipses box on the right to open the Status Types window so the list can be changed while cataloguing.

Every status except 1 and 2 can be set to "Can be borrowed" and/or "Can be returned". By default all status types allow returning (status automatically changed to 1). If the box is not ticked, the item's status number is not changed to 1 when returned. If the "can be borrowed" box is ticked, items with that status can be borrowed (status changed to 2).

An item can be declared "not for loan" by setting up a status and leaving the "Can be borrowed" checkbox blank. This Status Types editing window is also available in Controls.

Items on hold automatically have a status of 100.

The Status and following fields using dropdown lists can behave in one of two ways:

- "Static"
- "Dynamic"

The Static lists appear grey and require clicking on an entry in the list. They do not permit typing directly into the droplist's editbox.

Dynamic lists feature "type head" text prediction. As soon as a letter or number is typed, the first entry in the droplist is put into the editbox. Further typing refines the entry. This is the default behaviour.

Static and Dynamic is selected in Controls / General Controls. Tick the checkbox "Use type-ahead text in dropdown lists" to active the dynamic system. Remove the tick to have static droplists.

Item Type (995$i)

Every item must have an Item Type. An item cannot be saved without an item type entry.

Item types are used throughout the system for many purposes. They may be broadly similar to GMD, depending on how they are entered.

Bookmark uses Item Types to restrict loans and keep statistics. It is displayed in Loans and Search and many other places.
While a type of "book" is permitted, it is recommended to have several different categories – e.g. Fiction, Non-Fiction, Picture Fiction, etc. Item Types are discussed in more detail in the Authority Lists section further in this document.

**Location (995$l)**

Location: Library

Location is where an item is kept when not on loan. Searches can be limited based on location. Location reflects organisation.

Because stocktaking can be based on location, it is useful to have many locations within a library instead of just "Library" as shown above. If the desired location is not found in the dropdown list, just type it in. It will be automatically added to the list when the item is saved. The location field can be blank.

**Sublocation / Site**

Sublocation: Red Shelves

Sublocation (a.k.a. "Site") is another field which can be used to indicate where an item is normally located. Bookmark keeps a list which can be brought up via the ellipsis button. To create a new entry, just type it in. It will be added to the list when the item is saved. The heading "Sublocation" can be changed to "Site" or vice versa in Controls / General Controls. This field can be left blank.

**Supplier (995$s)**

Supplier:

An item’s supplier can be entered in this field. Bookmark keeps a list of all suppliers entered. The list is available as a popup by clicking on the ellipses box. Highlight an entry and click on OK to put an existing supplier into the field, or just type the supplier in if it is not yet in the list.

**Cost (995$c, 995$p)**

Cost: 9.95

Replacement Cost:

Cost can be used to hold the actual purchase value of an item. A $ symbol at the start is optional. Replacement cost is the cost to replace an item. Either or both can be left blank. For reporting, if one is blank, Bookmark uses the value in the other field. If both have values, Bookmark chooses the most relevant – e.g. usually Replacement Cost for Overdue notices.

**Cost Centre**

Cost Centre:

The Cost Centre field can be used to hold the source of the funds used to purchase the item. Bookmark keeps a list of entered cost centres which can be referred to via the dropdown list. If the CC is not in the list, just type it onto the line and it will be added.
**Accession Date**

**Acc.Date:** 01/03/2000

When an item is first catalogued, the current date is automatically entered in the Accession Date field. This date may be changed by either typing in values or using the dropdown calendar.

**Due date category**

**Due date category:** 0 - Normal

This number in this field tells Bookmark which due date to assign when the item is issued.

A 0 (zero) assigns the due date the borrower’s due date which is based on their Borrower Type.

If this field contains 1 to 20, Bookmark will use one of the other special item due dates instead. A value of 1 to 20 overrides the borrower's date.

**Loan Restriction**

**Loan restrictions:** 0

The Loan Restriction determines who is allowed to borrow the item. The number 0 (zero) entered here indicates the item can be borrowed by anyone -- there is no restriction. If the item needs to be restricted – i.e. some types of borrowers are not permitted to borrow it – list the Borrower Type numbers of each type allowed. Separate each number by commas. Example: 3,4,5,6,7,8,9. These types can borrow the item but anyone who is a Type 1 or 2 cannot.
The easiest way to restrict is to pop up the Loan Restrictions window and tick each type who can borrow.

An item can be set to "not for loan" by entering a value of 100.

**Visible in Search**

- Visible in search

If this checkbox is ticked, the item can be found and viewed in Search. Removing the tick hides the item. It becomes invisible to basic searching. Searches in Reports, however, ignore this setting so the item may appear in library-staff generated reports.

**Exclude from Stocktake**

- Exclude from stocktake

Some items cannot or should not be included in a stocktake. These might be websites and electronic resources. Tick the box to exclude the item from stocktaking.

**Do not count against loan limit**

Tick this box so it is not counted against a borrower's loan limit. This allows some types of items to be borrowed even if the person has reached their limit.

**Copies**

- Copies 1

The number of copies of a title is displayed here. If there are 2 or more the List button pops open a window to show all the copies. Detailed information on how to catalogue multiple copies is presented later.
**Box**

Items can belong to resources boxes. A Box is a group of many separately catalogued items that can be borrowed using a single barcode label. Every item has its own label, and can be borrowed independently as well. This is similar to the concept of a bulk loan. The number displayed in this field is the item number of the box. Click on *List* to see all members of the box. See Resources Boxes later for more information. Click on Copy list to copy the contents of a box to the Notes or Contents fields.

**Alt.ID**

The Alt.ID field acts like a second barcode. Anything entered here (numbers or text) can be used as another barcode for the same item.

**Cover**

If a cover image has the item's ISBN as the filename, Bookmark automatically links the cover to the item. However, in cases where the image filename is not the ISBN, the Cover field can be used. The filename of the image can be entered into this field. Whatever is here takes precedence over the ISBN. Clicking on the ellipsis button allows finding the image. If it is not already in Bookmark's Covers folder – e.g. is in Downloads - it will automatically be copied to that location.

Images can be .jpg, .gif, .bmp or .png types.

Note: Media files such as .avi or .flv cannot be used as covers. The address of these can be stored in the URL line. See the section Cataloguing Websites and Electronic Resources later.
Additional Information Section

Some extra information is displayed at the lower right corner of the screen.

**Borrower** is the number of the current borrower (if status=2 on loan) or the previous borrower. A zero is displayed if the item has not yet been borrowed.

**Due date** is the due date recorded when it was issued on loan or the date at which the item was accessioned if never borrowed.

**Last seen** is the last date the item was scanned in Cataloguing or Stocktaking or borrowed or returned. This date is used by the stocktaking system.

**Issued** is the date when the item was last borrowed.

**Returned** is the date when the item was last returned.

**Borrowed** is the number of times this particular item has been borrowed.

**Reserved** is the number of reservations and holds currently against the item.

**Reviews** is the number of book reviews on file.

If a book cover or image is associated with the item it is also displayed. Click on the cover to enlarge it. Print produces a printout with the cover enlarged.
Saving

*Information entered is not recorded until the item is saved.*

*Changes to existing records are only recorded when saved.*

Click on Save or press the F1 or F2 keys.

When an item is saved or updated, all cataloguing information on the screen is placed into the record. Search indexes are updated. Authors, Series and Subject entries are placed into their authority lists. Publishing place, Publisher, Collection and Supplier are also put into their lists. For a new item, an entry is also made in a special statistics list noting the date of the addition.

*If ESC (escape) is pressed or cancel or the record changed using the arrows, any changes are lost.*

Pressing F1 is the same as clicking on the Save button. The item is saved then the display hops back to ask for the next item number.

Pressing F2 saves the item but stays on the item's display instead of closing it.
Cataloguing Copies

Bookmark contains special functions for cataloguing more than one copy of an item.

Enter Multiple Copies

Multiple copies of a title should be created using the Copy button or the Block Copy button or the Link button.

All copies of a title are "linked". All copies have the same "linking number". Bookmark assigns this number. To list all copies of a title, Bookmark simply searches for all items having the same linking number.

There is no limit to the number of copies.

The reservation system relies heavily on correct linking.

Only identical copies should be linked!

Do not link items that are "near copies" such as different issues of magazines or different titles in the same series. See "Copy Cataloguing" below.

There are two main ways to make copies. The "single copy" method is the most common but there is also a "many copy" method as well.

Entering A Single New Copy

To make a copy of an item that has already been catalogued, you may either enter the new copy's barcode or item number first -- obtaining a blank form to which you copy existing data -- or enter an existing item's number and copy from there to a new number. These are called the "copy to" and "copy from" approaches.

The F5 key can also be pressed instead of clicking on Copy.

Copying To a Blank Record

This is the "copy to" approach.

1. Type or scan in the record number of the new copy. A blank form appears.
2. Click on the Copy button at the top.
3. Enter the item number or barcode or the title of the item to be copied. This item must already have been catalogued.
4. If one or more words are entered, a list of titles appears from which to select.
5. All the data from the existing copy's record appears. Make alterations then save.
The new copy is automatically "linked" to the previous one.

**Copying From an Existing Record**
This is the "copy from" approach.

1. Type or scan in or locate the existing copy and display it.
2. Click on the *Copy* button at the top.
3. Enter the new item's number or barcode then click on ok.
4. Make changes and Save. The items are automatically linked.

**Copy Cataloguing Similar Items**

The copy facility can also be used for quickly entering items with similar but not identical cataloguing data. For example, a series of books may have almost the same details but the titles are different.

An existing entry can be copied to create a new entry.

However, because the new entry is *not an exact copy*, it must be unlinked. This is mandatory. Only exact copies should be linked.

After making the copy but before saving, click on *Unlink*. This makes the item a single copy with its own linking number.

If items are accidentally linked they can always be unlinked later.

There is also a scheme for linking items that have been catalogued separately but are really copies. The Alternate Copy Approach above can be used to do this. Bring up the existing copy and click on the Copy button on the right side. Select the title and link it.
Entering a Block of Copies

In addition to making copies one at a time, there is also a method especially for entering many copies at one time. This is very handy for cataloguing batches of dictionaries, atlases and text books, all of which are identical copies.

To use this “block copy” method, all copies except the previously catalogued one must have a sequential range of item numbers (barcodes). For example, from 1001 to 1030. Bookmark is able to fill and link all of those numbers in one fast step.

1. Catalogue one item first. Save it.

2. Bring it back up. Click on the Block Copy button at the top.

3. Type the first item number (barcode) of the other copies on the middle line.

4. Type the last number of the sequence on the third line.

5. The maximum number of copies is the number that will be made. This can be left blank, or it can be used if the first and last number range is large but a limited number of copies is to be entered.
6. The Status, Supplier, Cost and Cost Centre can be optionally set or left as is.

7. Click on Go.

In seconds, Bookmark makes copies of the original, filling all of the numbers in the range. If any items are already catalogued inside that range, they are not overwritten.

Catalogued items that are multiple copies but have not been linked can be grouped (linked) by either using the Link button or going to the Relink function on the Cataloguing menu.

The *Link* button appears for new items or catalogued items with one copy only. It is used to declare an item as a copy rather than single.

Bookmark checks to see if any identical titles already exists and if so lists them. If not, similar titles may be listed.

Click on a copy then Link.

The *Unlink* button appears for catalogued items which are linked multiple copies. Click on this button to make the item a single, unlinked copy.
Indexes and Stop Words

Bookmark keeps special word indexes.

Indexes work like the index at the back of a book. They provide fast searching.

To do a Search, Bookmark looks for the words being searched in its index. All the items having those words are listed in the index – which is kept in strict alphabetical order – are collected in a fraction of a second.

Key Word searches check all the words contained in the title, subtitle, series, subjects, authors, call number, volume, notes, contents, synopsis, level and Lexile fields at the same time. A key word search for "dog" lists all the items with that word in any of these fields.

Some words are so common that searching them is unproductive. To save time, Bookmark ignores these words during searches. They can even be omitted from search terms. These high frequency words are called "Stop Words". Stop words are omitted from the index. By default the stop words are:

A, AN, AND, AT, BY, IS, OF, OR, S, T, THE

All punctuation symbols are ignored as well.

Sometimes the stop word list contains a word on which you need to search. To fix this, go to Controls and click on Stop Words. Remove the word, click on OK, then reindex the words in Cataloguing to implement the change.

When items are saved, stop words and punctuation are removed and the remaining words are saved in the index.

There is an exception to the rule. If a title begins with the word And, Or or Not, that word is not removed and not treated as a stop word. It is included in the index. Example: "And the Teacher Got Mad".

It is possible to force a field not to have its words included in the index (making them invisible to a search). Just put a percent (%) symbol at the beginning of the field and save the record.
Checking Authority Entries

Bookmark maintains Series, Author and Subject Authority lists. These lists contain every series, author and subject entry.

Authority lists are based on the data in the database. They are built up as items are added.

Authors, series and subjects are automatically added to the lists when an item is saved.

The authority lists can be checked while cataloguing. This can help keep entries consistent.

To check, place the cursor on a Series, Author or Subjects entry. It does not have to be a fully entry, it can be just the first two letters at a minimum.

If the entry is already in the list the red letters OK briefly appear.

If the entry is not in the list, a window pops up.

To select an entry from the list, click to highlight then click on OK.

To add the entry typed on the record which is not in the list, press F3 or Cancel.

To see titles which already have an entry, highlight and click on Titles.
Cataloguing Websites and Electronic Resources

Electronic resources can be catalogued so they are available through the Search module. For example, if a catalogued website is selected in Search it can be opened directly. Or, if a Word or Powerpoint document on the network is catalogued, it can be opened from search. With appropriate software added, ebooks can be opened as well.

Website

A website is a catalogued Internet location.

- Catalogue a website by filling out the AddEdit form normally.
- Include the URL of the website in the URL field – e.g. http://www.bookmark.sa.edu.au. It is essential to include the http:// part. This tells Search to include the Open button which allows users to open a browser to the website.
- Set the Status to Website. If there is not Website status, add one to the list.
- Set the Location to Website. Again, add one to the list if required.
- Set the Item Type to Website. This is important. Search will see this and always display the yellow website icon.

Ebooks which are opened via an Internet connection – e.g. Wheelers, etc. – are catalogued with the URL but should have a Status, Location and Item Type of ebook. See below.

Weblink

A weblink is an Internet location associated with another resource but the resource itself is not a website.

http://www.walkingwithdinosaurs.com/ is the website associated with the DVD and Book "Walking with Dinosaurs". It can be catalogued as a separate entry as a website, but the URL can also be added to the catalogued book or DVD. The URL is a weblink.

In Bookmark, to make a weblink just add the URL to the record. The Status, Item Type and Location can be those associated with the resource, not the website. Search will still allow opening the weblink from the resource.

Network resource

Word documents, Powerpoint presentations, videos, CD's, any electronic resource located on the computer or on the school's network can be catalogued and "launched" from Search, just like a website.

- On the URL line put in the network address or "path" of the resource. This may look something like //Servername/Foldername/program.exe or D:\Docs\Document.docx. As long as the computer recognizes the filename and has an associated program, it can be included.
- Assign appropriate Status, Location and Item Type, and also tick "Exclude from Stocktaking".

Cataloguing
**Ebook**

Electronic books or "ebooks" can also be launched. In fact, Bookmark treats them as just another electronic resource. However, a special item type icon is available for identification in Search.

- Catalogue the ebook just like a normal resource.
- On the URL line put the address of the ebook file. It can be either a local network address or an Internet URL if from a provider such as Wheelers.
- Assign an appropriate Status and Location.
- Use an Item Type called ebook. Search will see this and always display the ebook icon.

Note: An ebook can only be opened on a PC if ebook reader software is also installed. Each ebook format – epub, pdf, azw, mobi, etc. – requires its own, unique software.

Bookmark does not contain functions for copying and transferring ebook files to and from ebook readers.
Delete Items

Delete Items is used to remove items from the item database.

Three “methods” are available to delete items:

- Delete individual items that appear in Add/Edit Items, presented above.
- Delete items in the Delete Items area (here).
- Mass delete items based on a common search criteria or a list of barcodes.

Deleting items properly adjusts the key word indexes maintained by Bookmark and multiple copy linkages.

Do not remove an item by changing its details in Add/Edit to a different item! This does not properly clean indexes and other things associated with the item number.
Delete Individual Items

Enter the Item's record number or scan its barcode.

Click on Yes to delete the item or No to cancel. (Or press Esc or close the window.)
If the item is on loan and you wish to actually delete it, just answer the question Yes. The loan is removed from the borrower when the item is deleted.

If the "Store in Deleted Items List" checkbox is ticked, a copy of the record is saved to the Deleted Items List. Removing the tick causes all traces of the item to be deleted.

Deleting an item does not remove any references to it in borrower histories or the loans & returns log.

Series, Author and Subjects remain in the authority lists, available for reuse. They can be removed, however, by rebuilding.

If the item is a BOX, an additional checkbox is displayed. Tick the box to also delete all members of the box, too.
Mass Delete Items

Mass deletions allow deleting a group of items all at the same time.

Items listed are those deleted. There are several ways to list items.

Backup
It is a good idea to do a backup before mass deleting. If a mistake is made, restoring the backup is a quick way to put everything back.

Each of these is a backup to Bookmark’s location only, not to an external drive.
Item Number or Barcode
Scan in each item's barcode or type its number to add it to the list. This approach may be useful if there is a large pile of random items to be deleted.

Status, Location, Item type
All items with the same status or location or item type number can be deleted. These items might all be long-term missing or lost items or a group of websites to be updated.

Search
A complex query can be entered to search for the items.

Import / Download
A list of barcodes or item numbers can be imported from a text file or downloaded from a portable scanner.

Barcodes can be saved to a text file (via Notepad) and then read in using the Import function.

Details
The details button opens a window listing cataloguing details of a highlighted item. Double-clicking on the line does the same.
**Remove**  
This removes a highlighted entry in the list so it will not be deleted.

**Print**  
Prints out the visible list.

**Delete Listed Items**  
This deletes all items in the list. Items on loan are removed from the borrower.
Deleted Items List

Bookmark keeps a list of every item deleted.
**View Selected Items**
To see all the cataloguing details of an item, click on the title to highlight the line then click on View. Or double click on the title.

![Item Details](image)

The item can also be undeleted. Enter the item number to be used when undeleted then click on Undelete. This is the only way to undelete and change the item number at the same time.

The Check button can be used to see if the number is available for reuse or has been used by a different item.

**Change the Order of the List**
Click on a column's heading to sort the list in a different order. By default, the list is in item number order.

**Undelete Selected Items**
Several items can be undeleted at the same time. Tick each one's box then click on Undelete.

![Undelete Entries](image)

Deleted items retain all their previous information such as the previous borrower.
Hide Items to View a Sublist
As the Deleted Items List grows it can become quite large. The Filter button can be used to view a sublist based on a criteria.

Select the field first. Then choose the "eval" or comparison method. Third, enter the search value, which depends on the field. The Calendar button can be used to find a date for date-related fields. The List button displays a list such as Status or Item Type depending on the field. When the criteria is entered correctly click on OK.

This process hides the rest of the deleted items list. Hidden items are still in the list, just not visible.
The sum of all the values in the Cost field is displayed at the top of the list.

**Remove Items from the Deleted Items List**
The Deleted Items List grows and at some point it may be useful to remove all items which have been in the list a long time and no longer require tracking. In South Australia, government policy is for libraries to keep a list of disposals for at least seven years. Items appearing in the list longer than seven years may be removed.

Tick all the items to be removed the click on Remove.

![Remove Entries](image)

Remove purges the items from the deleted items list in the database.

The Filter can be used to isolate a group of items. Select all can then be used to tick all the items and Remove to delete them from the list and the database.

**Print**
The Print button prints either everything in the list or ticked items.

![Print](image)

The items to be printed are displayed first in Landscape (horizontal) mode. Use the Format control at the top of the window to change to Portrait. The Edit control can be used to remove unwanted columns and each column's width can be altered by dragging the heading.
Data can be sorted in order by clicking on a heading.

Click on Print to print the list or Save to generate a tab-delimited text file capable of being imported into Microsoft Excel.
Import Items

Bookmark contains a useful system for importing catalogue data from outside sources.

‘Importing’ means to bring in data from outside the computer program into its own database. ‘Exporting’ or ‘Uploading’ is to take data from the computer and transfer it out to another machine or program.

The terms Download and Import are often confused. **Downloading** refers to transferring data from the Internet or an external source onto your computer. It does not mean importing data. **Importing** is data transfer on your computer from one file to another. A file is downloaded and saved then it is imported.

Importing catalogue records is a fast and easier way to catalogue records.

Bookmark is able to import item data in three formats:

- **MARC 21**
  MARC is the acronym for MAchine-Readable Cataloguing. USMARC 21 is the world-wide standard for transferring library data between systems.

- **MERGE**
  This is a special format used only by Bookmark for transferring data between two computers using Bookmark.

- **TEXT**
  Text files are a standard format for transferring data between databases.
Import Items Menu

1 - Import MARC records
2 - View titles in MARC file
3 - Import covers
4 - Import Lexiles
5 - Mass Import MARC format
6 - Import MERGE format
7 - SCIS website
8 - Import text file format
Import MARC Records

Bookmark can import MARC format library data records. These can be from any source. SCIS is the most common source for schools in Australia.

SCIS (Schools Cataloguing Information Service) is operated by the Education Australia for schools. Cataloguing information about titles can be obtained from SCIS via the Internet at http://www.scisdata.com. Note: Bookmark can also accept data from the older MySCISWeb website.

Other sources of MARC data can be used as well. In all cases, the MARC records should be available within a saved file. (Access via Z39.50 is not available in Bookmark.)
Import Settings

Adjustments

Imported titles may contain / or ; or . (full stop) symbols at the end. This is standard cataloguing practice. If you wish Bookmark to automatically remove these symbols place a tick against the first checkbox.

If the items to be imported should never be included in a stocktake, tick the second box. These might be websites, for example.

In some areas, the standard F at the beginning of fiction call numbers is not included. This is non-standard and not recommended, but tick the third box to do this.

Default Status, Item types, Locations, Media, Due date category, Supplier, Cost centre and Sublocations can also be set. The value shown here is automatically assigned to every item when it appears on the screen. You can always change these to other values before saving the item.
If the "Save SCIS genres as Collection instead of Subjects" checkbox is ticked, Bookmark will automatically place genre headings in the Collection field. SCIS identifies these by the 655 MARC tag and ticking this box activates that. To also use this feature, be sure to go to the SCIS page and modify your profile appropriately to ensure SCIS outputs the correct data. See the special SCIS entry at the end of this section.

The Authors dropdown list can be used to set the case of author names when they are imported.

| Leave it as it is imported | Force surname to UPPER case | Force all author names to UPPER CASE |

Bookmark can be set to automatically check if an item already has the ISBN or SCIS number being imported. This is useful for linking copies but it can also slow down the process.

Imported data normally overwrites existing copy data such as location, supplier, etc. To only update the cataloguing data (left side) and keep the copy information as is, tick this box. This only affects overwriting, not new items.

Click on Proceed to continue.

Bookmark will store these values and keep them for next time.

Note: click on "Import covers" to import book covers from a SCIS zip file. See Importing Covers below.

**Update mode**

If the "Update mode" checkbox is marked, then Bookmark assumes the MARC records being imported are intended to update existing cataloguing rather than add new records. In this mode, only cataloguing data is saved.

When importing Bookmark will try to match the MARC record to existing catalogue records. A match exists if the SCIS numbers are the same, or the ISBN and title matches. Existing records are displayed in a list. Highlight and click on the record to be updated.

**Importing a MARC Record**

A blank add/edit window is generated then a file requester appears.
First, if it is incorrect, match the location at the top of this window to the place where the file was saved. It is often “Downloads” but can be set to other locations.

The newer files from SCIS are a ZIP type having a number as a filename. It is not necessary to open and extract the contents of this file beforehand. Bookmark will do this automatically. Just click on the file to highlight then click on Open. The zip format files contain both MARC format cataloguing data and book cover images. When opened, Bookmark automatically extracts the book cover images then the MARC records from the zip file.

Note: older SCIS files have the filename Usmarc.dat or similar. Other MARC format files might be of the .mrc type. These files only have cataloguing data. They can still be opened.
The display is identical to Add/Edit Items. (In fact, they are the same screen.)

The first record in the file is displayed, ready for editing and saving. At a minimum before saving, assign the item number, the barcode and make sure that Status, Item type and Location are correct. Add the cost, if possible.

Next to Number/Barcode, enter either the full barcode or the record number. (The full barcode is preferred.) The Generate button can be used to produce a full barcode from a number.

The Copies button pops up a window for entering the barcodes of additional copies.

Identical copies of the record are saved, each with its own barcode and item number. The copies are linked. In addition, multiple copies can always be entered in Add/Edit Items.

Save Saves the data just like in Add/Edit Items. F1 can be used, too, just like in AddEdit. F2 also saves but keeps the record on the screen. Ctrl F2 together updates the book cover image only.

View raw displays the MARC details from the record.

Next jumps to the next record without saving the current one.

List titles pops open a window listing all the titles in the import file.
Click on a title to highlight and OK or double-click on the title to jump directly to that record.

Imported records can overwrite existing records, useful for updating old cataloguing information.

Enter the item's number on the top field. If a barcode is scanned, it will be turned into a number.

Enter the item's barcode on the next line. Make any other changes required. Ensure that Status, Item Type and Location are correct before saving.

To enter multiple copies, save the record then later go to Add/Edit Items.

**SCIS Genre Headings**

SCIS can provide Genres as separate to subject headings.

To allow this, make sure the checkbox “Save SCIS genres to Collections (or Genres) instead of Subjects” is ticked. This appears on the Import MARC Records settings window.

**Update Mode**

If using Update Mode, details on the right come from the item being updated. The barcode or item number is also displayed.

While in update mode, if a record does not match, it is treated as a new entry.
View Titles in MARC File

This will list all the titles in the MARC file.

This list is also available while importing by clicking on the List Titles button at the top.
**Import Covers**

Bookmark can display "cover images" in many places, especially Search and Overdue notices.

SCIS offers an image file along with the USMARC cataloguing data file. With the older MySCISWeb, these were in ZIP files downloaded separately.

The newer SCISData format contains the covers and marc data so covers are automatically imported. For SCISData files, importing covers as a separate step is not necessary.

This section can also be used to save separate images that have not come from SCIS.

*Book Cover graphic images are imported via this function or from a dropdown menu option in Add/Edit Items or while Importing as well as from the Import menu.*

A window is first opened.

![Import cover files](image)

Click on *Import images.zip file* to import image files downloaded from SCIS or any other zip file containing images.

Covers from SCISData files can be imported, too.
Use the file requester to locate the saved Images file. Open it.

All the covers imported are listed.
Note: SCIS often shows a cover in its OPAC but it does not come through in the downloaded images file.

**Import One Image File**

It is also possible to import individual images. These could be separate cover images or photos or any other image.

This button can be used to copy a cover image file from one location to Bookmark's Covers folder. A file requester is presented, which is used to locate the file.

The file may or may not have an ISBN as the filename.

If it has an ISBN, enter that on the ISBN line of the item. If not, enter the image's filename on the Cover filename line.
Import Lexiles

Bookmark can work with Ashton Scholastic's Literacy Pro scheme.

In Reports, a file containing a list of items with their ISBN, title and author can be generated which can then be uploaded to Scholastic’s Literacy Pro website. After analysis, the website can generate a file that can then be fed back into Bookmark assigning Lexile values to items matched.

This can make it easy and quick to add lexile values to the library database.

First, when requested, open the file containing the matched lexile data.

![Overwrite existing lexiles with imported ones?](image)

Bookmark then imports the data. When finished, the number of lexiles imported is displayed.

![303 lexiles imported](image)

This data appears on the Lexile cataloguing field.

When importing is finished, a list of items to which lexile value were added is displayed.
Mass Import MARC Format

Sometimes it is useful to import a large number of MARC records continuously and let Bookmark assign item numbers itself. For example, importing a file of websites from Weblinks Plus.

Note: this function does not work with SCISData files. It only works with regular MARC record files.

This method cannot be used to import regular SCIS records as it is necessary to assign item numbers to each item individually.

The Mass MARC dialog is used to set the Status, Item type and Location to be assigned to all imported items. Also specify the item number where the data will start to be imported. By default this is the highest available but it can be changed. Unlike regular importing, mass importing will not overwrite existing records, it will only fill unused numbers.

Updating Cataloguing Information from MARC records

If the checkbox "Update existing records only" is ticked, mass MARC import does not add new records. Instead, it checks to see if the records being imported already exist and it updates the cataloguing information of any matched. This can be used to update cataloguing to SCIS standard. Export files with ISBNs (in Reports) and then mass import the resulting SCIS orders. Note: there is a limit of 2,000 ISBNs per SCIS order file.
Import MERGE Format

MERGE is a special format used by Bookmark to transfer cataloguing data from one database to another. Records can be exported in this format from one computer into a file on a USB flash drive and then imported to another computer.

Records importing via the Merge format do not affect loans data. Merge can therefore be used to update cataloguing data as well as add new records.

MERGE format data always includes item record numbers so the items are automatically merged into the database at the correct position.

All items are imported immediately.

See *Entering Item Data With Two (or more) Computers* for more information on how to work with two separate computers.

SCIS Website

This button provides immediate access to the SCIS online cataloguing service by going onto the Internet.

Import Text File Format

*Advanced*

Text files are the standard format used to transfer data from spreadsheets and databases.

Bookmark can import data from either tab-delimited and comma-separated-value text files. These are often known as "txt" or "tsv" and "csv" files due to their filename extensions. Microsoft Excel can open and save data in both formats. The Windows Notepad program can also open and save these files and information can be copied to and from Word as well. When using Word or Word Pad, care must be taken to ensure correct file format — e.g. "Plain text" or *.txt — not the native .doc or .docx formats.

With the text file format, data can be entered onto a spreadsheet then saved in an appropriate format. The file can then be imported into Bookmark.
Note: the tab-delimited text file format without quote marks is the best format. However the standard comma-delimited "csv" format with quotes can also be used. The quote marks around field data are optional with tab files but required with csv files.

The first line in the exported file must contain the names of the fields to be imported. This line is often called the "header line". Each field (column) has a term that describes the field. Bookmark expects certain terms to be used. In some cases synonyms are available. They are not case sensitive and can be upper, lower or a mix of cases. They are, however, blank space and punctuation sensitive.

Bookmark performs a "mass import" similar to the MERGE format. Every record must contain either an item number or a full barcode or, preferably, both. Records that do not have an item number or barcode are not imported. Every record must also contain a title field as well. All other fields are optional.

Acceptable field names to use in the header line are (they do not have to be in order):

<table>
<thead>
<tr>
<th>Acceptable Terms</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item, Item number, Number, Itemnumber</td>
<td>The item's record number</td>
</tr>
<tr>
<td>Barcode, Item barcode, Itembarcode</td>
<td>The item's full barcode</td>
</tr>
<tr>
<td>Title</td>
<td>The title</td>
</tr>
<tr>
<td>Subtitle</td>
<td>Subtitle</td>
</tr>
<tr>
<td>Media, GMD</td>
<td>The item's general media designator</td>
</tr>
<tr>
<td>Responsibility, Statement of responsibility</td>
<td>The item's statement of responsibility</td>
</tr>
<tr>
<td>Author, Authors, Illustrator, Editor</td>
<td>List of authors, illustrators, editors, etc.</td>
</tr>
<tr>
<td>ISBN</td>
<td>The ISBN</td>
</tr>
<tr>
<td>Call number, Dewey, Callnumber</td>
<td>The item's call number or dewey value</td>
</tr>
<tr>
<td>Publishers place, Publish place, Place</td>
<td>The publisher's location</td>
</tr>
<tr>
<td>Publisher, Pub</td>
<td>The publisher</td>
</tr>
<tr>
<td>Publish date, Published date, Date</td>
<td>The published date</td>
</tr>
<tr>
<td>Extent, Physical description</td>
<td>A physical description of the item</td>
</tr>
<tr>
<td>Series, Series title</td>
<td>The series</td>
</tr>
<tr>
<td>Volume, Vol</td>
<td>The volume number or value</td>
</tr>
<tr>
<td>Subjects, Subject, Topic, Topics</td>
<td>List of subjects</td>
</tr>
<tr>
<td>Notes, General notes</td>
<td>Notes</td>
</tr>
<tr>
<td>Contents, Content note</td>
<td>Contents</td>
</tr>
<tr>
<td>Synopsis, Blurb, Annotation</td>
<td>Synopsis</td>
</tr>
<tr>
<td>URL, Website, Address, Shortcut</td>
<td>The URL or shortcut address</td>
</tr>
<tr>
<td>Extra, Other</td>
<td>Other data</td>
</tr>
<tr>
<td>Media type</td>
<td>RDA Media type</td>
</tr>
<tr>
<td>Content type</td>
<td>RDA Content type</td>
</tr>
<tr>
<td>Carrier type</td>
<td>RDA Carrier type</td>
</tr>
<tr>
<td>Cover, Cover filename, Coverfilename</td>
<td>The filename of a book cover image</td>
</tr>
<tr>
<td>SCIS number, SCIS, SCISnumber</td>
<td>The SCIS number</td>
</tr>
<tr>
<td>Cost, Purchase cost, Actual cost</td>
<td>Cost (do not include $)</td>
</tr>
<tr>
<td>Replacement cost</td>
<td>Replacement cost (do not include $)</td>
</tr>
<tr>
<td>Cost centre</td>
<td>Cost centre</td>
</tr>
<tr>
<td>Order number</td>
<td>Order number</td>
</tr>
<tr>
<td>Supplier</td>
<td>Supplier</td>
</tr>
<tr>
<td>Serial number, Serialnumber</td>
<td>The serial number</td>
</tr>
<tr>
<td>Accession date, Catalogued date</td>
<td>Accession date</td>
</tr>
</tbody>
</table>
Important Notes when entering data:

- Item number or Barcode and Title are required fields. All others are optional. If omitted, default values are used.

- Underscore characters _ can be used instead of blank spaces.

- Text field data must not contain "line breaks". A line break makes a new line and denotes in the file a new record. Putting a line break in the middle of a record truncates it and corrupts the data causing an incorrect import. Instead, enter [CR][LF] where a line break might occur.

- Status, item types, locations and due date categories must be numbers, not text. The numbers must correspond to those shown in Controls / Cataloguing Lists.

- Dates should be entered as dd/mm/yyyy.

- Multiple subjects and authors must be in one field and separated by either ~ or ; characters.

- All multiple copies have the same Link number. This number is the record number of one of the copies.

- All items in a box have the same box number. This number is the record number of the box item.
Example in Notepad (csv format):

In Excel, each heading would be a separate column.
Copy Cataloguing MARC Records

How to "copy and paste" cataloguing data found on the Internet. (Applies to SCIS, Australian National Library and U.S. Library of Congress only.)

In addition to importing saved MARC records it is also possible to copy and paste cataloguing information directly from the Internet. This can presently be done from the SCIS OPAC, from the Australian National Library and the U.S. Library of Congress websites. Bookmark can be adapted to work with other sources, please contact us if you require this.

The basic approach is to put a MARC view of the item record on the screen, highlight the lines and then copy them to the Windows memory clipboard. This can be done via either the CTRL and C key combination or right click and Copy. After, open Bookmark, go to Cataloguing, Add/Edit Items and enter a new item number producing a blank form. Click on the "Import from Clipboard" button at the top. Data from the copied lines is pasted to the record. Complete and save.

Below are the steps to see the MARC records.

**From the SCISWeb OPAC**

1. Use the SCIS OPAC to locate the item In SCISData is called "Search".
2. Click on the title to view the item's details.
3. Below, click on View MARC record
4. Highlight all the lines starting at LDR down to the last line. Do not highlight anything else.
5. To copy to the computer's memory (clipboard), either do a CTRL C key combination on the keyboard or right-click with the mouse then left click on Copy.
6. In Bookmark, go to Cataloguing, Add/Edit Items, and enter a new item number to create a New blank record.
7. Click on Import from Clipboard.

**From the National Library of Australia**
http://www.nla.gov.au

1. On the first page, locate Search Catalogue and click on it.
2. Enter a search to locate the item.
3. Choose the item from the list of titles. If it is not found, do not choose the OpenLibrary entries on the right.
4. At the bottom click on the "Librarian's View" tab.
5. Highlight MARC lines from 000 to the end. Do a CTRL and C to copy or right-click and Copy.

Cataloguing 75
6. Go to Cataloguing, Add/Edit Items, and enter a new item number to create a New blank record then click on Import from Clipboard.

From the U.S. Library of Congress

METHOD 1 (using the Z39.50 gateway)
http://www.loc.gov/z3950/

1. Choose Simple Search
2. Enter search and submit query
3. Locate the entry in the list and click on "more on the record" to view the item
4. Choose "Tagged display" at the bottom of the record then same as steps 5 and 6 above
5. Highlight MARC lines.
6. CTRL C or right-click then left-click to copy to memory
7. Go to Cataloguing, Add/Edit Items, and enter a new item number to create a New blank record then click on Import from Clipboard.

METHOD 2 (using the library catalogue)
http://www.loc.gov/index.html

1. Click on Library Catalogs
2. Enter a search
3. Locate the title and click on it to see details
4. Click on the "MARC tags" tab
5. Highlight everything beginning at 001 to the last line of the record.
6. CTRL C or right-click then left-click to copy to memory
7. Copy to memory, go to Cataloguing, Add/Edit Items, and enter a new item number to create a New blank record then click on Import from Clipboard.

METHOD 3 (this uses the new catalogue search)
http://catalog2.loc.gov/

1. Use the new search form to locate the title. Click on it to see details.
2. Click on the MARC Tags tab at the top of the record.
3. Highlight the MARC lines beginning at 000 to the last and then do the same as step 6 above.

Refer to the Copy Cataloguing Fact Sheet on the Bookmark website for more information.
If you would like to use another online service to do this, contact the Bookmark Help Desk.

Note, it is important to understand possible copyright limitations.

Refer to http://www2.curriculum.edu.au/verve/_resources/scisweblicence.pdf

https://www.nla.gov.au/about-this-site/copyright
Export Items

Exporting is opposite to Importing. Catalogue data is copied from Bookmark into a file so it can then be put onto another Bookmark system or other library system.

- **Merge** format is the special format unique to Bookmark. It is used to transfer item data from one Bookmark computer to another as described below.

- **CPAC** is a special online database which allows the data from your library catalogue to be searched via the Internet.

- **Complete** format is a special format that can produce data files suitable for transfer to other library automation systems or databases. The file format is compatible with Microsoft Excel.

- **MARC** format is the USMARC 21 standard used to transfer library data to other systems.
MERGE Format

This is the format to use to transfer cataloguing data between two stand-alone Bookmark systems. It exports all fields including item numbers and barcodes. (Covers are not included, however.)

The items listed are exported.

The list is created by either entering item numbers, scanning barcodes, importing a list of barcodes from a file or via a Query (search).

Queries are described in the Reports module.

Once the items to be exported are listed, click on Export.

Merge format is a special text-file format used by Bookmark only. It is not possible to transfer data in this format to another library system or database, only to other Bookmark 10 systems.
CPAC Upload

CPAC is a special part of Bookmark in which the catalogue can be put onto the Internet.

CPAC allows searching the catalogue via any Internet-browser capable device – desktop computer, tablet, iPad, smartphones, etc.

Information about CPAC can be found on the Bookmark website.

This option exports catalogue records in a special format used by CPAC.

The Query is used to select how much of the catalogue to make available for online searching. See Reports for a description of Query.

To export, enter your CPAC username then click on Export Items. A special database is created then put into a Zip format file for uploading. Upload the file using the CPAC upload page.

To export book covers, enter a filename (the username is best) then click on Export Covers. Bookmark keeps track of which covers have been exported so only the recent ones are included.

Click on "Open Upload Page" to go online directly to the data upload page.

Click on "Open your CPAC page" to go directly to your CPAC search page. The CPAC username must be filled in for this to work.
Complete Format

Complete is a special format Bookmark users can use to export the entire catalogue, all borrowers and all items on loan for transfer into another database or library system. It is called complete because it contains more information than any other format.

The files are in tab-delimited text format, suitable for opening in Microsoft Excel. Each file contains a header line showing the fields.

Note: this is by far the best format to use to produce data records for conversion to another library system. The data generated in these files is more complete than any other export.
MARC Format

This function exports catalogue records in MARC 21 format.

Items can be listed via a Query or scanned or downloaded from a portable reader or file.
Authority Lists

Authority lists (or "files") assist in keeping subject, series, authors and other headings consistent. These lists contain entries created from your own data. They can be referred to when adding or editing items and they are used by the Search module.
Subjects, Authors Series Authority Files

These three authority lists operate in an identical manner. Subjects are discussed below but the operations for Authors and Series are the same.

All entries from the list are loaded into the listgrid control. This may take a minute or more for very large lists. During this time, the window appears blank.

All subjects found in items in the catalogue are listed. The number of items with each heading is shown on the right side.

Subjects can be located by scrolling or by clicking on any then beginning to type. The list will jump to the letters typed.
A third method uses the *Find* button at the top.

The first entry closest to what is typed is displayed. If a close match cannot be found, nothing happens.

Finding authority entries is not case sensitive but punctuation and spaces do matter.

Double clicking on a subject or highlighting it and click on List Items pops open a window listing all the titles having that subject heading.

Double click on a title to see its catalogue details.
This function can be used to manually add a new subject entry to the list. This entry is not attached to any items, it merely appears in the list. Items can be subsequently catalogued with the entry. New headings are automatically added as items are catalogued.

Change is a global function that changes the one entry to another. All instances catalogued against items and search indexes are changed as well.
This removes a subject entry. It also removes all instances of the heading against items and the index.

Import is used to read subject headings into the list from a file.

Bookmark can import the entire SCIS subject authority. You can choose to import just the See and See Also references related to the actual subject headings already in the database, or you can import the entire SCIS list of over 180,000 entries. This gives an enormous number of heading from which to refer when cataloguing but also a very large number for which there are no catalogued items. See the sections on See and See Also References and Using SCIS Headings below.

Bookmark imports the MARC format SCIS authority files, both subjects and names (authors).

The filenames for the SCIS files are FSAF-marc for subjects and FNAF-marc for authors.
Subject headings can be exported into text files.
The filter sets up to display only headings catalogued against items or all headings even if they do not have items. The latter is the only way to view See and See also entries.
Sometimes it is useful to re-create the subject authority from the cataloguing data. This completely wipes the list and all indexes and references then produces a new list by scanning the cataloguing data itself. It is a type of cleaning operation. It is a good idea for no one to be using Bookmark during a Rebuild.

**Make Upper Case**

For Subjects only, the Edit option at the top presents a "Make Upper Case", "Make sentence case", "Make Title Case" functions. These change the text of all subject authority entries and all entries against items. This is a one-way change … there is no "undo" except a backup. The case is blood-minded, too, and some letters may appear lower or upper case when they should not.

**Make surname upper case**

**Add dot to end of names**

**Remove dot from end of names**

The Author authority offers three special functions under Edit.

The first changes all author surnames (before a comma) to upper case.

The next adds a full-stop to the end of all authors if they do not have one. This is to conform to SCIS cataloguing practice.

The last removes all full stops at the end of authors. It will not remove it if there is a single letter preceeding – e.g. Hill, Walter L.
Author Website

For authors only, the Website button can be used to add the URL of the author’s website. This becomes available in Search so users can click on the Author Website button and link directly to that website.
SEE and SEE ALSO references

See and See Also entries are used for cross referencing during searches and cataloguing.

A SEE reference means that “this entry is incorrect, here is the correct one”. For example, Anteaters SEE Aardvarks means that the subject entry ‘Aardvarks’ is the preferred entry for use in cataloguing. Users searching for Anteaters are referred to Aardvarks.

SEE ALSO references refer to other related authority entries. Example: Astronautics SEE ALSO Space flight indicates that the subject entry Astronautics is an acceptable entry and Space flight is also acceptable and may be worth investigating as it could list other titles.

These cross references also apply to authors as well: Jackson, Lisa SEE Crosse, Susan or Karageorge, Michael SEE Anderson, Poul.

SEE and SEE ALSO entries can be entered when cataloguing but are normally added in the authority lists section. Just type the left part of the entry, then the word SEE or the words SEE ALSO and then the referred to entry all on the same line. You must leave blank spaces around the word SEE and after the word ALSO. While Bookmark does not care if the words are upper or lower case, using upper case makes the entries stand out more. Mixed case can be used, too – See Also.

When one of these entries is selected the entry on the right side is used.

The SCIS Authority Files is a way to add thousands of cross references to your own authority list. SCIS provides both Subjects and Names (authors) authorities.
Collections, Suppliers, Publishers, Places, Cost Centre, Locations, Sites/Sublocations

Lists of all the entries used in Collections, Suppliers, Publishers, Publisher places, Sites / Sublocations and Cost Centres are available. The authority control window is slightly different to the one for subjects but the functions work the same. Locations and Item Types bring up the standard window for those functions.

Publishers, Places, Suppliers, Cost Centre, Sublocation, Loan Notes and Return Notes

The above authority lists all operate in a similar manner and work similarly to the Subjects authority list.
Rebuild is useful to periodically clean up the list.

Note: Sublocation can also be known as “Site”. See Controls / General Controls for how to swap the heading for this field.
Locations

Locations are very useful for stocktaking, also appear in Search and can be used for search and other limiting. Splitting a library into many internal locations permits stocktaking to be easily carried out in sections. Locations can also refer to areas where items are stored outside the library -- such as remote resource centres, reading rooms, sheds, classrooms, etc.

A location entry is not required for items but is very strongly recommended.

Locations can exist in the list without being entered against items. However, it is recommended to have at least one item with each location entry.

To add a new location to the list, just enter it against an item before saving, or click on the Add button.

Remove deletes the location from all items and the list.

Change can be used to change the highlighted location's terms or spelling.

Rebuild erases the entire Locations list and builds a new one based on entries against all items.

Bookmark includes an optional Sublocations list as well. This is an entirely separate list to Locations - there are no "links" between the two. It is possible to enter a broad location and then several associated sublocations. Example: Location is Library but sublocations might include Fiction, Non-Fiction, etc. It is preferred to enter these into Locations but they can be entered as sublocations instead. Locations and sublocations should not be duplicated.
It is a good idea to enter an initial list of Locations before starting cataloguing.

It is possible to add extra locations as cataloguing takes place. This can be done by just typing the location description into the cataloguing record and saving it. The location is automatically added to the list. Alternately, it can be added to the list here.

The up and down arrows on the right side can be used to change the order of the list. Highlight the entry to be shifted. Click on an arrow to move it one row up or down. Continue until it is in the correct position. Repeat for other locations. When the list is closed, it is saved in the displayed order.
Collections / Genres

Collection can be used to identify items in various groups. The terms used are up to library staff.

Collection can also be used to hold Genre headings. Genres are broad headings often used in book stores to categories items. Below is a list of fiction Genre headings used by SCIS.

- Adventure stories
- Animal stories/Animal films
- Australian stories
- Biographical films
- Choose your own stories
- Comedy films
- Crime stories/Crime films
- Diary stories
- Dystopian fiction
- Family sagas
- Fantasy
- Gothic fiction
- Historical fiction
- Horror stories/ Horror films
- Humorous stories
- Love stories
- Mystery and suspense stories
- Mystery and suspense films
- New Zealand stories

School stories
Science fiction
Science fiction films
Spy films
Stories in rhyme
Supernatural stories
Utopian fiction
Verse novels
War stories/War films
Westerns
Wordless stories
A list of Collections can be provided to users in Search. Only the collection headings that are ticked are displayed. This feature is optional.

The heading "Genre" can replace the term "Collection". This is done in Controls / General Controls.

Collections / Genres can be listed in Search using a special button. Any ticked is licked.
Item Types

The Item Type authority list is slightly different to the others.

Every Item Type has a code, a description and an optional icon.

In older versions of Bookmark, the item type codes were numbers, but in later versions they can be either number or up to 4 letters.

Bookmark starts with a default set of item types. These can be changed or removed on this windows. Other types can be added.

Click on the New button to add a new item type to the list.

Enter the Code then the description. Select an icon then click on Update to save.
Click on an entry in the list to highlight then click on Edit to change details about the entry. Alternately, press the Enter key to enter edit mode.

As the entry is being edited, the Code field is disabled.

Change the description and/or icon.

Click on Update to save to the list.

Click on Remove to remove from the list. If there are no items with this entry, it is removed from the list. If there are items, a notice is displayed.
Click on Move to change this item type's code against items to another code that has already been entered into the list.

Click on Items to see a list of titles that have the item type.

The Change button is used to change an item type's code. Alternately, press F4.

Example: say that Fiction has a code of the number 1 but you wish to change it to FIC instead.

Click OK and Bookmark changes all references from 1 to FIC.

Note: old data may include a code as part of the description. Example: PF Picture Fiction.
First edit the entry to remove that code from the entry. Remove the PF and spaces in the example leaving only Picture Fiction. Update.

Then use the Change button to change the references from the number to PF.

**Technical info**

You can make your own custom icons and add them to the list. The word 'type' must be the start of the icon's filename. The file can be any valid image format – bmp, jpg, jpeg, gif, png or ico. Just save the image to the Icons folder in Bookmark and it will appear in the list. The folder contains other icons but only those with type at the start of the filename are listed.

If you use any other icons or make your own, please email them to the Help Desk so they can be shared.

=================================================================================================
Status Types

Every item catalogued must have a Status Type.

A Status tells the system the "condition" of an item - e.g. is it available for loan, is it on loan, is it lost or being processed, is it an electronic resource that cannot be borrowed, etc.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Available</td>
<td>Yes</td>
<td>Yes</td>
<td>22487</td>
</tr>
<tr>
<td>2</td>
<td>On loan</td>
<td>No</td>
<td>Yes</td>
<td>895</td>
</tr>
<tr>
<td>3</td>
<td>Missing in stocktake 2016</td>
<td>No</td>
<td>No</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>In repair</td>
<td>No</td>
<td>No</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>Damaged</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>On order</td>
<td>No</td>
<td>No</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>In process</td>
<td>No</td>
<td>No</td>
<td>626</td>
</tr>
<tr>
<td>9</td>
<td>Being covered</td>
<td>No</td>
<td>No</td>
<td>173</td>
</tr>
<tr>
<td>10</td>
<td>Website</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>14</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>15</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>16</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>18</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Each item has an assigned *status number* from 1 to 100.

Status is not a location and a status is not normally used to block an item being borrowed, although this is possible. Items with a Status of 99 are normally "not for loan". The Loan Restriction is normally used to prevent items being borrowed.
**Status 1** indicates an item that is currently in stock and available for loan. Items with a status of 1 can always be borrowed.

**Status 2** means the item is on loan. It is automatically assigned to an item when it is borrowed. (When an item is returned, its status changes back to 1.)

**Status numbers 1 and 2 are fixed in meaning.** The words for the status can be changed but the meaning must remain the same -- the message *Available* for status 1 could be altered to *In library* or *In stock*.

All other status numbers are available for user assignment.

To enter or change a Status, click on the line and beneath the list type in the text. The text is case sensitive and appears exactly as entered. Bookmark does not adjust the case for Status Types. Use the tickboxes to indicate whether items with this status can or cannot be borrowed or returned in Circulation.

To transfer information from the editing area to the list, click on Update or press Enter or the Up or Down arrow keys.

**Examples of Status messages:**

Status  
1. Available  
2. On loan  
3. Lost not paid  
4. Lost paid  
5. In repair  
6. New  
7. Stocktake 2015 missing  
8. Display  
9. Missing  
10. Awaiting repairs  
11. In stock – damaged  
12. New item – not for loan  
13. Website  
14. Electronic resource  
15. Stocktake 2016 missing

Status Types are often used to denote items found missing in stocktake. Several may be used.

It is a good idea to have special status types for items which are not normally borrowed, such as websites, electronic resources, etc.

The Move button allows changing the status value stored against items from one value to another. for example, all items with a status of 16 can be changed to 32.
Move

The Move function can be used to mass change the status types of items.

In the example above, all items with a status of 8 would have their status changed to 4.

Barcode

The Barcode function can be used to print a Status as a barcode. This can be useful when returning items in case a status other than 1 is required.

The barcode stands for STATUS number, and the description appears above the stripes.

Closing the window automatically saves all changes.

Note: Any Status Type with Can be borrowed and Can be returned not allowed cannot be borrowed.
SCIS Authority Files

SCIS provides Subject and Name authorities which can be loaded into Bookmark. These can be downloaded from the SCIS website. Save the files to a USB Flash Drive or to the SCIS or Downloads folders in Bookmark. Bookmark imports the MARC format files directly into its own authority list. (Do not use the text format.) Click on the Import button to do this.

Cross references are automatically linked.

Regular subject headings are not put against items, this must be done manually while cataloguing. Importing SCIS records automatically includes the authority entries.

Both SCIS and ScOT entries are included, although Bookmark does not distinguish between the two.

SCIS periodically updates its lists. To do this in Bookmark, first rebuild subjects or authors then re-import the newer headings.

Note: the SCIS subject authority is very large and adds over 180,000 entries for the full authority. It can take some time for Bookmark to load such a large list.
Boxes

A “Box” in Bookmark is a collection of resources that can be borrowed using one barcode even though each resource item which is a member of the box can also be borrowed separately with its own barcode. A Box is akin to a "group loan". Boxes and can also be returned and inventoried.

The Box window lists all the current resource boxes and functions for listing their contents, creating a new box and editing or dismantling an existing box. The list order can be changed by clicking on a column heading such as Title or Members.

A Box can be borrowed, returned and stocktaken.

Boxes can be any group of items. Some possibilities:

1. **Kits**: The kit box has the group's barcode label. The kit is entered as an item. Each item inside the kit is also assigned its own label and entered into Bookmark separately. This allows the contents of the kit to be borrowed, returned, etc., independently of the rest of the Box.

2. **Sets**: This can be a set of dictionaries, readers, atlases, pictures, tapes, etc., possibly including class sets of books. Each item is given its own barcode or record number and entered -- possibly as a block entry, possibly not. It is suggested that a barcode be put on a separate card and kept in a convenient location -- perhaps inside a three-ring
folder. In this way, every item in the set can be loaned separately, or the entire set borrowed with one scan. Alternately, one of the items in the set itself can be ‘the box’, although this can have some drawbacks.

3. Theme Packs: These can be collections of items with a common theme -- space, beaches, folklore, anything. Assign a barcode and item for the theme and link together for group loans as a Box. The card system is ideally suited.

To work with a Box, all the items to be part of the group must first have been entered or imported into Bookmark. And you need to have a list of all their record numbers as there is no provision to search for items in this section.

The contents of the Box and the Box itself must all be catalogued first. The Box itself must be given a barcode, an item number and catalogued as well. The Box may be a physical container or one of the contents or even just a special barcode used to group the members for loan.

To create a box first, enter the item record number or barcode label of the Box itself (or the item which will serve as the Box). It must already have been catalogued beforehand.

Next, enter the record number or barcode of each item which is to be part of the Box – each ‘member’. Each will be displayed as it is entered.
Note: double-clicking on a title shows the details of that item.

When every member of the box has been entered, click OK.

Entering the number of an existing box first allows other items to be added.

This is used to add more items to an already created Box or remove items from a Box without dismantling the entire box. The window is identical to the one used to create a new box.

To remove all contents of a box, highlight it and click on Dismantle. The items are disconnected from the box and the Box itself removed from the list. The Box and all items remain catalogued, they just no longer belong to a box.

View contents is used to list the contents of a highlighted box. The list can be printed.
Find box will locate a box within the list of all boxes based on words entered. The first box found is highlighted.

This prints the list of all the boxes but not their contents.

This displays every box along with the items in the box.

**Managing Boxes in Add/Edit Items**

It is also possible to create and add items to boxes in Add/Edit Items.

If an item is not a box or does not belong to a box, the value next to "Box" is blank. Click on *Make* to create a new box and add items to it. The visible item does not have to be the box or even a member of a box. Click on *Add* to add the visible item to an existing box.

If the item is a box you can *List* the contents of the box and the entire Box can be *Dismantled*.

If the item is a member of a box, the number of the box is displayed. *List* shows the contents of the Box. *Remove* unhooks the current item from the box without having to save the item.

**Bulk Loan Boxes**

Circulation permits creating temporary boxes for on-the-fly bulk loans. While they exist, these appear in the list of boxes just like regular boxes.
Item Lists

Item Lists can be used to easily generate common item lists. Commonly used reports are available here as well as in Reports. Some special functions are also included as well.

Many of these can also be done in Catalogue Reports, but the format here is simpler for these frequently used reports.

Some additional operations that produce lists are also included.
**Collect List of Titles**

This function can be used to produce a list of items. The list can be generated in several ways:

- Scan each barcode or enter each items' number
- Import a list of barcodes or numbers scanned into a text file or from a portable scanner
- Search for items using a Query.

Once produced, the list can be printed or saved into a text file.

This opens a window and displays the cataloguing details of an item. Double-clicking on a title does the same thing.

Removes a title from the list. Hotkey: F3.

Opens an Add/Edit window to allow a highlighted items' cataloguing details to be changed. Hotkey: F4.
Opens a file requester to read a text file of barcodes or item numbers. A laptop computer with a barcode reader can be used to produce this file. On the laptop, open the Windows Notepad program and scan the barcodes. Save the file to a USB flash drive so it can then be taken to the library computer for importing here. If using Word, be sure to save the file as TXT and not DOC. Hotkey: F5

Prints the list of titles. Hotkey: F7

Titles can be printed with or without book covers.

Exports the list of titles to a text file which can be read by Notepad or Excel. Hotkey: F8

Opens the Catalogue Query window which can be used to create a special search. This window is discussed in detail in the Reports module documentation.

**Portable Barcode Reader**

Some barcode readers are able to collect lists of barcodes in their memory. These can then be downloaded. There is no special button for this, as in Stocktaking. Just download the barcodes to this screen.
Item Barcodes

The Item Barcodes function is used to control stored barcode labels. It can also add barcodes to blank entries. This window is not used very often and usually in conjunction with the Bookmark Help Desk.

All items are scanned and listed in this window.

The barcodes listed are those stored against the items.

Items without barcodes either do not require them (such as catalogued websites) or use calculated barcodes based on their item numbers (left column).

*It is more efficient to have barcodes stored against all items.* If possible, put a fill barcode next to every item. It is not essential.

Individual titles can be highlighted by clicking. Multiple titles can be highlighted by holding down the Shift or Ctrl keys at the same time.
Removes highlighted stored barcodes. This can be useful if an item has the wrong barcode label against it. Simply removing the stored barcode forces the item to use a calculated one instead, which often works just as well.

This useful function fills all items with stored barcodes.

Use the top section to specify the format of barcode, the site ID, the identifier and range of numbers.

The bottom section shows the values from Controls > Barcode Settings and can be used as a guide.
Note: only blanks are filled. Items already having stored barcodes are unaffected.

Note: items that do not require stored barcodes will be given them by this operation.

Older versions of Bookmark could accidentally store the same barcode in two places. This causes the wrong items to appear when borrowing, for example. The Remove dups function removes any duplicate barcodes that have numbers not matching the item number.

This erases all stored barcodes, forcing Bookmark to only use calculated ones. Not recommended unless there are severe stored barcode problems. Use only with the advice of the Help Desk.

Changes item numbers to be the same as those on stored barcodes. This should only be used when:

- Some barcodes have numbers above 100,000
- All of the larger barcodes have been stored against items

If a Barcode looks like 3 1234 00504001 7, the item number is 504,001. However, the item might be stored as 44,001 or a number that does not match the one on the barcode. This function changes all items with these non-matching values to be the same as the values on the labels. Very few Bookmark users have this situation so only use this function on advice from the Help Desk.
Lists all items with mis-matched barcodes and item numbers.

<table>
<thead>
<tr>
<th>Item</th>
<th>Barcode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0413098286</td>
<td><em>The amazing story of Adolphus Tips</em></td>
</tr>
</tbody>
</table>
Check ISBNs for Existing Copies

Items can be listed by entering either their ISBN or stored barcode. This can be a quick way to determine whether any items with a certain ISBN have already been catalogued.

It can also be used to produce a file containing a list of ISBNs to be uploaded to SCIS.

Both ISBNs or item numbers or barcodes can be scanned or entered.

Export generates a file with just the ISBNs that are not in Bookmark, or a list of all ISBNs or a list of all entries.
Check for Inactive Websites

This function can be used to see if catalogued websites are still active or dead. It also checks author URLs set up in the Author Authority.

Any inactive websites found are listed.
ELR Survey

The Australian federal government conducts an annual survey of the Australian content in school libraries. This called the "Educational Lending Rights" survey. A group of schools using Bookmark is nominated each year for the survey. SCIS managed the survey.

This function is used to conduct the survey.

Nominated users will be provided with a special password which is entered on this window. The school's post-code should appear on the line above.

Click on Proceed.
The Automatic method is the easiest to use. It will work if the school's proxy server allows access to the Bookmark user server at http://bookmark.central.sa.edu.au. This method automatically downloads the ELR survey booklist file then proceeds.

The manual method can be used in cases where the automatic method is unavailable.

Click on the Download button to go onto the Internet to a webpage where the survey booklist file can be saved.
Click on the link to save the ELR survey file.

Then click on the Proceed button. For the manual method, a file requester pops up for locating and opening the saved survey file.
The survey goes through several stages. As each step is completed it is ticked on the list.

The results of the survey are saved in two files which are then added to a zip file.

A popup window displays the location and filename of the results.

The filename is the name of the school plus the post code dot zip. The path where the file is located (Bookmark's location) is given, too.

Email this file to the email address provided for the survey.
Premier's Reading Challenge

This button only appears if the PRC option in General Controls is active. By default it is not and this button does not appear. It only appears if one of the three options is selected.

Bookmark provides support for the Premier’s Reading Challenge schemes in South Australia, New South Wales and Victoria. The book lists can be downloaded and imported, after which Bookmark can match titles in the library database which are in the book lists. In addition to producing a list of matched items, these items can also be "tagged" for easy identification.

The PRC book list can be added to Bookmark in two different ways:

- The list can be automatically downloaded and imported by Bookmark without the user having to do anything.
- The book list file can be saved from the Internet and then imported into Bookmark.

Importing Directly from the Internet

If Bookmark has direct connection to the Internet, it will notify you that a revised book list is available. To download the list, simply go to the Premier's Reading Challenge window.

For this function to happen, make sure the network's proxy server allows access to the web address bookmark.central.sa.edu.au.
If Bookmark is unable to download the list, a message appears:

![Notice]

PRC Booklist file not found. Please download booklist file.

If the download is successful, this message will not appear. Instead a list of all items in the book list is displayed.

![Update]

Import – South Australia

If direct downloading is not available, the South Australian PRC book list can be manually downloaded from the PRC website itself via your Internet Browser. Go to the PRC website to do this then use the Import function in the File dropdown menu or the Update button at the bottom of the window import the downloaded file.

Skip ahead to the Compare section below.

Import – Victoria

If the PRC book list for Victoria cannot be downloaded, the list can be downloaded from the PRC website and installed into Bookmark.

Go to the PRC website: [http://www.education.vic.gov.au/about/events/prc/Pages/default.aspx](http://www.education.vic.gov.au/about/events/prc/Pages/default.aspx)

Click on "Book Lists" on the left side.

On the right side, click on "Book list All Year Levels (xls – 1.40mb)"

This is a link to an Excel spreadsheet file. Download and save the file.

Next, go offline and open the saved spreadsheet file. It may have a filename like 2015allyear booklist.xls.
Click on File at the top left then on Save As. At the bottom of the window, change "Save as type" to Text (Tab delimited)/".txt). This is the format Bookmark can import. Save the file.

Close the spreadsheet.
The saved file may have a name like 2015allyear booklist.txt. This file is now ready to be imported into Bookmark.

Go to Cataloguing then Lists. Click on P – Premier's Reading Challenge.

Click OK.

Click on the Update button.

Use the file requester to open the book list text file. It will be imported.

**Import – New South Wales**

The NSW PRC book list cannot be downloaded separately as a spreadsheet, only as a PDF. However, the list is also available directly from Bookmark.
Compare (Everyone)

This function compares the data in Bookmark the PRC book list. It does this by examining every item in the database and seeing if a reference in the PRC list exists.

Items are matched between the library data and the book list if:

- The main author surname and title are the same
- The main author surname and the title are similar (one is contained within the other)
- The main author surname and the series are the same
- The SCIS number is the same

(The ISBN is not used for matching as the same ISBN can be re-allocated by publishers to different titles and series.)

Note: Books belonging to a series found in the PRC book lists are matched even if the titles are not in the list. This adheres to the rule adopted by DECD's Premier's Reading Challenge. The entire series must be matched exactly. "Wicked Wacky 5" and "Wicked Wacky" are not a match. Also, both the series and author need to match together.

Listmaker will not match entries if the titles are significantly different – e.g. a word is spelled differently. It may match if one title (either the PRC book list title or the library title) is contained within the other ‘as is’. Example: “My uncle Wal the werewolf” is catalogued in SCIS but "My Uncle Wal the Warewolf" is how it is spelled in the PRC book list – not identical. This would not provide a match as the spelling of werewolf is different.

The next dialog asks if you wish to ‘tag’ the matched records. YES tells Listmaker to mark (tag) every item in Bookmark's catalogue file that is found in the PRC book list.

Click on No if you do not wish to tag items.

Click on Cancel to abort the comparison process.

If the call numbers in borrower history lists need to be tagged, click Yes. The process can be considerably slower than a No answer.
Listmaker first removes all previous tagging even if No is chosen. It then goes through the catalogue file again and adds tagging if YES was chosen.

When finished, the list of matched items from the PRC Book List is displayed. (Not the list of items matched from the library.)

**Tagging**

- an asterisk * appears after the call number
- the term PRC is added as a key word searchable term although it does not appear anywhere in the catalogue record
- The level is added to the PRC field.

**The List**

Once the comparison processes has been completed, a list of all the items in the PRC booklists that were matched with the library database is displayed.
The ID is the PRC book list's ID value. The Title and Author are as they appear in the PRC list, not the library data. The call number, however, is taken from the library database. The level number reflects the various levels.
Details

Full details about any item in the list can be displayed by double clicking on an entry.

The details displayed are from the PRC booklist, not the library data, except for the call number.

Note: the PRC book list for Victoria only contains title, author, level and ISBN data. The other fields are not present.

Click on OK to go back to the main screen.

Changing the **List** changes whether items matched by the comparison operation are displayed (this is the default) or items not matched or all items in the book list.

Changing the **Level** restricts the visible list to items that are in one of the four levels or to all levels.

**Categories** can be used to specify which category is to be listed. By default it is All Categories.

**Formats** refer to the media – e.g. Book, ebook, Audio, etc.

The final droplist chooses between all items, those by Australian writers only or non-Australian.
**Sorting the list**

The list can be sorted by clicking on the heading above a column.

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Author</th>
<th>Call number</th>
<th>Level</th>
</tr>
</thead>
</table>

**Print**

The **Print** button at the bottom of the main screen is used to print out the currently displayed list in the order exactly as seen. (The F7 key can also be pressed to print.)

A simple Print dialog appears.

Choose a printer and click on the **Print** button to start printing.

**Series**

The Series button lists all the series available.

**Untag**

To remove tagging, repeat the Compare operation but decline the tag question.

All items are automatically untagged as a first step.

Items with the letters PRC in the Other field are not untagged. It is assumed these have been manually tagged and should not be touched.
**Tagging While Cataloguing**

When in AddEdit Items or importing MARC records, items can be tagged.

Click on the Records menu at the top then choose "Tag from PRC book list". If a match is found, the relevant fields are filled.

The item must be saved to save individual tagging.

**Manually Tagging Items**

Items in your database which you know are on the PRC book list or belong to a series that is can be manually tagged. This may be necessary for items with titles that are too different to that in the book list.

After the call number, put a space then an asterisk (or star) character. Example: F MOR *

In the PRC field, enter the level. This can be R-2, 3-5, 6-9 and Mature.

To make the tagging "stick" so it will not be untagged during a comparison put the letters PRC somewhere on the Other line before saving the item. This tells Bookmark not to untag this item. Items tagged by a mass comparison do not have this entry.
Barcode Labels and Spine Labels

The Labels section is used to order or print item barcode labels, print spine labels and calculate a complete barcode based on an item number.
Order Barcode Labels

Bookmark can prepare a list of barcodes which can be sent to a barcode label printing company. The company can use the list to print only the barcodes you require.

The "Order Barcode Labels" operation is used to produce this list in a text file.

The list of labels produced can be either a straight list of sequential numbers or labels based only on the unused (often deleted) item numbers.

Barcode template

The first step is to choose the style of barcode labels that you have or wish to order.

While most Bookmark users have the standard 11-character long "Bookmark" type label, quite a few have other configurations, especially if a different library system was previously used. The correct style of label must be chosen. The "Barcode template" defines the structure of the labels to be ordered. It is important to order the same structure labels as you are using.

The structures are:
1. T SSSS NNNN C. Standard Bookmark labels. These are 11 characters long, start with a letter followed by the Site ID, then 5 digits and have a checksum digit at the end.

2. T SSSS NNNNNN C. Microfusion, Informatif or Metamarc labels. These are 12 characters long, usually start with a number (usually a 2 for borrowers or a 3 for items), followed by the Site ID, 6 digits then a checksum digit at the end. The only difference between these and the above is the initial "identifier" character and 6 digits for the item number instead of 5. The checksum can be a digit from 0 to 9 or the letter A. This is a good type of label to use if item numbers exceed 100,000.

3. T SSSS NNNNNNNN C. Dynix, Horizon or Ocelot labels. These are the International public library standard labels. These labels are 14 digits long, start with a number (usually a 2 for borrowers and a 3 for items), followed by a 4-digit Site ID, then 8 digits for the item number and end in a numeric checksum digit.

4. T NNNNN C SSSS. The Oasis library system used this 11 character type. It is the same length as Bookmark labels but is arranged differently. They start with a letter, followed by the 5 digit item number, then a checksum character (usually a letter) and end in the 4-digit Site ID. The first character, the identifier, is usually the letter R but may be other letters. Only use this type of that is the sort of labels you have.

5. T NNNNN SSSS. The Alice and Oliver library systems use this 10-character type. It is the same as the above Oasis type but without the checksum character in the middle. The first character, the identifier, is usually the letter R but may be other letters. Only use this type of label if that is the sort you have.

6. T NNNNN. Prolib, Amlib, Destiny, Follett, Mac 'n Library and Pc School systems used this type of label. It has one character at the beginning – usually a letter or a digit, often 1. The entire label is 6 characters long. There is no site ID. Note: this is not the same as a 6-digit barcode, it is a 5-digit one with an initial identifier. Only use this type of label if this is the sort you have.

7. NNNNN. A simple 5-digit number.

In addition to the pre-defined types, you can type in your own template. This is necessary if your barcode labels do not conform to any of the above types – e.g. if they are a 6-digit number. The worst case we’ve seen is a 16-digit barcode. (NNNNNNNNNNNNNNNN).

T – This is the "identifier" or type of label. I or 3 or R. Check your labels to see.

SSSS – Here is where the Site ID is positioned on the label. It is always 4 long.

NNNNN – This is the number of digits for the item number. 11-character Bookmark, Oasis and Alice labels use 5-digits or 5 N's. The 12-character barcodes use 6. The 14-character barcodes use 8.

C – This denotes the position of the checksum character, if it is present on your labels. Most labels with 11 character lengths or more have a checksum. There are exceptions!

Site ID
This is the site ID specified in Barcode Settings in Controls. The site ID here can be changed if required. This may be useful if your collection has several.
Barcode Type Identifier
This is the first character on most barcodes. For Bookmark it is usually I for "Item". Some types use a 3 or a 1. For borrowers it is B for "Borrower" for the 10 and 11 character types, or a 2 for the 12 or 14 character types. Make sure this is the correct character for your labels.

Order for
You can order barcodes to fill a range of unused numbers or a block of numbers. Reusing deleted barcode values is recommended although not necessary. If ordering a flat range, be sure you have not used any numbers in that range.

- Unused Barcodes
  When items are deleted their numbers become "unused". If your barcodes are based on corresponding item numbers, as most are, these barcode numbers become free for reuse. Continuing to use higher and higher values is possible and does not add any extra burden on the system, but after thousands of deletions there may be a large number of available numbers.

- All Barcodes in a Range
  This generates a list of barcodes with consecutive numbers beginning at the Start number and going up to the End number. All barcodes are included even if there are items which already have those barcodes. To avoid this, use the Unused Barcodes instead.

Number Range
You can specify the range of numbers used to generate the barcodes, the start and end values. The End value can be greater than the Highest Used Number.

Maximum number of labels to order
You can specify the maximum number of labels to generate. Default is 10,000.
Print Item Barcode Labels

Bookmark can print a variety of barcode labels.

- Item barcodes
- Borrower barcodes
- Passwords as barcodes
- Circulation control commands as barcodes
- Special words or numbers

Page Setup

Before printing any barcodes, it is necessary to visit Page Setup. This determines many factors and settings involved.

Header
This is usually the name of the school or institution. It appears above the stripes on every label. It is printed exactly as entered here, and therefore is case sensitive.

Item template
This determines which type of barcode is printed as described previously in Order Barcode. The template must match exactly the type of item barcodes you use and need to print. If the configuration is not in the droplist, it can be manually typed on this line.
Site ID
This is the four digit or four letter code which appears on labels. If your labels do not have a site ID it can be left as 0000. Normally, this is the school's number or initials.

Item Identifier
The first character identifies the barcode as for an item or borrower. Check to see which character you need. For 11-character standard barcodes (Bookmark type), it is usually the letter I. For 12 and 14 character lengths, it is usually the numeral 3. Bookmark can accept multi-character identifiers, such as LYSS.

Blank Barcode Sheets
Barcode labels can be printed on ordinary paper and cut up or sheets of blank peel-off stickers can be purchased. Various sizes are available. See Default below for more information.

The measurements below pertain to a sheet of blank stickers.

Number Across
The number of labels across (columns) the page goes here.

Number Down
The number of labels down (rows) the page is here.

Top Margin (mm)
The distance from the top edge of the page to the top of the first row of stickers. This can be a decimal value. Printers often add their own margins so the value entered here may end up slightly less than the actual value.

Side Margin (mm)
The distance from the left edge of the paper to the left edge of the first column of stickers. This can be a decimal value.

Label width (mm)
The physical width of a sticker in millimeters. It can be a decimal.

Label height (mm)
The physical height of a sticker in millimeters. It can be a decimal.

Horizontal pitch (mm)
The width of a label plus the gap to the next label on the right.

Vertical pitch (mm)
The height of a label plus any gap between rows. If there is no gap, this value is the height of the label.

Header font size
This value is the size of the font used for the header. It can be anything from 7 to 16 with 10 the norm. The larger the value, the bigger the font. The header font used is always Arial.

Stripes width
The number here determines how wide the stripes are. It is a decimal usually between 0.2 and 0.4. 0.25 to 0.3 is the average. The smaller the value, the narrower the stripes. If this value is too large, labels appear completely black. A very small change can have a large impact on size.

Stripes height
The value here determines how tall the stripes are. 8 is normal.

Text font size
Cataloguing
This is the font size of the text below the strips which shows the barcode (what the stripes stand for). The Verdana font is always used.

**Barcode standard**

Three barcode standards are available: Code 128 and Code 39. Code 128 is the default as it produces darker, more solid lines. Code 39 generates thinner lines and was used in previous versions of Bookmark. Code 128 is recommended as it generates a darker, more compact label. Changing this affects the appearance of the stripes and nothing else. Most scanners can read all three of these.

**Default**

Default sets the page layout for sheets of stickers. The Dataman Barcode Systems supply four different configurations. The TL designation indicates the number of labels per page. Two other configurations are available, too. Selecting one of the default types changes the settings above.

If you are using sheets that do not conform to any of these, just select one, leave it and change the settings to suit.
Test Print displays one sheet of barcodes using the settings. The *Zoom* function allows viewing the labels in larger formats. *Print* prints out one test page.

**Setting up the Page**

Getting labels to fit properly usually requires trial-and-error. Put in initial settings and do a test print to paper. Place it behind a stickers sheet and hold so light shines the labels through. If the alignment is not correct, change a setting and reprint. When it is correct, click OK to save.
Print Item Barcodes

Once the page layout has been set up, item barcodes can be printed using this window.

Enter item numbers individually, as a range or make a list.

- Individually – type in each number and press enter
- Range – Type the lowest number, a dash, then the highest 1000-1010 and press enter.
- Unused – Click on the Unused button to produce a list of barcodes based on a range of unused or deleted item numbers.
- Tick the "Show title …" checkbox to display the title and call number above the stripes for barcodes with items. Choosing this also fixes the output to 3 x 9 format.

In addition, a full barcode can be scanned in order to print duplicate labels. A "full barcode" is considered to have 8 or more characters and is displayed "as is" rather than adjusted.
• Import – read a file of item numbers or barcodes
• Export – save all of the barcodes listed into a text file

When Print is selected, the first page is displayed as a preview. Clicking on Print again prints all pages.

Password Barcodes

Type any word or phrase and a page of barcodes is printed. If the word is a password, a scanner can be used to enter it or the keyboard.
Circulation Barcodes

Barcodes can be scanned in Loans and Returns to enter special commands. Many of these are also available on menus but sometimes it is easier to scan the command itself. This function produces a sheet of these special commands as barcodes.

Word Barcodes

This function allows printing any list of words as barcode labels. These are printed in three columns. Just type in each word and press enter.
Print Spine Labels

Spine labels are stick-on labels containing call numbers. They are normally applied to the spine area of books. Bookmark has a method of printing these.
Spine Labels Page Setup

Like barcode labels, the page layout must be set up before printing. This is normally a one-off operation. Spine labels can be printed on blank peel-off stick-on labels. Page Setup tells Bookmark about the sheets being used.

**Number across**
This value is the number of labels across the page.

**Number down**
This is the number of labels down the page.

**Label width**
This is the width of each blank label in millimetres. Decimal values can be entered.

**Label height**
The height of each label in millimetres. Decimals can be entered.

**Top margin**
The number of millimetres from the top edge of the page to the top edge of the first row of labels. Printers add their own margins so the value here may be slightly less than measured by a ruler.

**Side margin**
The width of the left side of the page to the first column of labels in millimetres.

**Horizontal pitch**
The height of one label plus the gap between columns in millimetres.

**Vertical pitch**
The width of one label plus the gap between the rows in millimetres. If there is no gap, this is the same value as the width.

**Font**

Allows changing to a different font and font size. An example is displayed.

![Font window]

**Default**

Four page settings for common blanks are offered. Selecting one changes the values.

![Default spine label setup]

**Brother QL-750**

This is a special label printer that can be used with Bookmark. It is ideal for printing quick one-off labels. This can be done in Add/Edit Items or Import MARC Records via the Records dropdown menu. Choosing this default sets the page to print one label.

**Test Print**

Even after choosing a setting, it may be necessary to fine tune the actual values, especially the margins. The Test Print allows this.
A preview of the test page is displayed first. Note this image is not 100% accurate and the actual printout can vary slightly.

Print a test page. Place it behind a blank sheet of labels and hold up so the light from behind makes the printing visible. This trick can be used as a guide. If the columns and rows do not line up, change a setting and repeat until everything is right. Save.
Print SpineLabels

First, collect the items for which you wish to print spine labels.

**Scan Barcode or Enter Item Number**
Items can be collected by directly scanning their barcode or typing their item number and pressing enter. As they are collected, they appear in the list. Click to highlight and use Details to see cataloguing details. To remove an item accidentally listed, highlight and click Remove.

You can also enter a range of item numbers. Type the lowest value then a dash then the highest, e.g. 500-575. All items within the range are collected and listed.

**Collect Items**
Enter a date and all items having an Accession Date of that value or later are collected and listed. After this it is still possible to add more by scanning barcodes.

**Import**
This function reads a list of barcodes or item numbers from a text file. The file may have been created by scanning barcodes on a Laptop into Notepad and saving. Locate the file and open.

**Download**
Yet another way to collect is to use a portable barcode reader. Scan the barcodes into the reader's memory, click on Download.
Then click on OK.

**Export**
This function saves the visible list to a text file.

Once a list of items has been collected, the spine labels can be printed.

The bottom area allows modifying the labels.

*Enter label position* can be used to specify at which label on the page to start. This is useful if some of the labels have been used. Coordinates are number across (starting at 1) and rows down.

The three “Split” options determine where Bookmark splits a call number into two or more lines on the spine label.
Print item number beneath call number includes the item’s record number (barcode number) to be printed in small font at the bottom of the label.

Include box number, Include location, Include sublocation adds this data on separate lines.

Text on spine labels is normally centred within the label but can be left-justified instead. Click on the Print button to begin printing.

A Print Preview window opens to show the first page. Click on Print to actually print the spine labels.

Colour
The colour button allows setting a colour that will apply to printing all the spine labels. It affects the letters only, not the background.

Save and Retrieve
These buttons at the top allow quick saving of the list of items. Click on Save and the list is stored away. Come back later, click on Retrieve and the list re-appears.
With this operation, you can type in the actual call numbers, one per line. (Press enter after each.)

Special Note: Type an underscore character _ to stop a line being split. Example: Part_of Box_443. This would come out as two lines only. The underscore character is not printed, but a blank space is printed instead. Two blank spaces in a row gives a blank line.

Place a tick next to Print one whole page per line to print an entire page of the same label. Each line is a page.
Display Full Barcode

This screen can be used to see a full barcode given only its number and site ID.
List Unused Numbers

The database is scanned and a report listing every unused item number is displayed. This is an editable window. You can highlight and delete, shift things around, and type. Whatever is displayed is printed.

2030-2038 represents a range of available numbers.

Do not use File – Save As to produce a list of numbers for ordering barcode labels. It does not produce the correct format file. Use the special Order Barcode Labels operation to do this.
Global Data Change

Global Change is used to change data for a group of items. It scans all the items in the database and makes changes to the specific items list.

Some examples of Global Changes might be:

1. Assign all items about Easter to an overnight loan.
2. Make sure all items with a particular Item Type can be borrowed only by staff.
3. Find the spelling ‘encyclopedia’ and change it to ‘encyclopaedia’.
4. Add something to Notes for selected items.
Special Backup

**CAUTION!** The consequences of an incorrect Global Change can be far-reaching. Performing a backup is strongly recommended immediately *before* a Global Change. If the change is not correct, restoring the backup is the only undo operation available. The *Special Backup* option backs up to Bookmark’s location (flash drive, etc. not needed). Four different backups are available, denoted by colours.

![Special Backup](image)

**Step 1 – List Items to be Changed**

The first step is to list the items that are to be changed. This can be done in several ways.

- Items can be individually scanned or item numbers entered
- A Query (search) can be conducted to obtain a list of items based on a common criteria (See Reports for a detailed description of Queries)
- A list of item numbers or barcodes can be imported (and exported)
- Details of an item can be viewed by highlighting and clicking on Details
- An entry can be removed from the list by highlighting and clicking Remove
- The list can be printed
Step 2 – Specify the Change

Parameters need to be specified related to the actual change.

**Change field:** This is the field in which data will be changed (not the one being searched).

**Change method:** Four ways are available to make a change.

1. "Only Replace 'Find what' text with 'Replace with' text". In each field, look for the text entered next to **Find what** and if found, remove it and replace it with the text next to **Replace with**. If Replace with is left blank, then the Find what is simply removed.

2. Replace entire contents of Change field with 'Replace' text

3. Add 'Replace with' text to beginning of field (prefix)

4. Append 'Replace with' text to the end of field (suffix)

5. Remove 'Replace with' text from the field.

**Find what:** This only applies to Change Method 1 (find and replace with). Enter the old data found in the items which will be replaced. This can be a fragment or the contents of the entire field. Leave this blank if using the other Change Methods.

**Replace with:** Enter the new data. This will either be text or a number or a date depending on the field being changed.

**Stop at each entry and decide:** Normally keep this ticked. However, if you are certain of the global change, the tick can be removed. All items in the list are changed without notice.

Step 3 – Start search and change
The first item in the list is displayed.

Click on *Change* to make the change.

Click *Skip* to ignore this item and move on to the next.

Click *Change all* to change all items without stopping.

Click *Cancel* to abort the global change.

When the global change is completed, a window shows the first record which was changed for checking purposes.

If the global change has gone wrong, immediately go to Utilities and restore the backup that was made in step 1.

**Example 1: change spelling of a term**

Suppose you want to change the spelling of the word ‘encyclopedia’ to ‘encyclopaedia’ in all titles. (This is technically incorrect – titles should normally be spelled as they are on the books, but we'll use this as an easily understood example for now.)

**First:** Do a Red, Green, Blue or Yellow backup.

**Step 1:** Construct a Query in Global Change. Title Contains encyclopedia

**Step 2:** Set the Change Field to Title.

Set the Change Method to Only Replace ‘Find what’ with ‘Replace with’ text
Next to Find what, enter the misspelled word **encyclopedia**. It does not matter if it is in upper or lower case or mixed -- Bookmark will still find all occurrences. Spacing and punctuation in phrases, however, must be exactly right.

Next to Replace with, enter the correction **encyclopaedia**.

**Step 3:** Click on Start.

**Example 2: change due date category for a group of items**

One useful feature of Global Change is to temporarily alter the due date category of items. This cataloguing parameter determines the due date actually assigned when an item is borrowed. Let’s suppose we wish to limit loans of all items about the Olympics to overnight just for the next few weeks. Before doing the global change, we would go into Controls, Cataloguing Lists, 4 - Due Date Categories and set up a due date category for overnight loan (if it has not already been set up). We will assume this is category 1 in this example (it could be different on your system).

**Step 1:** Do a Query for Subjects Contains olympics or similar to list all items about the Olympics in Global Change. Tip: export the list so it is easy to change back by importing.

**Step 2:** Set the Change Field to **Due Date Category Number**.

Change Method is automatically set to Replace entire contents of field.

Choose the Due Date Category of 1 from the droplist.

**Step 3:** Start.

When the first item appears, click on **Change all**.
Example 3: changing locations

Items can be shifted from one location number to another using Global Change. (They can also be moved in the Status list editing window.)

Suppose there are items which were stored in the Music room and need to be changed to Teacher resources.

Before making this change, be sure that the new location is in the list. Controls, Cataloguing Lists.

**Step 1:** Make a Query for Location equals Music room and list all items.

**Step 2:** The Change Field is Location.

The Change Method is Replace entire contents.

The Replace With is Teacher resources.

**Step 3:** Start.

Note: if the location is not in the master Locations list, it will be automatically deleted. The original location, however, is not removed from the list. This can be done in the Authority Lists / Locations section.

Example 4: fixing the dreaded ‘comma space’ problem with authors

One of the most common problems in cataloguing is known as the ‘comma space’ problem with author names. Normally an author is entered as SMITH, Jane having a comma followed by a space between the surname and given names. Inevitably, some authors end up without the space after the comma. This makes for an inconsistent presentation and it can affect searches.

Global Change to the rescue!

The concept: find all the authors having a comma without a space after it and change them to comma space. This is the Find what and Replace with method. However, just finding a comma and then changing it to comma+space, creates a problem with authors which are already correct. SMITH, Jane would be changed to SMITH,   Jane -- two spaces after the comma. (Groan.)

The trick is to use a more accurate Query: Author Contains comma (type a , symbol) And Author Does Not Contain , space. (Type a blank space after the comma and not the word space.)

After the list is produced, set up Step 3 to find , and replace with a , followed by a blank space.

Because Author has an authority file, when this global change is complete, the author authority file should be rebuilt. This also applies to Series and Subjects. In many cases, it is better to make the changes in the Authority File area rather than use Global Change.
Covers and Images

Item covers and images

1 - Examine images
2 - Import images
3 - Download form CPAC
4 - Mass order from SCIS
Examine Images

This function displays all the images in the COVERS folder at Bookmark's location. These can be book covers, photos or any other graphic image associated with an item.

Each image shows its resolution in pixels across x pixels down (128 x 180 for example), the filename and the file extension identifier (.jpg, .gif, .bmp, .png).

If any items have the same ISBN, the number of copies is shown and each of their item numbers are held in a droplist. Each cover also has a "Delete" hyperlink which can remove the cover.

Covers with an ISBN as the filename are automatically shown with items if the item has the same value entered as the ISBN. However, it is possible for covers to have other filenames as well. In this case, Bookmark matches using the "Cover" field in cataloguing. (This is on the lower right side of the Add/Edit screen.) It is a good idea to include the ISBN here as well as it is more efficient for the program to fetch a known cover than by matching.

Storing an image's filename in the Cover field line allows images which to not have ISBNs as filenames to be used. These images take precedence.
The ISBN button allows locating a cover by its ISBN.

![Find cover dialog box](image)

Enter ISBN or cover filename to find

OK Cancel

To locate a cover by a title, enter a word or two from a title.

![Find cover dialog box](image)

Enter words from title to find
cats

OK Cancel

Then select the title from the list.

![Titles found list](image)
Covers to particular items can be located by the item's barcode or number.
Import Images

The standard book cover importing window found in Import Items and Import Marc Records is also found here, too.

Note: in AddEdit items, the … ellipsis button to the right of Cover also copies a cover image from where it has been saved to the Covers folder.
Downloading Covers from CPAC

Bookmark’s CPAC online search is also a source of cover images. Tens of thousands of images uploaded by users are available from CPAC.

Tick the item types for which to search for covers.

Click OK and Bookmark will try to download any cover images it finds on the CPAC server to your system.

Technical: Access to the Internet is required for this operation, and the proxy server must allow access to the Bookmark website http://bookmark.central.sa.edu.au.

Note: this is a very slow operation.
Mass Ordering Covers from SCIS

Up to 1,000 covers can be ordered from SCIS at a time.

This function produces files of ISBNs of items with no corresponding or assigned covers. There is a maximum of entries 1,000 per file. Each file can be uploaded to SCIS to order the covers. The downloaded images file can be imported normally.

This provides a bulk method to acquire as many cover images as possible.

First, tick all of the item types for which you would like to order covers. Set all ticks all the boxes.

Then click on OK.

Bookmark generates the files and opens a window listing them. The location of each is included.
Upload each of these file to SCIS, one at a time, just like a normal order. Both Usmarc.dat and Images.zip files are generated, and with SCISData a single zip file is produced.

It is not necessary to download and process the MARC records, although this can be done.
Linking and Multiple Copies

Multiple copies of a title are “linked” together by a common linking number. This allows reservations to be placed against a title rather than an individual copy.

Multiple copies are automatically linked when they are catalogued by using the Copy or Block Copy functions as described previously in the Add/Edit Items section.

The Linking screen can be used to correct linking issues – e.g. if an item has not been linked to copies or dis-similar items are linked and should not be.

Only identical titles should be linked. Do not link similar items like items belonging to a series but having different titles. Items which are part of a set but have different titles should not be linked.

One of the items in the list automatically supplies the linking number.

To make an item linked with other copies, first, collect a list of the items to be relinked. Enter words from the title and click on Find.

Tick the boxes of each title that is the same. Do not tick titles that are not copies of the same title. Once all like titles are ticked, click on Relink. The linking number displayed is changed.

To remove a link, tick the box and click Unlink.
Reindex Search Terms

Bookmark maintains many indexes used to facilitate high speed searching. These include words and authority lists.

Search indexes are automatically updated when items are added or deleted but over time numerous dead links (words no longer used due to deletions) can accumulate. Reindexing removes these and cleans the search index lists. Reindexing may be necessary if changes to the indexing rules occur with updates of Bookmark.

Rebuilding wipes the contents of the series, author and subject authority lists then collects all entries from the catalogue. New authority lists are created.

Stop words are terms that cannot be searched. The terms listed are ignored. By default the words A, An, And, Or and The are ignored. All other terms are searchable. This part of Bookmark allows users to add their own words to the non-searchable word list. A reindex is necessary if the stop word list is changed.

Bookmark's database also has its own internal indexes. These are not the searchable word lists but other indexes used to retrieve data more quickly. The fourth option rebuilds those internal indexes.

It is recommended that no other activity take place while reindexing or rebuilding.
Item Data Entry Between Two Separate Computers

It is possible to transfer cataloguing data from one Bookmark computer to another without using a network. This allows cataloguing to be performed remotely – for example, at home – and then later transferred to the library.

In order to do this, backed up data from the library is restored onto the home computer. Cataloguing is done. The items catalogued are then exported onto a USB flash drive and can be Merged back into the library.

The merging process does not overwrite other data.

To transfer data from the library, just do a normal backup to a flashdrive and then restore it to the Home comptuer in Utilities.

To do the reverse is completely different.

1. Keep track of the item record numbers (barcodes) that have been catalogued on the Hecond Computer.

2. In the Cataloguing module, select Export Items.

3. Choose 1- MERGE format. Do not elect another format.

4. Enter the item numbers of the catalogued items you wish to export to the flashdrive. They will be listed. Alternately, a Query can be used to locate all items catalogued since a certain date.

5. Take the flash drive back to the library.

6. On the library computer, open Cataloguing.

7. Choose Import Items.

8. Insert the flashdrive.

9. Pick 5 - MERGE format.

10. Open the file.

11. Normally the "offset" is 0. Click OK.

12. A mass import is performed. If any existing items are found with the same number, several choices are presented.