Cataloguing

Revised 25/08/2023

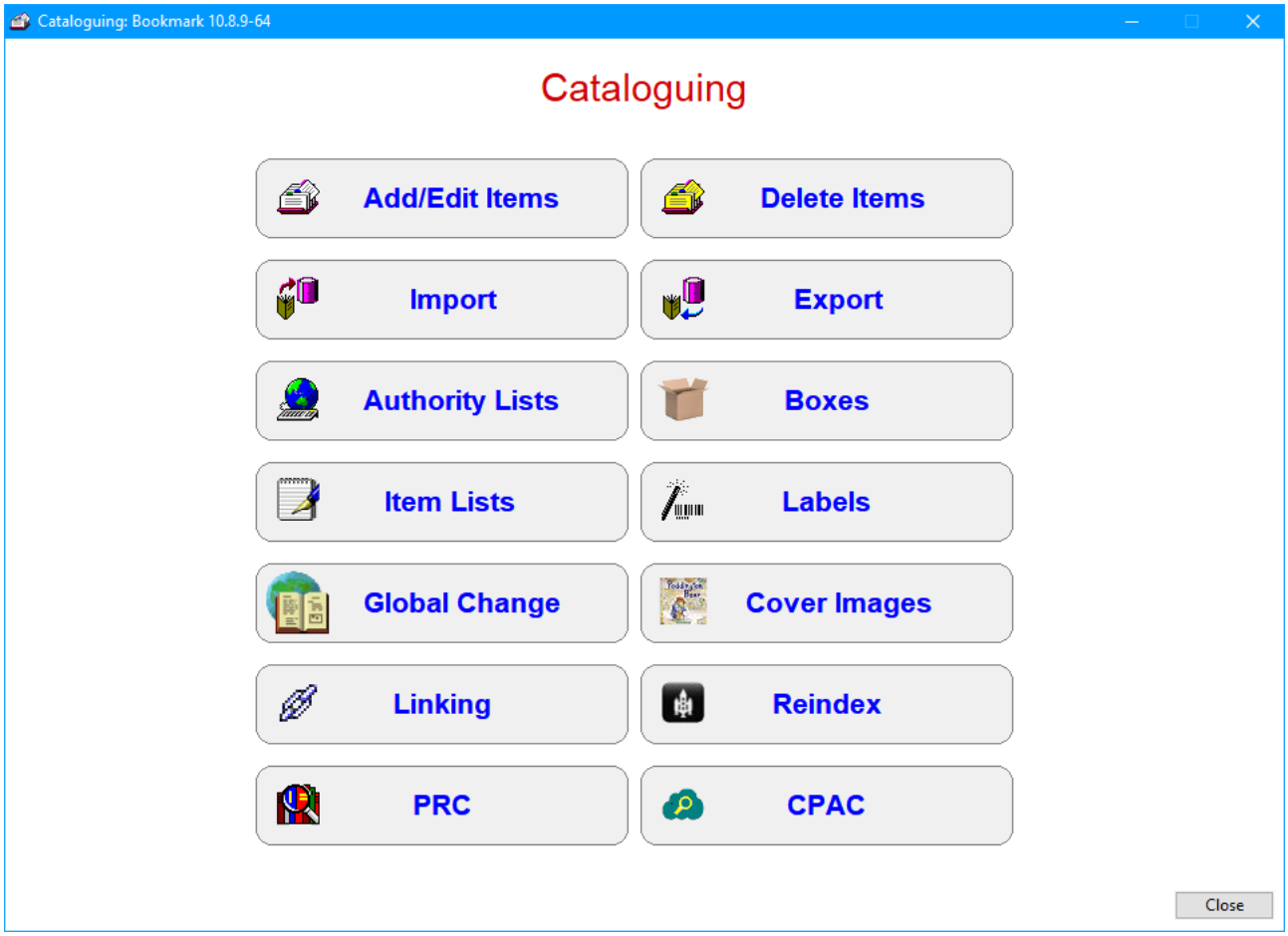
Contents

Contents **2**
Cataloguing **4**
Add/Edit Items **5**
Special Functions 9
Menubar Functions 13
The File Menu 13
The Record Menu 14
The Lists Menu 17
Hidden Controls 19
Catalogue Fields 21
Copy Information 32
Saving 39
Cataloguing Copies 40
Entering Multiple Copies 40
Entering A Single New Copy 40
Copy Cataloguing Similar Items 41
Entering a Block of Copies 42
Indexes and Stop Words 45
Checking Authority Entries 46
Cataloguing Websites and Electronic Resources 47
Z-Cataloguing and the SCIS API 49
Delete Items **50**
Delete Individual Items 52
Mass Delete Items 53
Deleted Items List 56
Import Items **61**
Import MARC Records 63
Import Settings 64
View Titles in MARC File 69
Open SCIS Website 70
Mass Import Update 71
Mass Import Add 77
Import MERGE Format 78
Import Text File Format 79
Import Lexiles or AR 82
Z-Cataloguing 83
SCIS API 84
Export Items **85**
MERGE Format 86
MARC Format 87
TEXT Format 88
Authority Lists **89**

Subjects, Authors Series Authority Files 90
Author Website 97
SEE and SEE ALSO references 98
Suppliers, Publishers, Places, Cost Centre, Sites/Sublocations, Loan notes, Return Notes 99
Locations 100
Collections / Genres 102
Item Types 104
Status Types 108
SCIS Authority Files 111
Boxes 112
Item Lists 116
Collect List of Titles 117
Item Barcodes 119
Check ISBNs for Existing Copies 123
ELR Survey 124
Barcode Labels and Spine Labels 128
Order Barcode Labels 129
Print Item Barcode Labels 131
Page Setup 132
Print Item Barcodes 136
Password Barcodes 137
Circulation Barcodes 138
Word Barcodes 139
Print Spine Labels 140
Spine Labels Page Setup 141
Print SpineLabels 145
Display Full Barcode 150
List Unused Numbers 151
Global Data Change 154
Special Backup 155
Step 1 – List Items to be Changed 155
Step 2 – Specify the Change 156
Step 3 – Start search and change 156
Example 1: change spelling of a term 157
Example 2: change due date category for a group of items 158
Example 3: changing locations 159
Example 4: fixing the dreaded ‘comma space’ problem with authors 159
Covers and Images 160
Examine Images 161
Linking and Multiple Copies 166
Reindex Search Terms 167
Item Data Entry Between Two Separate Computers 169
PRC - Premier's Reading Challenge 170
CPAC 180

Cataloguing

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. It is the heart of cataloguing.

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.

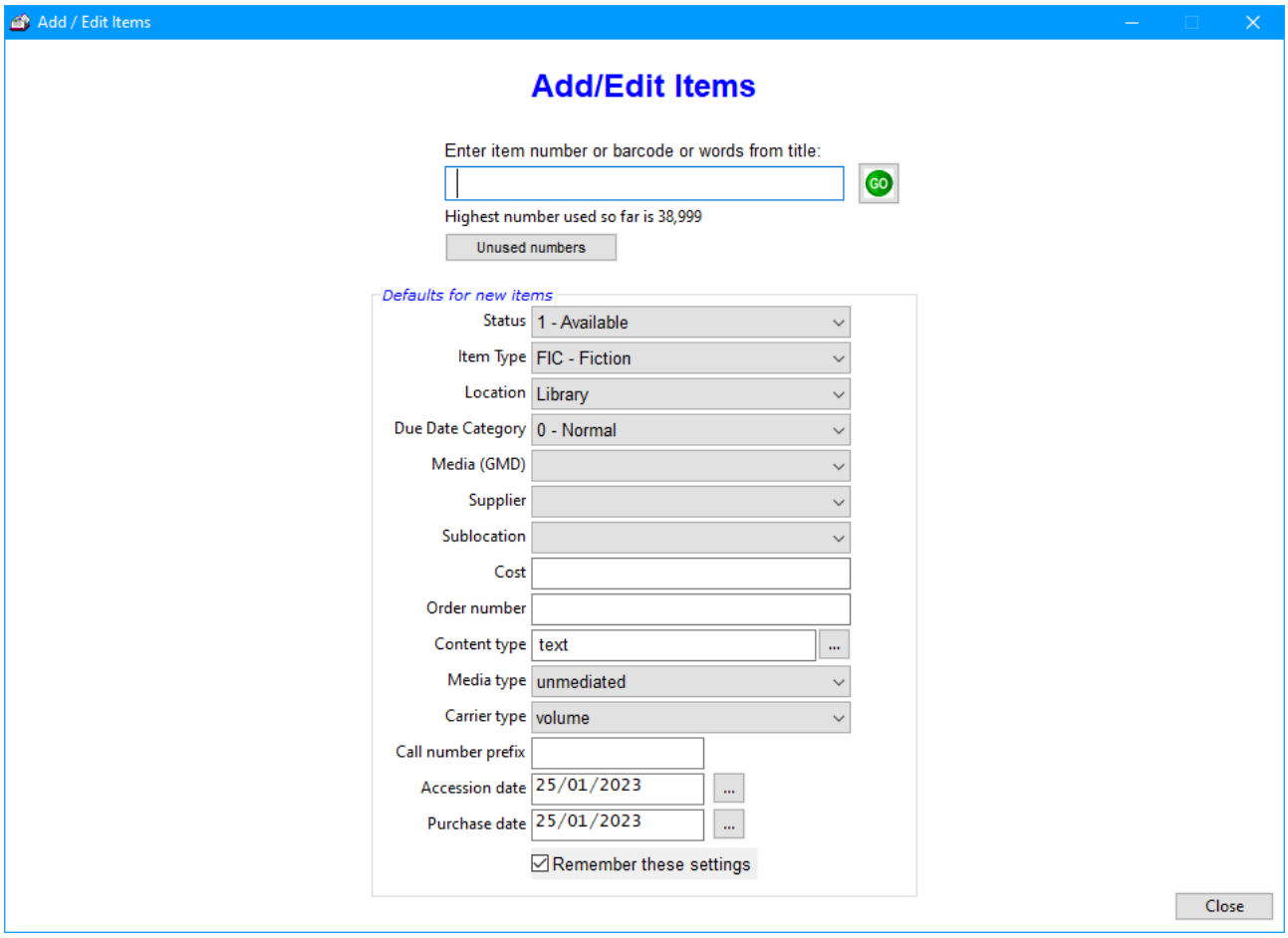
Every copy of an item has its own separate item number and barcode.

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, ISBN 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.
- Download individual catalogue records from z39.50 or SCIS API online sources.



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.

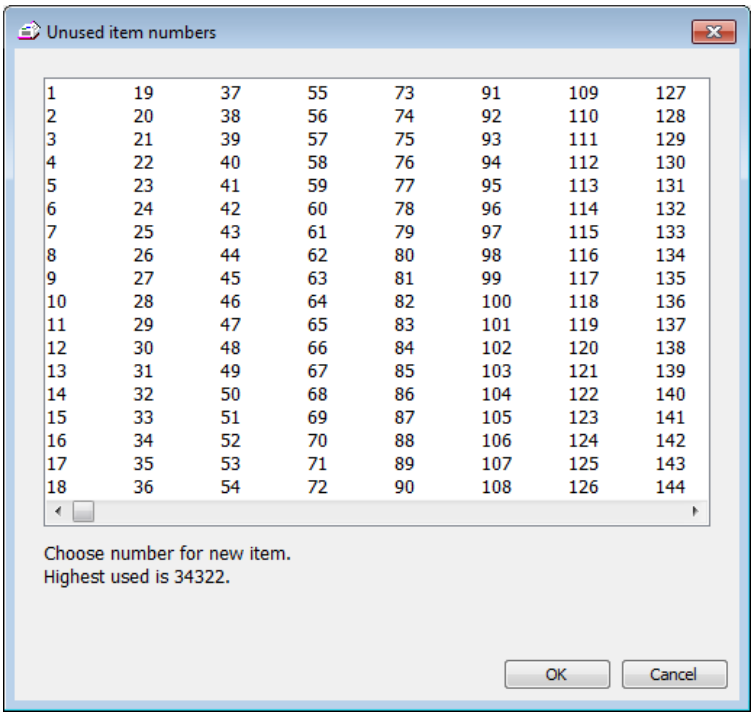
To close this window and return to the Cataloguing menu, click on Go Back or close the Window or press the ESC (Escape) key.

Note: *you can also enter words from a title or an ISBN to locate an item for editing. Type or scan and press enter. Do not enter a title or ISBN to catalogue a new item. New items require a full barcode to be entered.*

Other ways to locate items:

- Scan a barcode
- Type the barcode and press enter or click on Go
- Type the item's number and press enter of click on Go
- Type or scan an item's ISBN
- Type one or more words from the title
- Type the word SCIS followed by the SCIS number.
- Type an item's AltID value (this acts like a 2nd barcode)

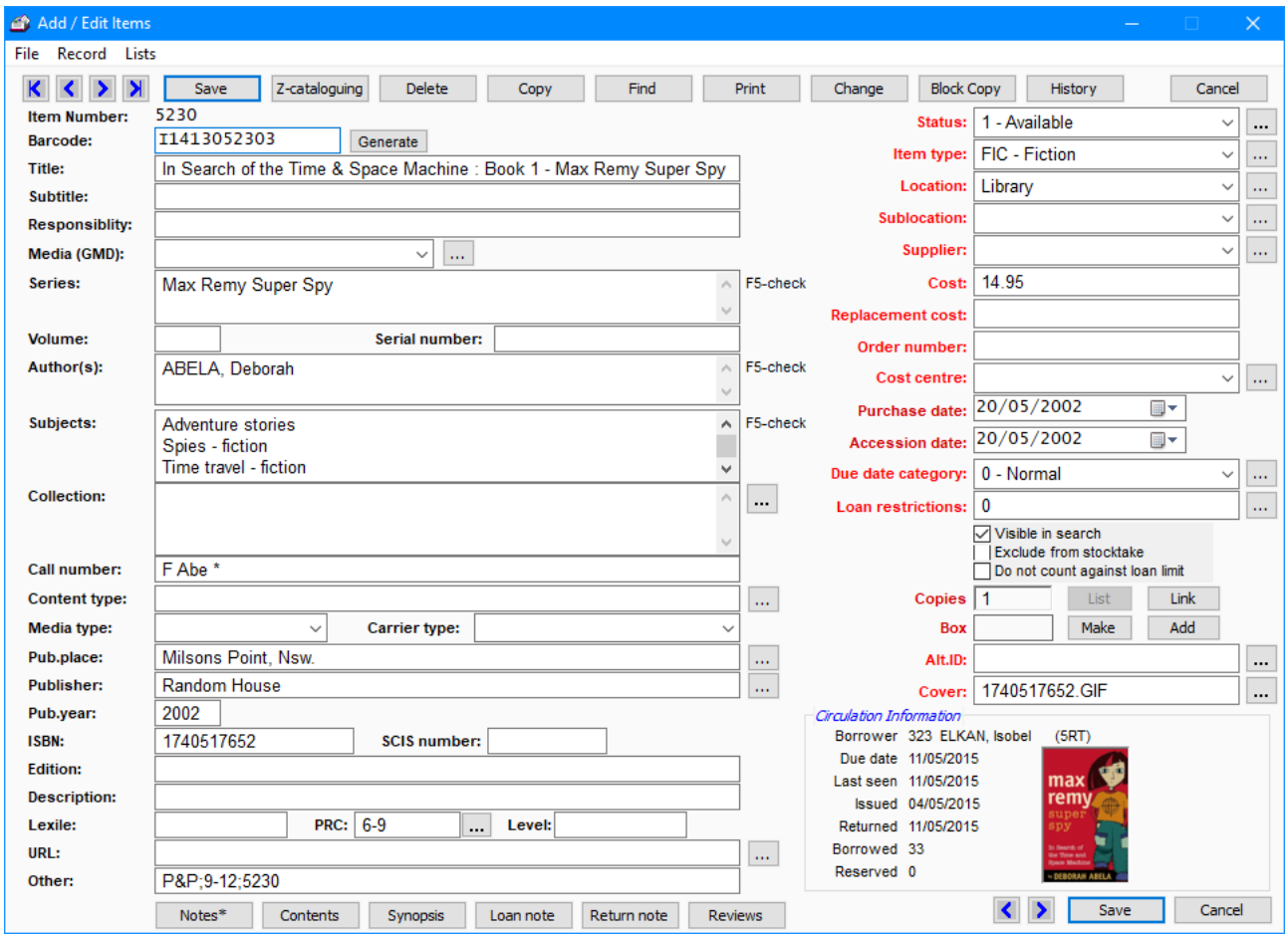
Sometimes it is useful to find an unused item number for reuse. Click on *Unused Numbers* to do this.



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

Simply click on the number you wish to use then on OK.

Note: Best practice is to use "new high numbers" instead of reusing old numbers.



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.

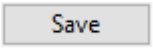
Special Functions

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

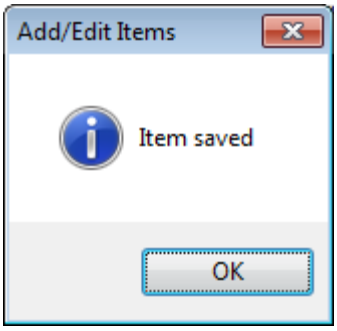
These buttons navigate through the records and allow browsing. Click on the first button to jump to the item record with the lowest number. Click on the < button to go to the previous record. Click on > to go to the next record. Click on the rightmost button to jump to the record with the highest number.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

Hotkeys: 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,

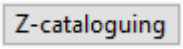


appears. When this is closed, the previous window re-appears ready to receive another barcode or number.

- *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.

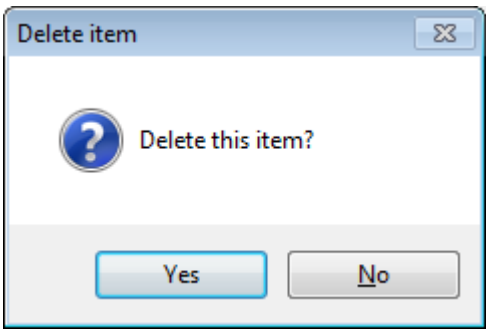
Z-cataloguing



This button is used to locate and download cataloguing data records from online sources, such as SCIS or the National Library of Australia. By default z-cataloguing is not active and the button will not appear. The SCIS API button can also appear instead. See the Z-Cataloguing section later in this manual for details. If Z-cataloguing and the SCIs API are not being used, this button does not appear.

Delete Item

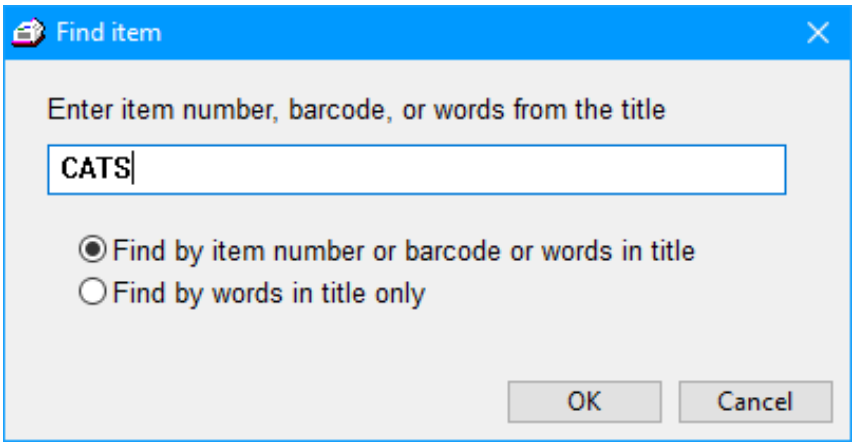
The Delete button can be used to remove the displayed item from the database.

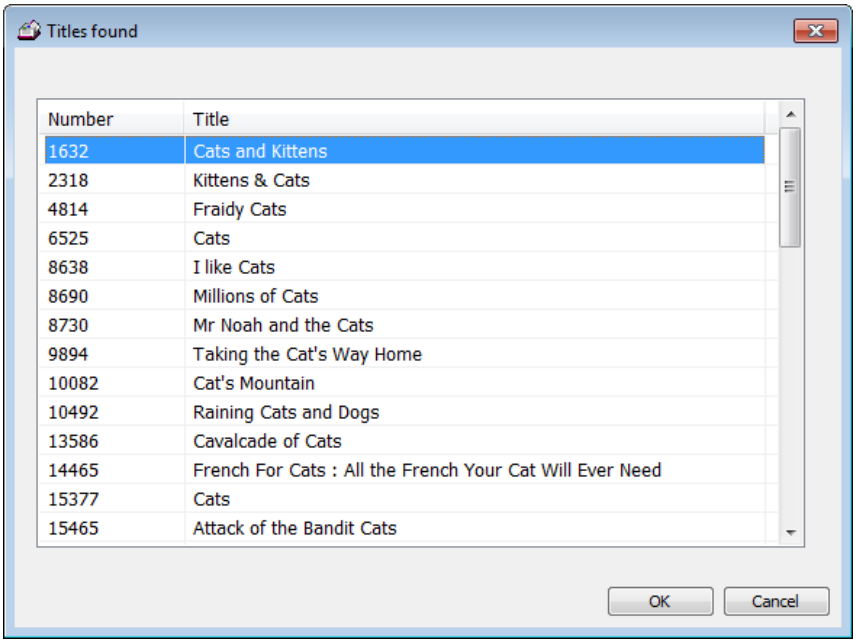


Find Item by title

Find

Find can be used to locate an item by its item number, barcode or title. A list of titles found is presented. The F3 hotkey or CTRL F key combination can also invoke this function.



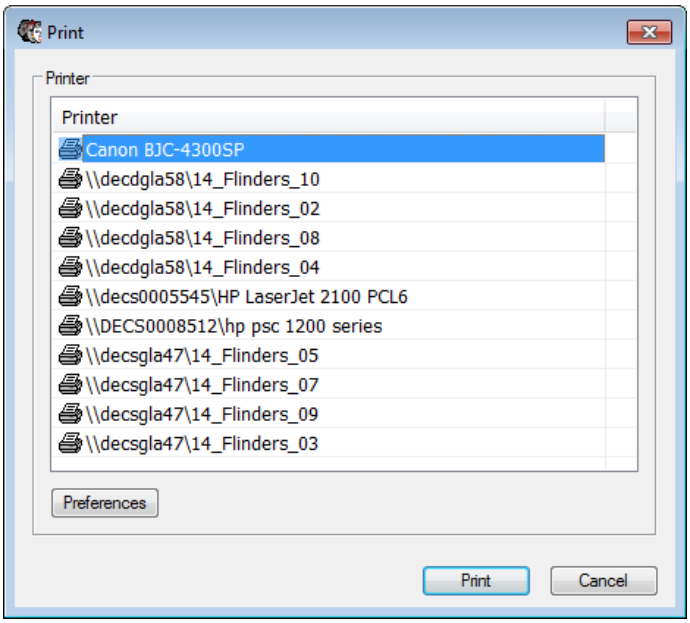


Click to highlight then click on OK, or double click and that record is presented instead of the previous record. The previous record is not saved when this happens.

Print Item

Print

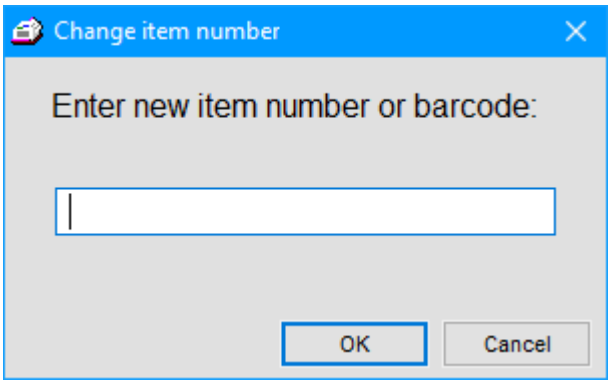
Prints the data for the current item record. F7 can also print.



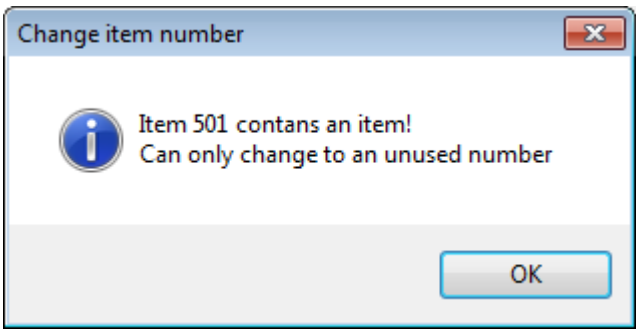
Change Item Number

Change

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.



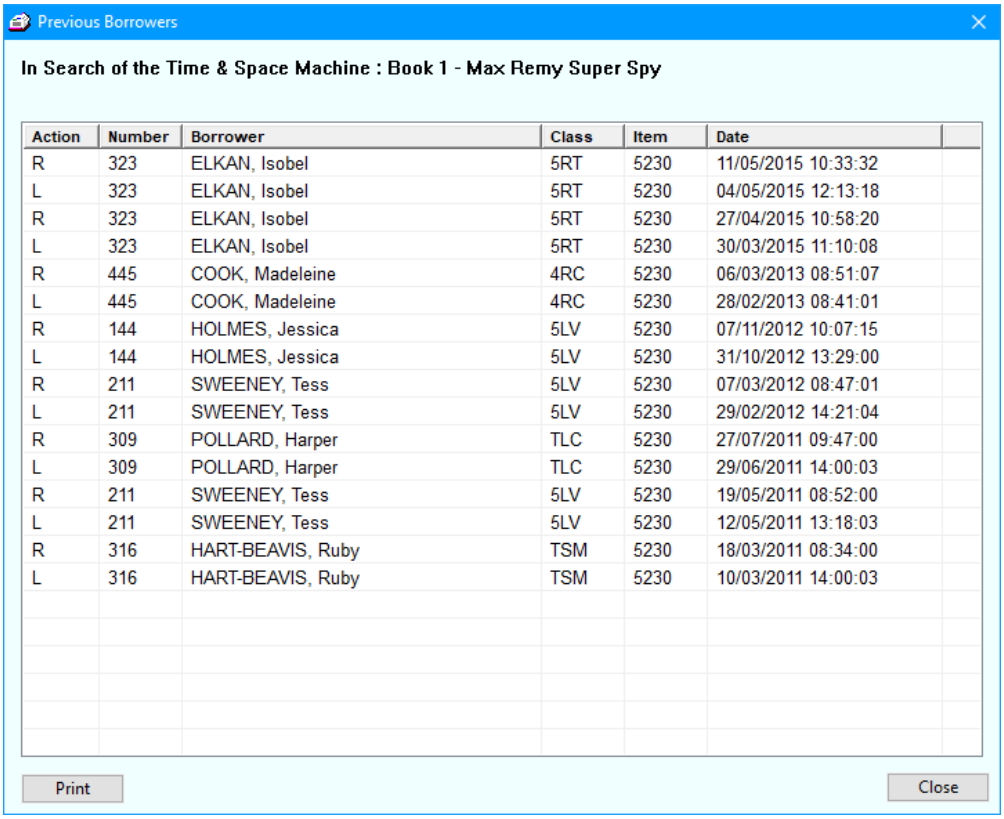
Bookmark will not overwrite a record if an item already exists at the entered item number.



History

History

The History button displays a list of previous loans and returns.



Action	Number	Borrower	Class	Item	Date
R	323	ELKAN, Isobel	5RT	5230	11/05/2015 10:33:32
L	323	ELKAN, Isobel	5RT	5230	04/05/2015 12:13:18
R	323	ELKAN, Isobel	5RT	5230	27/04/2015 10:58:20
L	323	ELKAN, Isobel	5RT	5230	30/03/2015 11:10:08
R	445	COOK, Madeleine	4RC	5230	06/03/2013 08:51:07
L	445	COOK, Madeleine	4RC	5230	28/02/2013 08:41:01
R	144	HOLMES, Jessica	5LV	5230	07/11/2012 10:07:15
L	144	HOLMES, Jessica	5LV	5230	31/10/2012 13:29:00
R	211	SWEENEY, Tess	5LV	5230	07/03/2012 08:47:01
L	211	SWEENEY, Tess	5LV	5230	29/02/2012 14:21:04
R	309	POLLARD, Harper	TLC	5230	27/07/2011 09:47:00
L	309	POLLARD, Harper	TLC	5230	29/06/2011 14:00:03
R	211	SWEENEY, Tess	5LV	5230	19/05/2011 08:52:00
L	211	SWEENEY, Tess	5LV	5230	12/05/2011 13:18:03
R	316	HART-BEAVIS, Ruby	TSM	5230	18/03/2011 08:34:00
L	316	HART-BEAVIS, Ruby	TSM	5230	10/03/2011 14:00:03

Cataloguing Copies

Copy Block Copy List Unlink

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

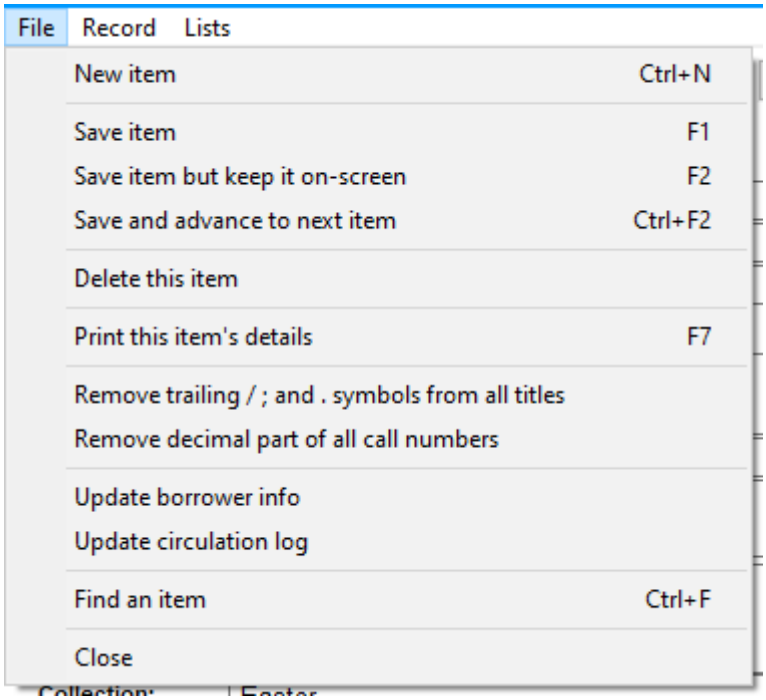
Make Add List Dismantle Remove

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

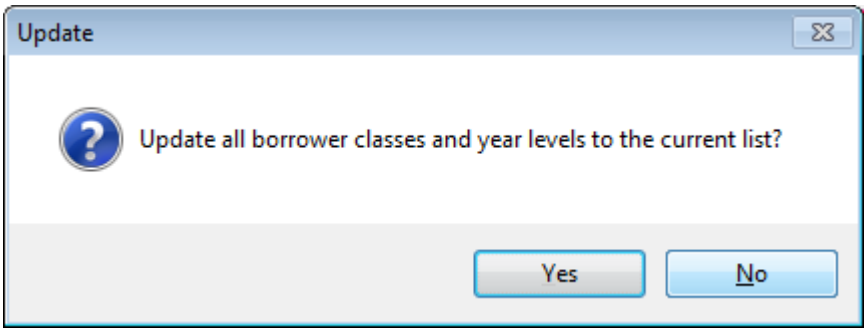
In addition to all of the above, additional functions can be found on the dropdown menus from the menubar. The menubar is strip at the top of the window. The functions below only appear in the menubar menus.

The File Menu



Remove Trailing / ; and . symbols from titles
Titles catalogued professionally often have symbols at the end: 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.

Update borrower info

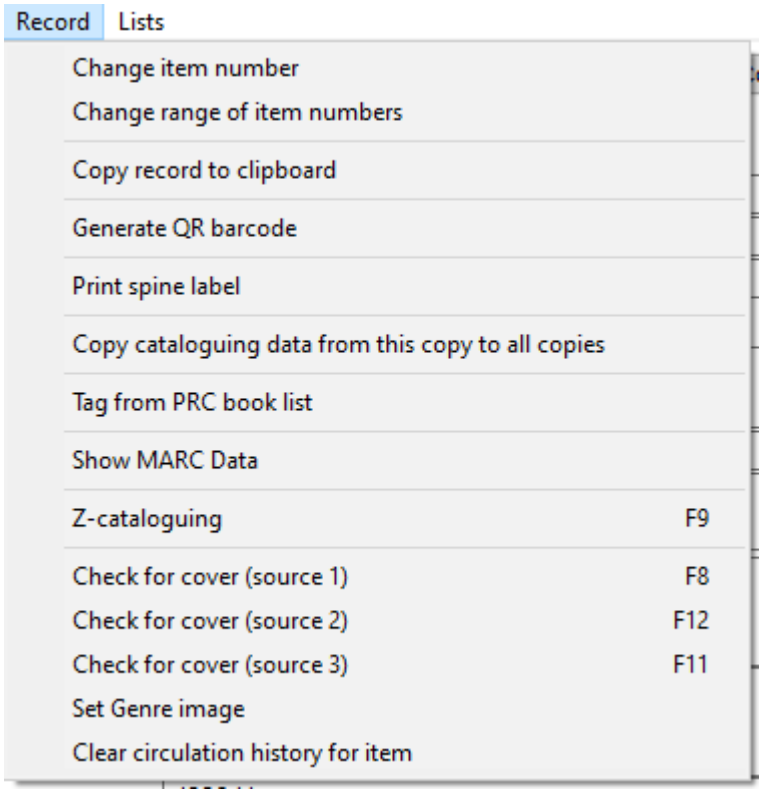


When items are borrowed, the borrower's name, current class, year level and saved as well as their number. Over time, old classes main remain in that data. Answering Yes causes Bookmark to revise the classes to their current state.

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.



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 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
Phys. description: 334 p. : ill.
Cost: 12.95
Other: P&P;9-12;20325

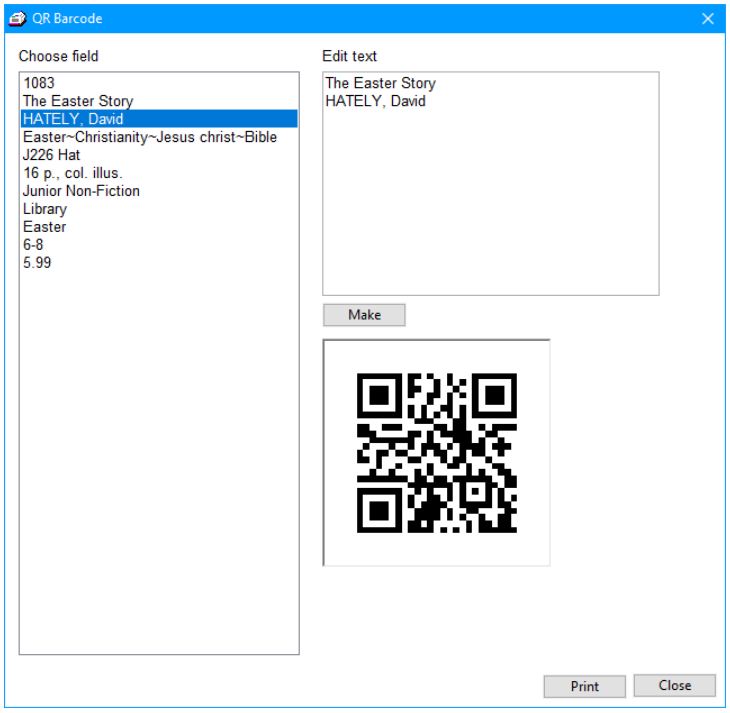
Item number: 20325
Barcode: I1413203255
Status: 1 In stock
Item type: 1 FIC Fiction

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

Generate QR Barcode

Bookmark can print QR barcodes. This function allows copying data from the displayed item into an editbox for producing the barcode. Any text in the Edit Text area goes into the barcode when the Make button is clicked. QR barcodes can also be produced in the Labels area in Cataloguing.



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.

Copy Cataloguing Data from This Copy to All Copies

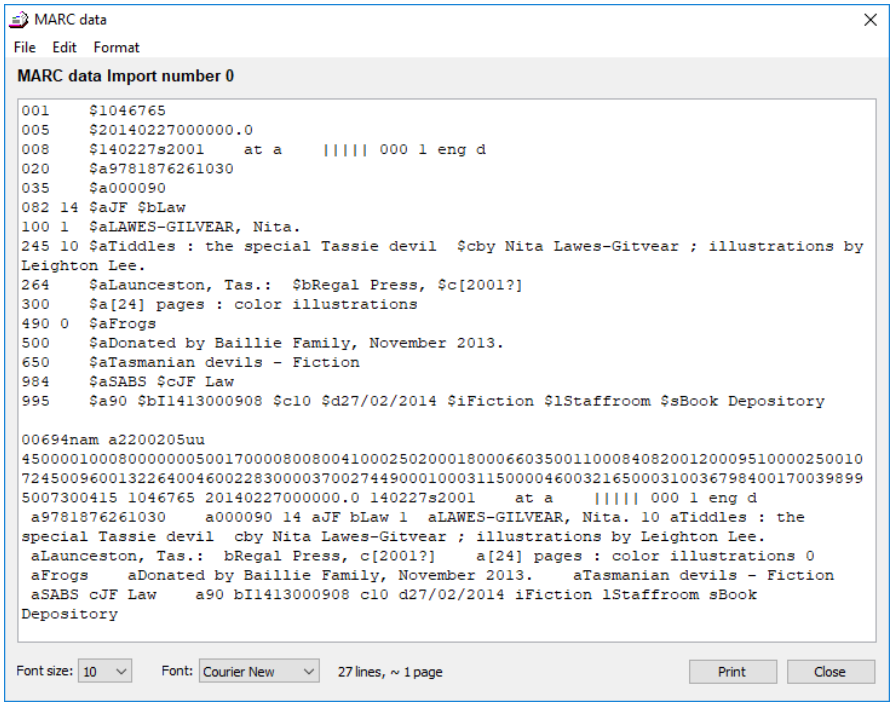
Every copy of every item in Bookmark contains its own complete catalogue record. If the title has two or more copies, this function can be used to update the cataloguing data against all copies, based on this particular copy. Example: Z-cataloguing or SCIS API could be used to update this copy's catalogue data, then this function used to make all other copies have the same data.

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 function displays cataloguing information in MARC format.:



The top part displays the MARC data in a "row by row" format. The bottom part is the actual MARC record in its raw, compact form.

Check for Cover (F8, F12, F11)

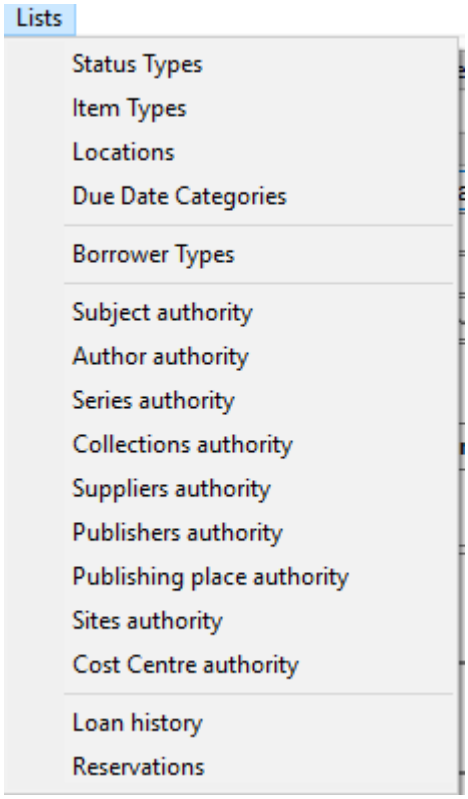
The F8 key tells Bookmark to check the collection of book covers available in the public pool from CPAC and download a cover that matches the ISBN. F12 and F11 check different sources of covers. If F8 doesn't find a cover, try F12 or F11.

Set Genre Image

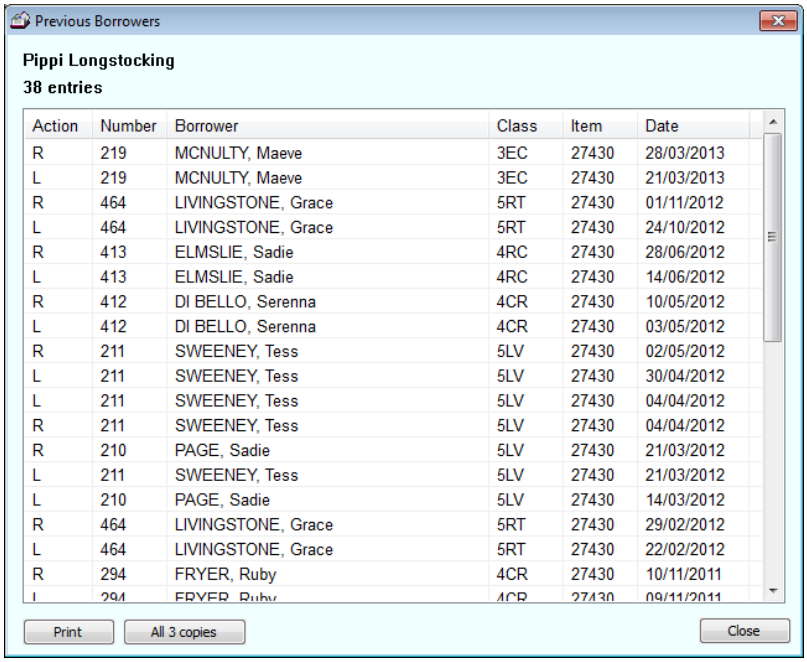
This function assigns an image filename to the item. It is displayed on the bottom right corner and in Search and Webopac on the item details page. Syba Signs digital genre images can be used here.

The Lists Menu

This menu is used to pop up various lists and authority dialogs.



Loan History

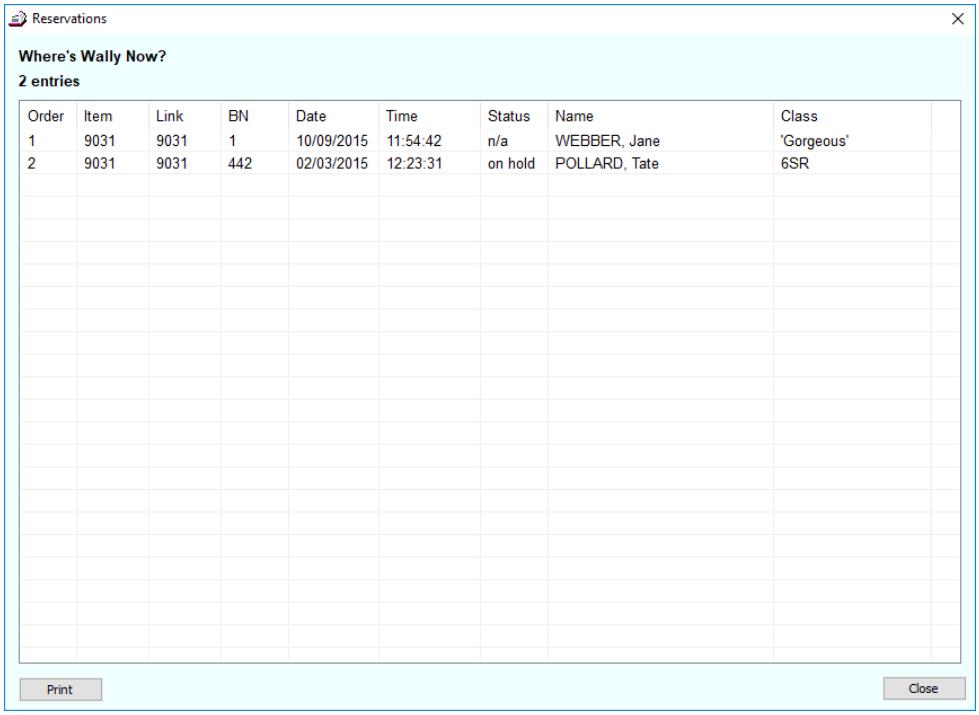


Action	Number	Borrower	Class	Item	Date
R	219	MCNULTY, Maeve	3EC	27430	28/03/2013
L	219	MCNULTY, Maeve	3EC	27430	21/03/2013
R	464	LIVINGSTONE, Grace	5RT	27430	01/11/2012
L	464	LIVINGSTONE, Grace	5RT	27430	24/10/2012
R	413	ELMSLIE, Sadie	4RC	27430	28/06/2012
L	413	ELMSLIE, Sadie	4RC	27430	14/06/2012
R	412	DI BELLO, Serenna	4CR	27430	10/05/2012
L	412	DI BELLO, Serenna	4CR	27430	03/05/2012
R	211	SWEENEY, Tess	5LV	27430	02/05/2012
L	211	SWEENEY, Tess	5LV	27430	30/04/2012
L	211	SWEENEY, Tess	5LV	27430	04/04/2012
R	211	SWEENEY, Tess	5LV	27430	04/04/2012
R	210	PAGE, Sadie	5LV	27430	21/03/2012
L	211	SWEENEY, Tess	5LV	27430	21/03/2012
L	210	PAGE, Sadie	5LV	27430	14/03/2012
R	464	LIVINGSTONE, Grace	5RT	27430	29/02/2012
L	464	LIVINGSTONE, Grace	5RT	27430	22/02/2012
R	294	FRYER, Ruby	4CR	27430	10/11/2011
L	294	FRYER, Ruby	4CR	27430	09/11/2011

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.

Reservations

Reservations and holds are listed.



Order	Item	Link	BN	Date	Time	Status	Name	Class
1	9031	9031	1	10/09/2015	11:54:42	n/a	WEBBER, Jane	'Gorgeous'
2	9031	9031	442	02/03/2015	12:23:31	on hold	POLLARD, Tate	6SR

Hidden Controls

AddEdit Items uses many "hot keys" for special functions. Not all are listed in the dropdown menubar.

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 the same as the COPY function in Microsoft Word and Notepad. It works all over Bookmark where text can be edited. The text can then be pasted anywhere, even outside Bookmark.

CTRL X Copies the highlighted text then erases it. This is a 'cut' operation.

CTRL V Retrieves the previously copied text and pastes it to where the cursor is located. The text can be copied from outside Bookmark and pasted into fields or from one field to another.

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 and are easier to use than the Tab key.

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

Delete Deletes characters at the cursor's position without shifting the cursor.

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

Tab Moves the cursor forward one control.

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 clicking on Cancel.

Alt F4 The Alt and F4 keys together closes the window without saving.

Alt PrintScrn Copies the current window image to the clipboard. It can then be pasted into Word or another program. (PrintScrn copies the entire screen – avoid using.)

F1
Ctrl S
Saves the item then goes back and asks for a barcode.

F2 Saves the item but does not go back.

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

F3 Same as clicking on Find. Used to locate an item by its number or barcode or title.
CTRL F Same as F3

CTRL F4 This causes Bookmark to re-load the cataloguing data from the record.

F5 Make a copy. Same as clicking on the Copy button.

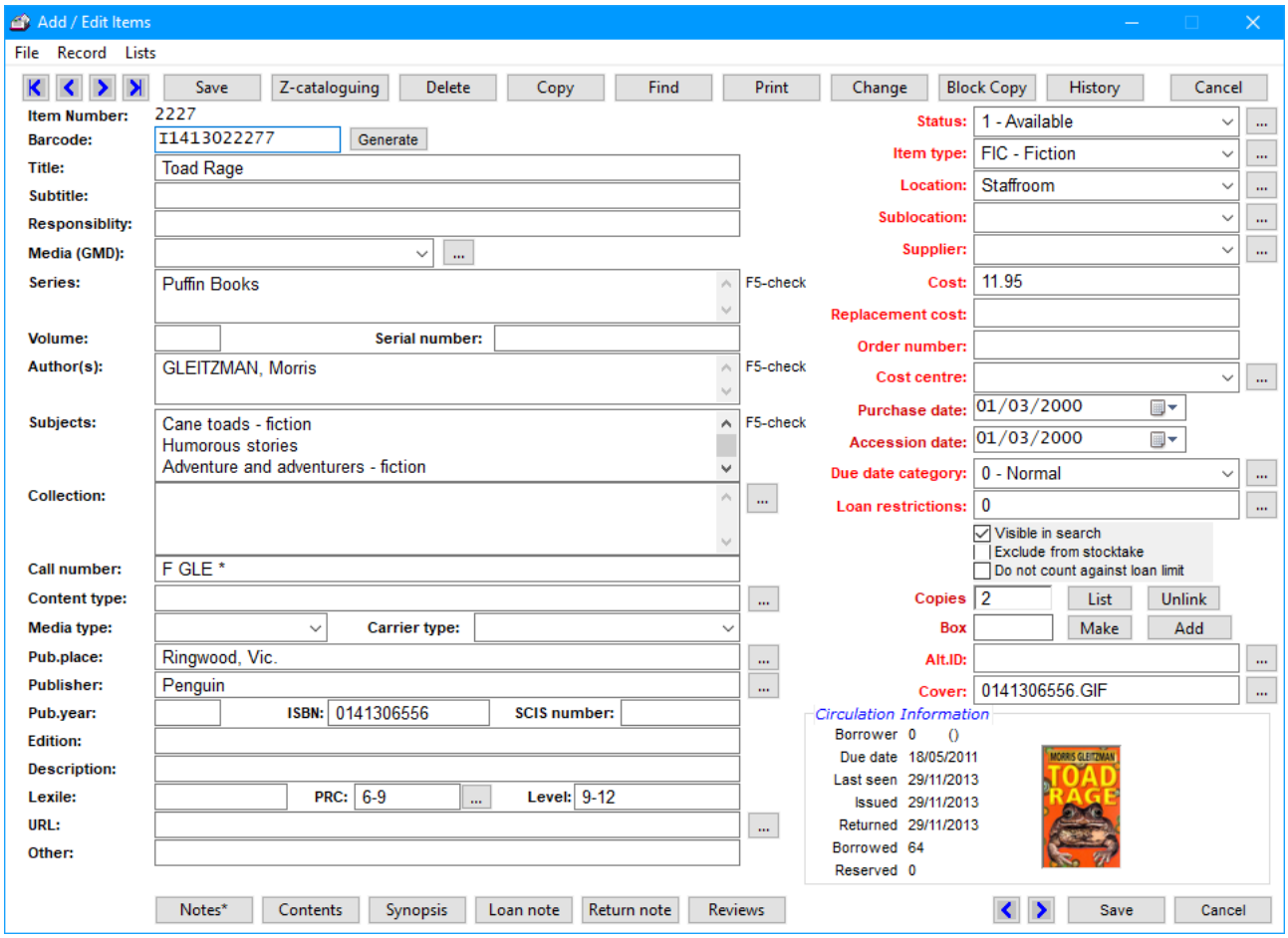
F7
CTRL P
Print.

F8 Checks CPAC on the Internet for a cover image that matches the ISBN. If found, the cover is immediately downloaded.

F9 **CTRL Z**	Z-cataloguing or SCIS API button. Same as clicking on the Z-cataloguing button.
F10	Copies the Purchase Date to the Accession Date so they are the same
F11	Checks an alternate online source for a book cover image matching the ISBN.
F12	Checks a different online source for a book cover image matching the ISBN.
Alt Left	Abandons the current record (does not save) and shows the previous numbered record
Alt Right	Abandons the current record and shows the next numbered record
Alt Home	Abandons the current record and shows the first numbered record
Alt End	Abandons the current record and shows the highest numbered record
CTRL F12	Pops open a window showing the raw data as it is stored in the database. Advanced use only.
Ctrl N	Create a new record

Catalogue Fields

Every catalogue record contains many editable fields of data.



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. It also allows different editions, with different ISBN's, to be considered as copies of the same title.

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 using a query.

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)

Item Number: 2228

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

Barcode (995$b)

Barcode: I1413022277 Generate

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)

Title: Emily Eyefinger and the Black Volcano

Required entry. Every entry must contain a title.

When manually entering an item, Bookmark does not check to see if a title already exists.

Subtitle (245$b)

Subtitle:

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

Responsibility (245$c)

Responsiblity: by Duncan Ball ; illustrated by Craig Smith.

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)

Media (GMD): Book

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: Emily Eyefinger F5-check

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)

Volume:

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) 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. 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 Settings 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)

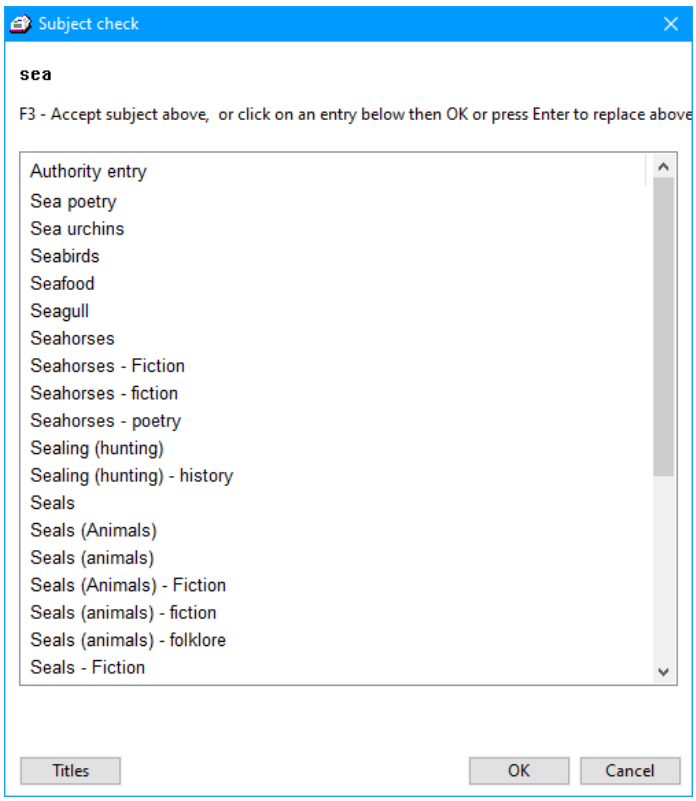
Subjects is another scrolling multiple line field. Four are displayed but they can be scrolled. There is no limit to the number of subjects nor their width. Use the Enter key to make a new line for another heading.

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 Controls / Settings is used to specify this.

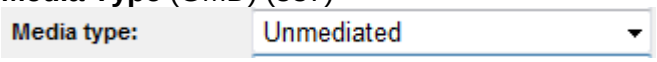
Call Number (082)

Call number can contain a Dewey or any other entry. A setting in Controls / Settings can be used to allow either mixed case or all upper case.

Content Type (336)

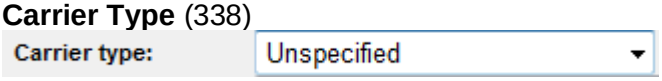
Content Type is an RDA media field. It relates to the form of communication through which the work is expressed. For a normal book, this is "text". Multiple entries can occur on this line. Each is separated a semi-colon. Example: *text ; still image* is an illustrated book. Use the three-dot box to select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

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. GMD can be used instead.

Carrier Type (338)

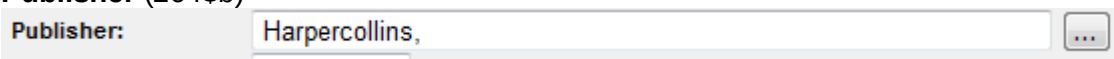


The Carrier Type refers to the format of the storage medium. This is not the same as Extent (physical description). Books are “Volume”. This field can be left blank. GMD can be used instead.

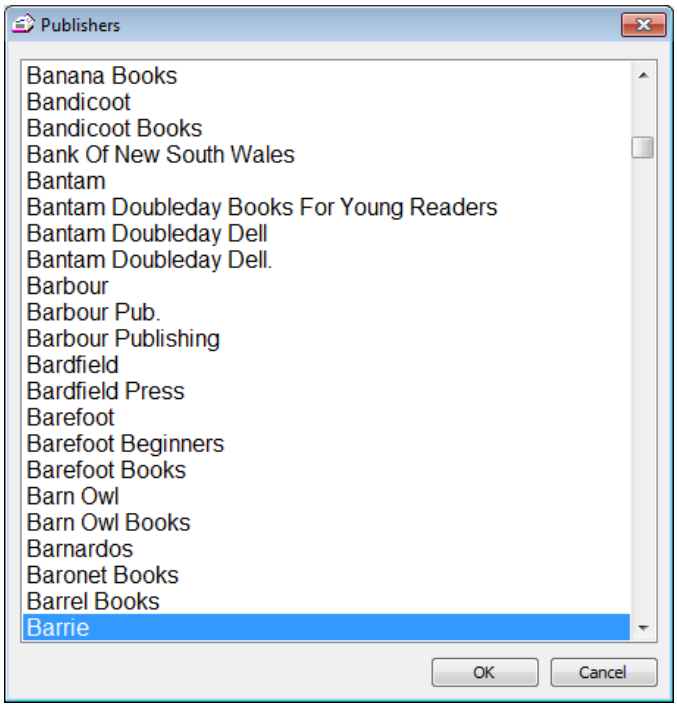
Publisher Place (264$a)

This is the location of the publisher. Do not include the colon (:) on the right side. An authority 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. Do not include the comma after the publisher. 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 automatically displayed as the cover. Do not include dashes or spaces.

Edition (250)

Edition:

An edition statement can appear in this field.

Description (300)

Phys.description: 88 p. : ill.

Also known as Physical Description or "Extent", this field holds information on the physical characteristics of the item, such as number of pages, illustrated, etc. 37p, ill. col.

Lexile

Lexile:

This field can 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. Works with Accelerated Reader. 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. Can be left blank.

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

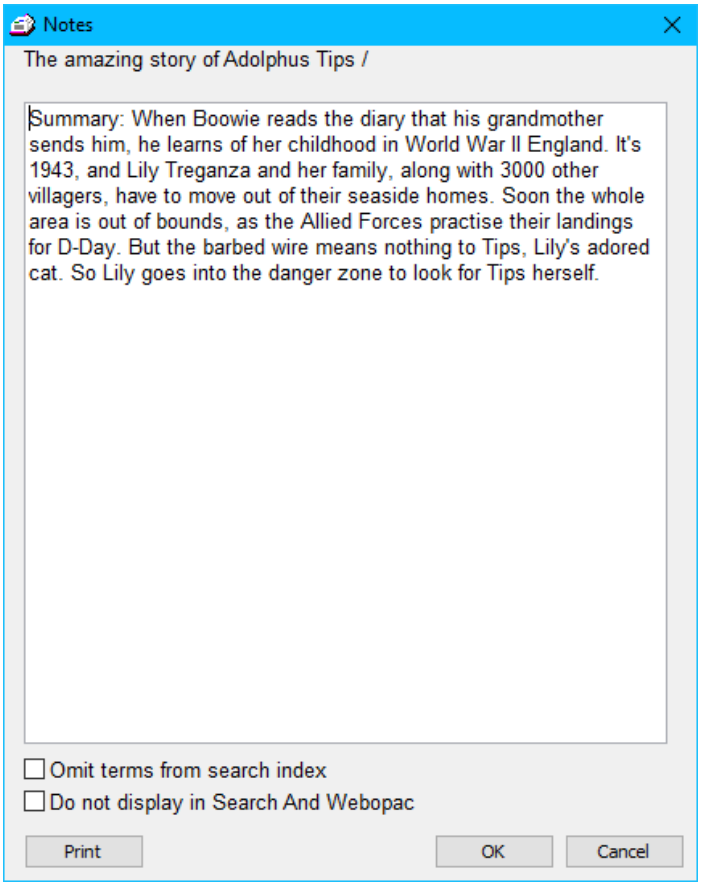
This field can be used to hold any other information that does not conform to other fields. If a catalogue entry has been made in loans, "Quick entry" appears in this field.

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 not case sensitive. 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
- *Return status* – Set the status of the item returned to a specified value – e.g. Return Status 6.
- *[Australian author]*

Notes (500)
The Notes field is a “popup window”. If the item has any notes an asterisk appears in the button.

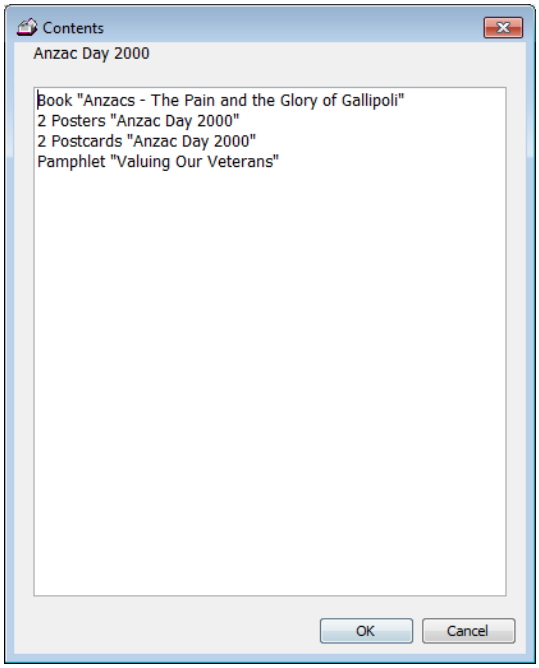


The Notes field acts like a multi-line text editor. Words are automatically wrapped on the right side. The field scrolls vertically if there is a lot of text. There is no limit to the amount of text which can be entered.

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, or tick the checkbox "Omit terms from search index"

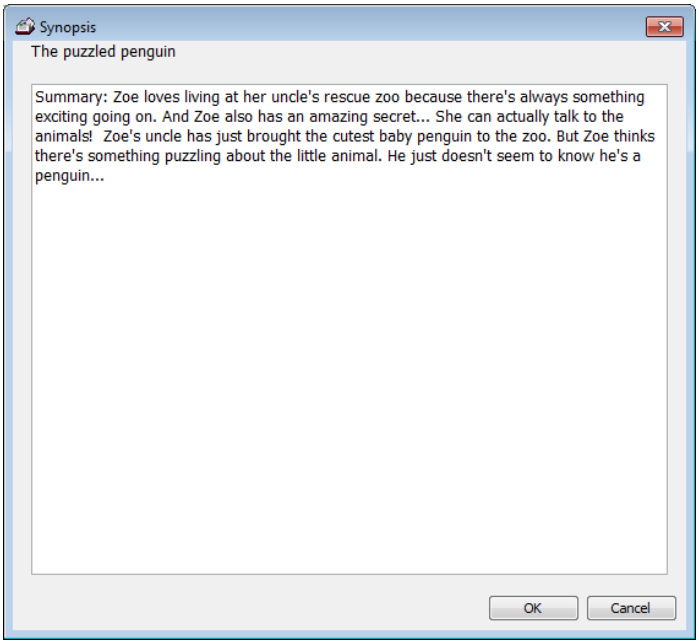
"Do not display in Search and Webopac" tells the system not to show the Notes in search results as well as hide the words from searching. The item can be found but the notes can be hidden. A ! symbol is used as the prefix.

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.

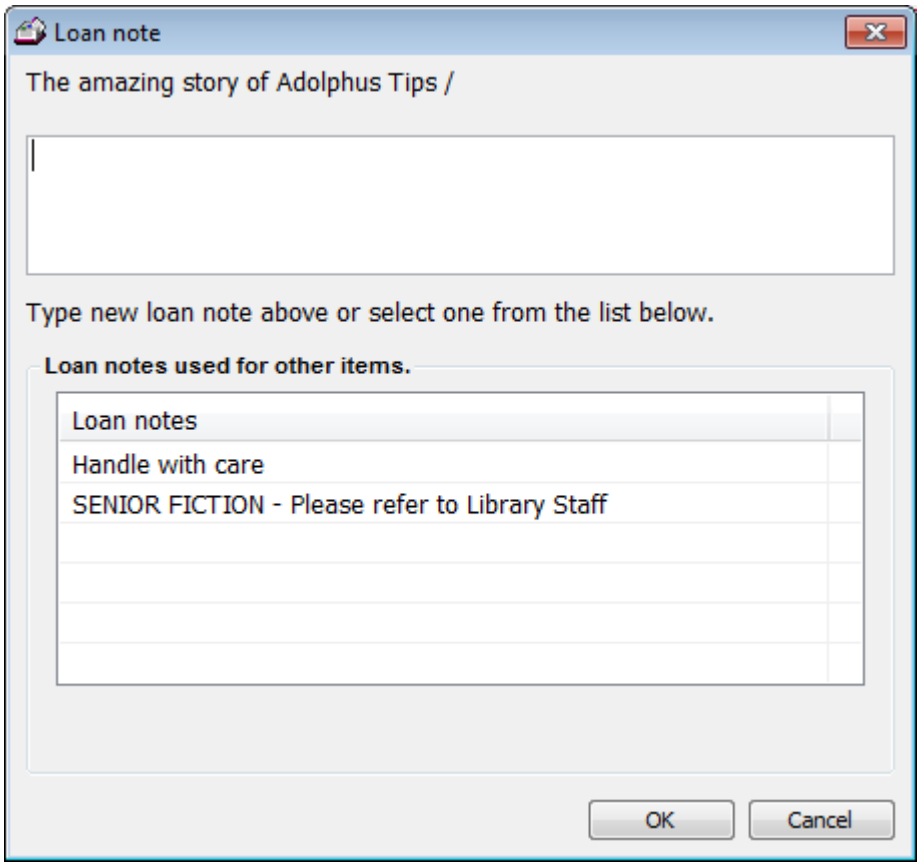


Like Notes, there is no limit to the number of contents entries.

Synopsis (520)
Synopsis contains a descriptive summary of an item, usually a book's "blurb".



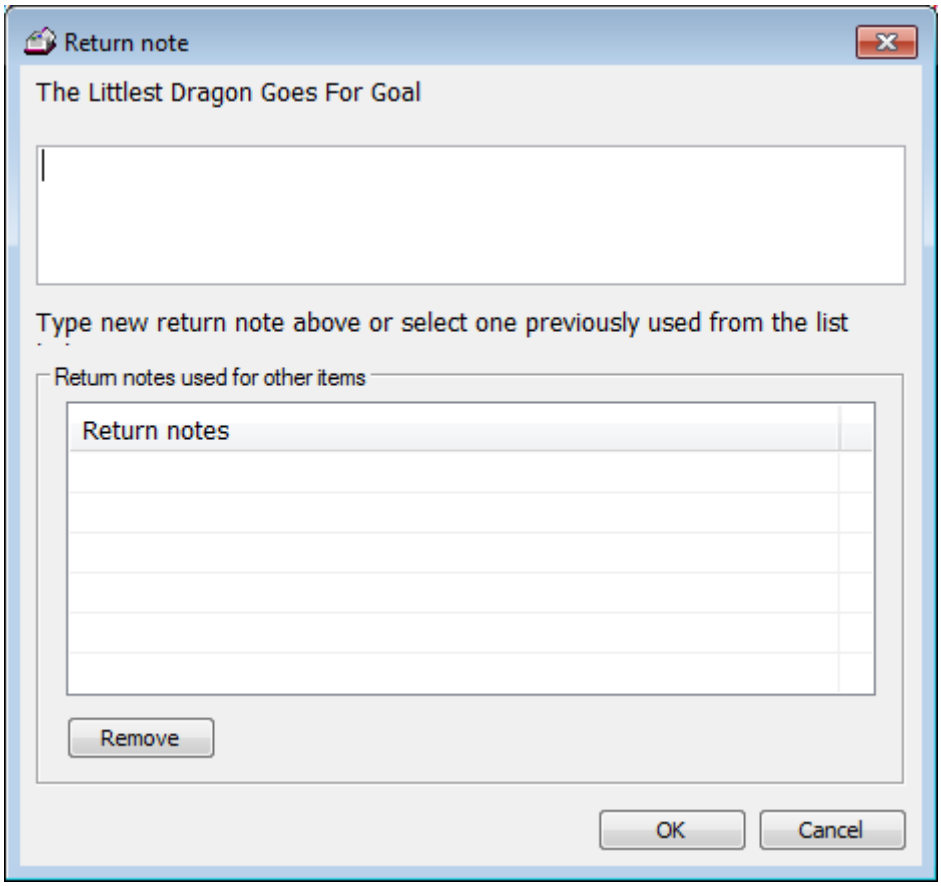
Loan Note
A loan note placed against an item automatically appears every time the item is borrowed.



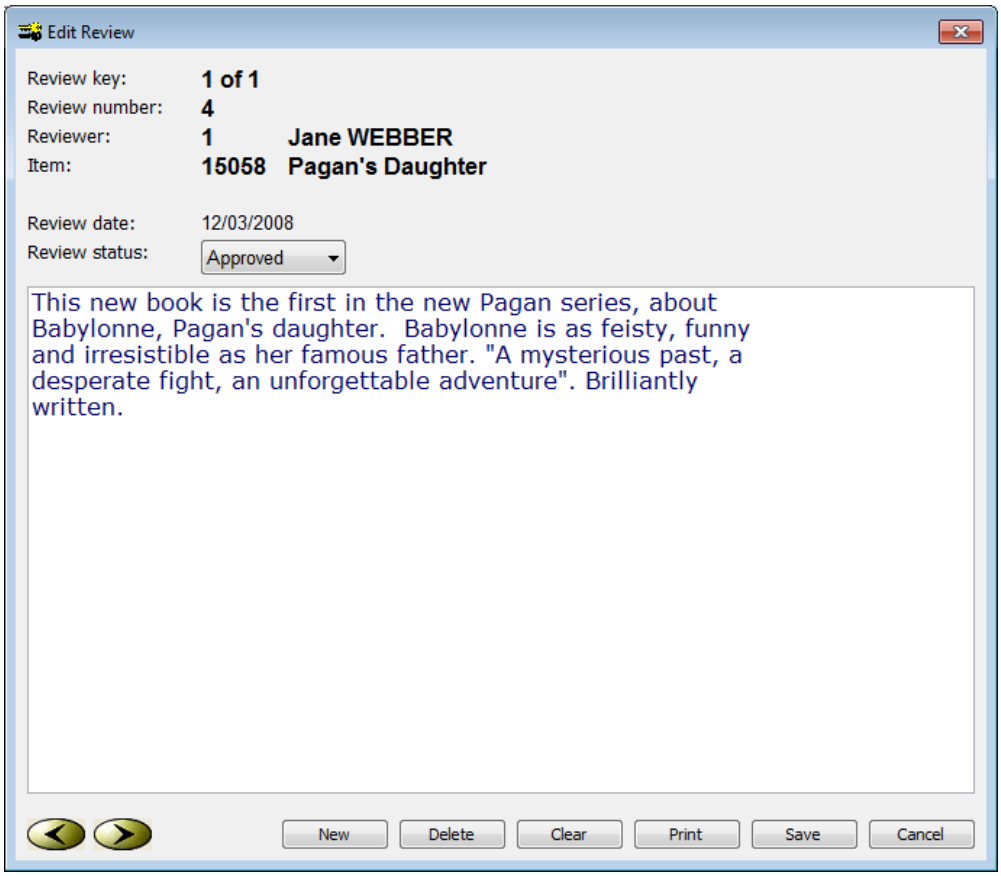
Entering a note here does not put it against other copies, only against this individual item.

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.



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 type categories tells Bookmark its *current condition*.

The status is always a number with a description.

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.

The wording used in Status Types can be changed. Click on the 3-dot "ellipsis" box to change or create new status types.

Every status except 1 and 2 can be set to "Can be borrowed" and/or "Can be returned" or "Can be reserved". 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). This allows for On-display or special items.

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.

When an item with a status of 2 (on loan) is changed to 1 (available), then the last seen date is changed to the current date (today). If the status is changed to any other value, the LSD remains as it was.

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

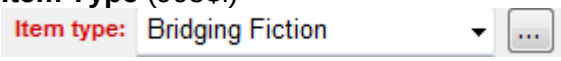
- "Static"
- "Dynamic"

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 > Settings > Cataloguing tab. 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 are often broadly similar to Media (GMD) but can be different.

Bookmark uses Item Types to restrict loans and keep statistics. It is displayed in Loans and Search and many other places.

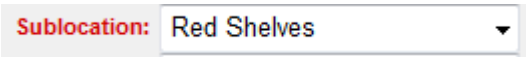
While a type of "book" is permitted, it is strongly recommended to have several different categories – e.g. Fiction, Non-Fiction, Picture Fiction, etc. instead of just Book. Item Types are discussed in more detail in the Authority Lists section further in this document.

Location (995$l)

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". 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

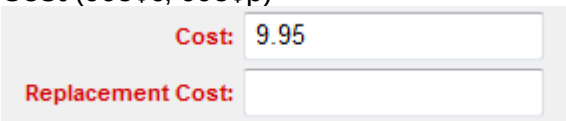


Sublocation (a.k.a. "Site") is another field which can be used to indicate where an item is normally located. Bookmark keeps a list which can be brought up via the ellipsis button. To create a new entry, just type it in. It will be added to the list when the item is saved. The heading "Sublocation" can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

Supplier (995$s)

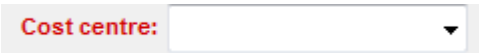
An item's supplier can be entered in this field. Bookmark keeps a list of all suppliers entered. The list is available as a popup by clicking on the ellipses box. Highlight an entry and click on OK to put an existing supplier into the field, or just type the supplier in if it is not yet in the list.

Cost (995$c, 995$p)



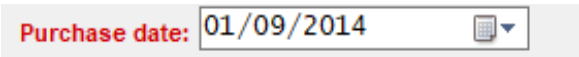
Cost can be used to hold the actual purchase value of an item.
Do not enter a $ symbol!
Replacement cost is the cost to replace an item. Either or both can be left blank. For reporting, if one is blank, Bookmark uses the value in the other field. If both have values, Bookmark choses the most relevant – e.g. usually Replacement Cost for Overdue notices.

Cost Centre



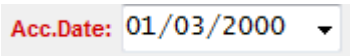
The Cost Centre field can be used to hold the source of the funds used to purchase the item. Bookmark keeps a list of entered cost centres which can be referred to via the dropdown list. If the CC is not in the list, just type it onto the line and it will be added.

Purchase Date

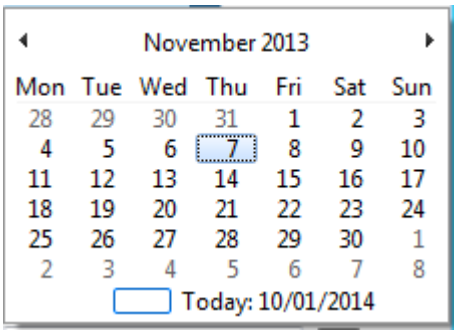


This is the date when the item was originally purchased. When an item is first catalogued, the current date is automatically entered as the Purchase Date. This date may be changed by either typing in values or using the dropdown calendar. Pressing F10 copies this date to the Accession Date field.

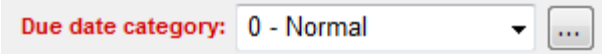
Accession Date



The date when the item was 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



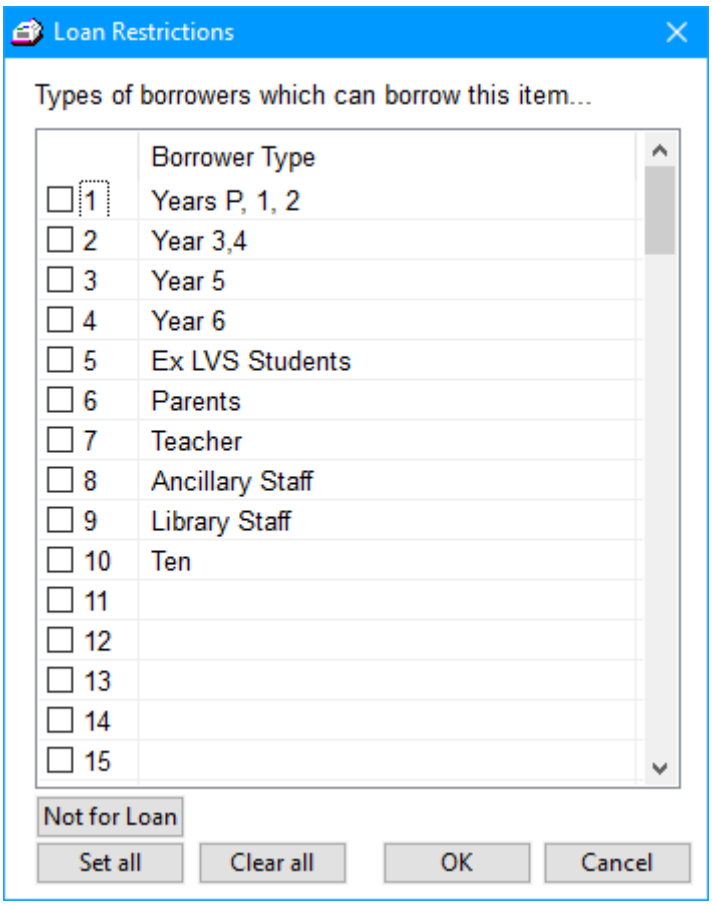
This number in this field tells Bookmark which due date to assign when the item is issued.

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

If this field contains values 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

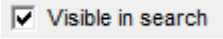
The Loan Restriction determines *who is allowed to borrow the item.* The number 0 (zero) entered here indicates the item can be borrowed *by anyone -- there is no restriction*. If the item needs to be restricted – i.e. some types of borrowers are not permitted to borrow it – list the Borrower Type numbers 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.

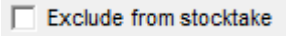
"Not for loan" items have a value of 100.

Visible in Search



If this checkbox is ticked, the item can be found and viewed in Search and Webopac. 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



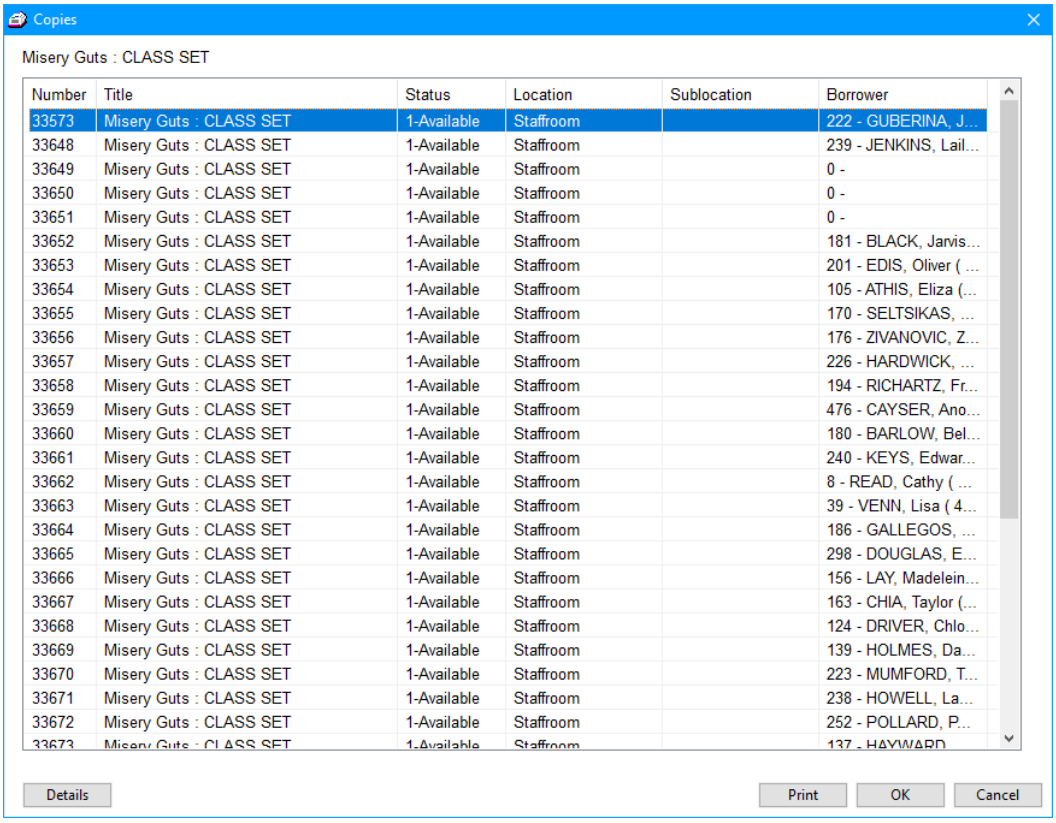
Some items cannot or should not be included in a stocktake. These might be websites and electronic resources. Tick the box to exclude the item from stocktaking.

Do not count against loan limit

Tick this box so this item 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, such as musical instruments or readers.

Copies

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.

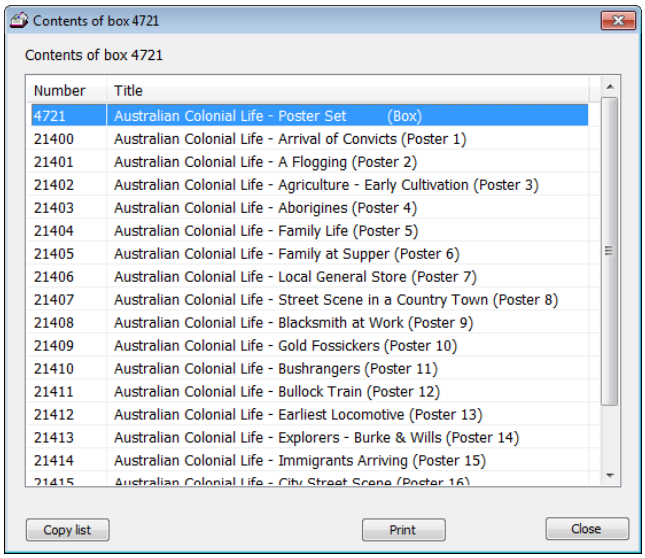


Number	Title	Status	Location	Sublocation	Borrower
33573	Misery Guts : CLASS SET	1-Available	Staffroom		222 - GUBERINA, J...
33648	Misery Guts : CLASS SET	1-Available	Staffroom		239 - JENKINS, Lail...
33649	Misery Guts : CLASS SET	1-Available	Staffroom		0 -
33650	Misery Guts : CLASS SET	1-Available	Staffroom		0 -
33651	Misery Guts : CLASS SET	1-Available	Staffroom		0 -
33652	Misery Guts : CLASS SET	1-Available	Staffroom		181 - BLACK, Jarvis...
33653	Misery Guts : CLASS SET	1-Available	Staffroom		201 - EDIS, Oliver (...
33654	Misery Guts : CLASS SET	1-Available	Staffroom		105 - ATHIS, Eliza (...
33655	Misery Guts : CLASS SET	1-Available	Staffroom		170 - SELTSIKAS, ...
33656	Misery Guts : CLASS SET	1-Available	Staffroom		176 - ZIVANOVIC, Z...
33657	Misery Guts : CLASS SET	1-Available	Staffroom		226 - HARDWICK, ...
33658	Misery Guts : CLASS SET	1-Available	Staffroom		194 - RICHARTZ, Fr...
33659	Misery Guts : CLASS SET	1-Available	Staffroom		476 - CAYSER, Ano...
33660	Misery Guts : CLASS SET	1-Available	Staffroom		180 - BARLOW, Bel...
33661	Misery Guts : CLASS SET	1-Available	Staffroom		240 - KEYS, Edwar...
33662	Misery Guts : CLASS SET	1-Available	Staffroom		8 - READ, Cathy (...
33663	Misery Guts : CLASS SET	1-Available	Staffroom		39 - VENN, Lisa (4...
33664	Misery Guts : CLASS SET	1-Available	Staffroom		186 - GALLEGOS, ...
33665	Misery Guts : CLASS SET	1-Available	Staffroom		298 - DOUGLAS, E...
33666	Misery Guts : CLASS SET	1-Available	Staffroom		156 - LAY, Madelein...
33667	Misery Guts : CLASS SET	1-Available	Staffroom		163 - CHIA, Taylor (...
33668	Misery Guts : CLASS SET	1-Available	Staffroom		124 - DRIVER, Chlo...
33669	Misery Guts : CLASS SET	1-Available	Staffroom		139 - HOLMES, Da...
33670	Misery Guts : CLASS SET	1-Available	Staffroom		223 - MUMFORD, T...
33671	Misery Guts : CLASS SET	1-Available	Staffroom		238 - HOWELL, La...
33672	Misery Guts : CLASS SET	1-Available	Staffroom		252 - POLLARD, P...
33673	Misery Guts : CLASS SET	1-Available	Staffroom		137 - HAYWARD

Box

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.



Number	Title
4721	Australian Colonial Life - Poster Set (Box)
21400	Australian Colonial Life - Arrival of Convicts (Poster 1)
21401	Australian Colonial Life - A Flogging (Poster 2)
21402	Australian Colonial Life - Agriculture - Early Cultivation (Poster 3)
21403	Australian Colonial Life - Aborigines (Poster 4)
21404	Australian Colonial Life - Family Life (Poster 5)
21405	Australian Colonial Life - Family at Supper (Poster 6)
21406	Australian Colonial Life - Local General Store (Poster 7)
21407	Australian Colonial Life - Street Scene in a Country Town (Poster 8)
21408	Australian Colonial Life - Blacksmith at Work (Poster 9)
21409	Australian Colonial Life - Gold Fossickers (Poster 10)
21410	Australian Colonial Life - Bushrangers (Poster 11)
21411	Australian Colonial Life - Bullock Train (Poster 12)
21412	Australian Colonial Life - Earliest Locomotive (Poster 13)
21413	Australian Colonial Life - Explorers - Burke & Wills (Poster 14)
21414	Australian Colonial Life - Immigrants Arriving (Poster 15)
21415	Australian Colonial Life - City Street Scene (Poster 16)

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 – such as a photo of a kit - 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, .png, or .webp 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.

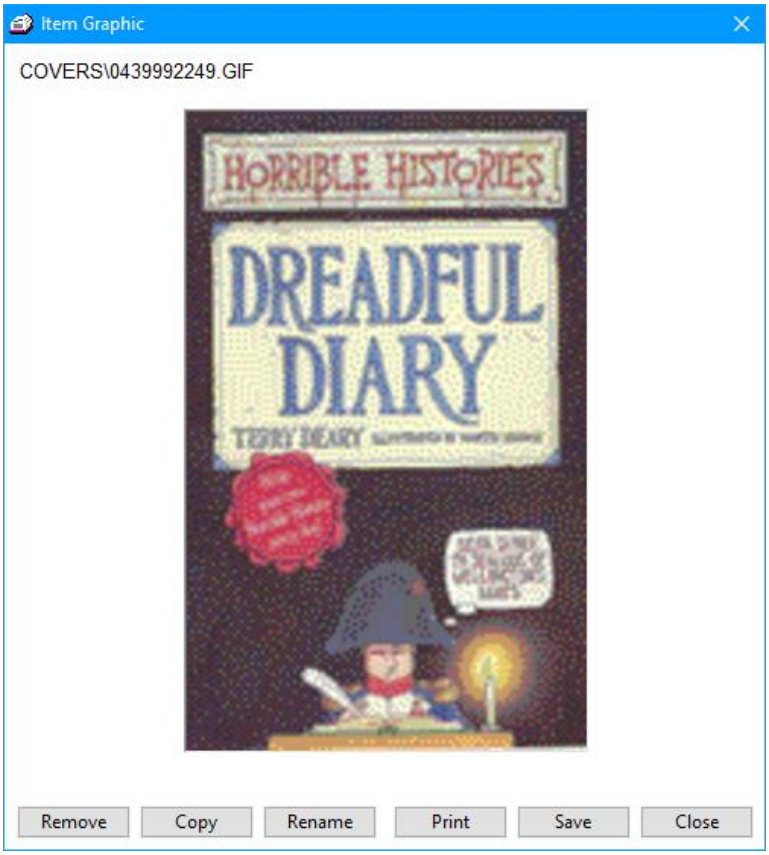
Returned is the date when the item was last returned.

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. Remove deletes the cover from the system.



Check for Cover (F8, F12, F11)

While cataloguing, a check can be made to see if a cover image is available. Click on the Record menu at the top then on Check for Cover or press the F8 hotkey.

Bookmark will go onto the Internet and check to see if an image is available for download. The ISBN is used for the test (not the Cover field). If an image is found, it is downloaded, saved to the Covers folder and appears at the bottom right.

F12 and F11 can also be used. These check other online sources of book cover images.

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.

Holding down Ctrl and pressing F2 at the same time saves the item and advances to the next item.

Cataloguing Copies

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

Entering 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 link number.

There is no limit to the number of copies.

The reservation system relies heavily on correct linking.

Only identical copies should be linked!

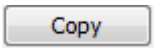
Do not link items that are "near copies" such as different issues of magazines or different titles in the same series. See "Copy Cataloguing" below.

Different editions of the same title with the same author should be linked.

Each copy has its own separate catalogue record, so this can vary if needed for different editions.

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 hotkey 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.

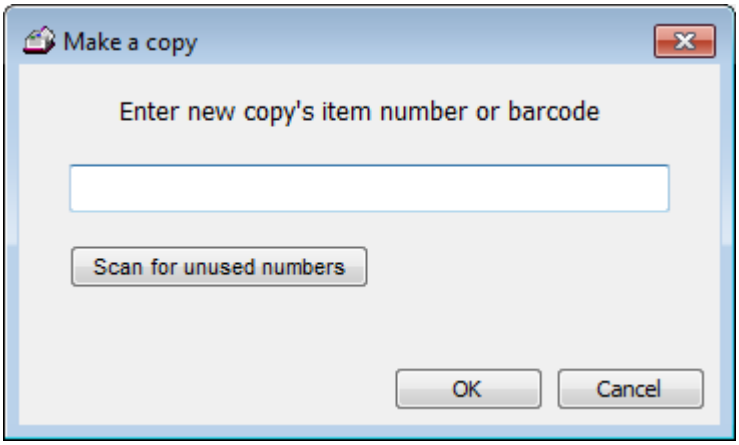
5. All the data from the existing copy's record appears. Make alterations then save.

6. 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. It does not matter which copy.

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.

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

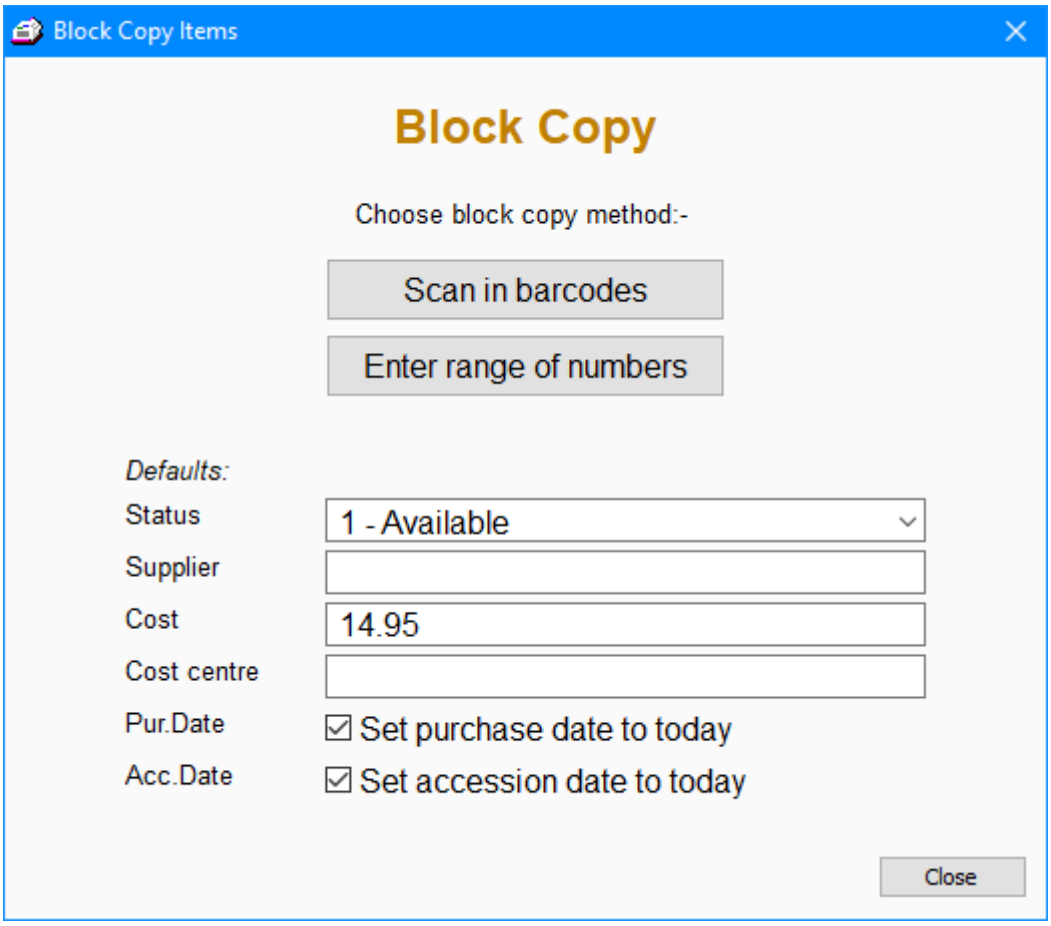
There is also a scheme for linking items that have been catalogued separately but are really copies. Bring up the existing copy and click on the Copy button on the right side. Select the title and link it.

Entering a Block of Copies

In addition to making copies one at a time, there is also a special quick method 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.

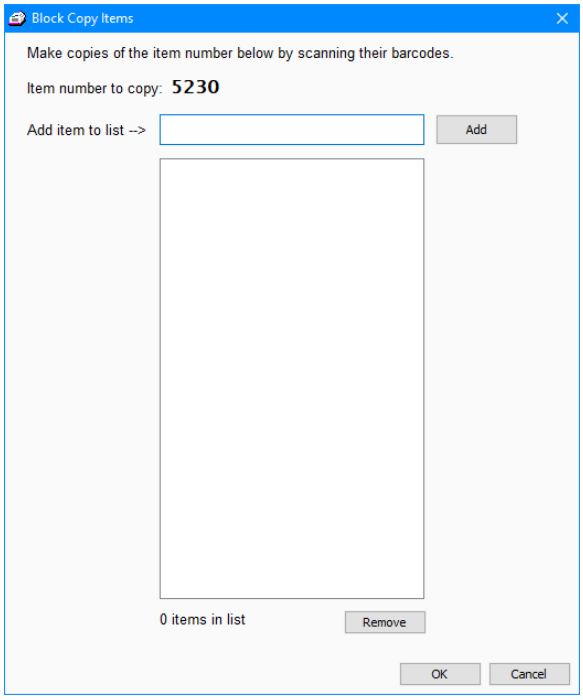
1. Catalogue one item first. Save it.

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

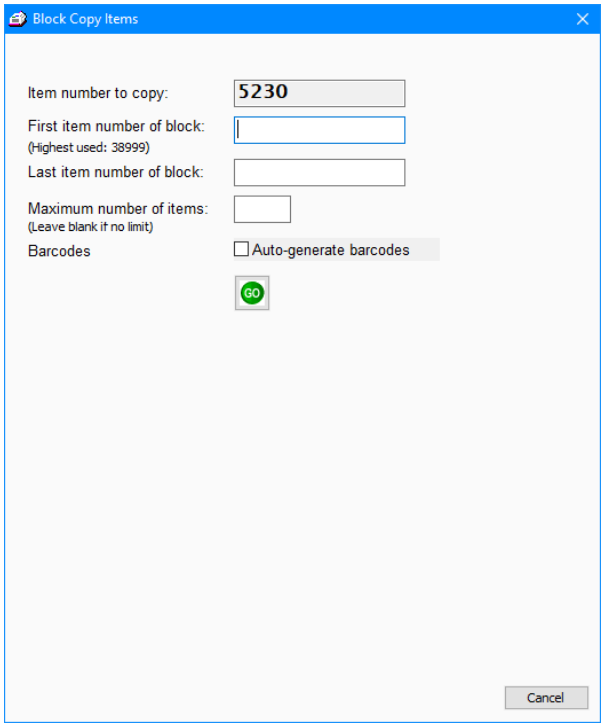


3. Choose to either scan in barcodes for every copy or to enter a range of item numbers.

Scan Barcodes
Scan each copy's barcode. They do not have to be in sequence. Click OK and all the copies are created, linked and saved.



Enter range of numbers
The Copy using range button allows making copies by entering the first and last item numbers of a range of numbers.



The maximum number of copies is the number that will be made even if the range is greater. 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.

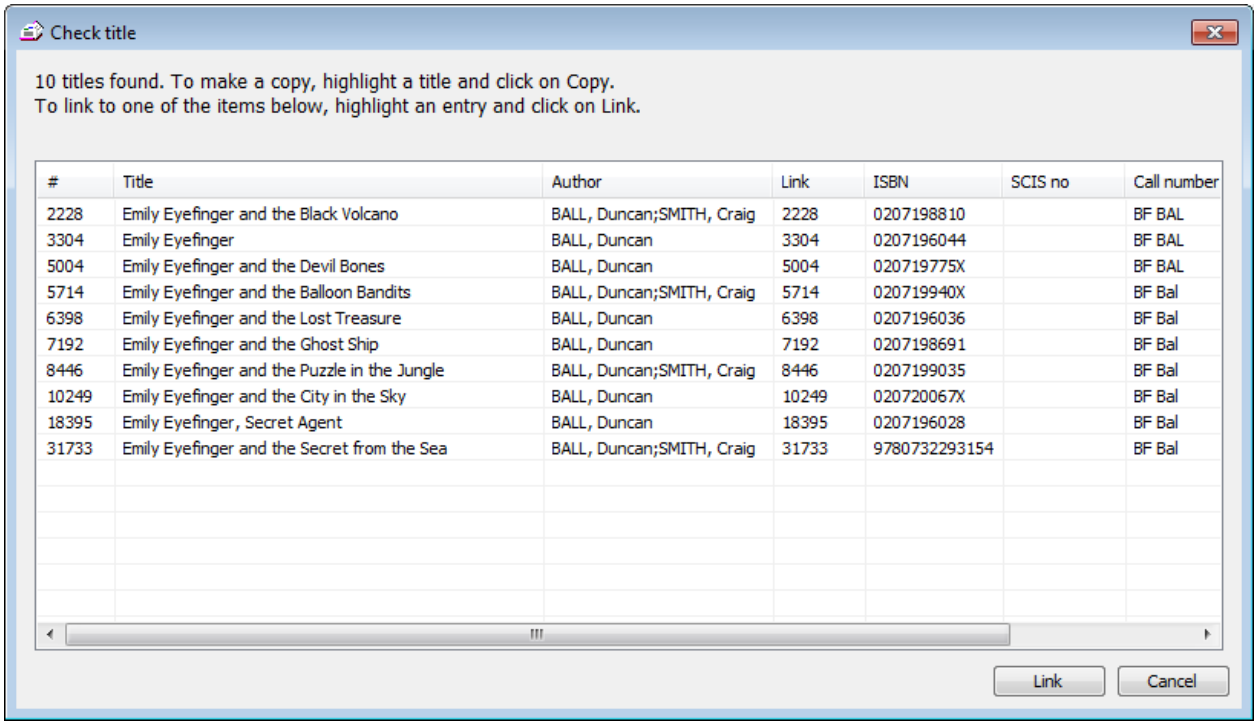
The Status, Supplier, Cost and Cost Centre can be optionally set or left as is.

If any items are already catalogued, 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.



#	Title	Author	Link	ISBN	SCIS no	Call number
2228	Emily Eyefinger and the Black Volcano	BALL, Duncan;SMITH, Craig	2228	0207198810		BF BAL
3304	Emily Eyefinger	BALL, Duncan	3304	0207196044		BF BAL
5004	Emily Eyefinger and the Devil Bones	BALL, Duncan	5004	020719775X		BF BAL
5714	Emily Eyefinger and the Balloon Bandits	BALL, Duncan;SMITH, Craig	5714	020719940X		BF Bal
6398	Emily Eyefinger and the Lost Treasure	BALL, Duncan	6398	0207196036		BF Bal
7192	Emily Eyefinger and the Ghost Ship	BALL, Duncan	7192	0207198691		BF Bal
8446	Emily Eyefinger and the Puzzle in the Jungle	BALL, Duncan;SMITH, Craig	8446	0207199035		BF Bal
10249	Emily Eyefinger and the City in the Sky	BALL, Duncan	10249	020720067X		BF Bal
18395	Emily Eyefinger, Secret Agent	BALL, Duncan	18395	0207196028		BF Bal
31733	Emily Eyefinger and the Secret from the Sea	BALL, Duncan;SMITH, Craig	31733	9780732293154		BF Bal

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 collected from the index in a fraction of a second. This is much faster than ploughing through all 10,000+ item records.

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, OR, 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.

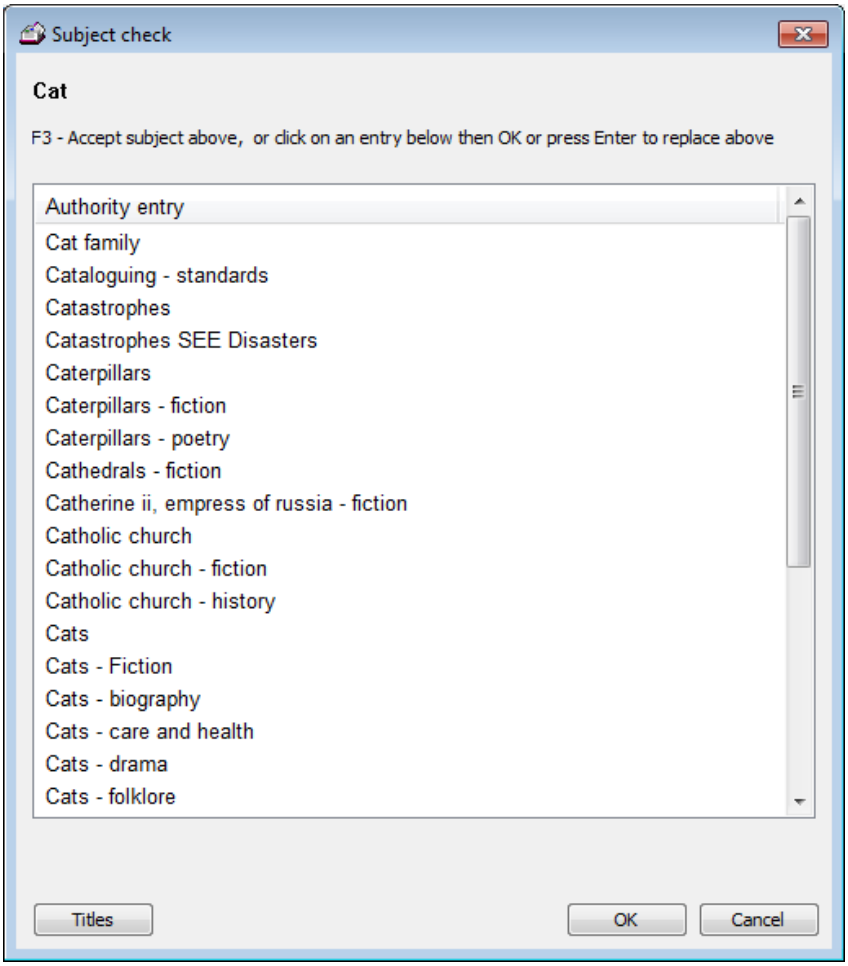
Authors, series and subjects are automatically added to the lists when an item is saved.

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, some types of 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:// or https:// part. This tells Search to include the Open button which allows users to open a browser to the website. Tip: use the 3-dot box to the right to enter the URL as it allows a description to be included and multiple URL's for a single record.
- Set the Status to Website. If there is not Website status, add one to the list.
- Set the Location and/or Sublocation 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.

To make a weblink just add the URL to the record the same as for a website. 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. Note: network resources usually can be launched from Search but not Webopac. This is a limitation imposed by browsers.

- 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".

Ebook

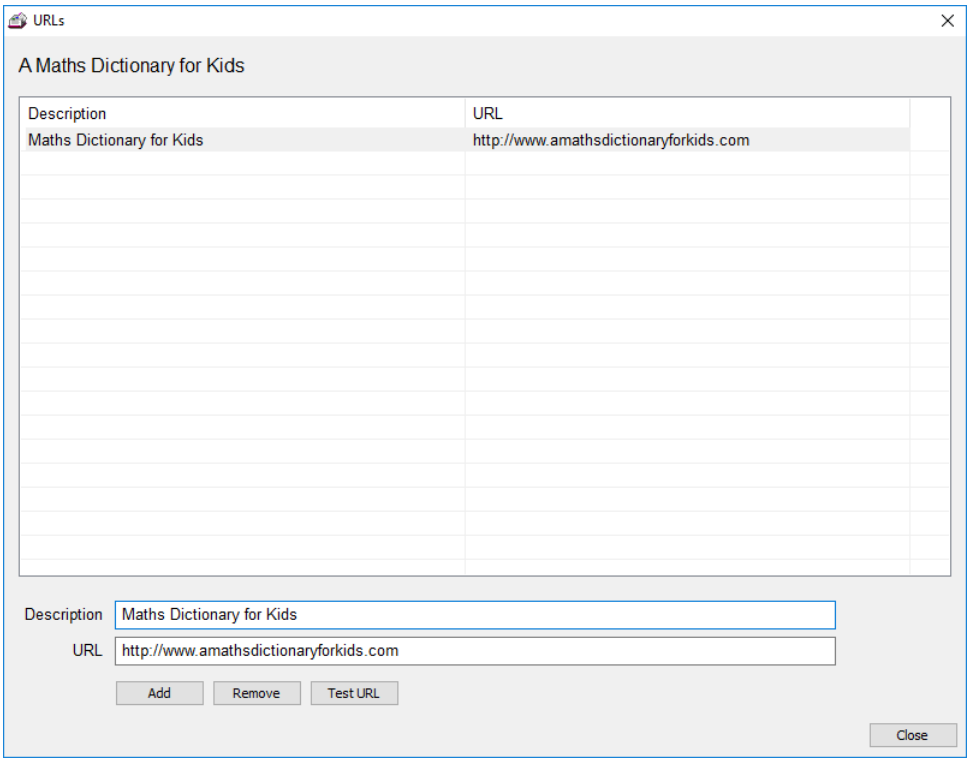
Electronic books or "ebooks" can also be launched. In fact, Bookmark treats them as just another electronic resource. However, a special item type icon is available for identification in Search.

- 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.

Multiple URLs
More than one URL can be included in the field. Click on the 3-dot box on the right side to pop up a window.



Each URL can have a description. The description is displayed in Search.

Z-Cataloguing and the SCIS API

Z-cataloguing provides an easy and faster way to download cataloguing data records from sites on the Internet.

Records are directly downloaded from an online source, such as another library or SCIS, "on the fly" as requested rather than by ordering as with normal SCIS.

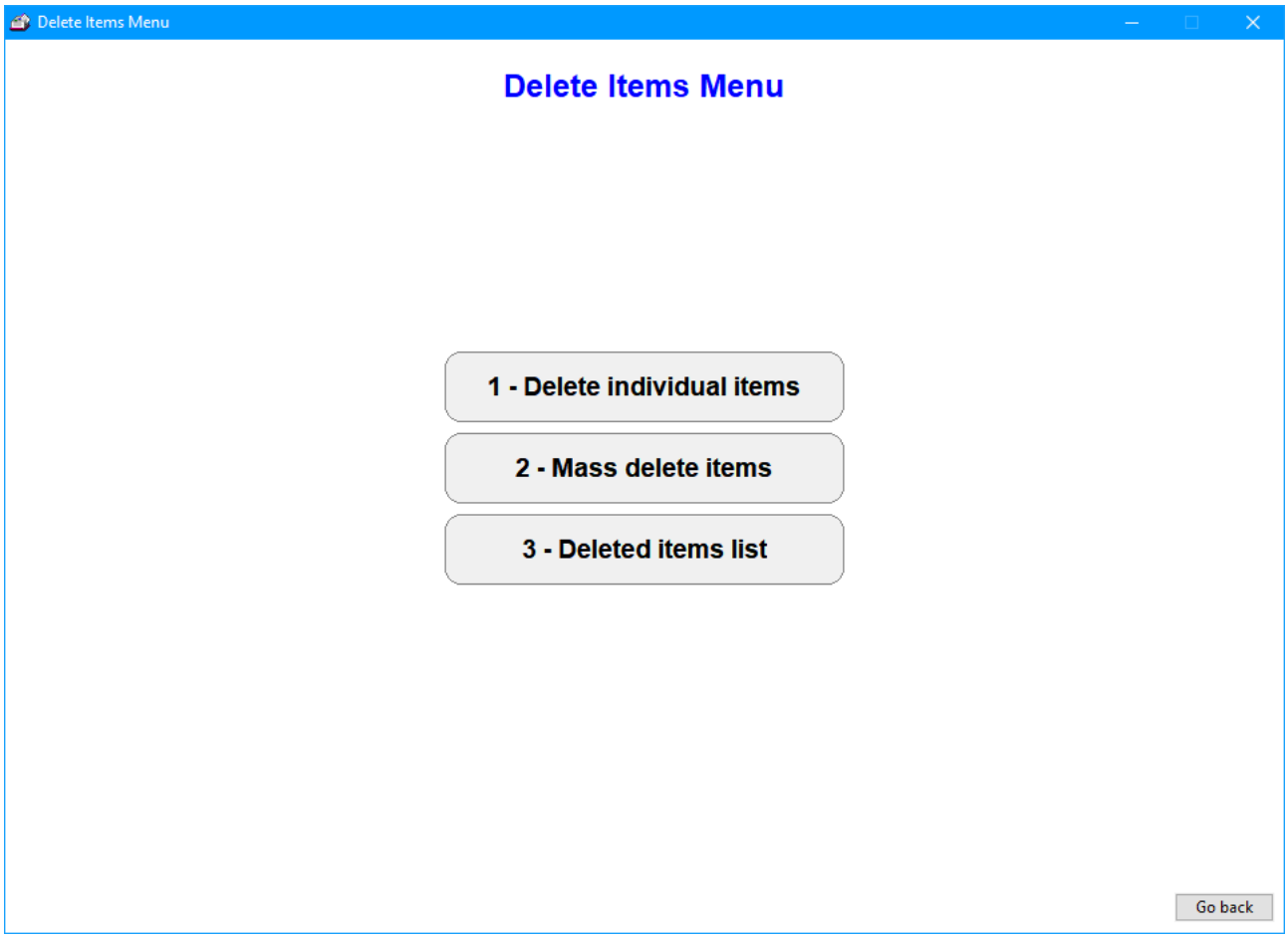
Z-cataloguing can be used instead of or in addition to the normal SCIS ordering and importing procedure.

In addition to SCIS, the National Library of Australia (Trove) and the U.S. Library of Congress are also available. Other z39.50 catalogue sites can also be added.

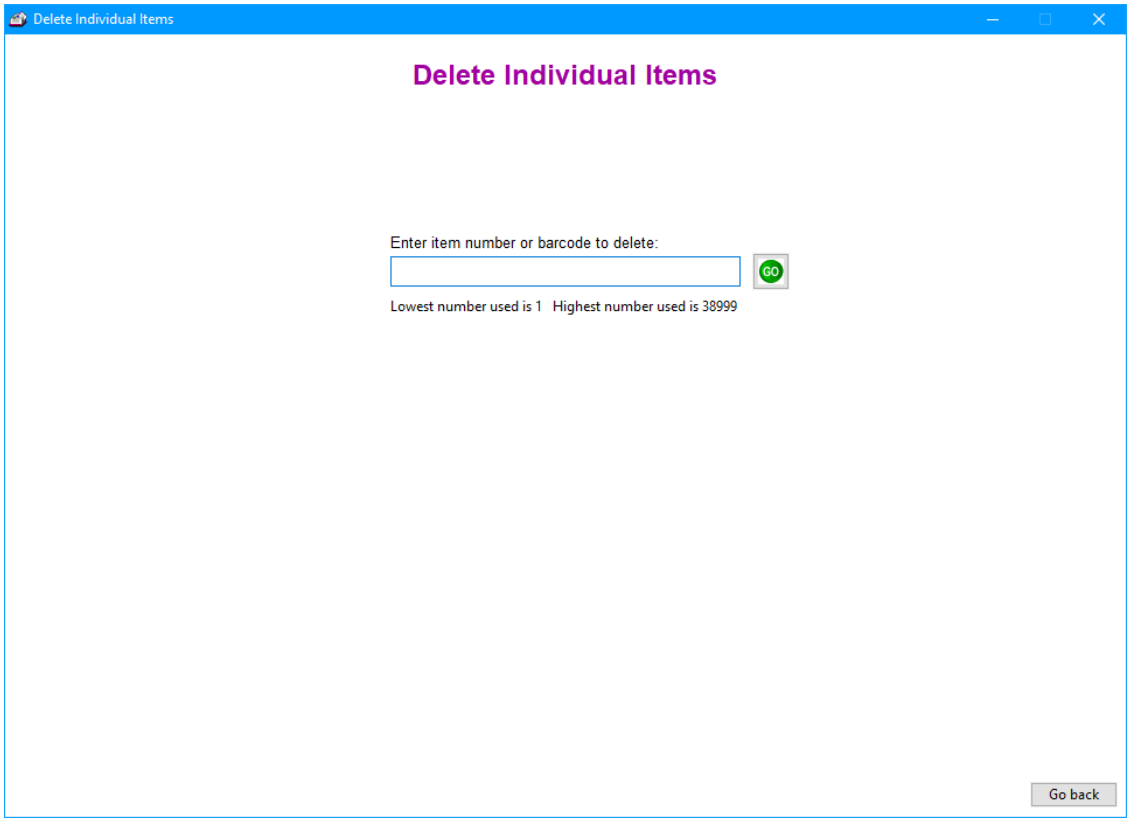
See the Z-Cataloguing and SCIS API fact sheets for details on how to use these time-saving functions.

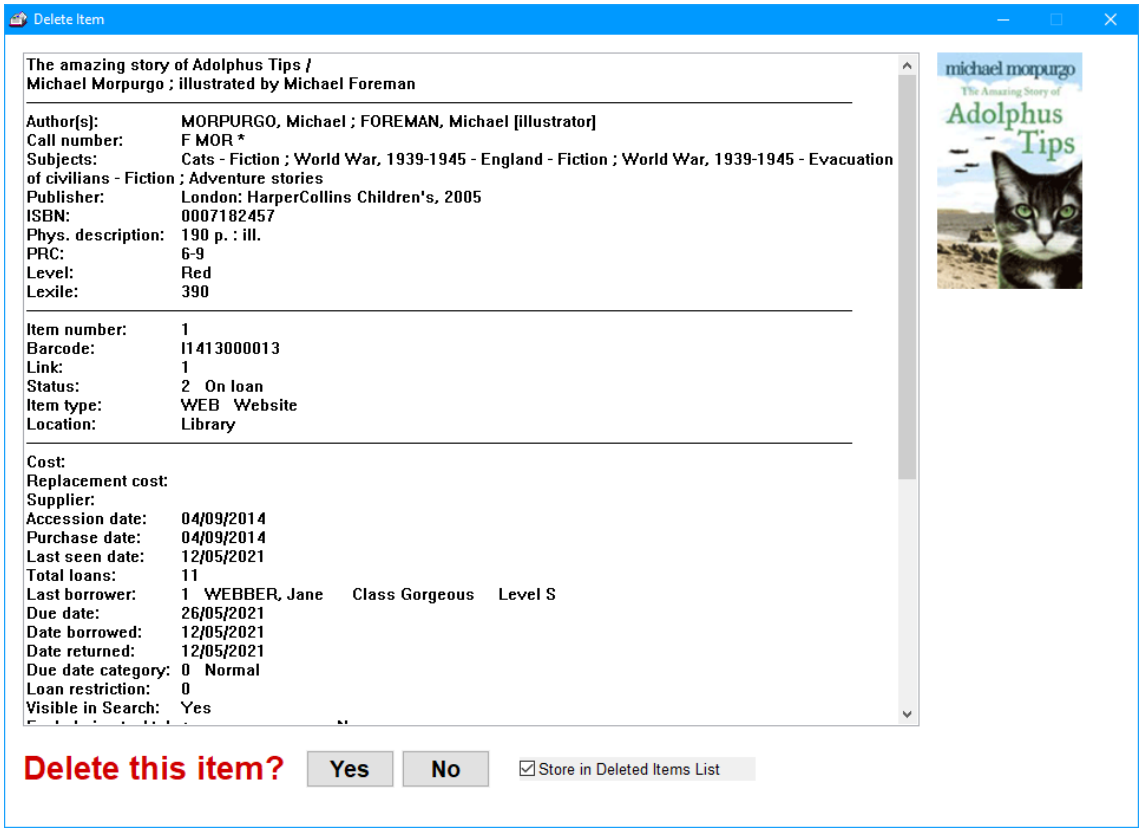
Delete Items

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

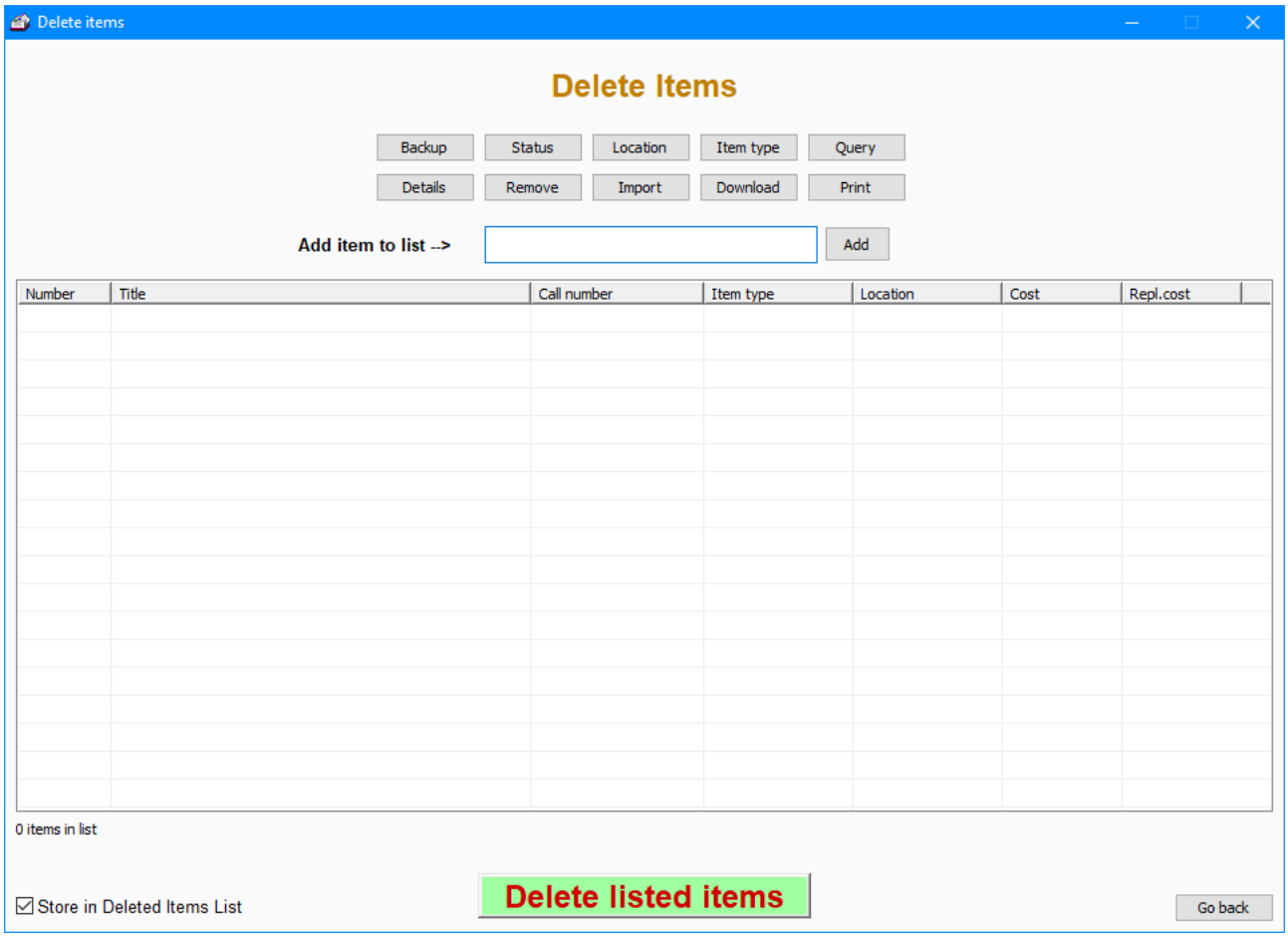


Delete Individual Items





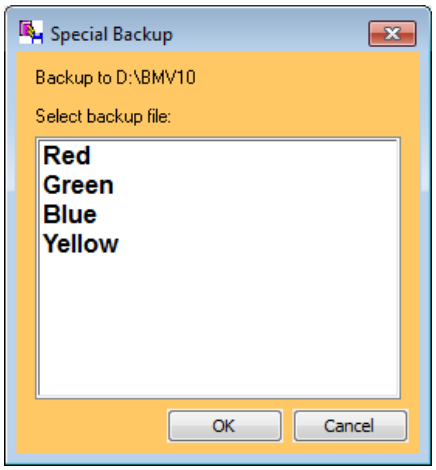
Mass Delete Items



This option allows deleting many items at the same time.

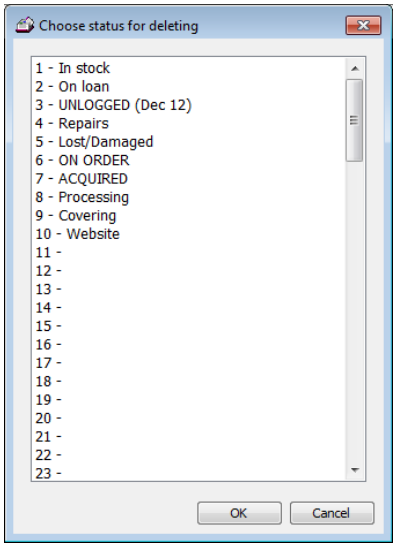
First put the items to be deleted into a list. Once listed, click on *Delete Listed Items*.

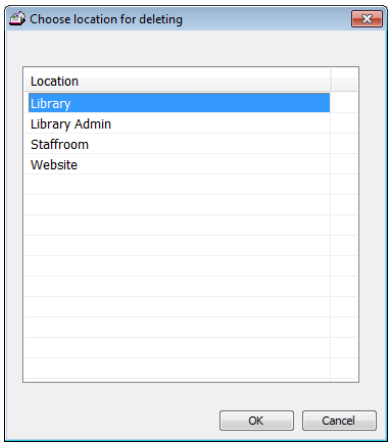
Backup
This is a quick backup to Bookmark's location.

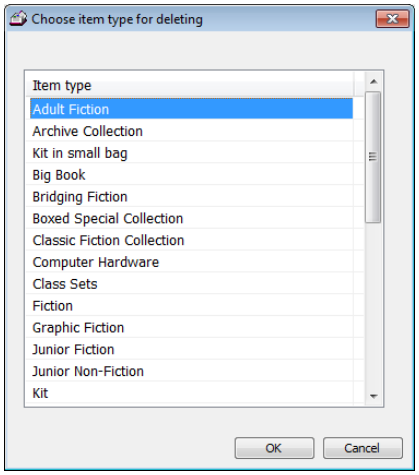


Item Number or Barcode
Any number of items can be deleted at the same time. Scan in each item's barcode or type its number to add it to the list.

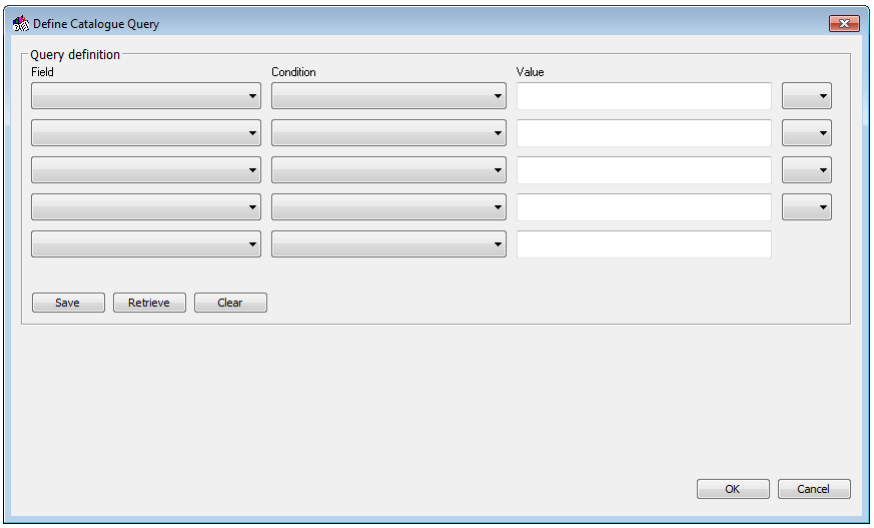
Status, Location, Item type
All items with the same status or location or item type number can be deleted. These items might all be long-term missing or lost items or a group of websites to be updated.







Query
A 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.

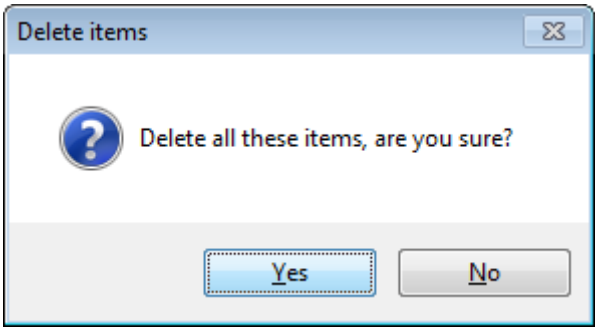
Barcodes can be saved to a text file (via Notepad) and then read in using the Import function.

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.

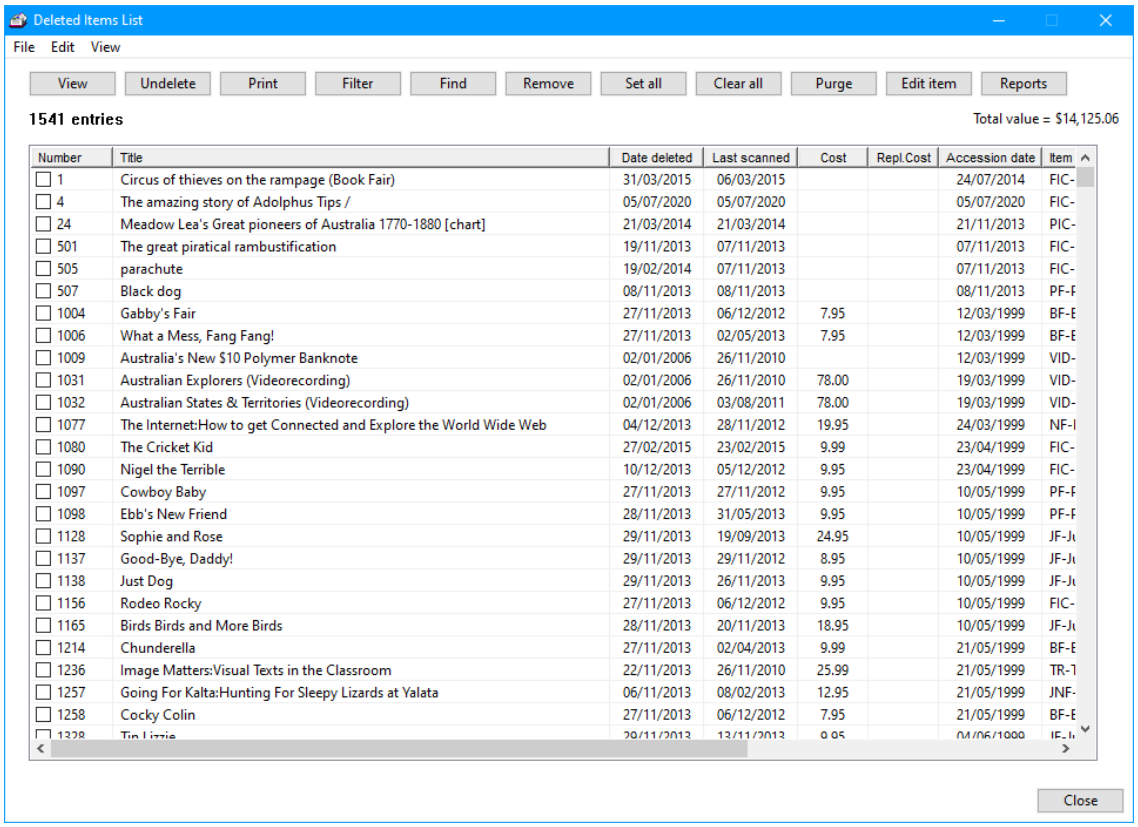
Print
Prints out the visible list.

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



Deleted Items List

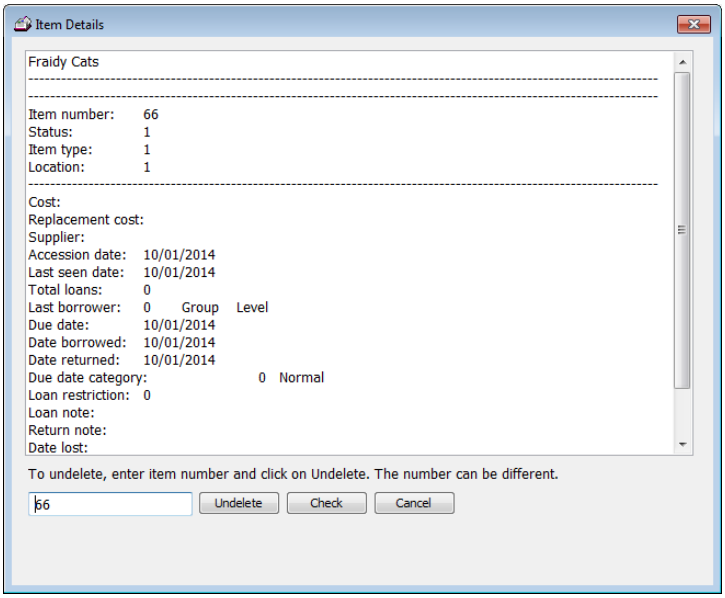
Bookmark keeps a list of every item deleted.



Number	Title	Date deleted	Last scanned	Cost	Repl.Cost	Accession date	Item
1	Circus of thieves on the rampage (Book Fair)	31/03/2015	06/03/2015			24/07/2014	FIC-
4	The amazing story of Adolphus Tips /	05/07/2020	05/07/2020			05/07/2020	FIC-
24	Meadow Lea's Great pioneers of Australia 1770-1880 [chart]	21/03/2014	21/03/2014			21/11/2013	PIC-
501	The great piratical rambustification	19/11/2013	07/11/2013			07/11/2013	FIC-
505	parachute	19/02/2014	07/11/2013			07/11/2013	FIC-
507	Black dog	08/11/2013	08/11/2013			08/11/2013	PF-F
1004	Gabby's Fair	27/11/2013	06/12/2012	7.95		12/03/1999	BF-E
1006	What a Mess, Fang Fang!	27/11/2013	02/05/2013	7.95		12/03/1999	BF-E
1009	Australia's New $10 Polymer Banknote	02/01/2006	26/11/2010			12/03/1999	VID-
1031	Australian Explorers (Videorecording)	02/01/2006	26/11/2010	78.00		19/03/1999	VID-
1032	Australian States & Territories (Videorecording)	02/01/2006	03/08/2011	78.00		19/03/1999	VID-
1077	The Internet:How to get Connected and Explore the World Wide Web	04/12/2013	28/11/2012	19.95		24/03/1999	NF-I
1080	The Cricket Kid	27/02/2015	23/02/2015	9.99		23/04/1999	FIC-
1090	Nigel the Terrible	10/12/2013	05/12/2012	9.95		23/04/1999	FIC-
1097	Cowboy Baby	27/11/2013	27/11/2012	9.95		10/05/1999	PF-F
1098	Ebb's New Friend	28/11/2013	31/05/2013	9.95		10/05/1999	PF-F
1128	Sophie and Rose	29/11/2013	19/09/2013	24.95		10/05/1999	JF-J
1137	Good-Bye, Daddy!	29/11/2013	29/11/2012	8.95		10/05/1999	JF-J
1138	Just Dog	29/11/2013	26/11/2013	9.95		10/05/1999	JF-J
1156	Rodeo Rocky	27/11/2013	06/12/2012	9.95		10/05/1999	FIC-
1165	Birds Birds and More Birds	28/11/2013	20/11/2013	18.95		10/05/1999	JF-J
1214	Chunderella	27/11/2013	02/04/2013	9.99		21/05/1999	BF-E
1236	Image Matters:Visual Texts in the Classroom	22/11/2013	26/11/2010	25.99		21/05/1999	TR-T
1257	Going For Kalta:Hunting For Sleepy Lizards at Yalata	06/11/2013	08/02/2013	12.95		21/05/1999	JNF-
1258	Cocky Colin	27/11/2013	06/12/2012	7.95		21/05/1999	BF-E
1328	Tip Lizzie	29/11/2013	13/11/2013	9.95		04/06/1999	JF-J

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.



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.

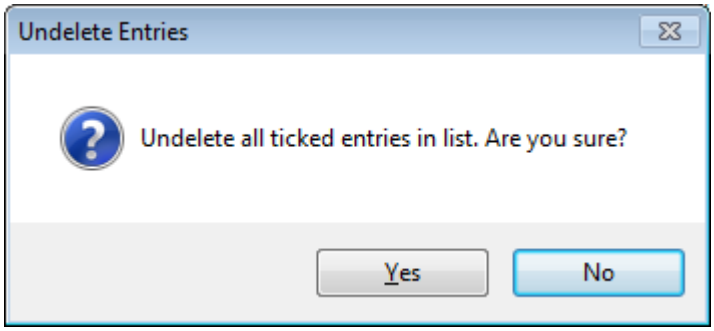
The Check button can be used to see if the number is available for reuse or has been used by a different item.

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

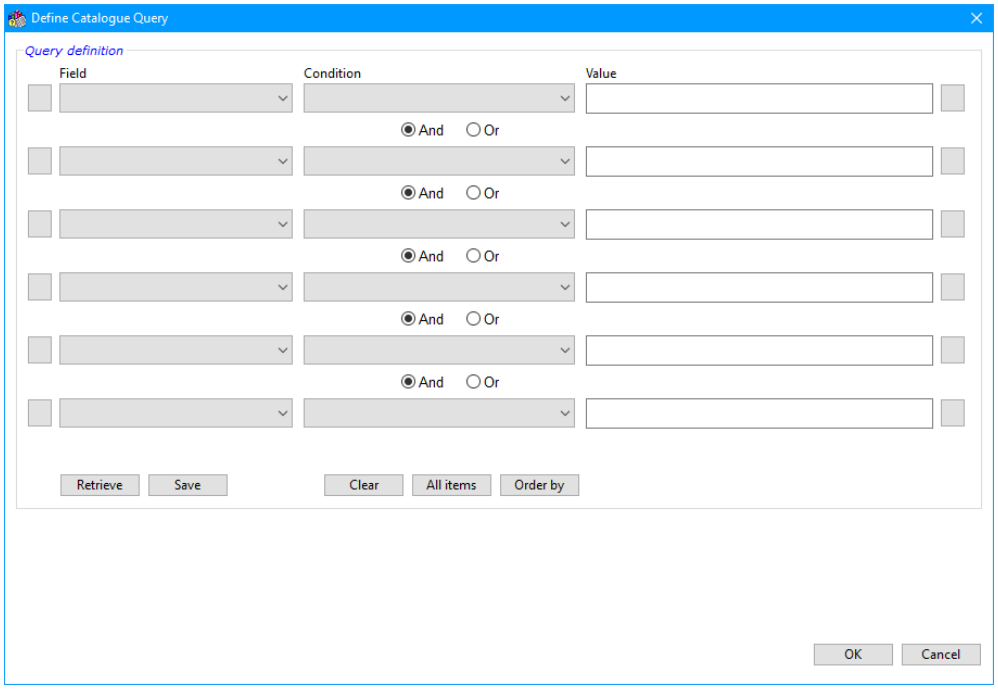
Several items can be undeleted at the same time. Tick each one's box then click on Undelete.



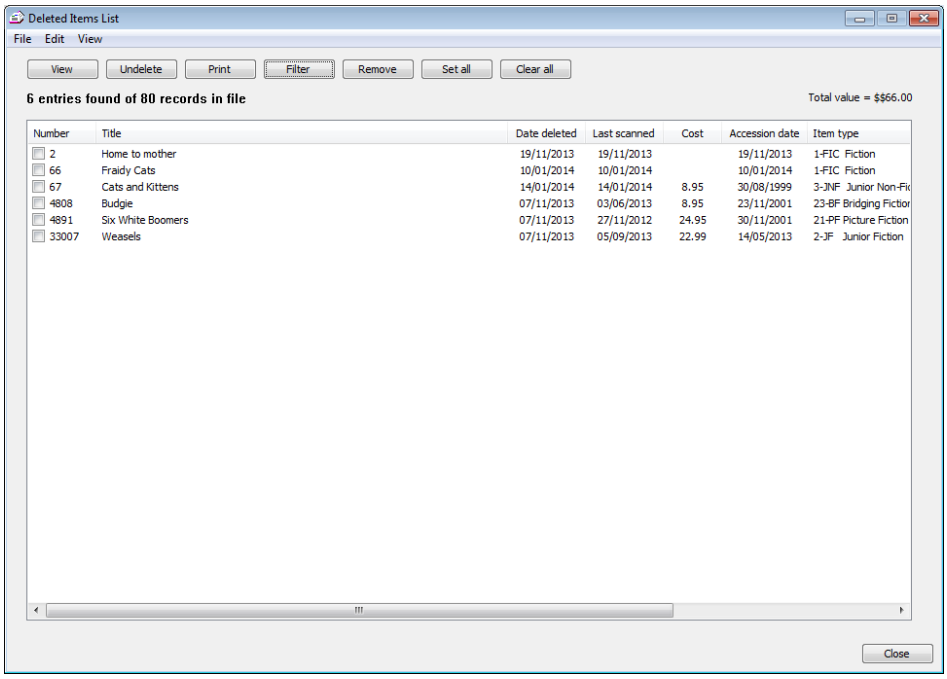
Deleted items retain all their previous information such as the previous borrower.

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.



Enter a query to generate the filter.

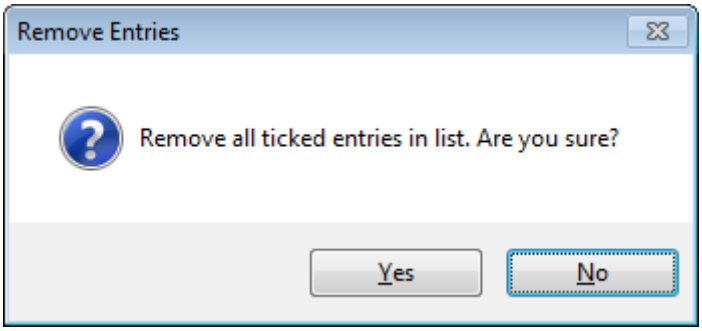


This process hides the rest of the deleted items list. Hidden items are still in the list, just not visible.

Total Cost
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.

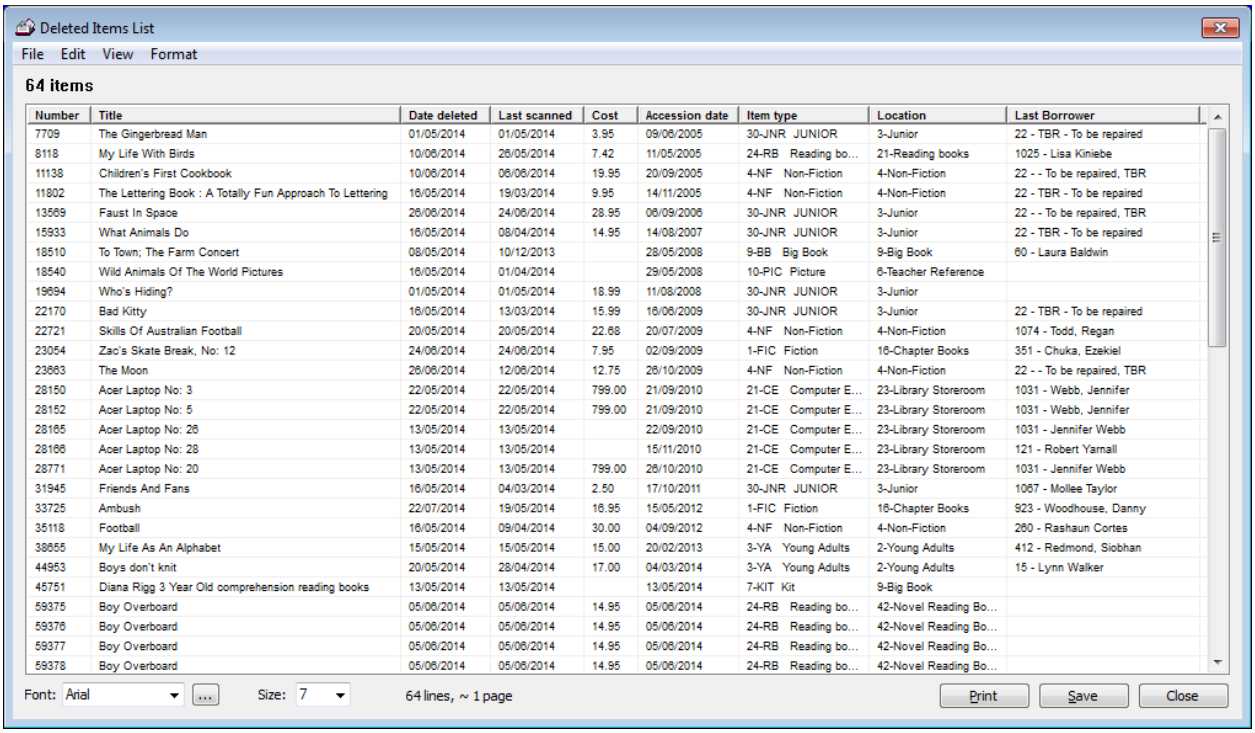
Tick all the items to be removed the click on Remove.



Remove 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.



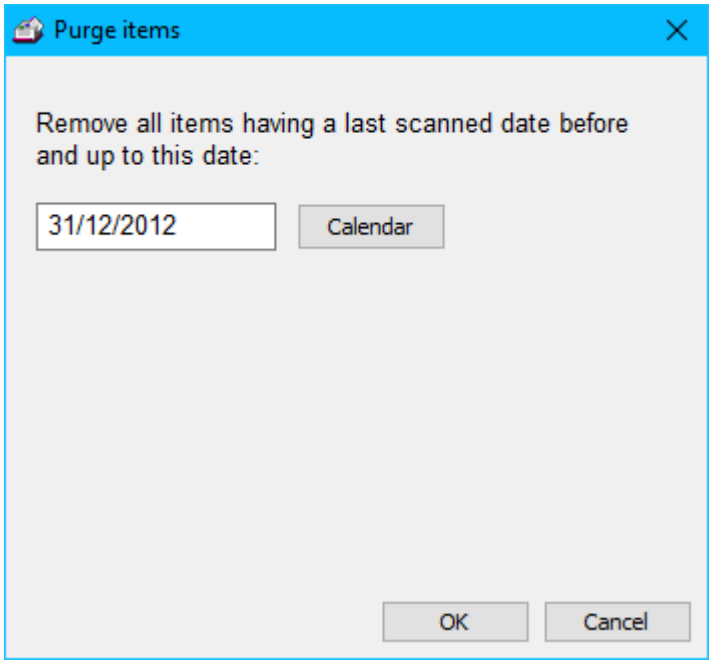
Number	Title	Date deleted	Last scanned	Cost	Accession date	Item type	Location	Last Borrower
7709	The Gingerbread Man	01/05/2014	01/05/2014	3.95	09/06/2005	30-JNR JUNIOR	3-Junior	22 - TBR - To be repaired
8118	My Life With Birds	10/06/2014	26/05/2014	7.42	11/05/2005	24-RB Reading bo...	21-Reading books	1025 - Lisa Kiniebe
11138	Children's First Cookbook	10/06/2014	06/06/2014	19.95	20/09/2005	4-NF Non-Fiction	4-Non-Fiction	22 - - To be repaired, TBR
11802	The Lettering Book : A Totally Fun Approach To Lettering	16/05/2014	19/03/2014	9.95	14/11/2005	4-NF Non-Fiction	4-Non-Fiction	22 - TBR - To be repaired
13569	Faust In Space	26/06/2014	24/06/2014	28.95	06/09/2006	30-JNR JUNIOR	3-Junior	22 - - To be repaired, TBR
15933	What Animals Do	16/05/2014	08/04/2014	14.95	14/08/2007	30-JNR JUNIOR	3-Junior	22 - TBR - To be repaired
18510	To Town; The Farm Concert	08/05/2014	10/12/2013		28/05/2008	9-BB Big Book	9-Big Book	60 - Laura Baldwin
18540	Wild Animals Of The World Pictures	16/05/2014	01/04/2014		29/05/2008	10-PIC Picture	6-Teacher Reference	
19694	Who's Hiding?	01/05/2014	01/05/2014	18.99	11/08/2008	30-JNR JUNIOR	3-Junior	
22170	Bad Kitty	16/05/2014	13/03/2014	15.99	16/06/2009	30-JNR JUNIOR	3-Junior	22 - TBR - To be repaired
22721	Skills Of Australian Football	20/05/2014	20/05/2014	22.68	20/07/2009	4-NF Non-Fiction	4-Non-Fiction	1074 - Todd, Regan
23054	Zac's Skate Break, No: 12	24/06/2014	24/06/2014	7.95	02/09/2009	1-FIC Fiction	16-Chapter Books	351 - Chuka, Ezekiel
23663	The Moon	26/06/2014	12/06/2014	12.75	26/10/2009	4-NF Non-Fiction	4-Non-Fiction	22 - - To be repaired, TBR
28150	Acer Laptop No: 3	22/05/2014	22/05/2014	799.00	21/09/2010	21-CE Computer E...	23-Library Storeroom	1031 - Webb, Jennifer
28152	Acer Laptop No: 5	22/05/2014	22/05/2014	799.00	21/09/2010	21-CE Computer E...	23-Library Storeroom	1031 - Webb, Jennifer
28165	Acer Laptop No: 26	13/05/2014	13/05/2014		22/09/2010	21-CE Computer E...	23-Library Storeroom	1031 - Jennifer Webb
28166	Acer Laptop No: 28	13/05/2014	13/05/2014		15/11/2010	21-CE Computer E...	23-Library Storeroom	121 - Robert Yarnall
28771	Acer Laptop No: 20	13/05/2014	13/05/2014	799.00	26/10/2010	21-CE Computer E...	23-Library Storeroom	1031 - Jennifer Webb
31945	Friends And Fans	16/05/2014	04/03/2014	2.50	17/10/2011	30-JNR JUNIOR	3-Junior	1067 - Mollee Taylor
33725	Ambush	22/07/2014	19/05/2014	16.95	15/05/2012	1-FIC Fiction	16-Chapter Books	923 - Woodhouse, Danny
35118	Football	16/05/2014	09/04/2014	30.00	04/09/2012	4-NF Non-Fiction	4-Non-Fiction	260 - Rashaun Cortes
38655	My Life As An Alphabet	15/05/2014	15/05/2014	15.00	20/02/2013	3-YA Young Adults	2-Young Adults	412 - Redmond, Siobhan
44953	Boys don't knit	20/05/2014	28/04/2014	17.00	04/03/2014	3-YA Young Adults	2-Young Adults	15 - Lynn Walker
45751	Diana Rigg 3 Year Old comprehension reading books	13/05/2014	13/05/2014		13/05/2014	7-KIT Kit	9-Big Book	
59375	Boy Overboard	05/06/2014	05/06/2014	14.95	05/06/2014	24-RB Reading bo...	42-Novel Reading Bo...	
59376	Boy Overboard	05/06/2014	05/06/2014	14.95	05/06/2014	24-RB Reading bo...	42-Novel Reading Bo...	
59377	Boy Overboard	05/06/2014	05/06/2014	14.95	05/06/2014	24-RB Reading bo...	42-Novel Reading Bo...	
59378	Boy Overboard	05/06/2014	05/06/2014	14.95	05/06/2014	24-RB Reading bo...	42-Novel Reading Bo...	

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.

Purge



The Purge function removes all entries having a Last Scanned Date prior to the date entered.

The date defaults to 7 years in the past but can be changed.

Once entries are purged and removed, they cannot be brought back.

Edit Item

This allows editing a highlighted entry. It is similar to Add/Edit Items.

Reports

All the Catalogue Reports are available for the Deleted Items List.

Import Items

‘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 onto your computer. **Importing** is taking data in a file (which may have been downloaded) and transferring it into the database. A file is downloaded then it is imported.

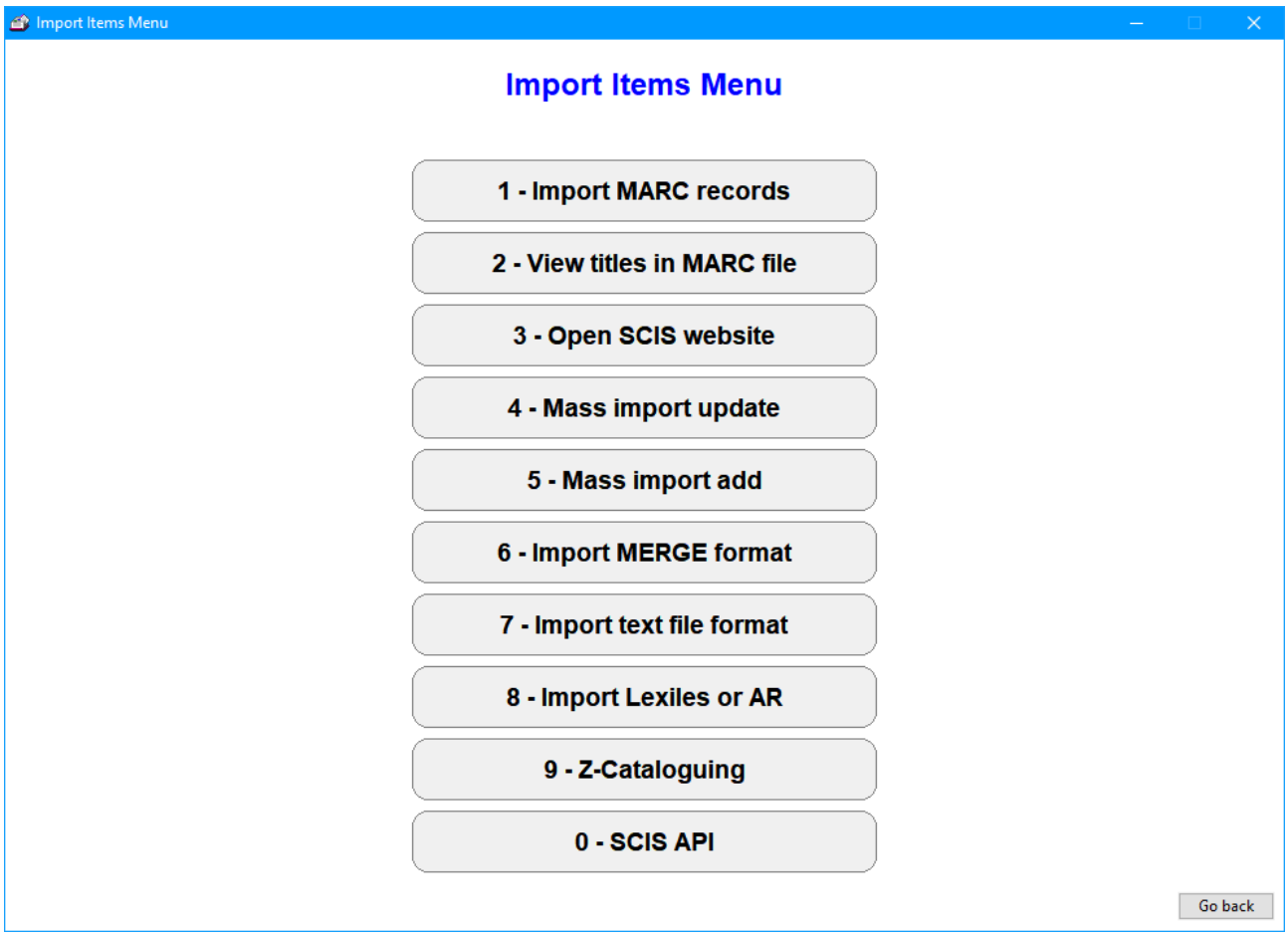
Importing catalogue records is a fast and easier way to catalogue records. Instead of manually entering data in AddEdit Items, cataloguing values can be brought in and then edited.

Bookmark can 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. It is used by SCIS.

- **MERGE**
  This is a special format used only by Bookmark for transferring data between two computers using Bookmark – e.g. between Bookmark at home and at school. It is a modified text type file.

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

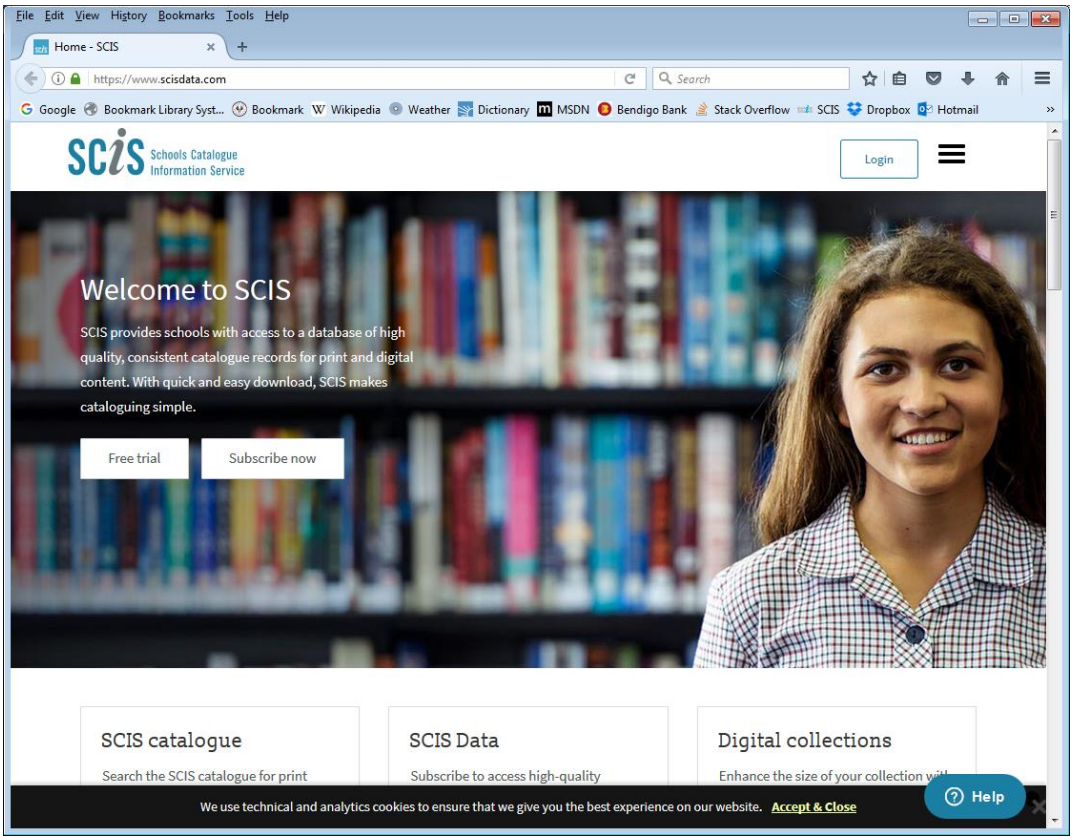

Import Items Menu
Import Items Menu
1 - Import MARC records
2 - View titles in MARC file
3 - Open SCIS website
4 - Mass import update
5 - Mass import add
6 - Import MERGE format
7 - Import text file format
8 - Import Lexiles or AR
9 - Z-Cataloguing
0 - SCIS API
Go back

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.

Bookmark can import records either from a downloaded file or via z39.50 (see Z-Cataloguing later).

SCIS (Schools Cataloguing Information Service) is operated by the Education Services Australia for schools. SCIS provides cataloguing records in MARC format, as well as book cover images. Bookmark can import the MARC records and cover image files.



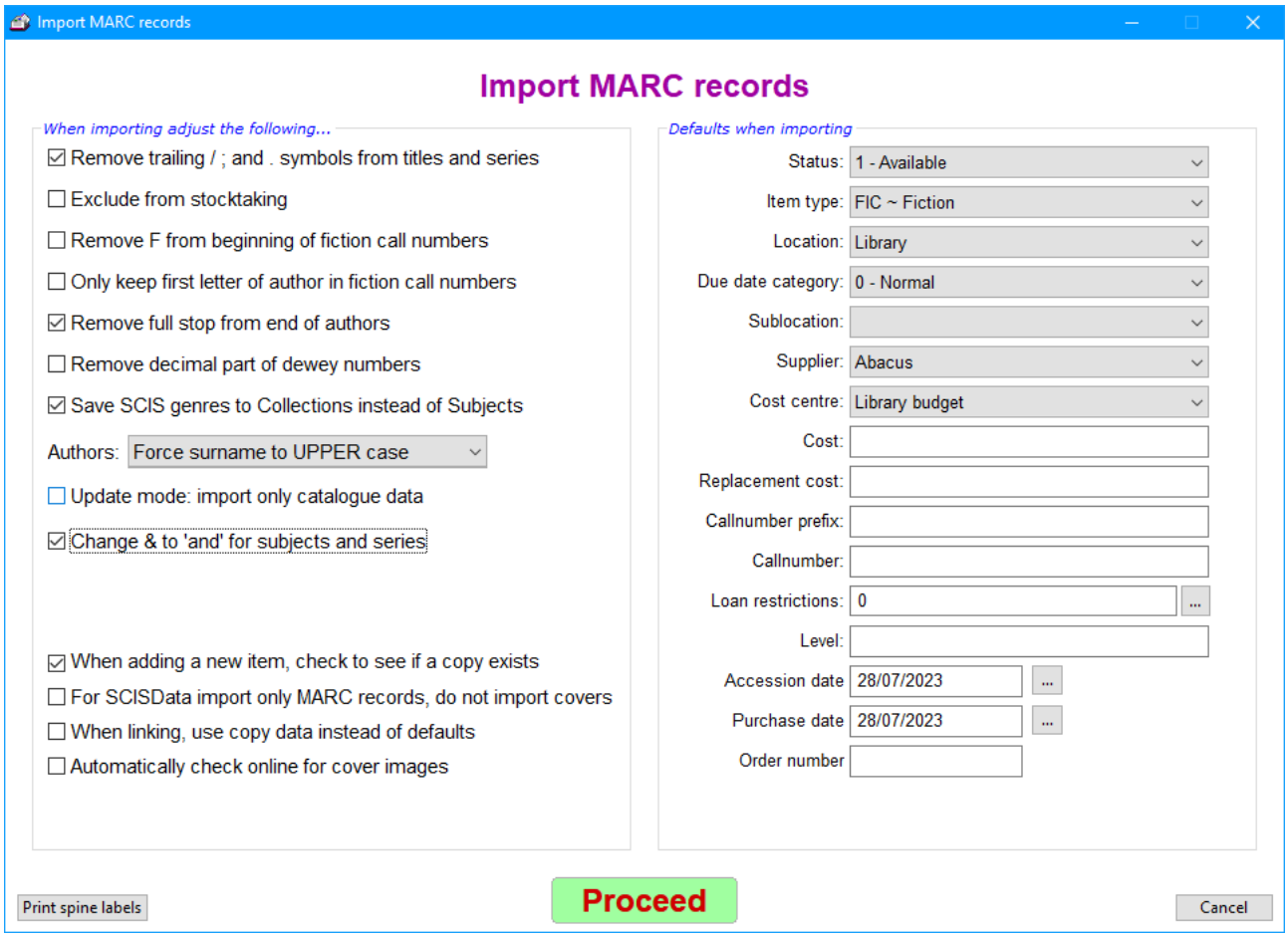
https://www.scisdata.com

Other sources of MARC data can be used as well. Any standard MARC format data file can be imported, not just SCIS files.

The Import MARC records section is used to import data contained in a file. This can be a standard MARC file or a zip file containing MARC records.

Data can be imported from a file downloaded from SCIS, or by using z39.50 ("Z-cataloguing") or the SCIS API. The latter two methods are faster, easier to use and combine downloading and importing into one step.

Import Settings



Adjustments

Note: These settings affect importing MARC records everywhere, not just from this one menu.

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

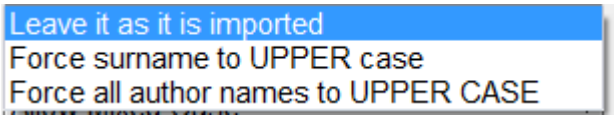
If the items to be imported should never be included in a stocktake, tick the second box. These might be websites, for example.

In some areas, the standard F at the beginning of fiction call numbers is not included. 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.



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.

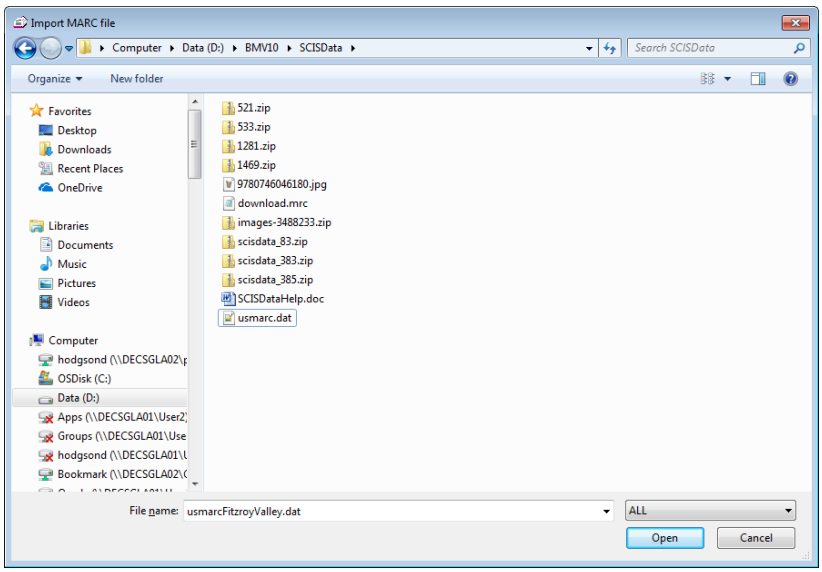
Update mode

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

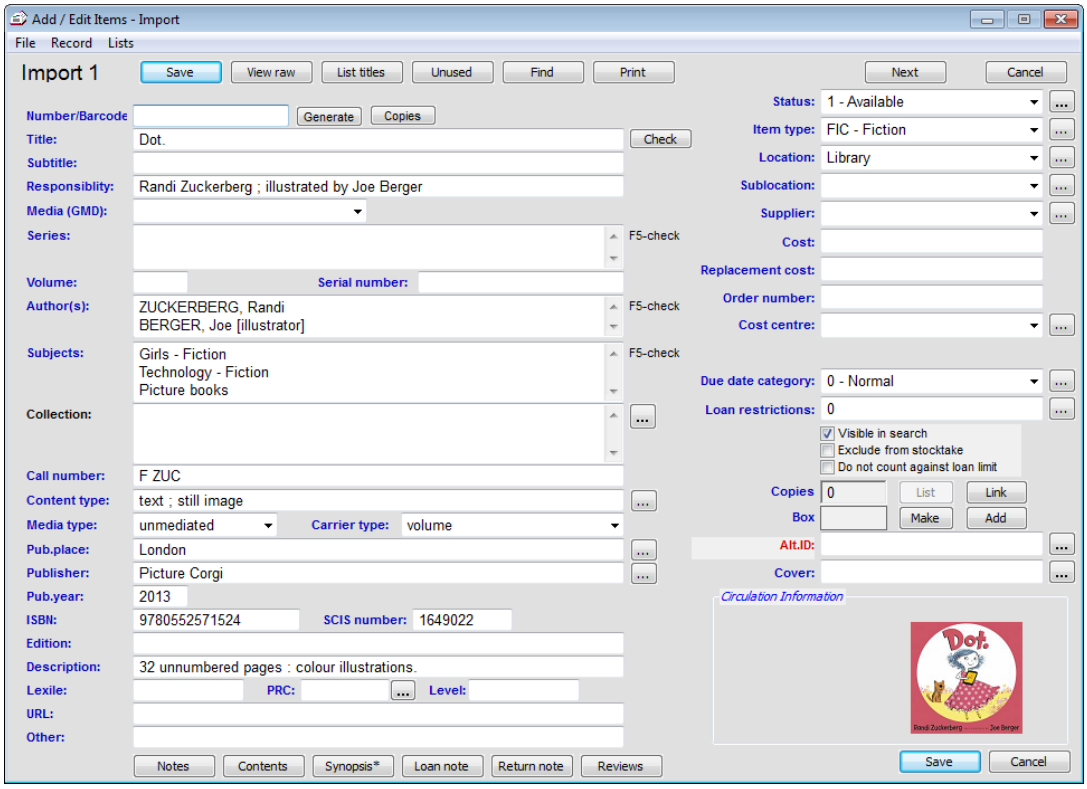
A blank add/edit window is generated then a file requester appears.



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.

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.

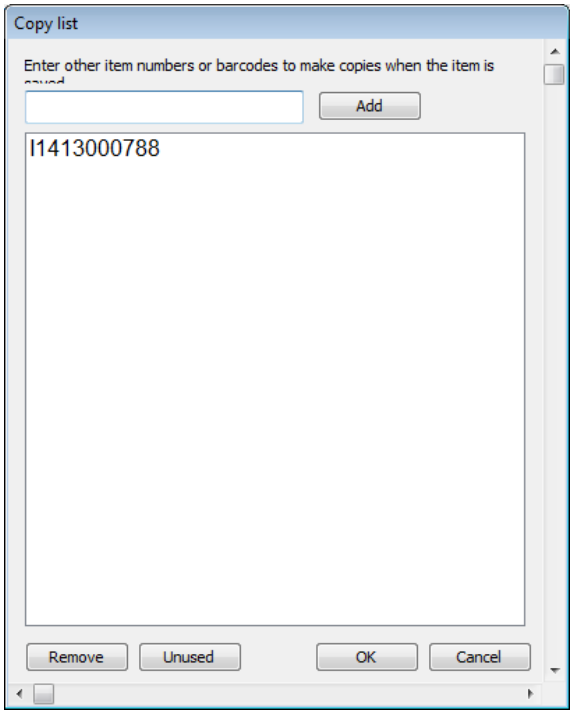


The display is identical to Add/Edit Items. (In fact, they are the same screen.)

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.



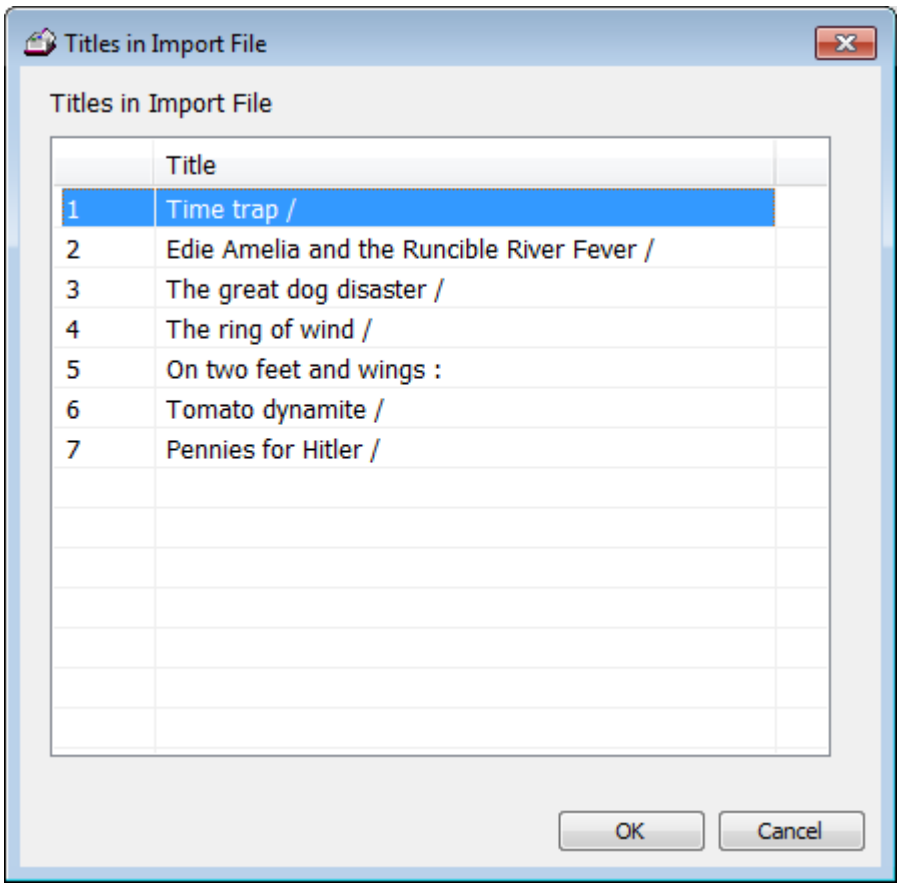
Identical copies of the record are saved, each with its own barcode and item number. The copies are linked. In addition, multiple copies can always be entered in Add/Edit Items.

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.

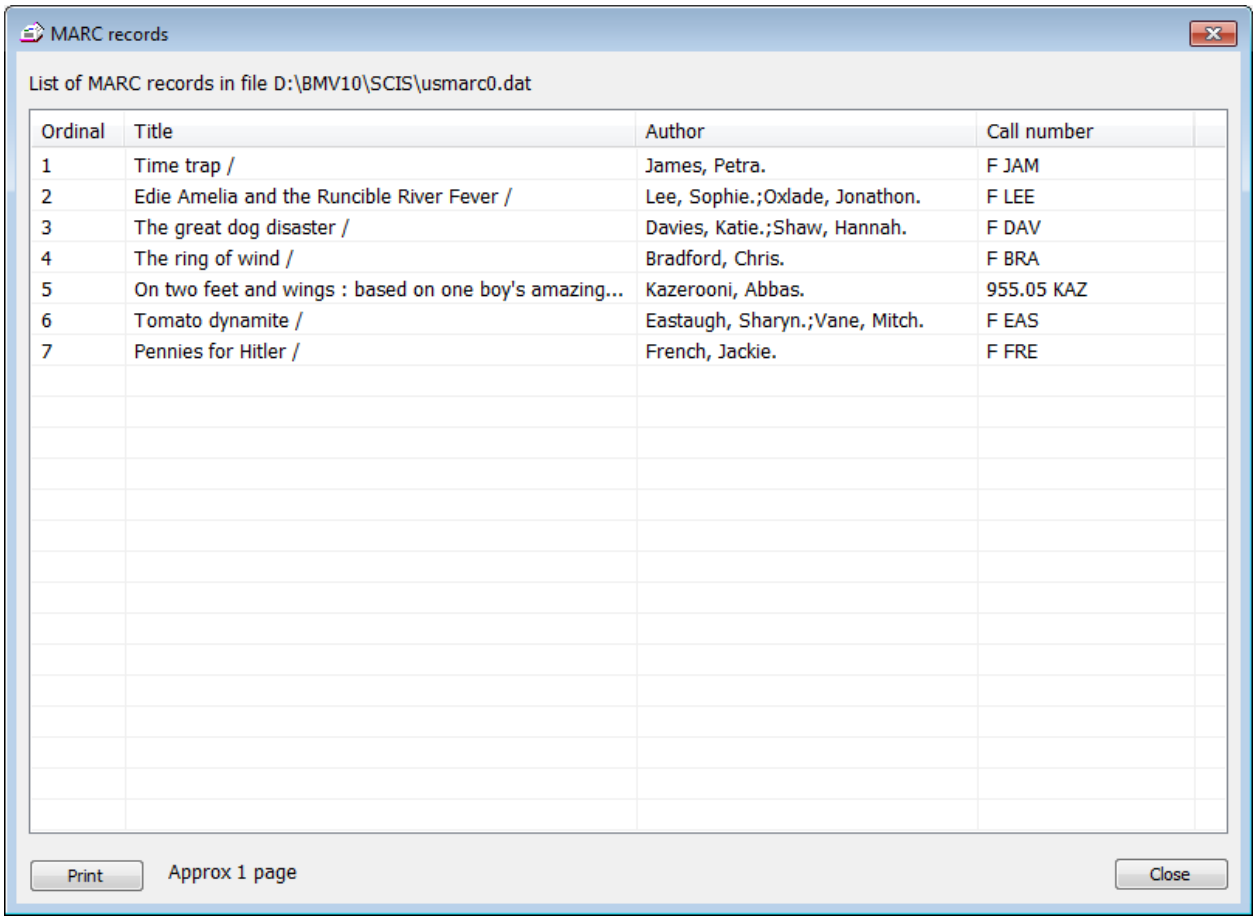
Update Mode

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.

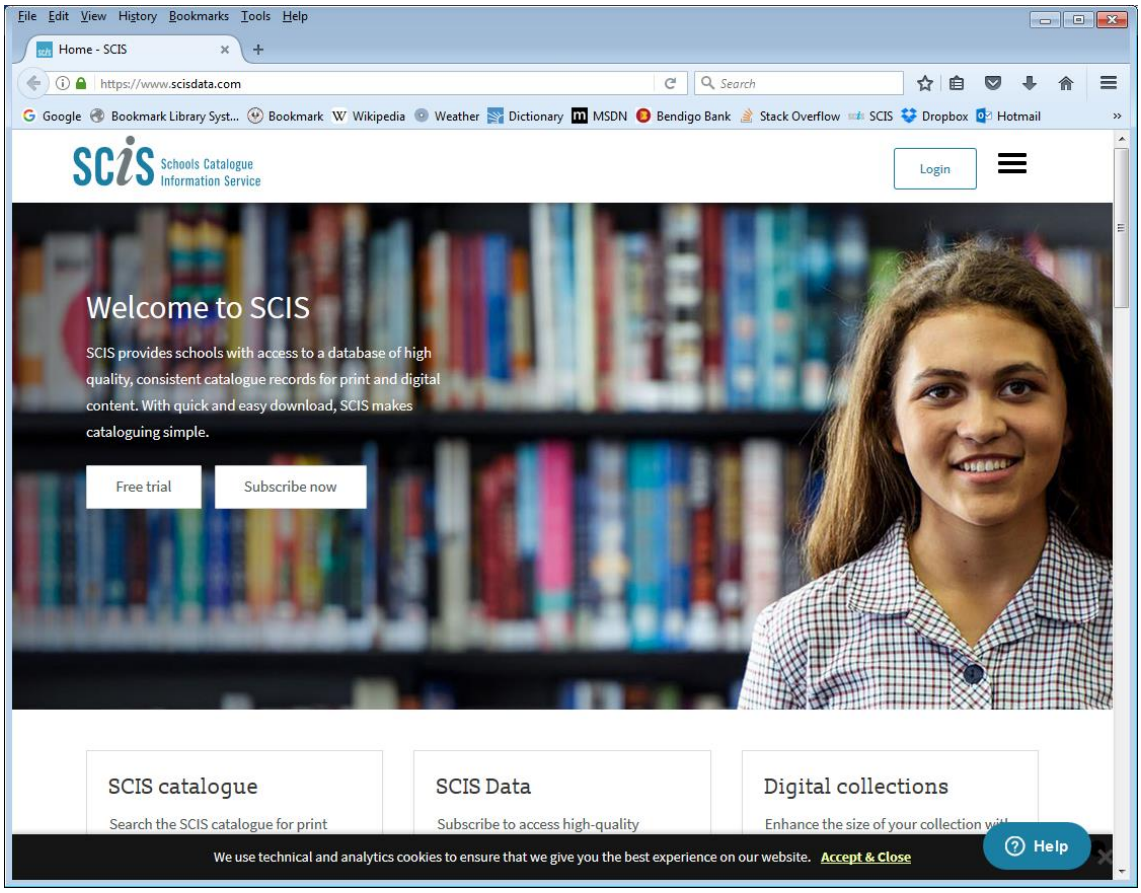


Ordinal	Title	Author	Call number
1	Time trap /	James, Petra.	F JAM
2	Edie Amelia and the Runcible River Fever /	Lee, Sophie.;Oxlade, Jonathon.	F LEE
3	The great dog disaster /	Davies, Katie.;Shaw, Hannah.	F DAV
4	The ring of wind /	Bradford, Chris.	F BRA
5	On two feet and wings : based on one boy's amazing...	Kazerooni, Abbas.	955.05 KAZ
6	Tomato dynamite /	Eastaugh, Sharyn.;Vane, Mitch.	F EAS
7	Pennies for Hitler /	French, Jackie.	F FRE

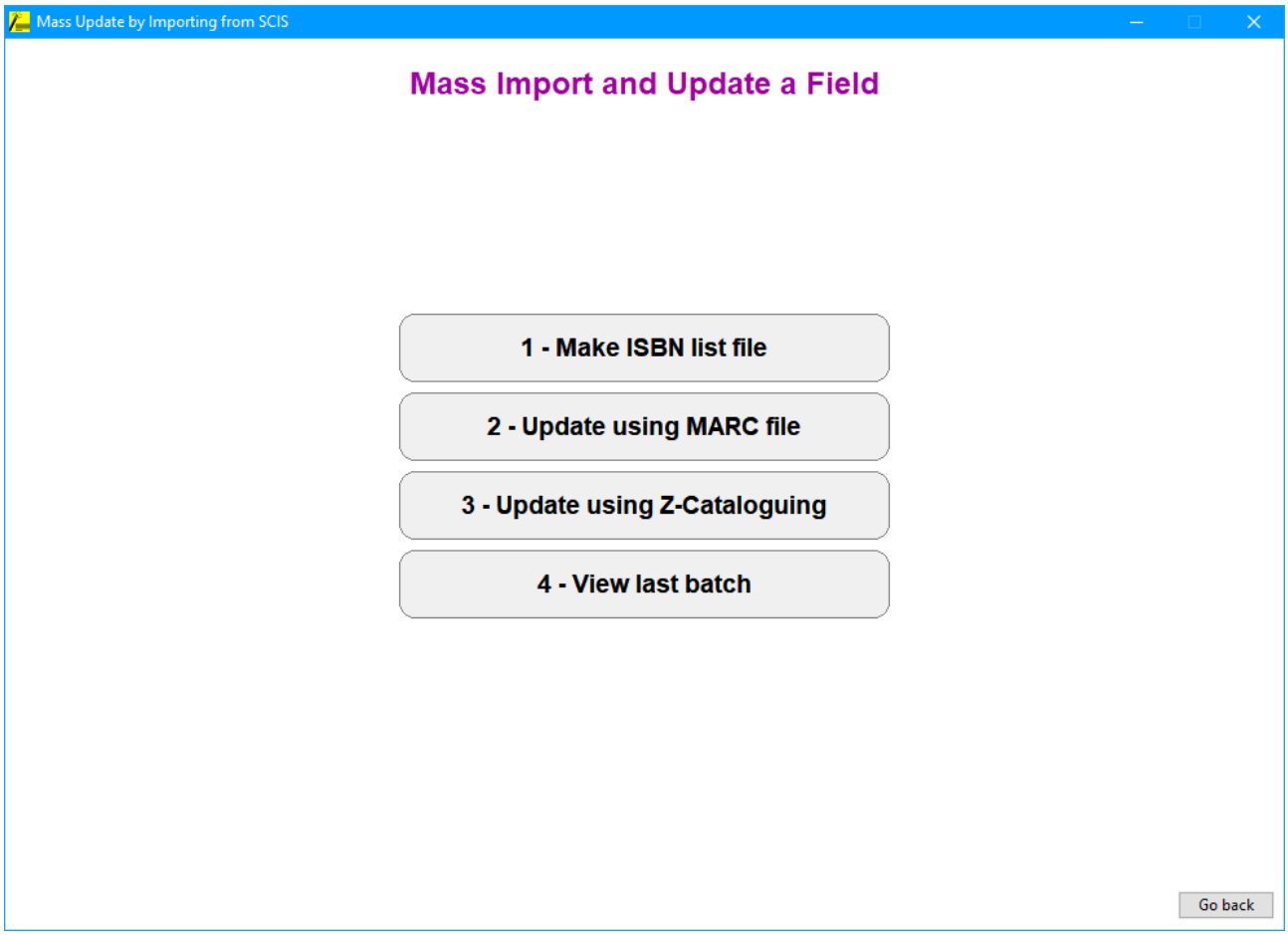
This list is also available while importing by clicking on the List Titles button at the top.

Open SCIS Website

This button provides immediate access to the SCIS online cataloguing service by going onto the Internet. It opens the default Internet browser to reach the SCIS website at https://www.scis.data.com.



Mass Import Update



This function can be used to mass update existing catalogue data. The data from a USMARC type file, usually obtained from SCIS, can be mass imported – e.g. all the records are imported without stopping.

This function can be used to both add new data, such as genres, or append or replace existing data in fields such as subjects, authors, series, and others. This function will not add new cataloguing records, only update data against existing records. The existing records must have an ISBN or SCIS number.

A list of ISBNs or SCIS numbers from existing items is provided to SCIS. The result MARC file can then be mass imported.

The process can work either by placing an order with SCIS for MARC records, or by using Z-cataloguing or the SCIS API.

Make ISBN List File

This is the first stage of placing an order with SCIS to use the file download method. Hundreds of items can be ordered at the same time. Alternate the Z-Cataloguing approach can be used instead. See below.

To place an order for genre headings, first generate a list of ISBNs or SCIS numbers of the items to be ordered. These are saved into a file.

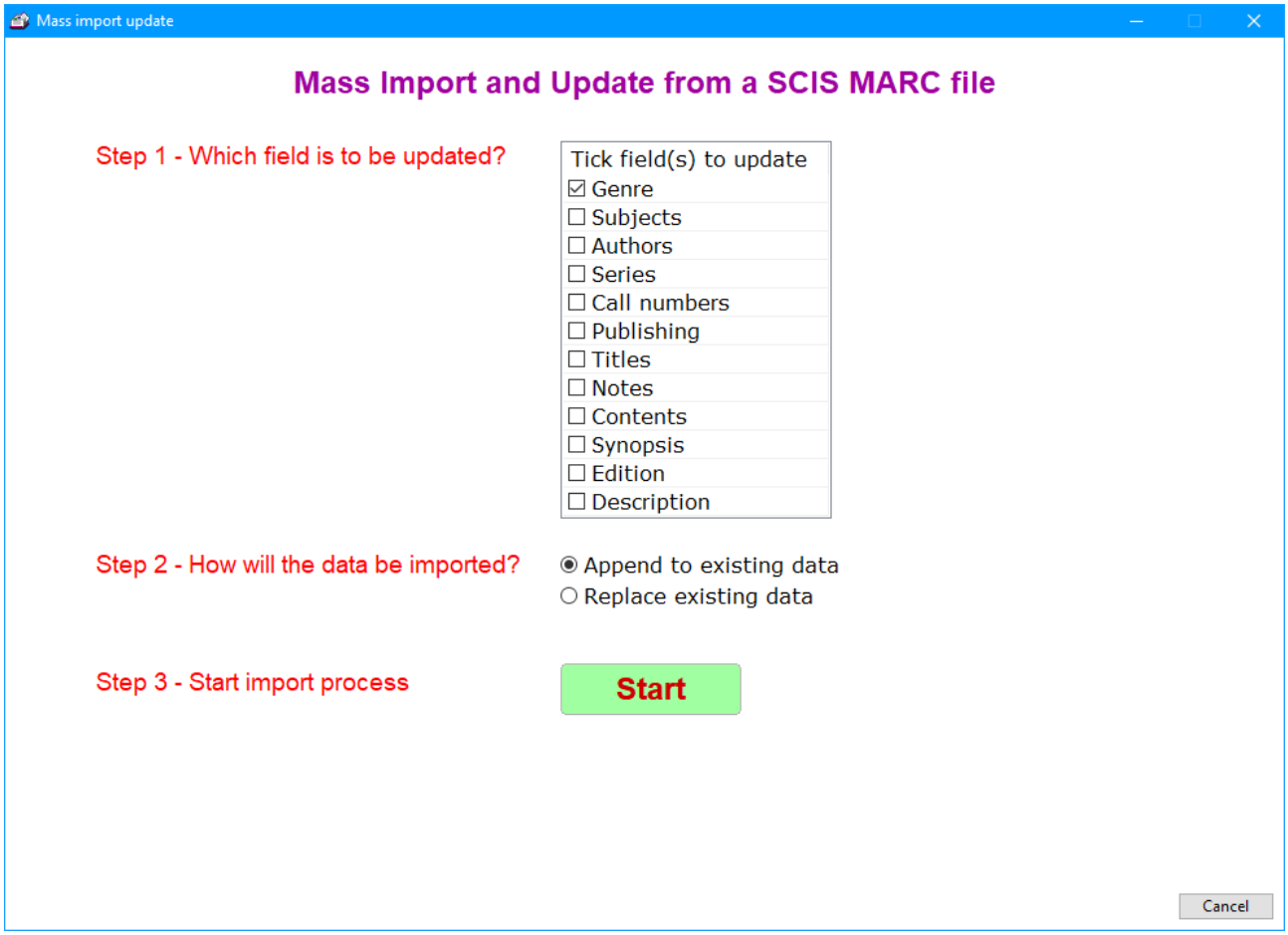
Scan in item barcodes, use the query, import item numbers from a file or download item numbers from a portable barcode reader.

Only items with an ISBN or a SCIS number are listed and saved.

The next step is to go to the SCIS Website and place the order by uploading the saved file.

Update Using MARC File

Once a zip file from SCIS has been downloaded and saved it can then be processed.



First, tick the checkboxes of the field or fields to be updated. More than one can be updated at the same time.

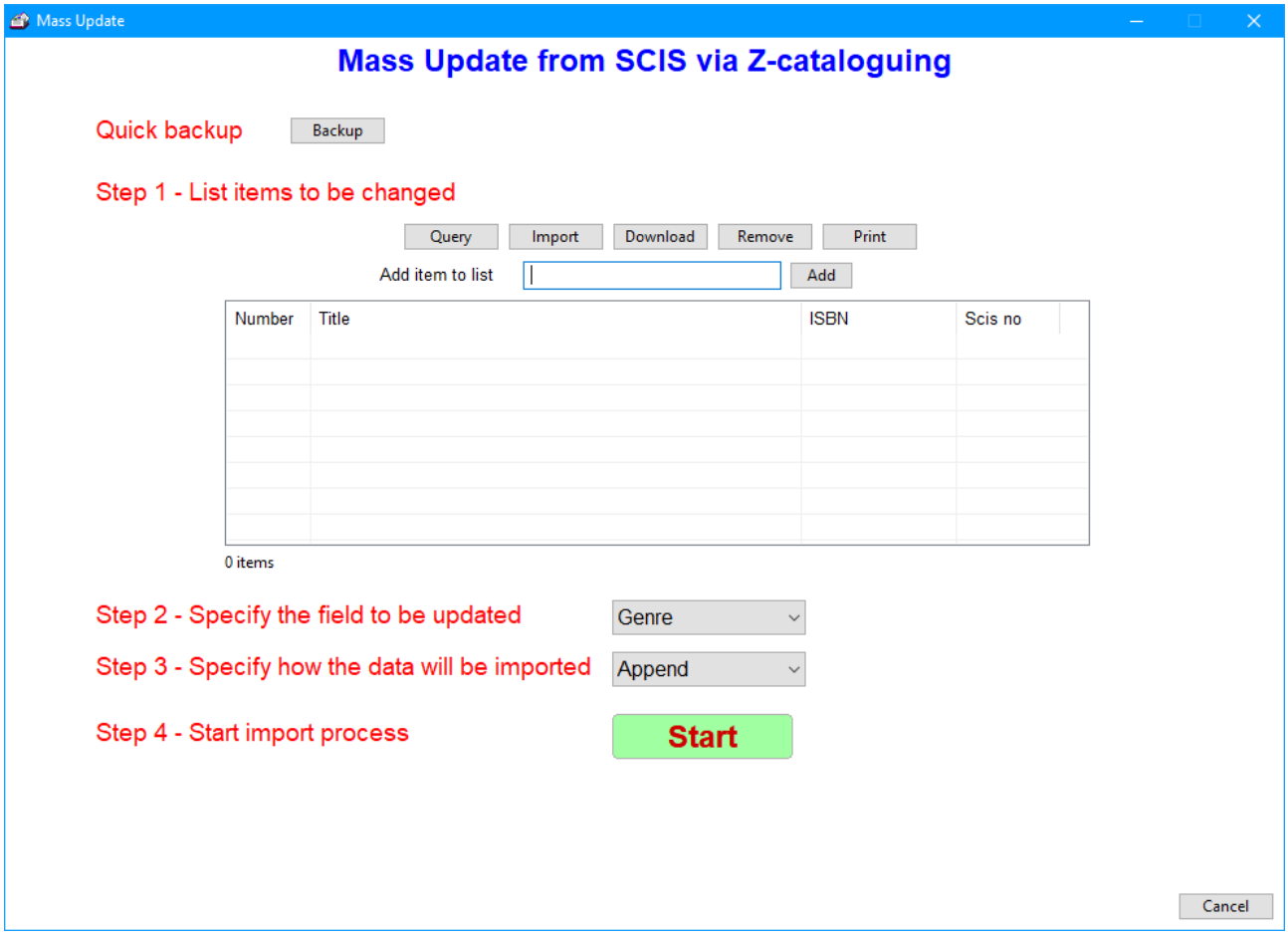
Next, indicate if the new data is to be appended (added) to existing data or to completely replace it.

Click on *Start*. A file requester appears. Locate the saved zip file. Open the file. (There is no need to extract the MARC (.mrc) file from the zip file first. Bookmark will do this for you.)

Bookmark will then populate the selected fields of all the items found in the downloaded file.

The Collections / Genres authority list is updated at the same time.

Mass Update from SCIS using z39.50 or SCIS API



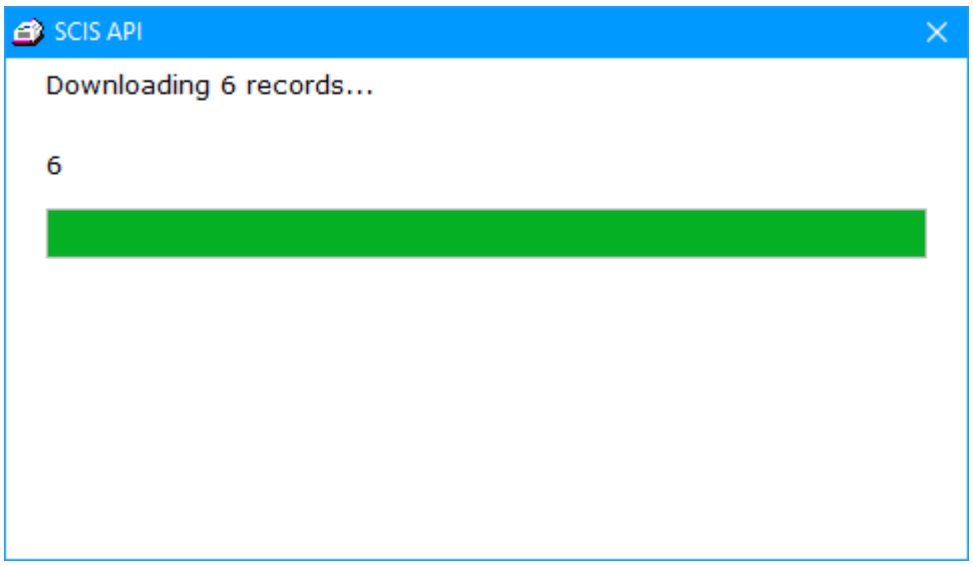
The other way to mass import SCIS genres is to use z39.50 or the SCIS API, whichever has been set up and is being used for rapid cataloguing.

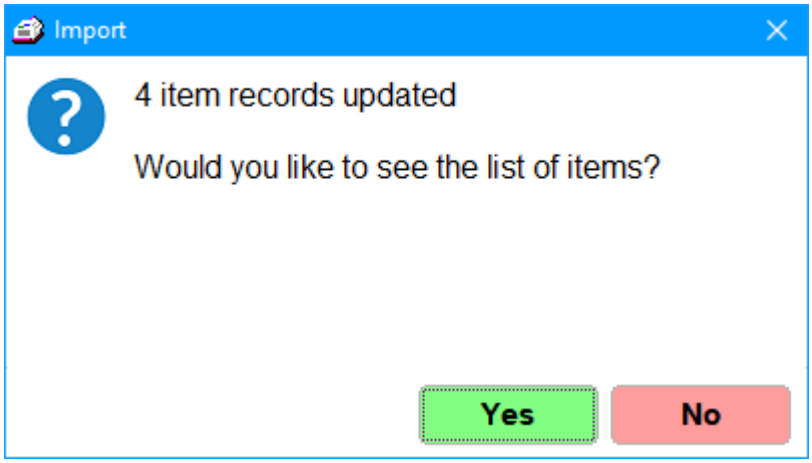
A maximum of 100 items at a time can be updated using this method.

Only one field can be updated at a time.

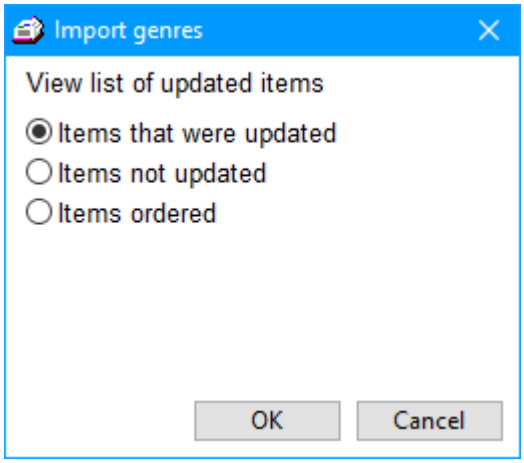
First, list the items to be updated. Scan their barcodes or use the query or import a list of item numbers from a file or download from a portable barcode reader.

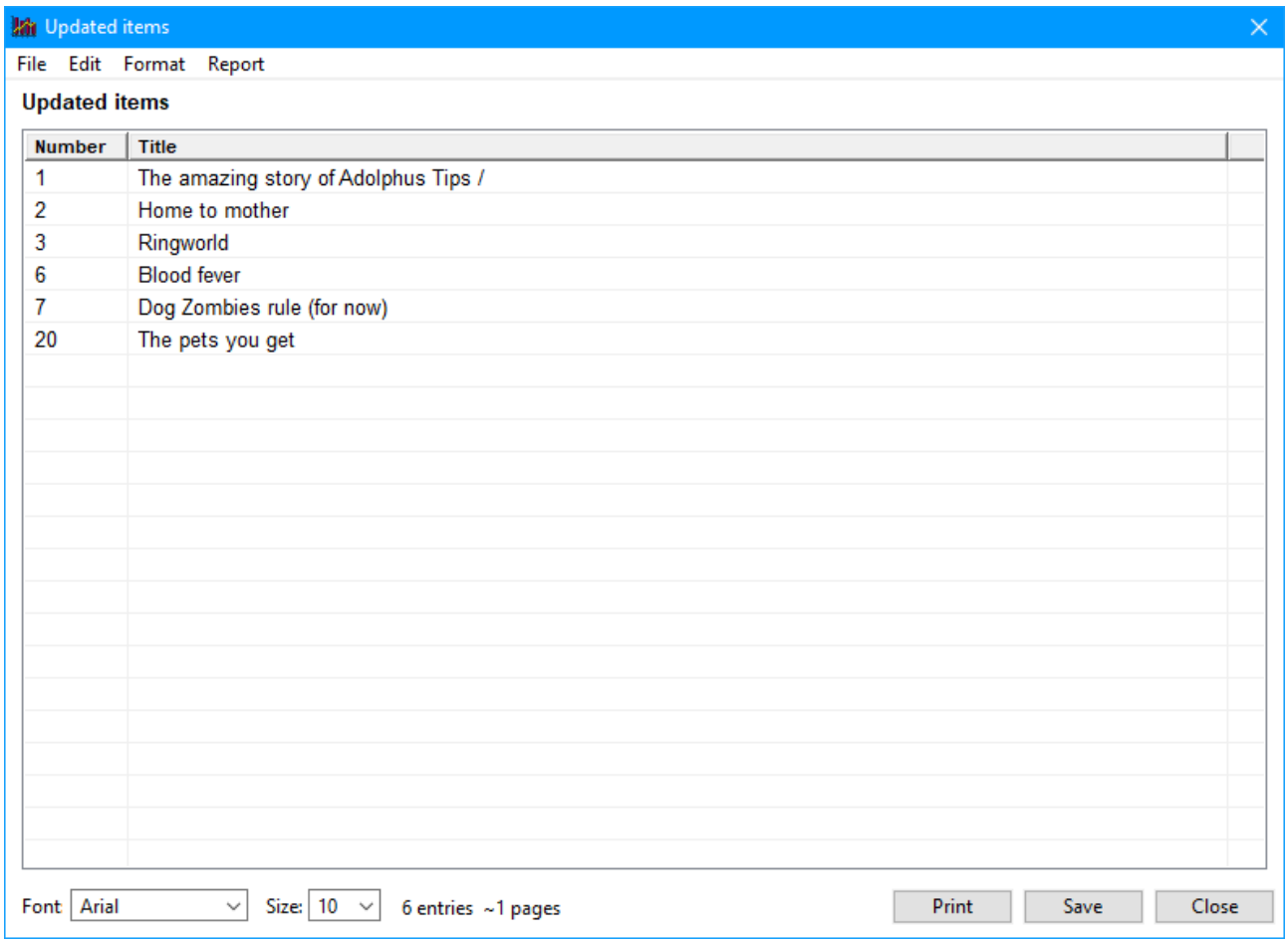
Click on Start.





Viewing Updated or Non-Updated Items



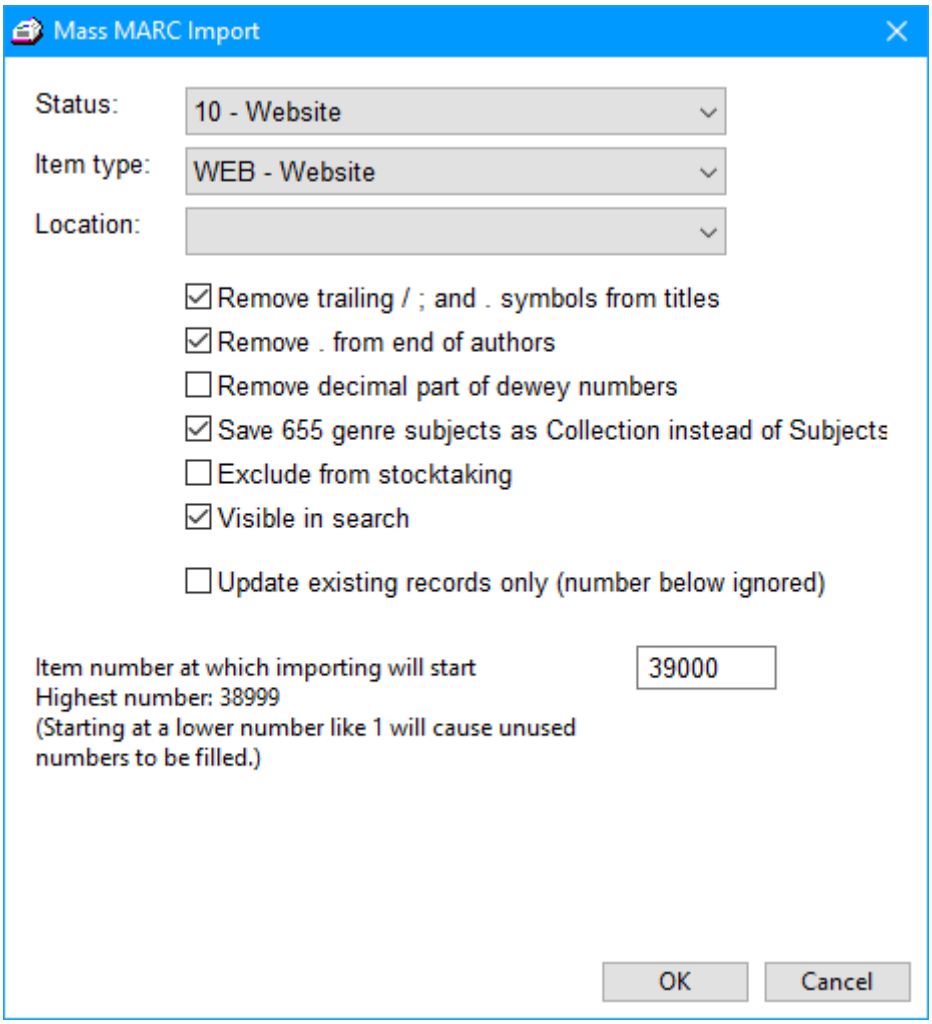


Double-click on any title to view its details and edit if needed.

Mass Import Add

On occasion it may be 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 – e.g. from home to school.

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.

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):

Acceptable Terms	Meaning
Item, Item number, Number, Itemnumber	The item's record number
Barcode, Item barcode, Itembarcode	The item's full barcode
Title	The title
Subtitle	Subtitle
Media, GMD	The item's general media designator
Responsibility, Statement of responsibility	The item's statement of responsibility
Author, Authors, Illustrator, Editor	List of authors, illustrators, editors, etc.
ISBN	The ISBN
Call number, Dewey, Callnumber	The item's call number or dewey value
Publishers place, Publish place, Place	The publisher's location
Publisher, Pub	The publisher
Publish date, Published date, Date	The published date
Edition, Edition statement	The edition statement
Extent, Physical description	A physical description of the item
Series, Series title	The series
Volume, Vol	The volume number or value
Subjects, Subject, Topic, Topics	List of subjects
Notes, General notes	Notes
Contents, Content note	Contents
Synposis, Blurb, Annotation	Synopsis

URL, Website, Address, Shortcut	The URL or shortcut address
Extra, Other	Other data
Media type	RDA Media type
Content type	RDA Content type
Carrier type	RDA Carrier type
Cover, Cover filename, Coverfilename	The filename of a book cover image
SCIS number, SCIS, SCISnumber	The SCIS number
Cost, Purchase cost, Actual cost	Cost (do not include $)
Replacement cost	Replacement cost (do not include $)
Cost centre	Cost centre
Order number	Order number
Supplier	Supplier
Serial number, Serialnumber	The serial number
Accession date, Catalogued date	Accession date
Location, Loc	Location number
Item type, Itemtype, Type	Item type number
Collection	Collection text
Site, Sublocation	Site or Sublocation text
PRC, Reading Challenge	PRC level
Level	Level
Lexile, Literacy pro, Lexile number	Lexile value
Link, Link number, Linking	Link value
Box, Box number	Box value
Visible, Searchable, Visible in search	If the item can be searched (0 hide, 1 show)
Exclude in stocktake, Exclude	Exclude during stocktake (0 false, 1 true)
Status	Status number of the item
Last seen date, Stocktake date, Stocktaking	Date when item was last scanned
Total loans, Number of loans, Totalloans	Number of times the item has been borrowed
Borrower number, Borrowernumber	The borrower's record number
Borrower barcode, Borrowerbarcode	The borrower's full barcode
Borrower, Borrower name, Name,	The borrower's name as it is displayed
Borrower class, Class	The borrower's class or group code
Borrower level, Year level, year	The borrower's year level or grade
Due date, Duedate	The items' last due date
Loan date, Date issued	The date the item was last borrowed
Return date, Date returned	The date the item was last returned
Due date category, DDC, Date category	The item's due date category number
Loan note, Loannote	A loan note
Return note, Returnnote	A return note

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.

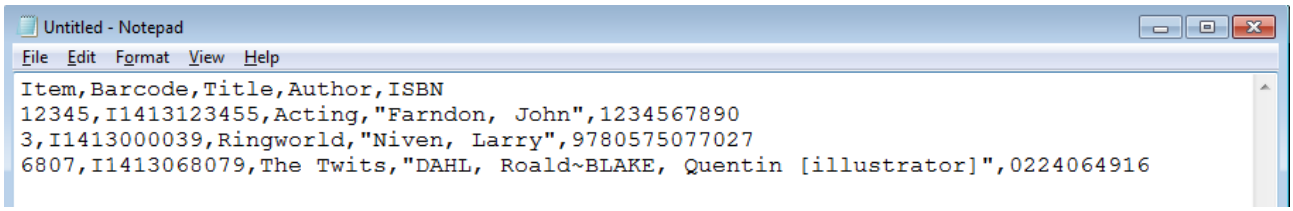
- Dates should be entered as dd/mm/yyyy.

- 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):




```
Item,Barcode,Title,Author,ISBN
12345,I1413123455,Acting,"Farndon, John",1234567890
3,I1413000039,Ringworld,"Niven, Larry",9780575077027
6807,I1413068079,The Twits,"DAHL, Roald~BLAKE, Quentin [illustrator]",0224064916
```

In Excel, each heading would be a separate column.

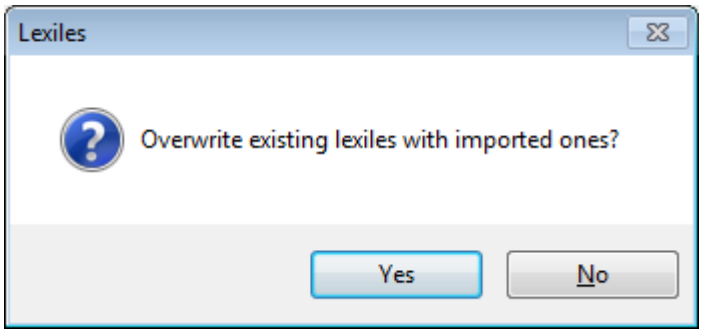
Import Lexiles or AR

Bookmark can work with Ashton Scholastic's Literacy Pro scheme and/or Renaissance Accelerated Reader scheme.

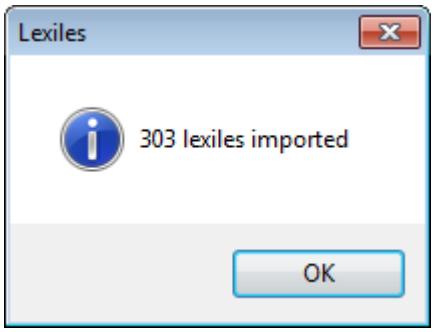
In Reports, a file containing a list of items with their ISBN, title and author can be generated which can then be uploaded to Scholastic's Literacy Pro website or supplied to AR. After analysis, the website can generate a file that can then be fed back into Bookmark assigning Lexile or AR values to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

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

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



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



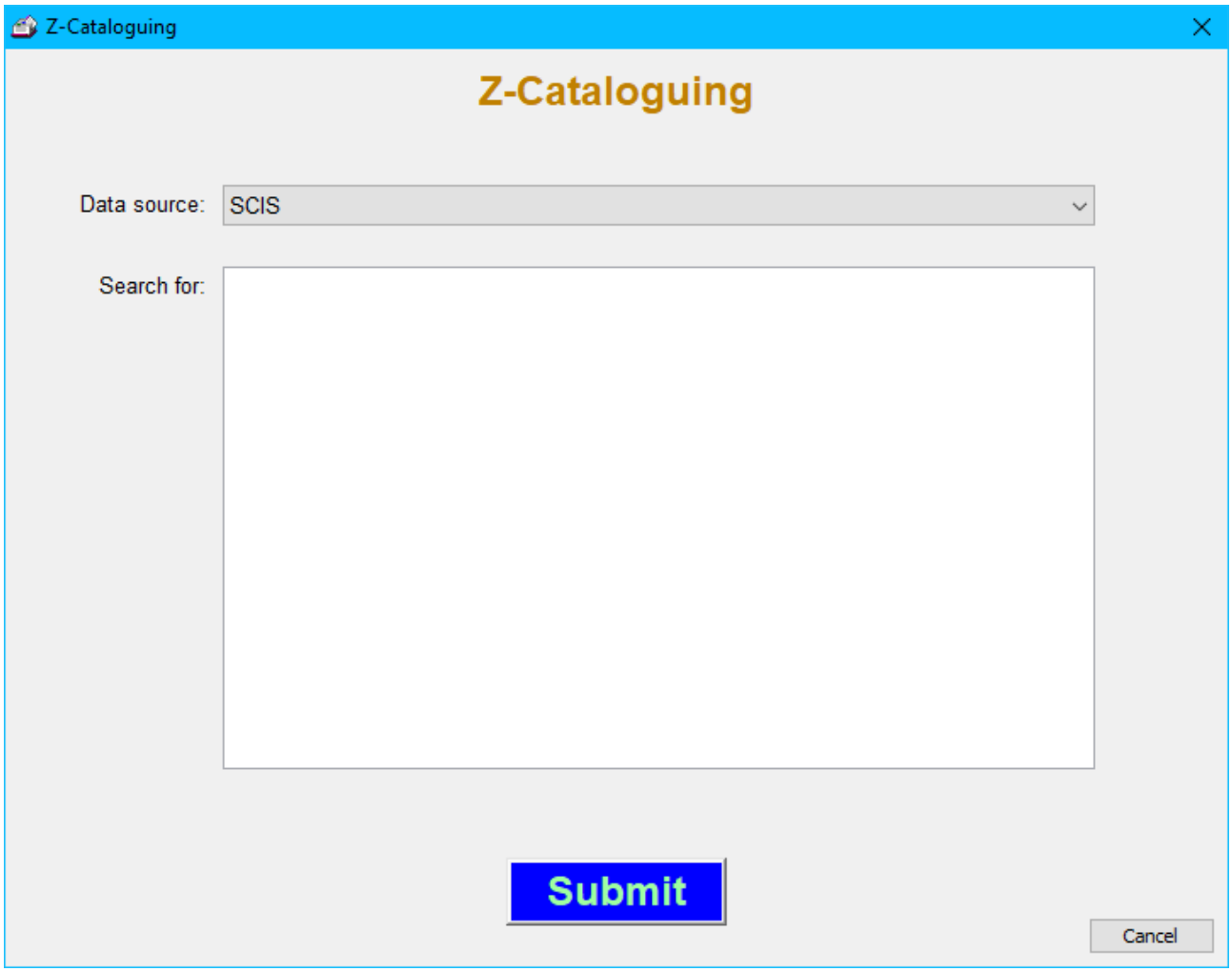
This data appears on the Lexile cataloguing field.

For Accelerated Reader, it appears in the Level cataloguing field.

When importing is finished, a list of items to which value were added is displayed.

Z-Cataloguing

This button allows downloading many items using the Z-Cataloguing method.



Scan in ISBNs or manually type a few titles. Click on Submit.

A MARC file is generated containing the records. Use Import MARC Records to open and process the records.

A maximum of 30 entries can be made.

The ISBNs are sent to SCIS through the Internet. A MARC file with the results of the order is downloaded and saved. The MARC file can be then imported using Import MARC Records.

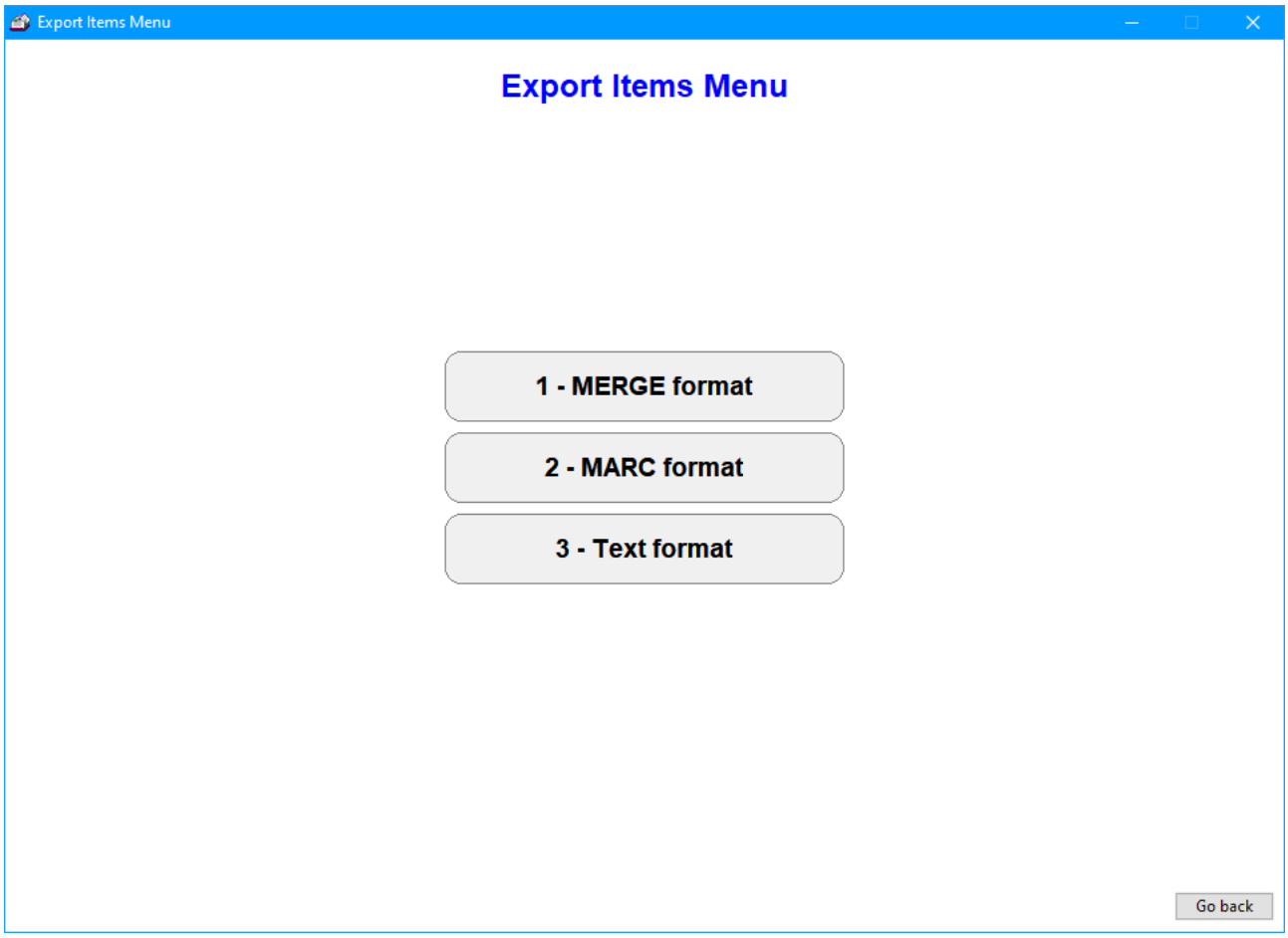
SCIS API

If the SCIS API has been set up, this function allows placing an order to SCIS for multiple items. It works the same as the Z-Cataloguing function described above.

Submit sends the list of ISBNs to SCIS via the Internet. A MARC file is then downloaded and saved. This file can be opened and processed normally in Import MARC Records.

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.

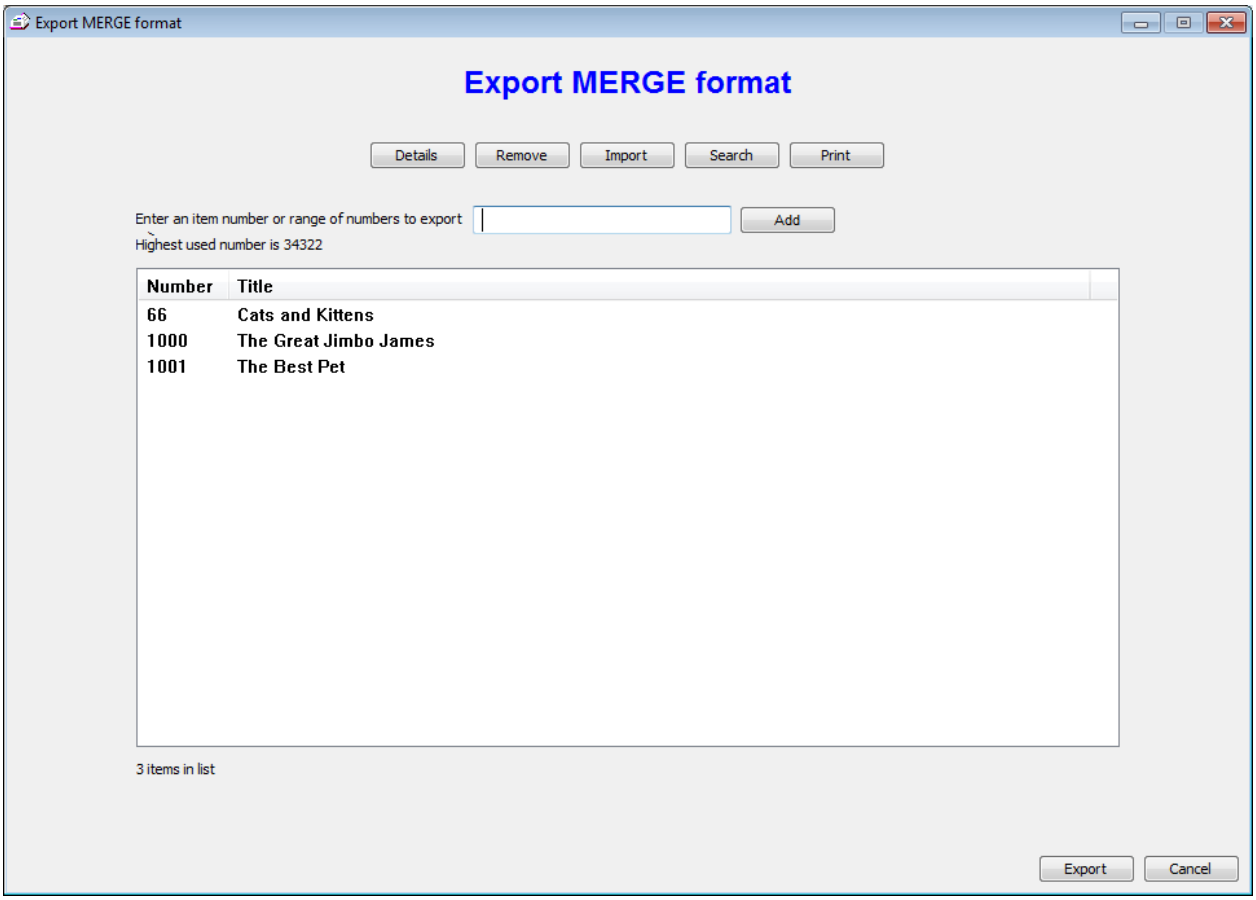


Merge format is the special format unique to Bookmark. It is used to transfer item data from one Bookmark computer to another as described below. .

MARC format is the USMARC 21 standard used to transfer library data to other systems.

MERGE Format

This special format to use to transfer cataloguing data between two stand-alone Bookmark systems – e.g. between home and school. It exports all fields including item numbers and barcodes. Covers and copy links 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).

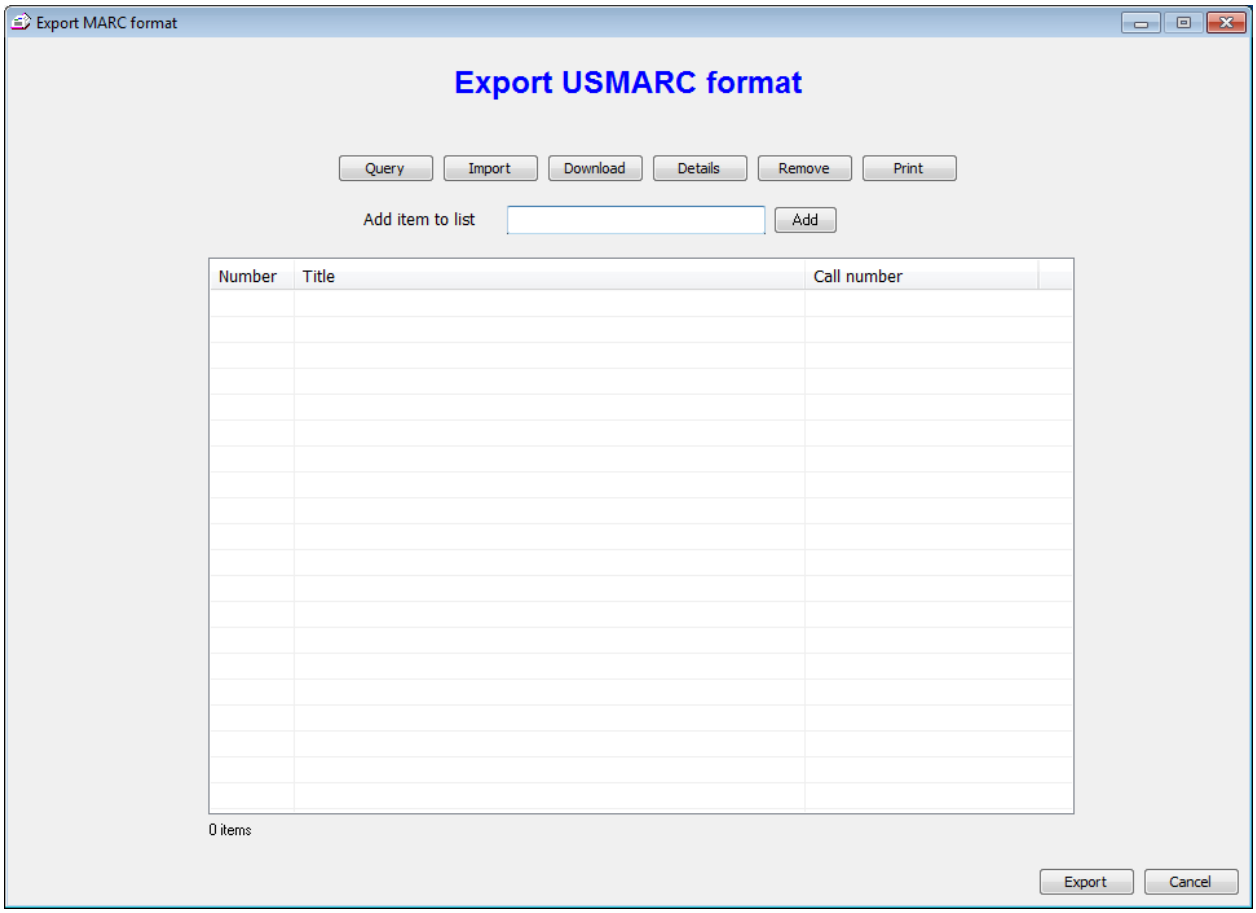
Queries are described in the Reports module.

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

It is not possible to transfer data in this format to another library system or database.

MARC Format

This function exports catalogue records in MARC 21 format.



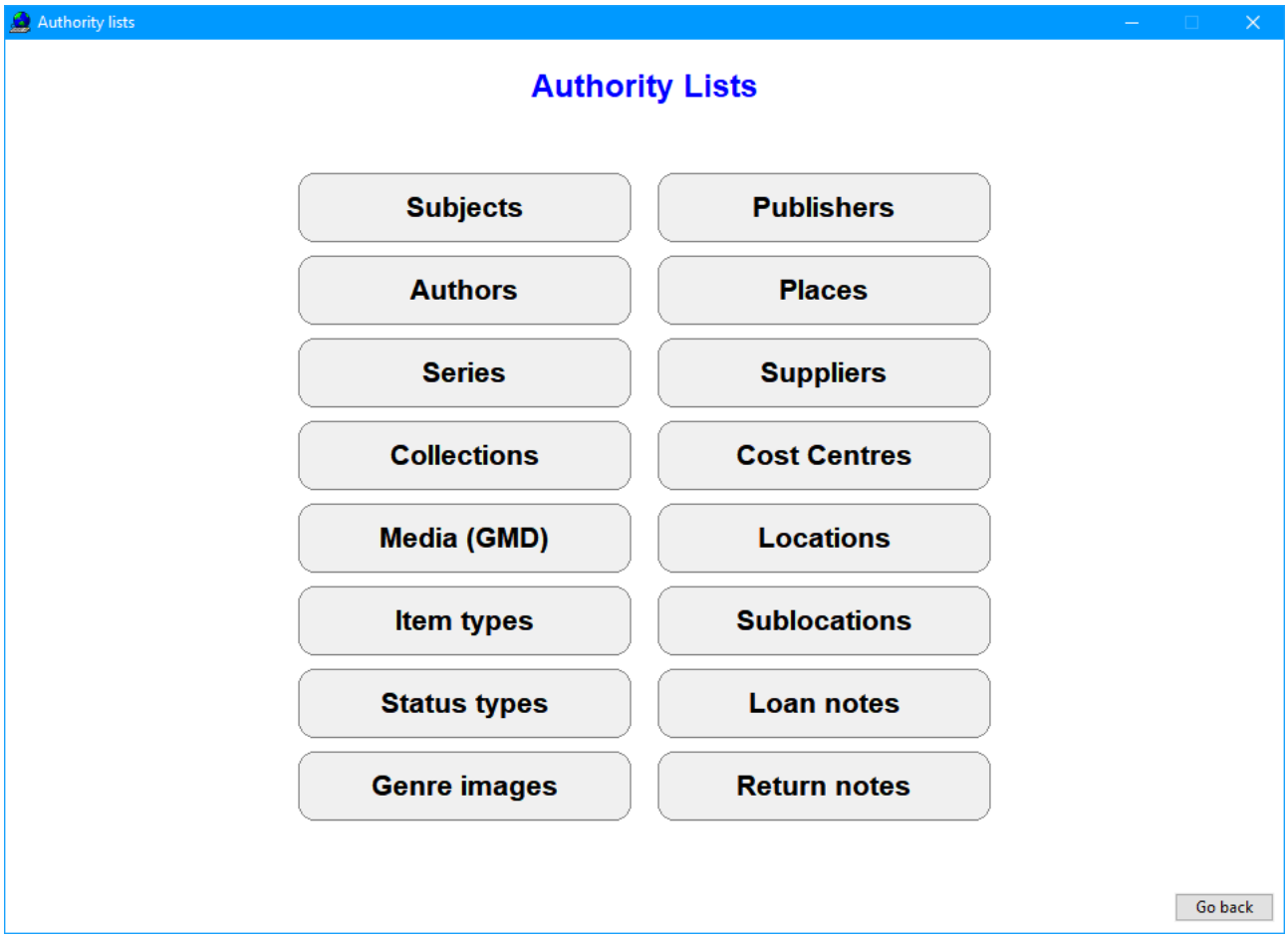
Items can be listed via a Query or scanned or downloaded from a portable reader or file.

TEXT Format

This function exports all item and borrower records in tab-delimited tsv format.

Authority Lists

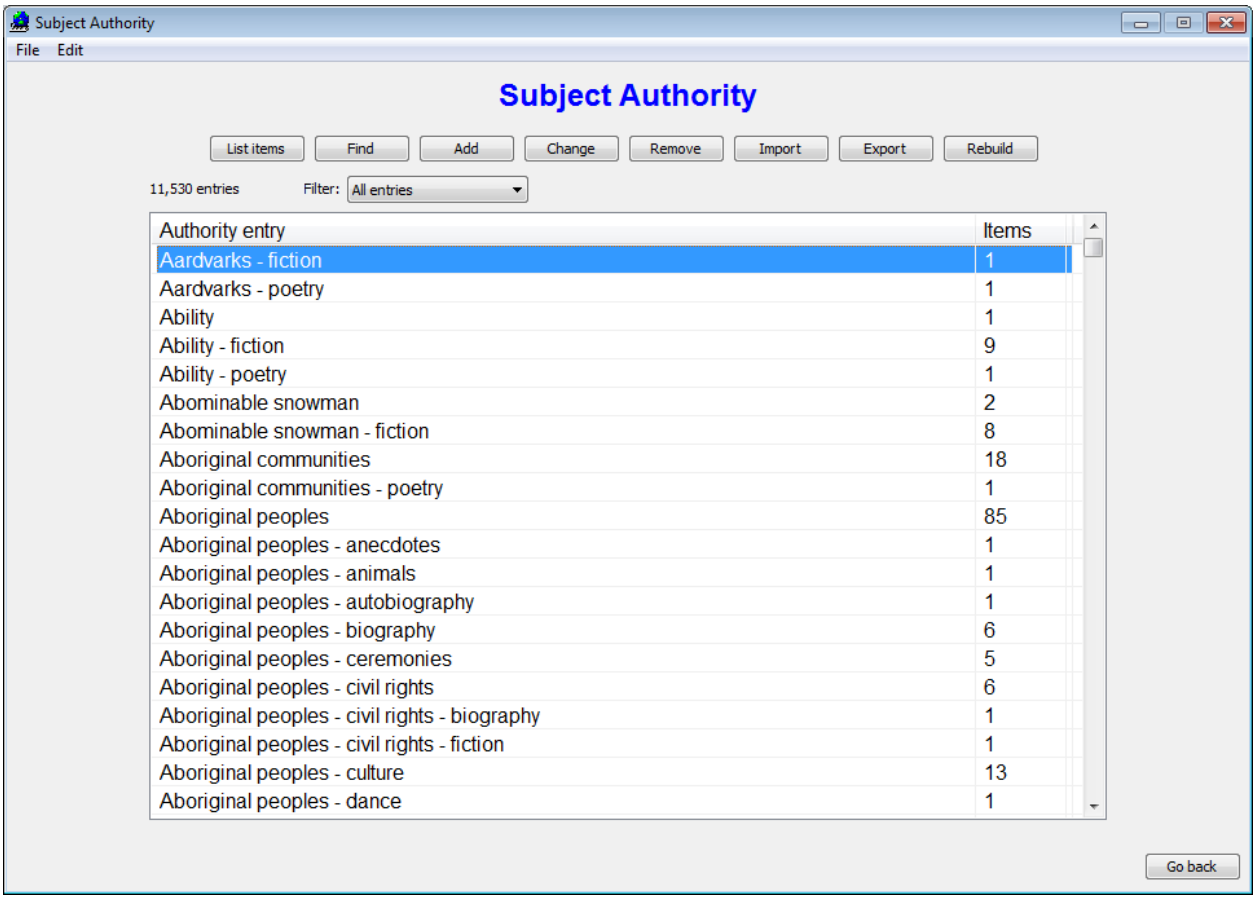
Authority lists (or "files") assist in keeping subject, series, authors and other headings consistent. These lists contain entries created from your own data. They can be referred to when adding or editing items and they are used by the Search module.



Subjects, Authors Series Authority Files

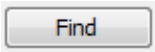
These three authority lists operate in an identical manner. Subjects are discussed below but the operations for Authors and Series are the same.

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.

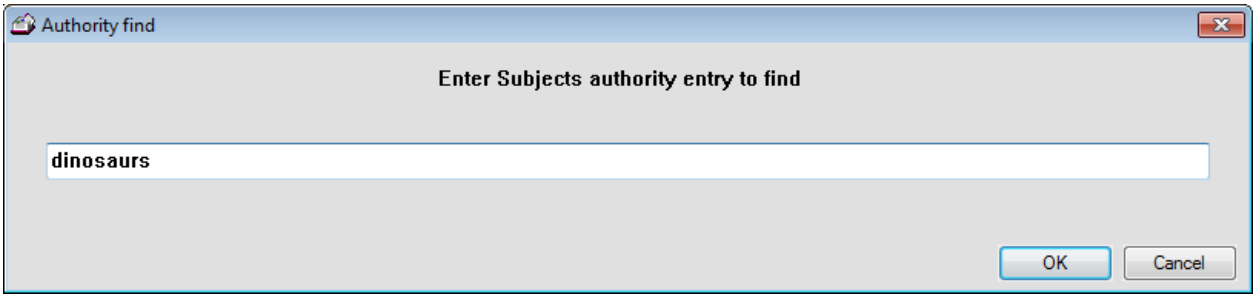


All subjects found in items in the catalogue are listed. The number of items with each heading is shown on the right side.

Subjects can be located by scrolling or by clicking on any then beginning to type. The list will jump to the letters typed.



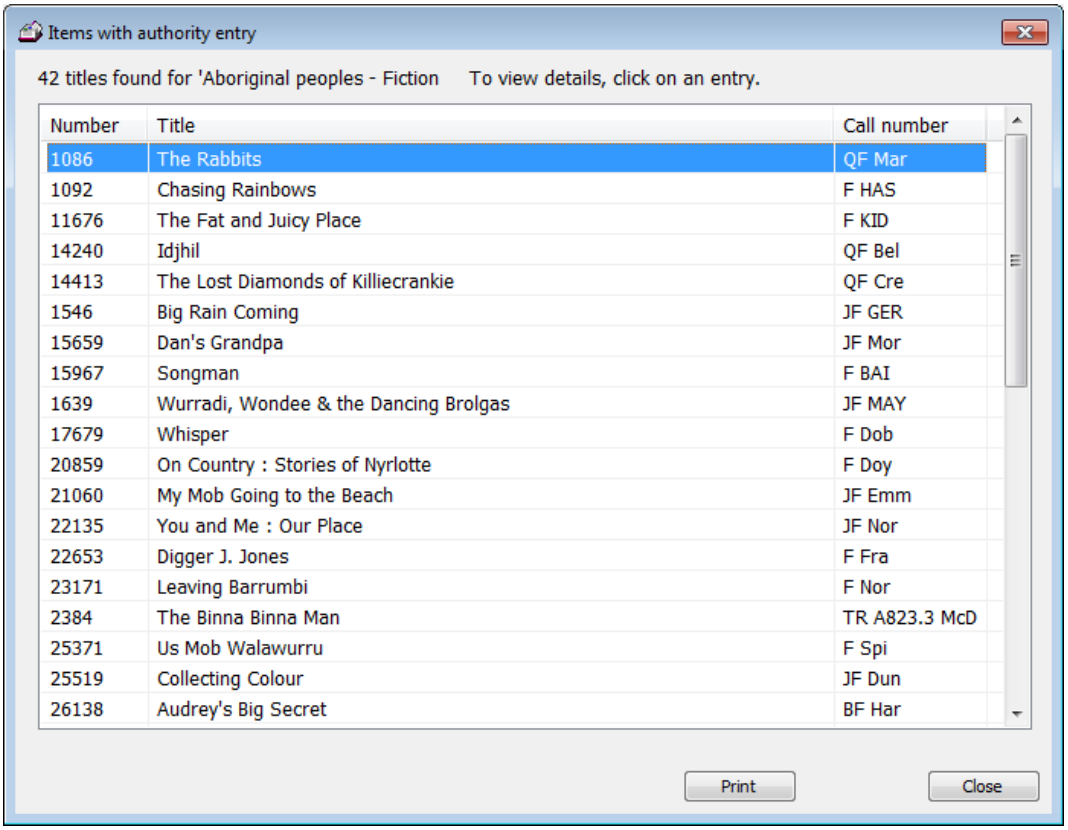
A third method uses the *Find* button at the top.



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

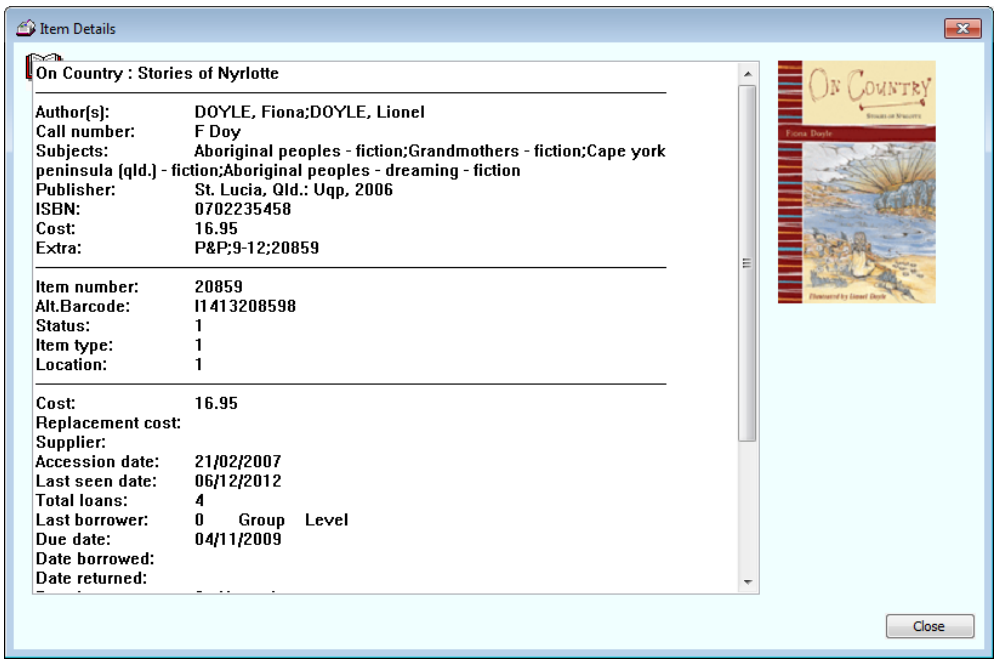
Finding authority entries is not case sentitive but punctuation and spaces do matter.

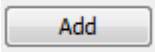
Double clicking on a subject or highlighting it and click on List Items pops open a window listing all the titles having that subject heading.



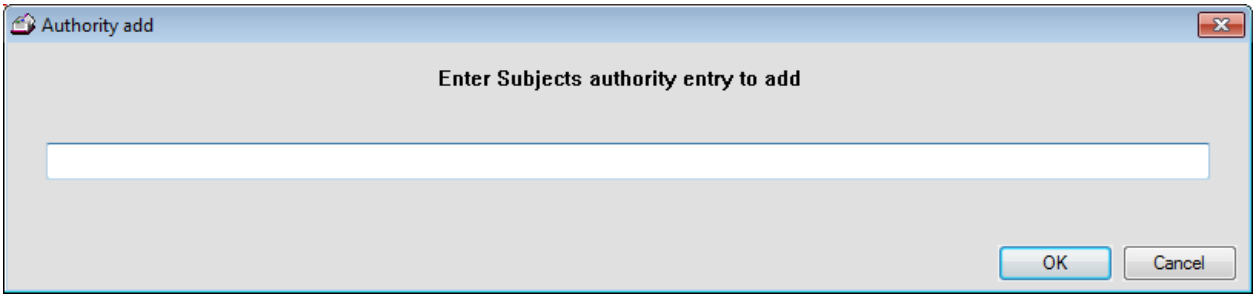
Number	Title	Call number
1086	The Rabbits	QF Mar
1092	Chasing Rainbows	F HAS
11676	The Fat and Juicy Place	F KID
14240	Idjhil	QF Bel
14413	The Lost Diamonds of Killiecrankie	QF Cre
1546	Big Rain Coming	JF GER
15659	Dan's Grandpa	JF Mor
15967	Songman	F BAI
1639	Wurradi, Wondee & the Dancing Brolgas	JF MAY
17679	Whisper	F Dob
20859	On Country : Stories of Nyrlotte	F Doy
21060	My Mob Going to the Beach	JF Emm
22135	You and Me : Our Place	JF Nor
22653	Digger J. Jones	F Fra
23171	Leaving Barrumbi	F Nor
2384	The Binna Binna Man	TR A823.3 McD
25371	Us Mob Walawurru	F Spi
25519	Collecting Colour	JF Dun
26138	Audrey's Big Secret	BF Har

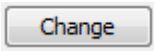
Double click on a title to see its catalogue details.



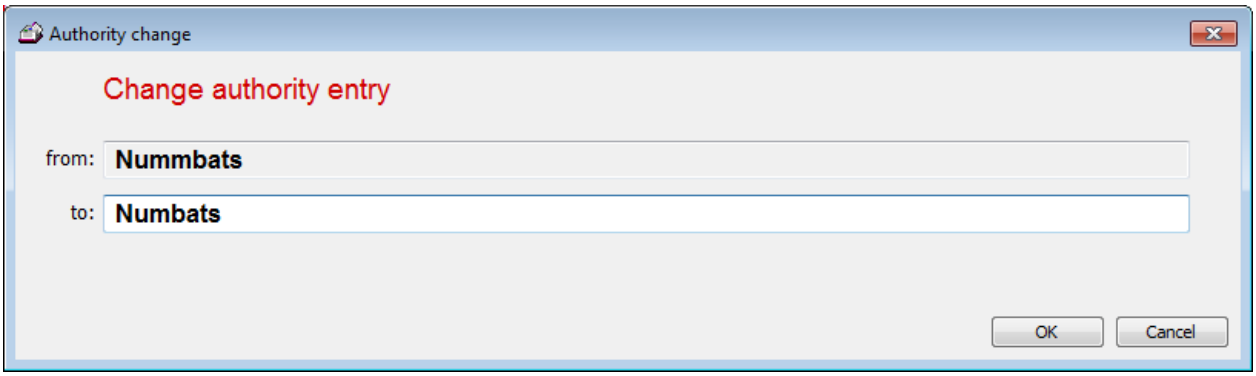


This function can be used to manually add a new subject entry to the list. This entry is not attached to any items, it merely appears in the list. Items can be subsequently catalogued with the entry. New headings are automatically added as items are catalogued.



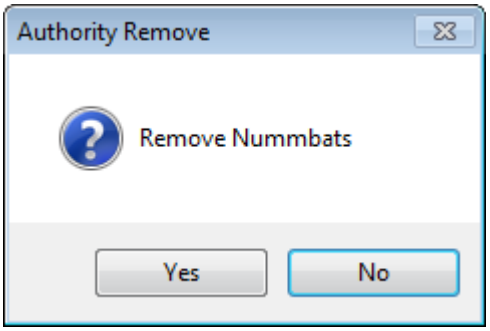


Change is a global function that changes the one entry to another. All instances catalogued against items and search indexes are changed as well.



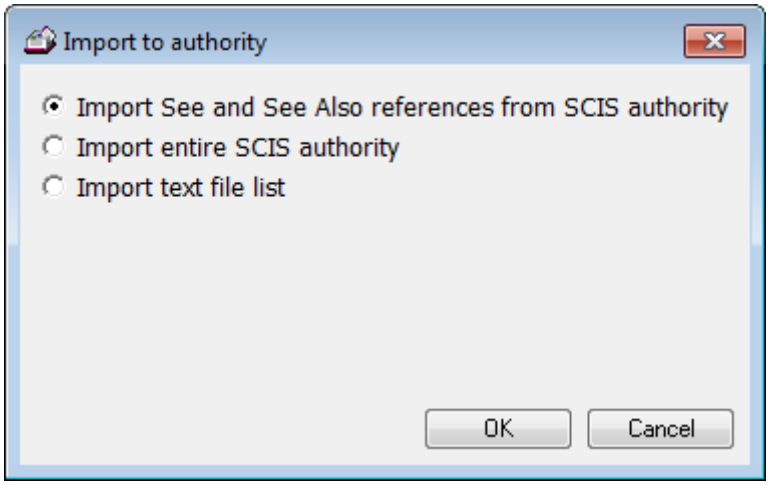
Remove

This removes a subject entry. It also removes all instances of the heading against items and the index.



Import

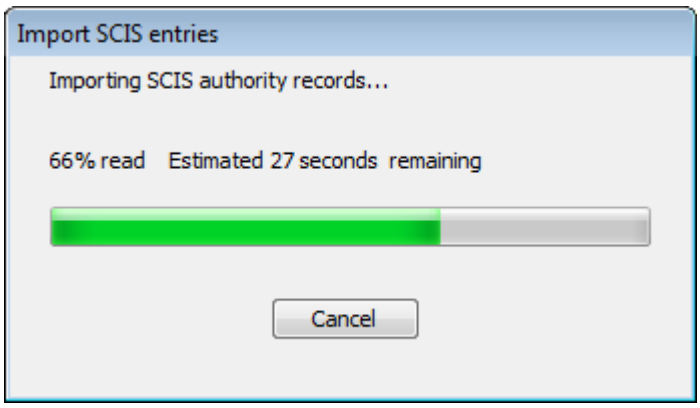
Import is used to read subject headings into the list from a file.

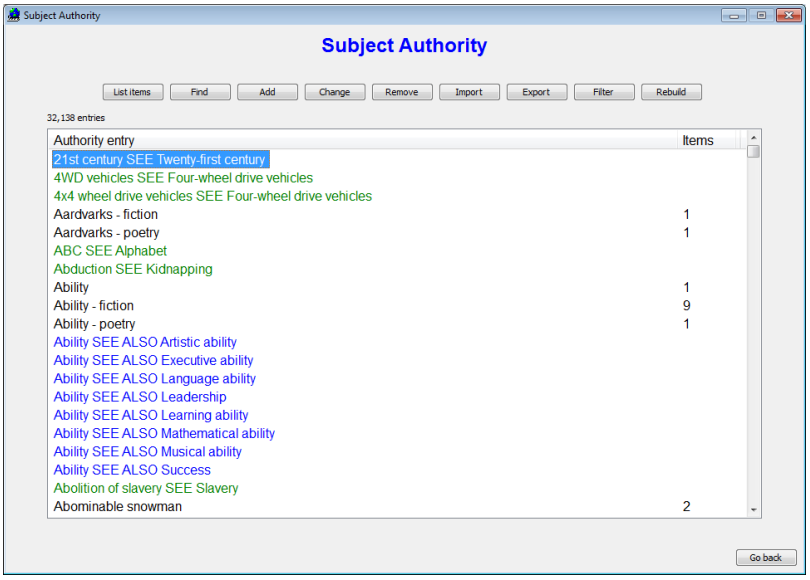


Bookmark can import the entire SCIS subject authority. You can choose to import just the See and See Also references related to the actual subject headings already in the database, or you can import the entire SCIS list of over 180,000 entries. This gives an enormous number of heading from which to refer 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).

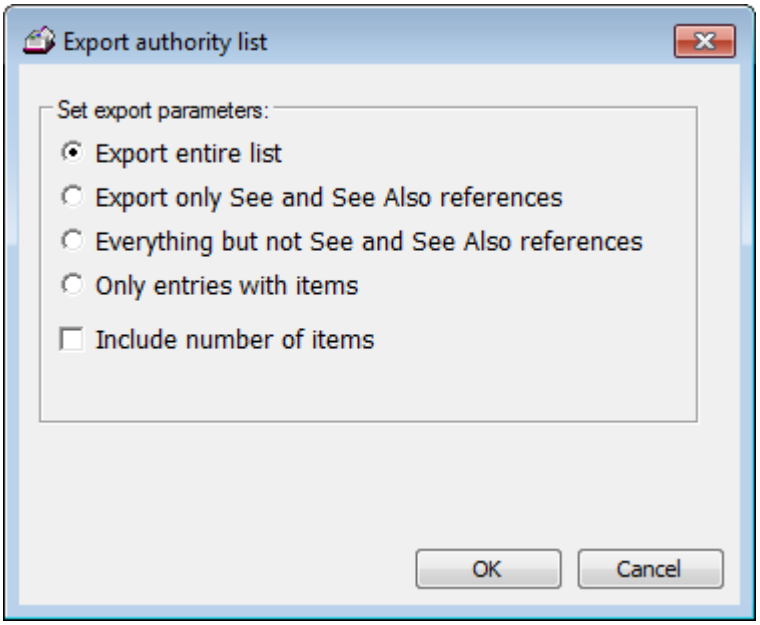
The filenames for the SCIS files are FSAF-marc for subjects and FNAF-marc for authors.



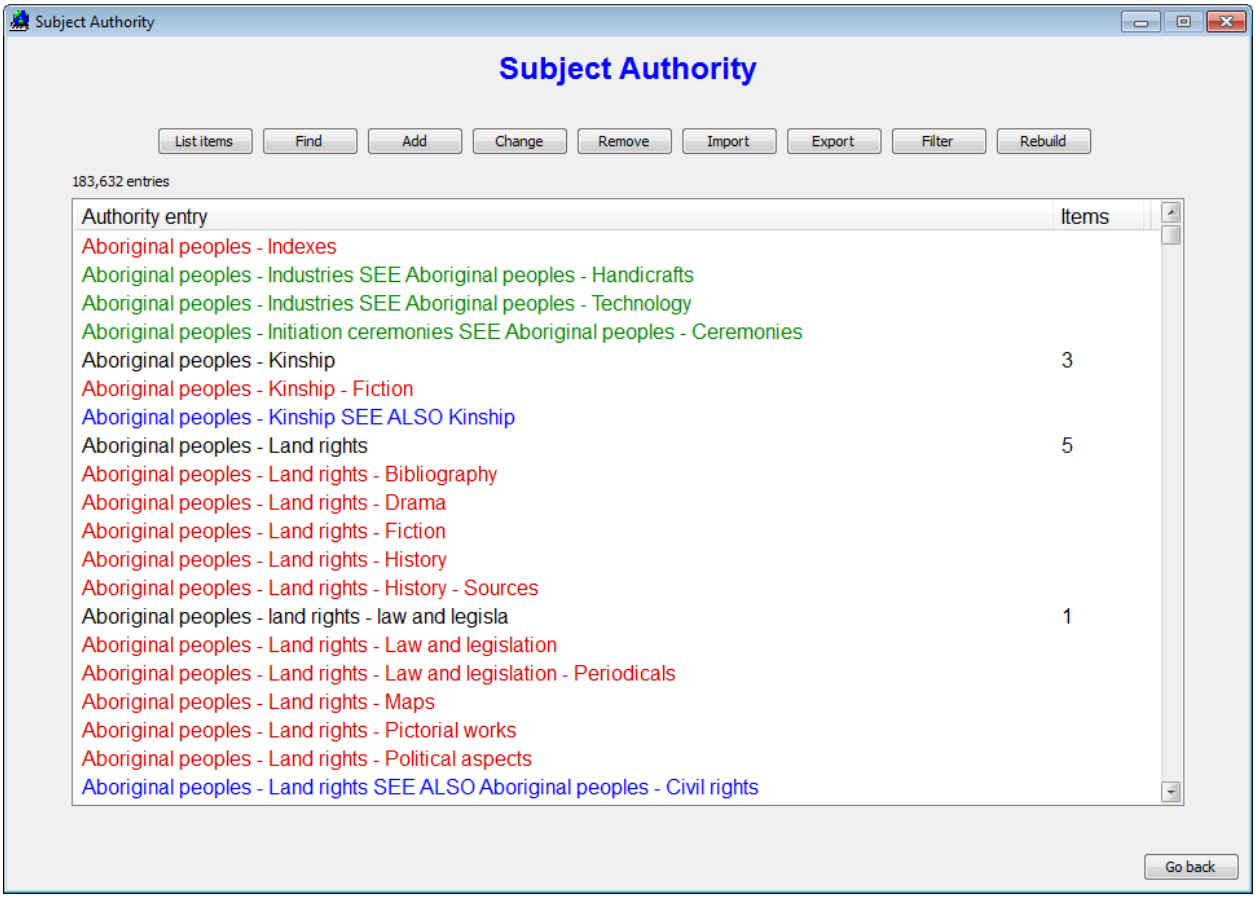


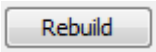
Export

Subject headings can be exported into text files.

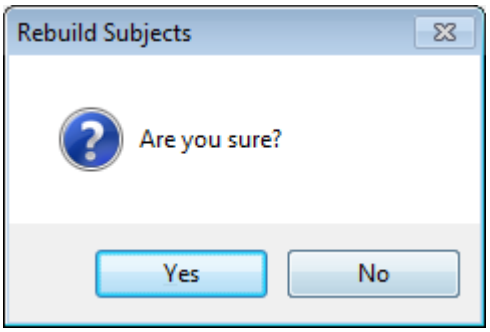


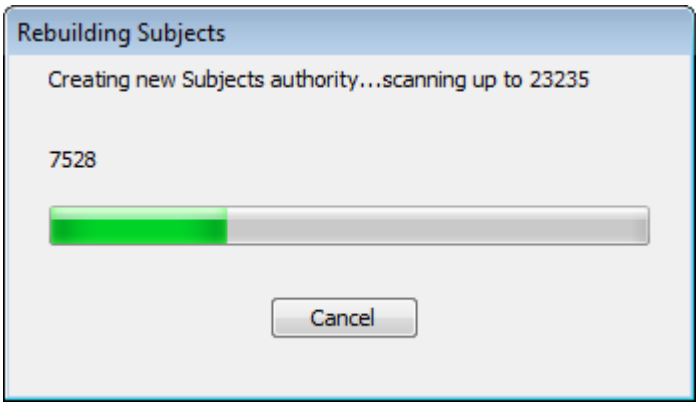
The filter sets up to display only headings catalogued against items or all headings even if they do not have items. The latter is the only way to view See and See also entries.





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

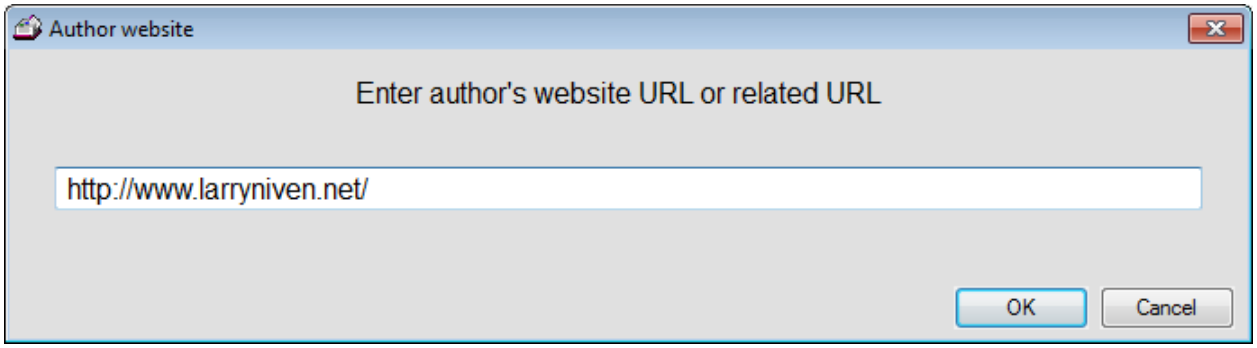
The Author authority offers three special functions under Edit.

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*.

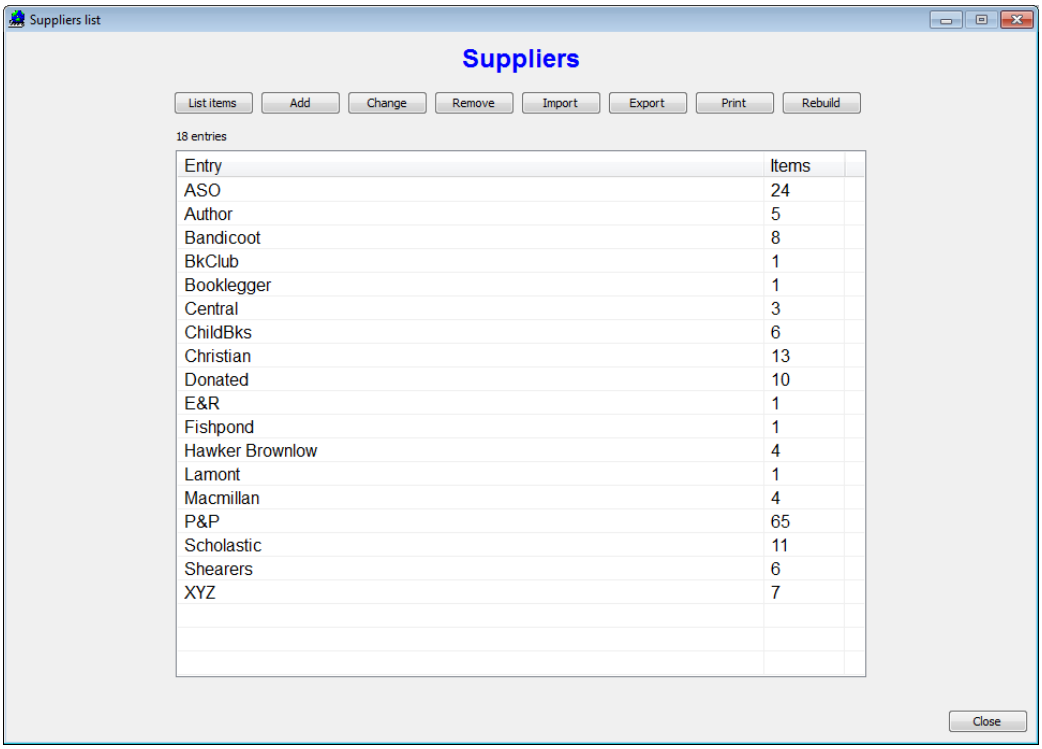
SEE and SEE ALSO entries can be entered when cataloguing but are normally added in the authority lists section. Just type the left part of the entry, then the word SEE or the words SEE ALSO and then the referred to entry all on the same line. **You must leave blank spaces around the word SEE and after 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.

Suppliers, Publishers, Places, Cost Centre, Sites/Sublocations, Loan notes, Return Notes

Lists of all the entries used in 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.



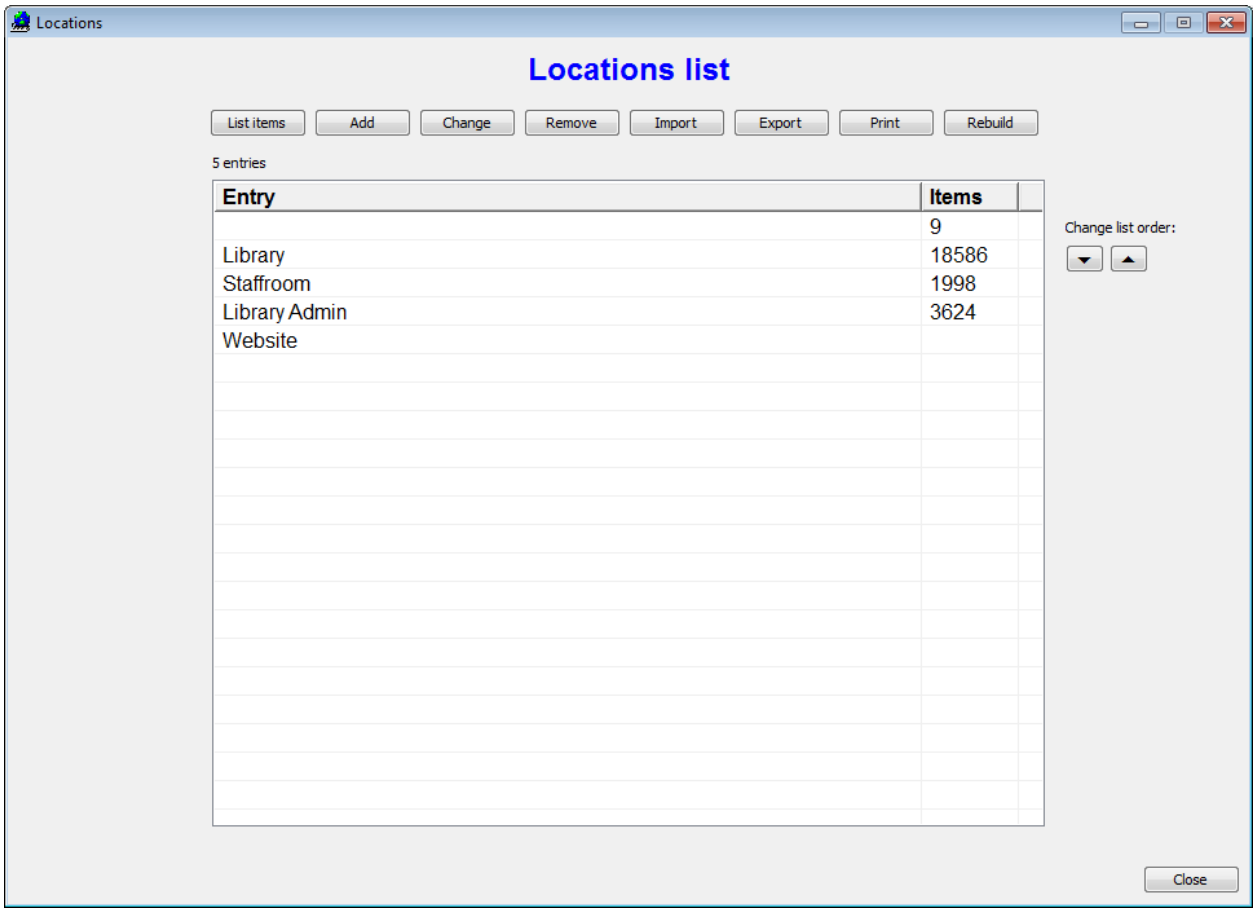
Rebuild is useful to periodically clean up the list.

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

Changing an entry to another existing entry combines the two into one.

Remove removes the entry from the list and from all catalogued records containing the entry.

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.

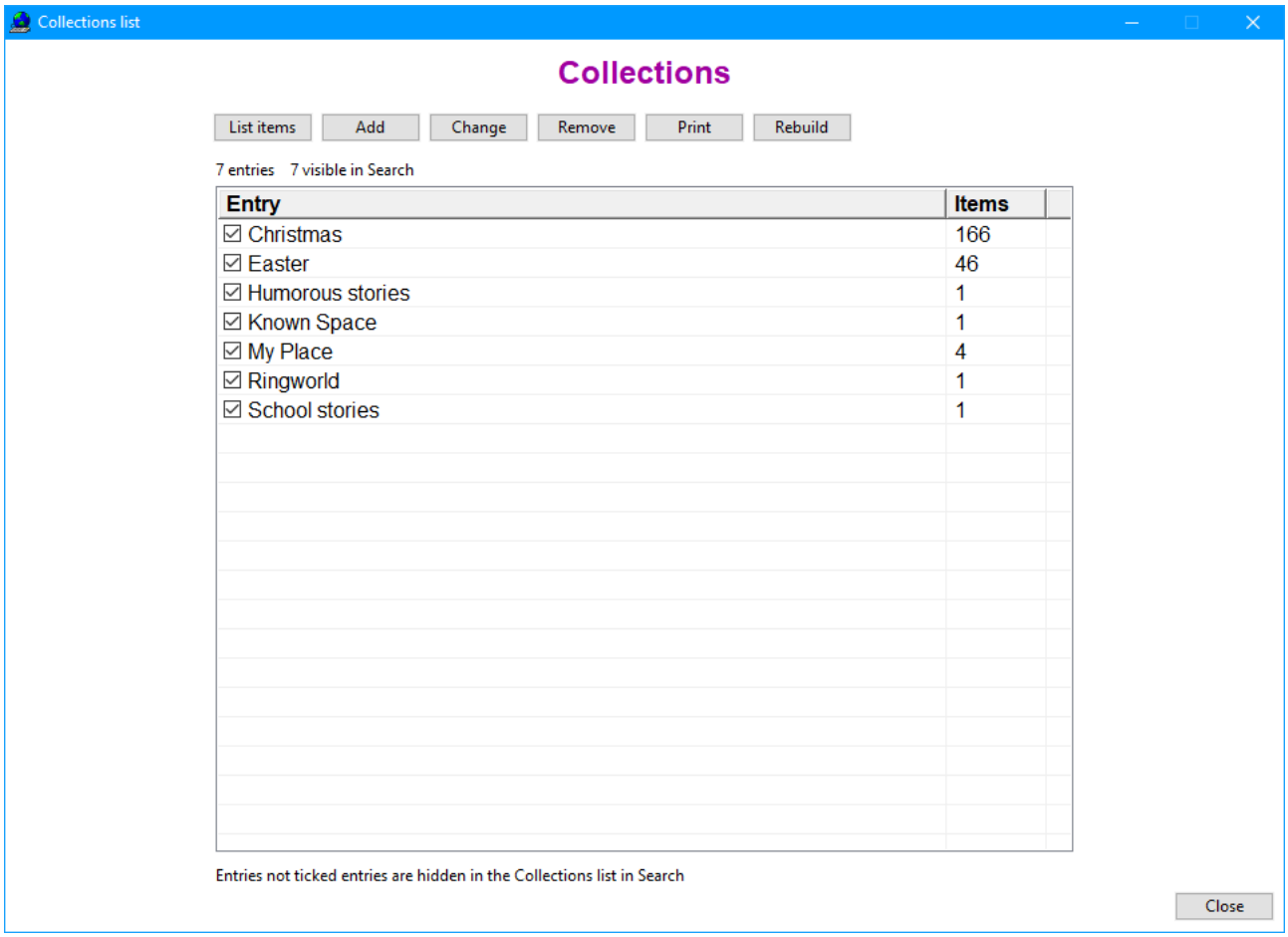
Bookmark includes an optional Sublocations list as well. This is an entirely separate list to Locations - there are no "links" between the two. It is possible to enter a broad location and then several associated sublocations. Example: Location is Library but sublocations might include Fiction, Non-Fiction, 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.

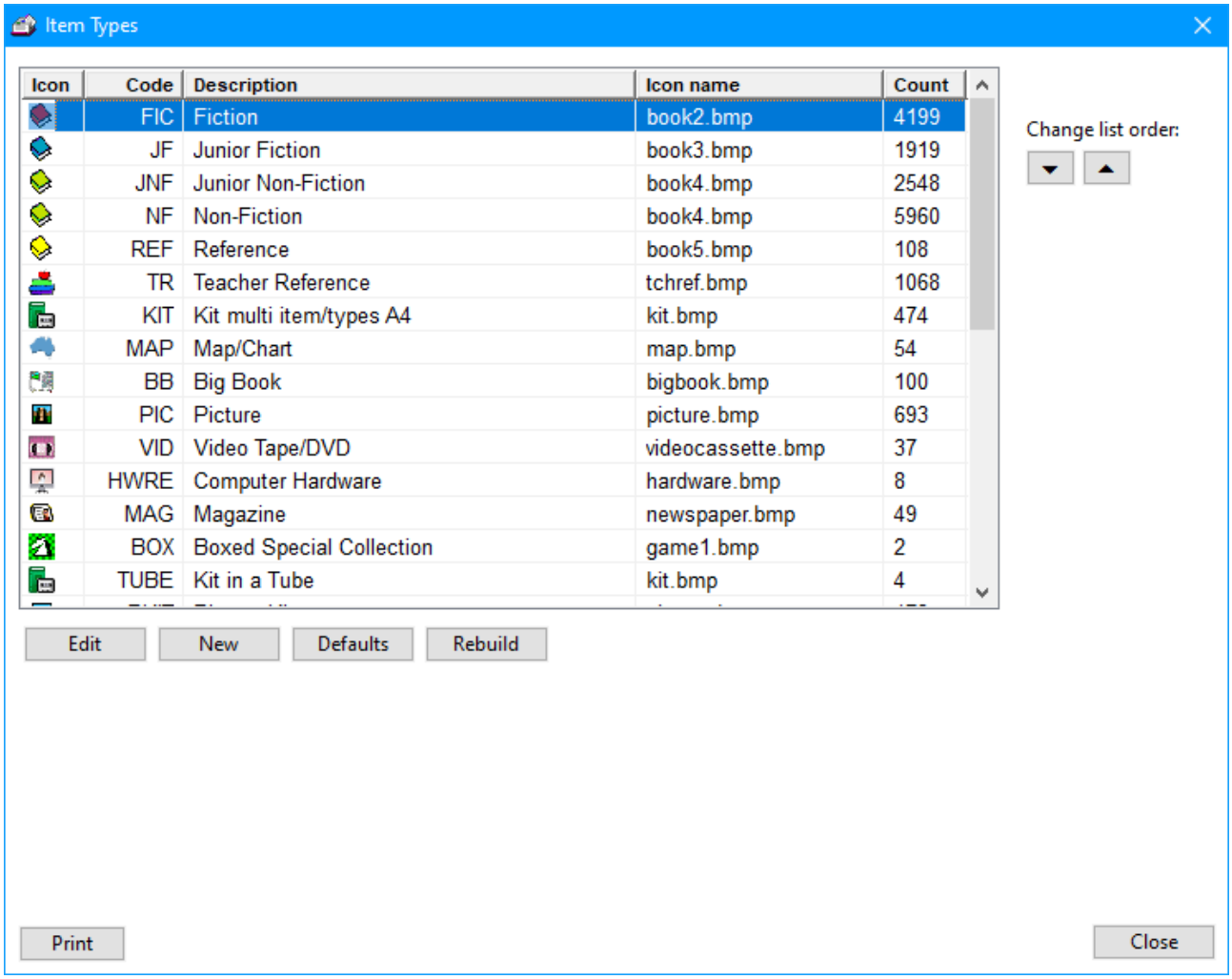
Adventure stories
Animal stories/Animal films
Australian stories
Biographical films
Choose your own stories
Comedy films
Crime stories/Crime films
Diary stories
Dystopian fiction
Family sagas
Fantasy
Gothic fiction
Historical fiction
Horror stories/Horror films
Humorous stories
Love stories
Mystery and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

The checkboxes indicate whether a collection entry can be included in the Collections or Genres lists shown in Search or Webopac. If it is not ticked, it does not appear in the list.

Item Types



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

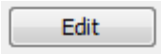
Every Item Type has a code, a description, and an optional icon.

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

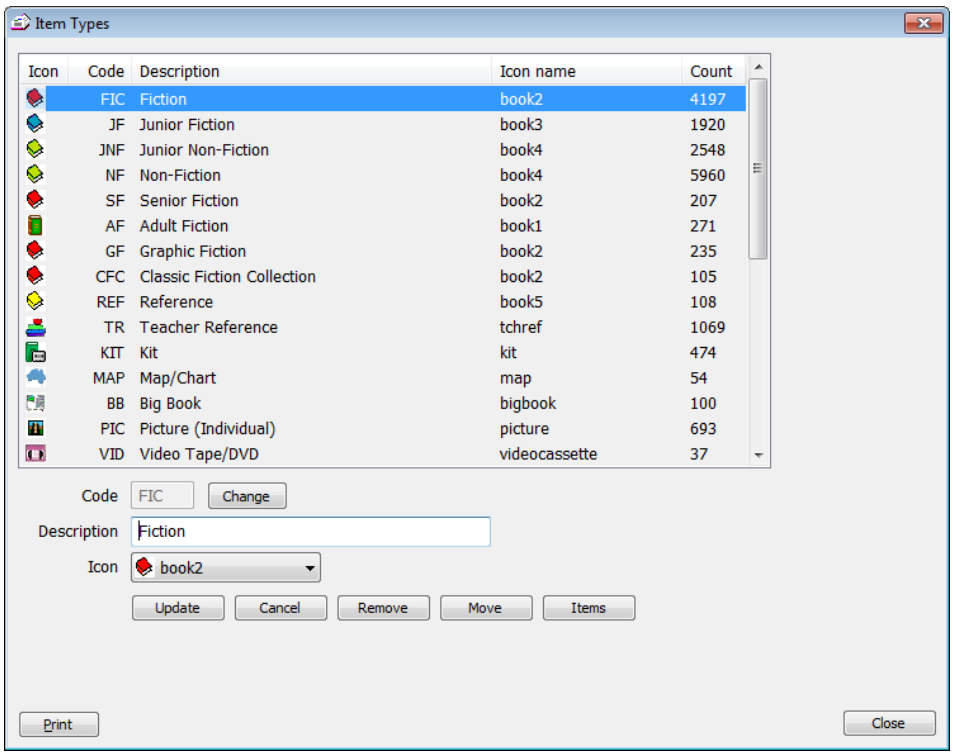
Bookmark starts with a default set of item types. These can be changed or removed on this window. Other types can be added.

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.

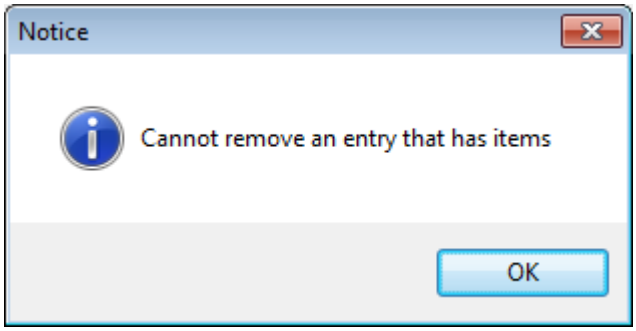


As the entry is being edited, the Code field is disabled.

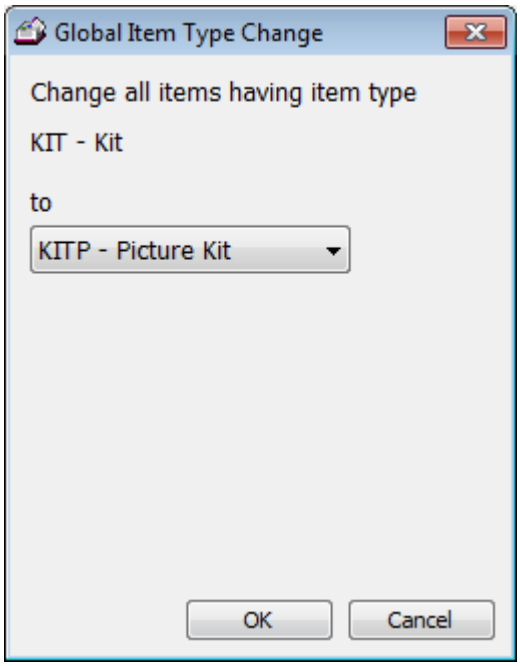
Change the description and/or icon.

Click on *Update* to save to the list.

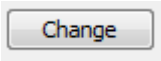
Click on *Remove* to remove from the list. If there are no items with this entry, it is removed from the list. If there are items, a notice is displayed.



Click on Move to change this item type's code against items to another code that has already been entered into the list.

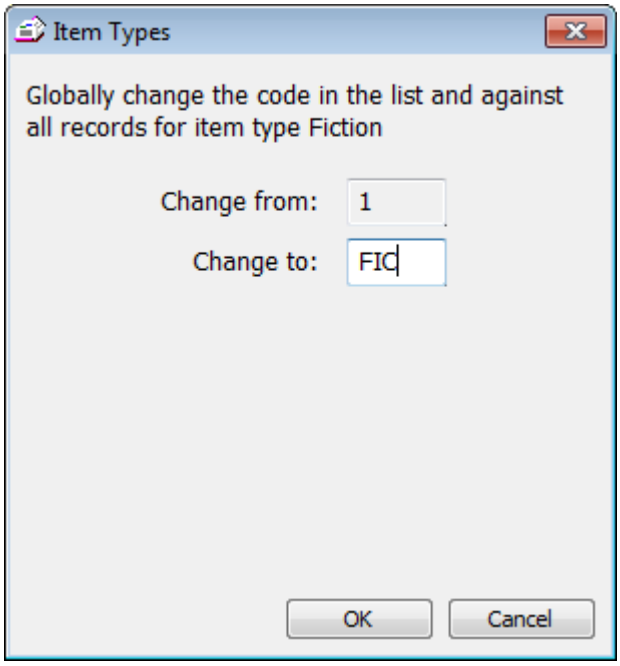


Click on Items to see a list of titles that have the item type.



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.

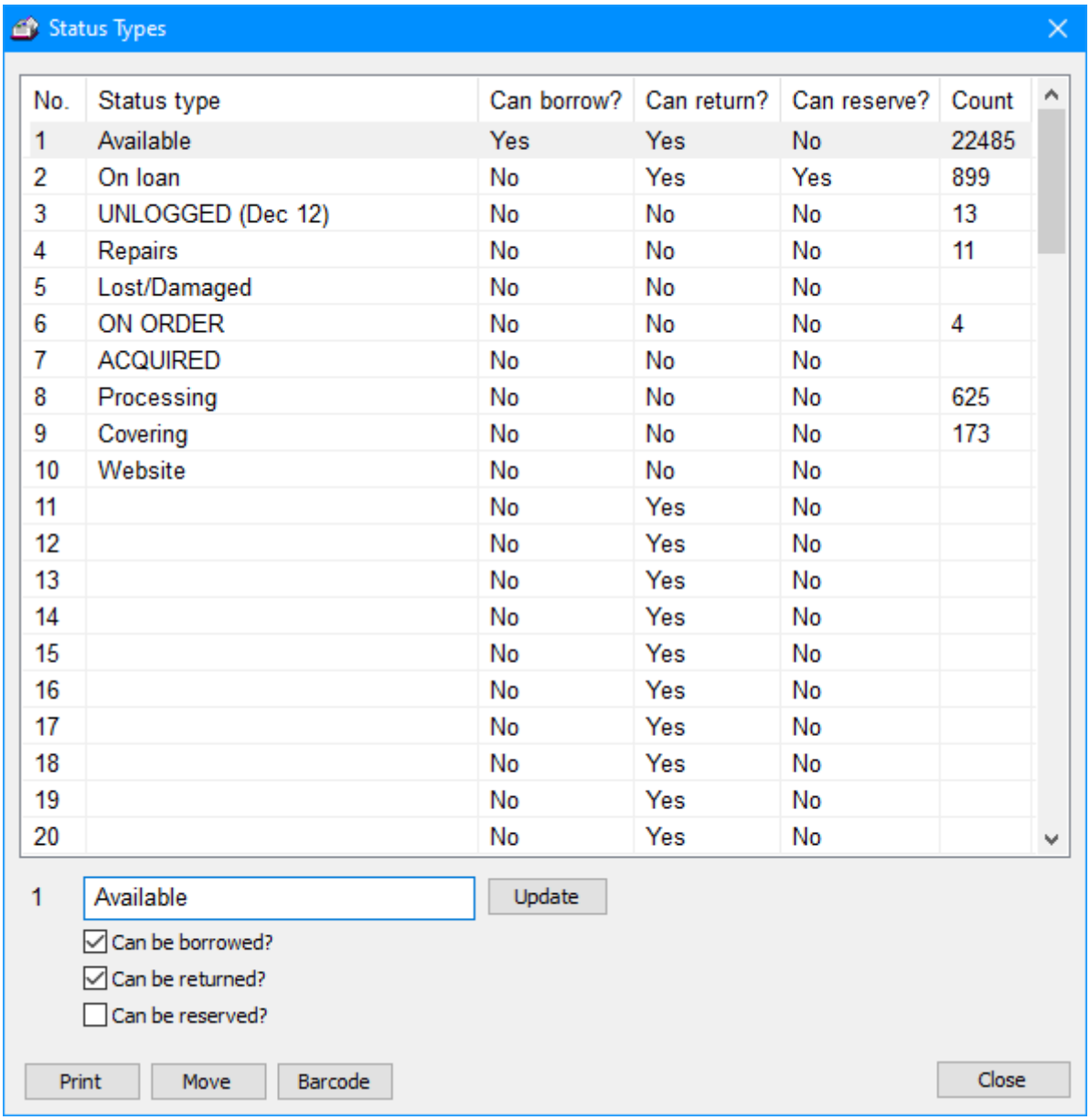
If you use any other icons or make your own, please email them to the Help Desk so they can be shared.

==========

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.



No.	Status type	Can borrow?	Can return?	Can reserve?	Count
1	Available	Yes	Yes	No	22485
2	On loan	No	Yes	Yes	899
3	UNLOGGED (Dec 12)	No	No	No	13
4	Repairs	No	No	No	11
5	Lost/Damaged	No	No	No	
6	ON ORDER	No	No	No	4
7	ACQUIRED	No	No	No	
8	Processing	No	No	No	625
9	Covering	No	No	No	173
10	Website	No	No	No	
11		No	Yes	No	
12		No	Yes	No	
13		No	Yes	No	
14		No	Yes	No	
15		No	Yes	No	
16		No	Yes	No	
17		No	Yes	No	
18		No	Yes	No	
19		No	Yes	No	
20		No	Yes	No	

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 1 items can be borrowed, not returned and normally not reserved. Ticking the Can be reserved box, however, allows in-stock items to be reserved.

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 2 items cannot be borrowed, can be returned and usually can be reserved.

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

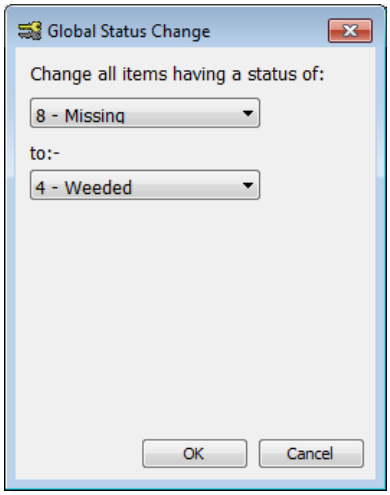
Status Types are often used to denote items found missing in stocktake. Several may be used.

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

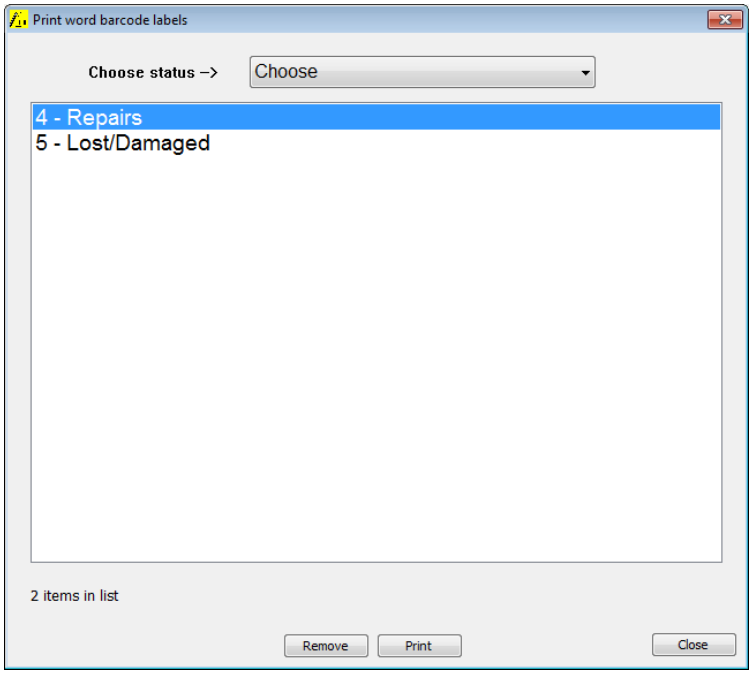
The Move function can be used to mass change the status types of items.



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.



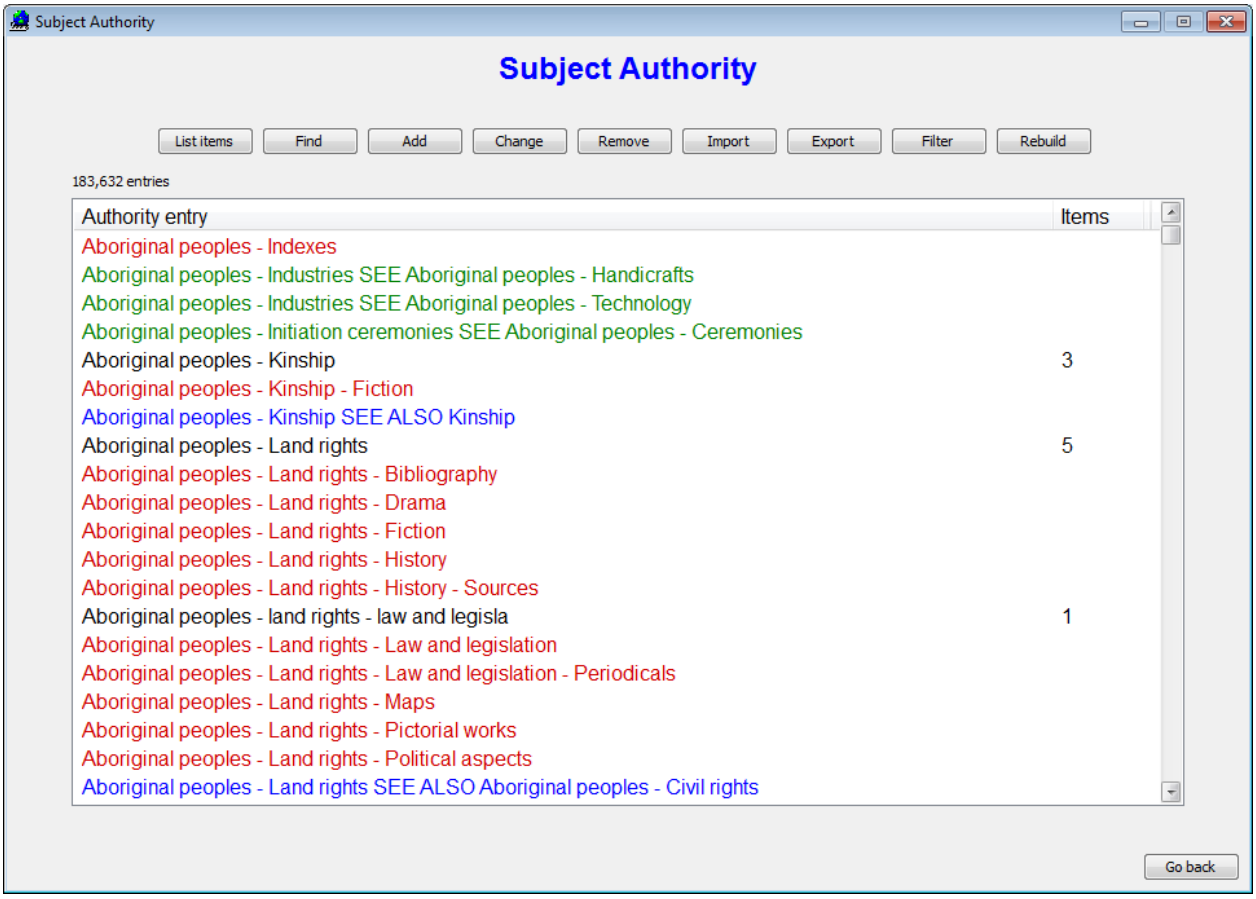
The barcode stands for STATUS number, and the description appears above the stripes.

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

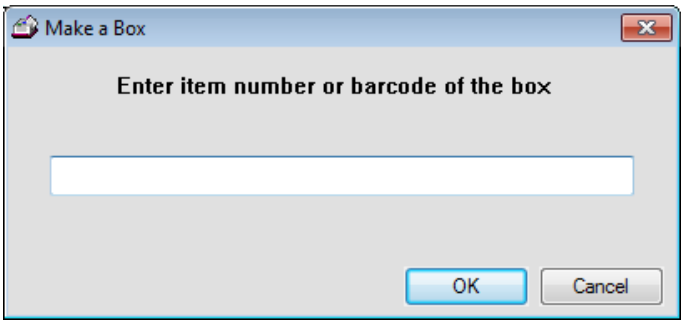
folder. In this way, every item in the set can be loaned separately, or the entire set borrowed with one scan. Alternately, one of the items in the set itself can be 'the box', although this can have some drawbacks.

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.

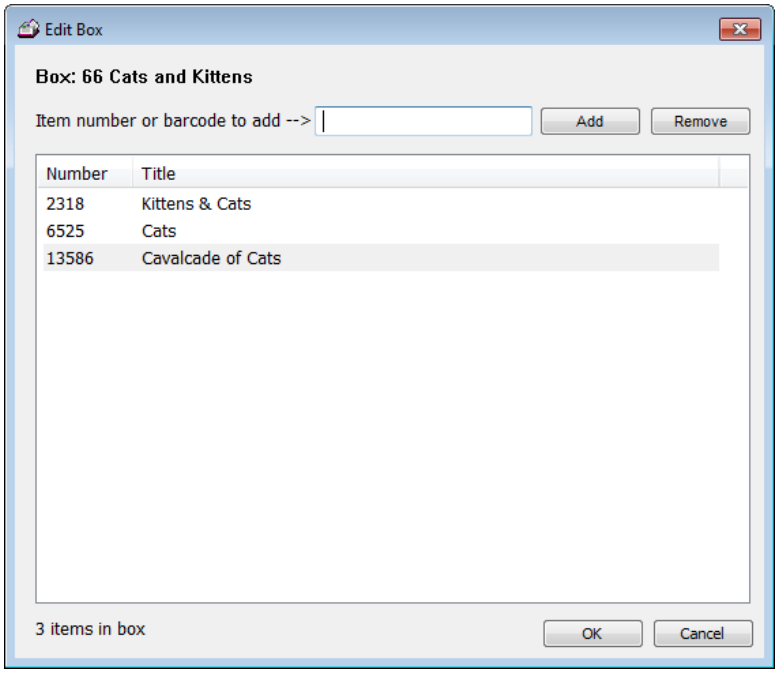
To work with a Box, all the items to be part of the group must first have been entered or imported into Bookmark. And you need to have a list of all their record numbers as there is no provision to search for items in this section.

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.

Edit

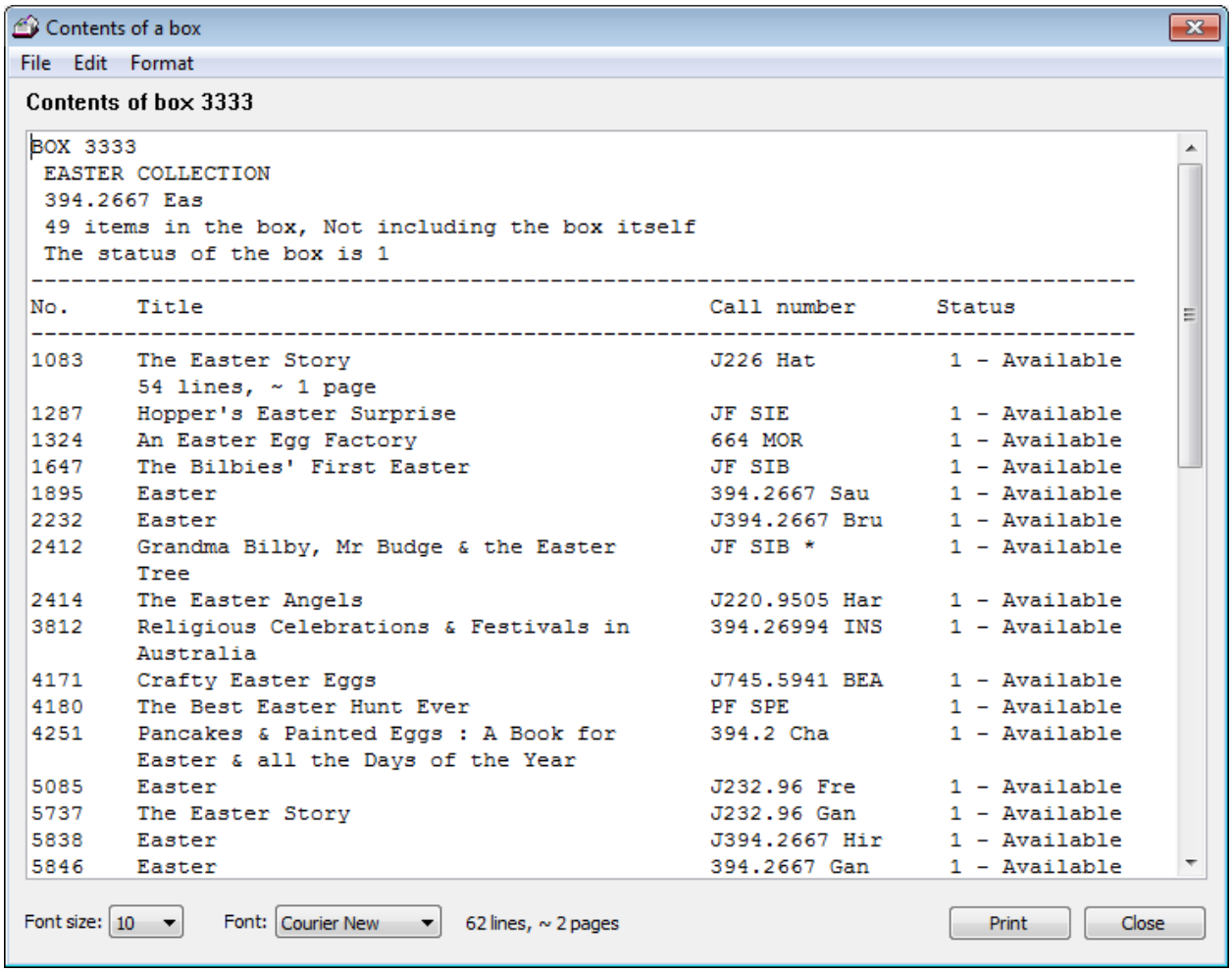
This is used to add more items to an already created Box or remove items from a Box without dismantling the entire box. The window is identical to the one used to create a new box.

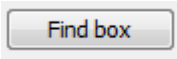
Dismantle

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.

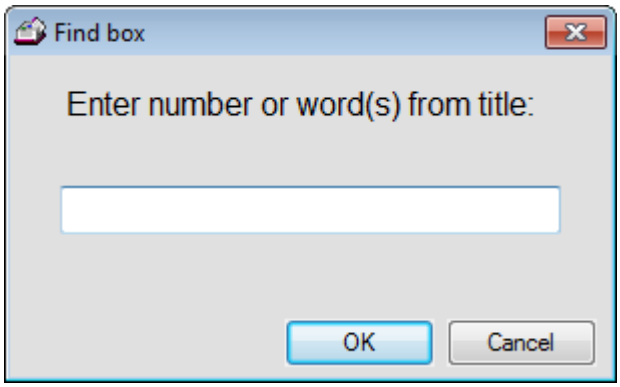
View contents

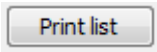
View contents is used to list the contents of a highlighted box. The list can be printed.



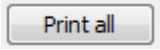


Find box will locate a box within the list of all boxes based on words entered. The first box found is highlighted.





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

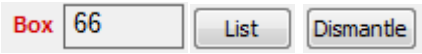


This displays every box along with the items in the box.

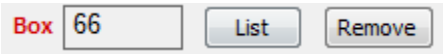
Managing Boxes in Add/Edit Items

It is also possible to create and additems 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 *Dismantle*d.



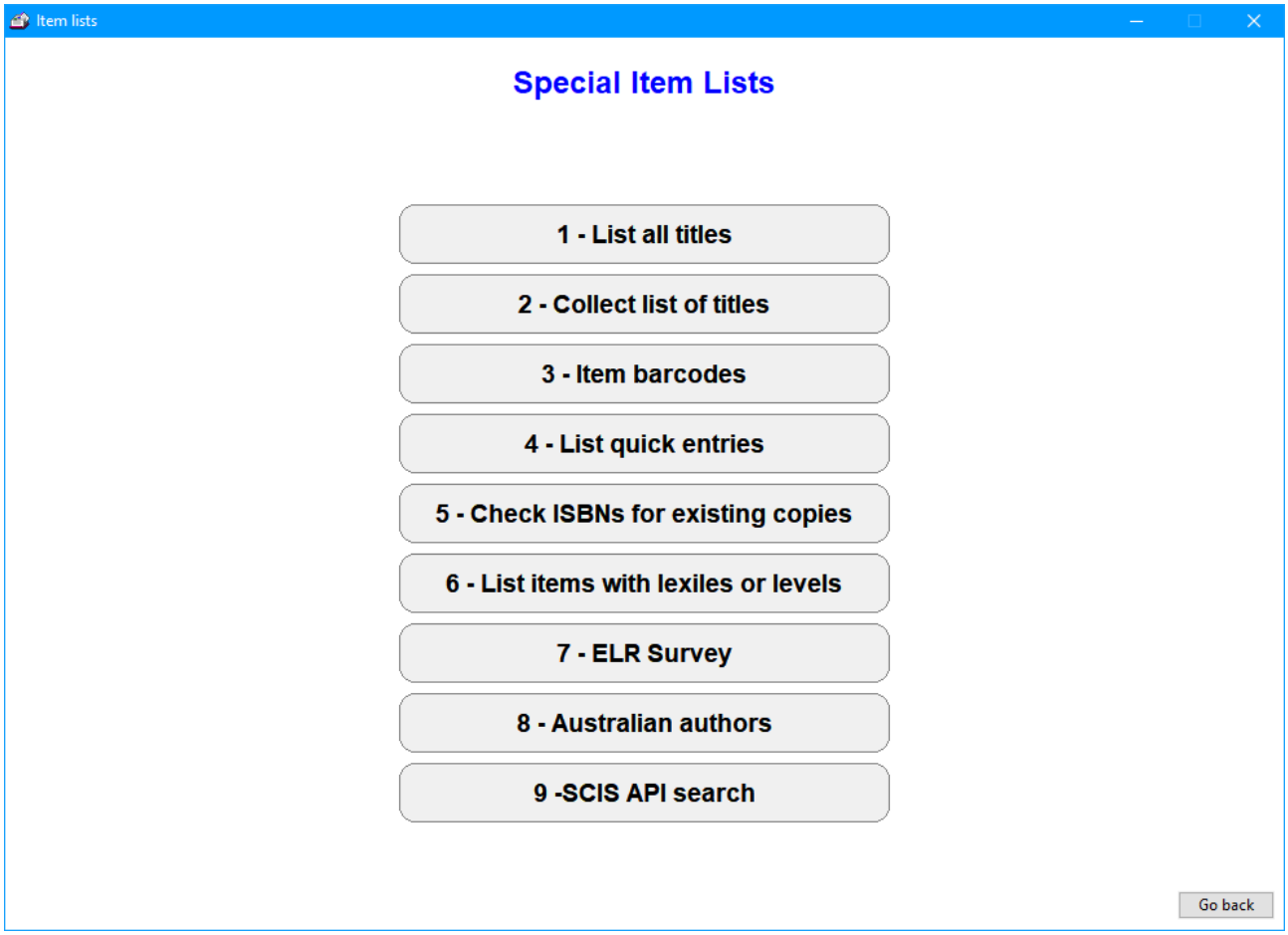
If the item is a member of a box, the number of the box is displayed. *List* shows the contents of the Box. *Remove* unhooks the current item from the box without having to save the item.

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

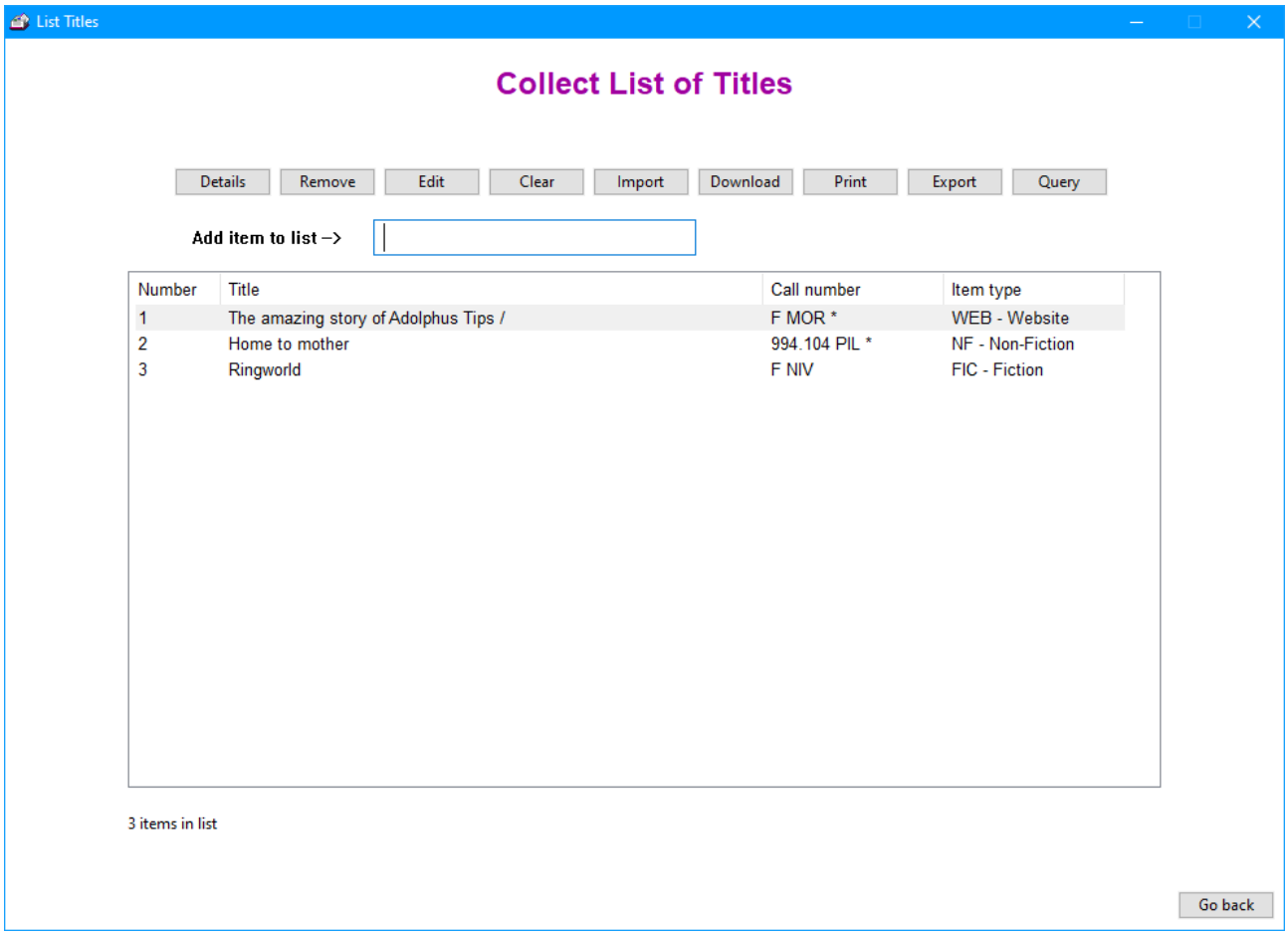
Item Lists can be used to easily generate common item lists. Commonly used reports are available here as well as in Reports. Some special functions are also included as well.



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

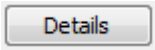
Some additional operations that produce lists are also included.

Collect List of Titles

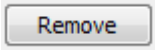


This function can be used to produce a list of items that can be printed or saved. The list can be generated in several ways:

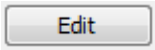
- Scan each barcode or enter each items' number
- Import a list of barcodes or numbers scanned into a text file or from a portable scanner
- Search for items using a Query.



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

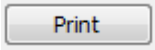


Removes a title from the list. Hotkey: F3.



Opens an Add/Edit window to allow a highlighted items' cataloguing details to be changed. Hotkey: F4.

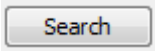
Opens a file requester to read a text file of barcodes or item numbers. A laptop computer with a barcode reader can be used to produce this file. On the laptop, open the Windows Notepad program and scan the barcodes. Save the file to a USB flash drive so it can then be taken to the library computer for 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.

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.

Item	Barcode	Title	Call num	Location
20294	I1413202940	Queenie : One elephant's story	J179.3092 Que *	Library
20295	I1413202958	Stormbreaker : Book 1 - Alex Rider	F Hor *	Library
20296	I1413202966	Mission in Malta : Book 8 - Max Remy Super Spy	F Abe *	Staffroom
20297	I1413202974	Will Buster and the Gelmet Helmet	F Hir *	Library
20298	I1413202982	The Unusual Suspects : Book 2 : The Sisters Grimm	F Buc	Staffroom
20299	I1413202990	Charlie Bone and the Hidden King	F Nim *	Library
20300	I1413203001	Macbeth and Son	F Fre *	Library
20302	I1413203027	Famous Horse Snatched!	F Hol *	Library
20303	I1413203035	Hugo Pepper	F Ste *	Library
20305	I1413203051	Julius Caesar and his Foul Friends	937.05 Cae	Library
20306	I1413203069	Finals Chance : Book 3 - Change the Game : Aussie Rules Adventures	F Hyd *	Library
20307	I1413203077	Stratford-upon-Avon	914.24 Dea *	Library
20308	I1413203085	Dear Mr Sprouts	F Bro *	Library
20309	I1413203093	Dublin	941.8 Dea *	Library
20310	I1413203108	Number 8	F Fie *	Library
20311	I1413203116	Hamster Hotel	F Dan	Library
20312	I1413203124	Disaster!	904 McA	Library
20313	I1413203132	Alex Rider : The Gadgets	F Hor *	Library
20314	I1413203140	The Five Lost Aunts of Harriet Bean	BF McC *	Library
20315	I1413203158	More Perfect than the Moon	F Mac	Library
20316	I1413203166	Terry Deary's Terribly True Spy Stories	F Dea	Library
20317	I1413203174	Stormbreaker : the Graphic Novel	GF Hor *	Library
20319	I1413203190	I Believe in Unicorns	F Mor	Library
20320	I1413203205	Lonesome Howl	F Her *	Library
20321	I1413203213	Evil Star : Book 2 - The Power of Five	F Hor *	Library
20322	I1413203221	The Coming of Dragons	F Lak	Library

The barcodes listed are those stored against the items.

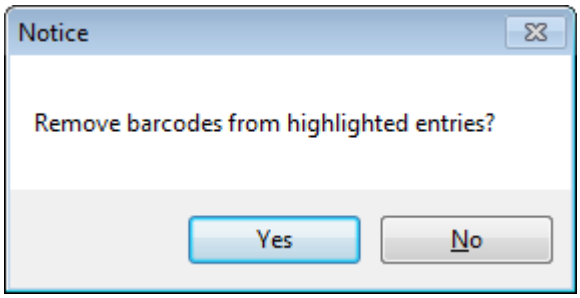
Items without barcodes either do not require them (such as catalogued websites) or use *calculated barcodes* based on their item numbers (left column).

It is more efficient to have barcodes stored against all items. If possible, put a full barcode next to every item.

Individual titles can be highlighted by clicking. Multiple titles can be highlighted by holding down the Shift or Ctrl keys at the same time.

Erase

Removes highlighted stored barcodes.

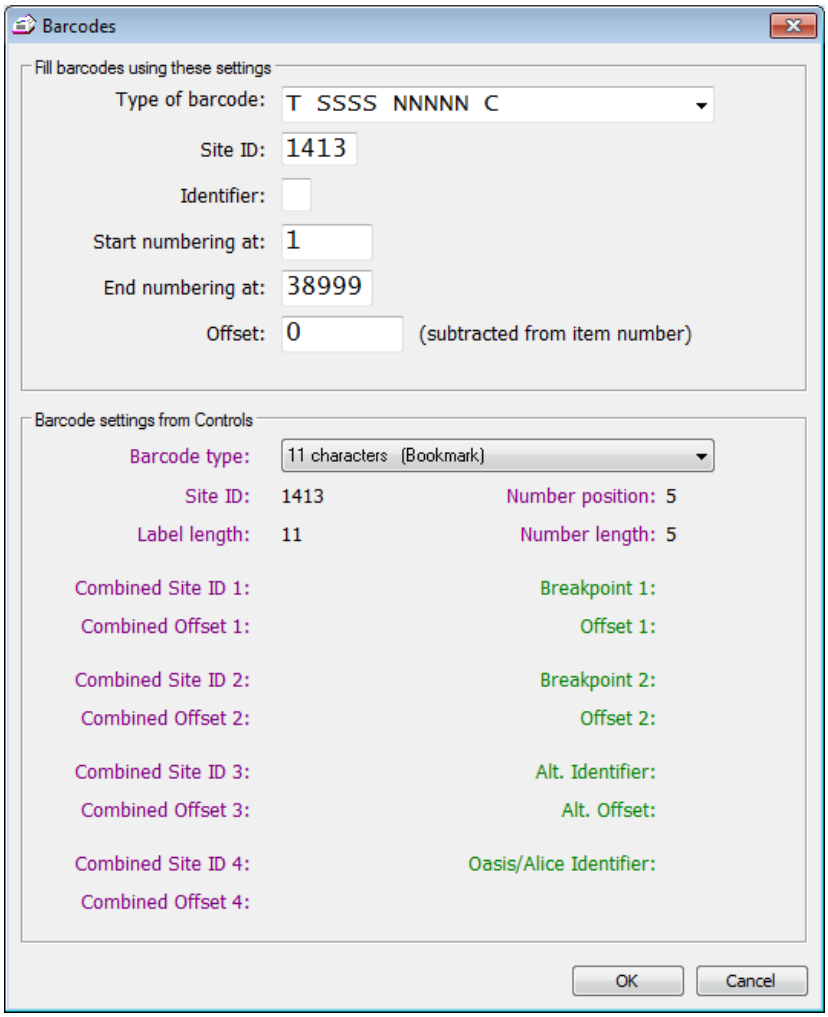


Erase all

Removes all stored barcodes.

Fill blanks

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.

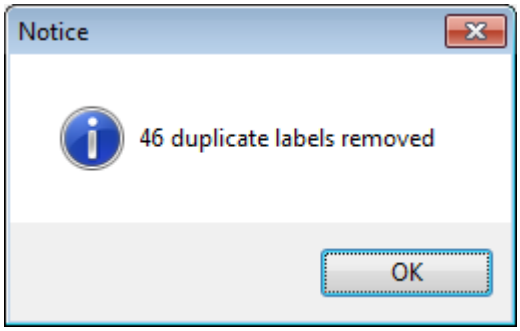
The bottom section shows the values from Controls > Barcode Settings and can be used as a guide.

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.

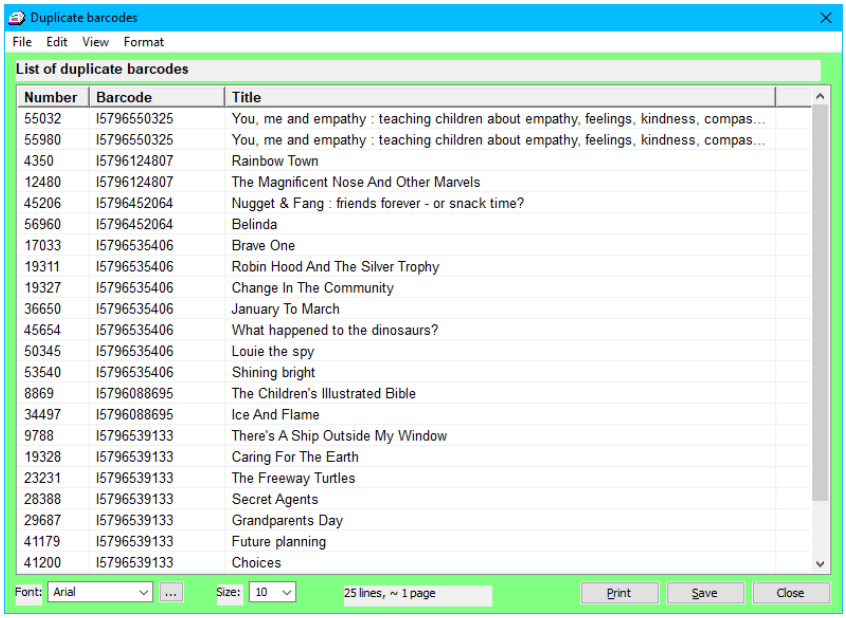
Erase dups

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



List dups

Lists items having the same (duplicate) barcode.



Number	Barcode	Title
55032	I5796550325	You, me and empathy : teaching children about empathy, feelings, kindness, compas...
55980	I5796550325	You, me and empathy : teaching children about empathy, feelings, kindness, compas...
4350	I5796124807	Rainbow Town
12480	I5796124807	The Magnificent Nose And Other Marvels
45206	I5796452064	Nugget & Fang : friends forever - or snack time?
56960	I5796452064	Belinda
17033	I5796535406	Brave One
19311	I5796535406	Robin Hood And The Silver Trophy
19327	I5796535406	Change In The Community
36650	I5796535406	January To March
45654	I5796535406	What happened to the dinosaurs?
50345	I5796535406	Louie the spy
53540	I5796535406	Shining bright
8869	I5796088695	The Children's Illustrated Bible
34497	I5796088695	Ice And Flame
9788	I5796539133	There's A Ship Outside My Window
19328	I5796539133	Caring For The Earth
23231	I5796539133	The Freeway Turtles
28388	I5796539133	Secret Agents
29687	I5796539133	Grandparents Day
41179	I5796539133	Future planning
41200	I5796539133	Choices

Realign

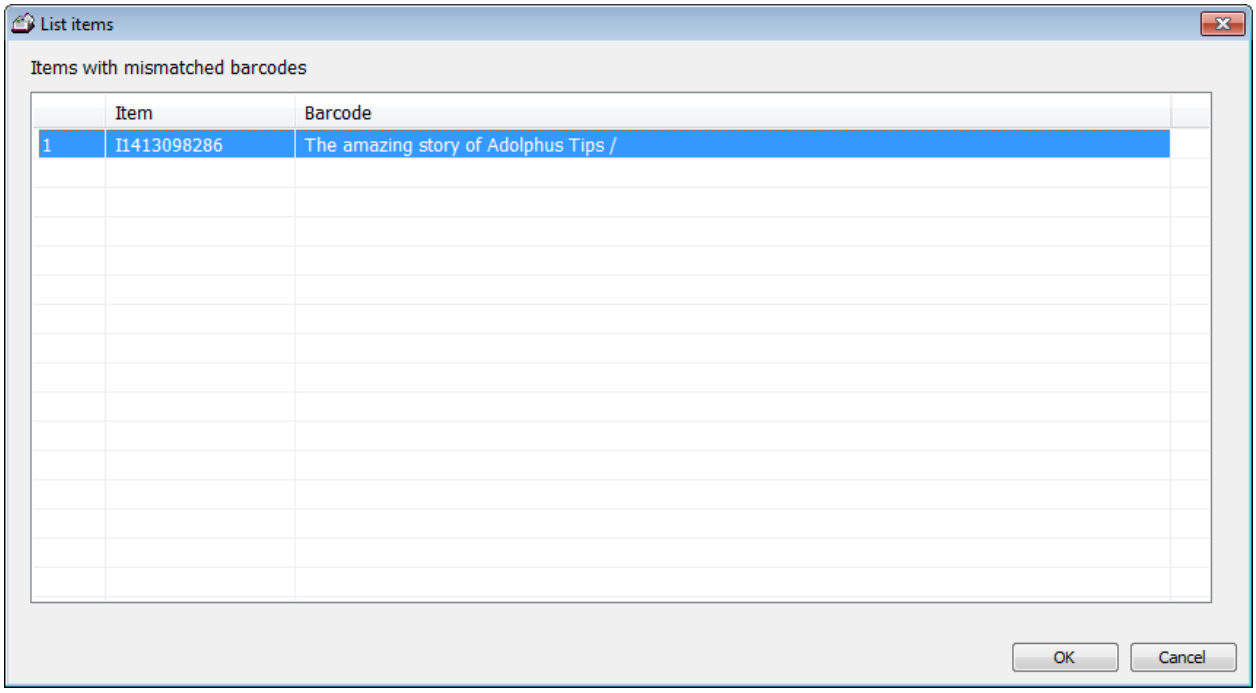
Changes item numbers to be the same as those on stored barcodes. This should only be used when:

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

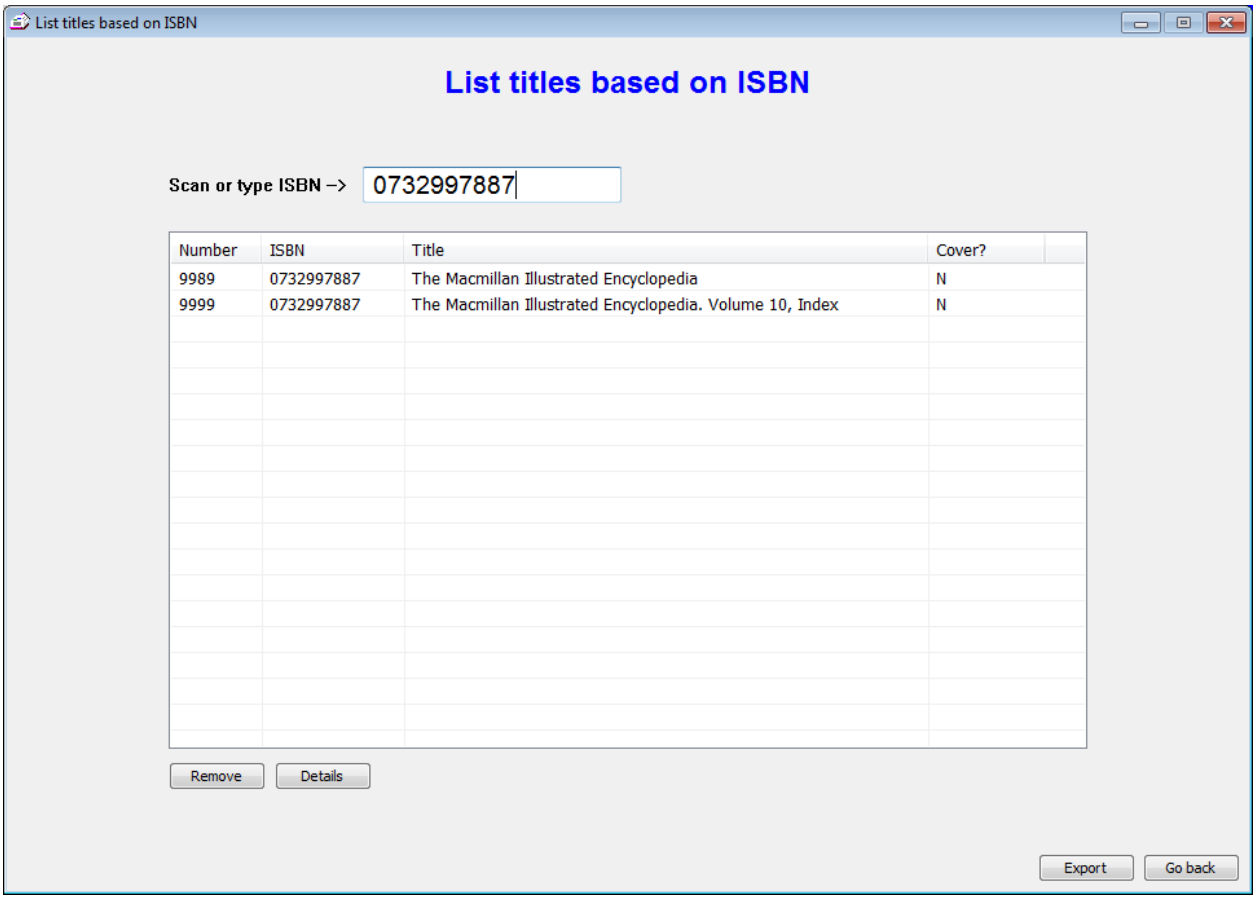
If a Barcode looks like 3 1234 00504001 7, the item number is 504,001. However, the item might be stored as 44,001 or a number that does not match the one on the barcode. This function changes all items with these non-matching values to be the same as the values on the labels. Very few Bookmark users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

Check

Lists all items with mis-matched barcodes and item numbers.



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.

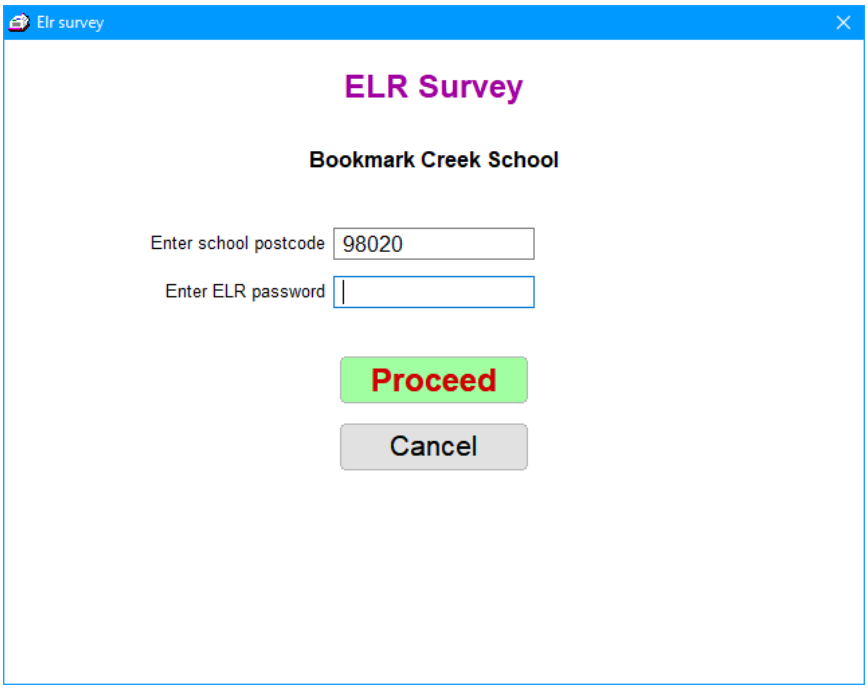
Both ISBNs or item numbers or barcodes can be scanned or entered.

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.

ELR Survey

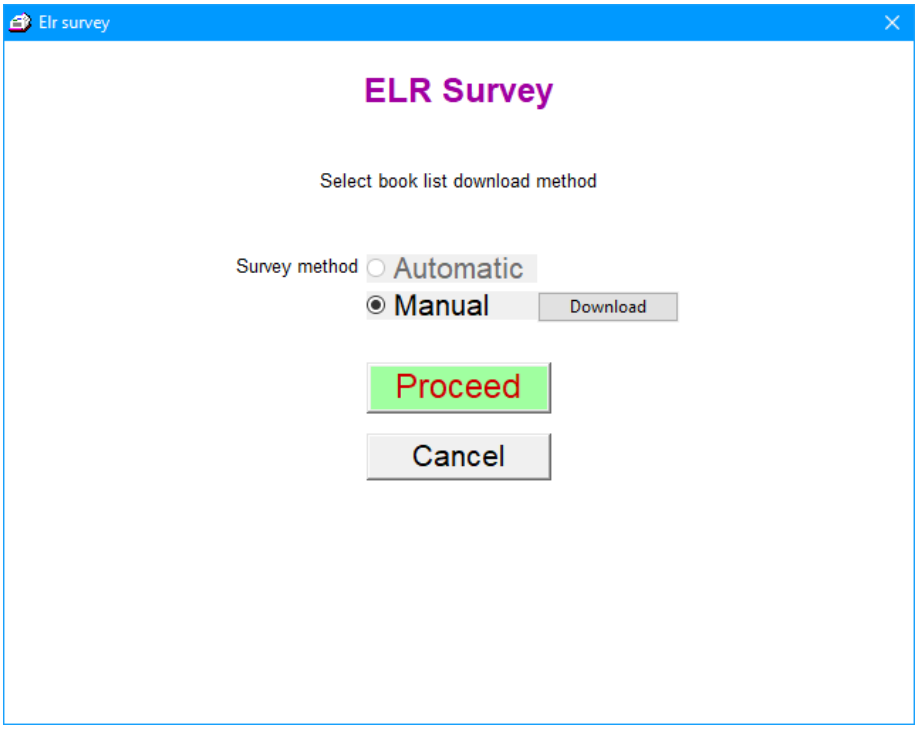
The Australian federal government conducts an annual survey of the Australian content in school libraries. This called the "Educational Lending Rights" survey. A random group of schools using Bookmark is nominated each year for the survey.

This function is used to conduct the survey.

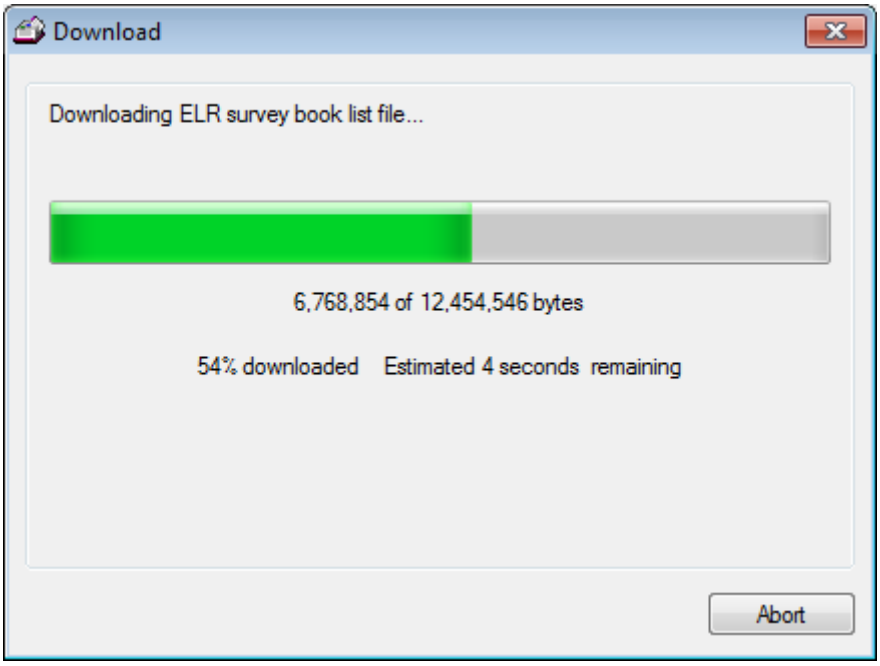


Nominated users will be provided with a special password which is entered on this window. The school's post-code should appear on the line above.

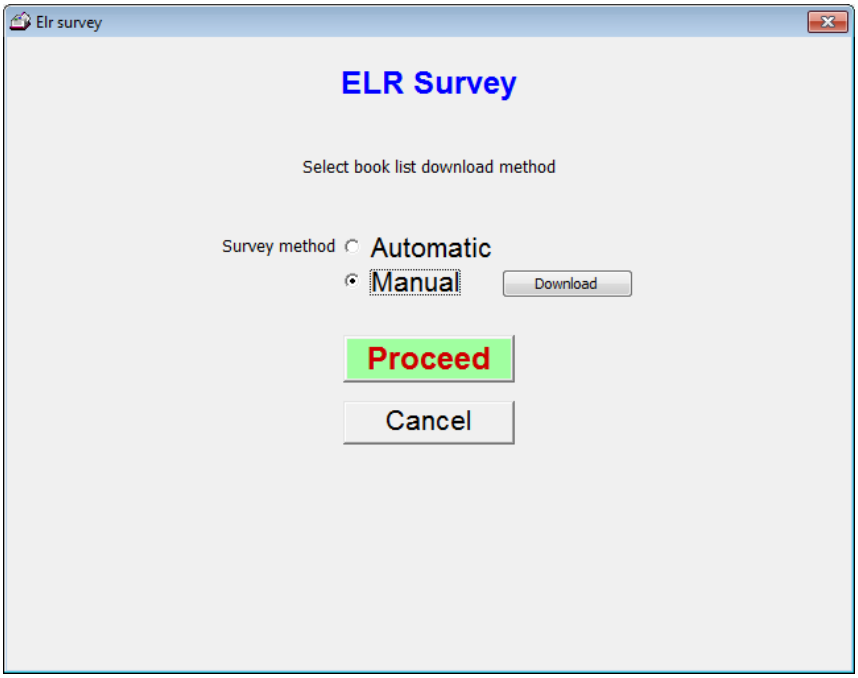
Click on Proceed.



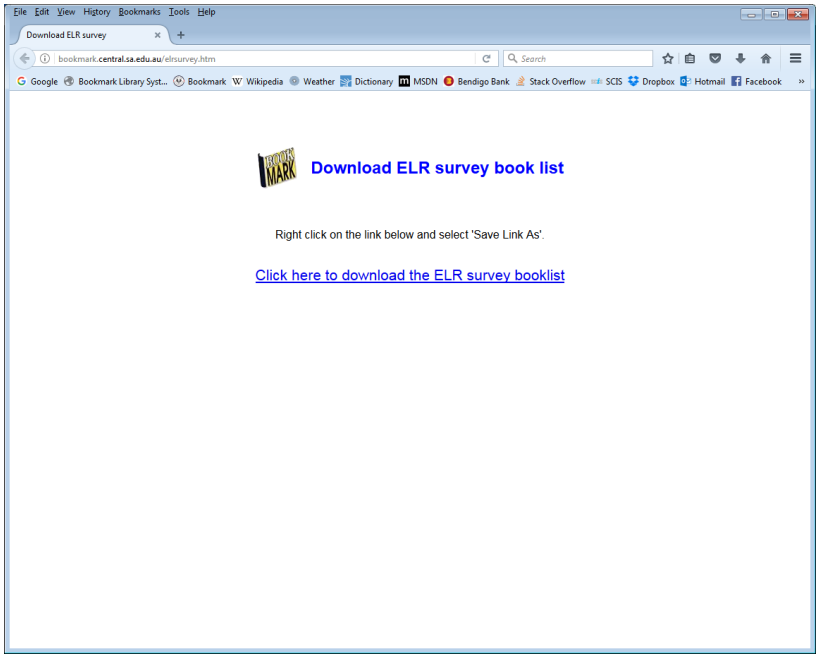
The Automatic method is the easiest to use. It will work if the school's proxy server allows access to the Bookmark user server at http://bookmark.central.sa.edu.au. This method automatically downloads the ELR survey booklist file then proceeds.



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

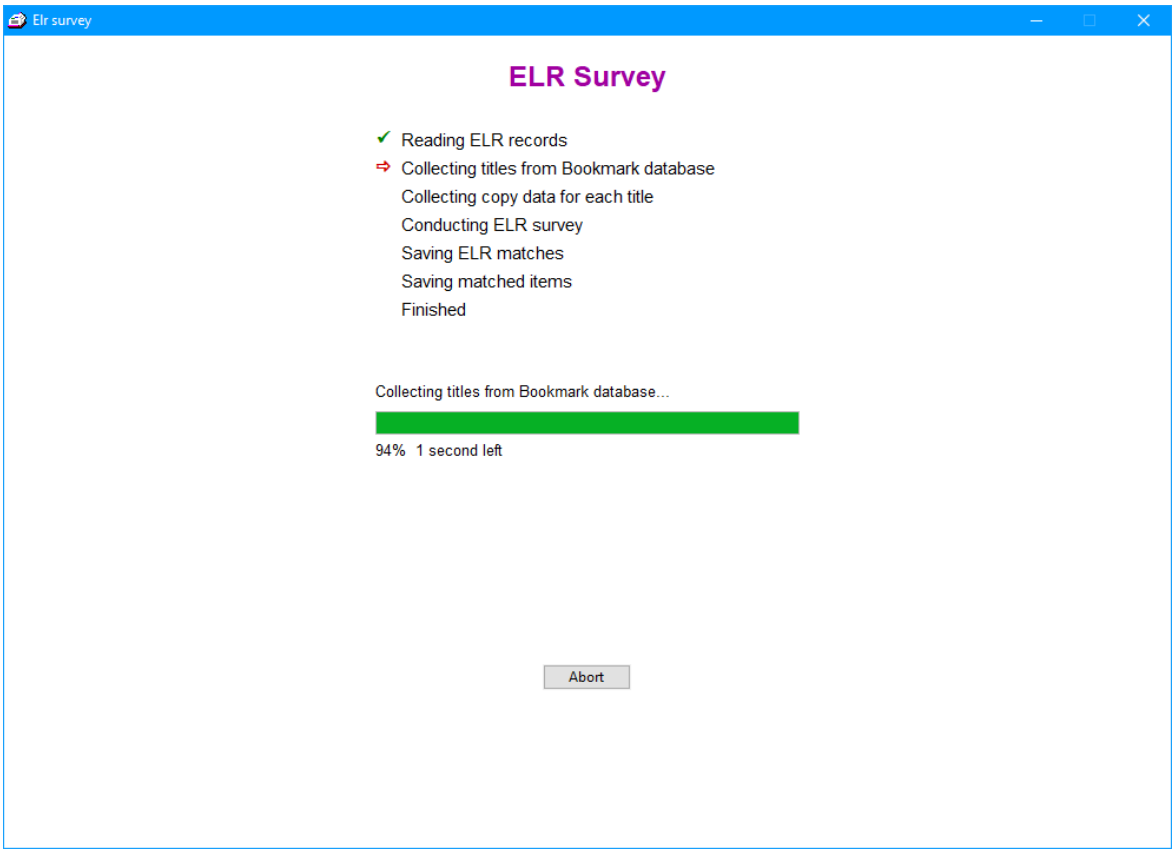


Click on the Download button to go onto the Internet to a webpage where the survey booklist file can be saved.

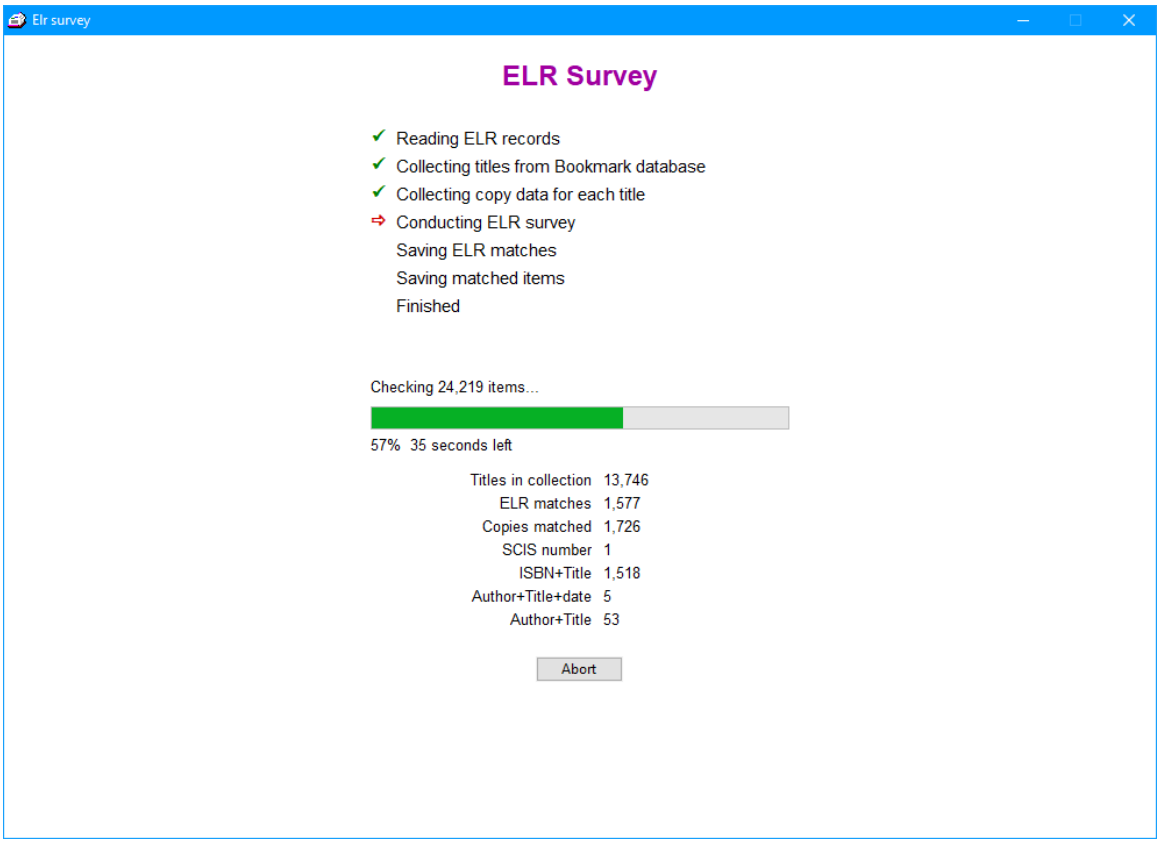


Click on the link to save the ELR survey file.

Then click on the Proceed button. For the manual method, a file requester pops up for locating and opening the saved survey file.

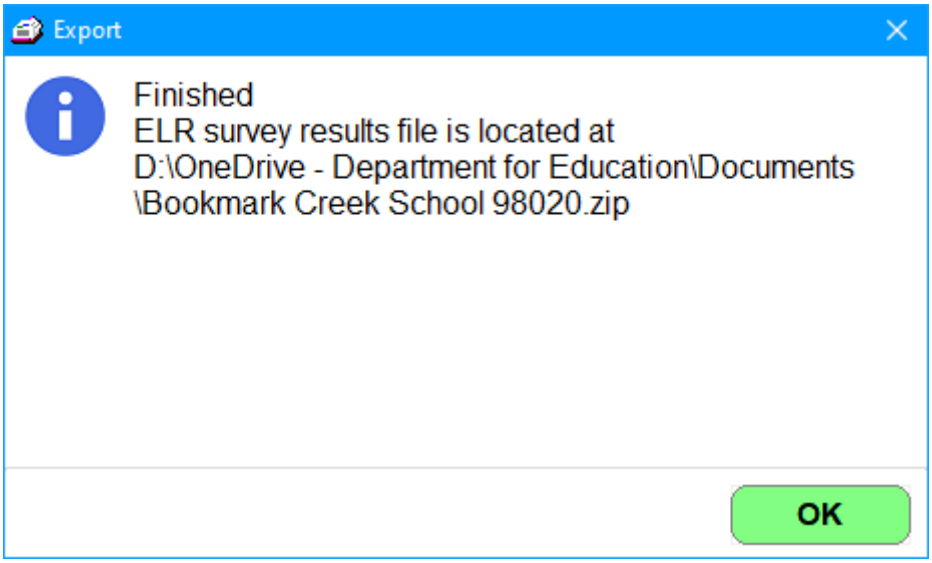


The survey goes through several stages. As each step is completed it is ticked on the list.



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.

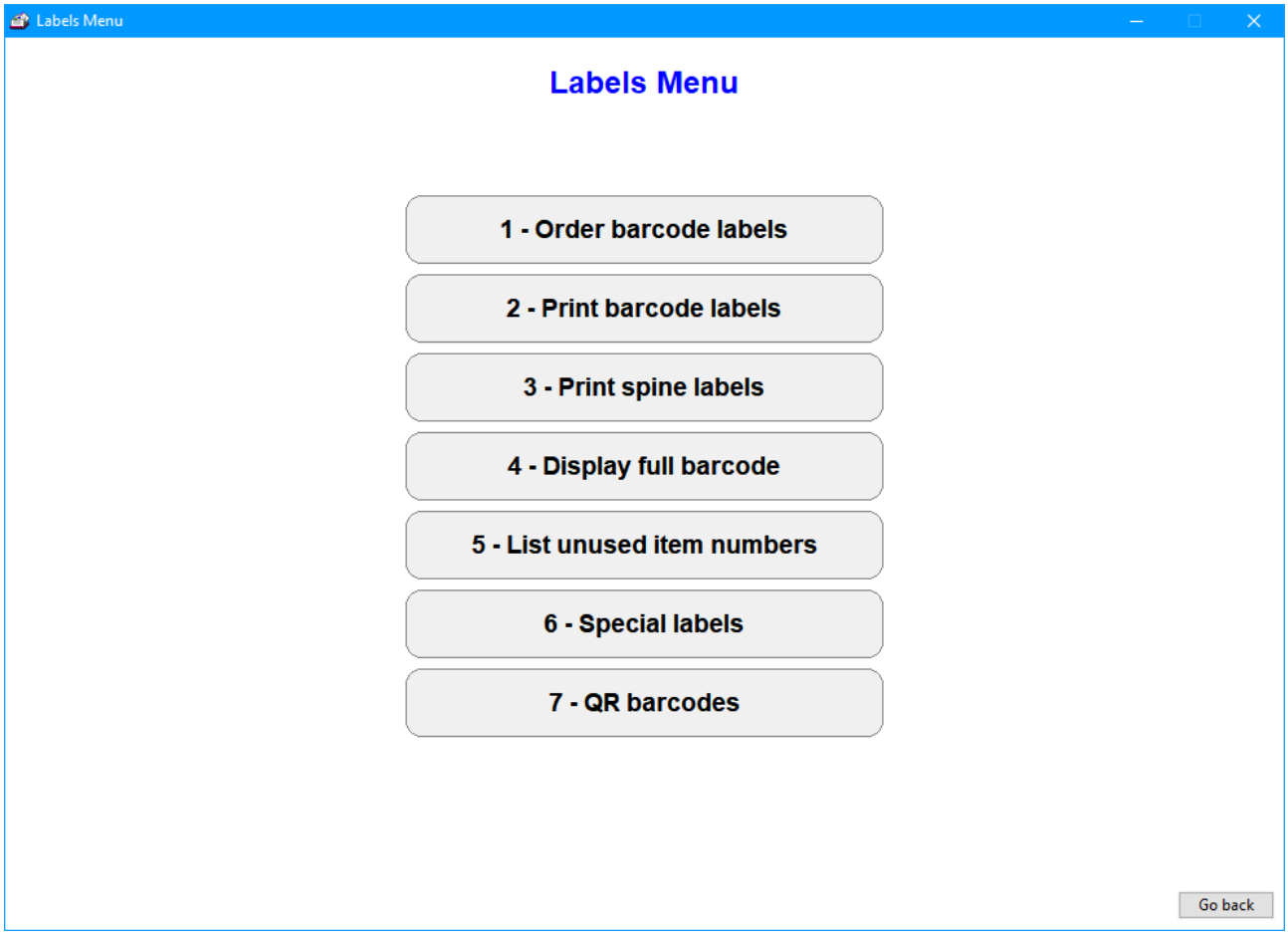


The filename is the name of the school plus the post code dot zip. The path where the file is located (Bookmark's location) is given. It is usually in the Documents folder.

Email this file to the email address provided for the survey.

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.



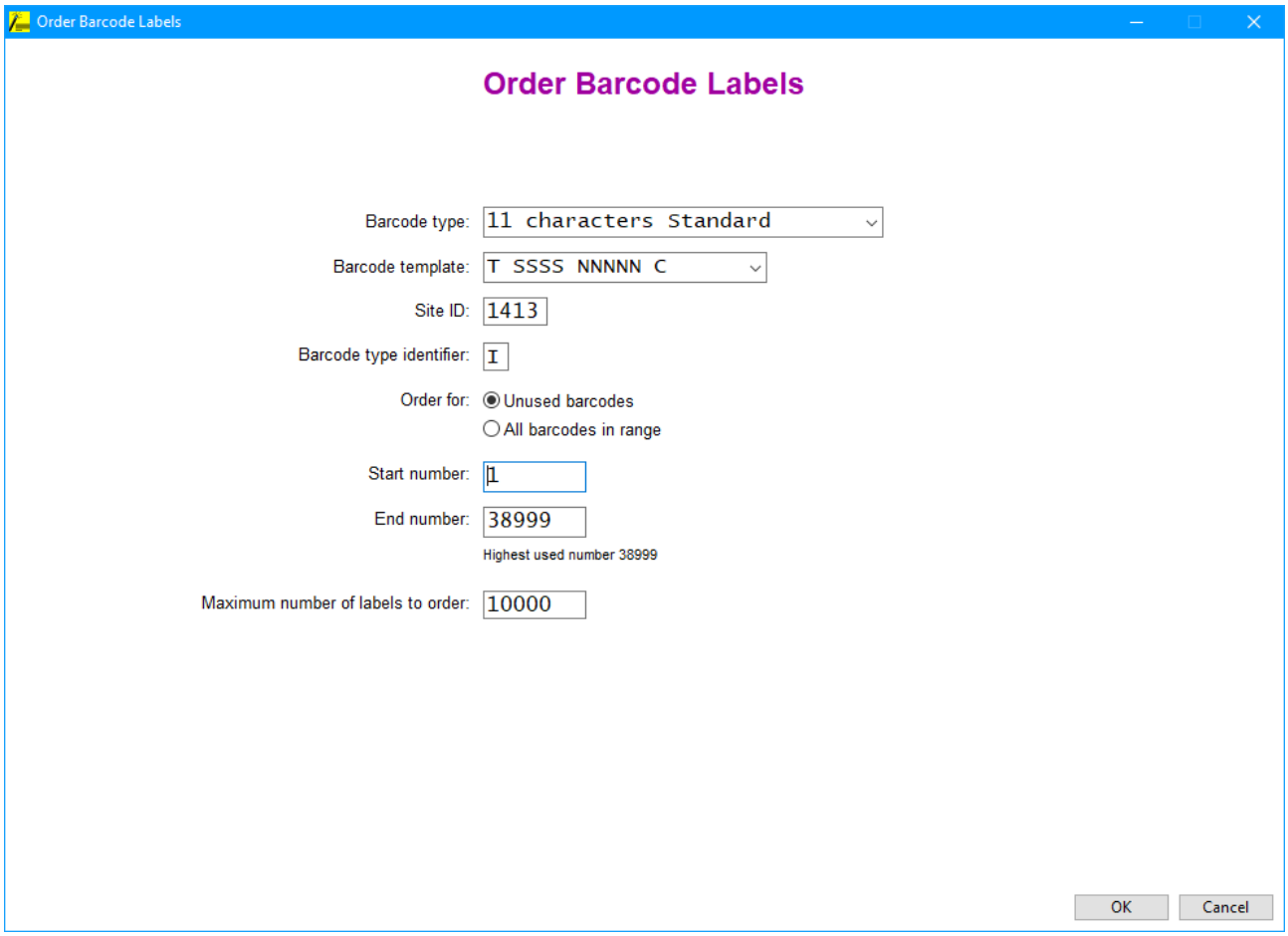
Order Barcode Labels

1 - 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.

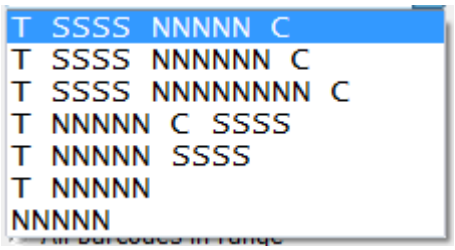
The "Order Barcode Labels" operation is used to produce this list in a text file.

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.



The correct style of your barcode labels 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.*

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. Can be from 5 to 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". It is not recommended to reused these numbers but to allocate new, higher numbers for each batch of labels.

- *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.

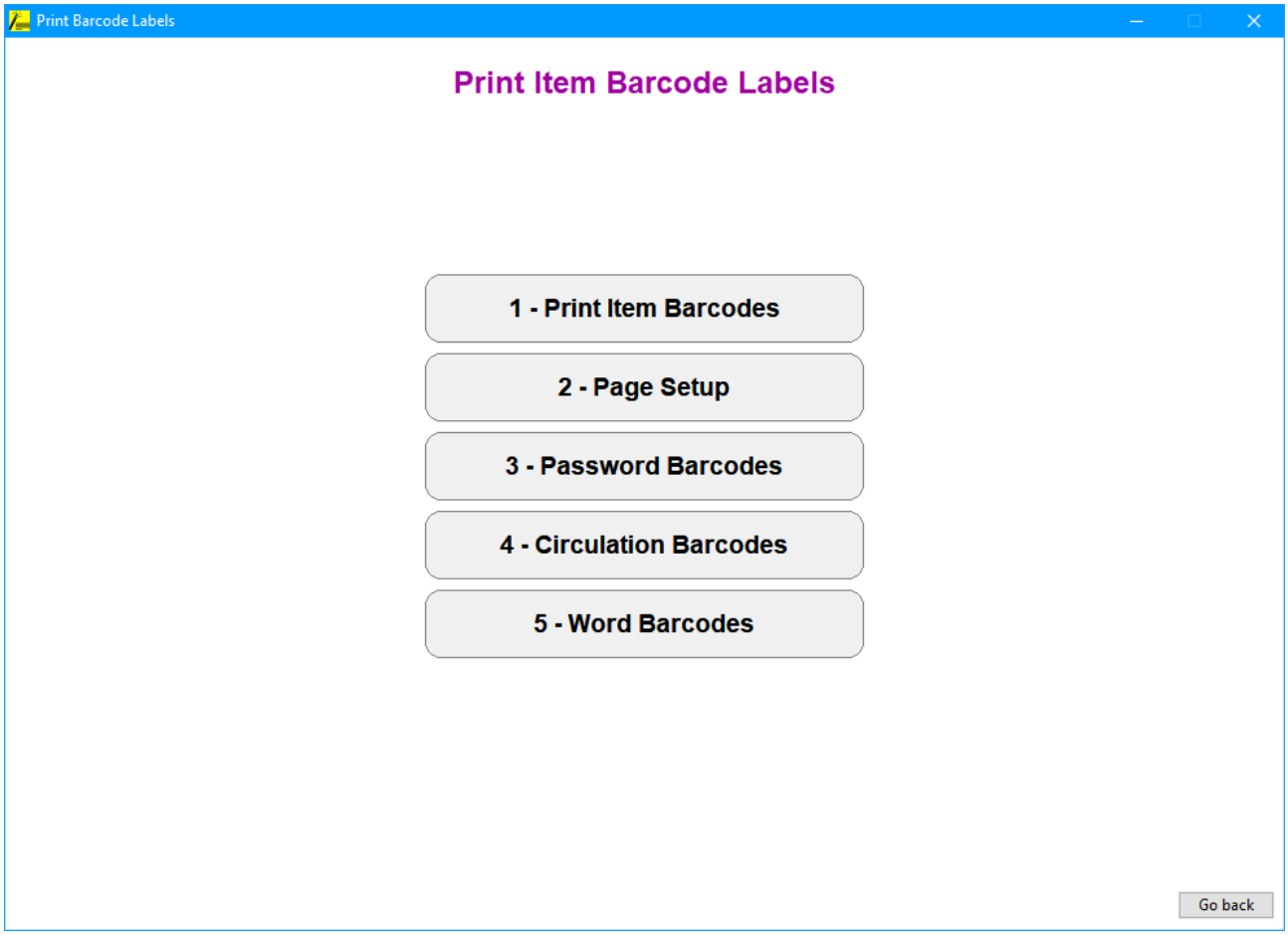
Number Range
You can specify the range of numbers used to generate the barcodes, the start and end values. The End value can be greater than the Highest Used Number.

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.

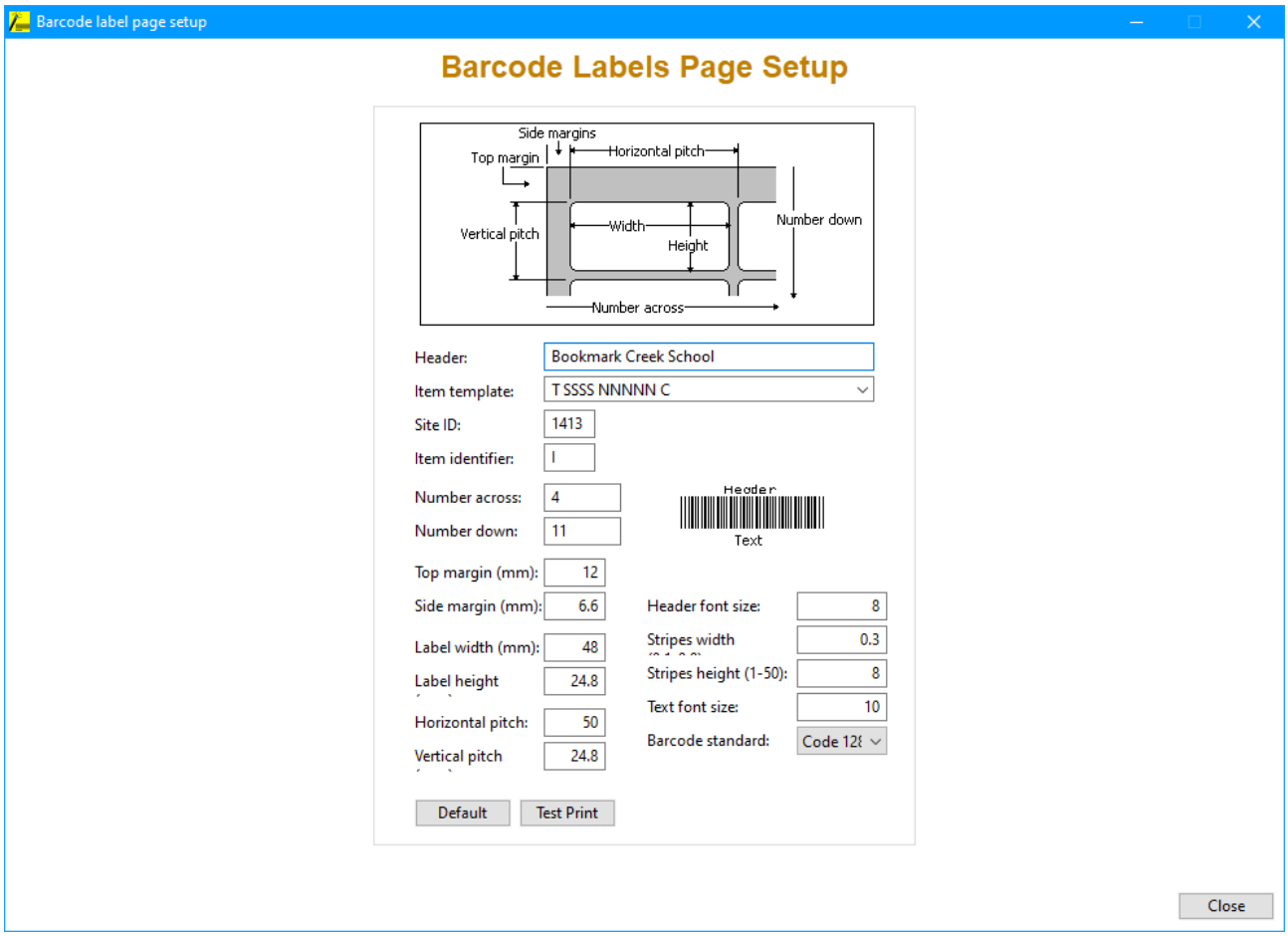
- Item barcodes
- Passwords as barcodes
- Circulation control commands as barcodes
- Special words or numbers



Page Setup

2 - Page Setup

Before printing any barcodes, it is necessary to visit Page Setup.



Header
This is the name of the school or institution or library. 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, it is usually the letter I. For 12 and 14 character lengths, it is usually the numeral 3.

Blank Barcode Sheets
Barcode labels can be printed on ordinary paper or sheets of blank peel-off stickers. 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 her 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.

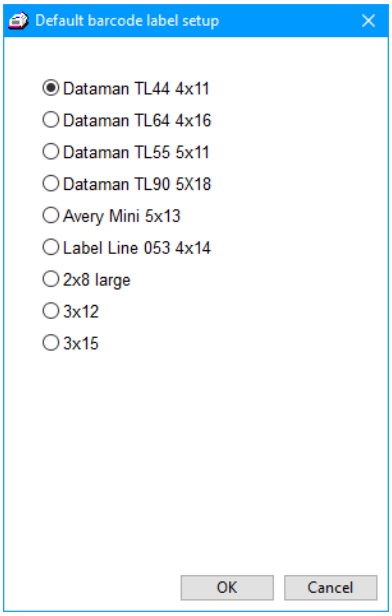
Stripes width
The number here determines how wide the stripes are. It is a decimal usually between 0.2 and 0.4. 0.25 to 0.3 is the average. The smaller the value, the narrower the stripes. If this value is too large, labels appear completely black. A very small change can have a large impact on size.

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

Text font size
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 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.

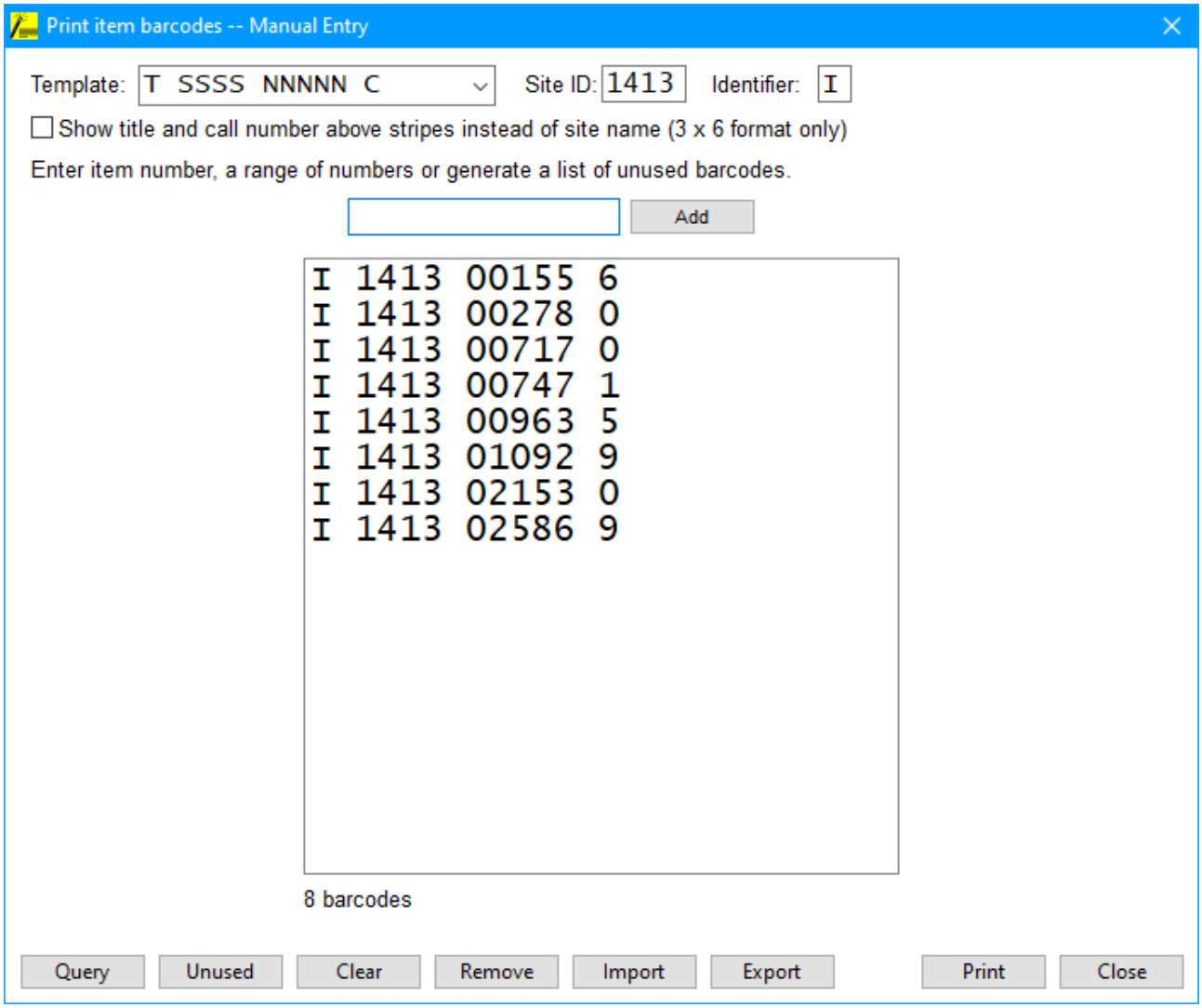
Test Print displays one sheet of barcodes using the settings. The *Zoom* function allows viewing the labels in larger formats. *Print* prints out one test page.

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

1 - Print Item Barcodes



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

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.

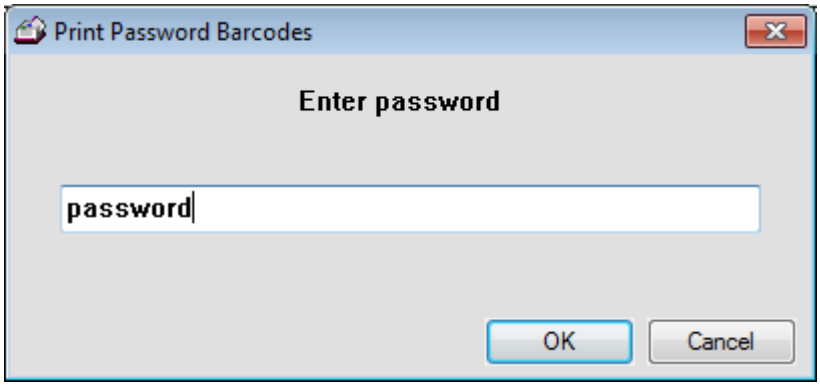
In addition, a full barcode can be scanned in order to print duplicate labels. A "full barcode" is considered to have 8 or more characters and is displayed "as is" rather than adjusted.

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

Password Barcodes

3 - Password Barcodes

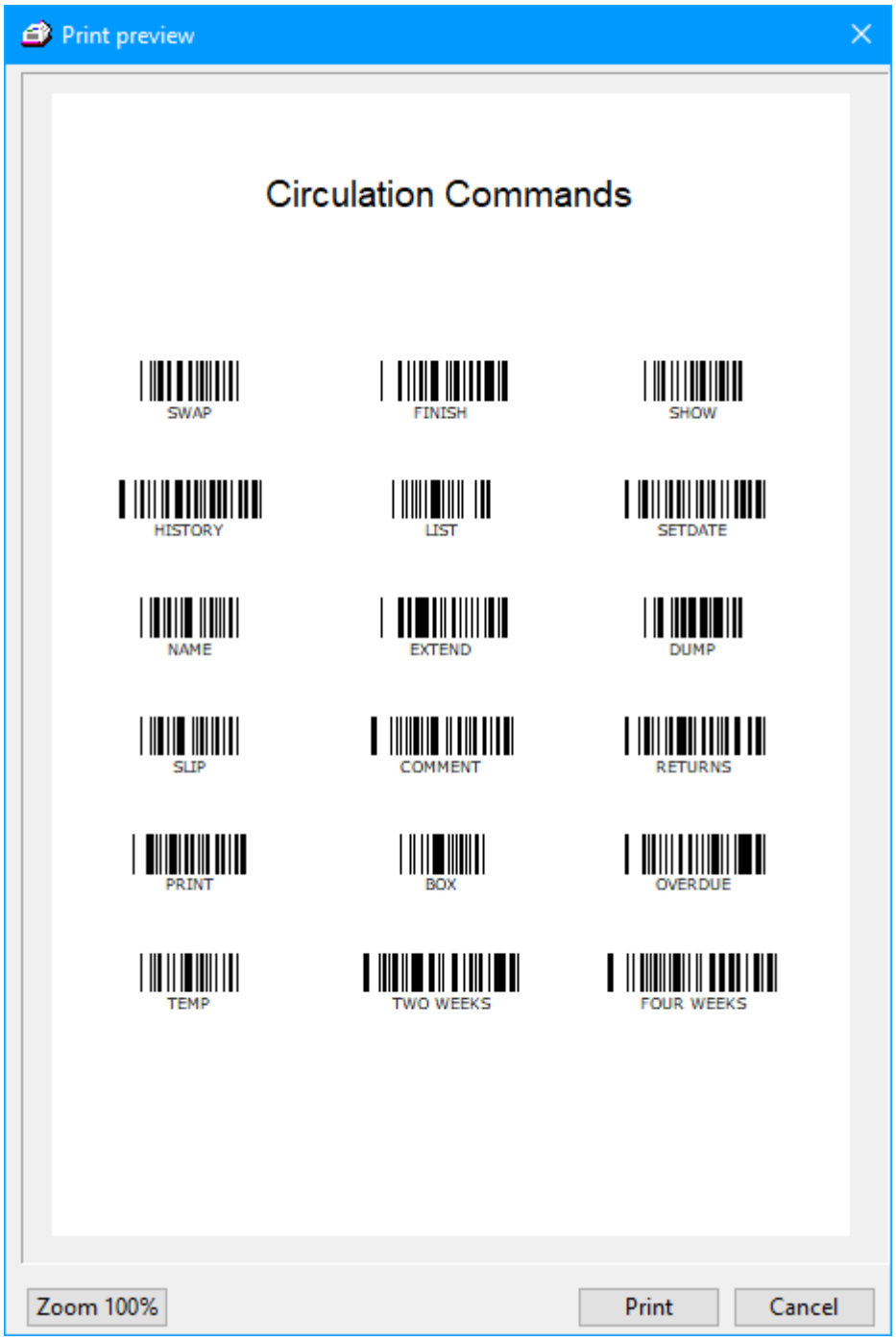
Type any word or phrase and a page of barcodes is printed. If the word is a password, a scanner can be used to enter it or the keyboard.



Circulation Barcodes

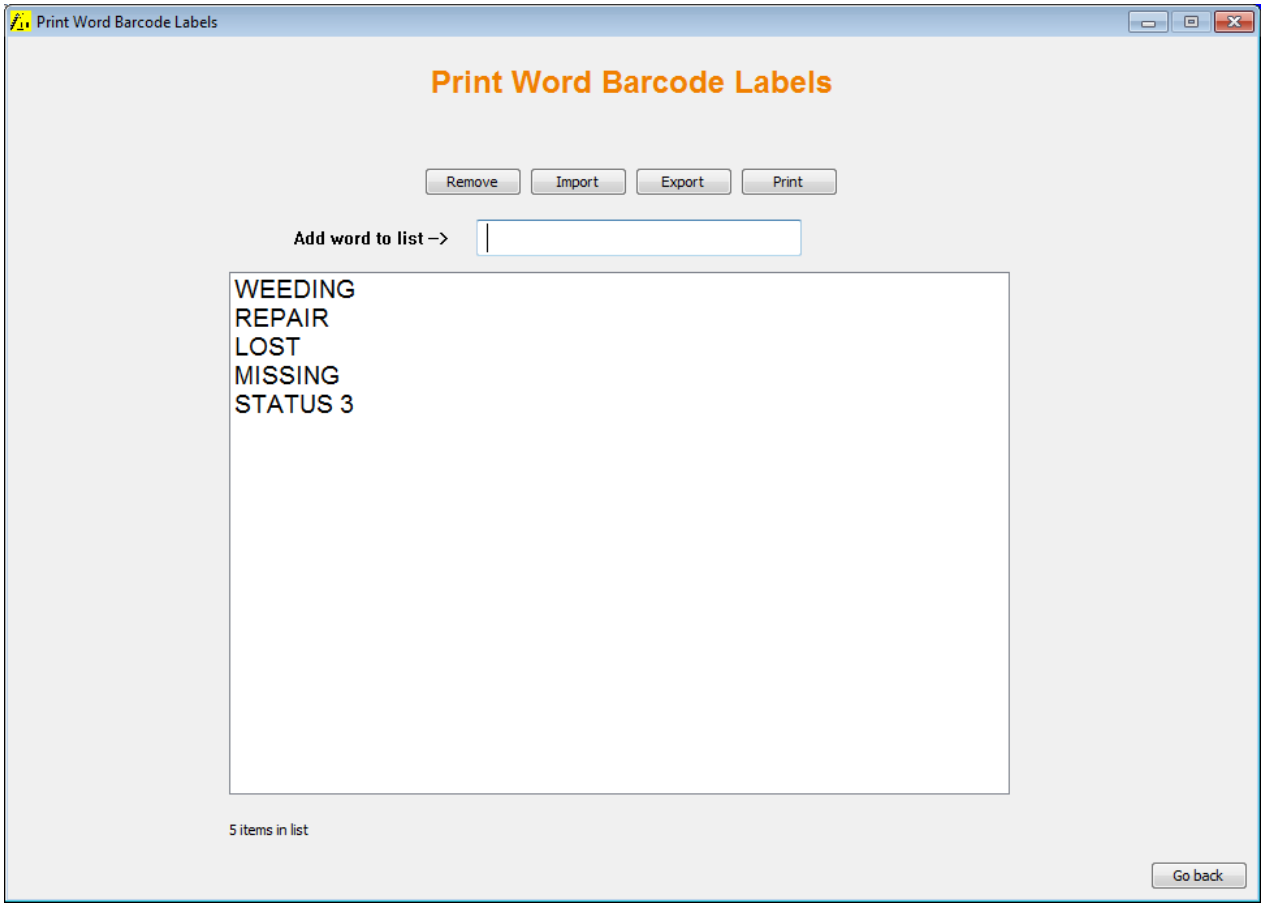
4 - Circulation Barcodes

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

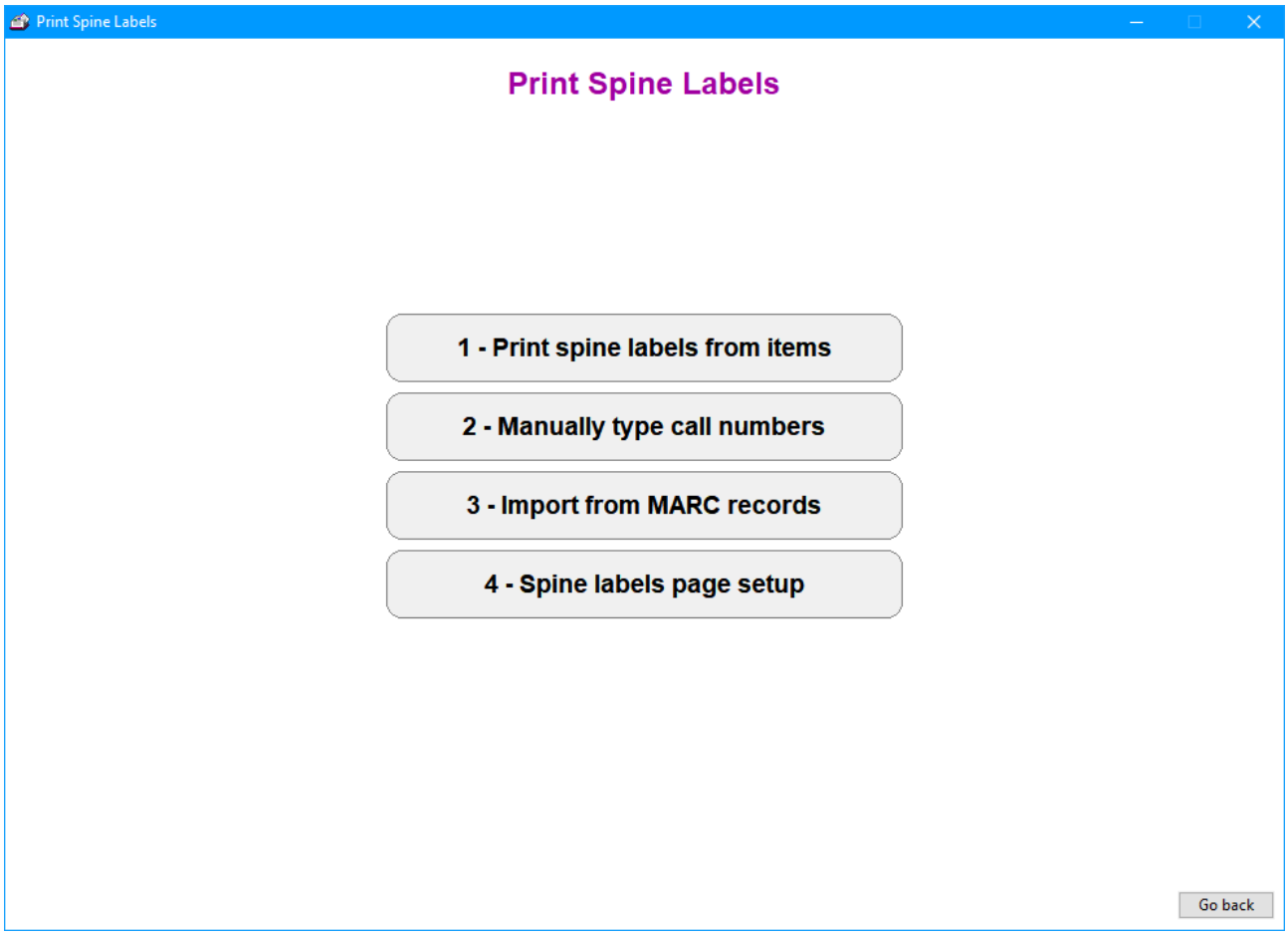
5 - Word Barcodes



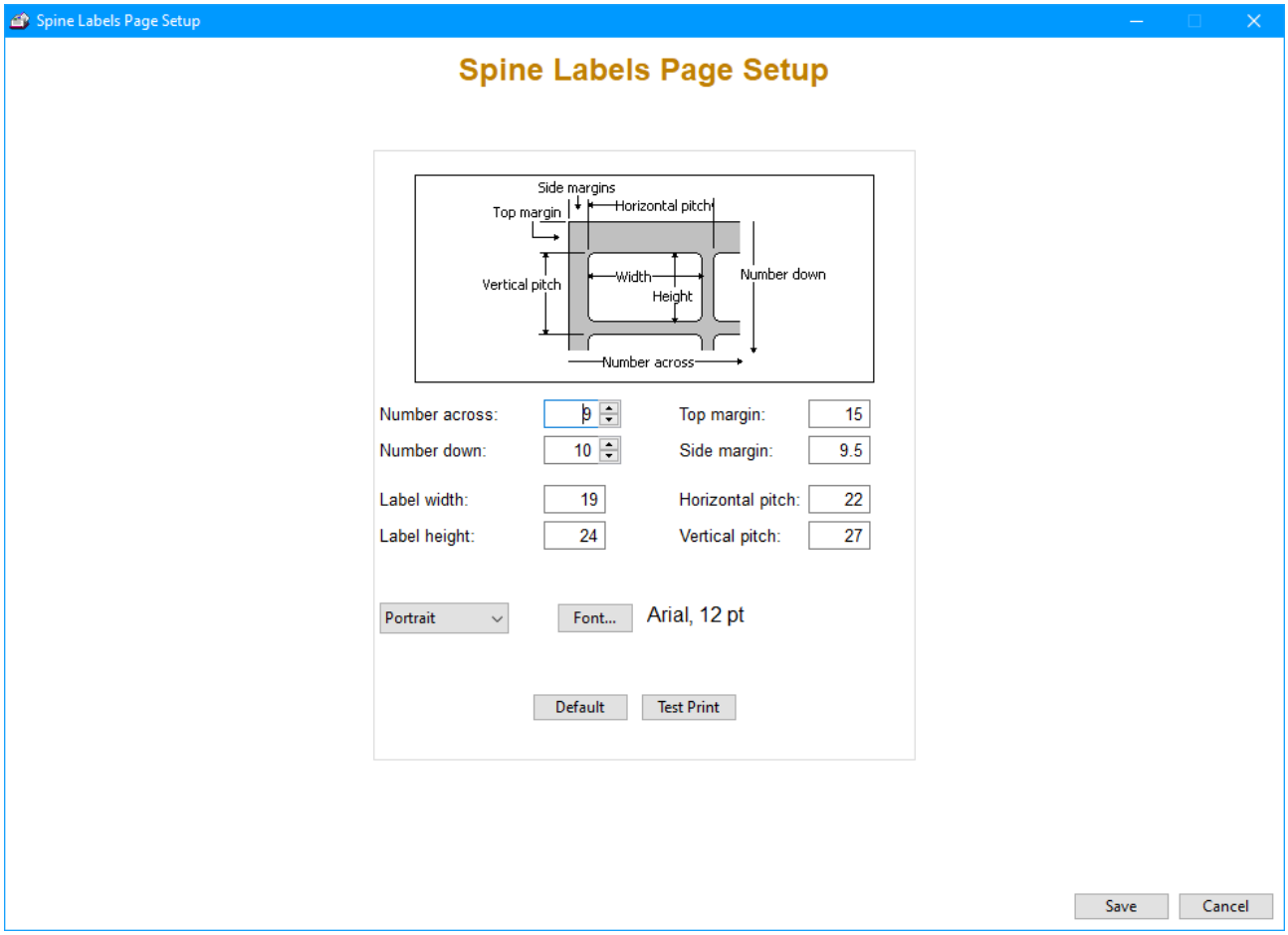
This function allows printing any list of words as barcode labels. These are printed in three columns. Just type in each word and press enter.

Print Spine Labels

Spine labels are stick-on labels containing call numbers. They are normally applied to the spine area of books. Bookmark can also print other types of labels.



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.

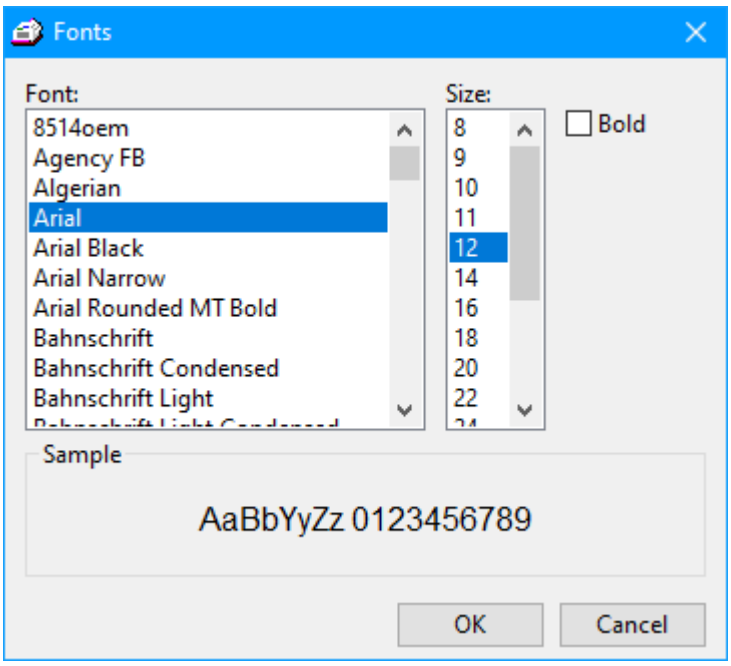
Label height
The height of each label in millimetres. Decimals can be entered.

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.

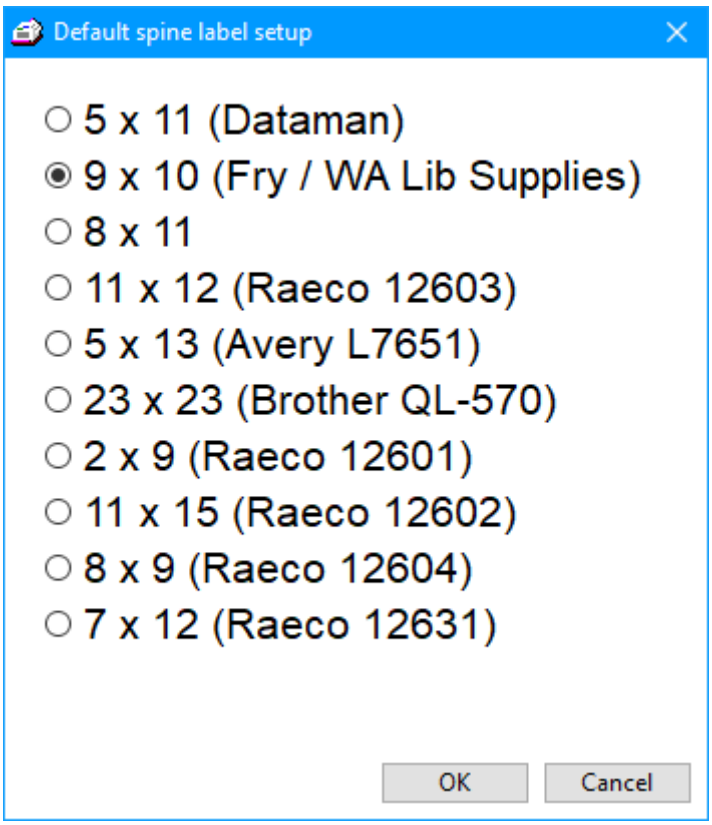
Horizontal pitch
The height of one label plus the gap between columns in millimetres.

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.



Default

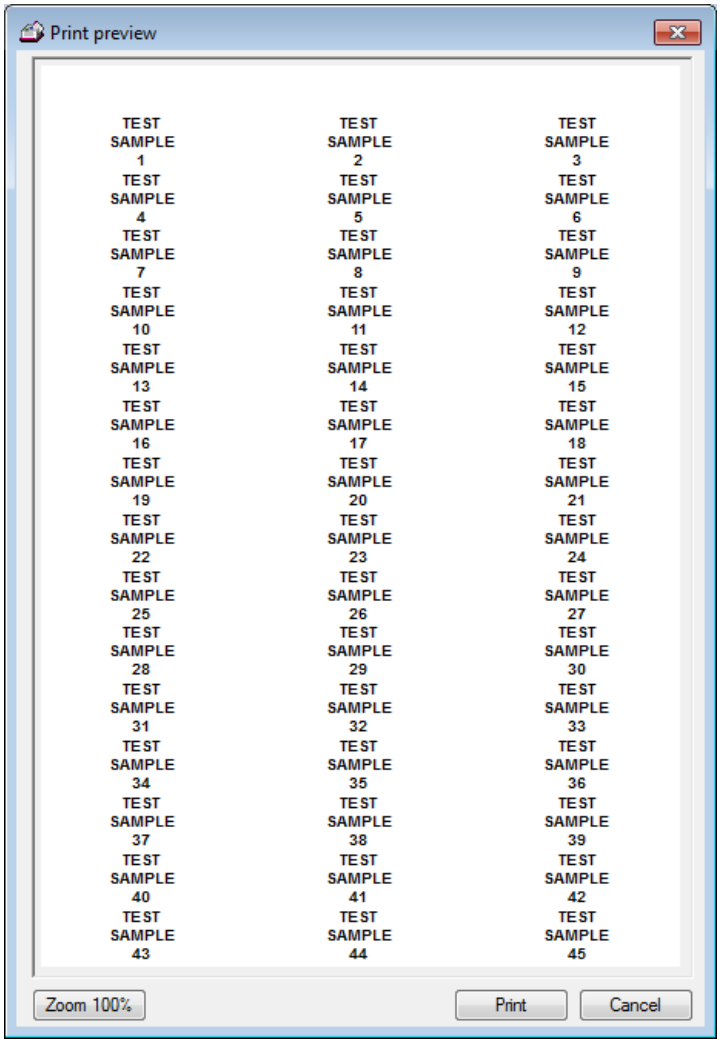
Settings for common blanks are offered. Selecting one changes the values.


Default spine label setup
5 x 11 (Dataman)
9 x 10 (Fry / WA Lib Supplies)
8 x 11
11 x 12 (Raeco 12603)
5 x 13 (Avery L7651)
23 x 23 (Brother QL-570)
2 x 9 (Raeco 12601)
11 x 15 (Raeco 12602)
8 x 9 (Raeco 12604)
7 x 12 (Raeco 12631)
OK
Cancel

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.

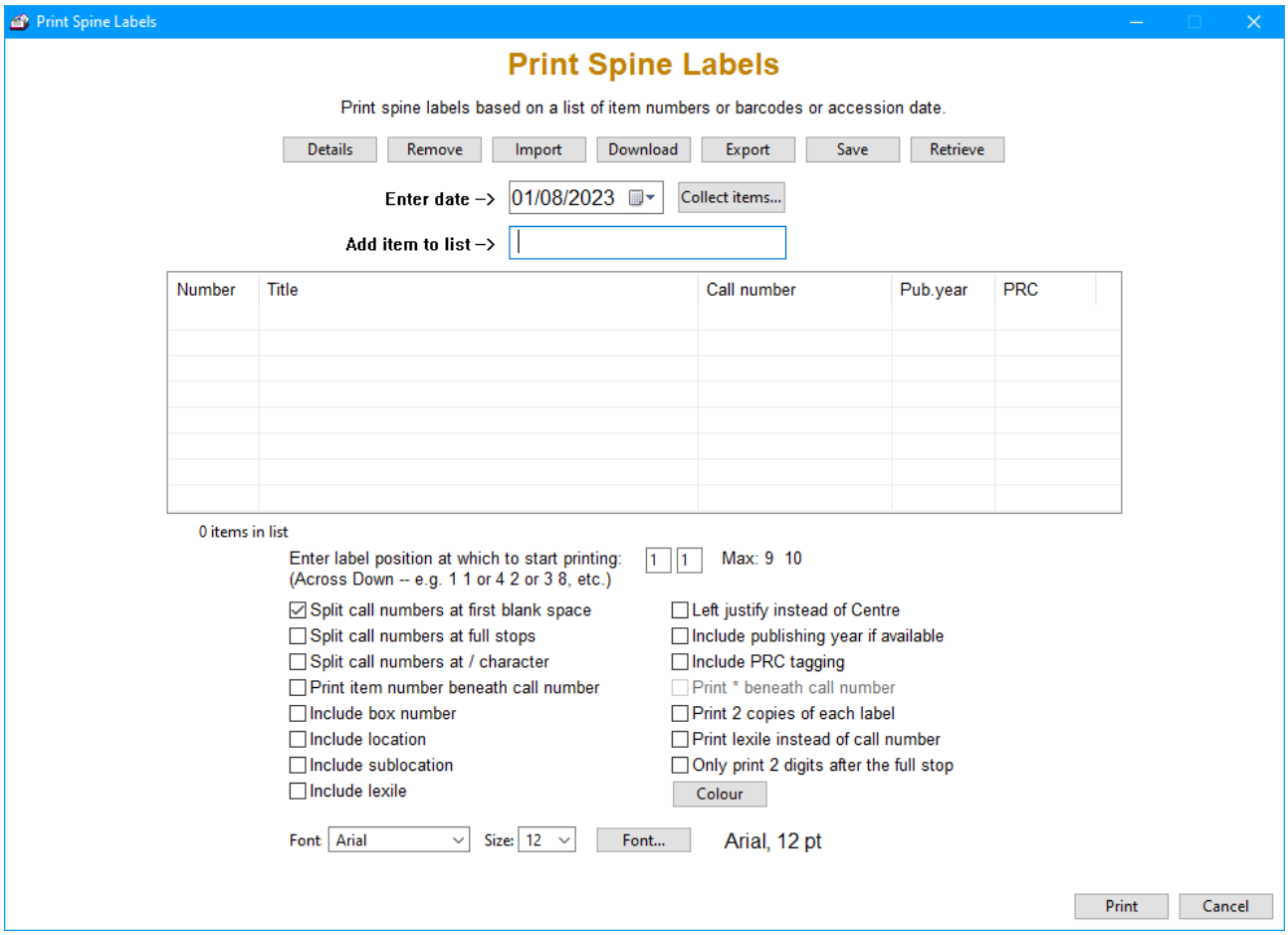
A preview of the test page is displayed first. Note this image is not 100% accurate and the actual printout can vary slightly.



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

1 - Print spine labels from items



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.

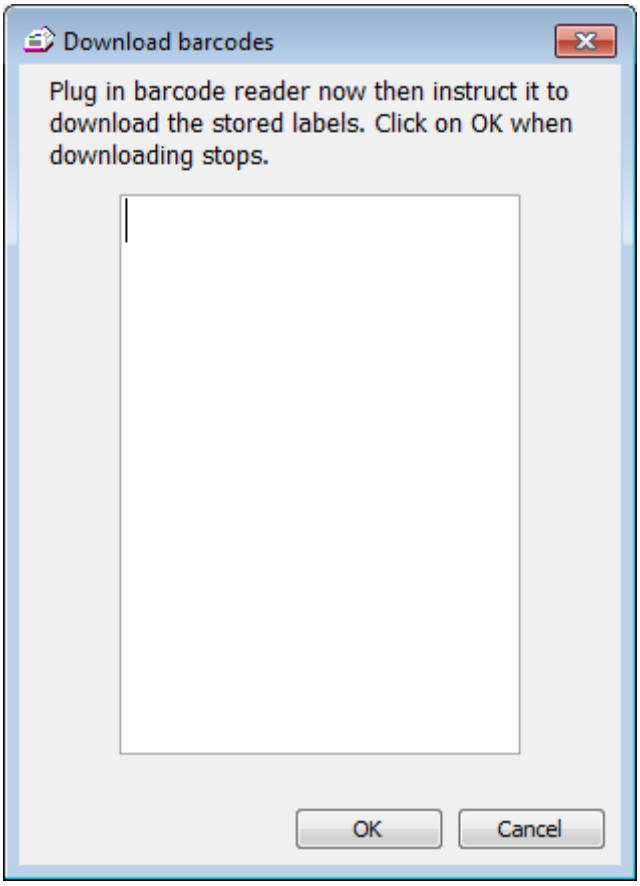
You can also enter a range of item numbers. Type the lowest value then a dash then the highest, e.g. 500-575. All items within the range are collected and listed.

Only items with call numbers are 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.

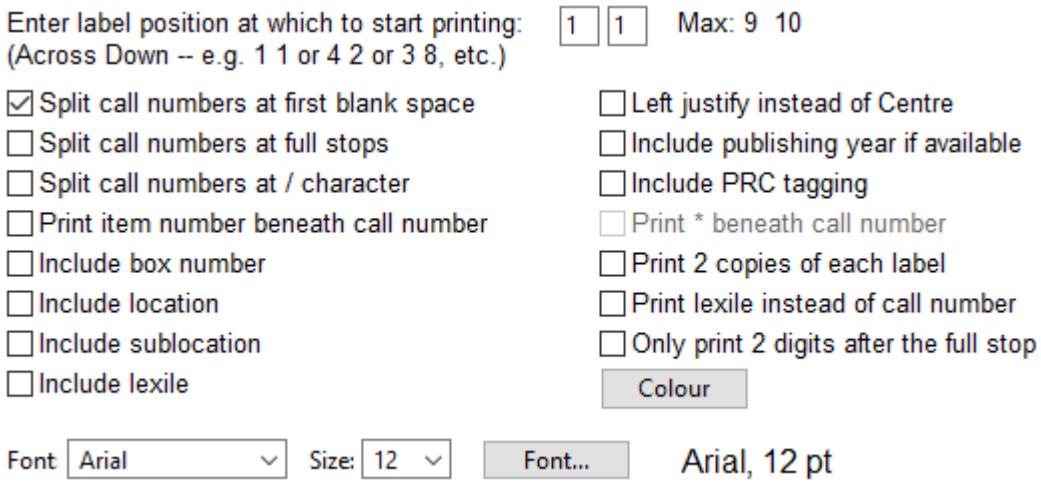
Import
This function reads a list of barcodes or item numbers from a text file. The file may have been created by scanning barcodes on a Laptop into Notepad and saving. Locate the file and open.

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.

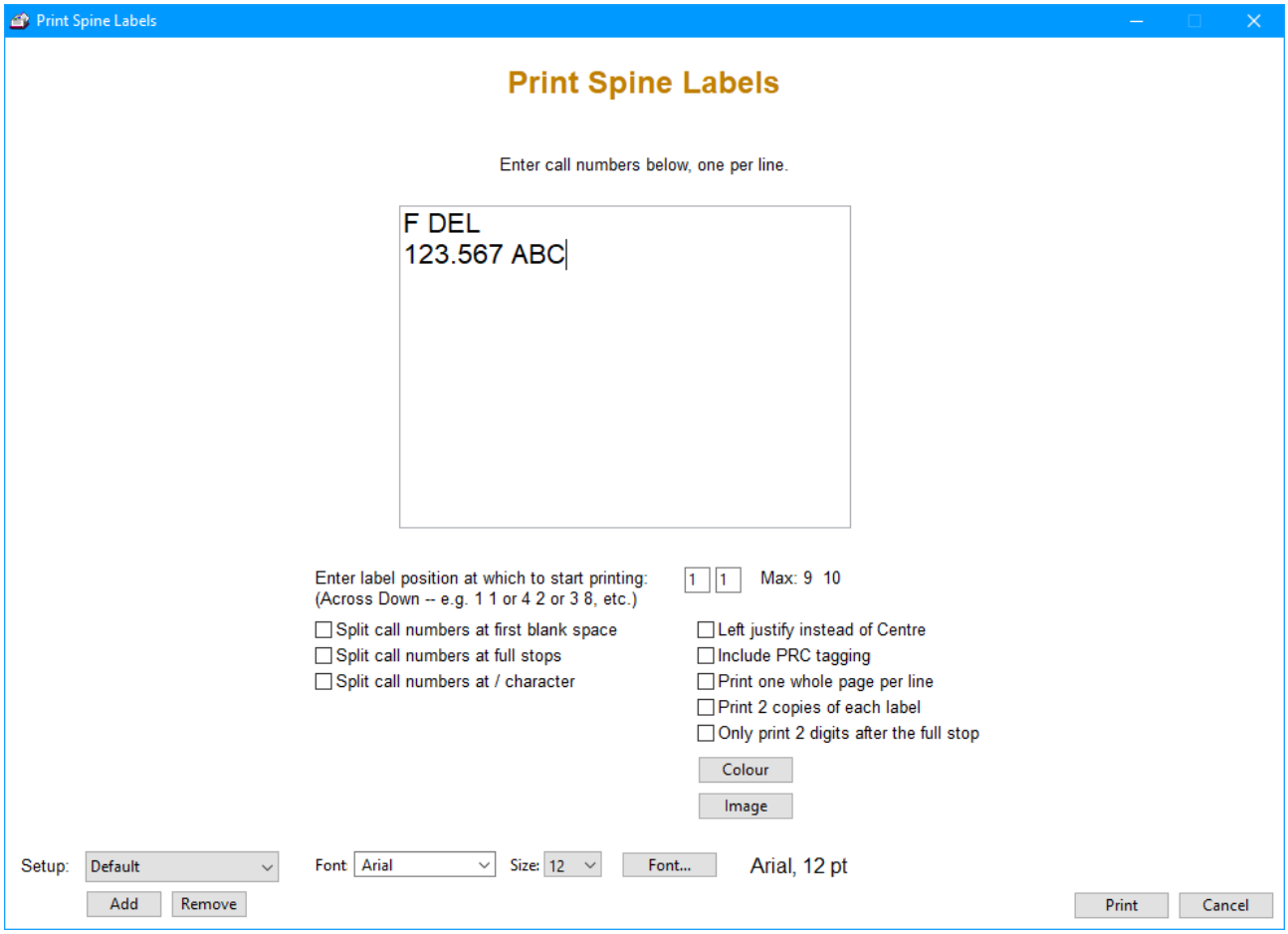
Colour
The colour button allows setting a colour that will apply to printing all the spine labels. It affects the letters only, not the background.

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.

2 - Manually type call numbers

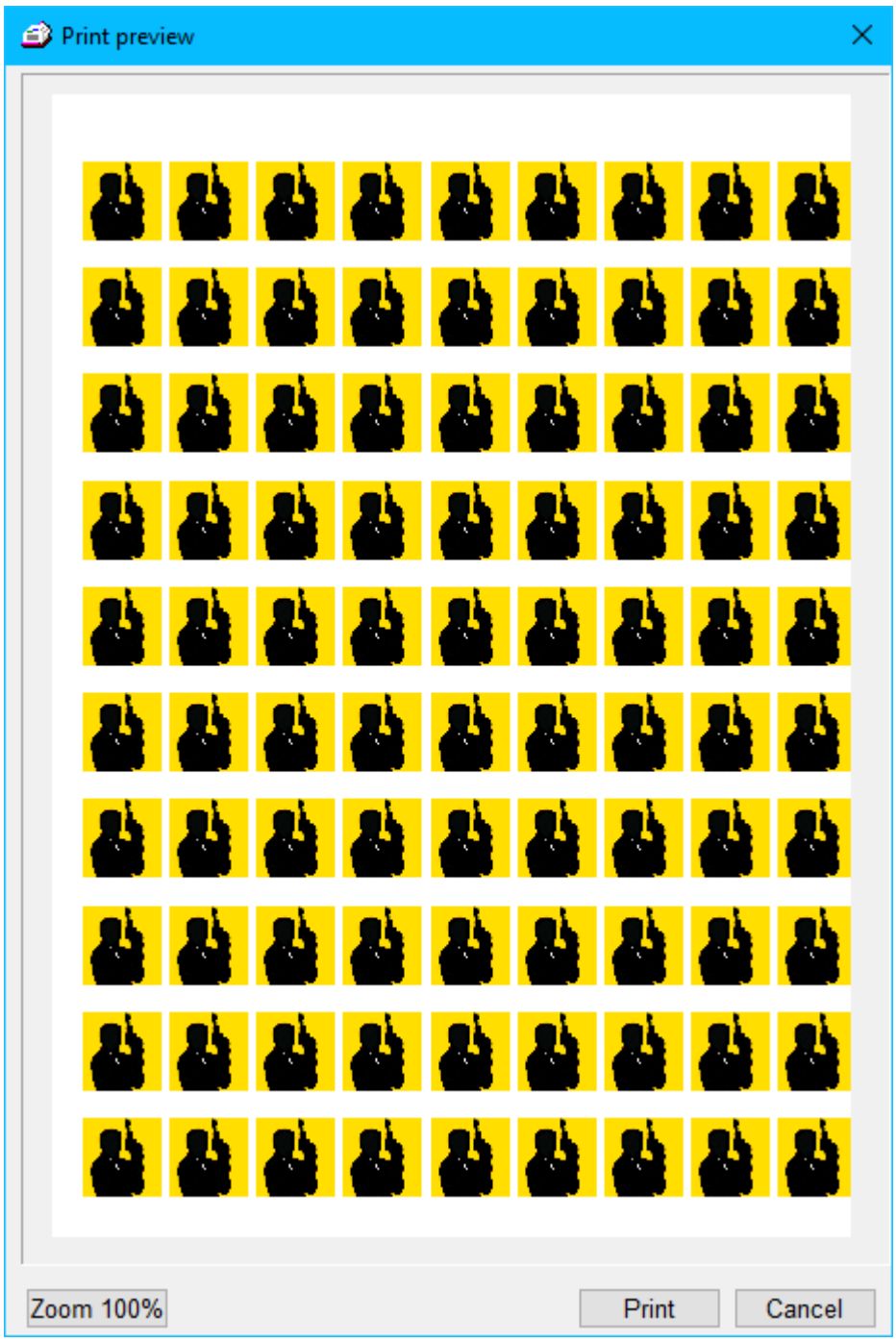
With this operation, you can type in the actual call numbers, one per line. (Press enter after each.)



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.

The Image button can be used to print one page of a picture.



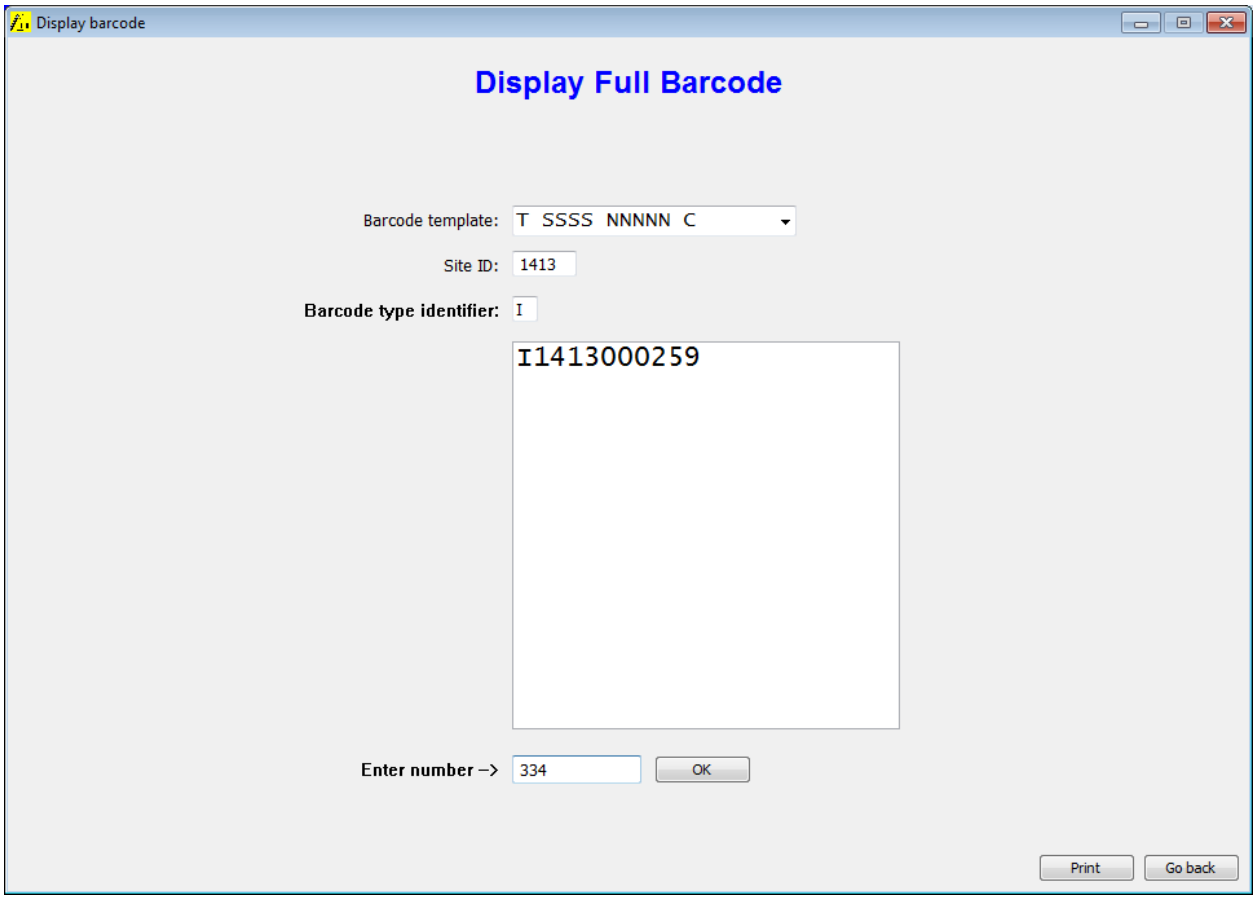
Setup

A spine label configuration can be saved as a “Setup”. Click on Add and give it a name.

This allows for different arrangements of spine labels that can easily be recalled and reused.

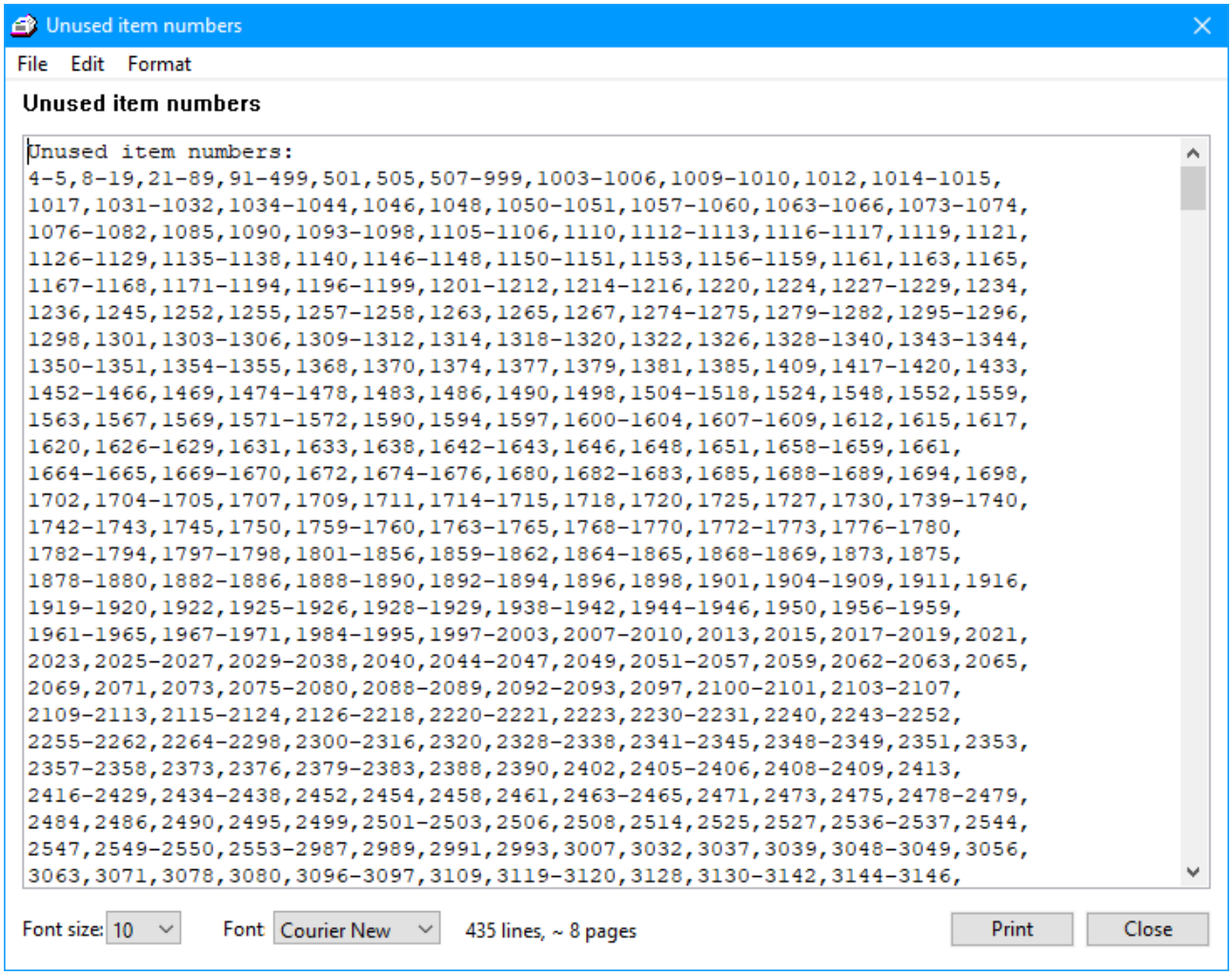
Display Full Barcode

4 - Display full barcode



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

List Unused Numbers



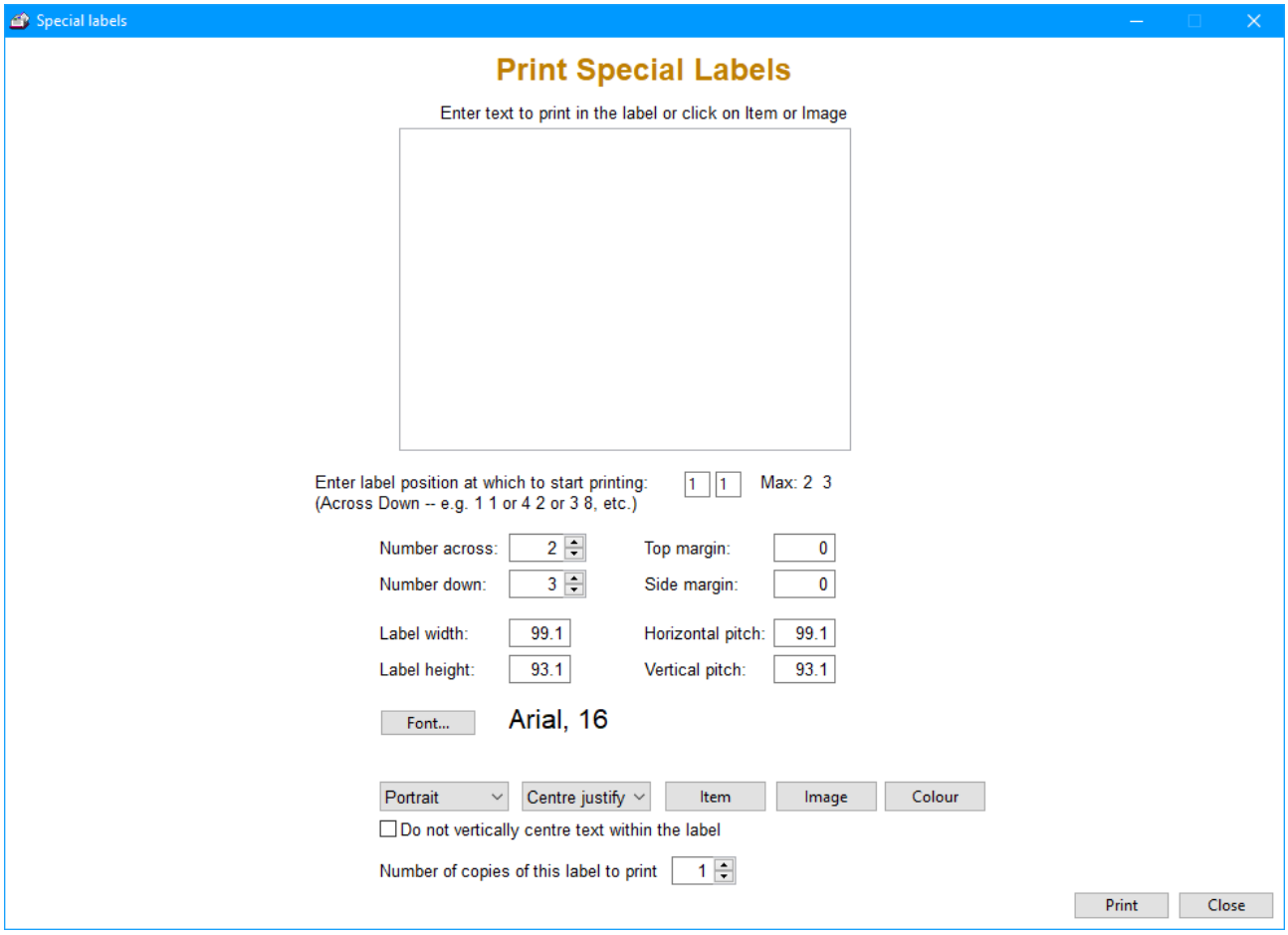
The database is scanned and a report listing every unused item number is displayed. This is an editable window. You can highlight and delete, shift things around, and type. Whatever is displayed is printed.

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.

Special Labels

6 - Special labels



This funciton can be used to print a page of labels. The labels can be either text or an image.

QR Barcodes

7 - QR barcodes

QR or ‘2D’ barcodes can be printed here.

Data from items can be brought in.

Or any text you wish the barcode to contain can be entered in the “Text” box.

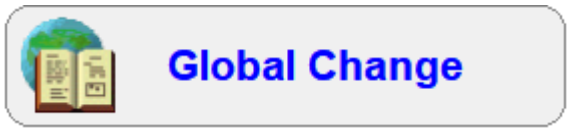
Click on Add to List to add the barcode.

Multiple barcodes can be added to the list and printed.

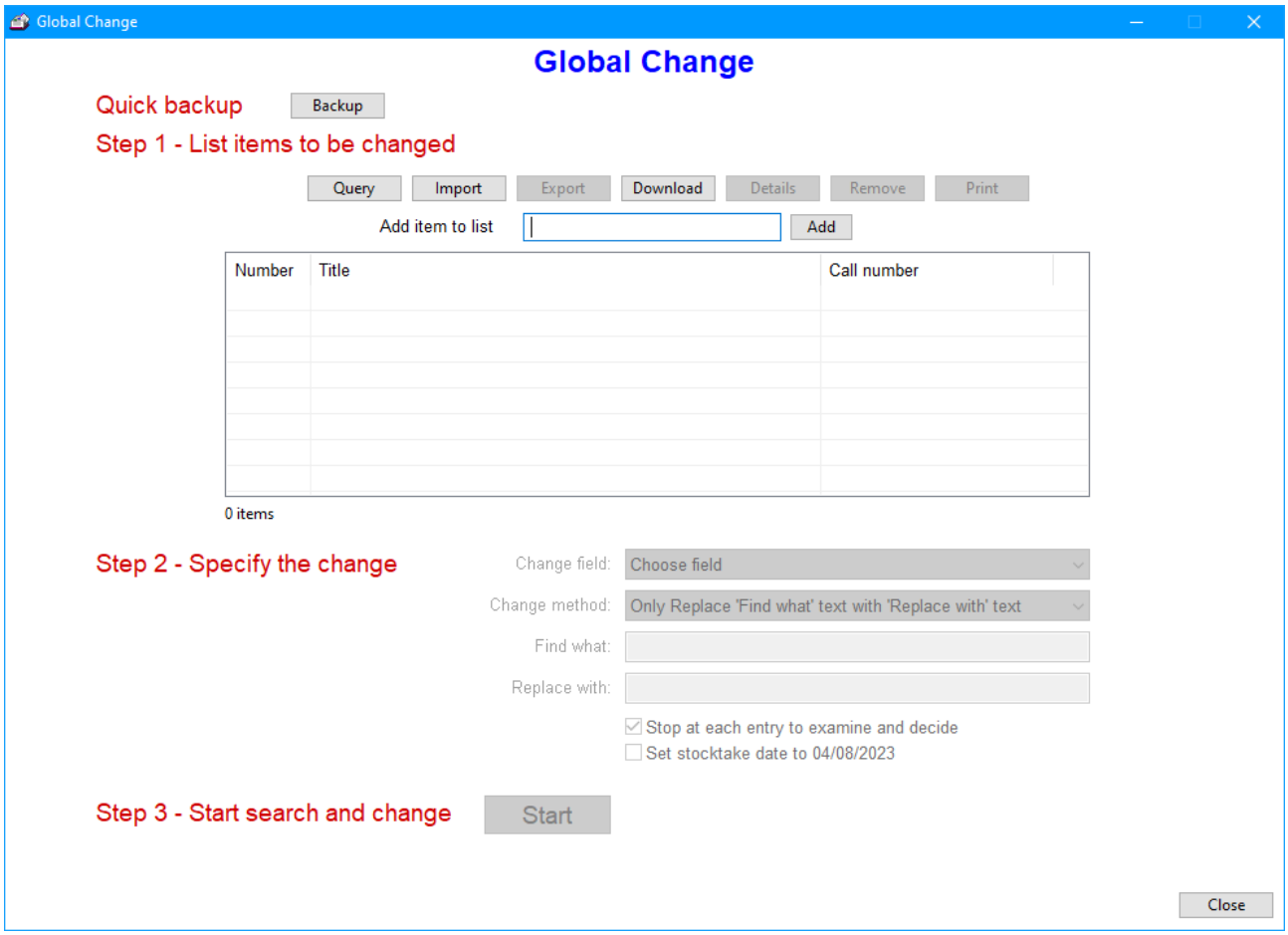
The Page Layout allows for several different combinations. These determine both the maximum size of the barcode as well as the number on a page.

QR barcodes cannot contain image or sound data, only text. They can contain a URL.

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.

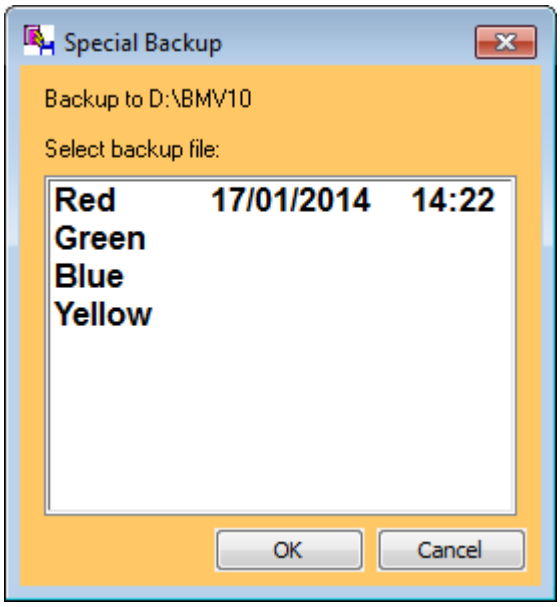


Some examples of Global Changes might be:

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.

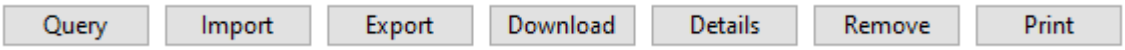
Special Backup

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, immediately 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.



Step 1 – List Items to be Changed

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



- Barcodes of Items can be 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)

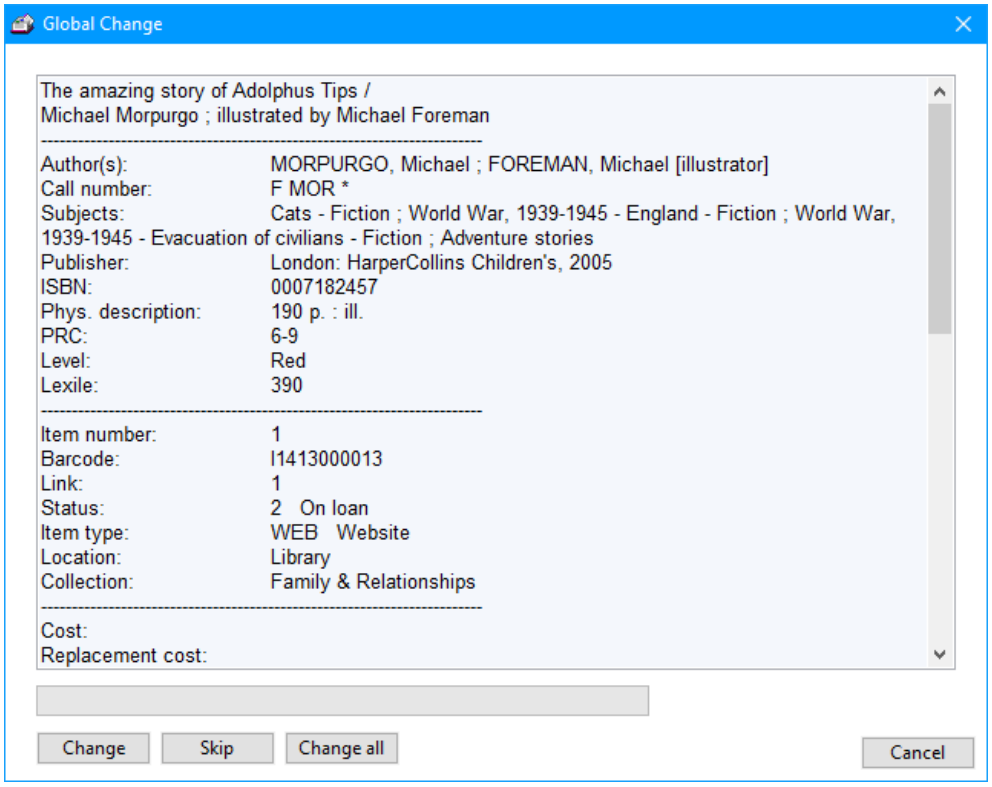
5. Remove ‘Replace with’ text from the field.

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 of 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.

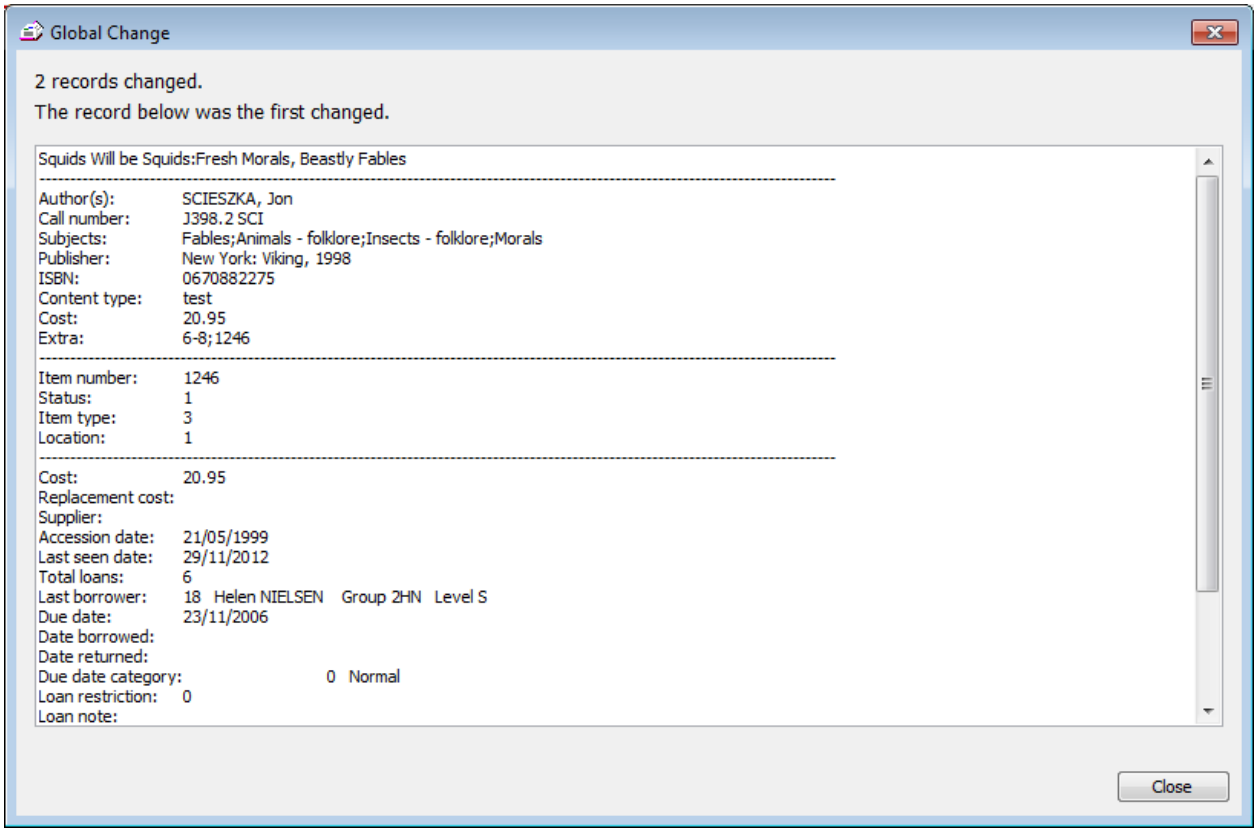
Click on *Change* to make the change to that item. This choice and the next can be used to vet items to see if any need not be changed.

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

Click *Change all* to change all items without stopping. Everything in the list is changed.

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).

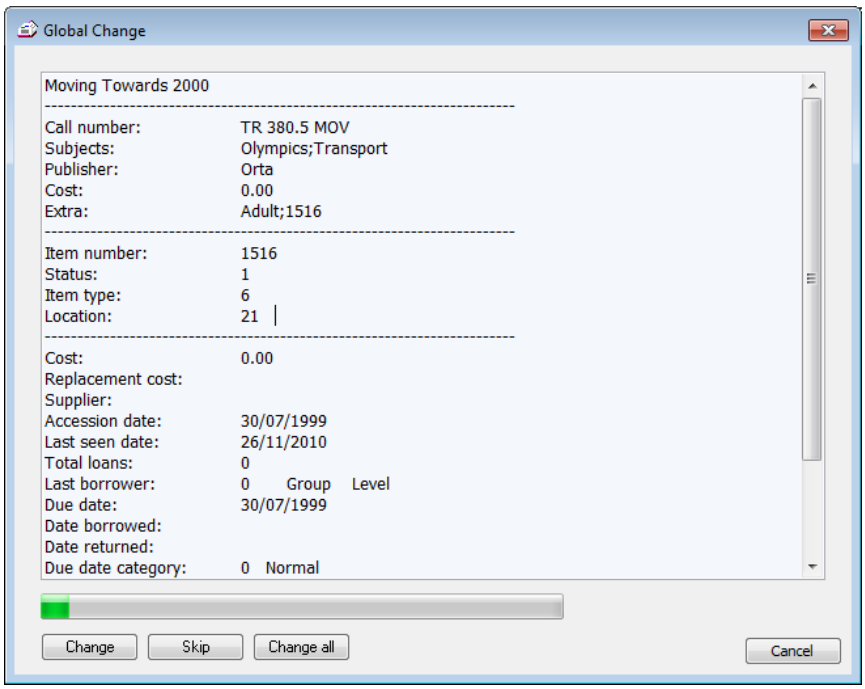
Step 1: Do a Query for Subjects Contains olympics or similar to list all items about the Olympics in Global Change. Tip: export the list so it is easy to change back by importing.

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.

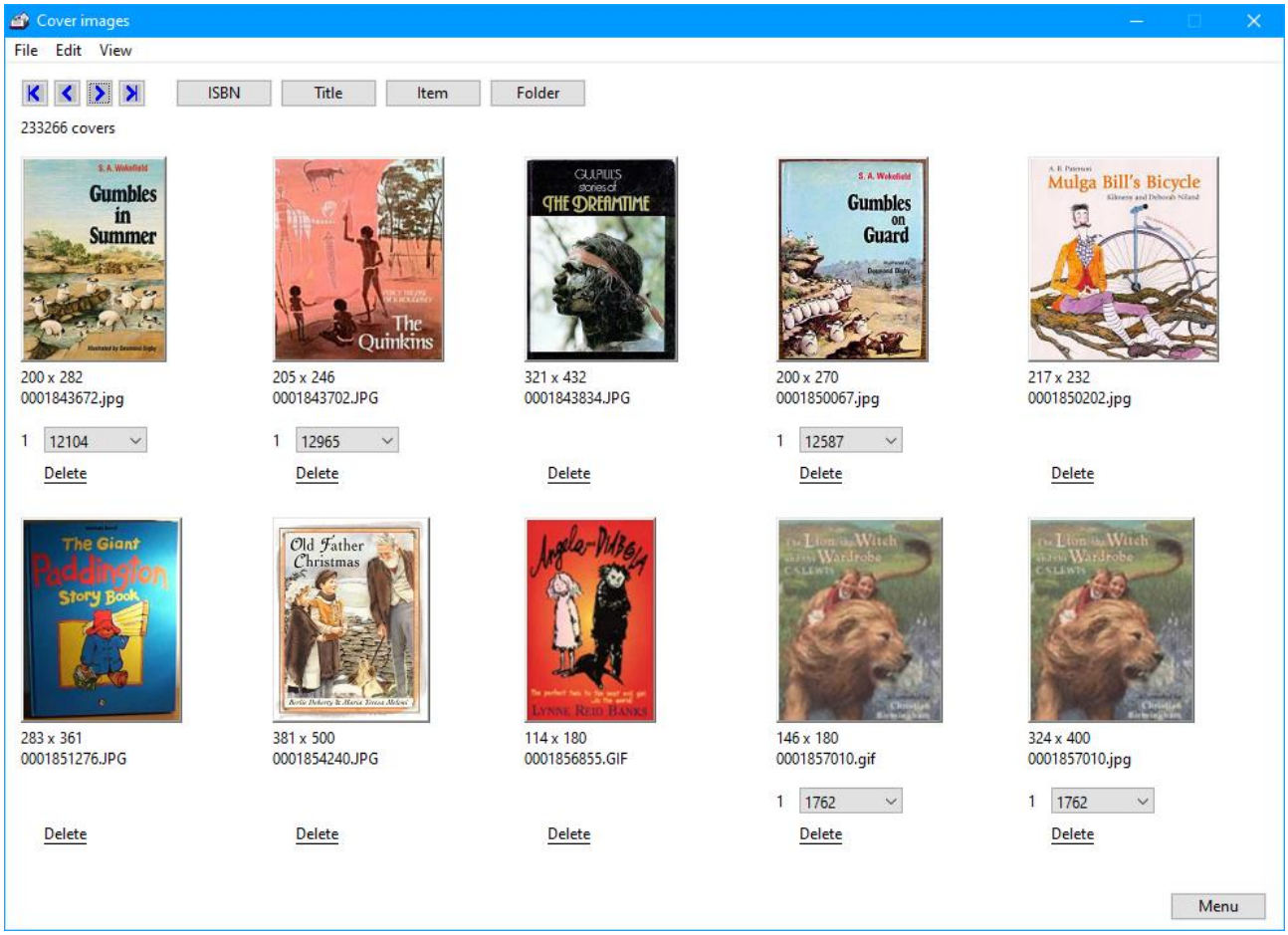
Because Author has an authority file, when this global change is complete, the author authority file should be rebuilt. This also applies to Series and Subjects. In many cases, it is better to make the changes in the Authority File area rather than use Global Change.

Covers and Images

Examine Images

1 - 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.

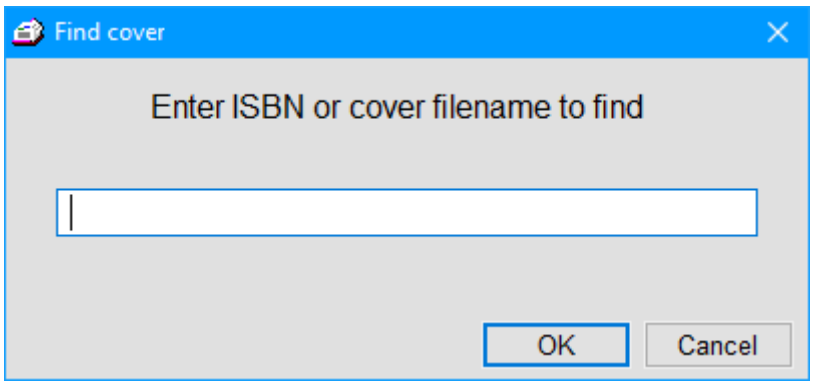


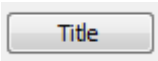
Each image shows its resolution in pixels across x pixels down (128 x 180 for example), the filename and the file extension identifier (.jpg, .gif, .bmp, .png).

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.

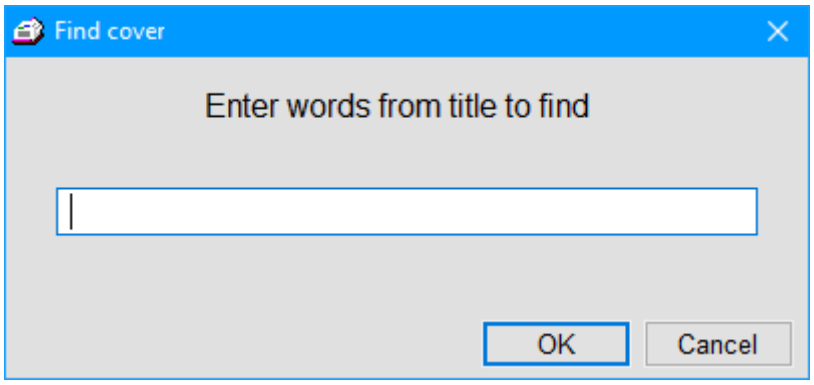
Covers with an ISBN as the filename are automatically shown with items if the item has the same value entered as the ISBN. However, it is possible for covers to have other filenames as well. In this case, Bookmark matches using the "Cover" field in cataloguing, on the lower right side of the Add/Edit window. 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 over the ISBN.

The ISBN button allows locating a cover by its ISBN.

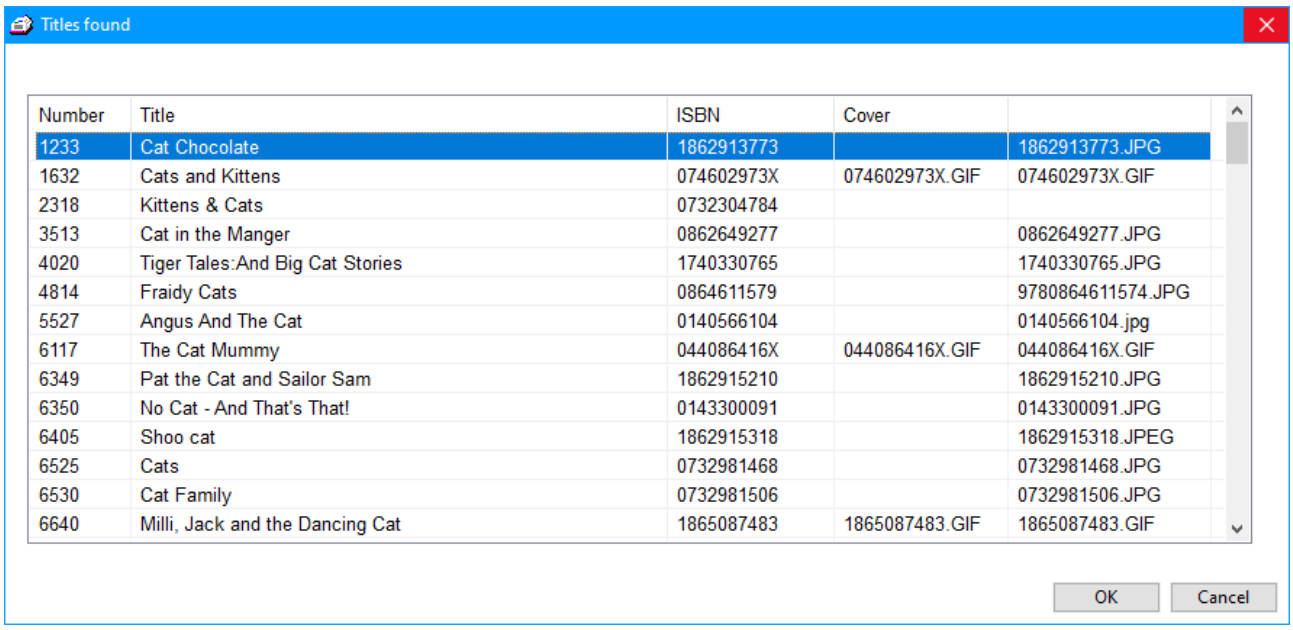




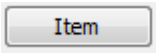
To locate a cover by a title, enter a word or two from a title.



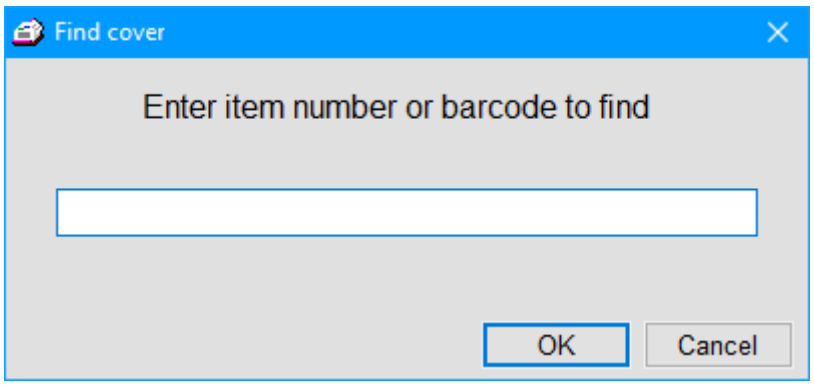
Then select the title from the list.



Number	Title	ISBN	Cover	
1233	Cat Chocolate	1862913773		1862913773.JPG
1632	Cats and Kittens	074602973X	074602973X.GIF	074602973X.GIF
2318	Kittens & Cats	0732304784		
3513	Cat in the Manger	0862649277		0862649277.JPG
4020	Tiger Tales:And Big Cat Stories	1740330765		1740330765.JPG
4814	Fraidy Cats	0864611579		9780864611574.JPG
5527	Angus And The Cat	0140566104		0140566104.jpg
6117	The Cat Mummy	044086416X	044086416X.GIF	044086416X.GIF
6349	Pat the Cat and Sailor Sam	1862915210		1862915210.JPG
6350	No Cat - And That's That!	0143300091		0143300091.JPG
6405	Shoo cat	1862915318		1862915318.JPEG
6525	Cats	0732981468		0732981468.JPG
6530	Cat Family	0732981506		0732981506.JPG
6640	Milli, Jack and the Dancing Cat	1865087483	1865087483.GIF	1865087483.GIF



Covers to can be located by the item's barcode or number.



Import Images

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.

Download Covers

This function downloads book cover images that match ISBNs without associated image files. The images can be downloaded from three different sources. Thousands of covers can be quickly collected. The main source is the fastest. The alternate sources may yield fewer cover images than the main source, and can be much slower searching, but they may also find images not held on the main source.

Note: in AddEdit Items or Import MARC Records, the F8, F12 and F11 keys can download an individual cover.

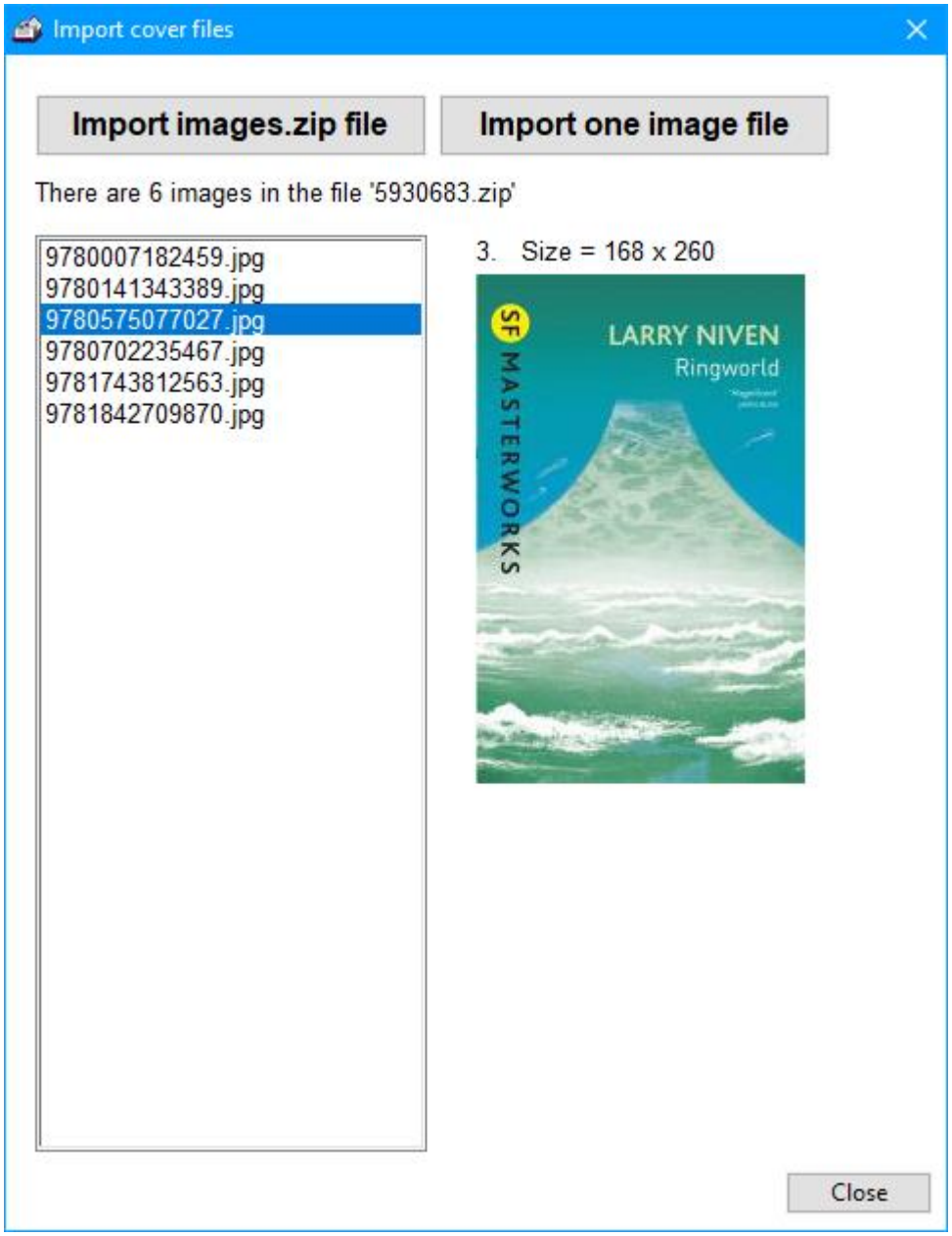
Upload Covers to CPAC

Emailed overdue notices in HTML format require book cover images to be available on an Internet webserver. This option uploads images from your system to the Covers folder on the CPAC webserver. A CPAC site is not required to do this.

Import Covers

4 - Import Covers

This function can import cover images from a downloaded SCIS zip file or any image file.



Note: in AddEdit items, the … ellipsis button to the right of Cover also copies a cover image from where-ever it has been saved into Bookmark's Covers folder.

Mass order from SCIS

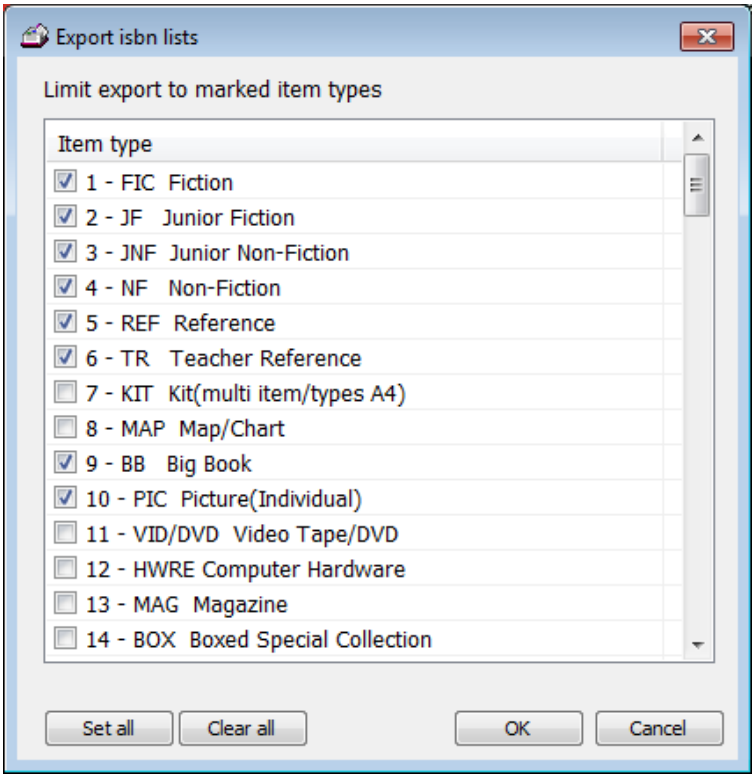
5 - Mass order from SCIS

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 many covers.

Tick 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.

Open the SCIS website, log in, then upload the generated file. Download the results when they have been processed, then import.

Linking and Multiple Copies

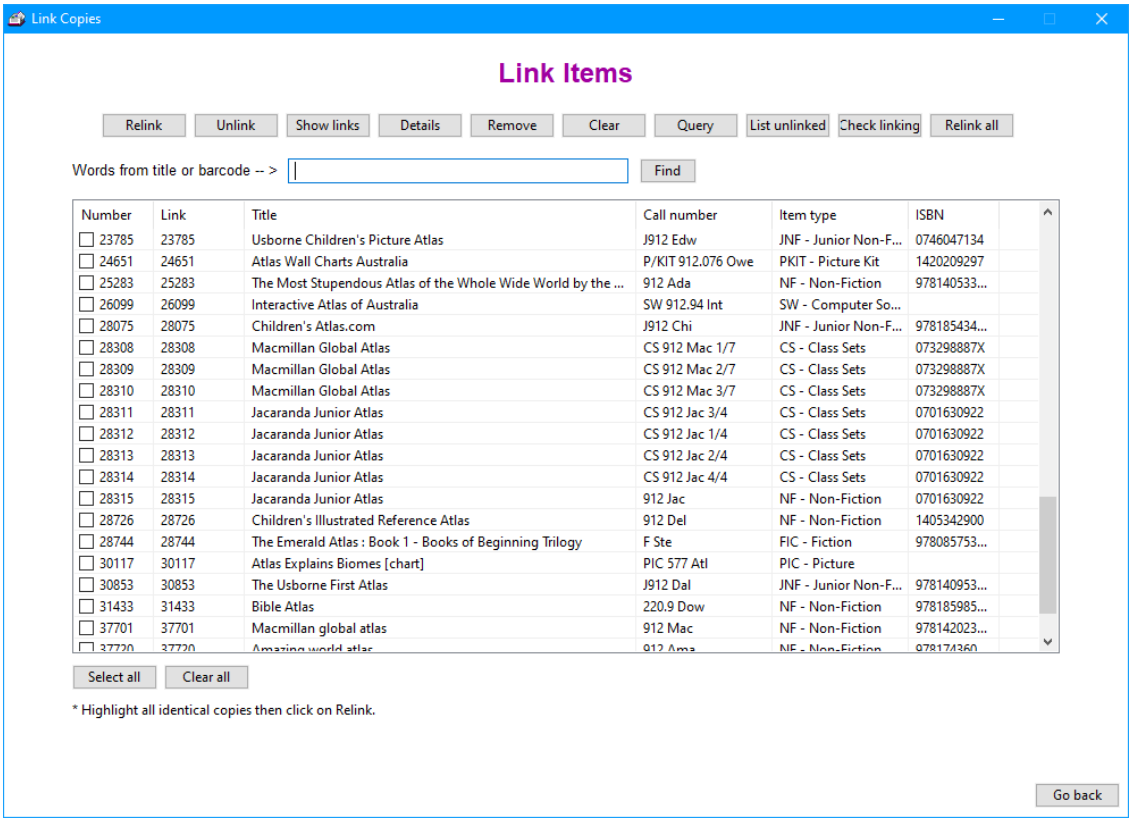
Multiple copies of a title are "linked" together by a common linking number. This allows reservations to be placed against a title rather than an individual copy.

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 with different titles, like items belonging to a series. Items which are part of a set but have different titles should not be linked. Members of a box are not linked unless they are identical titles.

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



Number	Link	Title	Call number	Item type	ISBN
23785	23785	Usborne Children's Picture Atlas	J912 Edw	JNF - Junior Non-F...	0746047134
24651	24651	Atlas Wall Charts Australia	P/KIT 912.076 Owe	PKIT - Picture Kit	1420209297
25283	25283	The Most Stupendous Atlas of the Whole Wide World by the ...	912 Ada	NF - Non-Fiction	978140533...
26099	26099	Interactive Atlas of Australia	SW 912.94 Int	SW - Computer So...	
28075	28075	Children's Atlas.com	J912 Chi	JNF - Junior Non-F...	978185434...
28308	28308	Macmillan Global Atlas	CS 912 Mac 1/7	CS - Class Sets	073298887X
28309	28309	Macmillan Global Atlas	CS 912 Mac 2/7	CS - Class Sets	073298887X
28310	28310	Macmillan Global Atlas	CS 912 Mac 3/7	CS - Class Sets	073298887X
28311	28311	Jacaranda Junior Atlas	CS 912 Jac 3/4	CS - Class Sets	0701630922
28312	28312	Jacaranda Junior Atlas	CS 912 Jac 1/4	CS - Class Sets	0701630922
28313	28313	Jacaranda Junior Atlas	CS 912 Jac 2/4	CS - Class Sets	0701630922
28314	28314	Jacaranda Junior Atlas	CS 912 Jac 4/4	CS - Class Sets	0701630922
28315	28315	Jacaranda Junior Atlas	912 Jac	NF - Non-Fiction	0701630922
28726	28726	Children's Illustrated Reference Atlas	912 Del	NF - Non-Fiction	1405342900
28744	28744	The Emerald Atlas : Book 1 - Books of Beginning Trilogy	F Ste	FIC - Fiction	978085753...
30117	30117	Atlas Explains Biomes [chart]	PIC 577 Atl	PIC - Picture	
30853	30853	The Usborne First Atlas	J912 Dal	JNF - Junior Non-F...	978140953...
31433	31433	Bible Atlas	220.9 Dow	NF - Non-Fiction	978185985...
37701	37701	Macmillan global atlas	912 Mac	NF - Non-Fiction	978142023...
37720	37720	Amazing world atlas	912 Ama	NF - Non-Fiction	978174360

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.

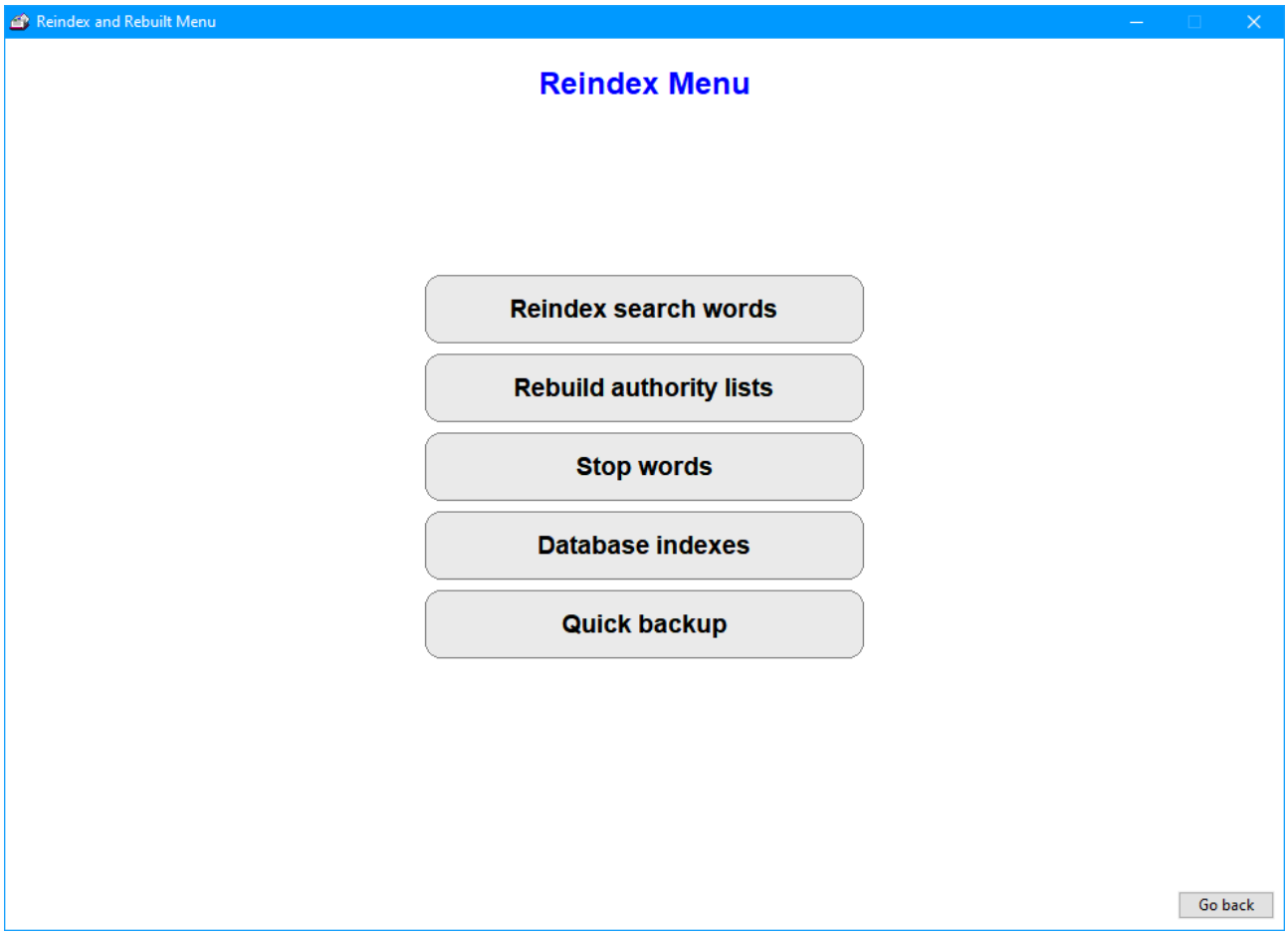
To remove a link, tick the box and click Unlink.

Reindex Search Terms

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

Indexes work in a similar manner to a physical index at the back of a book: it is faster to locate entries in an index then go to the relevant pages than examine every page in the book.

Database systems are similar. Records are like pages and indexes hold terms from those records.



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.

Indexes can be corrupted after deleting a large number of items.

Reindexing is a house cleaning exercise. It not only repairs damaged indexes but also cleans up part of the database. A checkbox on Controls / Settings / Start of Day can get Bookmark to automatically reindex once a month.

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 quickly. Again, this is a house cleaning exercise.

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.

PRC - Premier's Reading Challenge

This button only appears if the PRC option in Settings 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:

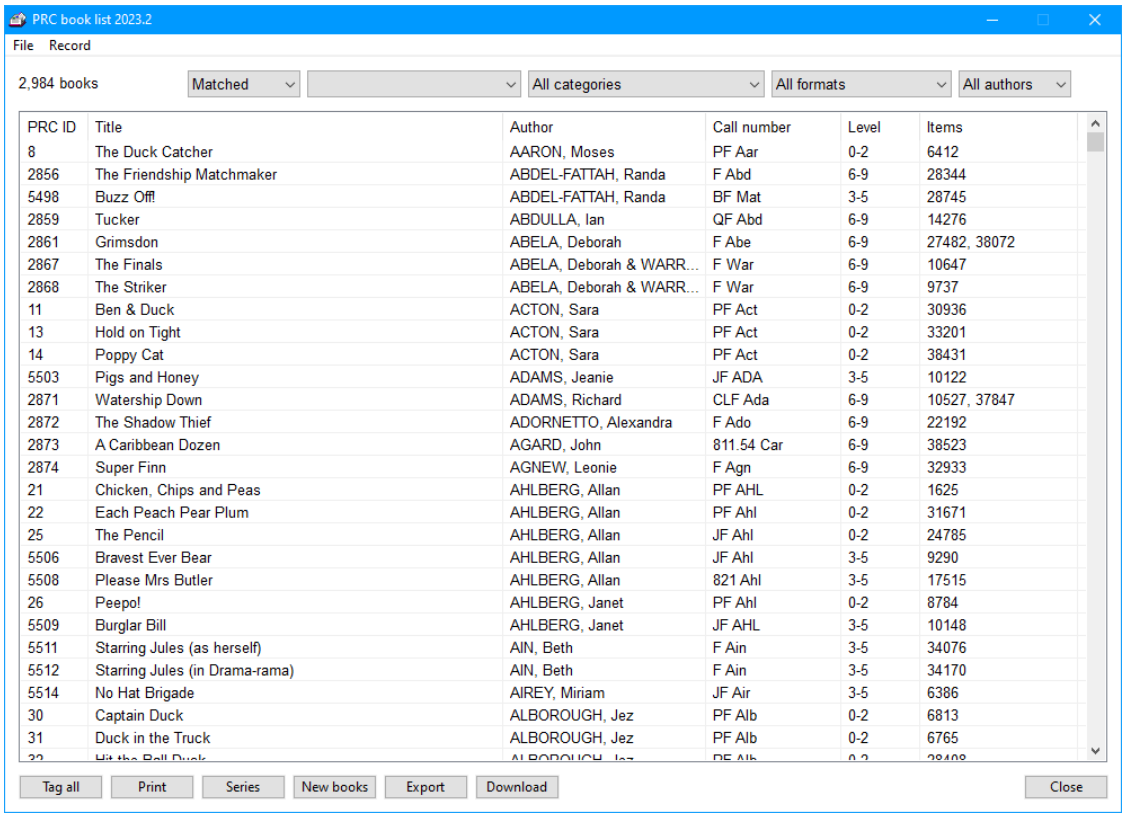
- The list can be automatically downloaded and imported by Bookmark without the user having to do anything.

- The book list file can be saved from the Internet and then imported into Bookmark.

Importing Directly from the Internet

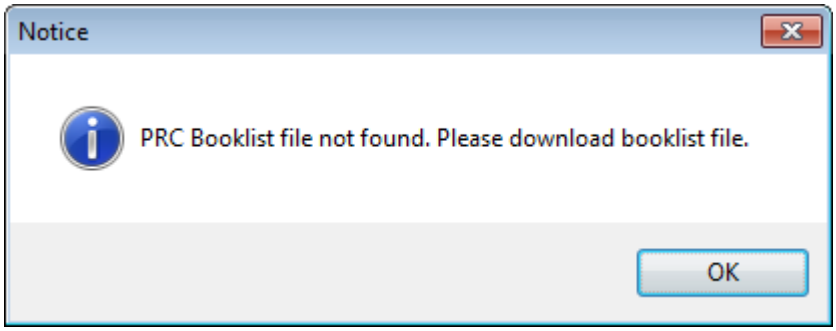
If Bookmark has direct connection to the Internet, it will notify you that a revised book list is available. To download the list, simply go to the Premier's Reading Challenge window.

For this function to happen, make sure the network's proxy server allows access to the web address bookmark.central.sa.edu.au.

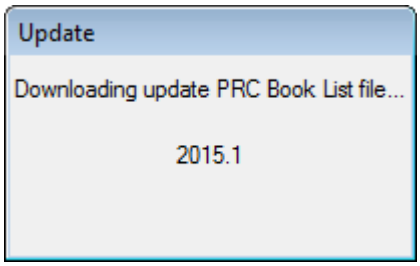


PRC ID	Title	Author	Call number	Level	Items
8	The Duck Catcher	AARON, Moses	PF Aar	0-2	6412
2856	The Friendship Matchmaker	ABDEL-FATTAH, Randa	F Abd	6-9	28344
5498	Buzz Off!	ABDEL-FATTAH, Randa	BF Mat	3-5	28745
2859	Tucker	ABDULLA, Ian	QF Abd	6-9	14276
2861	Grimsdon	ABELA, Deborah	F Abe	6-9	27482, 38072
2867	The Finals	ABELA, Deborah & WARR...	F War	6-9	10647
2868	The Striker	ABELA, Deborah & WARR...	F War	6-9	9737
11	Ben & Duck	ACTON, Sara	PF Act	0-2	30936
13	Hold on Tight	ACTON, Sara	PF Act	0-2	33201
14	Poppy Cat	ACTON, Sara	PF Act	0-2	38431
5503	Pigs and Honey	ADAMS, Jeanie	JF ADA	3-5	10122
2871	Watership Down	ADAMS, Richard	CLF Ada	6-9	10527, 37847
2872	The Shadow Thief	ADORNETTO, Alexandra	F Ado	6-9	22192
2873	A Caribbean Dozen	AGARD, John	811.54 Car	6-9	38523
2874	Super Finn	AGNEW, Leonie	F Agn	6-9	32933
21	Chicken, Chips and Peas	AHLBERG, Allan	PF AHL	0-2	1625
22	Each Peach Pear Plum	AHLBERG, Allan	PF Ahl	0-2	31671
25	The Pencil	AHLBERG, Allan	JF Ahl	0-2	24785
5506	Bravest Ever Bear	AHLBERG, Allan	JF Ahl	3-5	9290
5508	Please Mrs Butler	AHLBERG, Allan	821 Ahl	3-5	17515
26	Peepo!	AHLBERG, Janet	PF Ahl	0-2	8784
5509	Burglar Bill	AHLBERG, Janet	JF AHL	3-5	10148
5511	Starring Jules (as herself)	AIN, Beth	F Ain	3-5	34076
5512	Starring Jules (in Drama-rama)	AIN, Beth	F Ain	3-5	34170
5514	No Hat Brigade	AIREY, Miriam	JF Air	3-5	6386
30	Captain Duck	ALBOROUGH, Jez	PF Alb	0-2	6813
31	Duck in the Truck	ALBOROUGH, Jez	PF Alb	0-2	6765

If Bookmark is unable to download the list, a message appears:



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



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 funciton 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.

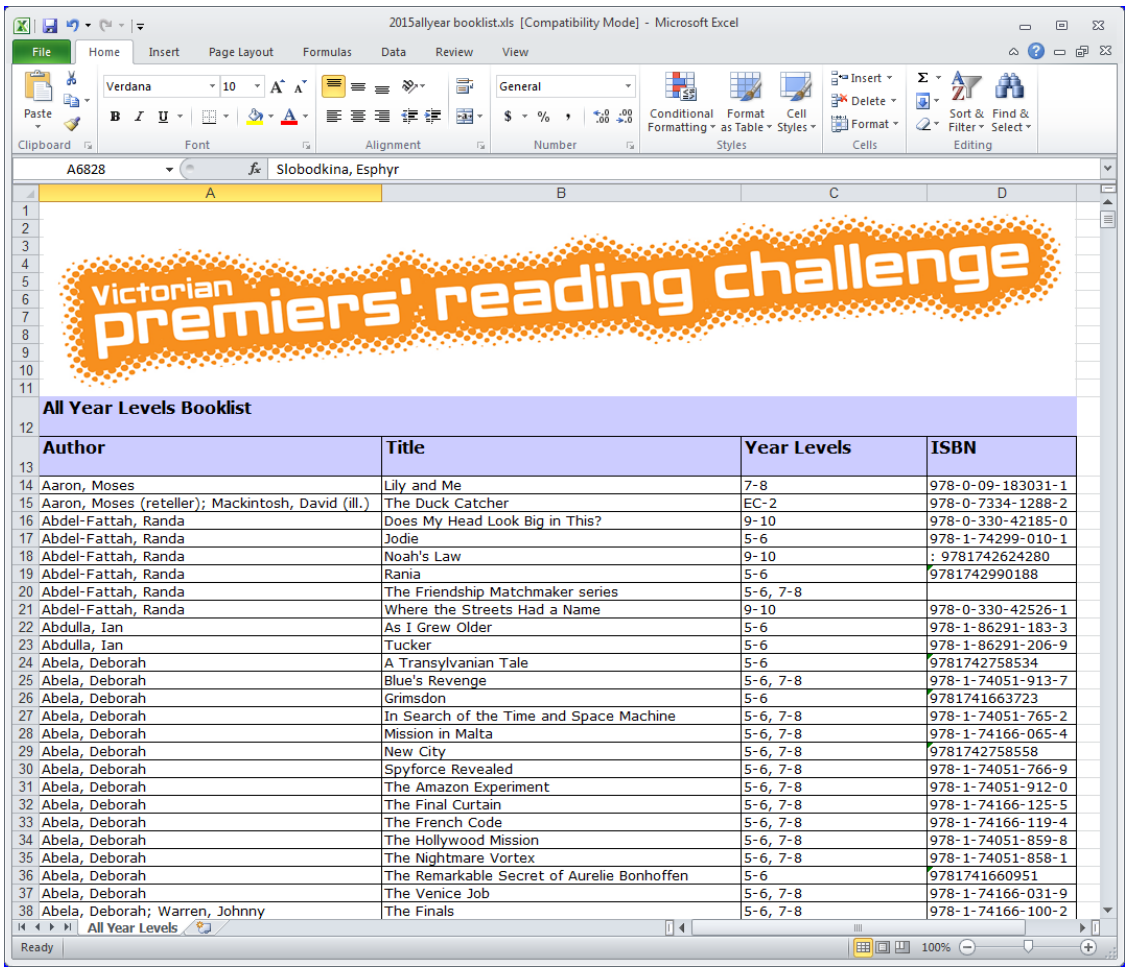
Go to the PRC website: http://www.education.vic.gov.au/about/events/prc/Pages/default.aspx

Click on "Book Lists" on the left side.

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

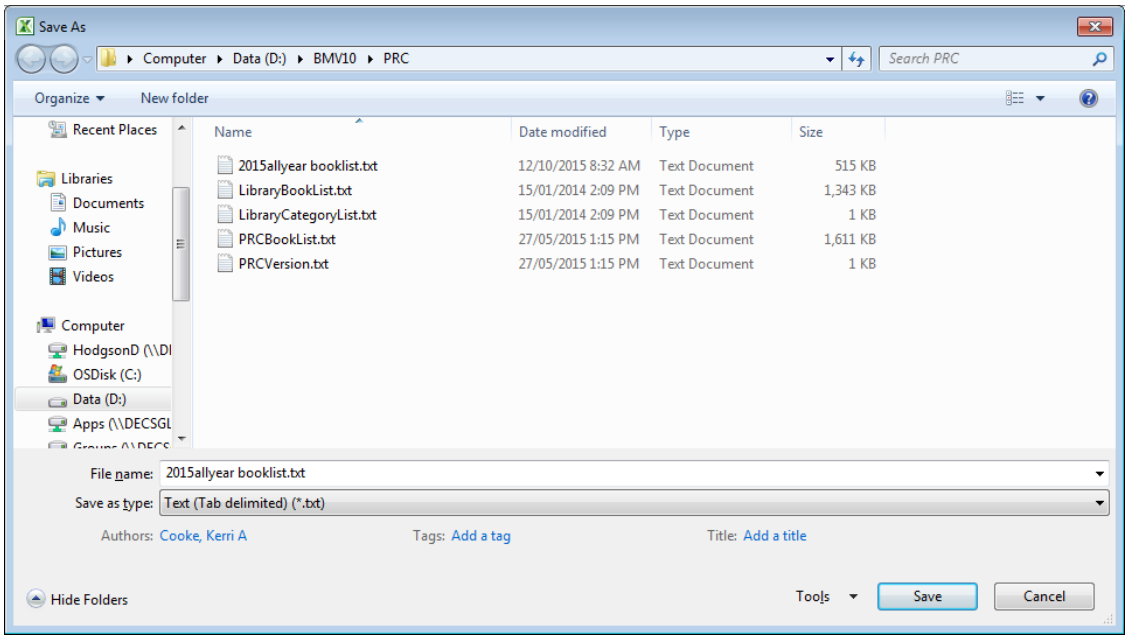
This is a link to an Excel spreadsheet file. Download and save the file.

Next, go offline and open the saved spreadsheet file. It may have a filename like 2015allyear booklist.xls.



Author	Title	Year Levels	ISBN
Aaron, Moses	Lily and Me	7-8	978-0-09-183031-1
Aaron, Moses (reteller); Mackintosh, David (ill.)	The Duck Catcher	EC-2	978-0-7334-1288-2
Abdel-Fattah, Randa	Does My Head Look Big in This?	9-10	978-0-330-42185-0
Abdel-Fattah, Randa	Jodie	5-6	978-1-74299-010-1
Abdel-Fattah, Randa	Noah's Law	9-10	: 9781742624280
Abdel-Fattah, Randa	Rania	5-6	9781742990188
Abdel-Fattah, Randa	The Friendship Matchmaker series	5-6, 7-8	
Abdel-Fattah, Randa	Where the Streets Had a Name	9-10	978-0-330-42526-1
Abdulla, Ian	As I Grew Older	5-6	978-1-86291-183-3
Abdulla, Ian	Tucker	5-6	978-1-86291-206-9
Abela, Deborah	A Transylvanian Tale	5-6	9781742758534
Abela, Deborah	Blue's Revenge	5-6, 7-8	978-1-74051-913-7
Abela, Deborah	Grimsdon	5-6	9781741663723
Abela, Deborah	In Search of the Time and Space Machine	5-6, 7-8	978-1-74051-765-2
Abela, Deborah	Mission in Malta	5-6, 7-8	978-1-74166-065-4
Abela, Deborah	New City	5-6, 7-8	9781742758558
Abela, Deborah	Spyforce Revealed	5-6, 7-8	978-1-74051-766-9
Abela, Deborah	The Amazon Experiment	5-6, 7-8	978-1-74051-912-0
Abela, Deborah	The Final Curtain	5-6, 7-8	978-1-74166-125-5
Abela, Deborah	The French Code	5-6, 7-8	978-1-74166-119-4
Abela, Deborah	The Hollywood Mission	5-6, 7-8	978-1-74051-859-8
Abela, Deborah	The Nightmare Vortex	5-6, 7-8	978-1-74051-858-1
Abela, Deborah	The Remarkable Secret of Aurelie Bonhoffen	5-6	9781741660951
Abela, Deborah	The Venice Job	5-6, 7-8	978-1-74166-031-9
Abela, Deborah; Warren, Johnny	The Finals	5-6, 7-8	978-1-74166-100-2

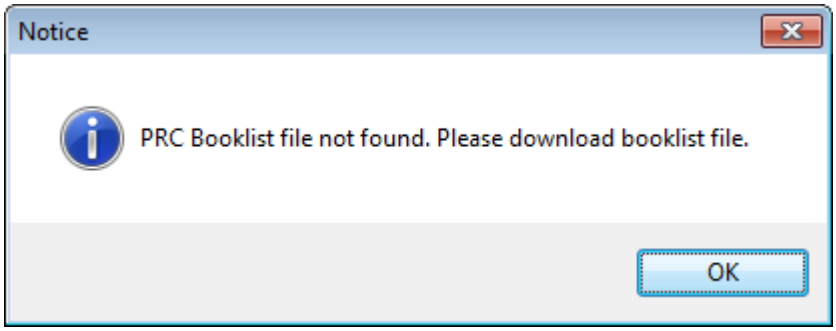
Click on File at the top left then on Save As. At the bottom of the window, change "Save as type" to Text (Tab delimited)(*.txt). This is the format Bookmark can import. Save the file.



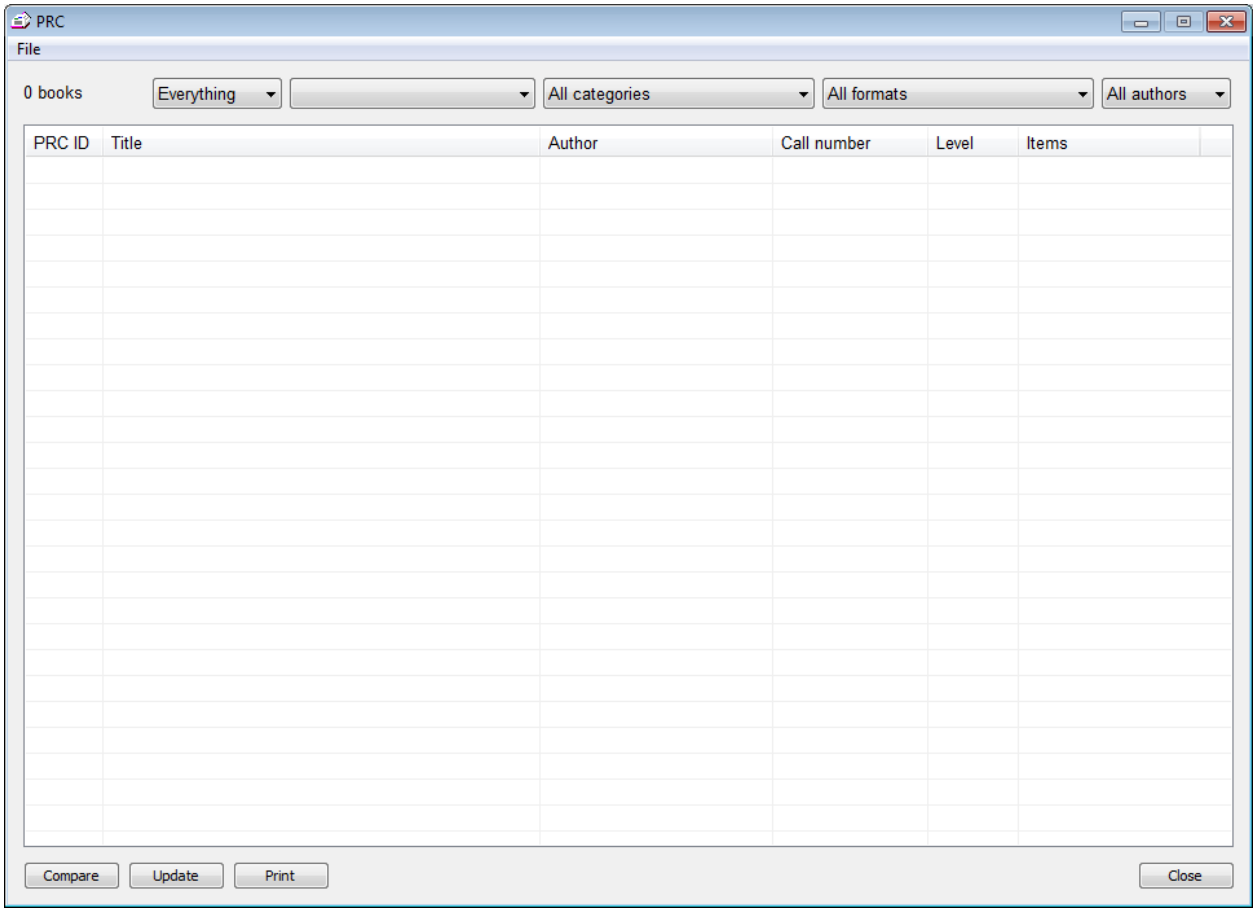
Close the spreadsheet.

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.

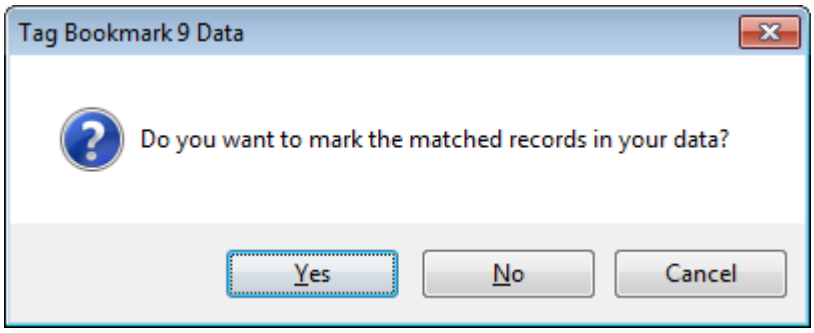
Items are matched between the library data and the book list if:-

- 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 South Australia'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.

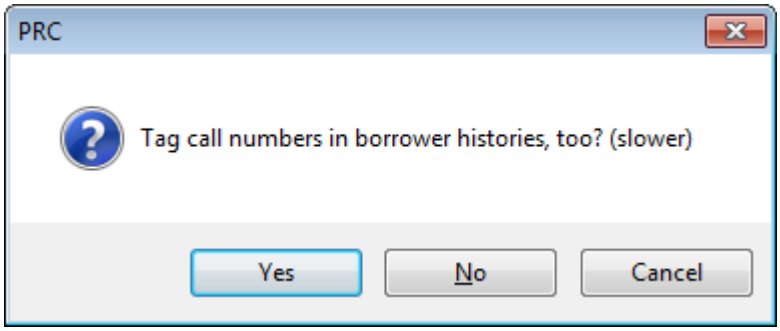
Entries are not matched if the titles are significantly different – e.g. a word is spelled differently. It may match if one title (either the PRC book list title or the library title) is contained within the other 'as is'. Example: "My uncle Wal the werewolf" is catalogued in SCIS but "My Uncle Wal the 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 marks (tags) every item in Bookmark's catalogue file that is found in the PRC book list.

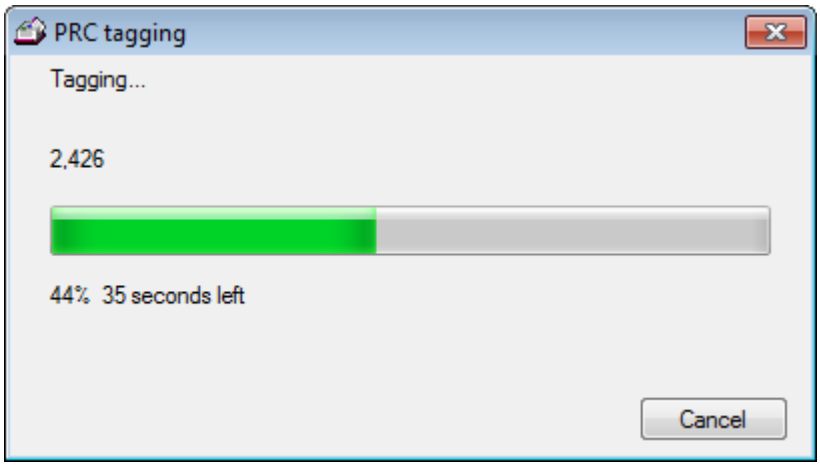
Click on **No** if you do not wish to tag items.

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.



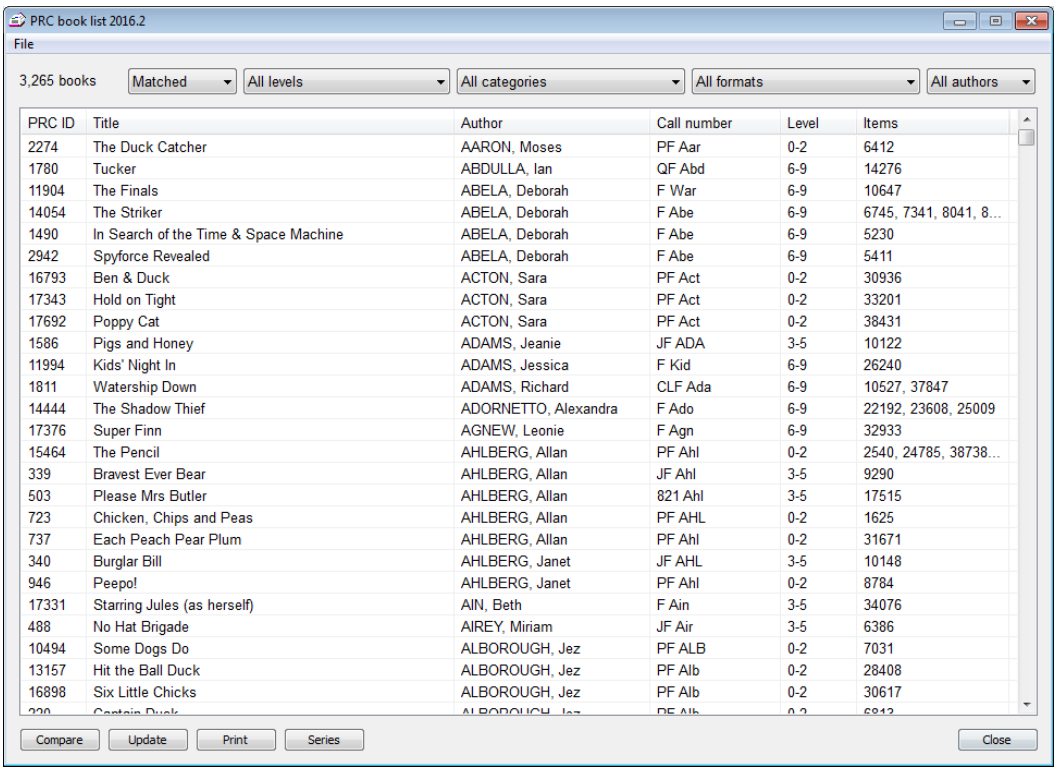
When finished, the list of matched items from the PRC Book List is displayed. (Not the list of items matched from the library.)

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.

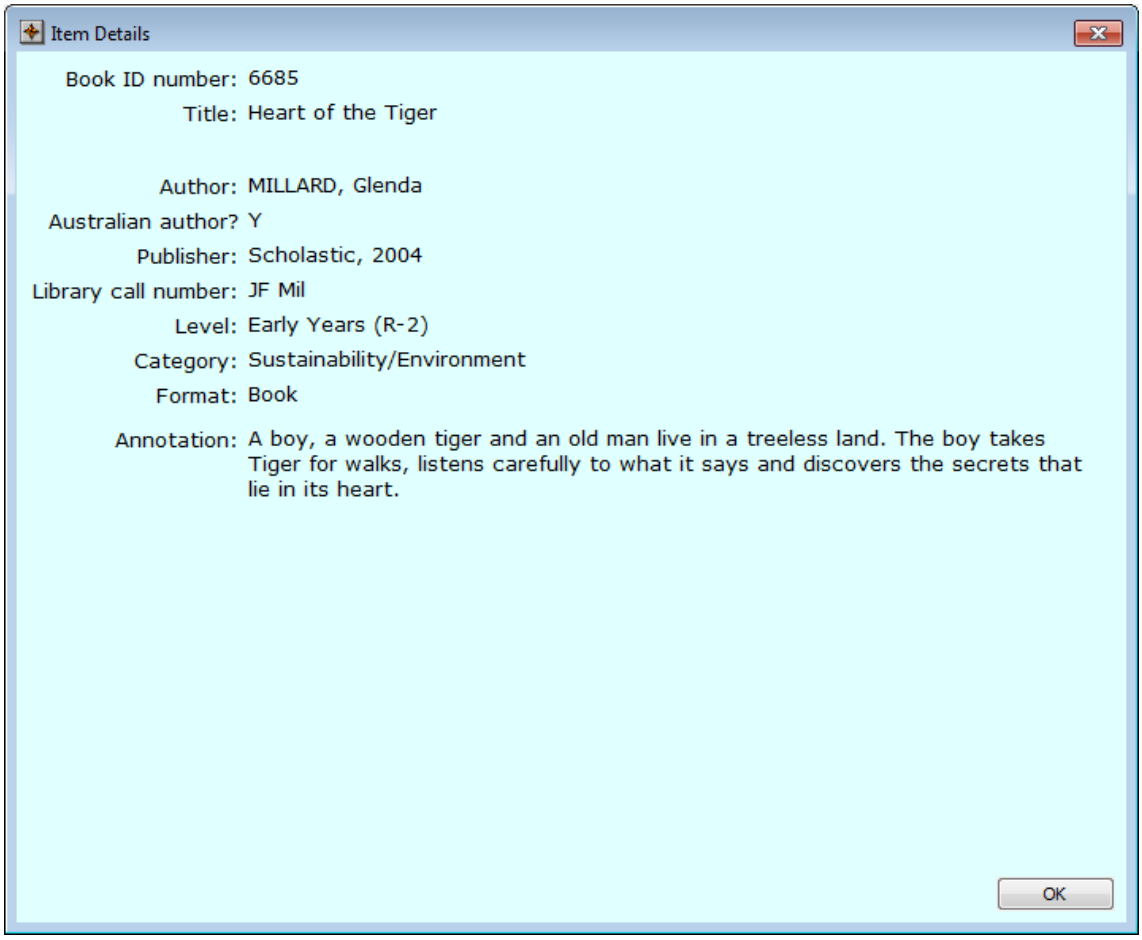


PRC ID	Title	Author	Call number	Level	Items
2274	The Duck Catcher	AARON, Moses	PF Aar	0-2	6412
1780	Tucker	ABDULLA, Ian	QF Abd	6-9	14276
11904	The Finals	ABELA, Deborah	F War	6-9	10647
14054	The Striker	ABELA, Deborah	F Abe	6-9	6745, 7341, 8041, 8...
1490	In Search of the Time & Space Machine	ABELA, Deborah	F Abe	6-9	5230
2942	Spyforce Revealed	ABELA, Deborah	F Abe	6-9	5411
16793	Ben & Duck	ACTON, Sara	PF Act	0-2	30936
17343	Hold on Tight	ACTON, Sara	PF Act	0-2	33201
17692	Poppy Cat	ACTON, Sara	PF Act	0-2	38431
1586	Pigs and Honey	ADAMS, Jeanie	JF ADA	3-5	10122
11994	Kids' Night In	ADAMS, Jessica	F Kid	6-9	26240
1811	Watership Down	ADAMS, Richard	CLF Ada	6-9	10527, 37847
14444	The Shadow Thief	ADORNETTO, Alexandra	F Ado	6-9	22192, 23608, 25009
17376	Super Finn	AGNEW, Leonie	F Agn	6-9	32933
15464	The Pencil	AHLBERG, Allan	PF Ahl	0-2	2540, 24785, 38738...
339	Bravest Ever Bear	AHLBERG, Allan	JF Ahl	3-5	9290
503	Please Mrs Butler	AHLBERG, Allan	821 Ahl	3-5	17515
723	Chicken, Chips and Peas	AHLBERG, Allan	PF AHL	0-2	1625
737	Each Peach Pear Plum	AHLBERG, Allan	PF Ahl	0-2	31671
340	Burglar Bill	AHLBERG, Janet	JF AHL	3-5	10148
946	Peepo!	AHLBERG, Janet	PF Ahl	0-2	8784
17331	Starring Jules (as herself)	AIN, Beth	F Ain	3-5	34076
488	No Hat Brigade	AIREY, Miriam	JF Air	3-5	6386
10494	Some Dogs Do	ALBOROUGH, Jez	PF ALB	0-2	7031
13157	Hit the Ball Duck	ALBOROUGH, Jez	PF Alb	0-2	28408
16898	Six Little Chicks	ALBOROUGH, Jez	PF Alb	0-2	30617

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

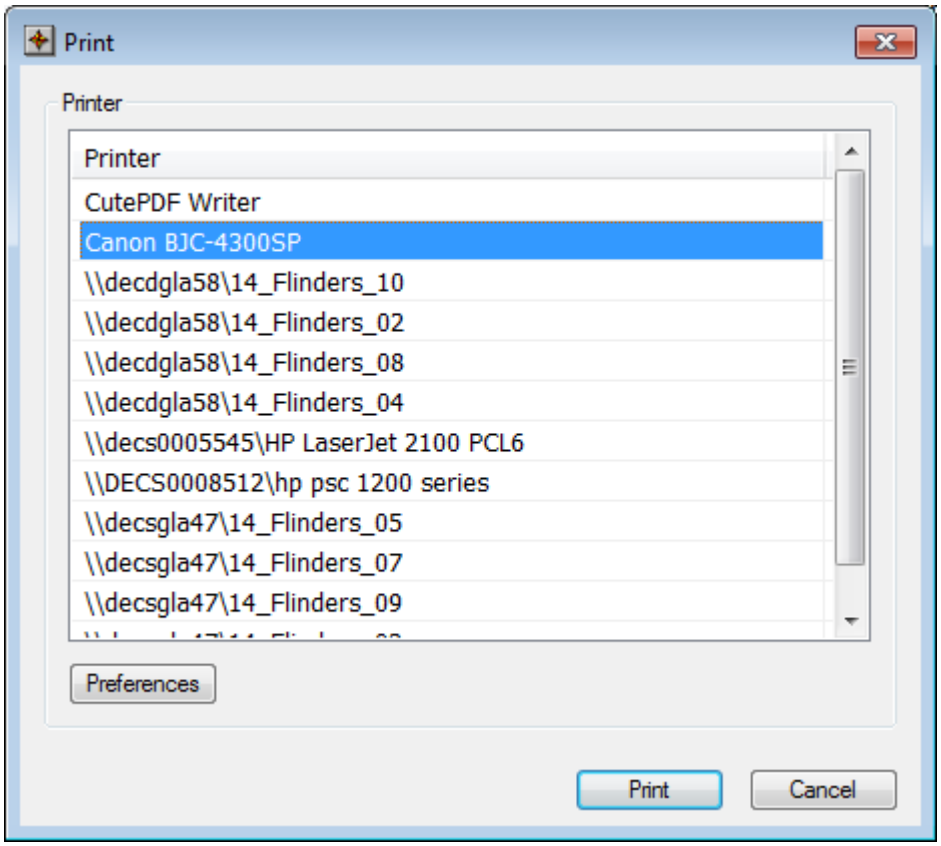
The list can be sorted by clicking on the heading above a column.

ID	Title	Author	Call number	Level

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.

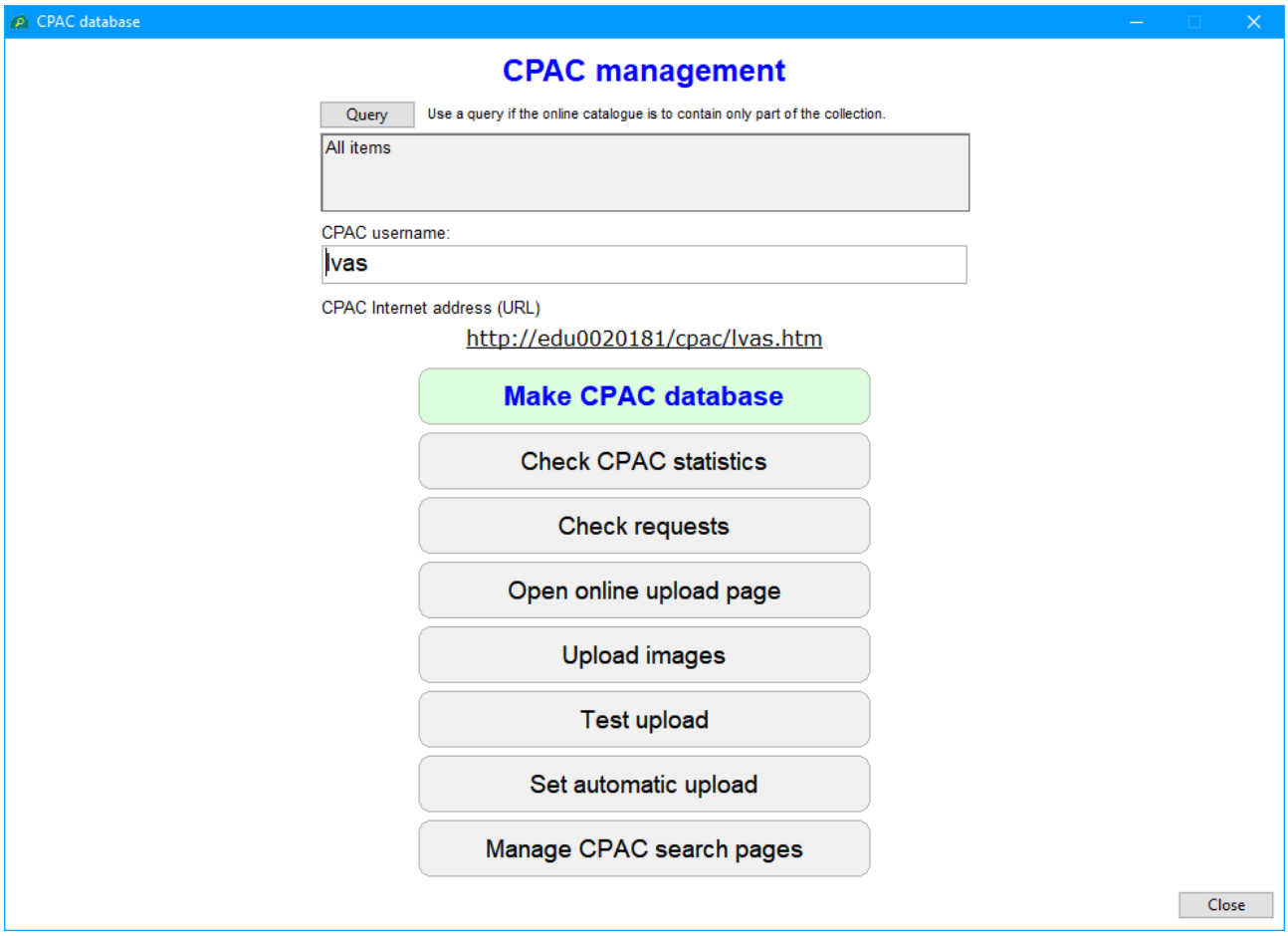
To make the tagging "stick" so it will not be untagged during a comparison put the letters PRC somewhere on the Other line before saving the item. This tells Bookmark not to untag this item. Items tagged by a mass comparison do not have this entry.

PRC lists in Search

Bookmark can list PRC items in the Search and Webopac modules. Controls are available to activate the PRC lists.

CPAC

CPAC allows the catalogue to be searched online from anywhere using an ordinary browser.

CPAC is "cloud based", meaning that it exists in the Internet cloud. Any device that can go online and use a URL can search the CPAC catalogue.

Information about CPAC can be found in the CPAC manual.