Bookmark Help Desk Message

4 December 2025

Current version

10.9.9 (564)

Stocktake

Bookmark makes an end of year stocktake easy. Just set the start-of-stocktake date, scan items (remember the chocolate at the end of each shelf as a reward), make a list of items not scanned to chase up, then allocate the items not found to a missing status to finish.

Scanning can be done in sections based on location, sublocation, item type, or any combination, or everything. Entirely up to you.

Barcodes can be scanned straight in, or dumped from a portable barcode scanner's memory, or downloaded from a text (Notepad) file. (Allows a laptop with a scanner to act like a portable reader.) Several computers can be involved in scanning at the same time.

Frequent backups during the day are a good data safety precaution. Click on the Backup button at the top right of Scan Items. Bookmark's location is a good backup destination during the day. An ordinary backup can be done at the end of the day.

Items can be scanned more than once without a problem.

Items borrowed and returned are automatically logged. No need to re-scan.

See the stocktake fact sheet and manuals for details.

Backups

Speaking of backups, make a special 'Annual' or end of year backup as one of the last things before leaving. Send the backup to a USB flashddrive or external drive or OneDrive. This is a very large backup that includes all book covers and photos. It can take awhile. It can act as the legal summary for the year.

Backups made to the "Cloud" location are the next best destination to an external drive like a USB flashdrive or SSD. Weekly cloud backups are a good idea, too. They can even be automated using the new automatic backup functions recently introduced. Bookmark users are encouraged to backup to the cloud location. Note: cloud backups are data-only, not monthly or annual due to size.

CPAC – Your online library catalogue

Using CPAC, your collection can be searched using any device anywhere. This includes iPads, Macs, Android phones and tablets, smart TV's, anything that can open a website via a URL.

Making a CPAC website takes only minutes and is easy to do.

CPAC works with a copy of your catalogue data. No borrower information is included.

Make sure to update CPAC regularly. Open Cataloguing. Click on CPAC then on "Make CPAC database" and follow the steps. CPAC updates can be automated, too, just like backups.

SCIS Authority Files

SCIS provides their subject, names (author), and series authority files. The files contain thousands of cross references – also known as "see and see also" references.

There are two types of files: full and reference only. The full type includes all SCIS headings whereas the reference only has the cross references but not single headings.

Importing and setting up the SCIS authority files in Bookmark has been improved in 564.

It is no longer necessary to use the Full file. The reference-only file is now preferred.

When importing, you can choose to bring in only the references that match subjects, authors, and series you already have, or to bring in all references, or to import everything. The full subjects list has nearly 200,000 entries. Names is far more. Importing the full lists can bloat the database, slowing it down, and returning headings to which there are no items. In contrast, the reference only subjects file has about 65,000 records.

Cataloguing > Authority Lists > Subjects or Authors or Series. Click on the Import button at the top. See the revised *SCIS Authority Files* fact sheet for information.

Automatic Backups

Utilities > Backups > Backup Settings > Set automatic backup times.

Backups can now be made at specific days of the week at a set time. The Bookmark main menu must be left open for the backup to trigger.

The previous method using the Windows Task Scheduler is no longer supported.

Backup fact sheet has been revised.

Database cleanup
End of year cleanup makes the database more robust and faster.

Open Cataloguing. Click on Reindex then Reindex Search Words, Rebuild Authority Lists, and then Reindex Database. This last clears out all unused datablocks that have accumulated, and remakes database speed indexes. Rebuild Database is not necessary, but it can be done. Warning: it can take many minutes. Suggest a backup beforehand.

No one can use Bookmark while a cleanup is in progress.

Update!
The current version is 10.9.9 build 564. Recent iterations of 564 include refinements and a few new functions, like better automatic backups. Even a few long-term gremlins (i.e. been hiding for years) have been identified and swatted.

A very important recent fix increased speed. Windows 11 sound generation is slightly different to Windows 10 and 7. As a result, loans and returns could be annoyingly slow. The latest 564 is much faster. A good reason to update!

Even if you have 10.9.9, if it isn't 564, updating again would be worthwhile. Utilities > Update > Easy Update.

After updating, if your version does not show (564) beneath 10.9.9 or you would like assistance, contact the Bookmark help desk.

Bookmark help desk contacts:
Adelaide: Phone: 08 8226 1541   Email: dean.hodgson@sa.gov.au

Victoria: Phone: 0427 045 896   Email: bookmarklibrary@optusnet.com.au