November 2018

Bookmark update **version 10.4.21** (build 280) is now available.

- Borrowers with single names are now displayed properly. Their name can appear in any of the name fields – e.g. surname, givenname, preferred name.

- Cataloguing / Labels / Print spine labels. Font adjustment control has been added at the bottom of the window. This allows quickly changing the font before printing without having to go into page setup.

- Cataloguing / Delete Items / Deleted items list. Find. Can now scan a barcode or enter an item number as well as a title.

- Cataloguing / AddEdit Items. In the Lists dropdown menu, List Reservations has been added. This shows all reservations and holds for the item currently visible.

- Webopac now allows a "fully qualified host name" as well as the regular host name. This can be entered into the Webopac Controls / Webserver tab. The fully qualified host includes the domain.

- Query. In the "is between" condition, a dash can now be used – example 520 - 529.999 . Spaces around the dash are optional. The word AND and the symbol & and three dots … can also be used but must have blank spaces surrounding.

- Stocktaking / Scan Items / Download. On the window that lists titles from downloaded or imported barcodes, a new checkbox allows automatically logging all members of boxes.

- Stocktaking / Scan Items. If an item is scanned and an unused number found, Bookmark now checks the deleted items list. It automatically recovers the item if found in the list.

- Several small errors have been corrected.

To update, go to Utilities / Update.

Please contact your help desk if assistance is required to update and with any other questions.

October 2018

Bookmark update **version 10.4.20** (270) is now available.

- Cataloguing / AddEdit Items. An item's number, barcode, title and AltID can be entered. In addition, the SCIS number can now also be entered by typing the word SCIS followed by the number. This does not replace the barcode, it just makes it possible to retrieve an item based on the imported SCIS value.

- Circulation / Returns. If a reserved item is returned and goes on hold a new command can be entered to remove the hold. After the notice, type Remove Hold and press enter. It is not case sensitive.

- Circulation / Reservations. When a user wishes to borrow an item reserved for someone else, a message appears. A password has been added so the block can be over-ridden if needed. The password is found in Controls / Circulation Controls / Reserves.

- Cataloguing / Authority Lists / Series. The new SCIS series authority can be imported in the same manner as the subjects and names authorities. The authority files are downloaded from the SCIS website. See the Cataloguing manual, pg 89, for more details.

- Controls. A "new look" has been given to General Controls, Circulation Controls, Search Controls, Webopac Controls and Due Dates. Have a squiz!

- The new "Set Menu Button Colours" function in Controls / General Controls / Display allows changing the colour of the buttons on major menus – e.g. Cataloguing, Overdues, etc. Both the background and text colour can be changed. The setting applies to all buttons in all modules. Explained in the Controls module, pg 12.

- Non-fiction call numbers can be limited to 2 decimal places throughout the system or they can be left as is. Controls / General Controls / Cataloguing. Selecting this option causes all numeric call numbers to immediately be truncated to 2 decimal places. Items subsequently catalogued are also truncated. Note: retrieving call numbers from backups is possible but requires special steps.

- A custom message can be entered that appears when a reserve is returned and goes on hold. Controls / Circulation Controls / Returns. The message appears in a large red box.

To update, go to Utilities / Update.

Please contact your help desk if assistance is required to update and with any other questions.

August 2018

Bookmark update version 10.4.18 (261) is now available.

This update contains a few new features.

- Reports / Borrower Reports. Borrower loans and history reports have been re-added to the list. They are also available in Borrowers / Borrower Lists.

- The borrower history report can now list both all items in a borrower's loan history or just the PRC items. The list includes author and level.

- Cataloguing / Global Change. The way locations and some other fields are handled has been altered. It is now possible to type in data, not just select from a list. To select from a list, click on the ellipsis … box. The change allows for other types of modifications.

- The word NOT is no longer an operator in Search and Webopac. It is now a regular word. And and Or continue to be operators.

- Reports / Catalogue Reports. A new "Quick search" button has been added. This allows normal "keyword" type searches. Query and Easy Query are still available.

- Overdue notices. The mailing title is now a full option. This applies to letters only.

- Overdue notices. The HTML email can include book covers. The covers must have been uploaded to the CPAC pool.

- Circulation. Loans. A temporary "bulk loan" can be performed. Type the word BOX instead of scanning an item barcode. The next barcode scanned becomes the box. Subsequent barcodes are linked to the box. The process ends when the word BOX is entered again or the borrower is finished. This creates a new box. When the box is returned, an option allows it to be immediately dismantled or kept.

- Cataloguing. Import MARC Records. The new "Copy" button allows creating multiple copies when importing.

- Circulation. Loans. Options. Borrower Notes allows entering, removing or editing a borrower note on-the-fly.

Please contact your help desk if assistance is required to update and with any other questions.

July 2018

Bookmark update version 10.4.17 (239) is now available.

This update contains a few new features.

- Overdues Lists and Notices. Overdue Setups have been considerably enhanced. An overdue setup saves the choices made when setting up to print an overdue list or notice. The classes and query info is set up on the first screen, then the second screen (which lists borrowers having overdues) allows setting the format and configurations related to that. The improved setup system now includes the format and configurations as well. This allows creating overdue reports which can be selected from a list. These are pre-set

configurations. To create a setup, go through the steps as if to print notices. Click on Save Setup and give this setup a description. On the first screen, the Retrieve Setup button can be used to bring back the saved setup. Click on Retrieve Setup, click on the setup to use, then click on Print. The normal steps can still be used.

- Circulation. A "bulk loans" system has been introduced. It allows a temporary box to be created while issuing loans. First, scan or select the borrower. Then type the word BOX instead of a barcode and press enter. This puts loans into Box Mode. The next item scanned becomes the box. Every subsequent item is added to the box as it is also issued on loan. Type BOX again and enter or finish the borrower closes the mode. When the box is returned, it appears as a normal box. But a checkbox appears that allows the bulk-loan box to be dismantled when all the items are returned. If it is not ticked, the box remains. While the box is on loan, it exists like a normal box. It even appears in the list in Cataloguing / Boxes. Every bulk-loan box has the words "Bulk loan" on the OTHER line in AddEdit Items. Remove this, save and the item then becomes a regular box.

- All manuals have been revised. There is a new Bookings fact sheet and the Weblinks fact sheet has been updated.

To view all the changes made in Bookmark for the last two years, go to Fact Sheets and click on "Latest features and changes".

Please contact your help desk if assistance is required to update and with any other questions.

July 2018

The latest Bookmark update, version 10.4.16 (236), is now available. There are quite a few new features, and an important correction that affects searching.

- Many users recently reported not finding items in searches that they can see in AddEdit Items and in queries. After lengthy investigation, the deeply-buried reason for this problem was discovered. The problem has been fixed. Items should once again be able to be searched immediately after cataloguing. This should substantially reduce the need to reindex.

- The word "not" can now be searched. "Do Not Lick This Book" can be found. Not is no longer a command. The words And and Or are still commands for Boolean word searching. Energy and Solar. Cats or Dogs.

- Most stop words have been removed. The only words that cannot be searched are A, An, And, Or and The.

- When the update is first installed, Bookmark will perform a reindex. This is done to make sure searching works properly and to invoke changes to the stop word list.

- When importing MARC records (SCIS, etc.), it is now possible to enter multiple copies and not just the one record. The new **Copies** button can be used to enter barcodes for additional copies. They are created when the record is saved. The first barcode must be entered normally. Use Copies to make additional copies of the title.

- Cataloguing / AddEdit Items. The Covers field holds the filename of a non-ISBN filename image to be displayed as a cover. Clicking on the … button not only collects the filename but now also automatically copies the image from where-ever it is – e.g. Downloads – to Bookmark Covers folder. Note: cover images in which the filename is the ISBN of the item do not have to have their filename recorded against the Covers field. Bookmark automatically links the images based on the ISBN field data.

- Cataloguing / AddEdit Items. A "History" button now appears on the right top. Clicking on this pops open a window showing the loan and return history of the item. The F10 hot key does the same thing.

- Cataloguing / AddEdit Items. If an item has copies, clicking on the List button shows the copies. A new "Details" button has been added to that popup. It shows all the details of a highlighted item in the list. Clicking OK jumps to the highlighted item.

- Circulation / Loans / Options. "Borrower Notes" has been added. This allows adding or editing a borrower's loan or return note on-the-fly.

- Cataloguing / Delete Items. If the item to be deleted is a Box, a new checkbox appears at the bottom. If this is ticked, all members of the box are deleted, too. Leave unticked to delete only the box and not the members. Applies to both individual and mass deletions.

- Controls / Due Dates. A new **Final due dates** button has been added. This button is used to set up end-of-term and end-of-year due dates. If a borrower's due date exceeds the final date, the final date is assigned to the item instead. Up to four dates can be entered. The last date entered acts as an end-of-year block, past which borrowing is not allowed. Borrower types and due date categories with fixed dates take precedence and are not affected by final due dates. The final due dates affect all borrowers with number-of-days loans only. Final due dates for each borrower type have been removed and replaced by the global final dates.

- Search. When a list of items is displayed from a search – either in row or column view – pressing the F10 key allows selecting the fields (columns) to be displayed. This is the same function as Reports / Catalogue Reports / Choose fields. It is intended for library staff use to see data not normally displayed in Search.

- Reports / Catalogue Reports. A **Quick Search** button has been added. This type of search is similar to the word-based searches found in the Search module. It only searches keyword, title, author, series or subjects.

To view all the changes made in Bookmark for the last two years, go to Fact Sheets and click on "Latest features and changes".

All Bookmark users are strongly urged to update to this new version as soon as possible.

Please contact your help desk if assistance is required to update and with any other questions.

June 1028

Bookmark version 10.4.15 is now available. New features…

- When in Loans, a list of items on loan to a class, or a list of reservations for a class, can be popped up. Click on Edit then on List Items on Loan to a Class (or press F9), or click on List Items Reserved to a Class (or press F6).

- Resource lists can now be created in Webopac.

- Borrower Add/Edit. Defaults can be set up for borrower type, class and year level.

- Webopac setup information fact sheet is now included in the Setup and Networking Guide manual.

- Controls / Circulation Controls. In Loan Switches "Hide borrow number / barcode" does not display an item's number or barcode next to the borrower name.

- Controls / Search Controls. In Switches, "Show barcode on title list" can be unticked to hide the item number in row format displays. Column format always shows the value.

- Controls / Search Controls. "Show limit search by sublocation" checkbox has been added. By default this is not active. Tick the box to be able to limit searches by sublocation.

- The PRC field has been added to the Power Search.

- Controls / Circulation Controls. Colours. Returns. New button: "Message Colours". This allows changing the text and background colour for every possible message that can be displayed during returns.

- Borrowers / Borrower Lists / Lexiles. This new function can list lexile values for students in classes. It can also import student lexiles from a file downloaded from the Scholastic Literacy Pro website.

- A number of minor glitches have been corrected.

- Manuals and fact sheets have been updated.

To view all the changes made in Bookmark for the last two years, go to Fact Sheets and click on "Latest features and changes".

All Bookmark users are urged to update to the latest version 10.4.15 (232) as soon as possible.

Please contact your help desk if assistance is required to update and with any other questions.

May 2018

Bookmark version 10.4.14 is now available. New features…

- A new field has been added to Cataloguing called "AltID". This field acts like a second barcode. Whatever is in this field can be entered anywhere Bookmark asks for a barcode. Items can have both a regular barcode and the alternate barcode. The AltID can be included in catalogue queries. It appears in the item details window in Search.

- Due date setting. A new enhanced date setting window offers quickly-entered due dates. This appears with the temporary due date and SetDate function in Loans and in the due date setting in Borrower Types and the Due Dates window in Controls. Single-click buttons allow quickly selecting one-day, two days, three days, one week, two weeks, four weeks, end of week, and of term and end of year due dates. The end of term and end of year dates must be present in the Due Date Categories list to be available.

- The reports showing a list of items on loan and list of items in histories for classes have been removed from Borrower Reports in Reports. These reports are now found in Borrowers > Borrower Lists. They were removed as they do not use the query system, whereas as all the other borrower reports do.

- Manuals and fact sheets have been updated.

For a complete list, after updating, click on Fact Sheets then on *Latest Changes and Improvements*.

To view all the changes made in Bookmark for the last two years, go to Fact Sheets and click on "Latest features and changes".

All Bookmark users are urged to update to the latest version 10.4.13 (218) as soon as possible.

Please contact your help desk if assistance is required to update and with any other questions.

Bookmark version 10.4.13 (218) is now available. This update contains several minor new features and some important corrections.

- Circulation Controls. Reserve switches. A new checkbox has been added "Allow an item on hold to be borrowed by someone else". If ticked, any item on hold can be borrowed by a different borrower. The reserve queue is unaffected

- Circulation. An item with a status type that is set so it cannot be borrowed and cannot be returned cannot be borrowed.

- Controls / Resource Lists. Several new improvements in this area. When a list is being edited, new items can be added by scanning, importing from a file or downloading from a portable reader. The download window also permits live scanning multiple items. A resource list can be added to without having to use Search. A new resource list can also be created in this area.

- Controls / General Controls. A new "Notice box" function has been added to the Appearance section. This allows setting the appearance of alert boxes, such as Yes/No or Continue/Cancel. Three styles are available. Default is a new, larger notice box with larger font. Also available is a larger size with coloured buttons. The third is the standard Windows message box, which is what has been used in Bookmark 10 until now. By default, the first style is used.

- Borrowers / Rollover / Borrower Histories. This section is used to limit the histories shown to borrowers in Your Details and a few other areas. By default all histories are listed but a limit can be imposed based on borrower type. This date acts like a "cut off date". It does not remove the histories (as previously happened) but simply hides them. All histories are still available for reports.

- Version 10.4.13 introduces a new "Booking system". Bookings are holds placed on items for specific dates and times. Unlike reservations, bookings can be made for parts of a day and can be recurring on a daily, weekly, fortnightly and monthly basis. Information is available at the end of the revised Circulation manual. The booking system is inactive by default. To activate, go to Circulation Controls and put a tick next to Bookings in the Enable section. Then in Circulation, use the Edit dropdown menu to select or press F4.

- A problem with release 217 not showing borrower names in overdues has been fixed.

For a complete list, after updating, click on Fact Sheets then on *Latest Changes and Improvements*.

To view all the changes made in Bookmark for the last two years, go to Fact Sheets and click on "Latest features and changes".

All Bookmark users are urged to update to the latest version 10.4.13 (218) as soon as possible.

Please contact your help desk if assistance is required to update and with any other questions.

March 2018

Bookmark version 10.4.11 (209) is now available.

- Circulation / Loans. It is now possible to see a list of items marked as lost or missing to a borrower. To activate this feature, go to Controls / Circulation Controls and tick the box "Alert if borrower has lost or missing items" in the Loans Switches section (top middle).

- Cataloguing / Authority Lists. Subject, Author and Series authorities are now case-sensitive. This allows cleaning the lists more thoroughly. Rats and RATS and RaTs are 3 different entries. Use the Change button to correct. Searches are not case-sensitive. Searching for rats will display all 3 entries. Rebuilding the subjects, authors and series authorities may be needed.

- Circulation / Loans. On the screen asking for a borrower's barcode, a window can be poped up that can list everyone in a class. This is an alternative to having the dropdown visible. To activate, go to Controls / Circulation Controls and tick the box "Allow F5 popup list class chooser".

- Borrowers / Authority Lists / Borrower Types. Item Type Loan Limits. A new function allows setting a loan limit to specific item types for a chosen borrower type. Example: students can be limited to borrowing 1 DVD even though they have a total loan limit of 4. Click on a borrower type to see the Edit box. By default this function is not active. The loan is counted toward the total limit unless the item is set not to be counted in cataloguing.

- Overdue Notices. New checkbox available to show full barcode instead of numbers only. Available for Regular and Letter notices. Already present for notices with covers.

- Circulation Controls. Loan switches. "Show message if an item is already on loan to the borrower". If not ticked, this message does not appear.

- Circulation Controls. Reserve switches. "Allow an item on hold to be borrowed by someone else."

- The issue that caused error messages like "Bmcirc.exe" has been resolved.

- It was discovered that some Bookmark databases were slow to retrieve borrower information in loans. This turned out to be due to an in-operative database index. When first run, version 10.4.11 will automatically correct this problem. A dramatic improvement in speed is possible.

- Cataloguing / Reindex / 4 – Database Indexes. This new housekeeping function cleans the internal database indexes. These are used to find data quickly. If slow speed is an issue, doing this task may improve performance. This task rebuilds all internal indexes so it can take a few minutes. Note this is not the same as Reindex Search Words.

For a complete list, after updating, click on Fact Sheets then on *Latest Changes and Improvements*.

To view all the changes made in Bookmark for the last two years, go to Fact Sheets and click on "Latest features and changes".

All Bookmark users are urged to update to the latest version 10.4.11 (209) as soon as possible.

Please contact your help desk if assistance is required to update and with any other questions.

February 2018

Bookmark version 10.4.10 (207) is now available.

SCIS has made changes. This version of Bookmark is needed to use SCIS.

Issues related to importing borrower data and borrower types, and cataloguing, has been resolved.

To view a list of new features, click on Fact Sheets then on *Latest Changes and Improvements*.

Please contact your help desk if assistance is required to update and with any other questions.