

# Cataloguing

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## **Cataloguing**



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

🗃 Cataloguing: Bookmark 10.8.9-64			—		×
	Cataloguin	g			
Add/Edit	Items	Delete Items	)		
	rt 👘	Export	)		
Authority	/ Lists	Boxes	)		
Item Lis	sts	Labels	)		
Global C	hange	Cover Images	)		
Ø Linking		Reindex			
PRC		CPAC			
				Clos	e

## 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.

<u>Items</u> 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.

📸 Add / Edit Items		– 🗆 X
	Add/Edit Items	
	Aud/Luit items	
Enter item	number or barcode or words from title:	
		<b>60</b>
	nber used so far is 38,999	
Unused	numbers	
Defaults for new ite		
	1 - Available v	
	FIC - Fiction ~	
Location	-	
Due Date Category	0 - Normal V	
Media (GMD)	~	
Supplier	~	
Sublocation	~	
Cost		
Order number		
Content type		
	unmediated ~	
Carrier type		
Call number prefix		
	25/01/2023	
Purchase date	25/01/2023	
	Remember these settings	
		Close

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 2<sup>nd</sup> barcode)

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

1	19	37	55	73	91	109	127
2	20	38	56	74	92	110	128
3	21	39	57	75	93	111	129
1	22	40	58	76	94	112	130
5	23	41	59	77	95	113	131
5	24	42	60	78	96	114	132
7	25	43	61	79	97	115	133
3	26	44	62	80	98	116	134
9	27	45	63	81	99	117	135
10	28	46	64	82	100	118	136
11	29	47	65	83	101	119	137
12	30	48	66	84	102	120	138
13	31	49	67	85	103	121	139
14	32	50	68	86	104	122	140
15	33	51	69	87	105	123	141
16	34	52	70	88	106	124	142
17	35	53	71	89	107	125	143
18	36	54	72	90	108	126	144
•							
		or new ite	m.				
lighes	t used is 3	4322.					

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.

💣 Add / Edit Items				- 0	×
File Record Lists					
ККУХ	Save Z-cataloguing Delete Copy Find	Print	Change Block C	Copy History Canc	el
Item Number:	5230		Status:	1 - Available	
Barcode:	I1413052303 Generate		Item type:	FIC - Fiction	
Title:	In Search of the Time & Space Machine : Book 1 - Max Remy Super Spy				
Subtitle:			Location:	Library ~	
Responsiblity:			Sublocation:		· ···
Media (GMD):	✓ …		Supplier:	`	·
Series:	Max Remy Super Spy	F5-chec	ck Cost:	14.95	
	· · · · · · · · · · · · · · · · · · ·	/	Replacement cost:		
Volume:	Serial number:		Order number:		
Author(s):	ABELA, Deborah	F5-cheo	ck Cost centre:	~	·
Cubicator				20/05/2002	_
Subjects:	Adventure stories Adventure stories Adventure stories	F5-chec		20/05/2002	
	Time travel - fiction		Due date category:	0 - Normal 🗸 🗸	
Collection:	A 444		Loan restrictions:	0	
				Visible in search	
0		-		Exclude from stocktake	
Call number:	F Abe *			Do not count against loan limit	
Content type:	Queries terms		Copies		
Media type:	Carrier type:	4	Box	Make Add	_
Pub.place: Publisher:	Milsons Point, Nsw.		Alt.ID:		
Publisher: Publyear:	Random House 2002	•••	Cover:	1740517652.GIF	
ISBN:	1740517652 SCIS number:		Circulation Information Borrower 323 ELKA	N, Isobel (5RT)	
Edition:	1/4031/032 Sci3 humber.		Due date 11/05/201		
Description:		-	Last seen 11/05/201		
Lexile:	PRC: 6-9 Level:		Issued 04/05/201 Returned 11/05/201	SUDER SUDER	
URL:			Borrowed 33	In fearth of the Tone and	
Other:	P&P:9-12:5230		Reserved 0	- DESORAH ABELA	
		views		Save Cano	el

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

Save	

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**

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**

Delete

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.

Find iten	n	×
Enter ite	m number, barcode, or words from the title	
CATS		
Fin	d by item number or barcode or words in title	
-	-	
OFIN	d by words in title only	
	OK Cancel	
Titles found		x
Titles found		×
Titles found Number	Title	×
		×
Number	Title	×
Number 1632	Title Cats and Kittens Kittens	×
Number 1632 2318	Title       Cats and Kittens       Kittens & Cats	×
Number 1632 2318 4814	Title <ul> <li>Cats and Kittens</li> <li>Kittens &amp; Cats</li> <li>Fraidy Cats</li> </ul>	×
Number 1632 2318 4814 6525	Title <ul> <li>Cats and Kittens</li> <li>Kittens &amp; Cats</li> <li>Fraidy Cats</li> <li>Cats</li> </ul> <ul> <li>E</li> </ul>	×
Number 1632 2318 4814 6525 8638	Title     Image: Cats and Kittens       Cats and Kittens     Image: Cats       Fraidy Cats     Image: Cats       Cats     I like Cats	×
Number 1632 2318 4814 6525 8638 8638 8690	Title     Image: Cats and Kittens       Cats and Kittens     Image: Cats       Kittens & Cats     Image: Cats       Cats     I like Cats       Millions of Cats     Image: Cats	×
Number 1632 2318 4814 6525 8638 8638 8690 8730	Title       Image: Cats and Kittens         Cats and Kittens       Image: Cats         Kittens & Cats       Image: Cats         Cats       I like Cats         Millions of Cats       Image: Cats         Mr Noah and the Cats       Image: Cats	×
Number 1632 2318 4814 6525 8638 8690 8730 9894	Title       Image: Cats and Kittens         Cats and Kittens       Image: Cats         Kittens & Cats       Image: Cats         Cats       I like Cats         Millions of Cats       Image: Cats         Mr Noah and the Cats       Taking the Cat's Way Home	×
Number 1632 2318 4814 6525 8638 8690 8730 9894 10082	Title       •         Cats and Kittens       •         Kittens & Cats       •         Fraidy Cats       •         Cats       •         I like Cats       •         Millions of Cats       •         Mr Noah and the Cats       •         Taking the Cat's Way Home       •         Cat's Mountain       •	×
Number 1632 2318 4814 6525 8638 8690 8730 9894 10082 10492	Title       •         Cats and Kittens       •         Kittens & Cats       •         Fraidy Cats       •         Cats       •         I like Cats       •         Millions of Cats       •         Mr Noah and the Cats       •         Taking the Cat's Way Home       •         Cat's Mountain       •         Raining Cats and Dogs       •	×
Number 1632 2318 4814 6525 8638 8690 8730 9894 10082 10492 13586	Title       A         Cats and Kittens       I         Kittens & Cats       I         Fraidy Cats       Cats         Cats       I         I like Cats       Iilike Cats         Millions of Cats       Mr Noah and the Cats         Taking the Cat's Way Home       Cat's Mountain         Raining Cats and Dogs       Cavalcade of Cats	×

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.

🎨 Print 🗾
Printer
Printer
Canon BJC-4300SP
Callot Bic-45005F
\\decdglass\14_Flinders_10
Additional and the state of
(decdgla58\14_Flinders_04
\/decs0005545\HP LaserJet 2100 PCL6
\\DECS0008512\hp psc 1200 series
\\decsgla47\14_Flinders_07
\\decsgla47\14_Flinders_09
Preferences
Print Cancel

#### 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.

🞒 Change item number	×
Enter new item number or barcode:	
	]
OK Cancel	

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**

Сору

Block Copy

List

Unlink

The Copy, Block Copy, List and Unlink buttons are used to catalogue another copy of an alreadycatalogued 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

Update	8
?	Update all borrower classes and year levels to the current list?
	Yes <u>N</u> o

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.

Record	Lists							
С	Change item number							
C	hange range of item numbers							
С	opy record to clipboard	-						
G	Generate QR barcode							
P	Print spine label							
С	Copy cataloguing data from this copy to all copies							
Ta	Tag from PRC book list							
SI	Show MARC Data							
Z	Z-cataloguing							
С	heck for cover (source 1)	F8						
С	Check for cover (source 2)							
С	Check for cover (source 3)							
Se	et Genre image							
C	lear circulation history for item							

#### 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 Dwar	f
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&P9-12;20325
Item number:	20325
Barcode:	I1413203255
Status:	1 In stock
Item type:	1 FIC Fiction
Cataloguing	14

Location:	1 Library	
Cost: Accession date: Last seen date: Total loans: Last borrower: Due date: Date borrowed: Date returned: Due date category: Loan restriction:	12.95 05/09/2006 10/01/2014 11 296 Charlotte HATTON 20/10/2010 10/01/2014 10/01/2014 0 Normal 0	Group ELVS Level E
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.

🔿 QR Barcode		×
Choose field 1083 The Easter Story HATELY, David Easter-Christianity-Jesus christ~Bible J226 Hat 16 p., col. illus. Junior Non-Fiction Library Easter 6-8	Edit text The Easter Story HATELY, David	
6-8 5.99	Make	
	Pr	int Close

#### 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.:

020 \$a9781876261030 035 \$a000090 082 14 \$aJF \$bLaw 100 1 \$aLAWES-GILVEAR, 1 245 10 \$aTiddles : the sp Leighton Lee. 264 \$aLaunceston, Tas 300 \$a[24] pages : co 490 0 \$aFrogs 500 \$aDonated by Bail! 650 \$aTasmanian devil: 984 \$aSABS \$cJF Law 995 \$a90 \$bI1413000900 00694nam a2200205uu 450000100080000005001700 7245009600132264004600221 5007300415 1046765 201400 a9781876261030 a00000 special Tassie devil cbg aLaunceston, Tas.: DRee		
005 \$2014022700000.0 008 \$14022752001 at 020 \$a9781876261030 035 \$a00099 082 14 \$aJF \$bLaw 100 1 \$aLAWES-GILVEAR, 1 245 10 \$aTiddles : the sp Leighton Lee. 264 \$aLaunceston, Tas 300 \$a[24] pages : col 490 0 \$aTrogs 500 \$aDonated by Baill 650 \$aTasmanian devil: 984 \$aSABS \$cJF Law 995 \$a90 \$bI1413000901 00694nam a2200205uu 450000100080000005001700 7245009600132264004600221 5007300415 1046765 201402 a9781876261030 a00001 special Tassie devil cby aLaunceston, Tas.: DRec		
008         \$140227s2001         at           020         \$a5781876261030           035         \$a000090           082         14 \$aJF \$bLaw           1001         \$aLAWES-GILVEAR, 1           245         10 \$aTiddles : the sr           Leighton Lee.         264           264         \$aLaunceston, Tas           300         \$a[24] pages : col           490         \$aFrogs           500         \$aDonated by Baill           650         \$aTasmanian devil:           984         \$a5ABS \$cJF Law           995         \$a90 \$bl1413000905           00694nam a2200205uu         450000100080000005001700           7245009600132264004600221         5007300415           5007300415         1046765         201402           aprelation Tassie devil         cby           aLaunceston, Tas:         DRet		
020         \$a9781876261030           035         \$a000990           082         14         \$aJF \$bLaw           100         1         \$aLAWES-GILVEAR, 1           245         10         \$aTiddles : the sp           Leighton Lee.         264         \$aLaunceston, Tas           264         \$aLaunceston, Tas         \$a000 \$aFrogs           500         \$aDonated by Bail!         \$600 \$aFrogs           500         \$aDonated by Bail!         \$600 \$aFogs           \$90         \$aDonated by Bail!         \$600 \$aFrogs           \$00         \$aFasManian devil:         \$95           \$490         \$bIl413000904         \$00694nam a2200205uu           4500001000800000050017007         7245009600132264004600221         \$207300415           724500960013226400460022         \$2007300415         1046765         201402           \$9781876261030         a00000         \$9pecial Tassie devil cby         aLaunceston, Tas:         Bree		
035       \$a000090         082       14       \$aJF       \$bLaw         100       1       \$aLAWES-GILVEAR, 1         1245       10       \$aTiddles : the sp         Leighton Lee.       264       \$aLaunceston, Tas         264       \$aLaunceston, Tas         300       \$a[24] pages : col         490       \$aFrogs         500       \$aDonated by Baill         650       \$aTasmanian devil         984       \$aSABS \$cJF Law         995       \$a90 \$bl1413000901         00694nam a2200205uu         450000100080000005001700         7245009600132264004600225         5007300415       1046765         98pecial Tassie devil cby         special Tassie devil cby	a       000 1 eng d	
82 14 \$aJF \$bLaw         100 1 \$aLAWES-GILVEAR, 1         245 10 \$aTiddles : the spleighton Lee.         264 \$aLaunceston, Tas         300 \$a[24] pages : col         490 0 \$aFrogs         500 \$aDonated by Baill         650 \$aTasmanian devils         984 \$aSABS \$cJF Law         995 \$a90 \$bIl413000905         00694nam a2200205uu         450000100080000005001700         7245009600132264004600221         5007300415 1046765 201402         a9781876261030 a0000         special Tassie devil cby alaure cby alaure cby		
100 1         \$aLAWES-GILVEAR, 1           245 10         \$aTiddles : the sp           Leighton Lee.         264           264         \$aLaunceston, Tas           300         \$a[24] pages : col           490 0         \$aFrogs           500         \$aDonated by Baill           650         \$aTasmanian devil:           984         \$aSABS \$cJF Law           995         \$a90 \$bIl413000905           00694nam a2200205uu         450000100080000005001700           7245009600132264004600221         5007300415 1046765 201402           509cr31876261030         a00001           special Tassie devil cbr         aLaunceston, Tas: bReq		
245 10 \$aTiddles : the spleighton Lee.         Leighton Lee.         264 \$aLaunceston, Tas         300 \$a[24] pages : col         490 0 \$aFrogs         500 \$aDonated by Bail:         550 \$aTasmanian devils         984 \$a5ABS \$cJF Law         995 \$a90 \$bIl413000900         00694nam a2200205uu         450000100080000005001700         7245009600132264004600225         5007300415 1046765 201402         a9781876261030 a0000         special Tassie devil cbr         aLaunceston, Tas: bRef		
Leighton Lee. 264 \$ALaunceston, Tas 300 \$a[24] pages : col 400 0 \$AFrogs 500 \$ADonated by Bail: 550 \$ATasmanian devil: 984 \$ASABS \$cJF Law 995 \$ASO \$bIl413000901 00694nam a2200205uu 450000100080000005001700 7245009600132264004600221 5007300415 1046765 201400 a9781876261030 a00009 special Tassie devil cby aLaunceston, Tas.: bRee	a.	
264         \$alaunceston, Tas           300         \$a[24] pages : col           490         0         \$aFrogs           500         \$aDonated by Baill           650         \$aTasmanian devil:           984         \$aSABS \$cJF Law           995         \$a90 \$bIl413000905           00694nam a2200205uu         450000100080000005001700           7245009600132264004600225         5007300415 1046765 201402           509cr31876261030         a00005           special Tassie devil cbr         aLaunceston, Tas.: bRee	ial Tassie devil \$cby Nita:	Lawes-Gitvear ; illustrations by
300         \$a[24] pages : col           490         \$aFrogs           500         \$aDonated by Bail:           650         \$aTasmanian devil:           984         \$aSABS \$cJF Law           995         \$a90           00694nam a2200205uu           450000100080000005001700           724500960013226400460022           5007300415         1046765           9781876261030         a00000           special Tassie devil cby           aLaunceston, Tas:         bRef		
490 0 \$aFrogs           500 \$aDonated by Bail:           650 \$aTasmanian devil:           984 \$a5ABS \$cJF Law           995 \$a90 \$b1141300090!           00694nam a2200205uu           450000100080000005001700           724500960013226400460022!           5007300415 1046765 201400           a9781876261030 a0000!           special Tassie devil cby           aLaunceston, Tas.: bRec	\$bRegal Press, \$c[2001?]	
500         \$aDonated by Bail:           650         \$aTasmanian devil:           984         \$aSABS \$cJF Law           995         \$a90 \$bIl413000904           00694nam a2200205uu         450000100080000005001700           7245009600132264004600221         5007300415 1046765 201402           5097300415 1046765 201402         a9781876261030 a0000           special Tassie devil cby aLaunceston, Tas:         bRe	: illustrations	
650         \$aTasmanian         devil:           984         \$aSABS         \$cJF Law           995         \$a90         \$bIl413000909           00694nam         a220205uu           450000100080000005001700         7245009600132264004600221           5007300415         1046765         201402           a9781876261030         a00009         special         Tassie         devil           aLaunceston,         Tassie         bevil         bevil         bevil		
984         \$aSABS         \$cJF Law           995         \$a90         \$bI1413000904           00694nam         a2200205uu           4500001000800000005001700           7245009600132264004600224           5007300415         1046765           a9781876261030         a00009           special         Tassie         devic           aLaunceston,         Tas.:         bRe	e Family, November 2013.	
995         \$a90         \$bI1413000904           00694nam         a2200205uu           450000100080000005001700           7245009600132264004600224           5007300415         1046765           a9781876261030         a00009           special         Tassie         devic           aLaunceston,         Tas.:         DRE	· Fiction	
00694nam a2200205uu 450000100080000005001700 7245009600132264004600221 5007300415 1046765 201400 a9781876261030 a0000 special Tassie devil cbm aLaunceston, Tas: bRee		
450000100080000005001700 7245009600132264004600223 5007300415 1046765 201400 a9781876261030 a00009 special Tassie devil cby aLaunceston, Tas.: bRec	c10 \$d27/02/2014 \$iFiction \$	SlStaffroom \$sBook Depository
724500960013226400460022 5007300415 1046765 20140 a9781876261030 a0000 special Tassie devil cb aLaunceston, Tas.: bReg		
5007300415 1046765 201402 a9781876261030 a00009 special Tassie devil cb aLaunceston, Tas.: bReg	8008004100025020001800066035	00110008408200120009510000250010
a9781876261030 a0000 special Tassie devil cby aLaunceston, Tas.: bReg	0003700274490001000311500004	60032165000310036798400170039899
special Tassie devil cby aLaunceston, Tas.: bReg	7000000.0 140227s2001 at a	a       000 1 eng d
aLaunceston, Tas.: bRed	14 aJF bLaw 1 aLAWES-GILVEA	AR, Nita. 10 aTiddles : the
	Nita Lawes-Gitvear ; illustra	ations by Leighton Lee.
aFrome aDonated by B:	Press, c[2001?] a[24] pa	ages : color illustrations 0
arroys abonated by be	lie Family, November 2013.	aTasmanian devils - Fiction
aSABS cJF Law a90 bl:	13000908 cl0 d27/02/2014 iFic	ction lStaffroom sBook
Depository		

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.

Lists	
	Status Types
	Item Types
	Locations
	Due Date Categories
	Borrower Types
	Subject authority
	Author authority
	Series authority
	Collections authority
	Suppliers authority
	Publishers authority
	Publishing place authority
	Sites authority
	Cost Centre authority
	Loan history
	Reservations .

#### Loan History

L 2 R 4 L 4 L 4	219 219 464 464 413	MCNULTY, Maeve MCNULTY, Maeve LIVINGSTONE, Grace LIVINGSTONE, Grace	3EC 3EC	27430 27430	28/03/2013
R 4 L 4 R 4	464 464	MCNULTY, Maeve LIVINGSTONE, Grace		27420	
L 4 R 4	464	LIVINGSTONE, Grace		2/430	21/03/2013
R 4		LIVINGSTONE, Grace	5RT	27430	01/11/2012
L 4	413		5RT	27430	24/10/2012
-		ELMSLIE, Sadie	4RC	27430	28/06/2012
-	413	ELMSLIE, Sadie	4RC	27430	14/06/2012
R 4	412	DI BELLO, Serenna	4CR	27430	10/05/2012
L 4	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 2	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 4	464	LIVINGSTONE, Grace	5RT	27430	29/02/2012
L 4	464	LIVINGSTONE, Grace	5RT	27430	22/02/2012
R :	294	FRYER, Ruby	4CR	27430	10/11/2011

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.

entrie							1	
Order	ltem 9031	Link 9031	BN 1	Date 10/09/2015	Time 11:54:42	Status n/a	Name WEBBER, Jane	Class 'Gorgeous'
	9031	9031	442	02/03/2015		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** Saves the item then goes back and asks for a barcode. Ctrl S **F2** Saves the item but does not go back. **CTRL F2** Saves the item then automatically advances to the next record. **F**3 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. Make a copy. Same as clicking on the Copy button. F5 **F7** Print. **CTRL P 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.

🎒 Add / Edit Items									_		×
File Record Lists	s										
КХУХ	Save Z-cataloguing Delete Copy Find					t Change	Blo	ck Copy	History	Ca	ncel
Item Number:	2227					Status: 1 - Available					
Barcode:	I1413022277	Generate				Item type: FIC - Fiction					
Title:	Toad Rage										×
Subtitle:											_
Responsiblity:											
Media (GMD):		~					pplier:				~
Series:	Puffin Books				∧ F5-che	eck	Cost:	11.95			
					~	Replacemen	t cost:				
Volume:		Serial number:				Order nu	imber:				
Author(s):	GLEITZMAN, Morris				∧ F5-che	eck Cost o	entre:				~
Cubinatas						Purchas	e date:	01/03/2	2000		
Subjects:	Cane toads - fiction				A F5-CR	Accessio	n date:	: 01/03/2000			
	Adventure and adventure	ers - fiction			~	Due date cat	eaory:	0 - Norm	nal		×
Collection:					^	Loan restri		0			
						Louireau	cuona.	Visible i	in search		
	×							Exclude	from stocktake		
Call number:	F GLE *								count against lo		1
Content type:							Copies	2	List	Unlink	_
Media type:	~	Carrier type:			<u> </u>		Box		Make	Add	
Pub.place:	Ringwood, Vic.						Alt.ID:				
Publisher:	Penguin						Cover:	0141306	6556.GIF		
Pub.year:	ISBN: 0	141306556	SCIS number	:		Circulation In Borrower 0	formati ()	on			
Edition:						Due date 1		1	MORRIS GLEITZMAN		
Description:			0.40			Last seen 2		-	TOAD		
Lexile:	PRC	: 6-9	Level: 9-12	2		Issued 2			20.00		
URL:						Returned 29 Borrowed 64		3			
Other:						Reserved 0	-	I	So T		
	Notes* Contents	Synopsis Lo	oan note Ret	urn note F	Reviews			< >	Save	Ca	incel

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)

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.

<b>Title</b> (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.

Book

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):

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	٨	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 semicolons. 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.

Cataloguing

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#### Serial Number

Serial number:

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

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

		,	
Author(s):	BALL, Duncan	~	F5-check
	SMITH, Craig	~	

Author(s) is a multi-line field like Series. Only two lines are displayed but it can scroll up and down as well as left and right. 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:	Eye - fiction Sleighs and sledges - fiction Friendship - fiction Kidnapping - fiction	* 	F5-checł
	11 5		

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.

🔿 Subject check	×
sea	
F3 - Accept subject above, or click on an entry below then O	K or press Enter to replace above
Authority entry	^
Sea poetry	
Sea urchins	
Seabirds	
Seafood	
Seagull	
Seahorses	
Seahorses - Fiction	
Seahorses - fiction	
Seahorses - poetry	
Sealing (hunting)	
Sealing (hunting) - history	
Seals	
Seals (Animals)	
Seals (animals)	
Seals (Animals) - Fiction	
Seals (animals) - fiction	
Seals (animals) - folklore	
Seals - Fiction	×
Titles	OK Cancel

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:	BF BAL	

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:

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)

Media type:
-------------

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.

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#### Carrier Type (338)

Carrier type:	Unspecified -
---------------	---------------

Unmediated

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)

Pub.place:	Pymble,	N.S.W.
------------	---------	--------

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)

Publisher:

Harpercollins,

...

....

....

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)

|--|

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.	 	 	
AL L 5		 	 	

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.

🗳 Loan note	<b>-X</b>
The amazing story of Adolphus Tips /	
1	
Type new loan note above or select one from the list below.	
Loan notes used for other items.	
Loan notes	
Handle with care	
SENIOR FICTION - Please refer to Library Staff	
ОК Са	ncel

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.

🔗 Return note
The Littlest Dragon Goes For Goal
Type new return note above or select one previously used from the list
Return notes used for other items
Return notes
Remove
OK Cancel

#### Reviews

A dialog window is popped up allowing reviews written against this item to be viewed and edited.

😅 Edit Review		×
Review key: Review number: Reviewer: Item:	1 of 1 4 1 Jane WEBBER 15058 Pagan's Daughter	
Review date: Review status:	12/03/2008 Approved •	
Babylonne, F and irresistib	ok is the first in the new Pagan series, about Pagan's daughter. Babylonne is as feisty, funny ole as her famous father. "A mysterious past, a ght, an unforgettable adventure". Brilliantly	
	New Delete Clear Print Save Cance	1

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

## **Copy Information**

#### Status

Status:	1 - Available	$\sim$		
---------	---------------	--------	--	--

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 Ondisplay 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)

Item type: Bridging Fiction

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\$I)

Location: Staffroom V ...

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)

Supplier:	
-----------	--

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

<b>Cost</b> (995\$c, 995\$p)					
Cost:	9.95				
Replacement Cost:					

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**

Acc.Date:	01/0	3/2	000	•

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.

4	November 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	
Today: 10/01/2014							

#### Due date category

Due date category: 0 - Normal 🚽 .
-----------------------------------

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

A 0 (zero) assigns the 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

Loan restrictions:	0		
--------------------	---	--	--

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

🞒 Loan Re	strictions	×
Types of	borrowers which can borrow this item	
	Borrower Type	^
	Years P, 1, 2	
2	Year 3,4	
3	Year 5	
4	Year 6	
5	Ex LVS Students	
6	Parents	
7	Teacher	
8	Ancillary Staff	
9	Library Staff	
10	Ten	
🗌 11		
12		
13		
14		
15		~
Not for L	oan	
Set al	I Clear all OK Cano	:el

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

#### 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

#### 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

Copies	1
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	Micony Gute - CLASS SET	1-Available	Staffroom		137 - HAVWARD

#### 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)	1
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		
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

Circulation Info	omation	
Borrower	241 Caleb CUTMORE	(4CR)
Due date	03/07/2013	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Last seen	31/07/2013	Jan I
Issued	1	
Returned		
Borrowed	9	ALDELENIE AND
Reserved	0	Chailand Bravers
Reviews	1	John Failingin

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**

Сору

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.

🖆 Make a copy 📃 🔀
Enter new copy's item number or barcode
Scan for unused numbers
OK Cancel

- 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 <u>unlinked</u>. 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.

🗃 Block Copy Items		×
	Block Copy	
	Choose block copy method:-	
	Scan in barcodes	
	Enter range of numbers	
Defaults:		
Status	1 - Available	
Supplier		
Cost	14.95	
Cost centre		
Pur.Date	☑ Set purchase date to today	
Acc.Date	Set accession date to today	
	Close	

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.

Block Copy Items			×				
Make copies of the item number below by scanning their barcodes.							
Item number to copy	5230						
Add item to list>			Add				
	O itema in lint						
	0 items in list	Remove					
			OK Cancel				

### 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.

Block Copy Items			
	5320		
Item number to copy:	5230		
First item number of block: (Highest used: 38999)			
Last item number of block:			
Maximum number of items: (Leave blank if no limit)			
Barcodes	Auto-generate barcodes		
		Car	ncel

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.

		and click on Link.				
#	Title	Author	Link	ISBN	SCIS no	Call numbe
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.

Unlink

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.

🖆 Subject check	x
Cat	
F3 - Accept subject above, or click on an entry below then OK or press Enter to replace above	
Authority entry	
Cat family	
Cataloguing - standards	
Catastrophes	
Catastrophes SEE Disasters	
Caterpillars	
Caterpillars - fiction	=
Caterpillars - poetry	
Cathedrals - fiction	
Catherine ii, empress of russia - fiction	
Catholic church	
Catholic church - fiction	
Catholic church - history	
Cats	
Cats - Fiction	
Cats - biography	
Cats - care and health	
Cats - drama	
Cats - folklore	-
Titles OK Cance	el 🖉

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.

Description	URL	
Aaths Dictionary for Kids	http://www.amathsdictionaryforkids.com	
escription Maths Dictionary for Kids		

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 Items Menu			—	
	Delete Items Menu			
(		1		
	1 - Delete individual items			
(	2 - Mass delete items			
		)		
	3 - Deleted items list			
				Go back
				GO DACK

## **Delete Individual Items**

Delete hem         The amazing story of Adolphus Tips / Michael Morpurgo ; illustrated by Michael Foreman         Author[s]:       MORPURGO, Michael ; FOREMAN, Michael [illustrator] Call number:         F MOR * Subjects:       Casts - Fiction ; World War, 1939-1945 - England - Fiction ; World War, of civilians - Fiction ; World War, 1939-1945 - England - Fiction ; World War,	ISSING ISSING Go back
The amazing story of Adolphus Tips / Michael Morpurgo ; illustrated by Michael Foreman Author(s): MORPURGO, Michael ; FOREMAN, Michael [illustrator] Call number: F MOR * Subjects: Cats - Fiction ; World War, 1939-1945 - England - Fiction ; World War,	>
The amazing story of Adolphus Tips / Michael Morpurgo ; illustrated by Michael Foreman Author(s): MORPURGO, Michael ; FOREMAN, Michael [illustrator] Call number: F MOR * Subjects: Cats - Fiction ; World War, 1939-1945 - England - Fiction ; World War,	>
The amazing story of Adolphus Tips / Michael Morpurgo ; illustrated by Michael Foreman Author(s): MORPURGO, Michael ; FOREMAN, Michael [illustrator] Call number: F MOR * Subjects: Cats - Fiction ; World War, 1939-1945 - England - Fiction ; World War,	>
he amazing story of Adolphus Tips / Aichael Morpurgo ; illustrated by Michael Foreman uthor(s): MORPURGO, Michael ; FOREMAN, Michael [illustrator] all number: F MOR * subjects: Cats - Fiction ; World War, 1939-1945 - England - Fiction ; World War,	
vabilisher: London: HarperCollins Children's, 2005 SBN: 0007182457 Phys. description: 190 p. : ill. PRC: 6-9 .evel: Red .exile: 390	1939-1945 - Evacuation
tem number: 1 Barcode: 11413000013 Jink: 1 Status: 2 On Ioan tem type: WEB Website Jocation: Library	
Cost: Geplacement cost: Supplier: Accession date: 04/09/2014 Accession date: 04/09/2014 .ast seen date: 12/05/2021 Total loans: 11 Total loans: 11 WEBBER, Jane Class Gorgeous Level S Due date: 26/05/2021 Date borrowed: 12/05/2021 Date returned: 12/05/2021 Date teturned: 12/05/2021 Due date category: 0 Normal .oan restriction: 0 Fisible in Search: Yes	

## **Mass Delete Items**

🎒 Delete ite	ms						- 🗆	×
	Backup Details		Delete Iter atus Location nove Import	Item type C	luery			
	Add item to list>		1		Add			
Number	Title		Call number	Item type	Location	Cost	Repl.cost	
0 items in list	Deleted Items List	D	elete listed	items			Go b	back

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.

🙀 Special Backup 🛛 🔀	J
Backup to D:\BMV10	
Select backup file:	
Red Green Blue Yellow	
OK Cancel	

#### 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.

1 - In stock 2 - On loan	<u> </u>			
3 - UNLOGGED (Dec 12)			Choose item type for deleting	<b>—</b>
4 - Repairs	=	🖆 Choose location for deleting		
5 - Lost/Damaged				
6 - ON ORDER			Item type	
7 - ACQUIRED		Location	Adult Fiction	
- Processing		Library	Archive Collection	
9 - Covering .0 - Website		Library Admin	Kit in small bag	=
1 -		Staffroom	Big Book	
2 -		Website	Bridging Fiction	
3 -			Boxed Special Collection	
4 -			Classic Fiction Collection	
5 -			Computer Hardware	
6 -			Class Sets	
7 - 8 -			Fiction	
9 -			Graphic Fiction	
0 -			Junior Fiction	
1 -			Junior Non-Fiction	
22 -			Kit	
23 -	*		NI	-

## Query

A query can be entered to search for the items.

🏡 Define Catalogue Query			<b>X</b>
Query definition			
Field	Condition	Value	<b>-</b>
· · · · · · · · · · · · · · · · · · ·			
			•
Save Retrieve Clear	]		
		ОК	Cancel

#### Import / Download

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

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

#### Details

The details button opens a window listing cataloguing details of a highlighted item. Double-clicking on the line does the same.

## Remove

This removes a highlighted entry in the list so it will not be deleted.

### Print

Prints out the visible list.

## **Delete Listed Items**

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



## **Deleted Items List**

Bookmark keeps a list of every item deleted.

View	Undelete Print Filter Find Remove	Set all	Clear all	Purge	Edit it	em Report	s
541 entr	ies					Total value	= \$14,12
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-Ji
1137	Good-Bye, Daddy!	29/11/2013	29/11/2012	8.95		10/05/1999	JF-Ji
1138	Just Dog	29/11/2013	26/11/2013	9.95		10/05/1999	JF-Ji
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-Ji
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-1
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
1228	Tin Litzia	20/11/2012	12/11/2012	0.05		0//06/1000	1F_11 ×

#### **View Selected Items**

To see all the cataloguing details of an item, click on the title to highlight the line then click on View. Or double click on the title.

🖆 Item Details		×
Fraidy Cats		
Item number: Status: Item type: Location:	66 1 1 1	
Cost: Replacement cos Supplier: Last seen date: Total loans: Last borrower: Date date: Date borrowed: Date returned: Due date catego Loan restriction:	10/01/2014 10/01/2014 0 Group Level 10/01/2014 10/01/2014 10/01/2014 10/01/2014 y; 0 Normal	Е
Loan note: Return note: Date lost:		-
To undelete, ent β6	er item number and click on Undelete. The number can be different. Undelete Check Cancel	

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.

🃸 Define Catalogue Query		
Query definition		
Field	Condition	Value
~	~	
	And      Or	
~	~	
	● And ○ Or	
~	~	
	And     Or	
~	~	
	● And ○ Or	
~	~	
	● And ○ Or	
~	~	
Retrieve Save	Clear All items Order by	
		OK Cancel

Enter a query to generate the filter.

View	Undelete Print Filter Remo	e Set all Clear all				
6 entries	found of 80 records in file					Total value = \$\$66.0
Number	Title	Date deleted	Last scanned	Cost	Accession date	Item type
2	Home to mother	19/11/2013	19/11/2013		19/11/2013	1-FIC Fiction
66	Fraidy Cats	10/01/2014			10/01/2014	1-FIC Fiction
67	Cats and Kittens	14/01/2014	14/01/2014	8.95	30/08/1999	3-JNF Junior Non-F
4808	Budgie	07/11/2013		8.95	23/11/2001	23-BF Bridging Fiction
4891	Six White Boomers	07/11/2013		24.95	30/11/2001	21-PF Picture Fictio
33007	Weasels	07/11/2013	05/09/2013	22.99	14/05/2013	2-JF Junior Fiction

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.

e Edit	View Format							
4 items	3							
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
1138	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
1802	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
3569	Faust In Space	26/06/2014	24/08/2014	28.95	08/09/2008	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
8540	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	24/08/2014	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: 28	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	
9375	Boy Overboard	05/06/2014	05/08/2014	14.95	05/08/2014	24-RB Reading bo	42-Novel Reading Bo	
59376	Boy Overboard	05/06/2014	05/08/2014	14.95	05/06/2014	24-RB Reading bo	42-Novel Reading Bo	
59377	Boy Overboard	05/06/2014	05/08/2014	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

🖆 Purge items	×
Remove all items having a last scanned date before and up to this date:	
31/12/2012 Calendar	
OK Cance	9

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 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**

Import MAI	RC records	
When importing adjust the following         ☑ Remove trailing /; and . symbols from titles and series         □ Exclude from stocktaking         □ Remove F from beginning of fiction call numbers         □ Only keep first letter of author in fiction call numbers         ☑ Remove full stop from end of authors         □ Remove decimal part of dewey numbers	Defaults when importing Status: Item type: Location: Due date category: Sublocation: Supplier:	1 - Available     ~       FIC ~ Fiction     ~       Library     ~       0 - Normal     ~       Abacus     ~
<ul> <li>Save SCIS genres to Collections instead of Subjects</li> <li>Authors: Force surname to UPPER case </li> <li>Update mode: import only catalogue data</li> <li>Change &amp; to 'and' for subjects and series</li> </ul>	Cost centre: Cost: Replacement cost: Callnumber prefix: Callnumber: Loan restrictions:	Library budget ~
<ul> <li>When adding a new item, check to see if a copy exists</li> <li>For SCISData import only MARC records, do not import covers</li> <li>When linking, use copy data instead of defaults</li> <li>Automatically check online for cover images</li> </ul>	Level: Accession date Purchase date Order number	

## 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.

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

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

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

Click on *Proceed* to continue.

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

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

### Update mode

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

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

#### Importing a MARC Record

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

S Import MARC file			×
😋 🕞 🗢 📙 🕨 Computer 🕨 D	ta (D:) > BMV10 > SCISData >	✓ Search SCISData	م
Organize 🔻 New folder		₿₿ ▼	1 0
<ul> <li>★ Favorites</li> <li>■ Desktop</li> <li>Bownloads</li> <li>We Recent Places</li> <li>▲ OneDrive</li> <li>⇒ Libraries</li> <li>&gt; Documents</li> <li>→ Music</li> <li>&gt; Pictures</li> <li>&gt; Videos</li> <li>&gt; Videos</li> </ul>	<ul> <li>521.zip</li> <li>533.zip</li> <li>1281.zip</li> <li>1469.zip</li> <li>9780746046180.jpg</li> <li>download.mrc</li> <li>images-3488233.zip</li> <li>scisdata.383.zip</li> <li>scisdata.383.zip</li> <li>scisdata.385.zip</li> <li>scisdata.385.zip</li> <li>wiscisdata.385.zip</li> </ul>		
hodgsond (\DECSGLA02\;     GOSDisk (C:)     Data (D:)     Apps (\DECSGLA01\User2)     Groups (\\DECSGLA01\User2)     Groups (\\DECSGLA01\User2)     Bockmark (\\DECSGLA01\User2)			
	smarcFitzroyValley.dat	<ul> <li>✓ ALL</li> <li>Open</li> <li>Ca</li> </ul>	▼ ancel

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.

🗈 Add / Edit Items -	- Import					x
File Record Lists						
Import 1	Save View raw List titles Unused Find	Pri	int		Next Cancel	
Number/Barcode	Generate Copies			Status:	1 - Available 🔹	
Title:	Dot.		Check	Item type:	FIC - Fiction -	
Subtitle:	box.	- 1	encer	Location:	Library -	
Responsiblity:	Randi Zuckerberg ; illustrated by Joe Berger			Sublocation:	•	
Media (GMD):	▼			Supplier:	•	
Series:	A	∧ F	5-check	Cost:		
		-		Replacement cost:		
Volume:	Serial number:			Order number:		-
Author(s):	ZUCKERBERG, Randi	∧ F	5-check			
	BERGER, Joe [illustrator]	-		Cost centre:	•	
Subjects:	Girls - Fiction Action	∧ F	5-check			
	Picture books	-		Due date category:	0 - Normal 👻	
Collection:	A	•		Loan restrictions:	0	
		-			Visible in search Exclude from stocktake	
Call number:	F ZUC				Do not count against loan limit	
Content type:	text ; still image			Copies		
Media type:	unmediated - Carrier type: volume	•		Box	Make Add	
Pub.place:	London			Alt.ID:		
Publisher:	Picture Corgi	1		Cover:		
Pub.year:	2013			Circulation Inform	ation	
ISBN:	9780552571524 SCIS number: 1649022					
Edition:					Vot.	
Description:	32 unnumbered pages : colour illustrations.					
Lexile:	PRC: Level:	_				
URL: Other:		-			Pandi Zuckerberg Joe Berger	
otner:		_			Save Cance	
	Notes Contents Synopsis* Loan note Return note Ret	viev	VS		Save	=

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.

Copy list	
Enter other item numbers or barcodes to make copies when the item is	
Add	
11413000788	
Remove Unused OK Cancel	ן ר
Keniove Unuseu UK Cancel	

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.

6	Titles in	Import File	3				
	Titles in Import File						
		Title					
	1 Time trap /						
	2 Edie Amelia and the Runcible River Fever /						
	3	The great dog disaster /					
	4	The ring of wind /					
	5 On two feet and wings :						
	6 Tomato dynamite /						
	7 Pennies for Hitler /						
		OK Cancel					

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.

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

Muss Update by Import Opdate

 / Muss Update by Importing from SCIS

 1 - Make ISBN list file
 2

 2 - Update using MARC file
 3

 3 - Update using Z-Cataloguing
 4

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.

Go back

## 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.

Import Genres						—		×
			Generate ISB	l list				
Step 1 - Lis	st items f	to be changed						
		Query	Import Download	Remove Print				
		Add item to list		Add				
	Number	Title		ISBN	Scis no			
	0 items							
Step 2 - Cr	eate ord	ler file	Save					
							C	
							Clo	se

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.

🗃 Mass import update		– 🗆 X
Mass Import and	Update from a SCIS MARC file	
Step 1 - Which field is to be updated?	Tick field(s) to update Genre Subjects Authors Call numbers Publishing Titles Notes Contents Synopsis Edition Description	
Step 2 - How will the data be imported?	<ul> <li>Append to existing data</li> <li>Replace existing data</li> </ul>	
Step 3 - Start import process	Start	
		Cancel

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

🎒 Mass Update						—		×
		Mass Update from	SCIS via Z-c	ataloguing				
		1						
Quick back	(up	Backup						
Otom 1 Li		te he chevred						
Step 1 - Li	st items t	to be changed						
		Query Import	Download Remove					
		Add item to list		Add				
	Number	Title		ISBN	Scis no			
	0 items	-						
Sten 2 - St	pecify the	e field to be updated	Genre					
				_				
Step 3 - Sj	becify ho	w the data will be imported	Append	/				
Step 4 - St	art impor	t process	Start					
	areinipei		Start					
							Cano	el

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.

🞒 SCIS /	API		×
Down	loading 6 records		
6			
🎒 Impo	rt	×	
?	4 item records updated		
	Would you like to see the list of items?		

Yes

No

#### Viewing Updated or Non-Updated Items



🖬 Updated	items X
File Edit	Format Report
Updated it	tems
Number	Title
1	The amazing story of Adolphus Tips /
2	Home to mother
3	Ringworld
6	Blood fever
7	Dog Zombies rule (for now)
20	The pets you get
Font Arial	✓ Size: 10 ✓ 6 entries ~1 pages     Print   Save   Close

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.

Mass MARC	Import		×
Status:	10 - Website	~	
ltem type:	WEB - Website	~	
Location:		~	
ltem number a Highest numb	ower number like 1 will cause unused	mbers ction inste	-
		ОК	Cancel

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.

#### Cataloguing

### **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

Cataloguing

URL, Website, Address, Shortcut Extra, Other Media type Content type Carrier type Cover, Cover filename, Coverfilename SCIS number, SCIS, SCISnumber

Cost, Purchase cost, Actual cost Replacement cost Cost centre Order number Supplier Serial number, Serialnumber Accession date, Catalogued date

Location, Loc Item type, Itemtype, Type Collection Site, Sublocation PRC, Reading Challenge Level Lexile, Literacy pro, Lexile number

Link, Link number, Linking Box, Box number Visible, Searchable, Visible in search Exclude in stocktake, Exclude

#### Status

Last seen date, Stocktake date, Stocktaking Total loans, Number of loans, Totalloans Borrower number, Borrowernumber Borrower barcode, Borrowerbarcode Borrower, Borrower name, Name, Borrower class, Class Borrower level, Year level, year Due date, Duedate Loan date, Date issued Return date, Date returned Due date category, DDC, Date category Loan note, Loannote Return note, Returnnote The URL or shortcut address Other data RDA Media type RDA Content type RDA Carrier type The filename of a book cover image The SCIS number

Cost (do not include \$) Replacement cost (do not include \$) Cost centre Order number Supplier The serial number Accession date

Location number Item type number Collection text Site or Sublocation text PRC level Level Lexile value

Link value Box value If the item can be searched (0 hide, 1 show) Exclude during stocktake (0 false, 1 true)

Status number of the item Date when item was last scanned Number of times the item has been borrowed The borrower's record number The borrower's full barcode The borrower's name as it is displayed The borrower's class or group code The borrower's year level or grade The items' last due date The date the item was last borrowed The date the item was last returned The item's due date category number A loan note 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.

Cataloguing

- 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):

```
Untitled - Notepad

Eile Edit Format View Help

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.

🞒 Z-Cataloguing		×
	Z-Cataloguing	
Data source:	SCIS ~	
Search for:		
	Submit	Cancel

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.

Search for ISBMs or words in titles:	💣 SCIS API		×
Search for ISBNs or words in		SCIS API	
or words in			
or words in			
	or words in		
	titles:		
Submit		Submit	
Cancel			Cancel

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.

📸 Export Items Menu	—		×
Export Items Menu			
1 - MERGE format			
2 - MARC format			
3 - Text format			
		Go b	ack

**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.

🗈 Export MERGE format	• •
Export MERGE format	
Details Remove Import Search Print	
Enter an item number or range of numbers to export Add Highest used number is 34322	
Number Title	
66     Cats and Kittens       1000     The Great Jimbo James       1001     The Best Pet	
3 items in list	
Export	Cancel

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**

🗈 Export MARC format				
		Export USMARC forma	t	
		Query Import Download Details Re	move Print	
		Add item to list	Add	
	Number	Title	Call number	
	0 items			
			Expor	t Cancel

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.

🚊 Authority lists			-		×
	Author	ity Lists			
	Subjects	Publishers	)		
	Authors	Places	)		
	Series	Suppliers	)		
	Collections	Cost Centres	)		
	Media (GMD)	Locations	)		
	Item types	Sublocations	)		
	Status types	Loan notes	)		
	Genre images	Return notes	)		
				Gol	back

### 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.

🚊 Subject Authority					
File Edit					
Subject Authority					
List items Find Add Change Remove Import Export	Rebuild				
11,530 entries Filter: All entries					
Authority entry	Items	*			
Aardvarks - fiction	1				
Aardvarks - poetry	1				
Ability	1				
Ability - fiction	9				
Ability - poetry	1				
Abominable snowman	2				
Abominable snowman - fiction	8				
Aboriginal communities	18				
Aboriginal communities - poetry	1				
Aboriginal peoples	85				
Aboriginal peoples - anecdotes	1				
Aboriginal peoples - animals	1				
Aboriginal peoples - autobiography	1				
Aboriginal peoples - biography	6				
Aboriginal peoples - ceremonies	5				
Aboriginal peoples - civil rights	6				
Aboriginal peoples - civil rights - biography	1				
Aboriginal peoples - civil rights - fiction	1				
Aboriginal peoples - culture	13				
Aboriginal peoples - dance	1	+			
		Go back			

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.

Find

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

🖆 Authority find		<b>—</b> ×-
	Enter Subjects authority entry to find	
dinosaurs		
		OK Cancel

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.

#### List items

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.

On Country : Storie	s of Nyrlotte	<u>^</u>	ON COUNTRY
Author(s): Call number: Subjects: peninsula (qld.) - fir Publisher: ISBN: Cost: Extra:	DOYLE, Fiona;DOYLE, Lionel F Doy Aboriginal peoples - fiction;Grandmothers - fiction;Cape york ction;Aboriginal peoples - dreaming - fiction St. Lucia, Old.: Uqp, 2006 0702235458 16.95 P&P9-12;20859	-	For Ever Control of the second s
ltem number: Alt.Barcode: Status: Item type: Location:	20859  1413208598 1 1 1		Descard by fand Days
Cost: Replacement cost: Supplier:	16.95		
Accession date: Last seen date: Total loans: Last borrower: Due date: Date borrowed: Date returned:	21/02/2007 06/12/2012 4 0 Group Level 04/11/2009	-	

Add

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.

🖆 Authority add	
Ente	r Subjects authority entry to add
	OK Cancel

#### Change

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

🖆 Author	rity change	×
	Change authority entry	
from:	Nummbats	
to:	Numbats	
	OK Can	cel

Cataloguing



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

Authority Remove	
Remove Nummbats	
Yes No	

Import

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

🖆 Import to authority 🛛 💽
<ul> <li>Import See and See Also references from SCIS authority</li> <li>Import entire SCIS authority</li> <li>Import text file list</li> </ul>
OK Cancel

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.

Import SCIS entries				
Importing SCIS authority records				
66% read Estimated 27 seconds remaining				
Cancel				

List items Find Add Change Remove Import	Export Filter Rebuild
32, 138 entries	
Authority entry	Items
21st century SEE Twenty-first century	
4WD vehicles SEE Four-wheel drive vehicles	
4x4 wheel drive vehicles SEE Four-wheel drive vehicles	
Aardvarks - fiction	1
Aardvarks - poetry	1
ABC SEE Alphabet	
Abduction SEE Kidnapping	
Ability	1
Ability - fiction	9
Ability - poetry	1
Ability SEE ALSO Artistic ability	
Ability SEE ALSO Executive ability	
Ability SEE ALSO Language ability	
Ability SEE ALSO Leadership	
Ability SEE ALSO Learning ability	
Ability SEE ALSO Mathematical ability	
Ability SEE ALSO Musical ability	
Ability SEE ALSO Success	
Abolition of slavery SEE Slavery	
Abominable snowman	2

#### Export

Subject headings can be exported into text files.



Cataloguing

Filter

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.

Subject Authority	
ousjeer Authomy	
List items Find Add Change Remove Import Export	Filter Rebuild
183,632 entries	
Authority entry	Items
Aboriginal peoples - Indexes	
Aboriginal peoples - Industries SEE Aboriginal peoples - Handicrafts	
Aboriginal peoples - Industries SEE Aboriginal peoples - Technology	
Aboriginal peoples - Initiation ceremonies SEE Aboriginal peoples - Ceremonies	
Aboriginal peoples - Kinship	3
Aboriginal peoples - Kinship - Fiction	
Aboriginal peoples - Kinship SEE ALSO Kinship	
Aboriginal peoples - Land rights	5
Aboriginal peoples - Land rights - Bibliography	
Aboriginal peoples - Land rights - Drama	
Aboriginal peoples - Land rights - Fiction	
Aboriginal peoples - Land rights - History	
Aboriginal peoples - Land rights - History - Sources	
Aboriginal peoples - land rights - law and legisla	1
Aboriginal peoples - Land rights - Law and legislation	
Aboriginal peoples - Land rights - Law and legislation - Periodicals	
Aboriginal peoples - Land rights - Maps	
Aboriginal peoples - Land rights - Pictorial works	
Aboriginal peoples - Land rights - Political aspects	
Aboriginal peoples - Land rights SEE ALSO Aboriginal peoples - Civil rights	+

Rebuild

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.

	Rebuild Subjects	23		
	Are you sure?			
	Yes No			
Rebuildi	ng Subjects	,		
Creating new Subjects authorityscanning up to 23235				
7528				
	Cancel			

#### 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**

🗳 Author website	<b>—</b>
Enter author's website URL or related URL	
http://www.larryniven.net/	
	OK Cancel

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.

Supplie	ers
List items Add Change Remove I	Import Export Print Rebuild
18 entries	
Entry	Items
ASO	24
Author	5
Bandicoot	8
BkClub	1
Booklegger	1
Central	3
ChildBks	6
Christian	13
Donated	10
E&R	1
Fishpond	1
Hawker Brownlow	4
Lamont	1
Macmillan	4
P&P	65
Scholastic	11
Shearers	6
XYZ	7

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

A Locations		
Locations list		
List items Add Change Remove Import Export	Print Rebuild	
5 entries		
Entry	Items	
	9	Change list order:
Library	18586	
Staffroom	1998	
Library Admin	3624	
Website		
		Close

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. Cataloguing

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**

		—
Collections		
	1	
7 entries 7 visible in Search	1.4	
Entry	Items	
☐ Christmas	166	
☑ Easter	46	
✓ Humorous stories	1	
☑ Known Space	1	
My Place	4	
☑ Ringworld	1	
School stories	1	
Entries not ticked entries are hidden in the Collections list in Search		

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 Science fiction Animal stories/Animal films Science fiction films Australian stories Spy films **Biographical films** Stories in rhyme Choose your own stories Supernatural stories Comedy films Utopian fiction Crime stories/Crime films Verse novels **Diary stories** War stories/War films Dystopian fiction Westerns Family sagas Wordless stories 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 102 Cataloguing

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**

on	Code	Description	Icon name	Count	A	
	FIC	Fiction	book2.bmp	4199	Ch	ange list order:
•	JF	Junior Fiction	book3.bmp	1919		
•	JNF	Junior Non-Fiction	book4.bmp	2548		
ŧ	NF	Non-Fiction	book4.bmp	5960		
:	REF	Reference	book5.bmp	108		
	TR	Teacher Reference	tchref.bmp	1068		
3	KIT	Kit multi item/types A4	kit.bmp	474		
	MAP	Map/Chart	map.bmp	54		
	BB	Big Book	bigbook.bmp	100		
	PIC	Picture	picture.bmp	693		
)	VID	Video Tape/DVD	videocassette.bmp	37		
1	HWRE	Computer Hardware	hardware.bmp	8		
8	MAG	Magazine	newspaper.bmp	49		
	BOX	Boxed Special Collection	game1.bmp	2		
3	TUBE	Kit in a Tube	kit.bmp	4	5	
Edi	it	New Defaults Rebuild				

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.

New

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.

ltem	Types				
Icon	Code	Description	Icon name	Count	
٠	FIC	Fiction	book2	4197	
۵	JF	Junior Fiction	book3	1920	
<b>&gt;</b>	JNF	Junior Non-Fiction	book4	2548	
<del>©</del>	NF	Non-Fiction	book4	5960	Ξ
٠	SF	Senior Fiction	book2	207	
	AF	Adult Fiction	book1	271	
٠	GF	Graphic Fiction	book2	235	
٠	CFC	Classic Fiction Collection	book2	105	
<u> </u>	REF	Reference	book5	108	
<u> </u>	TR	Teacher Reference	tchref	1069	
	KIT	Kit	kit	474	
<b>*</b>	MAP	Map/Chart	map	54	
<b>1</b>	BB	Big Book	bigbook	100	
<b>1</b>	PIC	Picture (Individual)	picture	693	
	VID	Video Tape/DVD	videocassette	37	Ŧ
	Code	FIC Change			
Des	cription	Fiction			
	Icon	🔶 book2 🗸			
		Update Cancel	Remove Move Items		
Prin	t				

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.

🖆 Global Item Type Change 🛛 💽
Change all items having item type
KIT - Kit
to
KITP - Picture Kit
OK Cancel

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

Change

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.

🖆 Item Types	<b>x</b>
Globally change the code in all records for item type Fi	
Change from:	1
Change to:	FIC
	OK Cancel

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.

Cataloguing

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.

#### 

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
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		•
1	Available	Update				
	Can be borrowed?					
	Can be returned?					
	Can be reserved?					

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.

式 Global Status Change 🛛 🔀
Change all items having a status of:
8 - Missing 🔻
to:-
4 - Weeded 🔻
OK Cancel

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.

<u> <u> <u> </u> <u> </u> Print word barcode labels </u></u>		×
Choose status ->	Choose	•
4 - Repairs		
5 - Lost/Damaged		
2 items in list		
	Remove Print	Close

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.

Subject Authority	
List items Find Add Change Remove Import Export	Filter Rebuild
Authority entry	Items
Aboriginal peoples - Indexes	· · · · · · · · · · · · · · · · · · ·
Aboriginal peoples - Industries SEE Aboriginal peoples - Handicrafts	
Aboriginal peoples - Industries SEE Aboriginal peoples - Technology	
Aboriginal peoples - Initiation ceremonies SEE Aboriginal peoples - Ceremonies	
Aboriginal peoples - Kinship	3
Aboriginal peoples - Kinship - Fiction	
Aboriginal peoples - Kinship SEE ALSO Kinship	
Aboriginal peoples - Land rights	5
Aboriginal peoples - Land rights - Bibliography	
Aboriginal peoples - Land rights - Drama	
Aboriginal peoples - Land rights - Fiction	
Aboriginal peoples - Land rights - History	
Aboriginal peoples - Land rights - History - Sources	
Aboriginal peoples - land rights - law and legisla	1
Aboriginal peoples - Land rights - Law and legislation	
Aboriginal peoples - Land rights - Law and legislation - Periodicals	
Aboriginal peoples - Land rights - Maps	
Aboriginal peoples - Land rights - Pictorial works	
Aboriginal peoples - Land rights - Political aspects	
Aboriginal peoples - Land rights SEE ALSO Aboriginal peoples - Civil rights	-

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 reimport 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.

🗳 Box Items Menu			-	- 🗆 >
	Box Items			
New	Edit Dismantle Contents Find Print list	Print all	Filter	
Number	Title	Members	On loan	
2222	CHRISTMAS COLLECTION BOX	162	8	
3333	EASTER COLLECTION	46	2	
4721	Australian Colonial Life - Poster Set	19		
9258	MAC AUSTRALIA. Upper Primary - Box (Kit)	23		
9989	The Macmillan Illustrated Encyclopedia	11		
11441	The Macmillan Encyclopedia of Australian Plants and Animals. Box Set	10		
20355	Life Cycles - Audio CD	7		
20484	Australian Topics Wall Charts Ages 10+	17		
20885	Australian Colonial Life - Poster Set	19		
23112	Minibeasts Wall Charts	6		
31064	NOT ON SCIS - Mirror - Education Kit	8		
38415	Australian Aboriginal Stories Teaching & Learning Pack	9		
12 boxes				
12 00/03				
				Go back

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** These can be collections of items with a common
  - **Packs:** 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.

New

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.

🗳 Edit Box	🗊 Edit Box 💌								
Box: 66 C	Box: 66 Cats and Kittens								
Item numbe	er or barcode to add>	Add Remove							
Number	Title								
2318 6525	Kittens & Cats Cats								
13586	Cavalcade of Cats								
3 items in b	юх	OK Cancel							

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.

ontent	s of box 3333		
30X 33	33		
	R COLLECTION		
	667 Eas		
49 it	ems in the box, Not including the box itse	lf	
	tatus of the box is 1		
No.	Title	Call number	Status
1083	The Easter Story	J226 Hat	1 - Available
	54 lines, ~ 1 page		
1287	Hopper's Easter Surprise	JF SIE	1 - Available
1324	An Easter Egg Factory	664 MOR	1 - Available
1647	The Bilbies' First Easter	JF SIB	1 - Available
1895	Easter	394.2667 Sau	1 - Available
2232	Easter	J394.2667 Bru	1 - Available
2412	Grandma Bilby, Mr Budge & the Easter Tree	JF SIB *	1 - Available
2414	The Easter Angels	J220.9505 Har	
3812	Religious Celebrations & Festivals in Australia	394.26994 INS	1 - Available
4171	Crafty Easter Eggs	J745.5941 BEA	1 - Available
1180	The Best Easter Hunt Ever	PF SPE	1 - Available
4251	Pancakes & Painted Eggs : A Book for Easter & all the Days of the Year	394.2 Cha	1 - Available
5085	Easter	J232.96 Fre	1 - Available
5737	The Easter Story	J232.96 Gan	1 - Available
5838	Easter	J394.2667 Hir	1 - Available
5846	Easter	394.2667 Gan	1 - Available

Find box

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

🖆 Find box 📃	
Enter number or word(s) from title:	
OK Cancel	]

Print list

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

Print all

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.

Box		Make	Add
-----	--	------	-----

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



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



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

#### **Bulk Loan Boxes**

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

# **Item Lists**



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



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

Some additional operations that produce lists are also included.

# **Collect List of Titles**

🎒 List Titles		-	_		×
		Collect List of Titles			
		etails Remove Edit Clear Import Download Print Export Query Id item to list ->			
1	Number	Title Call number Item type			
	1	The amazing story of Adolphus Tips / F MOR * WEB - Website			
	2 3	Home to mother         994.104 PIL *         NF - Non-Fiction           Ringworld         F NIV         FIC - Fiction			
3	items in list	it in the second se			
			[	Go ba	ick

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.

Details

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

Remove

Removes a title from the list. Hotkey: F3.

Edit

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

Import

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

Print

Prints the list of titles. Hotkey: F7

Titles can be printed with or without book covers.

Export

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

Search

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.

tem	Barcode	Title	Call num	Location	
20294	11413202940	Queenie : One elephant's story	J179.3092 Que *	Library	
0295	11413202958	Stormbreaker : Book 1 - Alex Rider	F Hor *	Library	
0296	11413202966	Mission in Malta : Book 8 - Max Remy Super Spy	F Abe *	Staffroom	
0297	11413202974	Will Buster and the Gelmet Helmet	F Hir *	Library	
0298	11413202982	The Unusual Suspects : Book 2 : The Sisters Grimm	F Buc	Staffroom	
0299	11413202990	Charlie Bone and the Hidden King	F Nim *	Library	
0300	11413203001	Macbeth and Son	F Fre *	Library	
0302	11413203027	Famous Horse Snatched!	F Hol *	Library	
0303	11413203035	Hugo Pepper	F Ste *	Library	
0305	11413203051	Julius Caesar and his Foul Friends	937.05 Cae	Library	
0306	11413203069	Finals Chance : Book 3 - Change the Game : Aussie Rules Adventures	F Hyd *	Library	
0307	11413203077	Stratford-upon-Avon	914.24 Dea *	Library	
0308	11413203085	Dear Mr Sprouts	F Bro *	Library	
0309	11413203093	Dublin	941.8 Dea *	Library	
0310	11413203108	Number 8	F Fie *	Library	
0311	11413203116	Hamster Hotel	F Dan	Library	
0312	11413203124	Disaster!	904 McA	Library	
0313	11413203132	Alex Rider : The Gadgets	F Hor *	Library	
0314	11413203140	The Five Lost Aunts of Harriet Bean	BF McC *	Library	
0315	11413203158	More Perfect than the Moon	F Mac	Library	
0316	11413203166	Terry Deary's Terribly True Spy Stories	F Dea	Library	
0317	11413203174	Stormbreaker : the Graphic Novel	GF Hor *	Library	
0319	11413203190	I Believe in Unicorns	F Mor	Library	
0320	11413203205	Lonesome Howl	F Her *	Library	
0321	11413203213	Evil Star : Book 2 - The Power of Five	F Hor *	Library	
0322	11413203221	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.

Notice	83
Remove barcodes from highlighted entries?	
Yes <u>N</u> o	

Erase all

Removes all stored barcodes.

Fill blanks

This useful function fills all items with stored barcodes.

Barcodes			<b>-X</b> -
Fill barcodes using these settings			
Type of barcode:	T SSSS N	NNNN C -	
Site ID:	1413		
Identifier:			
Start numbering at:	1		
End numbering at:	38999		
Offset:	0	(subtracted from item number)	
Barcode settings from Controls			
Barcode type:	11 characters	(Bookmark) 🔹 🗸	
Site ID:	1413	Number position: 5	
Label length:	11	Number length: 5	
Combined Site ID 1:		Breakpoint 1:	
Combined Offset 1:		Offset 1:	
Combined Site ID 2:		Breakpoint 2:	
Combined Offset 2:		Offset 2:	
Combined Site ID 3:		Alt. Identifier:	
Combined Offset 3:		Alt. Offset:	
Combined Site ID 4:		Oasis/Alice Identifier:	
Combined Offset 4:			
		OK	Cancel

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.

Cataloguing

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.

Notice	
i	46 duplicate labels removed
	ОК

List dups

Lists items having the same (duplicate) barcode.

st of dup	licate barcodes		
Number	Barcode	Title	
55032	15796550325	You, me and empathy : teaching children about empathy, feelings, kindness, compas	
55980	15796550325	You, me and empathy : teaching children about empathy, feelings, kindness, compas	
4350	15796124807	Rainbow Town	
12480	15796124807	The Magnificent Nose And Other Marvels	
45206	15796452064	Nugget & Fang : friends forever - or snack time?	
56960	15796452064	Belinda	
17033	15796535406	Brave One	
19311	15796535406	Robin Hood And The Silver Trophy	
19327	15796535406	Change In The Community	
36650	15796535406	January To March	
45654	15796535406	What happened to the dinosaurs?	
50345	15796535406	Louie the spy	
53540	15796535406	Shining bright	
8869	15796088695	The Children's Illustrated Bible	
34497	15796088695	Ice And Flame	
9788	15796539133	There's A Ship Outside My Window	
19328	15796539133	Caring For The Earth	
23231	15796539133	The Freeway Turtles	
28388	15796539133	Secret Agents	
29687	15796539133	Grandparents Day	
41179	15796539133	Future planning	
41200	15796539133	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.

6	List item	IS		< )
	Items wi	th mismatched barcode	25	
		Item	Barcode	
	1	I1413098286	The amazing story of Adolphus Tips /	
			OK Cancel	ר
				-

# **Check ISBNs for Existing Copies**

d on ISBN				
		List titles based on ISBN		
Scan or ty	/pe ISBN -> 0	0732997887		
Number	ISBN	Title	Cover?	
9989	0732997887	The Macmillan Illustrated Encyclopedia	N	
9999	0732997887	The Macmillan Illustrated Encyclopedia. Volume 10, Index	N	
-				
				_
_				
Remove	Details			
				Export

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.

Elr survey	×
ELR Survey	
Bookmark Creek School	
Enter school postcode 98020	
Enter ELR password	
Proceed	
Cancel	

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.

🖻 Elr survey	<
ELR Survey	
Select book list download method	
Survey method O Automatic	
Manual     Download	
Proceed Cancel	

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 <u>http://bookmark.central.sa.edu.au</u>. This method automatically downloads the ELR survey booklist file then proceeds.

🗳 Download						×
Downloading ELF	l survey book list	file				
	6,768,85	4 of 12,45	4,546 bytes			
54	1% downloaded	Estimated	4 seconds in	emaining		
					Abo	rt

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

🖆 Elr survey
ELR Survey
Select book list download method
Survey method C Automatic C Manual Download
Proceed
Cancel

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.

Elr survey	- D X
ELRS	Survey
<ul> <li>✓ Reading ELR records</li> <li>➡ Collecting titles from Bo Collecting copy data for Conducting ELR survey Saving ELR matches Saving matched items Finished</li> </ul>	each title
Collecting titles from Bookmar 94% 1 second left	k database
A	bort

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

		-		×
ELR Survey				
<ul> <li>Reading ELR records</li> <li>Collecting titles from Bookmark database</li> <li>Collecting copy data for each title</li> <li>Conducting ELR survey</li> <li>Saving ELR matches</li> <li>Saving matched items</li> <li>Finished</li> </ul>				
Checking 24,219 items 7% 35 seconds left Titles in collection 13,746 ELR matches 1,577 Copies matched 1,726 SCIS number 1 ISBN+Title 1,518 Author+Title4date 5				
Author+Title+date 5 Author+Title 53 Abort				
	<ul> <li>Reading ELR records</li> <li>Collecting titles from Bookmark database</li> <li>Collecting copy data for each title</li> <li>Conducting ELR survey</li> <li>Saving ELR matches</li> <li>Saving matched items</li> <li>Finished</li> </ul> hecking 24,219 items 7% 35 seconds left Titles in collection 13,746 ELR matches 1,577 Copies matched 1,726 SCIS number 1 ISBN+Title 1,518 Author+Title 4date 5 Author+Title 53	<ul> <li>Reading ELR records</li> <li>Collecting titles from Bookmark database</li> <li>Collecting copy data for each title</li> <li>Conducting ELR survey</li> <li>Saving ELR matches</li> <li>Saving matched items</li> <li>Finished</li> </ul> hecking 24,219 items 7% 35 seconds left Titles in collection 13,746 ELR matches 1,577 Copies matched 1,726 SCIS number 1 ISBN+Title 1,518 Author+Title 43a Author+Title 53	<ul> <li>Reading ELR records</li> <li>Collecting titles from Bookmark database</li> <li>Collecting copy data for each title</li> <li>Conducting ELR survey</li> <li>Saving ELR matches</li> <li>Saving matched items</li> <li>Finished</li> </ul> hecking 24,219 items 7% 35 seconds left Titles in collection 13,746 ELR matches 1,577 Copies matched 1,726 SCIS number 1 ISBN+Title 1,518 Author+Title 43a 5 Author+Title 53	<sup>7</sup> Reading ELR records <sup>6</sup> Collecting titles from Bookmark database <sup>6</sup> Collecting copy data for each title <sup>9</sup> Conducting ELR survey Saving ELR matches Saving matched items Finished hecking 24,219 items <sup>7</sup> % 35 seconds left Titles in collection 13,746 ELR matches 1,577 Copies matched 1,726 SCIS number 1 ISBN+Title 1,518 Author+Title 4date 5 Author+Title 53

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.

🞒 Export		$\times$
•	Finished ELR survey results file is located at D:\OneDrive - Department for Education\Documents \Bookmark Creek School 98020.zip	
	ок	

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.

🕋 Labels Menu		—		×
	Labels Menu			
	1 - Order barcode labels			
	2 - Print barcode labels			
	3 - Print spine labels			
	4 - Display full barcode			
	5 - List unused item numbers			
	6 - Special labels			
	7 - QR barcodes			
			Go b	ack

## **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.

📜 Order Barcode Labels	— D	×
	Order Barcode Labels	
Barcode type:	11 characters Standard $\sim$	
Barcode template:	T SSSS NNNNN C v	
Site ID:	1413	
Barcode type identifier:	I	
Order for:	Unused barcodes     All barcodes in range	
Output	-	
Start number:		
End number:	38999	
	Highest used number 38999	
Maximum number of labels to order:	10000	
	OK Car	ncel

#### **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. (NNNNNNNNNNNNNNNNNN).

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**

### 2 - Print barcode labels

Bookmark can print a variety of barcode labels.

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

📶 Print Barcode Labels	-		×
Print Item Barcode Labels			
1 - Print Item Barcodes			
2 - Page Setup	j		
3 - Password Barcodes	Ď		
4 - Circulation Barcodes			
5 - Word Barcodes			
		Go	back

# Page Setup

### 2 - Page Setup

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

📙 Barcode label page setup	– 🗆 🗙
Barcode Labels Page Setup	
Side margins Top margin I + Horizontal pitch + Number down Vertical pitch + Width + Height + Number down Number across + + + + + + + + + + + + + + + + + +	
Header:     Bookmark Creek School       Item template:     T SSSS NNNN C       Site ID:     1413	
Item identifier:	
Top margin (mm):12Side margin (mm):6.6Header font size:8Label width (mm):48Stripes width0.3	
Label height24.8Stripes height (1-50):8Horizontal pitch:50Text font size:10Vertical pitch24.8Barcode standard:Code 128	
Default Test Print	
	Close

#### 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

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.

Default barcode label setup     X
Dataman TL44 4x11
◯ Dataman TL64 4x16
◯ Dataman TL55 5x11
◯ Dataman TL90 5X18
⊖ Avery Mini 5x13
◯ Label Line 053 4x14
◯ 2x8 large
○ 3x12
○ 3x15
OK Cancel

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

Print preview	
	×
Loguat Valley School	Loguat Valley School
Loquat Valley School	Logust Valley School
Loquat Valley School	Loguat Valley School
I 0000 00009 2 Loguat Valley School	I 0000 00010 7 Loquat Valley School
I 0000 00013 1 Loquat Valley School	I 0000 00014 9 Loquat Valley School
I 0000 00017 3 Logust Valley School	I 0000 00018 1 Logust Valley School
I 0000 00021 2 Loguat Valley School	I 0000 00022 0 Loguat Valley School
I 0000 00025 4 Loquat Valley School	I 0000 00026 2 Loguat Valley School
Zoom 200%	Print Cancel

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

🚰 Print item barcodes Manual Entry	×
Template: T SSSS NNNNN C ~ Site ID: 1413 Identifier: I Show title and call number above stripes instead of site name (3 x 6 format only) Enter item number, a range of numbers or generate a list of unused barcodes.	
I       1413       00155       6         I       1413       00278       0         I       1413       00717       0         I       1413       00747       1         I       1413       01092       9         I       1413       02153       0         I       1413       02586       9	
8 barcodes Query Unused Clear Remove Import Export	Print Close

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.

4	Print Password Barcodes		
	Enter pa	ssword	
	password		
		OK Cancel	

# **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.

Print preview		×
Circ	culation Comm	ands
SWAP	FINISH	SHOW
HISTORY		SETDATE
	EXTEND	
SLIP	COMMENT	RETURNS
PRINT	BOX	OVERDUE
TEMP	TWO WEEKS	FOUR WEEKS
Zoom 100%		Print Cancel

# **Word Barcodes**

### 5 - Word Barcodes

🞢 Print Word Barcode Labels	
Print Word Barcode Labels	
Remove Import Export Print	
Add word to list ->	
WEEDING REPAIR LOST MISSING STATUS 3	
5 items in list	
5 items in list	
	Go back

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

## 3 - 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.

Print Spine Labels			×
Print Spine Labels			
1 - Print spine labels from items			
2 - Manually type call numbers			
3 - Import from MARC records			
4 - Spine labels page setup			
		Go ba	ick

4 - Spine labe	els page setup
Spine Labels Page Setup	–
	Side margins Top margin I I I Horizontal pitch Vertical pitch Width Height Number across
Nu	umber across:
Po	ortrait v Font Arial, 12 pt Default Test Print
	Save

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.

Cataloguing

#### 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.

🔿 Fonts					$\times$
Font: 85140em Agency FB Algerian Arial Black Arial Black Arial Narrow Arial Rounded MT Bold Bahnschrift Bahnschrift Condensed Bahnschrift Light	<b>^</b>	Size: 8 9 10 11 12 14 16 18 20 22 24	~	□ Bold	
Sample AaBbYyZz 0123456789					
		ОК		Cance	I

#### Default

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



#### 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 preview		<b></b>
TEST	TEST	TEST
SAMPLE 1	SAMPLE 2	SAMPLE 3
TEST	TEST	TEST
SAMPLE	SAMPLE	SAMPLE
4 TEST	5 TEST	6 TEST
SAMPLE	SAMPLE	SAMPLE
7	8	9
TEST	TEST	TEST
SAMPLE 10	SAMPLE 11	SAMPLE 12
TEST	TEST	TEST
SAMPLE	SAMPLE	SAMPLE
13	14	15
TEST	TEST	TEST
16	17	18
TEST	TEST	TEST
SAMPLE	SAMPLE	SAMPLE
19	20	21
TEST	TEST	TEST
22	23	24
TEST	TEST	TEST
SAMPLE	SAMPLE	SAMPLE
25 TE ST	26 TE ST	27 TEST
SAMPLE	SAMPLE	SAMPLE
28	29	30
TEST	TEST	TEST
SAMPLE	SAMPLE	SAMPLE
31 TEST	32 TE ST	33 TEST
SAMPLE	SAMPLE	SAMPLE
34	35	36
TEST	TEST	TEST
SAMPLE 37	SAMPLE 38	SAMPLE 39
TEST	TEST	TEST
SAMPLE	SAMPLE	SAMPLE
40	41	42
TEST	TEST	TEST
SAMPLE 43	SAMPLE 44	SAMPLE 45
Zoom 100%		Print Cancel
20011100%		

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.
## 1 - Print spine labels from items

rint Spine Labels					—
	Print Spine	Labels			
	Print spine labels based on a list of item numb	ers or barcodes or accessi	on date.		
	Details Remove Import Download	Export Save	Retrieve		
	Enter date → 01/08/2023	Collect items			
	Add item to list ->				
					_
Number	Title	Call number	Pub.year	PRC	
0 items	Enter label position at which to start printing: (Across Down e.g. 1 1 or 4 2 or 3 8, etc.)  Split call numbers at first blank space Split call numbers at full stops Split call numbers at / character Print item number beneath call number	┘ ]Left justify instead of Cent ]Include publishing year if a ]Include PRC tagging  Print * beneath call numbe	wailable er		
		Print 2 copies of each labe			
		Print lexile instead of call Only print 2 digits after the			
		Colour	an stop		
	Font Arial V Size: 12 V Font	Arial, 12 pt			
					Print

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.

Download barcodes	×
Plug in barcode reader now then instruct download the stored labels. Click on OK v downloading stops.	
OK Ca	ancel

Then click on OK.

### Export

This function saves the visible list to a text file.

Enter label position at which to start printing: (Across Down e.g. 1 1 or 4 2 or 3 8, etc.)	1 1 Max: 9 10
Split call numbers at first blank space	Left justify instead of Centre
Split call numbers at full stops	Include publishing year if available
Split call numbers at / character	Include PRC tagging
Print item number beneath call number	Print * beneath call number
Include box number	Print 2 copies of each label
Include location	Print lexile instead of call number
Include sublocation	Only print 2 digits after the full stop
Include lexile	Colour
Font Arial V Size: 12 V Fo	ont Arial, 12 pt

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

The bottom area allows modifying the labels.

### Cataloguing

*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.)

🗳 Print Spine Labels	—		×
Print Spine Labels			
Enter call numbers below, one per line.			
F DEL 123.567 ABC			
Enter label position at which to start printing: 1 1 Max: 9 10 (Across Down e.g. 1 1 or 4 2 or 3 8, etc.) Split call numbers at first blank space			
□ Split call numbers at full stops       □ Include PRC tagging         □ Split call numbers at / character       □ Print one whole page per line         □ Print 2 copies of each label       □ Only print 2 digits after the full stop         □ Colour       Image			
Setup: Default v Font Arial v Size: 12 v Font Arial, 12 pt	Print	Cane	cel

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.



 $\times$ 

### 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.

# 4 - Display full barcode

🕕 Display barcode		
Di	splay Full Barcode	
Site ID:		
Barcode type identifier:	I	
	I1413000259	
Enter number –>	334 ОК	
		Print Go back

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

## **List Unused Numbers**

Unused item numbers	
Unused item numbers	
Unused item numbers:	1
4-5,8-19,21-89,91-499,501,505,507-999,1003-1006,1009-1010,1012,1014-1015,	
1017,1031-1032,1034-1044,1046,1048,1050-1051,1057-1060,1063-1066,1073-1074,	
1076-1082,1085,1090,1093-1098,1105-1106,1110,1112-1113,1116-1117,1119,1121,	
1126-1129,1135-1138,1140,1146-1148,1150-1151,1153,1156-1159,1161,1163,1165,	
1167-1168,1171-1194,1196-1199,1201-1212,1214-1216,1220,1224,1227-1229,1234,	
236, 1245, 1252, 1255, 1257-1258, 1263, 1265, 1267, 1274-1275, 1279-1282, 1295-1296,	
298,1301,1303-1306,1309-1312,1314,1318-1320,1322,1326,1328-1340,1343-1344,	
1350-1351, 1354-1355, 1368, 1370, 1374, 1377, 1379, 1381, 1385, 1409, 1417-1420, 1433,	
1452-1466,1469,1474-1478,1483,1486,1490,1498,1504-1518,1524,1548,1552,1559,	
1563, 1567, 1569, 1571-1572, 1590, 1594, 1597, 1600-1604, 1607-1609, 1612, 1615, 1617,	
620,1626-1629,1631,1633,1638,1642-1643,1646,1648,1651,1658-1659,1661,	
1664-1665,1669-1670,1672,1674-1676,1680,1682-1683,1685,1688-1689,1694,1698,	
1702,1704-1705,1707,1709,1711,1714-1715,1718,1720,1725,1727,1730,1739-1740,	
1742-1743,1745,1750,1759-1760,1763-1765,1768-1770,1772-1773,1776-1780,	
1782-1794,1797-1798,1801-1856,1859-1862,1864-1865,1868-1869,1873,1875,	
1878-1880,1882-1886,1888-1890,1892-1894,1896,1898,1901,1904-1909,1911,1916,	
1919-1920, 1922, 1925-1926, 1928-1929, 1938-1942, 1944-1946, 1950, 1956-1959,	
1961-1965,1967-1971,1984-1995,1997-2003,2007-2010,2013,2015,2017-2019,2021,	
2023,2025-2027,2029-2038,2040,2044-2047,2049,2051-2057,2059,2062-2063,2065,	
2069,2071,2073,2075-2080,2088-2089,2092-2093,2097,2100-2101,2103-2107,	
2109-2113,2115-2124,2126-2218,2220-2221,2223,2230-2231,2240,2243-2252,	
2255-2262,2264-2298,2300-2316,2320,2328-2338,2341-2345,2348-2349,2351,2353,	
2357-2358,2373,2376,2379-2383,2388,2390,2402,2405-2406,2408-2409,2413,	
2416-2429,2434-2438,2452,2454,2458,2461,2463-2465,2471,2473,2475,2478-2479,	
2484, 2486, 2490, 2495, 2499, 2501-2503, 2506, 2508, 2514, 2525, 2527, 2536-2537, 2544,	
2547, 2549-2550, 2553-2987, 2989, 2991, 2993, 3007, 3032, 3037, 3039, 3048-3049, 3056,	
3063, 3071, 3078, 3080, 3096-3097, 3109, 3119-3120, 3128, 3130-3142, 3144-3146,	•

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

🗃 Special labels	—		×
Print Special Labels			
Enter text to print in the label or click on Item or Image			
Enter label position at which to start printing: 1 1 Max: 2 3 (Across Down e.g. 1 1 or 4 2 or 3 8, etc.)			
Number across: 2 🚔 Top margin: 0			
Number down: 3 💭 Side margin: 0			
Label width: 99.1 Horizontal pitch: 99.1			
Label height:   93.1   Vertical pitch:   93.1			
Font Arial, 16			
Portrait ~ Centre justify ~ Item Image Colour			
Do not vertically centre text within the label			
Number of copies of this label to print			
	Print	Clos	æ

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

## **QR Barcodes**

7 - QR ba	rcodes	
– QR Barcodes		– 🗆 X
	QR Barcodes	
Item number or barcode to import Click on field to copy to textbox T Dog Zombies rule (for now) by Liz Pichon PICHON, Liz Boys - Fiction; Family life - Fictior F PIC * Fiction Library School stories;Humorous stories;H 3-5 Page layout: 3 x 6 Maximum 200 chara Include item number beneath b	ort Dog Zombies rule (for now) n; Zor Add to list Clear 0 in list Humc TO g Zombies rule (for now)	
	Remove	
		Print Close

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
---------------

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.

🎒 Global Change					—		$\times$
		Globa	I Change				
Quick backup	Backup						
Step 1 - List items t	to be changed						
	Query Impor	t Export	Download Details	Remove Print			
	Add item to li	ist		Add			
Number	Title			Call number			
0 items							
Step 2 - Specify the	e change	Change field:	Choose field	~			
		Change method:	Only Replace 'Find what	' text with 'Replace with' text $\sim$			
		Find what:					
		Replace with:					
			Stop at each entry to				
			Set stocktake date to	04/08/2023			
Step 3 - Start searc	h and change	Start					
	_						
						Clo	se

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 <u>before</u> 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.

R	Special Bac	kup	×	
	Backup to D:V	BMV10		
	Select backup	file:		
	Red Green	17/01/2014	14:22	
	Blue			
	Yellow			
				1
		ОК	Cancel	

## 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.

Query In	nport Exp	oort Downloa	d Details	Remove	Print

- 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

💣 GI	obal Change				×
	ne amazing story of A ichael Morpurgo ; illus	dolphus Tips / strated by Michael Foreman	1		^
Ca Su 19 Pu IS Pi Le	ubjects:	MORPURGO, Michael ; F MOR * Cats - Fiction ; World W of civilians - Fiction ; Adver London: HarperCollins C 0007182457 190 p. : ill. 6-9 Red 390	ar, 1939-1945 - Er nture stories		ar,
Ba Lii St Ite Lo	em number: arcode: nk: atus: em type: ocation: ollection:	1 I1413000013 1 2 On Ioan WEB Website Library Family & Relationships			
	ost: eplacement cost:			1	*
	Change Skip	Change all			Cancel

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.

🔊 Global Change	×
2 records changed.	
The record below was the first changed.	
Squids Will be Squids:Fresh Morals, Beastly Fables	<u> </u>
Author(s):       SCIESZKA, Jon         Call number:       J398.2 SCI         Subjects:       Fables;Animals - folklore;Insects - folklore;Morals         Publisher:       New York: Viking, 1998         ISBN:       0670882275         Content type:       test         Cost:       20.95         Extra:       6-8; 1246	
Item number:     1246       Status:     1       Item type:     3       Location:     1	E
Cost:         20.95           Replacement cost:         Supplier:           Accession date:         21/05/1999           Last seen date:         29/11/2012           Total loans:         6           Last borrower:         18 Helen NIELSEN Group 2HN Level S           Due date:         23/11/2006           Date borrowed:         23/11/2006	
Date returned: Due date category: 0 Normal Loan restriction: 0 Loan note:	Close

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.

Moving Towards 2000		-
Call number:	TR 380.5 MOV	
Subjects:	Olympics;Transport	
Publisher:	Orta	
Cost:	0.00	
Extra:	Adult;1516	
Item number:	1516	
Status:	1	=
Item type:	6	
Location:	21	
Cost:	0.00	
Replacement cost:		
Supplier:		
Accession date:	30/07/1999	
Last seen date:	26/11/2010	
Total loans:	0	
Last borrower:	0 Group Level	
Due date:	30/07/1999	
Date borrowed:		
Date returned:		
Due date category:	0 Normal	-

### 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.

🞒 Find cover	×
Enter ISBN or cover filename to find	
ОК	Cancel

Title

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

Find cover		×
	Enter words from title to find	
		]
	OK Cancel	1

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	

Item

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

## Cataloguing

🞒 Find	cover	×
	Enter item number or barcode to find	
		]
	OK Cance	el

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**

# 2 - 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.

Import images.zip file	Import one image file	
here are 6 images in the file '5930	683.zip'	
9780007182459.jpg 9780141343389.jpg	3. Size = 168 x 260	
9780575077027.jpg 9780702235467.jpg 9781743812563.jpg 9781842709870.jpg	LARRY NIVEN Ringworld Parts	

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.

🖆 Export isbn lists	x
Limit export to marked item types	
Item type	<b>^</b>
I - FIC Fiction	=
2 - JF Junior Fiction	
3 - JNF Junior Non-Fiction	
4 - NF Non-Fiction	
5 - REF Reference	
6 - TR Teacher Reference	
7 - KIT Kit(multi item/types A4)	
8 - MAP Map/Chart	
9 - BB Big Book	
I0 - PIC Picture(Individual)	
11 - VID/DVD Video Tape/DVD	
12 - HWRE Computer Hardware	
13 - MAG Magazine	
14 - BOX Boxed Special Collection	-
-	
Set all Clear all OK Cancel	

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**



Linking

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.

	nk Un	link Show links Details Remove Clear	Query Lis	t unlinked Check linki	ng Relink all	
Vords from	title or barco	de > [	Find			
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 atlac	012 Ama	NE - Non-Fiction	07917/360	¥
	Clear all					

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

Cataloguing

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.

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,984 boo	ks Matched ~	<ul> <li>All categories</li> </ul>	<ul> <li>✓ All form</li> </ul>	mats	
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
20	Lit the Dall Duals			0.0	00400

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.

Update
Downloading update PRC Book List file
2015.1

### 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.

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A	В		С	D
Victorian <b>Premiers</b>	s' read	ing C	hall	enye
Author	Title		Year Levels	ISBN
Aaron, Moses	Lily and Me		7-8	978-0-09-183031-1
Aaron, Moses Aaron, Moses (reteller); Mackintosh, David (ill.)	Lily and Me The Duck Catcher			978-0-09-183031- 978-0-7334-1288-2
Jaron, Moses Jaron, Moses Jaron, Moses (reteller); Mackintosh, David (ill.) Udel-Fattah, Randa	Lily and Me	5?	7-8 EC-2	978-0-09-183031-1 978-0-7334-1288-2 978-0-7334-1288-2 978-0-330-42185-0
Aaron, Moses Aaron, Moses (reteller); Mackintosh, David (ill.) bdel-Fattah, Randa bdel-Fattah, Randa	Lily and Me The Duck Catcher Does My Head Look Big in This Jodie	;?	7-8 EC-2 9-10	978-0-09-183031- 978-0-7334-1288-2
Aaron, Moses Aaron, Moses (reteller); Mackintosh, David (ill.) Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa	Lily and Me The Duck Catcher Does My Head Look Big in This	;?	7-8 EC-2 9-10 5-6 9-10	978-0-09-183031- 978-0-7334-1288- 978-0-330-42185-0 978-1-74299-010- ; 9781742924280 ; 9781742624280
Aaron, Moses Aaron, Moses (reteller); Mackintosh, David (ill.) Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa	Lily and Me The Duck Catcher Does My Head Look Big in This Jodie Noah's Law Rania	5?	7-8 EC-2 9-10 5-6 9-10 5-6	978-0-09-183031- 978-0-7334-1288-2 978-0-330-42185-0 978-1-74299-010-
Aaron, Moses Aaron, Moses (reteller); Mackintosh, David (ill.) Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa	Lily and Me The Duck Catcher Does My Head Look Big in This Jodie Noah's Law Rania The Friendship Matchmaker se	5? Sries	7-8 EC-2 9-10 5-6 9-10	978-0-09-183031- 978-0-7334-1288- 978-0-330-42185- 978-1-74299-010- : 9781742624280 9781742990188
Aaron, Moses Aaron, Moses Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa	Lily and Me The Duck Catcher Does My Head Look Big in This Jodie Noah's Law Rania	s? sries e	7-8 EC-2 9-10 5-6 5-6 5-6, 7-8	978-0-09-183031- 978-0-7334-1288- 978-0-330-42185- 978-1-74299-010- : 9781742624280 9781742990188 978-0-330-42526-
Aaron, Moses Aaron, Moses Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa	Lily and Me The Duck Catcher Does My Head Look Big in This Jodie Noah's Law Rania The Friendship Matchmaker se Where the Streets Had a Nam As I Grew Older	s? sities e	7-8 EC-2 9-10 5-6 5-6 5-6, 7-8 9-10	978-0-09-183031- 978-0-7334-1288- 978-0-7334-1288- 978-1-74299-010- 9781742624280 9781742990188 9781742990188 978-0-330-42526- 978-1-86291-183-
Aaron, Moses Aaron, Moses (reteller); Mackintosh, David (ill.) Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdulla, Ian	Lily and Me The Duck Catcher Does My Head Look Big in This Jodie Noah's Law Rania The Friendship Matchmaker se Where the Streets Had a Nam	s? rries e	7-8 EC-2 9-10 5-6 9-10 5-6 5-6, 7-8 9-10 5-6	978-0-09-183031- 978-0-7334-1288- 978-0-330-42185- 978-1-74299-010- : 9781742624280 9781742990188 978-0-330-42526-
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Aaron, Moses Aaron, Moses Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdel-Fattah, Randa Abdela, Jan Abdela, Jan Abdela, Deborah Abela, Deborah	Lily and Me Lily and Me The Duck Catcher Does My Head Look Big in This Jodie Noah's Law Rania The Friendship Matchmaker se Where the Streets Had a Nam As I Grew Older Tucker A Transylvanian Tale Blue's Revenge Grimsdon In Search of the Time and Spa Mission in Malta New City Spyforce Revealed The Amazon Experiment The Friench Code The Hollywood Mission The Nightmare Vortex The Remarkable Secret of Aur	e e ace Machine elie Bonhoffen	7-8 EC-2 9-10 5-6 9-10 5-6 5-6,7-8 9-10 5-6 5-6 5-6 5-6 5-6 5-6 5-6 5-6 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8 5-6,7-8	978-0-09-183031- 978-0-7334-1288- 978-0-7334-1288- 978-0-7334-1288- 978-1-74299-010- : 9781742624280 9781742590188 978-0-330-42526- 9781-86291-183- 978-1-86291-206- 9781-74051-913- 9781-74051-913- 9781742758534 978-1-74051-765- 9781742758558 978-1-74051-765- 978-1-74051-912- 978-1-74051-926- 978-1-74051-926- 978-1-74051-125- 978-1-74166-125- 978-1-74051-858- 978-1-74051-858-
Author Aaron, Moses Aaron, Moses Aaron, Moses (reteller); Mackintosh, David (ill.) Abdel-Fattah, Randa Abd	Lily and Me Lily and Me The Duck Catcher Does My Head Look Big in This Jodie Noah's Law Rania The Friendship Matchmaker se Where the Streets Had a Nam As I Grew Older Tucker A Transylvanian Tale Blue's Revenge Grimsdon In Search of the Time and Spi Mission in Malta New City Spyforce Revealed The Amazon Experiment The Final Curtain The French Code The Hollywood Mission The Nightmare Vortex	ace Machine	7-8 EC-2 9-10 5-6 9-10 5-6 5-6, 7-8 9-10 5-6 5-6 5-6 5-6 5-6 5-6 5-6 5-6 5-6 5-6	978-0-09-183031- 978-0-7334-1288- 978-0-7334-1288- 978-1-74299-010- : 97817422624280 9781742290188 978-0-330-42526- 9781-86291-183- 978-1-86291-183- 978-1-74051-206- 978174275853 978-1-74051-913- 978-1-74051-912- 978-1-74051-955 978-1-74051-125- 978-1-74051-1859- 978-1-74051-858-

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.

🛣 Save As								×
Cor	mputer 🕨 Data (D	:) ► BMV10 ► PR	с			<b>- 4</b> ∳ Se	arch PRC	Q
Organize 🔻 Nev	v folder						8	≣ - 0
Recent Places	<ul> <li>Name</li> <li>2015al</li> </ul>	// lyear booklist.txt		Date modified 12/10/2015 8:32 AM	Type Text Document	Size 515 KB		
i Libraries i Documents i Music i Pictures i Videos	E PRCBo	/BookList.txt /CategoryList.txt pookList.txt ersion.txt		15/01/2014 2:09 PM 15/01/2014 2:09 PM 27/05/2015 1:15 PM 27/05/2015 1:15 PM	Text Document Text Document Text Document Text Document	1,343 KB 1 KB 1,611 KB 1 KB		
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Authors: 0	Cooke, Kerri A		Tags: Add a tag		Title: Add a	title		
Hide Folders						Too <u>l</u> s 🔻 🗌	Save	<b>Cancel</b>

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.





books	Everything 👻	✓ All categories	•	All formats	▼ All	authors
PRC ID T	ïtle	Author	Call nu	umber Level	Items	

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.

Tag Bookmark 9 Data	<b>—</b>
Do you want to mark the matched records in yo	ur data?
<u>Y</u> es <u>N</u> o	Cancel

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.

### Cataloguing

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.

🖆 PRC tagging	<b>X</b>
Tagging	
2,426	
44% 35 seconds left	
	Cancel

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.

2							
265 boo	ks Matched 🔻	All levels	✓ All categories	✓ All format	s	✓ All authors	
PRC ID	Title		Author	Call number	Level	Items	
2274	The Duck Catcher		AARON, Moses	PF Aar	0-2	6412	-(
780	Tucker		ABDULLA, Ian	QF Abd	6-9	14276	
1904	The Finals		ABELA, Deborah	F War	6-9	10647	
4054	The Striker		ABELA, Deborah	F Abe	6-9	6745, 7341, 8041, 8	
490	In Search of the Time	& Space Machine	ABELA, Deborah	F Abe	6-9	5230	
942	Spyforce Revealed		ABELA, Deborah	F Abe	6-9	5411	
6793	Ben & Duck		ACTON, Sara	PF Act	0-2	30936	
7343	Hold on Tight		ACTON, Sara	PF Act	0-2	33201	
7692	Poppy Cat		ACTON, Sara	PF Act	0-2	38431	
586	Pigs and Honey		ADAMS, Jeanie	JF ADA	3-5	10122	
1994	Kids' Night In		ADAMS, Jessica	F Kid	6-9	26240	
811	Watership Down		ADAMS, Richard	CLF Ada	6-9	10527, 37847	
4444	The Shadow Thief		ADORNETTO, Alexandra	F Ado	6-9	22192, 23608, 25009	
7376	Super Finn		AGNEW, Leonie	F Agn	6-9	32933	
5464	The Pencil		AHLBERG, Allan	PF Ahl	0-2	2540, 24785, 38738	
39	Bravest Ever Bear		AHLBERG, Allan	JF Ahl	3-5	9290	
03	Please Mrs Butler		AHLBERG, Allan	821 Ahl	3-5	17515	
23	Chicken, Chips and P	eas	AHLBERG, Allan	PF AHL	0-2	1625	
37	Each Peach Pear Plu	m	AHLBERG, Allan	PF Ahl	0-2	31671	
40	Burglar Bill		AHLBERG, Janet	JF AHL	3-5	10148	
46	Peepo!		AHLBERG, Janet	PF Ahl	0-2	8784	
7331	Starring Jules (as here	self)	AIN, Beth	F Ain	3-5	34076	
88	No Hat Brigade		AIREY, Miriam	JF Air	3-5	6386	
0494	Some Dogs Do		ALBOROUGH, Jez	PF ALB	0-2	7031	
3157	Hit the Ball Duck		ALBOROUGH, Jez	PF Alb	0-2	28408	
6898	Six Little Chicks		ALBOROUGH, Jez	PF Alb	0-2	30617	
000	Cantain Duale			DE AIL	0.2	2040	Ц

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.

🛃 Item Details	
Book ID number:	6685
Title:	Heart of the Tiger
	MILLARD, Glenda
Australian author?	Y
Publisher:	Scholastic, 2004
Library call number:	JF Mil
Level:	Early Years (R-2)
Category:	Sustainability/Environment
Format:	Book
Annotation:	A boy, a wooden tiger and an old man live in a treeless land. The boy takes Tiger for walks, listens carefully to what it says and discovers the secrets that lie in its heart.
	OK

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.

Matched V All levels V All categories V All formats V	All authors 👻
---	---------------

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.

<b>*</b> 1	Print		<b>-X</b>
F	rinter		
	Printer		<u> </u>
	CutePDF Writer		
	Canon BJC-4300SP		
	\\decdgla58\14_Flinders_10		
	\\decdgla58\14_Flinders_02		
	\\decdgla58\14_Flinders_08		=
	\\decdgla58\14_Flinders_04		
	\\decs0005545\HP LaserJet 2100 PCL6		
	\\DECS0008512\hp psc 1200 series		
	\\decsgla47\14_Flinders_05		
	\\decsgla47\14_Flinders_07		
	\\decsgla47\14_Flinders_09		
	Preferences		
		Print	Cancel

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.

CPAC database		
	CPAC management	
Query	Use a query if the online catalogue is to contain only part of the collection	on.
All items		
CPAC userna	ame:	
lvas		
CPAC Internet	et address (URL)	
	http://edu0020181/cpac/lvas.htm	
	Make CPAC database	)
	Check CPAC statistics	)
	Check requests	
	Open online upload page	
	Upload images	
	Test upload	)
	Set automatic upload	)
	Manage CPAC search pages	)

Information about CPAC can be found in the CPAC manual.