



Bookmark update 10.8.8

Release 470

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Barcode Entry When Cataloguing

When cataloguing new items in AddEdit Items or by importing, it is recommended to enter a full barcode. Bookmark will then automatically work out the associated item number.

Item numbers should always be derived from the full barcode.

If an item number is entered rather than a full barcode, Bookmark now automatically generates a full barcode and displays it on the Barcode field.

Bookmark can work with barcodes that are not related to the item number, but life is much easier if they are. ISBNs should never be used as the barcode.

Bookmark calculates full barcodes based on settings in Controls > Barcodes > Item Barcodes frame.

Optional Password for Options

In Circulation > Loans it is now possible to request a password when the *Options* button is clicked. This can be used to restrict who can use the Options popup menu.

To set Loans to do this, go to Controls > Circulation Controls. Click on the Loans tab. Look at the top right corner in the “Loan Blocks” frame. Tick the checkbox next to Options.

Any task ticked in this frame will request the loan block password when accessed.

Sublocation Displayed in Loans

During borrowing, messages can appear in the right column. A new control now allows the sublocation to be displayed if there are no other messages.

Controls > Circulation Controls > Loans tab. The new checkbox at the bottom of the Loan Switches list activates this feature. *Show sublocation in right column*

New Optional Updating Password

When a new update of Bookmark is released, a message appears at the start of the day. You can click on Update Now or Update Later.

A new feature allows a password to be attached to Update Now if you wish to restrict who can do updating.

To activate, go to Controls > Settings > Start of Day tab. Tick the new checkbox *Ask for master password when updating*. If this checkbox is not ticked, no password is requested. This is the default.



New Circulation Report

A new report shows the number of items borrowed broken down into Collection or Genre categories and based on Year Level.

Reports > Circulation Reports. *Statistics by Collection (or Genre) and Year Level*

Use a query to collect the loans for the time required before selecting the report.

Limiting Items That Can Be Borrowed and Returned on a Specific Workstation

A user requested the ability to set up a networked borrowing point specifically intended to issue laptops and iPads only. Attempting to borrow anything else from that place had to be rejected. This also needed to apply to returning items.

To permit this, a new feature has been added to Circulation. Loans and Returns can now be set to allow only items with certain item types and/or locations and/or sublocations to be borrowed and returned.

Bookmark has up to 4 different “setup” configurations. These are specified in the icon used to open the Circulation module on a computer, laptop, or tablet. Setups allow a Circulation-only point to behave differently to the librarian’s default setup. Setups are numbered 1, 2, and 3. Each access point can have a different setup and many multiple points are permitted.

Controls > Circulation Controls. Click on the Loans tab. At the bottom left corner, change the setup to the one that will be used with the restriction. The new *Limit loans* button at the bottom becomes available. Use this to set the restriction.

Scaling and Display Resolution

An important behind-the-scenes change corrects Bookmark’s display if the screen is magnified – i.e., scaling is set to 125% or 150% or higher.

The Windows operating system allows changing the scaling factor of the entire display. It is normally set to 100% but can be increased. A larger scaling factor magnifies everything, not just Bookmark. Magnified displays are becoming increasingly common, especially with new laptops, but are available on all Windows systems, even older ones. The screen resolution can be changed, too. Lowering the resolution also magnifies the entire display but it may cause distorted images.

For Windows 10, to change the scaling factor, right-click on the desktop then left-click on Display Settings. Scroll down to Scale and Layout. Other versions of Windows may use different language for this function.

Updating Bookmark

Simple update steps: Utilities > Update > Easy Update > Start Download.
Other steps are available for updating.

If you encounter any problem updating, please contact the help desk on 08 8226 1541 for assistance as soon as possible. Example: if the release number does not change to 470 but stays at 466 or any other lower value.

Please remember to notify the Bookmark help desk about any library staff changes or if the library is migrating to another LMS. Changes are not automatically forwarded, and it is essential for us to keep an accurate record of current Bookmark users.

