



# Controls

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# CONTROLS

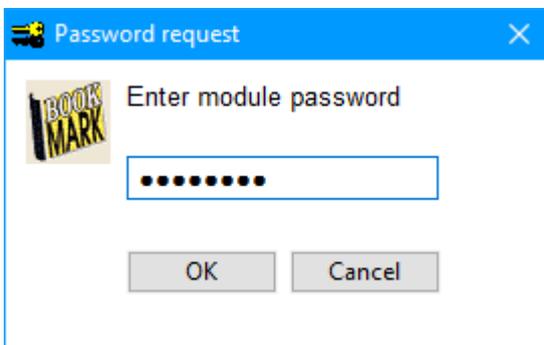
The Controls module is used to set various parameters and settings the are applied everywhere in Bookmark or in specific areas, such as circulation and search.

It is necessary to configure certain controls **before** entering borrowers, cataloguing or conducting circulation or other activities.

To access Controls, click on the Controls button on the Main Menu:

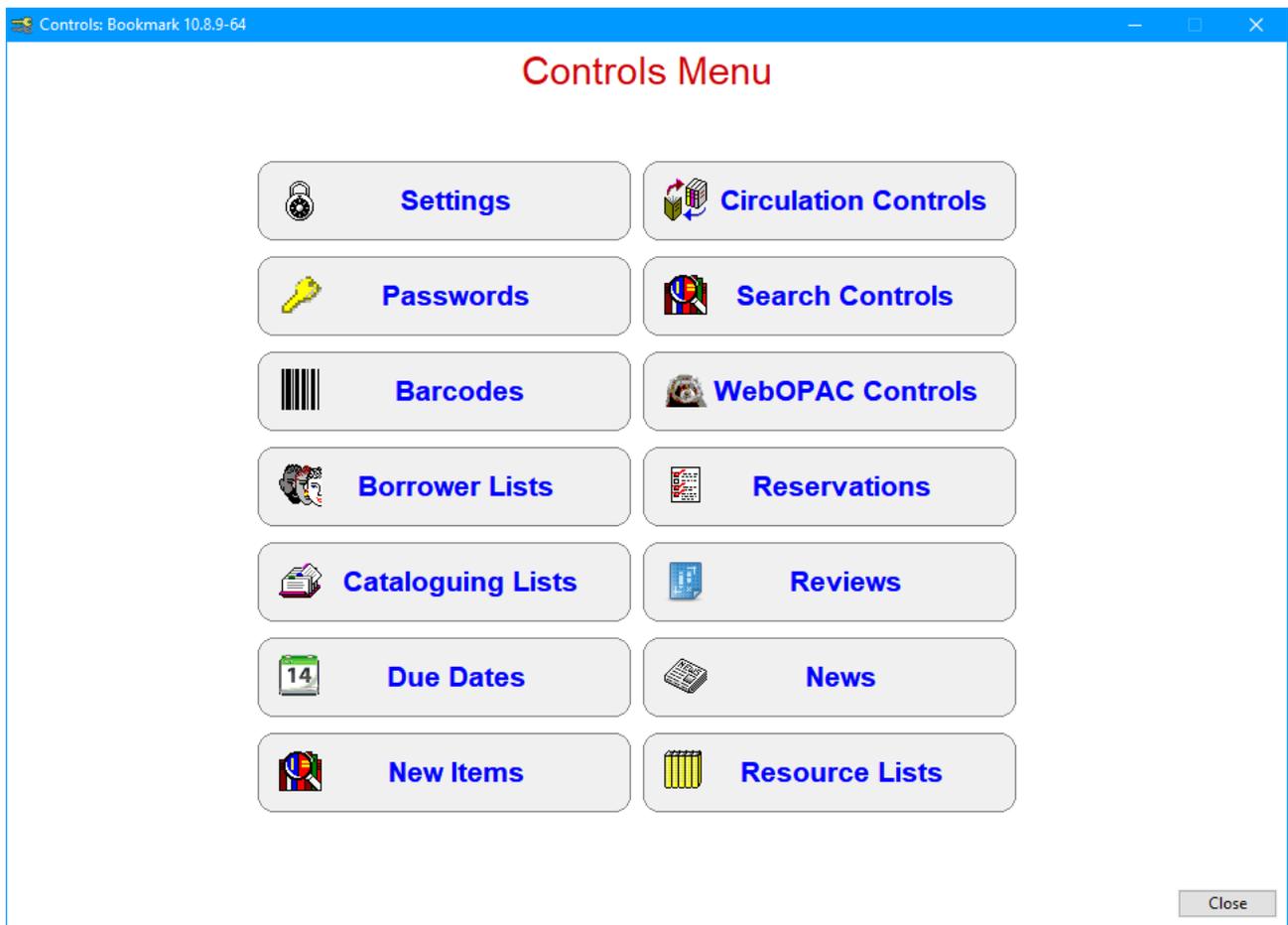


A password may be requested. By default, this is the word PASSWORD. It is not case sensitive and can be typed with either lower or upper case. It will appear as dots when entered.



After typing, either click on the OK button or press the Enter key.

The Controls Menu appears.



Note: The Main Menu remains open behind the Controls menu, and can be used to open other modules as the same time.

# Settings



Bookmark provides a great deal of customisation. Screen colours, sounds, cataloguing standards, downloading, and far more can be altered and set to suite your situation or taste.

The Settings section is used to set various parameters. Some settings are specific, others affect the entire system. Few need to be set at the start, and most can be set later.

A screenshot of a web-based settings application window. The window has a blue title bar with the text "Settings" and standard window control icons (minimize, maximize, close). Below the title bar is a horizontal tab bar with the following tabs: "Site details", "Backups", "Display", "Cataloguing", "Borrowers", "Messages", "PRC", "Email", "Start of day", and "System". The "Site details" tab is selected and active. The main content area of the window contains a form with the following fields:

- \* Site name:
- \* Address:
- \* City/Suburb/Town:
- \* Postcode:
- \* State:
- Phone:
- Overdue notices, from email:
- \* Library manager's name:
- \* Library manager's email:

At the bottom left of the form area, there is a small text label "\* required". At the bottom right of the window, there is a grey button labeled "Close".

Changes are saved when the window is closed. The **Close** button or the ESC key or the white cross at the top right can be used to close the window.

This window uses a set of TABS across the top. Each Tab represents a different section. Data changed in the tabs is saved when Close button is clicked.

# Site Details

## Site Name

The Site Name appears at the top of the Main Menu and can appear elsewhere and on printouts.

To change the Site Name, simply click on the white editbox and alter the text. This change is not saved until the **Close** button is clicked on the bottom of the Settings window. The name on top of the Main Menu is not changed until it is closed and re-opened.

The address, suburb, postcode and state are used when generating overdue letters.

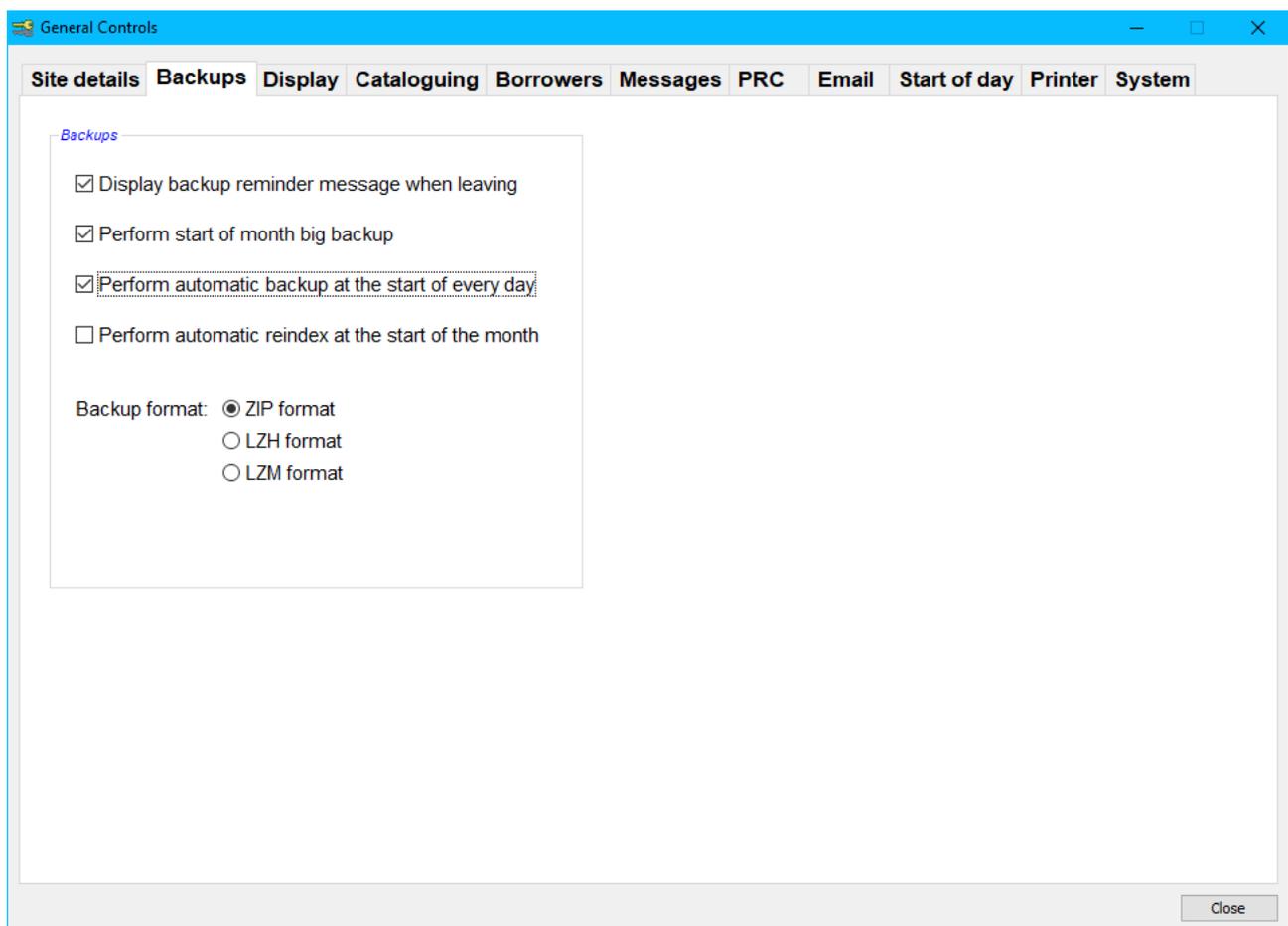
The first email is used as the sender for overdue email notices.

The library manager and manager's email are currently not used but may be in the future. It is a good idea to fill these.

Bookmark will nag once a month at the start of the day until the required fields are filled out.

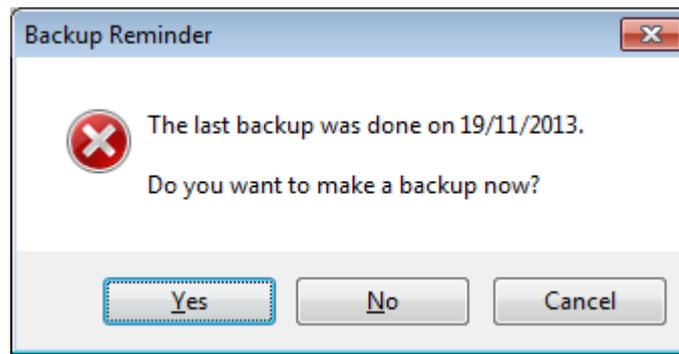
Make sure the site name is correct! It is the name of your school or library. It should not be Bookmark 10.

# Backups



### Backup reminder message

If this control is ticked, a reminder message to make a backup appears when closing Bookmark.



Refer to the chapter on Backups for information on how to make a backup.

If this control is not ticked, this reminder never appears. By default, the message appears.

### Monthly backup reminder

If this box is ticked, Bookmark will automatically perform a backup to its own location at the beginning of every month. Each month's backup is kept in the system and is overwritten by the following year's month. By default this control is active.

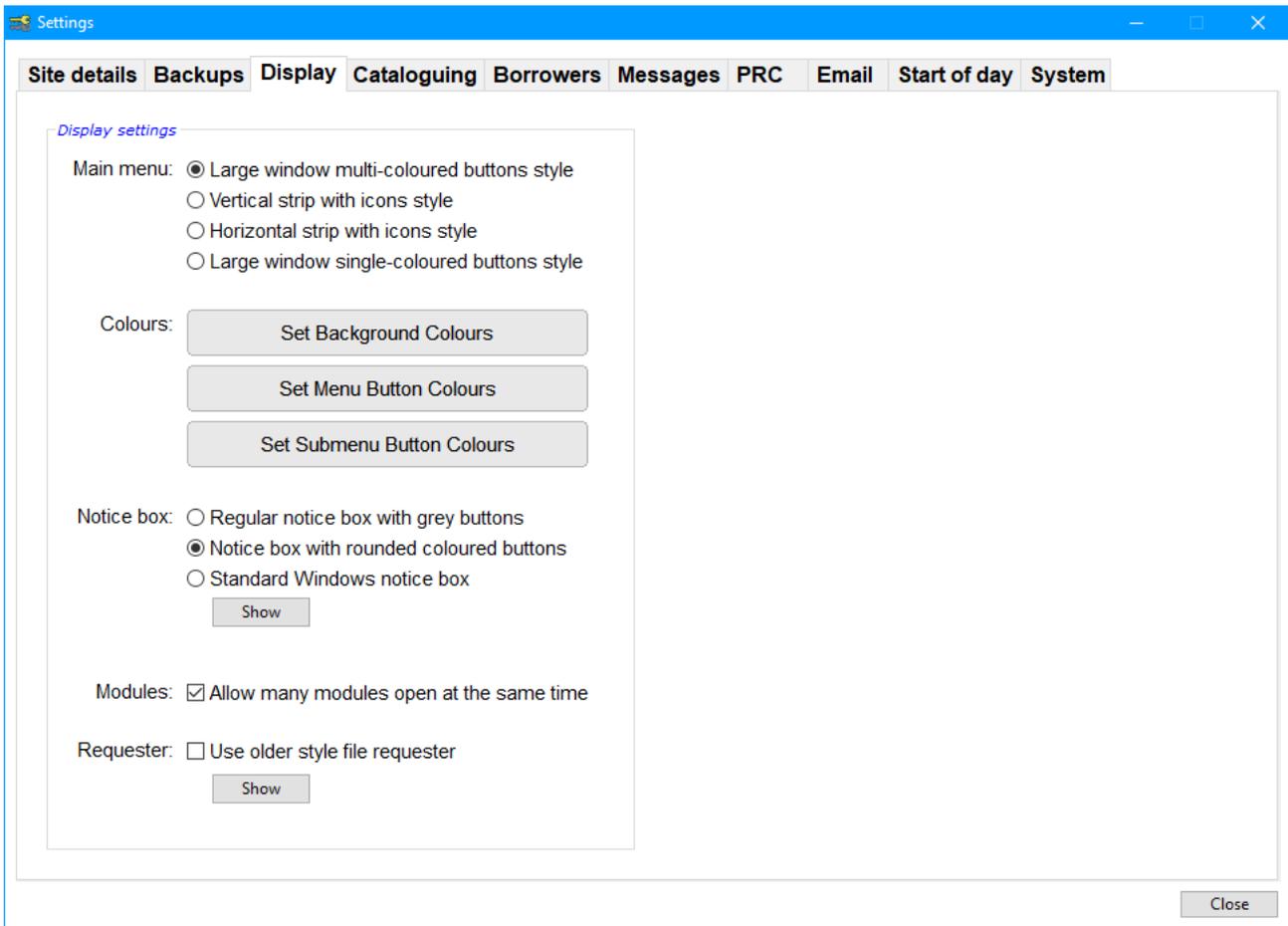
### Daily backup

If this control is ticked, Bookmark will make an automatic backup to its location at the beginning of every day. Each day's backup is kept and is overwritten the following month by a backup of the same day. This ensures a minimum of one month's backups are available for emergencies.

### Backup format

By default Bookmark makes compressed backups up in the LZH format. This control allows switching to the ZIP format or the higher-compression but slower LZM format.

# Display

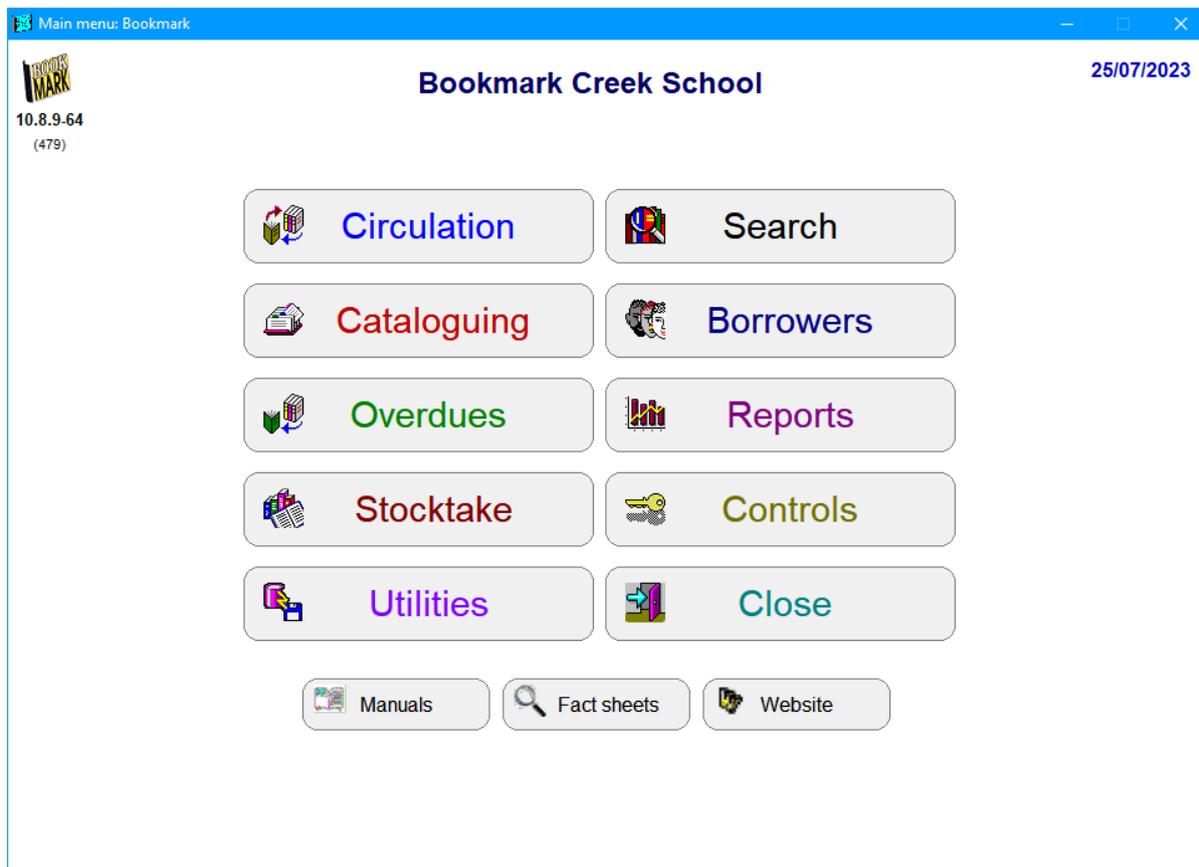


## Main Menu

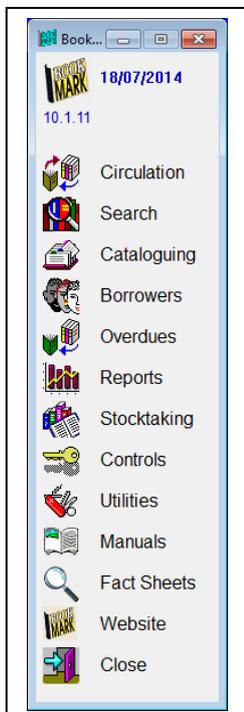
Bookmark has four different styles of Main Menu.

- Main menu:
- Large window multi-coloured buttons style
  - Vertical strip with icons style
  - Horizontal strip with icons style
  - Large window single-coloured buttons style

The first displays the window with large buttons. Each button has a different coloured text. This is the default main menu presentation.



The other styles show different looking Main Menus. Choose the one that suits you best.



The vertical icon strip style opens the Main Menu on the left side of the screen.

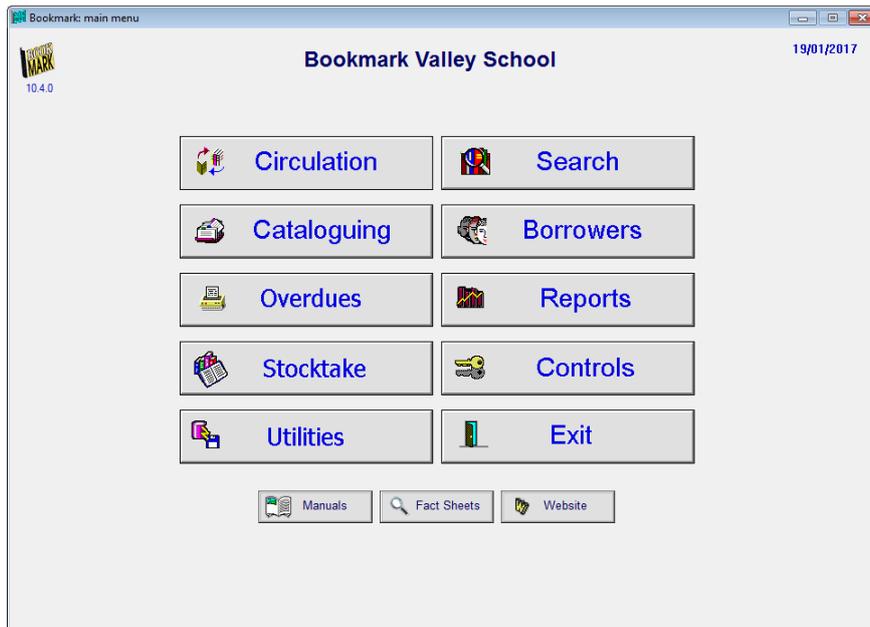
The icons and words work like buttons.

On a screen set to a higher resolution, such as 1280 x 1024, this menu always appears left of the other modules.

The *Horizontal style icon strip* Main Menu can also be used instead. It appears across the top of the screen.



The fourth style is similar to the first but the lettering is all one colour.

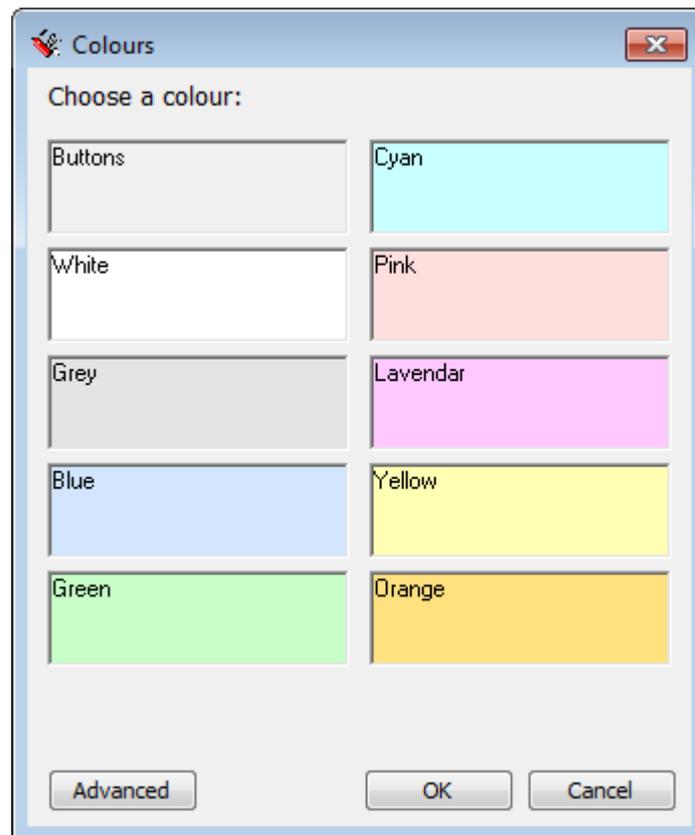


### Set Background Colours

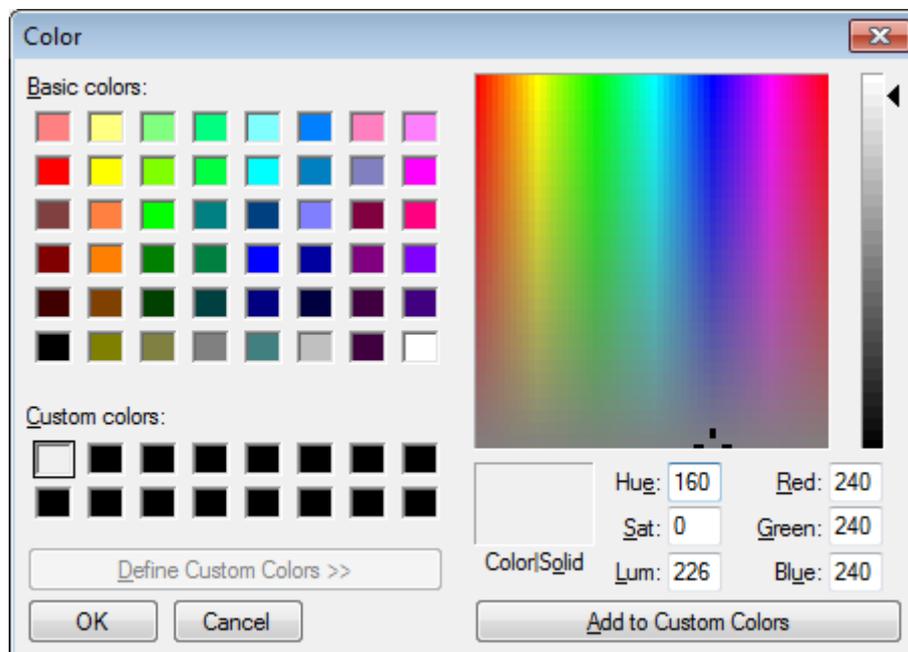
Bookmark allows each module to have its own, unique background colour. At the start, all modules have the same light-grey background colour. This is the "default".



To change a module's background colour, click on its button. A colour-choice dialog appears.



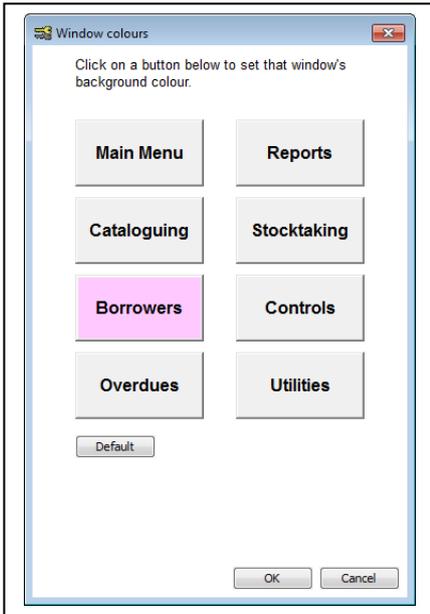
Click on the colour to assign. Ten preset colours are available. It is recommended to keep to these colours as text is always black and cannot be altered. If you would like to assign a different colour to one offered, click on the *Advanced* button.



This allows setting any colour. If using a Custom colour, set it then click on it on the left side before clicking on OK.

Warning: most colours, especially darker, are not suitable for backgrounds! Bookmark uses black as its main text colour. This cannot be changed. The background should be set to provide good, clear contrast. Sticking to light colours is best.

After setting the colour click on **OK** to lock it in.

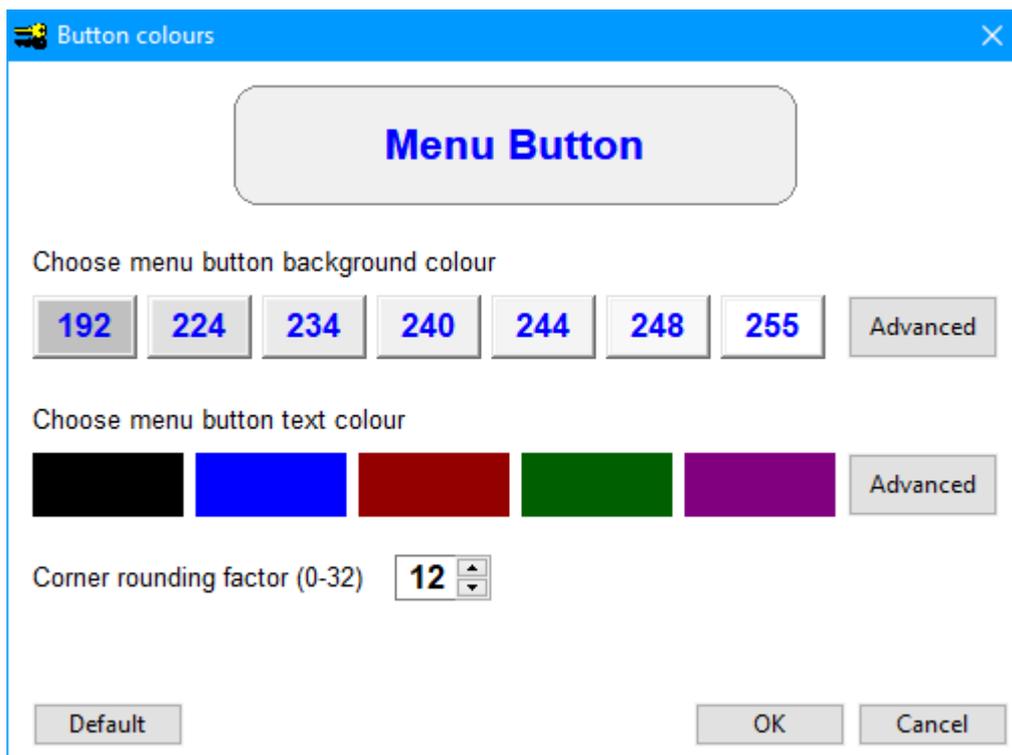


Each button displays the set colour for that module.

Click on **OK** to save the changes.

Changes may not all take place until modules are closed and re-entered.

### Set Menu and Submenu Button Colours



This option allows changing the colours used to show "menu buttons".

The top row determines the button background colour. The default colour varies depending on the version of Windows. Click on a number to change or use the Advanced button. 240 is default.

The next row sets the colour of the text on the buttons. Default is blue.

Colour changes do not fully take place until Bookmark is completely closed and re-opened.

“Corner rounding factor” controls how round the buttons appear. A value of 0 produces square corners. The maximum value is 32. The example changes as this value is altered.

## Notice box

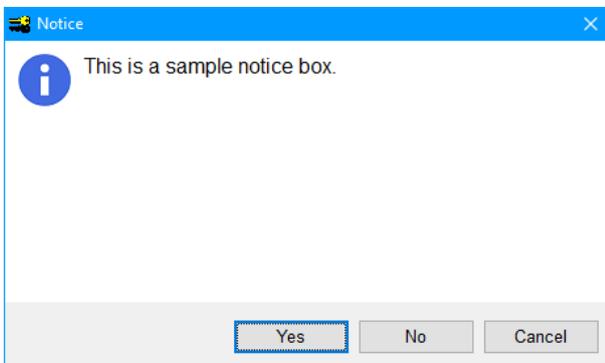
- Notice box:  Regular notice box with grey buttons  
 Notice box with rounded coloured buttons  
 Standard Windows notice box

Show

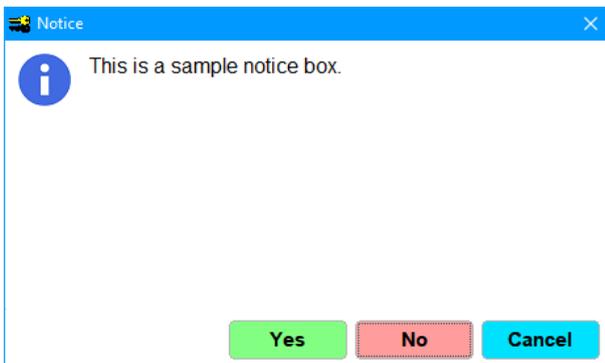
Bookmark uses small message boxes to provide alerts and notices.

Three styles are available.

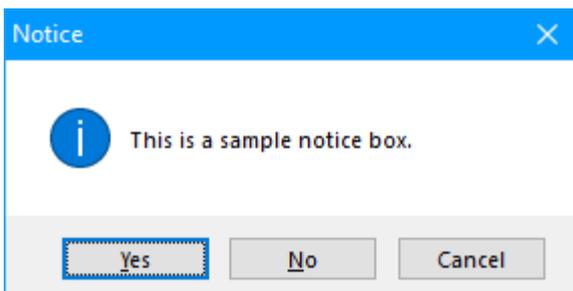
The regular notice box provides larger font for the message and standard buttons across the bottom. This is the default style.



The coloured style also uses larger font but has rounded, coloured buttons at the bottom.



The standard style uses the Windows built-in message box style with small font.

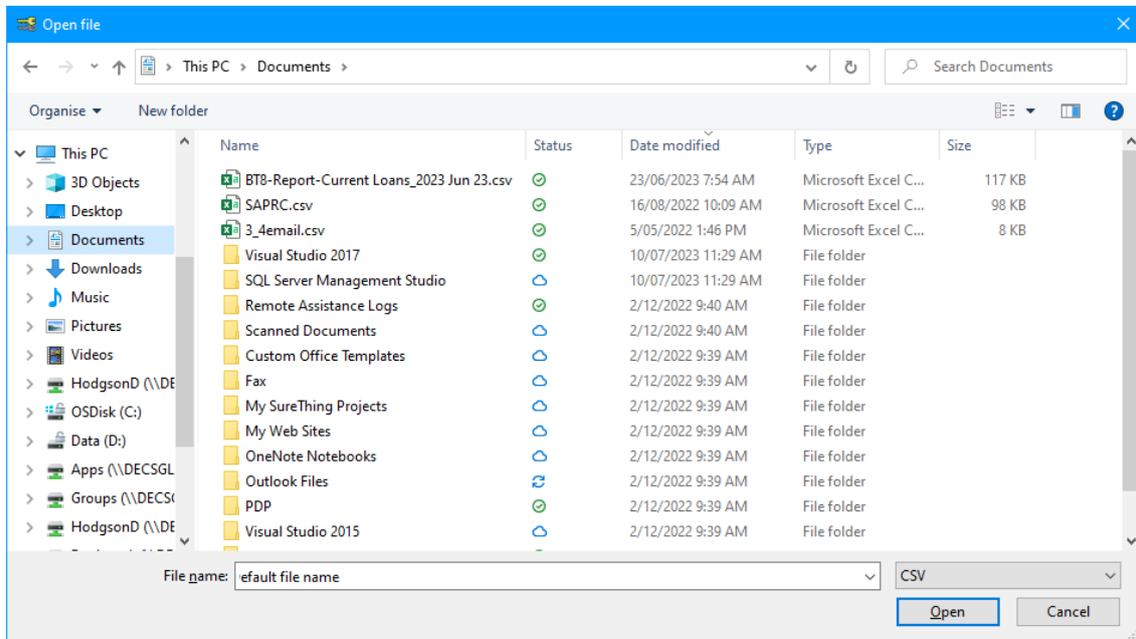


## Modules

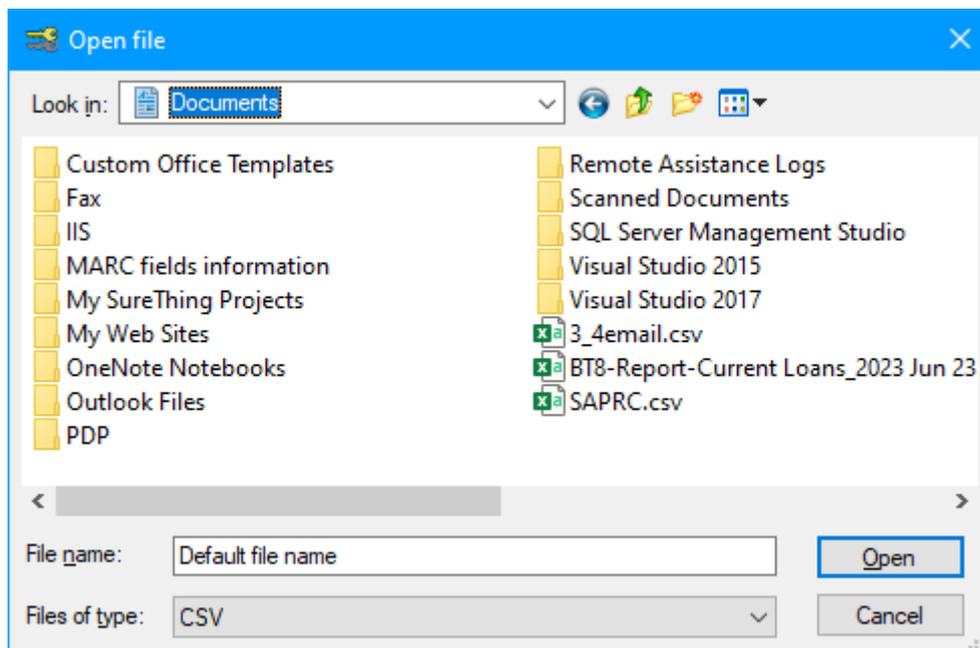
If ticked, this function allows different modules to be open at the same time on the same computer. If it is not ticked, then only one part can be opened at a time.

## Requester

Two types of "file requester" are available. If not ticked, then the standard style is presented. This is the style used by Windows 7, 8, 10 and 11.



If this is ticked, then a simpler style, used by Windows from 95 up through XP, is presented, even on a Windows 10 system.



# Cataloguing

**Settings**

Site details Backups Display **Cataloguing** Borrowers Messages PRC Email Start of day System

*Call number defaults*

Case:  Allow Mixed Case  
 Force call numbers to UPPER CASE

Style:  Keep call numbers as is  
 Limit decimal part to 2 digits

*Subjects defaults*

Case:  Allow mixed case  
 Force subjects to UPPER CASE

*Authors defaults*

Case:  Allow Mixed Case  
 Force surname to UPPER case  
 Force all author names to UPPER CASE

*Sublocation or Site defaults*

Heading:  Sublocation  
 Site

*Collections or Genres*

Heading:  Collection  
 Genre  
 Collection as a dropdown list  
 Genre as a dropdown list

*Cost heading defaults*

Cost field  Display in AddEdit Items as Cost  
 Display in AddEdit Items as Cost (ex GST)

*AddEdit Items defaults*

Use type-ahead text in dropdown lists  
 Show item type code in dropdown list in AddEdit  
 Automatically tag items by Australian authors

*Unused numbers*

List unused numbers in AddEdit

*SCIS API settings (alternate download method)*

SCIS API username:

SCIS API password:

Test connection only

Full test [Fact sheet](#)

*Z-cataloguing settings*

Use z39.50 [Edit Z-cataloguing sources list](#)

Max items that can be downloaded:

Automatically check online for cover images

[Test z39.50 connection to SCIS](#) [Fact sheet](#)

Close

## Call number, Subjects, Authors defaults

*Call number defaults*

Case:  Allow Mixed Case  
 Force call numbers to UPPER CASE

Style:  Keep call numbers as is  
 Limit decimal part to 2 digits

*Subjects defaults*

Case:  Allow mixed case  
 Force subjects to UPPER CASE

*Authors defaults*

Case:  Allow Mixed Case  
 Force surname to UPPER case  
 Force all author names to UPPER CASE

When cataloguing, Bookmark can either force call numbers, subject headings or author names to upper case or allow mixed case. This control determines which.

### Site or Sublocation defaults

The Cataloguing field name "Site" can be changed to "Sublocation". The choice here affects the term shown everywhere.

### Collections or Genres

The cataloguing field name "Collection" can be changed to the word "Genre".

### Cost heading defaults

The field name shown in AddEdit Items can be either 'Cost' or 'Cost (ex GST)'.

### AddEdit Items defaults

#### AddEdit Items defaults

- Use type-ahead text in dropdown lists
- Show item type code in dropdown list in AddEdit
- Automatically tag items by Australian authors

### Use type-ahead text in dropdown lists

Checking this box causes Bookmark to use a predictive text strategy on certain fields in Cataloguing AddEdit. Dropdown lists appear as white boxes. Bookmark will display its best guess based on how much is typed into the field. If this checkbox is not ticked, then grey static dropdown lists are displayed instead. These cannot be typed into but an entry must be selected from the list. This is more accurate but can take a little more time when cataloguing.

### Show item type code in dropdown lists in AddEdit

If this box is ticked, the dropdown list of item types displayed in AddEdit Items is prefixed with the item type code, then a (space) dash (space) then the item type description. If unticked, only the description appears.

Example:

REF – Reference      (ticked)  
Reference              (unticked)

The type-ahead feature of the control above works with what is in the list. If the codes are in the list, then this is what type-ahead looks for first.

### Automatically tag items by Australian authors

If ticked, Bookmark downloads a list of Australian authors. Any items catalogued with an author from this list is marked or "tagged". The term [Australian author] appears in the Other field.

### Unused numbers

This allows listing unused item numbers in the AddEdit area of cataloguing. By default it is ticked.

## SCIS API settings (alternate download method)

The Schools Cataloguing Information Service of Education Services Australia provides on-line cataloguing data. A SCIS subscription is required to access the data.

Bookmark is able to import data provided by SCIS in three ways:

- From a downloaded and saved SCIS file (this is the normal method)
- From Z-cataloguing (text data only)
- From the SCIS API (text data only)

See the Cataloguing manual and relevant fact sheets for more information on how to use the SCIS API and Z-Cataloguing.

In Settings, the SCIS API username and password are entered. *These are not the normal SCIS login username and password*, but special ones. Contact SCIS to register for access to the SCIS API and obtain your SCIS API username and password. See the Cataloguing manual for more information.

SCIS API is only available when these credentials have been entered.

SCIS API settings (alternate download method)

SCIS API username:

SCIS API password:

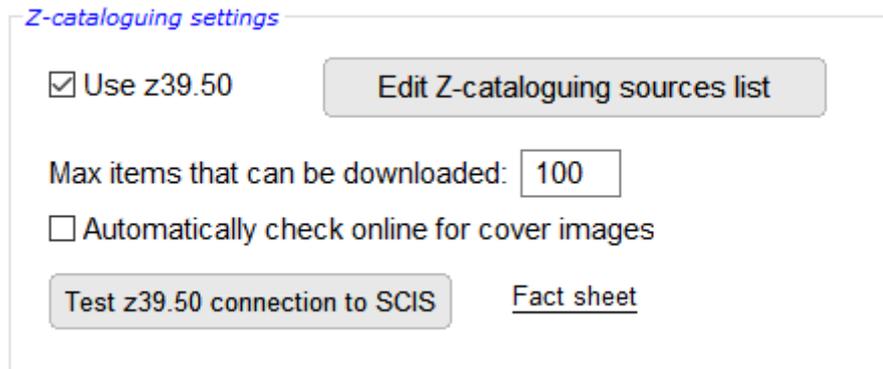
[Fact sheet](#)

“Test connection only” indicates if a firewall is blocking Bookmark’s access to the SCIS API or not.

If not, after entering the credentials, click on “Full Test” to ensure the credentials work correctly.

See the fact sheet “Streamlining cataloguing using the SCIS API”.

## Z-Cataloguing settings



The screenshot shows a settings window titled "Z-cataloguing settings". It contains the following elements:

- A checked checkbox labeled "Use z39.50".
- A button labeled "Edit Z-cataloguing sources list".
- A text input field labeled "Max items that can be downloaded:" with the value "100".
- An unchecked checkbox labeled "Automatically check online for cover images".
- A button labeled "Test z39.50 connection to SCIS".
- A link labeled "Fact sheet".

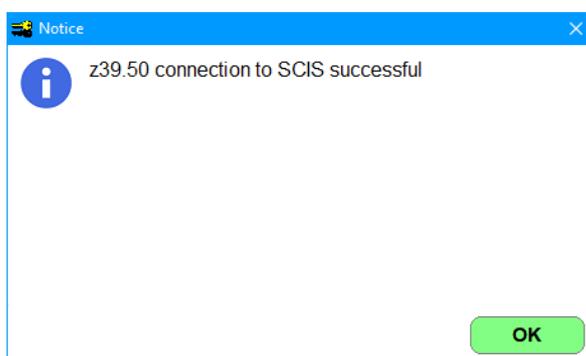
Bookmark can use the "z39.50 protocol" to download cataloguing data from other library servers.

In Bookmark this is called "Z-cataloguing".

Z39.50 library servers are dotted around the world. Some require membership or subscriptions while others are free.

SCIS offers a z39.50 connection as well as its special API.

For Z-Cataloguing to work, the network firewall must allow access to the z39.50 server you wish to use. If you would like to use SCIS, click on the "Test z39.50 connection to SCIS" button. It will indicate if the firewall is blocking or not.



Note that this only tests access to the SCIS server. It does not require credentials. To check to see if you have access to other servers, use the "Edit" function.

The "Edit Z-cataloguing sources list" button is used to register z39.50 data sources. They must be registered for Bookmark to use them. Once a z-server is registered, it is then available in Cataloguing.

The "Automatically check online for cover images" checkbox can be used. On slow Internet systems, having this active can substantially slow down importing. Trial-and-error test.

Three sources are available by default:

- SCIS (Schools Catalogue Information Service)
- National Library of Australia (NLA/Trove)
- U.S. Library of Congress (LOC)

Use the dropdown list to select a source.

Each source has:

- *Description*: This is your description of the source. It appears in the dropdown list.
- *Host*: This is the server name of the source.
- *Port*: This is the port number of the source.
- *Database*: The name of the database of the source.
- *Username*: The login username for the source.
- *Password*: The login password used.

Not all sources require a username and password – e.g. LOC and NLA. SCIS and others do.

For SCIS, enter your z39.50 login number and password. These may or may not be your regular SCIS credentials. See the Z-Cataloguing fact sheet or the Cataloguing manual for more detailed information about SCIS z39.50 access.

Click on Save or close the window. Details are saved.

Always use “Test source” to see if access to the source will work.

To see if you can use LOC, use the dropdown list to change to it and click on Test.

To see if you can use NLA, use the dropdown list to change to it and click on Test.

NEW allows entering a new source. It is added to the dropdown list and becomes the default.

REMOVE deletes the source from the list.

The Oxford library in the UK is available as a free source. If you wish to use it, click on New. Enter the Description, Host, Port and Database as indicated below. Test source.

Source: Oxford Library (UK) ▾

Description: Oxford Library (UK)

Host: library.ox.ac.uk

Port: 210

Database: ALEPH

Username:

Password:

Test source

New Remove Close

Closing will save the new site.

Many online z39.50 servers are available. A Google search can reveal a large list.

# Messages

Settings

Site details Backups Display Cataloguing Borrowers Messages PRC Email Start of day System

Messages

Start of year message: This is the first working day of the year.

Start of month message: This is the first working day of the month.

Start of day message:

Leave Bookmark message:

Loan message:

Return message:

Close

Messages Control allows specifying messages that you wish to appear at certain times.

If the messagebox is blank, it is not displayed.

## Start of year message

This is a message that appears only at the beginning of a new calendar year. It is displayed once when starting Bookmark's Main Menu.

The message can be many lines in length and is scrollable.

## Start of month message

This message is displayed at the beginning of every month.

## Start of day message

This message is displayed at the beginning of each day.

## Leave Bookmark message

This message is shown every time the Main Menu is closed. It can be used as a reminder – i.e. “Don't forget those jolly backups!”

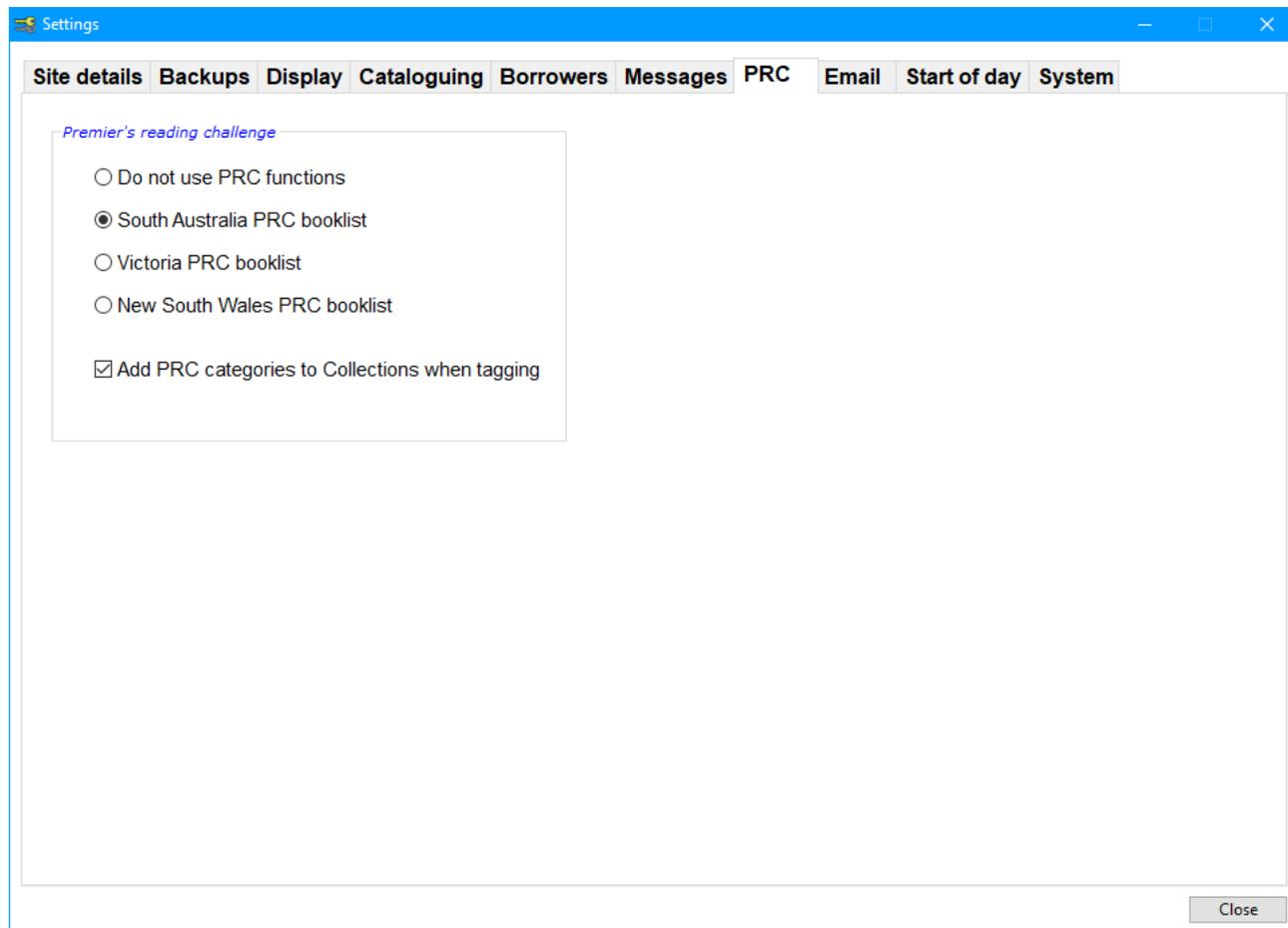
## Loan message

This message is displayed every time someone borrows something. It is a global message and appears for all borrowers.

## Return message

This is message is displayed for each item returned, regardless of the borrower or item.

## PRC



Bookmark provides support for the Premier's Reading Challenge schemes in South Australia, Victoria and New South Wales. Bookmark can match items in the library against the booklists. Items matched can be "tagged" and special lists and reports generated. To use this facility, select the appropriate scheme. This tells Bookmark to display the PRC button in Catalogue Lists.

See the Cataloguing manual, Item Lists section, for more information about the PRC book list.

# Email Settings

General Controls

Site details Backups Display Cataloguing Borrowers Messages PRC **Email** Start of day System

*Email settings*

SMTP server:

Use TLS/SSL (email server must support this)

Port:

Email login:

Email password:

From email address:

Subject:

*Messages*

Test email Send to:

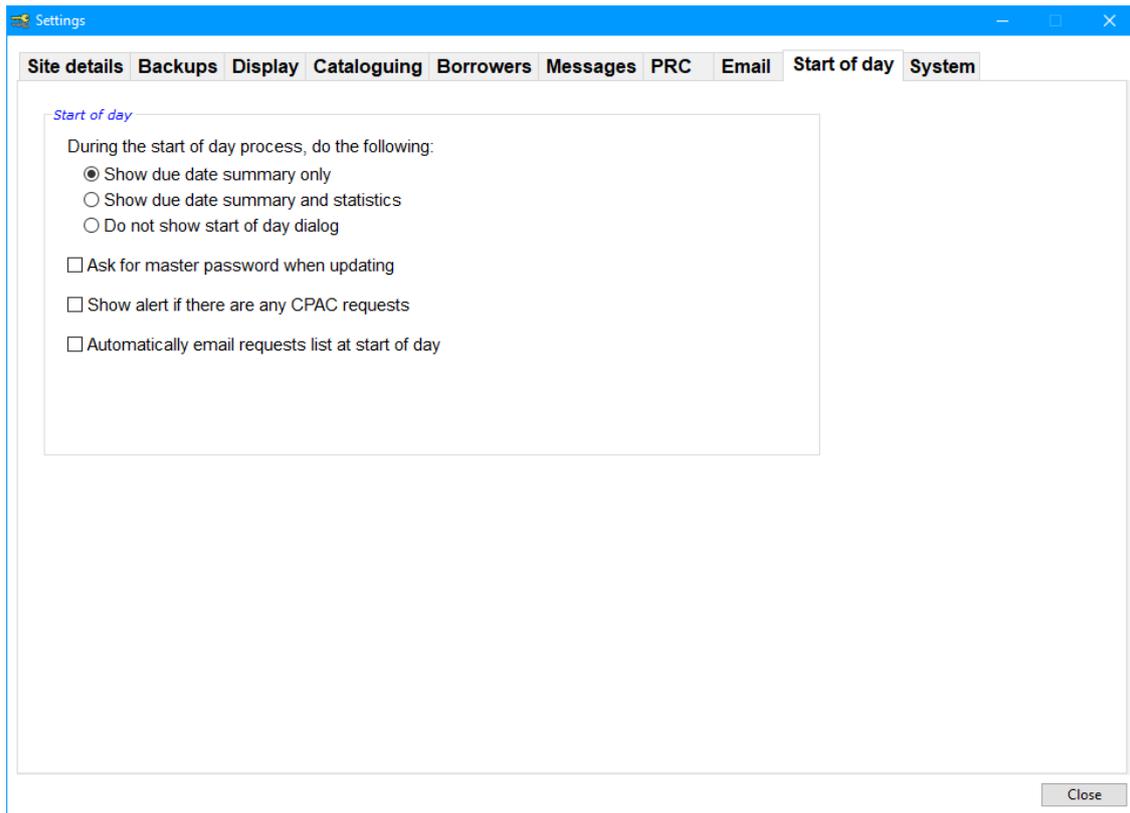
Message:

To send emails, a smtp server must be specified along with the user login and password, if required.

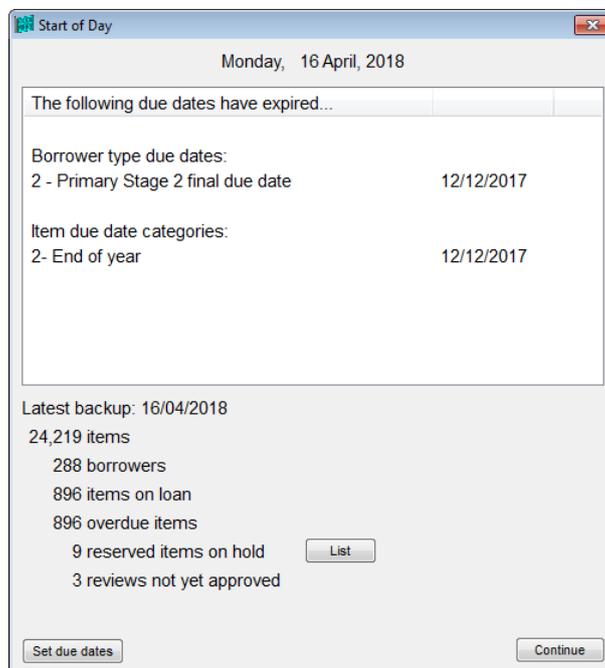
It is a good idea to send a Test email to yourself to make sure the settings are correct.

See Overdues and the Email fact sheet for more information about the settings.

# Start of Day

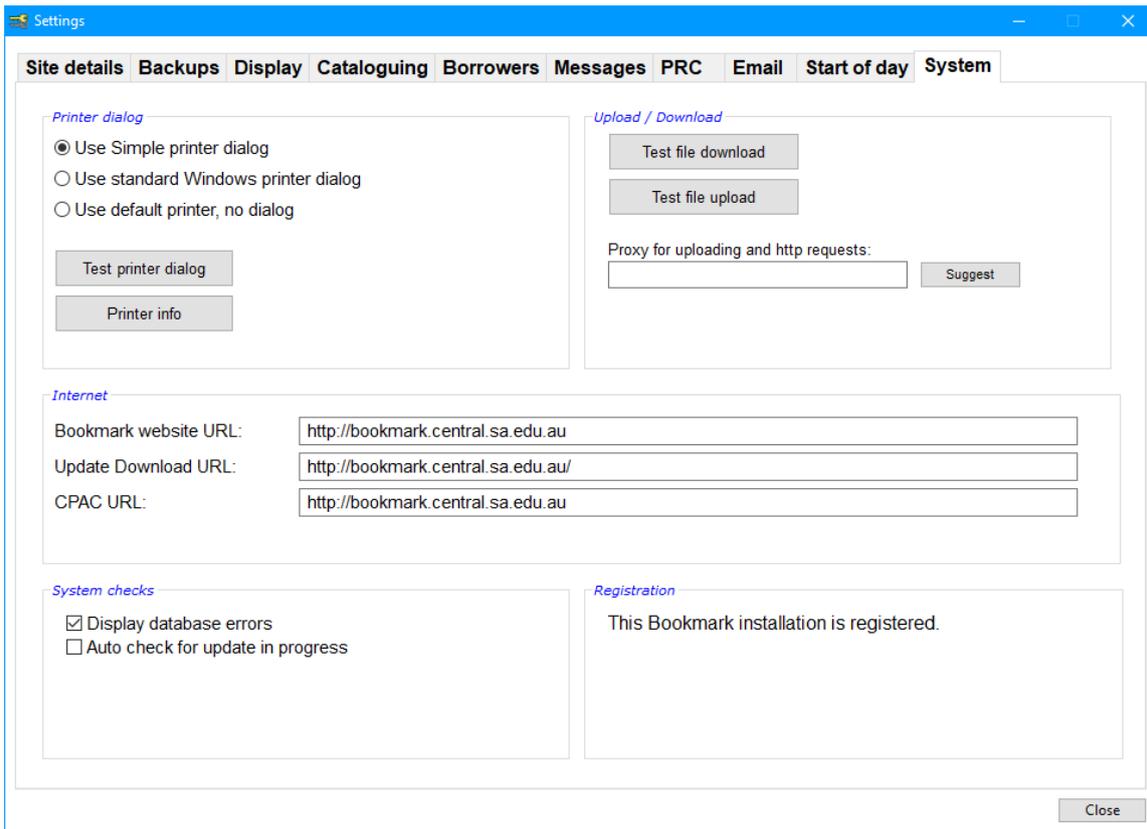


By default, a list of expired due dates, if any, and statistics are displayed.



On some installations, it can take a bit of time to accumulate the statistics displayed at the bottom of this dialog. If this is a problem, choose either of the other options.

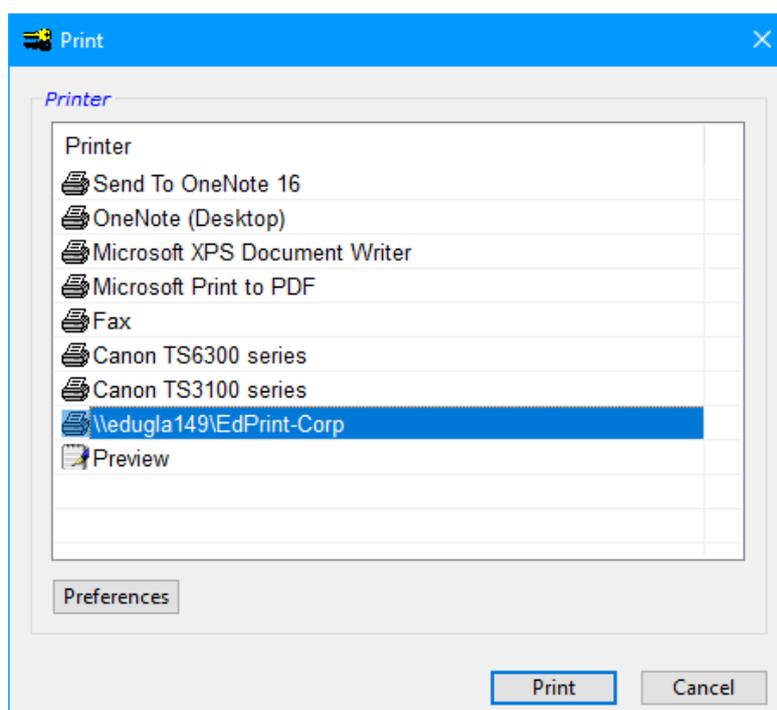
# System



## Printer dialog

Bookmark offers three entries to printing.

The *Simple printer dialog* is a Bookmark custom dialog which can appear whenever a printout begins.



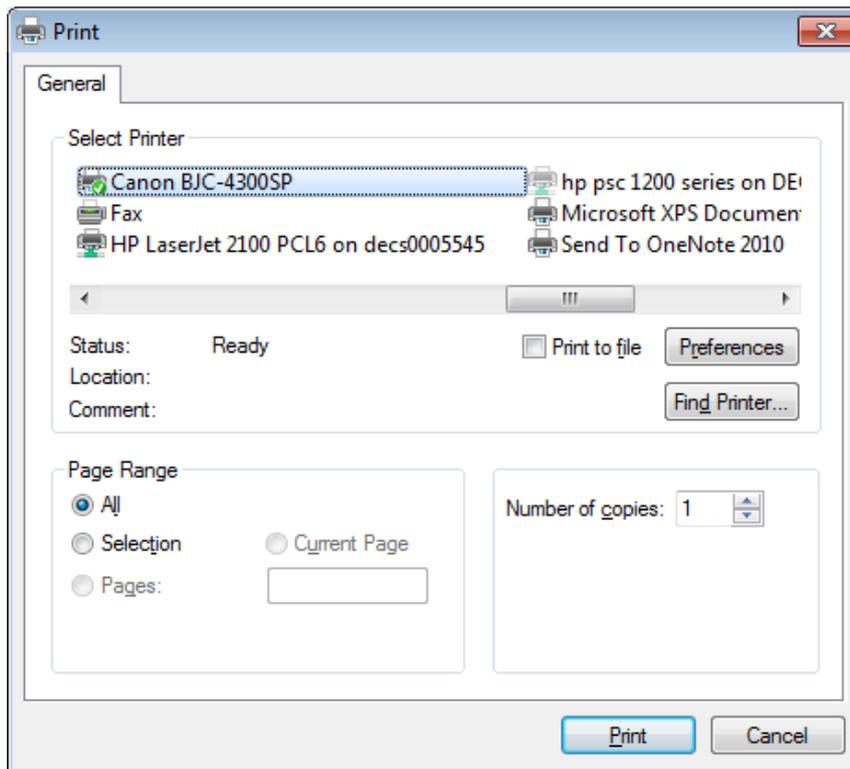
Highlight the printer to use and click on Print or press Enter.

The Preview printout option is only available with this printer dialog. It generates a PDF.

The Preferences button can be used to open a printer setup dialog. It can appear different for each printer.

Bookmark highlights the last printer used.

The *Standard Windows printer dialog* displays the normal printer dialog offered by Windows itself.



The only two parts of this window Bookmark uses are the list of printers at the top and the Preferences button. Page Range and Number of Copies are ignored. The Preview printout to PDF is not available.

The *Use default printer, no dialog* option tells Bookmark to print straight to the default printer (as set in Windows) without opening a dialog. Only use this option if you are certain a printer is available and know which one it is.

*Test Printer* shows the current style selected.

*Printer Info* shows settings for printers. See Utilities.

## Preview Printer

In the Simple printer dialog a Preview printer is listed. This is special to Bookmark. It is not actually a printer. Instead, output is sent to a temporary PDF document. This allows the printout to be displayed on-screen. The entire printout is shown and can even be printed.

For the Preview printer to work, a PDF viewer (or "reader") program must be installed on the computer or device. On some systems, the Internet browser can do this. The Adobe Acrobat Reader, IceCream ebook reader (which also displays epub and mobi formats as well as PDF) and SlimPDF reader can be downloaded and installed from the Internet.

The Microsoft Print to PDF option can also be used.

- Note: if a reader is not available, nothing is displayed.
- For technical reasons the preview printer is not available in all print jobs in Bookmark – e.g. printing barcode labels.
- The temporary PDF is saved to the Notices folder within Bookmark's folder. The file is called Temp.pdf. It is automatically overwritten each time. If you wish to save it, manually copy to another folder and rename the file.
- The appearance of the Preview might be slightly different to an actual printout.

## System Checks

*Display database errors* causes Bookmark to show any system error that may occur related to the database. It is recommended to have this on.

*Automatic check for update in progress* is recommended. If ticked, all parts of Bookmark check roughly every 3 seconds to see if an update is happening and, if so, shuts down. Bookmark cannot update successfully unless fully closed. This is a limitation imposed by the Windows operating system itself, which does not allow open files to be over-written.

## Testing

The test buttons can be used to see if Bookmark is able to upload data to the Internet and download files from it.

## Internet

The Proxy checkbox can be ticked if proxy checking is required for downloading and uploading files.

# Passwords



Bookmark uses a "two level" password system.

*The Master Password is intended for use by library staff only. It can be entered for any password request. Due to its high security clearance, it should not be given out to others.*

All other passwords are intended for others to use on a "need to know" basis.

## Master Password

The Master Password is the librarian's *secret super password*. It can be entered *anywhere* Bookmark asks for a password, regardless of which one is requested.

By default, this word is "password". *Change it as soon as possible to your own.*

The Master Password should only be known to as few people as possible.

Passwords can be any word, phrase, number or set of symbols. Some famous examples include: PASSWORD, MAGIC, HOLIDAYS, CAT, OBERON, VODKA, DAGGIT, DRAOBYEK, 085225623, even ??%@!! Spaces can even be used in passwords, although this is not recommended.

Note: *If the Master password is blank, then all passwords are automatically disabled even if filled in. A Master Password is required to enable all other passwords. No master password = no security anywhere.*

### **Cataloguing, Borrowers, Overdues, Reports, Stocktaking, Controls, Utilities passwords**

These are the passwords requested when trying to open a module.

They can be used to restrict who is allowed to use any given module. Assign passwords to each module that needs to be restricted. Leave blank any module anyone may access.

While each module can have its own unique password, it is recommended that the same code or password be used for many. Module-entry passwords should be different to the Master Password and can be given out on a need-to-know basis. They are often the first and last characters of the master password, but that is not a fixed rule.

### **Exit Bookmark**

The *Exit Bookmark* password can be requested when users attempt to close the Main Menu.

Its use not recommended as users should always be able to close an application.

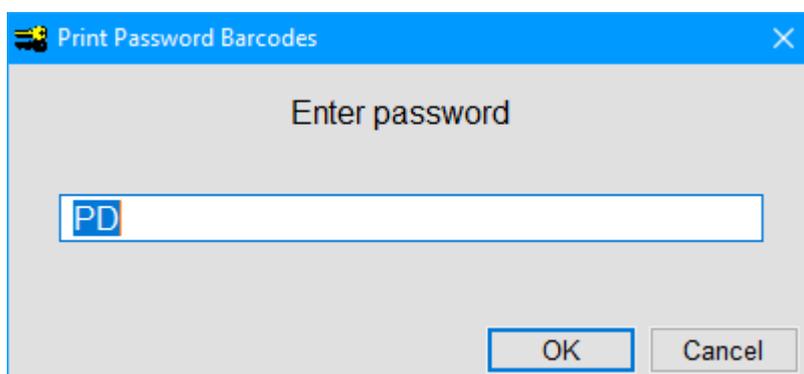
### **Open Bookmark**

This password can be used when Bookmark opens to restrict who can access the Main Menu. It is rarely used.

### **Blank passwords**

If a password is blank, it is inactive. Bookmark will not ask for a password when it reaches that point, but instead simply continue.

### **Barcode**



Text can be printed out as a scannable barcode!

Enter a password (or other word or phrase, it isn't limited to passwords) and click OK.

The resulting barcode can be scanned instead of typed. The actual word is not printed near the barcode.

## Operators

The Operators function is used to set up logins for users. This can be used in addition or instead of the password system. It is completely optional.

Every person using the Main Menu can have an operator login. The login consists of a short use ID, their name, and which modules they are allowed to open.

| UserID | Name         | Can access |
|--------|--------------|------------|
| DEAN   | Dean Hodgson | 0          |
| NAOMI  | Naomi Nagata | 129        |
|        |              |            |
|        |              |            |
|        |              |            |

UserID:

Name:

Can access:

- All modules
- Circulation
- Search
- Cataloguing
- Borrowers
- Overdues
- Reports
- Stocktake
- Controls
- Utilities

It is a good idea to create a universal user first who can open everything. Then add other operators.

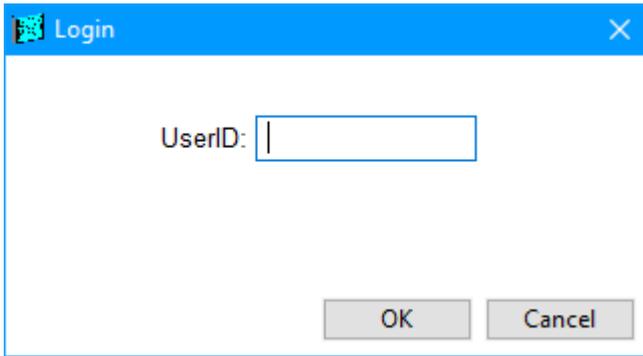
To create an operator, click on New, then enter the User ID and the name. Tick the checkboxes of all the modules the user is allowed to open. Click on Update.

To change an existing operator, click on their row in the list and alter the checkboxes and/or name then Update.

Changing the User ID and Update is like creating a new operator.

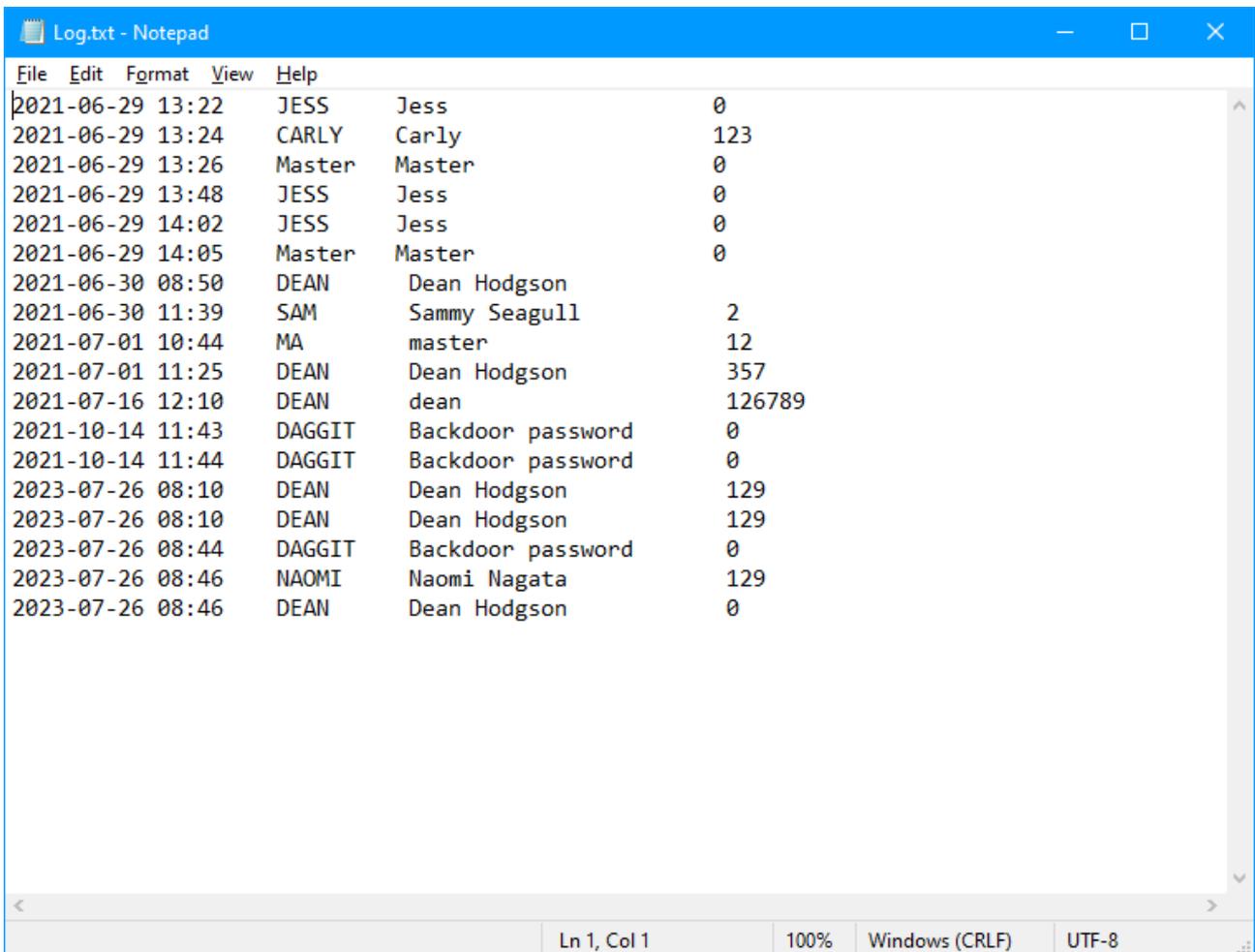
The "Can access" numbers indicate which module can be opened. Zero means all modules. It is the same as 123456789.

If there is at least one operator in the list, Bookmark will request a User ID when it is opened.



In addition to restricting the modules an operator can open, Bookmark also keeps a log of all of the operator logins.

Click on the "View Log" button to see the list of logins.



The list always grows. It is a simple text file called "Log.txt" that can be edited in this Notepad window. Just highlight rows to be removed and delete. Save the file. The entire list can be cleared.

To disable the Operator system, remove all operators.

# Barcode Settings



This window is used to tell Bookmark about the barcode labels being used.

*Barcode settings must be configured before using barcodes.*

The screenshot shows a window titled 'Barcode Settings' with a blue header. The main content is titled 'Barcode Label Settings' and is divided into three sections:

- Borrower Barcodes:** Identifier:  Number position:   
Label length:  Number length:   
Barcode type:
- Item Barcodes:** Site ID:  Number position:   
Label length:  Number length:   
Barcode type:
- Special Item Barcodes:** Combined Site ID 1:  Breakpoint 1:   
Combined Offset 1:  Offset 1:   
Combined Site ID 2:  Breakpoint 2:   
Combined Offset 2:  Offset 2:   
Alt Identifier 1:  Alt. Identifier:   
Alt Offset 1:  Alt. Offset:   
Alt Identifier 2:  Oasis/Alice Identifier:   
Alt Offset 2:

A 'Close' button is located in the bottom right corner.

## Barcode label configurations

Bookmark is designed to work with different configurations of barcodes.

Each library management system has its own configuration of barcode labels. Many Bookmark users have migrated from other systems and continue to use the original configuration. Some users have mixed types.

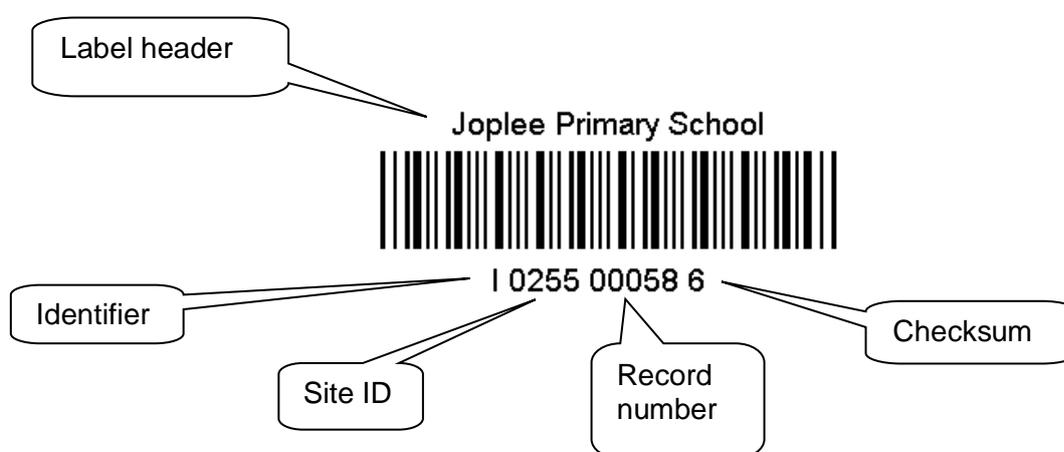
The most common configurations are:

- 11-character "Bookmark" type
- 12-character type
- 14-character type
- 11-character "Oasis" type
- 10-character "Alice/Oliver" type
- 6-character type.

There are other types. These basic types share common elements.

### **Standard Bookmark type:**

A "Bookmark" type label is structurally identical to type of barcodes used by South Australian public libraries. It is 11 characters in length (excluding blank spaces) which are organised in a specific manner.



### **Label Header**

Above the "stripes" is the label header. This is usually the name of the school. For user labels, it may be the name of a borrower. The header is not part of the stripes.

### **Label Identifier**

The first character indicates whether the barcode is for a borrower or an item. For Bookmark type labels, the letter **B** is normally used for *borrower labels* and **I** for *item labels*. The label identifier can be either a letter or numeral. All borrower labels must begin with the same character, whether it is B or a 2 or anything else. Labels beginning with any other character are considered items, although ideally all item labels should begin with the same identifier. Using different identifiers for different types of media is not recommended as it is difficult to manage.

### **Site ID**

The next four characters – 0255 in the example – identifies where the barcode originates. It can be either 4 digits or 4 letters. The site id is normally the school number. The site ID is tested for item labels but is ignored for borrower labels. Multiple site IDs are allowed, however, it is best to use only one.

### **Record Number**

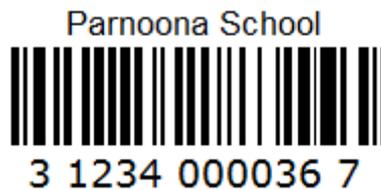
Every borrower and every item in the database is stored using a unique *record number*. The next five numerals comprise the record number. These values begin at 00001 and can go up to a maximum of 999999. (5 digits on this type of label limits the range to 99999.)

### **Checksum**

The final digit is known as a *checksum digit*. It is used to ensure the label has been read properly by the reader. The checksum is not part of the record number. It must be ignored.

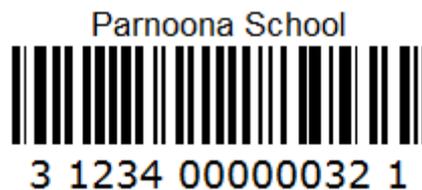
**12-character type label:**

12-character long barcode labels are structured exactly the same as the Bookmark type but begin with a numeral instead of a letter and have 6 digits in the record value. Item labels start with 3 and borrowers with 2, although this is not a hard rule. It can be I and B, too. This type of label is useful if item record numbers need to be 100,000 or more.



**14-character type:**

This type of library barcode is 14-digits long. It is also structured the same as the Bookmark type but it begins with a numeral and has 8 digits in the record value. Item labels begin with a 3 and borrowers with 2. It is an international standard library barcode.



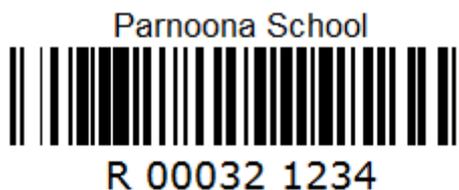
**11-character Oasis type:**

This is an 11-character long label but structured differently. Item labels began with the letter R (sometimes another letter) and borrowers a B. The record number follows the initial identifier. A checksum character is after, always a letter, and the site ID is at the end.



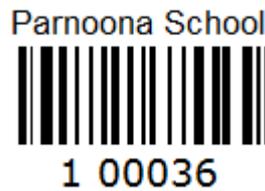
**10-character Alice type:**

This variation is the same as the above but does not have the checksum character in the middle.



**6-digit type:**

Some labels only have 6 characters. They begin with an identifier, often the numeral 1 but sometimes a letter, and then end with a 5-digit record value. There is no site ID or checksum.



**Other types:**

Bookmark can be configured for many other types of labels. The Help Desk can assist.

For consistency, it is strongly recommended all item labels begin with the same character and not different letters. All borrower labels must begin with the same letter or number.

**Borrower Bacodes**

A screenshot of a configuration window titled "Borrower Barcodes". It contains several fields: "Identifier:" with a text box containing "B"; "Label length:" with a text box containing "11"; "Number position:" with a text box containing "6"; "Number length:" with a text box containing "5"; and "Template:" with a dropdown menu showing "T SSSS NNNNN C".

The top section specifies borrower barcode label parameters. Choose the type of label you use for these with the dropdown list. The Identifier and other values are automatically filled out. If your labels are different to any of the standard ones, appropriate values need to be filled out.

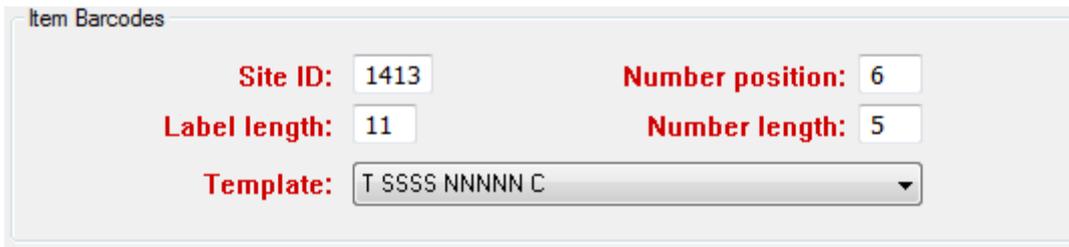
*Identifier* is the initial character of the borrower barcodes.

*Label length* is the total number of characters in the label, not including blank spaces.

*Number position* is where the record number begins. For the 11, 12 and 14 character labels, this is always 6, which is the 6th character spot from the start. For Oasis and Alice and 6-digit labels, it is 2.

*Number length* is the number of digits in the record value part. For 11 length labels and for Oasis and Alice labels, it is 5. For 12 length the value is 6, and for 14, 8.

## Item Barcodes



Item Barcodes

Site ID: 1413      Number position: 6

Label length: 11      Number length: 5

Template: T SSSS NNNNN C

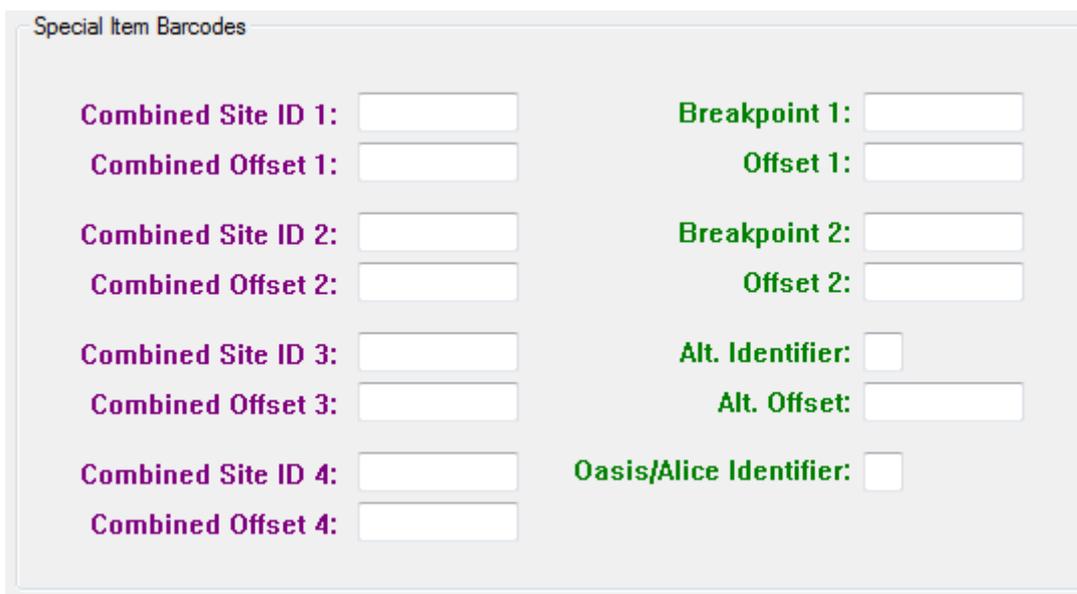
Item barcode labels are set out the same as borrower labels except the site ID is specified and not the Identifier. Labels with any identifier which is not the borrower one is considered an item.

The *Site ID* is a unique 4-digit or 4-letter code. Even if your barcode labels do not include this, a site ID should be entered. It is often a school number but can be 4 letters as well, such as PPRS.

**Site ID must be specified or Bookmark will not be able to use any barcodes.**

## Technical info =====

### Special Item Barcodes



Special Item Barcodes

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:

Some libraries have inherited other collections which have different site ID's. Others have somewhat unusual barcode label requirements. The Special Item Barcode settings are used to deal with these situations.

#### *Combined Site IDs*

The 'combined site ID' feature is only used where two, three, four or five collections have been combined and each collection has barcodes with different site IDs. Under normal use all item barcode labels have the one site ID, these options can be ignored. If your school will be inheriting items with different site ID's, it is necessary for the Bookmark Help Desk to combine the data and instruct you as to the correct settings.

When collections are combined there can be overlapping record numbers. Example:

I 1234 00017 6 and I 5678 00017 3

both have the record number 17 but their site ID's are different.

When the Bookmark Help Desk combines data, the second collection with a different site ID is given record numbers beginning at a certain point – e.g. 30,000 or 100,000. This effectively splits the item database into two parts – items having the "base" site ID are below the offset value and items with the combined site ID are above. Barcodes must not overlap – e.g. record numbers on the base set should never be greater than the offset. This strategy deals with overlapping record numbers.

Each site ID is given an offset, identifying where that collection begins in the record numbering scheme. When scanned, the offset value is automatically added to the barcode's number.

#### *Breakpoints*

Some schools have barcodes with very large values. One lot may be less than 20,000 but another may be from 150,000 upwards. Previous versions of Bookmark could only cope with values up to 65,000, therefore a "breakpoint" system was introduced. If a barcode with a record number larger than the "breakpoint" is spotted, its value is changed based on the offset. This scheme continues in version 10, although items can be stored with huge record numbers and therefore is not needed. Bookmark 10 contains a special adjustment which can change the storage numbers of items to the proper number as shown on the barcodes. If you have this situation – barcodes with large values – contact the Help Desk for assistance.

#### *Alt Identifier*

This is rarely used. Some barcodes may have the same site ID and overlapping numbers but have a different Identifier at the start of the label. This setting allows for an offset situation similar to a combined site ID.

#### *Oasis/Alice Identifier*

If Oasis, Alice or Oliver type barcodes are used for items, their initial Identifier must be specified here.

=====

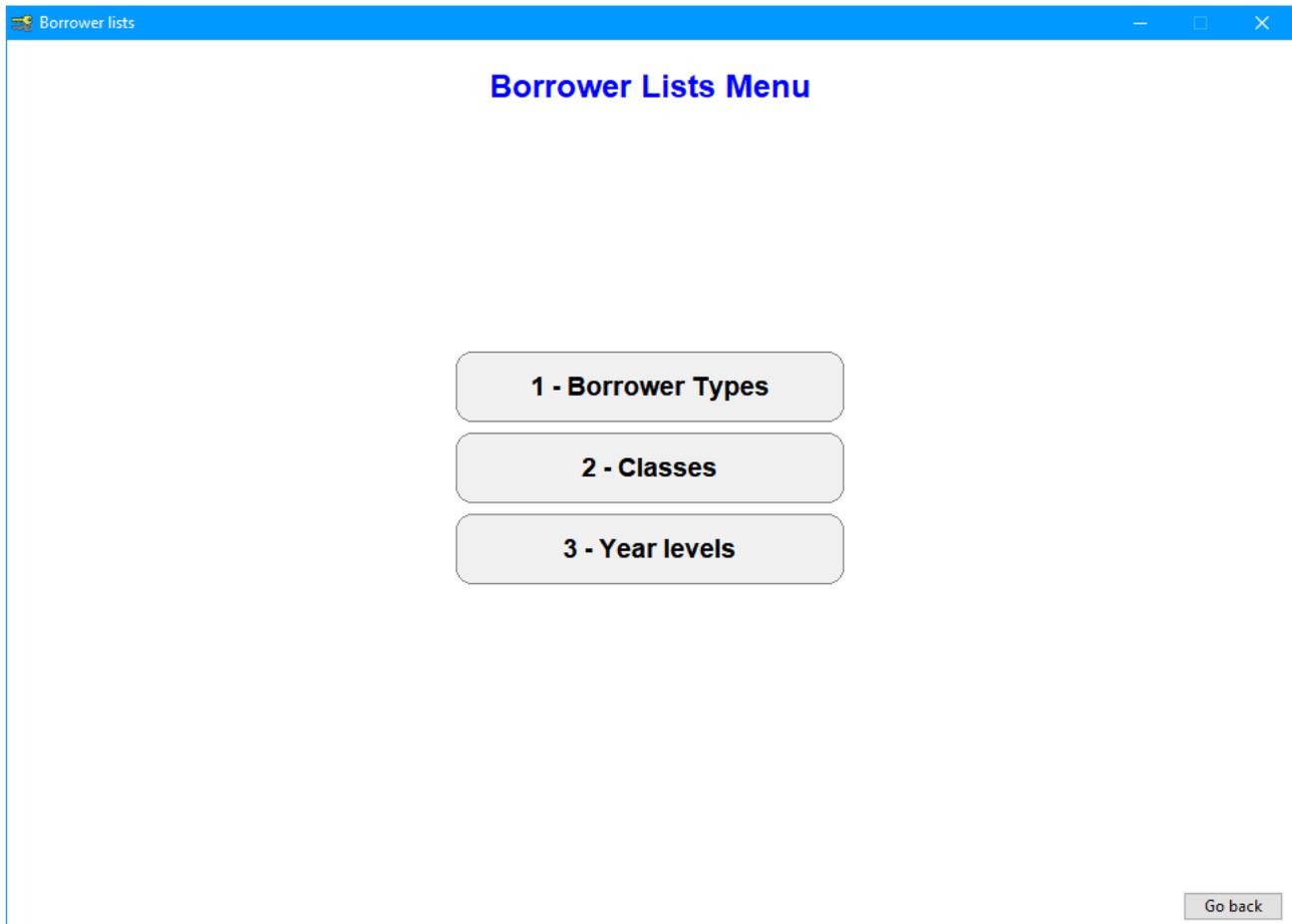


## Borrower Lists

Borrower Lists are used to set up:

- borrower loan categories (these control loan limits, due dates, etc)
- a list of classes
- a list of year levels.

*These three lists should be set up before entering any borrower data.*

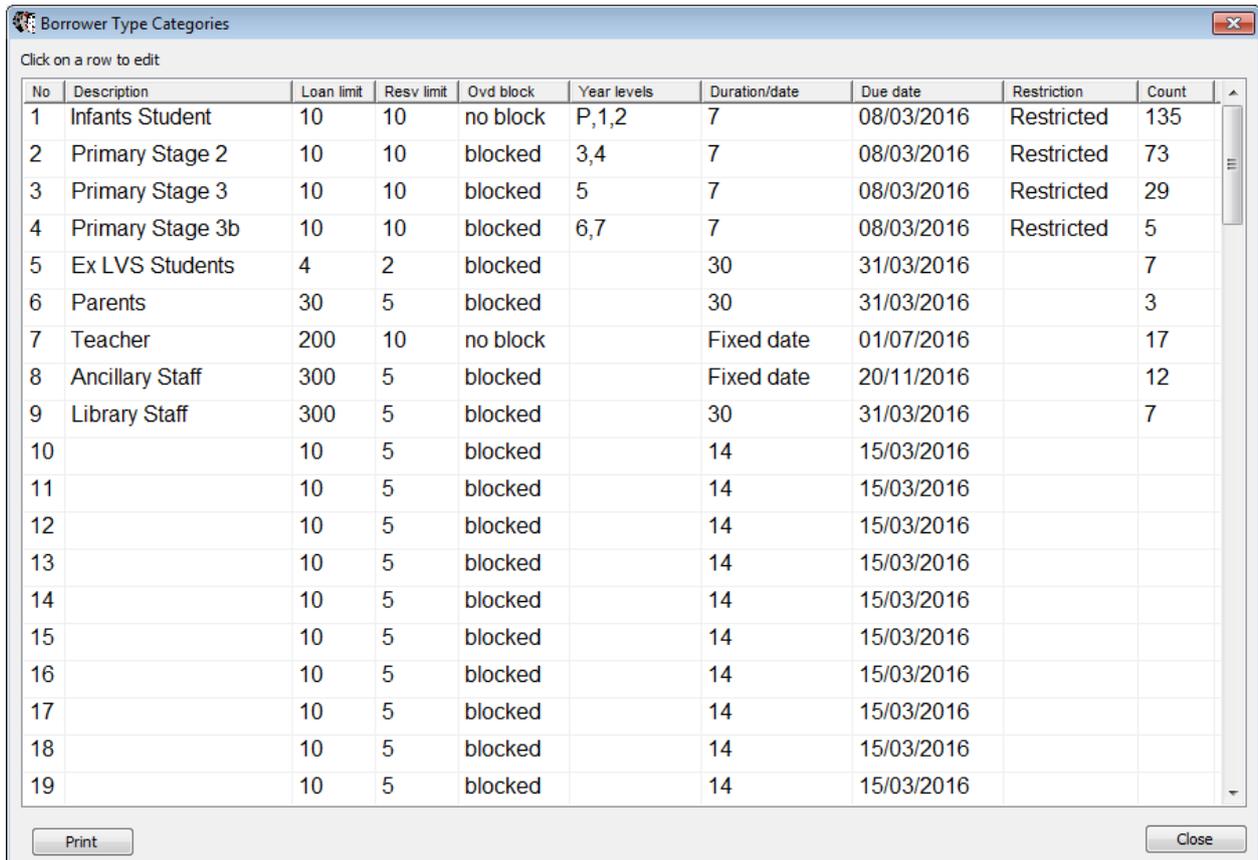


## Borrower Types

Each borrower has a "Borrower Type". Borrower Type categories determine loan restrictions and conditions allocated to the borrower and may also be used in other functions.

Bookmark allows up to 99 Borrower Types. Each is numbered.

*Borrower Types must be set up before entering any borrowers as every borrower must have a type.*



| No | Description      | Loan limit | Resv limit | Ovd block | Year levels | Duration/date | Due date   | Restriction | Count |
|----|------------------|------------|------------|-----------|-------------|---------------|------------|-------------|-------|
| 1  | Infants Student  | 10         | 10         | no block  | P,1,2       | 7             | 08/03/2016 | Restricted  | 135   |
| 2  | Primary Stage 2  | 10         | 10         | blocked   | 3,4         | 7             | 08/03/2016 | Restricted  | 73    |
| 3  | Primary Stage 3  | 10         | 10         | blocked   | 5           | 7             | 08/03/2016 | Restricted  | 29    |
| 4  | Primary Stage 3b | 10         | 10         | blocked   | 6,7         | 7             | 08/03/2016 | Restricted  | 5     |
| 5  | Ex LVS Students  | 4          | 2          | blocked   |             | 30            | 31/03/2016 |             | 7     |
| 6  | Parents          | 30         | 5          | blocked   |             | 30            | 31/03/2016 |             | 3     |
| 7  | Teacher          | 200        | 10         | no block  |             | Fixed date    | 01/07/2016 |             | 17    |
| 8  | Ancillary Staff  | 300        | 5          | blocked   |             | Fixed date    | 20/11/2016 |             | 12    |
| 9  | Library Staff    | 300        | 5          | blocked   |             | 30            | 31/03/2016 |             | 7     |
| 10 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 11 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 12 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 13 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 14 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 15 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 16 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 17 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 18 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |
| 19 |                  | 10         | 5          | blocked   |             | 14            | 15/03/2016 |             |       |

Each Type requires six things:

1. A *description* of the borrower type category.
2. The *loan limit* for all borrowers in that category.
3. The *reservation limit* for all borrowers in the category.
4. The *overdue block* condition.
5. The *year levels* associated with each type.
6. The normal due date for each borrower category.
7. An optional *restriction* to the types of items the category of borrower may borrow.

It is best to group all the levels which have the same loan limit and due date into one Borrower Type. In the example above Types 1 and 2 could be combined as they both have a loan limit of 2 and due date of 14 days e.g. junior primary Types 3, 4, 5, 6 and 7 could be combined as well e.g. upper primary. This would leave only 4 types instead of 9.

### Adding and Editing Borrower Types

To either add a new borrower type or edit an existing type, simply click on the row.

The data from the row is copied into a popup editing window.

The screenshot shows a dialog box titled "Edit Borrower Type" with a subtitle "Edit Borrower Type 2". The dialog contains the following fields and controls:

- Description:
- Loan limit:
- Resv limit:
- Overdue block:
- Overdue limit:
- Year levels:
- Due date:
- Final due date:
- Restriction:
- Item type due dates: 

| Icon | Description | Due date |
|------|-------------|----------|
|      |             |          |
|      |             |          |
|      |             |          |
- Item type loan limits: 

| Icon | Description | Loan limit |
|------|-------------|------------|
|      |             |            |
|      |             |            |
|      |             |            |
- History cut-off date:

Fill out each part. Some are optional.

- Press the Up/Down arrow keys or Tab key to jump down to the next row. Do not press Enter to go to the next line.
- Press Esc or Enter or click on Close to close the window. Data is automatically saved.

## Description

This describes the borrower type category. Required.

The following are examples of borrower types created by Bookmark users:

|   |                 |                      |            |
|---|-----------------|----------------------|------------|
| 1 | STUDENTS JP R-2 | JUNIOR PRIMARY       | STUDENTS   |
| 2 | STUDENTS MP 3-5 | UPPER PRIMARY        | STAFF      |
| 3 | STUDENTS UP 6-7 | STAFF A (YR LOAN)    | PARENTS    |
| 4 | STAFF           | STAFF B (10 WEEKS)   | REFERENCE  |
| 5 | PARENT          | PARENTS/COMMUNITY    | RESTRICTED |
| 6 |                 | VISITING TEACHERS    | FACULTY    |
| 7 |                 | HIGH SCHOOL STUDENTS |            |
| 8 |                 | HIGH SCHOOL STAFF    |            |
| 9 |                 | EX-TEACHERS          |            |

Upper case letters are optional! Mixed case is allowed.

## Loan Limit

This is the maximum number of items any borrower of this Type is permitted to have on loan. The value here can be from 0 to 10000. If a value already exists and you wish to change it, click on the cell, use the **Delete** key to rub it out and type in the new value. All borrowers of that Type having the previous value will have their loan limit revised to the new value.

- Each borrower also has their own individual loan limit, which can be assigned. It overrides the value specified for their type. This individual loan limit is set in Borrowers Add/Edit.

## Reservation Limit

This is the maximum number of reservations a borrower of this type may make. This value can be any number between 0 and 255.

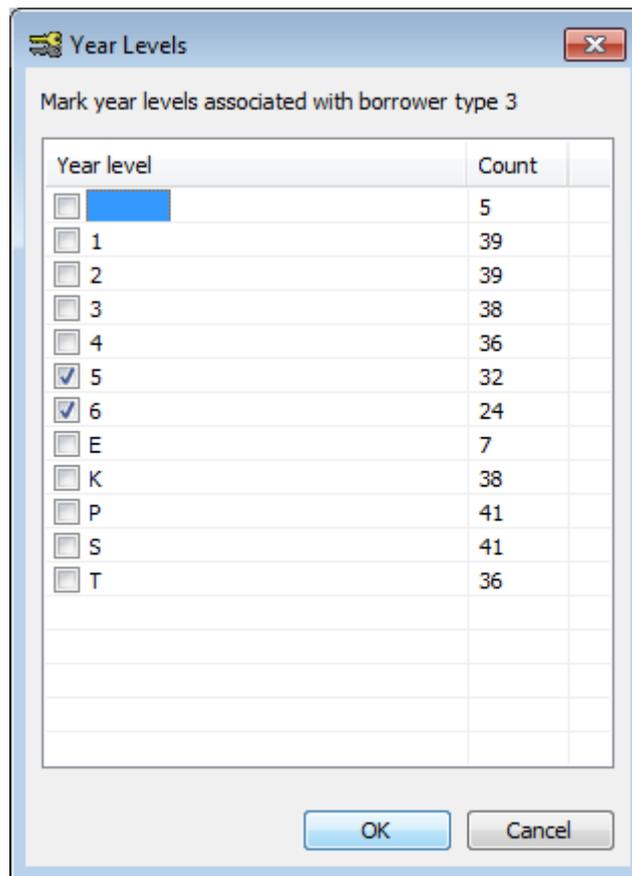
## Overdue Block

This checkbox tells Bookmark whether or not to stop loans if a borrower of this category has overdue items. Remove the tick to allow borrowers to borrow even if they have overdue items.

## Year levels

List the year (grade) levels associated with the borrower type. Separate multiple entries with a comma. Numbers can go from 1 to 12. It may be useful to include both 3 and 03. Use R for Reception, P for Preprimary, K for Kindy. Staff and others can be left blank or a term entered.

The Year Levels button at the bottom can be used to pop up a dialog for entering levels.



Tick the levels which need to be entered then click OK.

You can also manually add year levels on the line itself, separated by commas. Different school administration systems use different designators for some levels – e.g. R, P, PP, 00, K, Prep.

### Duration/date and Due Date

The borrower type due date is the primary due date used for loans.

The value for Duration/Date specifies the due date used for this category of borrower when items are issued. *This is the default due date assigned when borrowing.*

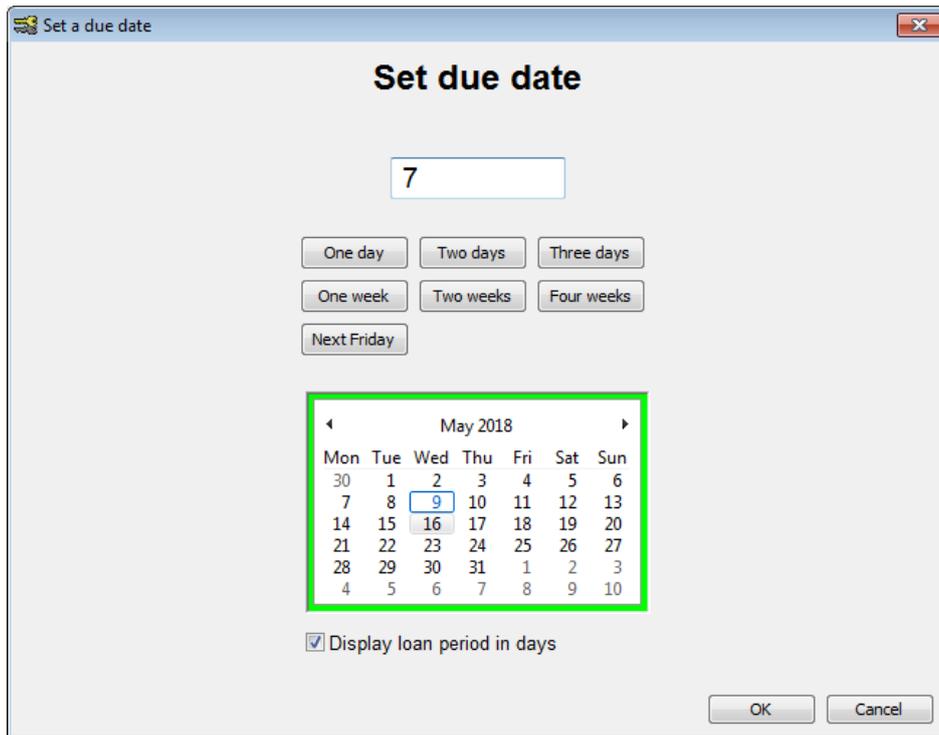
Bookmark has two types of due dates: *Fixed* and *Duration*.

A *fixed* date is one that never changes from day to day. This can be a staff due date, which might be set to the end of term or end of year.

A *duration* date changes every day. It is a "loan period" – a number of days value. This value is added to the current date to determine the due date. It changes daily.

To set a due date, click on the Edit button.

To specify a due date, enter either the number-of-days loan period or the desired fixed date. Alternately click on the Calendar button.



With the calendar, click on the desired due date relative to today. This is marked in grey. (The current date remains outlined in blue.) Tick the "Fixed date" checkbox if the date is to be fixed instead of floating. Click on OK to set.

Please refer to the next section "Date Entry Standards" for rules about how to manually enter dates.

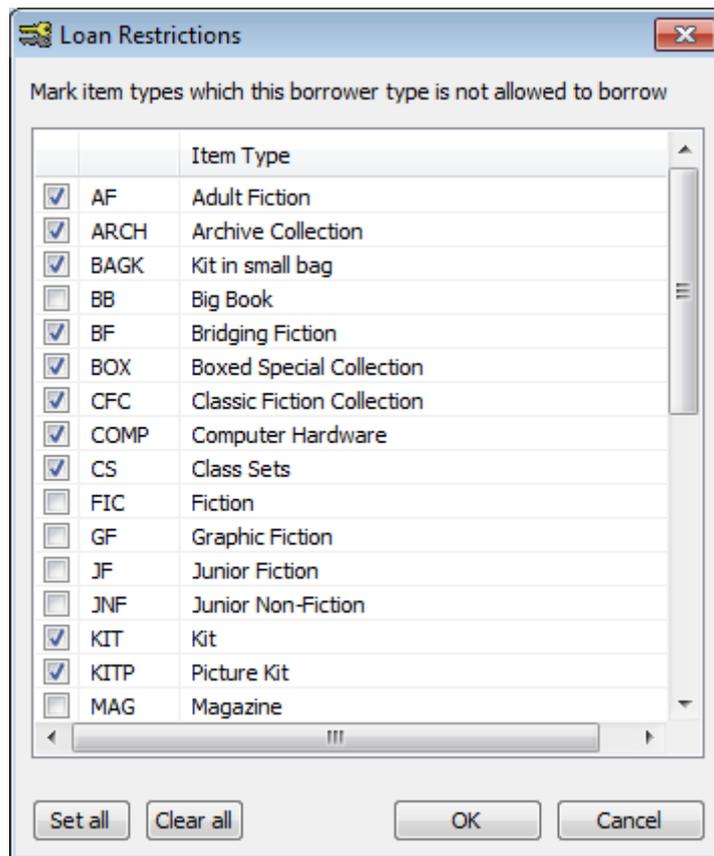
**Final due date**

This is an end-of-year cut-off date for loans to this type of borrower. It is the latest due date that is issued, and is usually close to a holiday or end of year. It only affects the duration type due dates (number of days). If the borrower's due date is "fixed", the final due date is ignored at the time of loan. Leave this field blank to not impose a cut-off date.

**Loan Restriction**

This feature controls the types of items that a certain Type of borrower can borrow.

Click on the right-column button which says *Unrestricted*.



Tick the Item Types which a borrower is *not allowed to borrow*. Leave blank the ones which can be issued.

To unrestrict all, click on *Clear all*.

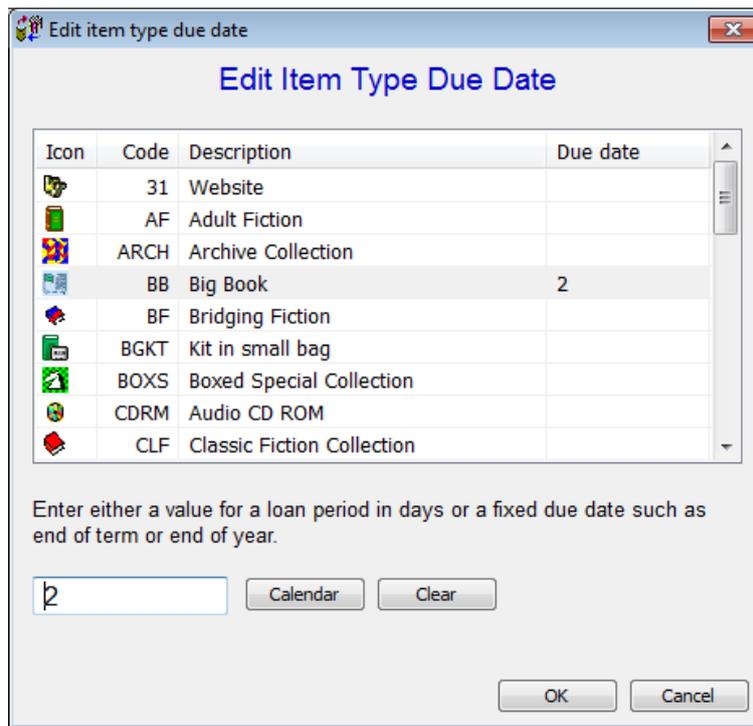
- Items can be individually restricted to different types of borrowers, too. That is the regular way to set up a loan restriction. This method is global.

### Item Type Due Dates

In addition to the normal due date, different types of items may have special due dates for each borrower type. These are based on the Item Types list discussed further in this document.

Junior Primary students, for example, may be allowed to borrow a Big Book for 2 days but Middle Primary can be set to 4 days. The normal due date can be different – e.g. 7 days, 14 days, etc.

Click on Edit to bring up the Item Type Due Date dialog.



Click on the item type to highlight.

In the editbox next to the "Calendar" button, either enter the loan period or the fixed due date. Or use the Calendar button to set.

Clear removes all item type due dates.

Click OK to save.

### History cut-off date

This is a date that instructs Bookmark to display borrower loan history beginning at a certain date onwards. All records prior to this date are hidden. Setting this date does not remove the older records, it only causes them to be invisible.

### Loan Alerts

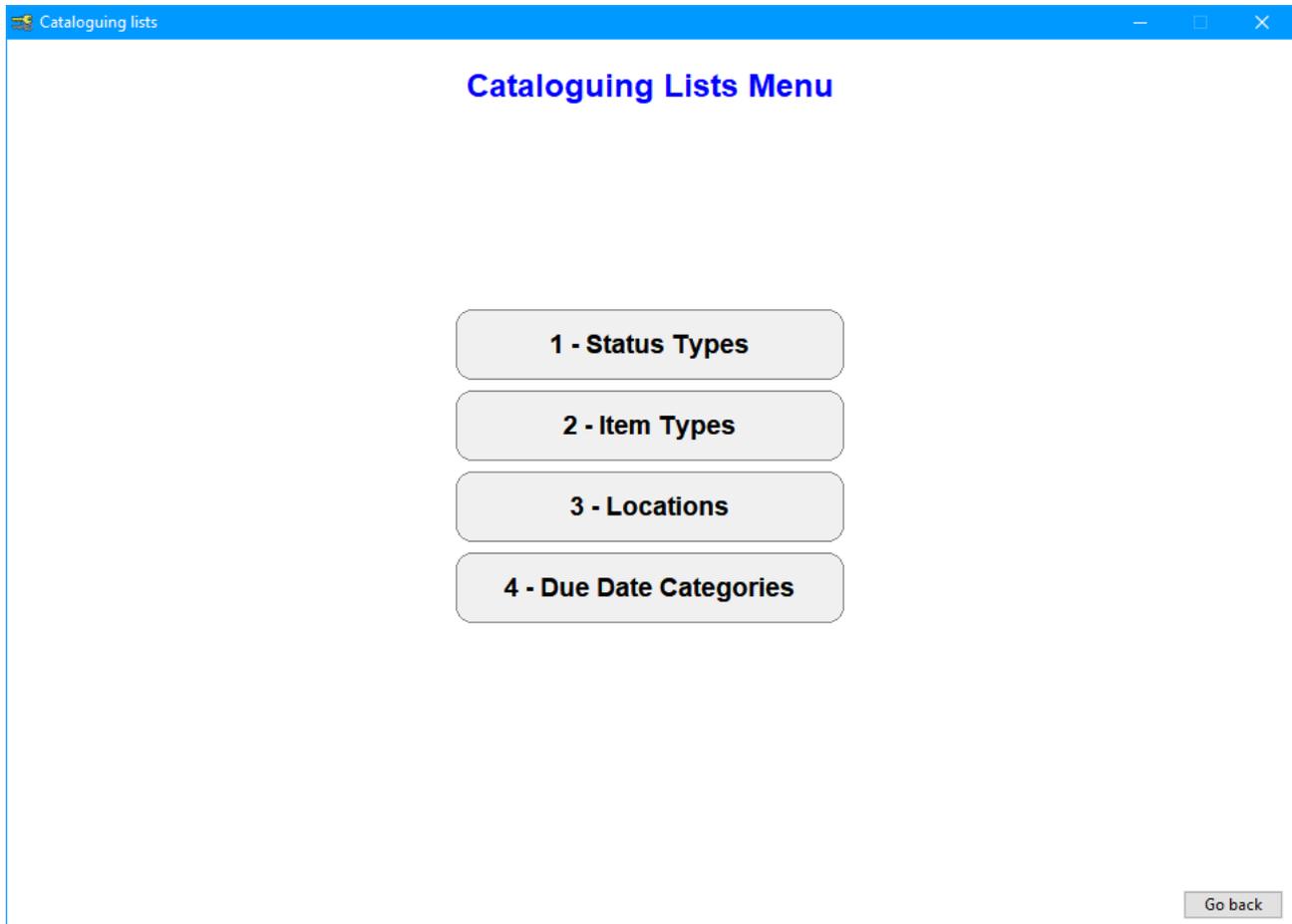
- Loan alerts:  Pop up alert in loans if borrower has previously loaned the item  
 Do not allow borrower to reborrow same item 2 times in a row  
 Allow one loan extension even if item is on hold to a diff borrower

These tell Bookmark when to show an alert during borrowing.

# Cataloguing Lists



## Cataloguing Lists



Every item catalogued has a Status Type, a Location, an Item Type and a Due Date Category.

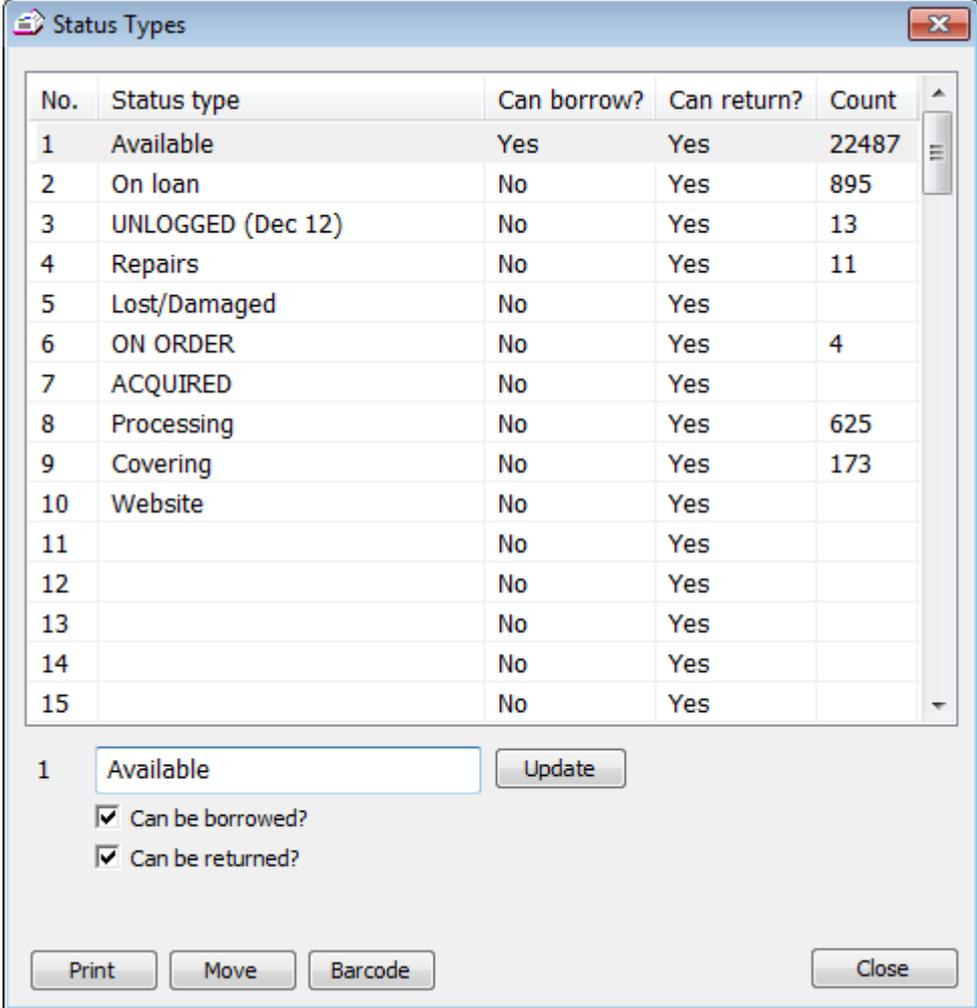
Each of these is presented as a List. This section can be used to modify the lists. Popup dialogs also appear throughout Bookmark permitting this, too.

The first three lists here can also be worked on in Cataloguing > Authority Lists.

## Status Types

Each item has an assigned *status number* from 1 to 100.

The Status is the *condition* of an item. Status is not a location and a status is not normally used to block an item being borrowed, although this is possible.



| No. | Status type       | Can borrow? | Can return? | Count |
|-----|-------------------|-------------|-------------|-------|
| 1   | Available         | Yes         | Yes         | 22487 |
| 2   | On loan           | No          | Yes         | 895   |
| 3   | UNLOGGED (Dec 12) | No          | Yes         | 13    |
| 4   | Repairs           | No          | Yes         | 11    |
| 5   | Lost/Damaged      | No          | Yes         |       |
| 6   | ON ORDER          | No          | Yes         | 4     |
| 7   | ACQUIRED          | No          | Yes         |       |
| 8   | Processing        | No          | Yes         | 625   |
| 9   | Covering          | No          | Yes         | 173   |
| 10  | Website           | No          | Yes         |       |
| 11  |                   | No          | Yes         |       |
| 12  |                   | No          | Yes         |       |
| 13  |                   | No          | Yes         |       |
| 14  |                   | No          | Yes         |       |
| 15  |                   | No          | Yes         |       |

1 Available Update

Can be borrowed?

Can be returned?

Print Move Barcode Close

**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 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 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*.

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
0. Unused
  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

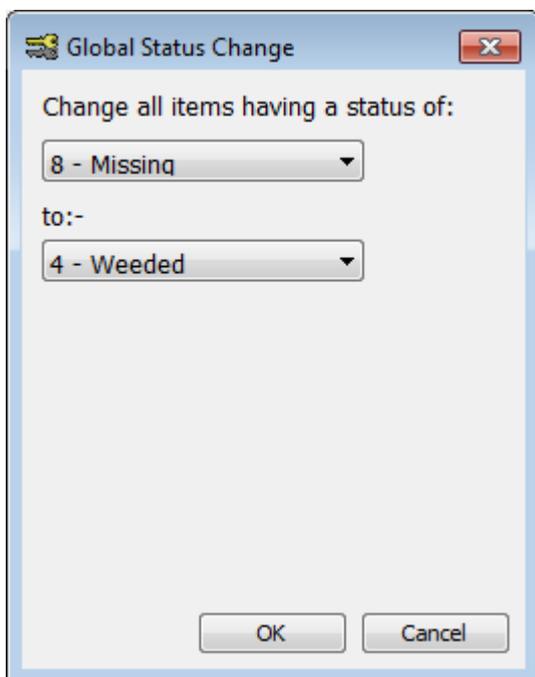
Status Types are often used to denote items found missing in stocktake. A different status for each year's missing items is common.

Special status types can be set up for items which are not normally borrowed, such as websites, electronic resources, etc.

The Move button allows changing the status value stored against items from one value to another. For example, all items with a status of 16 can be changed to 32.

## Move

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



In the example above, all items with a status of 8 would have their status changed to 4.



## Item types

| Icon | Code | Description              | Icon name         | Count |
|------|------|--------------------------|-------------------|-------|
|      | FIC  | Fiction                  | book2.bmp         | 4199  |
|      | JF   | Junior Fiction           | book3.bmp         | 1919  |
|      | JNF  | Junior Non-Fiction       | book4.bmp         | 2548  |
|      | NF   | Non-Fiction              | book4.bmp         | 5960  |
|      | REF  | Reference                | book5.bmp         | 108   |
|      | TR   | Teacher Reference        | tchref.bmp        | 1068  |
|      | 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    |
|      | HWRE | Computer Hardware        | hardware.bmp      | 8     |
|      | MAG  | Magazine                 | newspaper.bmp     | 49    |
|      | BOX  | Boxed Special Collection | game1.bmp         | 2     |
|      | TUBE | Kit in a Tube            | kit.bmp           | 4     |

Change list order:

Edit New Defaults Rebuild

Print Close

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

Every item must have an item type assigned. In older versions of Bookmark, the item type codes were numbers, but in later versions they can be either a number or up to 5 letters or a combination.

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

See the Cataloguing manual, Authority Lists / Item Types for more information.

## Due Date Categories

| N.. | Description | Loan pe... | Date       | Count |
|-----|-------------|------------|------------|-------|
| 1   | Overnight   | 1 day      | 25/01/2018 | 1,443 |
| 2   | End of year | Fixed date | 15/12/2018 | 0     |
| 3   | One month   | 28 days    | 21/02/2018 | 0     |
| 4   |             | Fixed date |            | 0     |
| 5   |             | Fixed date |            | 0     |
| 6   |             | Fixed date |            | 0     |
| 7   |             | Fixed date |            | 0     |
| 8   |             | Fixed date |            | 0     |
| 9   |             | Fixed date |            | 0     |
| 10  |             | Fixed date |            | 0     |
| 11  |             | Fixed date |            | 0     |
| 12  |             | Fixed date |            | 0     |
| 13  |             | Fixed date |            | 0     |
| 14  |             | Fixed date |            | 0     |
| 15  |             | Fixed date |            | 0     |
| 16  |             | Fixed date |            | 0     |
| 17  |             | Fixed date |            | 0     |
| 18  |             | Fixed date |            | 0     |
| 19  |             | Fixed date |            | 0     |
| 20  |             | Fixed date |            | 0     |

In normal operation, the due date assigned to an item comes from the Borrower's Due Date which is based on their Borrower Type. See the next section "Due Dates".

However, sometimes it is necessary to have a special type of due date which overrides this. For example, an item may only be allowed on overnight loan or three day loan or only until the end of term, regardless of who borrows it.

Item Due Date Categories (DDC) are used to provide this.

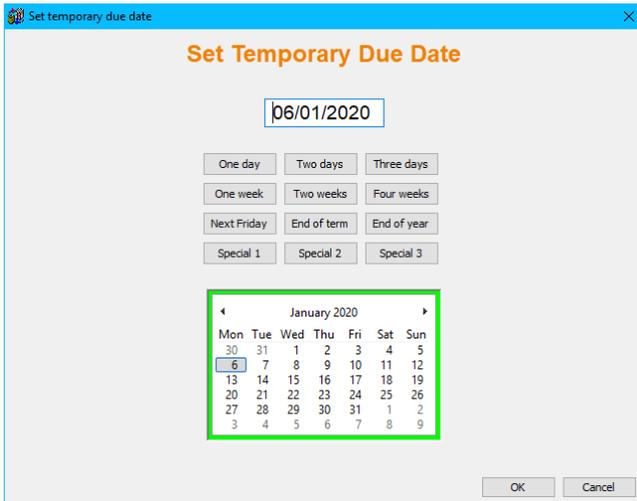
The DDC is entered when cataloguing an item and it can be changed at a later time.

If an item has a DDC of **0** then the borrower's due date is used when that item is issued. This is the normal, default situation. But if the DDC from 1 to 20 then that due date – based on the DDC List – is assigned *instead of the borrower's*.

This dialog allows placing a description against a DDC number and also setting the actual loan period or fixed due date.

To enter a loan period (number of days), type in the value and press Enter. Or use the Calendar control.

To enter a fixed loan date, type the date or use the Calendar control.



A few unique DDCs are available:

- End of term
- End of year
- Special 1
- Special 2
- Special 3

If these exact phrases are used for the DDC descriptions, they can then appear on the Temporary Due Date popup dialog in Loans.

# Due Dates



Due dates in Bookmark are based on both the *Borrower's type* and an item's *Due Date Category*.

## Borrower due dates are the default.

This means the borrower due date is normally assigned to items on loan.

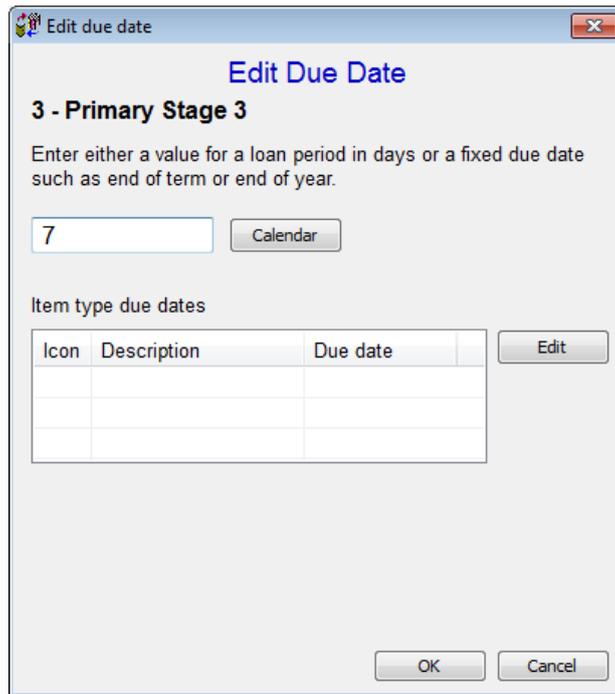
However, if an item is catalogued with a *due date category* other than 0, the item is issued with that date instead of the borrower date. The value indicates which due date from the DDC is used instead of the borrower type due date. Item due dates take precedence over the borrower due dates, but they are exceptions to the rule.

**Edit Due Dates**

| Borrower Due Dates        |            |            |       | Item Due Dates         |            |            |       |
|---------------------------|------------|------------|-------|------------------------|------------|------------|-------|
| Borrower type             | Days       | Due date   | Count | Item due date category | Days       | Date       | Count |
| 1 - Junior primary        | 14         | 16/03/2020 | 242   | 1 - Inter Library Loan | 30         | 01/04/2020 | 0     |
| 2 - Primary               | 14         | 16/03/2020 | 249   | 2 - End of Year 2020   | 338        | 03/02/2021 | 0     |
| 3 - Senior Primary        | 14         | 16/03/2020 | 163   | 3 -                    | Fixed date |            | 0     |
| 4 - Staff                 | Fixed date | 22/11/2019 | 96    | 4 -                    | Fixed date |            | 0     |
| 5 - Student teacher       | 14         | 16/03/2020 | 9     | 5 -                    | Fixed date |            | 0     |
| 6 - Bulk loan             | Fixed date | 29/11/2019 | 17    | 6 -                    | Fixed date |            | 0     |
| 7 - Japanese room         | Fixed date | 22/11/2019 | 1     | 7 -                    | Fixed date |            | 0     |
| 8 - Library               | Fixed date | 22/11/2019 | 3     | 8 -                    | Fixed date |            | 0     |
| 9 - Out of hours care     | Fixed date | 22/11/2019 | 2     | 9 -                    | Fixed date |            | 0     |
| 10 - Music student        | Fixed date | 22/11/2019 | 4     | 10 -                   | Fixed date |            | 0     |
| 11 - Contracts, TRT       | 14         | 16/03/2020 | 1     | 11 -                   | Fixed date |            | 0     |
| 12 - Music room           | Fixed date | 22/11/2019 | 0     | 12 -                   | Fixed date |            | 0     |
| 13 - Music                | Fixed date | 22/11/2019 | 1     | 13 -                   | Fixed date |            | 0     |
| 14 - Left                 | 0          | 02/03/2020 | 1     | 14 -                   | Fixed date |            | 0     |
| 15 - Restricted Borrowing | 14         | 16/03/2020 | 5     | 15 -                   | Fixed date |            | 0     |
| 16 -                      | 14         | 16/03/2020 | 0     | 16 -                   | Fixed date |            | 0     |
| 17 -                      | 14         | 16/03/2020 | 0     | 17 -                   | Fixed date |            | 0     |
| 18 -                      | 14         | 16/03/2020 | 0     | 18 -                   | Fixed date |            | 0     |
| 19 -                      | 14         | 16/03/2020 | 0     | 19 -                   | Fixed date |            | 0     |
| 20 -                      | 14         | 16/03/2020 | 0     | 20 -                   | Fixed date |            | 0     |

Buttons: Holiday dates, Final due dates, Close

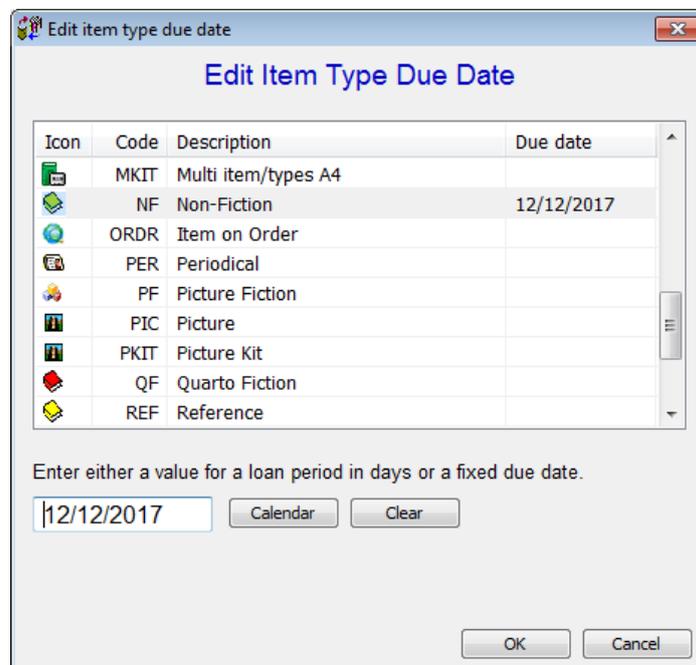
To change a **borrower due date**, single-click on the row in the chart.



Due dates follow the same rules as presented in Borrower Types above. Enter a number for a loan period, or a date for a fixed due date.

For every borrower type, special due dates can be set up based on item types. This allows different types of items to have a different due date for a specific category of borrower.

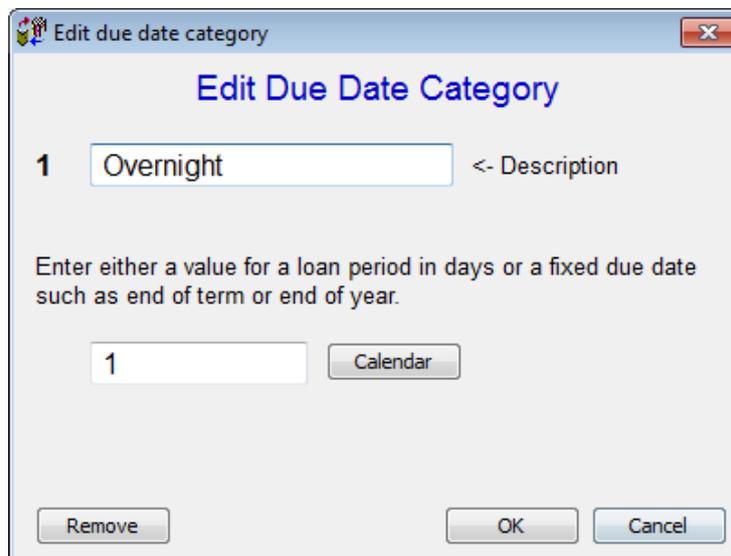
Click on Edit to change the dates.



Click on an item type to select then enter the loan period or fixed date. Click OK to save.

**Item Due Dates** are used to change Due Date Categories. These dates are "exceptions to the rule". The rule are the borrower due dates. Exceptions can be a musical instrument to be borrowed until the end of the year. These due dates take precedence over the borrower due dates.

To change an item due date, click on the line.



1 Overnight <- Description

Enter either a value for a loan period in days or a fixed due date such as end of term or end of year.

1 Calendar

Remove OK Cancel

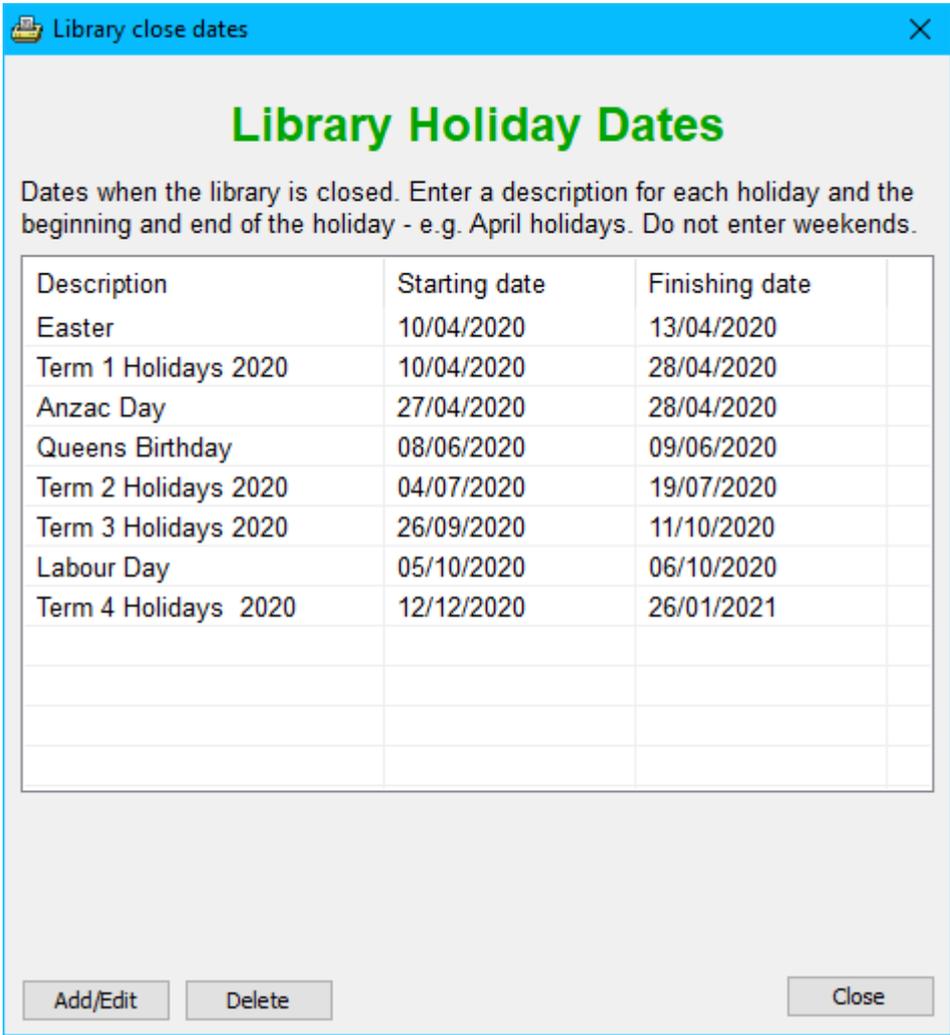
If the description line is blank, a description can be entered here.

A description creates an Item Due Date Category which can then be assigned to specific items as they are catalogued.

The remove button removes the entry from the DDC list. It does not remove it from items.

## Holiday Dates

These are dates when the library is closed. Start and finish covers the holiday time.



The screenshot shows a window titled "Library close dates" with a close button (X) in the top right corner. The main heading is "Library Holiday Dates" in green. Below the heading is a text instruction: "Dates when the library is closed. Enter a description for each holiday and the beginning and end of the holiday - e.g. April holidays. Do not enter weekends." Below this is a table with three columns: "Description", "Starting date", and "Finishing date". The table contains the following data:

| Description          | Starting date | Finishing date |
|----------------------|---------------|----------------|
| Easter               | 10/04/2020    | 13/04/2020     |
| Term 1 Holidays 2020 | 10/04/2020    | 28/04/2020     |
| Anzac Day            | 27/04/2020    | 28/04/2020     |
| Queens Birthday      | 08/06/2020    | 09/06/2020     |
| Term 2 Holidays 2020 | 04/07/2020    | 19/07/2020     |
| Term 3 Holidays 2020 | 26/09/2020    | 11/10/2020     |
| Labour Day           | 05/10/2020    | 06/10/2020     |
| Term 4 Holidays 2020 | 12/12/2020    | 26/01/2021     |
|                      |               |                |
|                      |               |                |
|                      |               |                |

At the bottom of the window, there are three buttons: "Add/Edit", "Delete", and "Close".

By default, no holiday dates are listed.

If the list is blank, Bookmark does not check for holiday dates when issuing loans.

If dates are listed, Bookmark tests to see if the due date falls within a specified holiday date range. If it does, it calculates the next date one week further on. If that is within a holiday it repeats automatically until a due date outside a holiday is found.

For schools, holiday dates normally cover the time between terms.

Holiday dates, if used, must be manually updated at the start of every year.

*Holiday dates can be left blank.*

## Final Due Dates

Enter the final due date for each term.  
The last date acts as the final due date for the year.  
These dates only apply to number-of-days loan periods.

|   |            |          |
|---|------------|----------|
| 1 | 06/04/2018 | Calendar |
| 2 | 29/06/2018 | Calendar |
| 3 | 28/09/2018 | Calendar |
| 4 | 30/11/2018 | Calendar |

Close

Final Due Dates indicate end-of-term and end-of-year due dates.

If a borrower has a number-of-days loan period, the due date assigned will not go past the indicated date. Fixed due dates are unaffected.

Example: a borrower has a due date of 14 days. The current date is June 25. The due date would normally be July 9. But the final due date of June 29 acts as a block, so that date is stamped against items instead. Once the current date goes past, the due date reverts to normal until it is again blocked by the next date. The last date listed acts as an end-of-year date. *Borrowing is not permitted after the last date.*

If left blank, no final dates apply.

If only one date is entered at the top, it acts as an end-of-year block.

This form can be used to set up end-of-term dates for the entire year.

Exceptions: borrowers or items with "fixed dates" ignore the final due dates.

The final dates apply to all borrowers and items with number-of-days loan periods only.

Final due dates can be left blank.

*As a general rule if holiday dates are used, final due dates are not used, or vice versa.*

## Circulation Controls



**Circulation Controls**

These controls are discussed in the Circulation documentation.

## Search Controls



**Search Controls**

Search controls are discussed in the Search document.

## WebOPAC Controls



**WebOPAC Controls**

Webopac controls are discussed in the Webopac document.

# Edit News



Edit News can be used to write notices that people can view in Circulation and Search.

These notices can be simple text, or an image or a link to a webpage or a book cover + text.

## Format

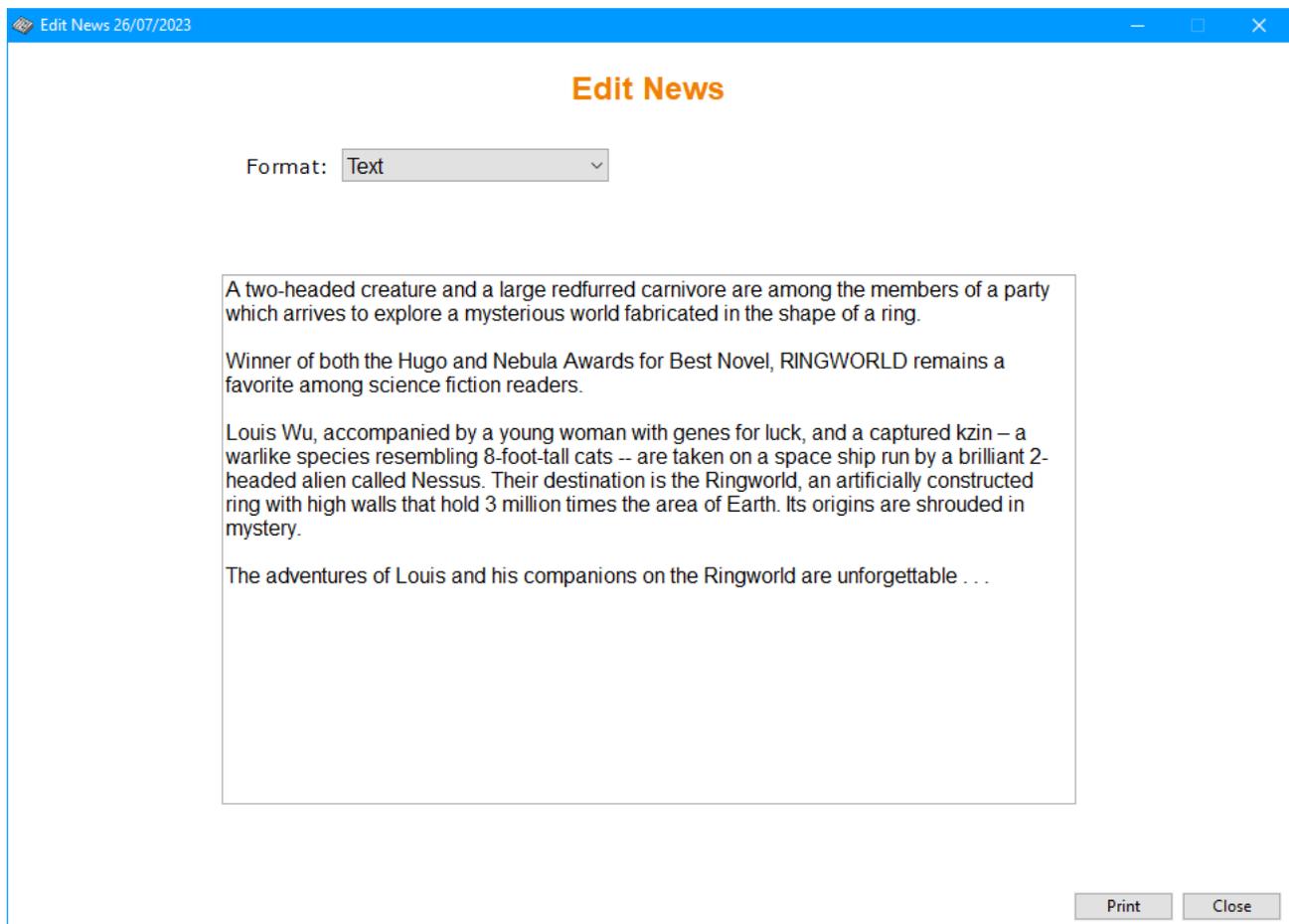
Four formats are available:

- Text only
- Image only
- Webpage (Webopac only)
- Cover + text

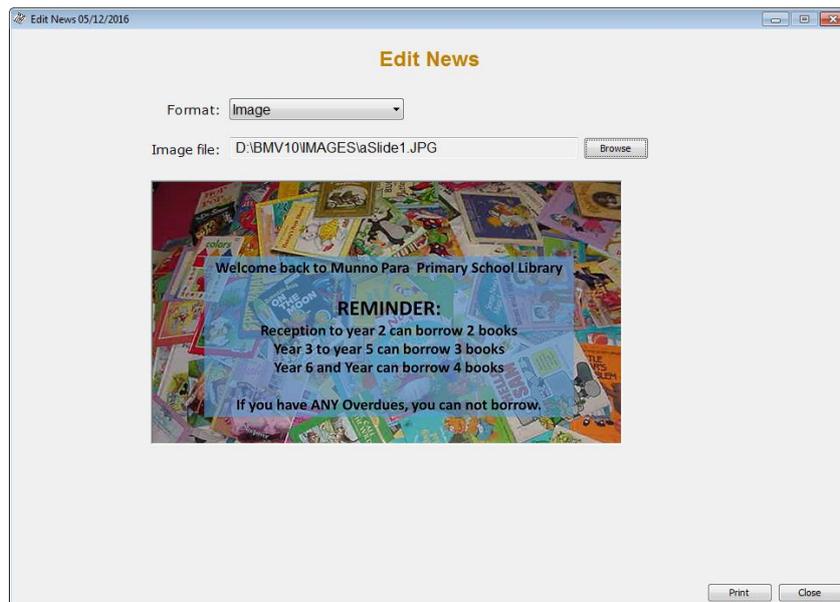
Use the dropdown list to select

## Text only format

This format presents a simple text editor. Whatever is typed in is displayed in News in Circulation, Search or Webopac. Images cannot be embedded within the text. The font size is fixed and cannot be changed.



## Image only format



Use the browse button to locate the image file to be displayed. It is automatically resized to fit within a 640 pixel wide by 300 pixel high area. The file can be located anywhere the computers on your network can access.

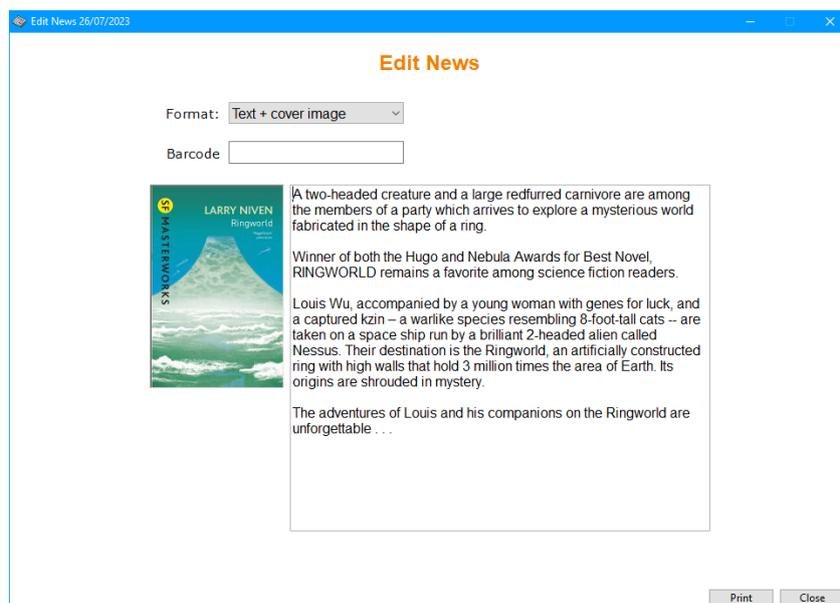
Exception: Webopac is unable to access images stored outside the Bookmark folder. Images need to exist within a folder inside the Bookmark folder.

## Text + cover image format

This format combines the textbox with a book cover-size image.

Use the Image format to select the image or cover to display.

Then use either the Text or Text + cover format to write (or copy/paste) the text to be displayed along side.

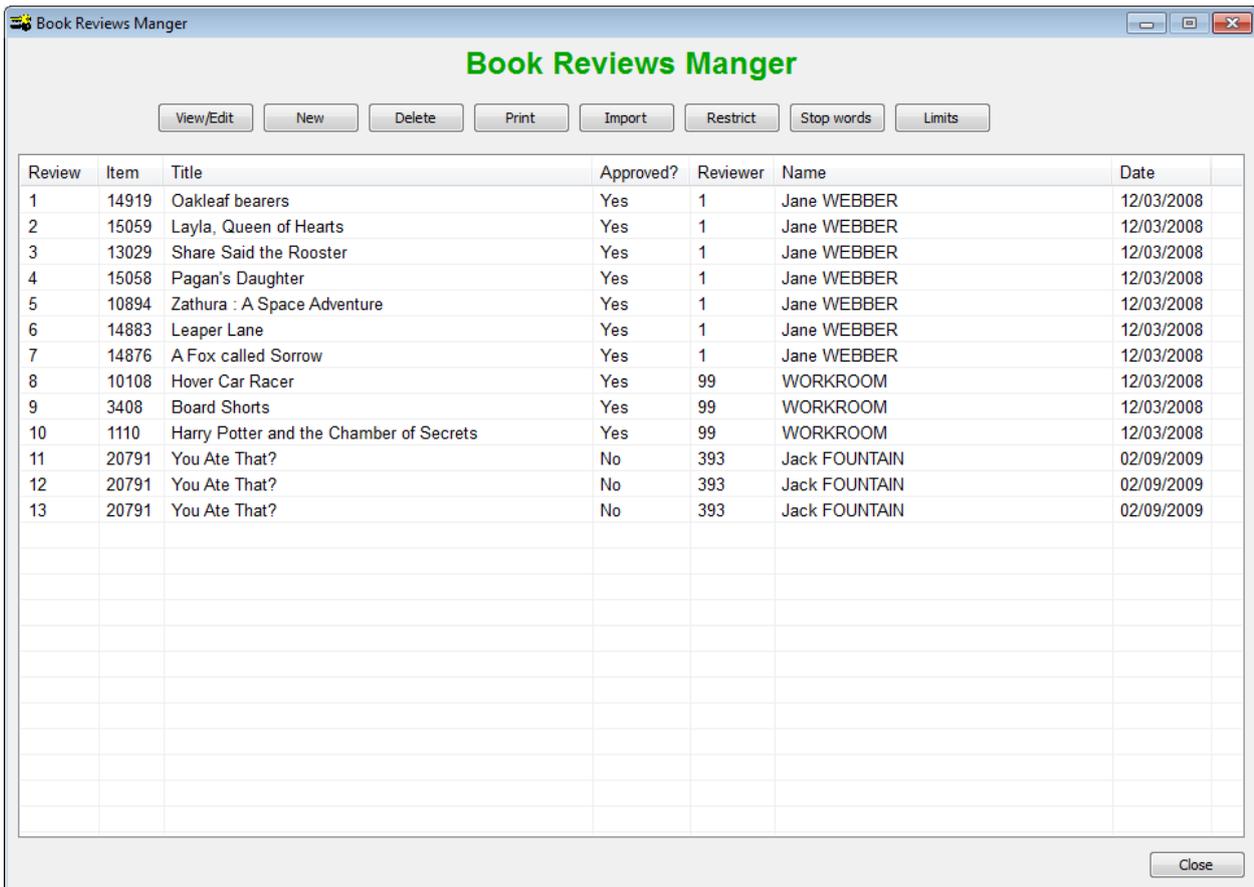


# Book Reviews Controls



Users can write reviews about items in the catalogue. These reviews can be made public.

Reviews Controls is used to manage the reviews and to restrict who can write them.

A screenshot of a software application window titled "Book Reviews Manger". The window has a light gray background and a title bar with standard window controls. Below the title bar, the text "Book Reviews Manger" is displayed in a green font. A row of buttons is located below the title: "View/Edit", "New", "Delete", "Print", "Import", "Restrict", "Stop words", and "Limits". The main area of the window contains a table with the following data:

| Review | Item  | Title                                   | Approved? | Reviewer | Name          | Date       |
|--------|-------|---|-----------|----------|---------------|------------|
| 1      | 14919 | Oakleaf bearers                         | Yes       | 1        | Jane WEBBER   | 12/03/2008 |
| 2      | 15059 | Layla, Queen of Hearts                  | Yes       | 1        | Jane WEBBER   | 12/03/2008 |
| 3      | 13029 | Share Said the Rooster                  | Yes       | 1        | Jane WEBBER   | 12/03/2008 |
| 4      | 15058 | Pagan's Daughter                        | Yes       | 1        | Jane WEBBER   | 12/03/2008 |
| 5      | 10894 | Zathura : A Space Adventure             | Yes       | 1        | Jane WEBBER   | 12/03/2008 |
| 6      | 14883 | Leaper Lane                             | Yes       | 1        | Jane WEBBER   | 12/03/2008 |
| 7      | 14876 | A Fox called Sorrow                     | Yes       | 1        | Jane WEBBER   | 12/03/2008 |
| 8      | 10108 | Hover Car Racer                         | Yes       | 99       | WORKROOM      | 12/03/2008 |
| 9      | 3408  | Board Shorts                            | Yes       | 99       | WORKROOM      | 12/03/2008 |
| 10     | 1110  | Harry Potter and the Chamber of Secrets | Yes       | 99       | WORKROOM      | 12/03/2008 |
| 11     | 20791 | You Ate That?                           | No        | 393      | Jack FOUNTAIN | 02/09/2009 |
| 12     | 20791 | You Ate That?                           | No        | 393      | Jack FOUNTAIN | 02/09/2009 |
| 13     | 20791 | You Ate That?                           | No        | 393      | Jack FOUNTAIN | 02/09/2009 |

The table has 7 columns and 13 rows of data. Below the table, there are several empty rows. At the bottom right of the window, there is a "Close" button.

Click on a column heading to change the sorted order of the list.

View/Edit

To view or edit a review, double click on it or click once to highlight and click on the *View/Edit* button.

**Edit Review**

Review number: 5  
Reviewer: 1 Jane WEBBER  
Item: 10894 Zathura : A Space Adventure  
Review date: 12/03/2008  
Review status:  Not approved  
 Approved

Chris van Allsburg is the author illustrator of such classics as The Polar Express and The Mysteries of Harris Burdick.  
Walter and Danny, the two brothers in the story are left together when their parents go out for the day. What happens when they go to play in the garden and find a game in a box called Jumanji? Zathura is now a motion picture.

Clear Print Close

The review can be edited and/or approved.

By default reviews may not necessarily be approved, meaning they cannot be viewed until approved. Use this screen to approve them.

New

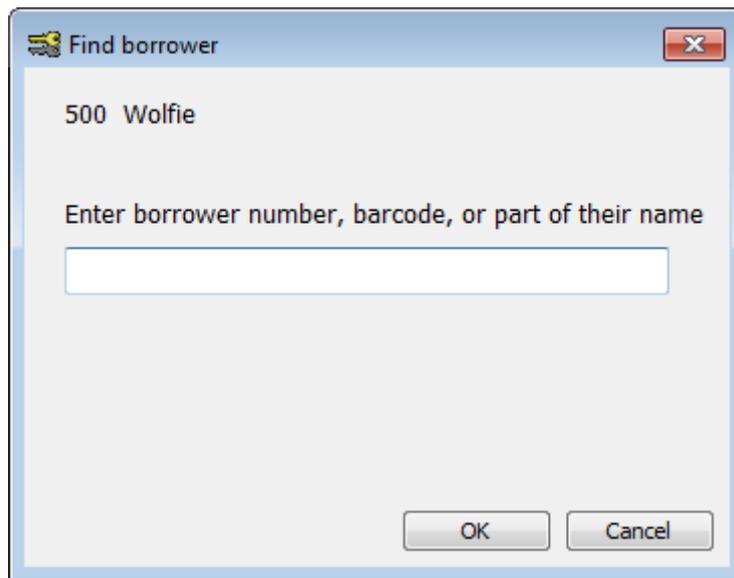
To write a new review, click on the *New* button.

**Find item**

Enter item number, barcode, or words from the title

OK Cancel

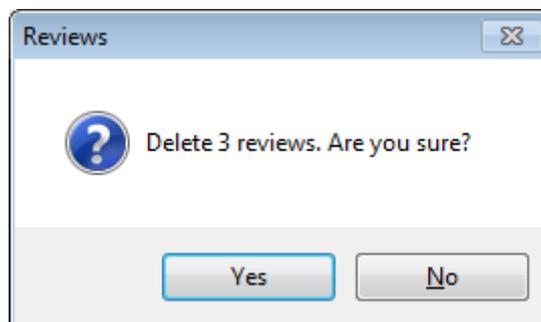
Locate the item to be reviewed.



Enter the borrower's number. Click OK.



To delete reviews, highlight the reviews to be deleted (multiple entries can be highlighted in the normal manner) then click on *Delete*.



Limits



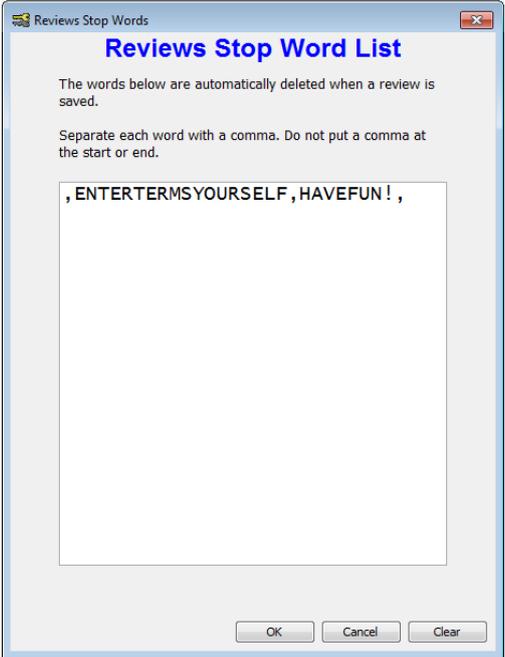
The maximum number of reviews permitted per title is 250 but can be set to anything down to 1.

If "Reviews automatically approved" is set to No (the default) then each review must be vetted and approved before it becomes public.

Stop words

*Stop words* are words that are automatically detected in reviews. These might be inappropriate words or phrases. Any review containing a review stop word is automatically not approved regardless of other settings. The review can be examined here and either corrected or deleted.

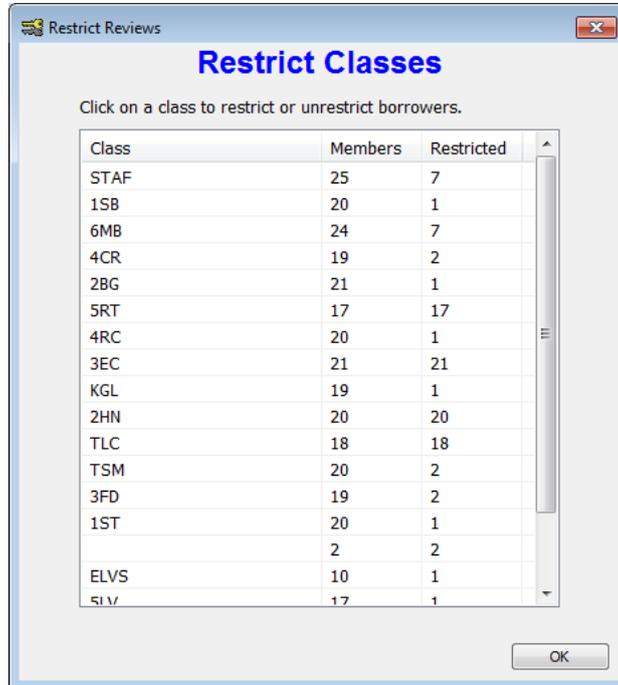
Initially, no stop words are registered so they have to be entered manually. List the words or terms separating each with commas. They are not case sensitive. Click on OK to save the list.



Note: changing the list does not alter the words already saved in reviews.



*Restrict* is used to set restrictions based on classes. Borrowers in restricted classes are not permitted to write reviews.



First, select a class by clicking on it.



Then tick each borrower who is *allowed* to write reviews. Those who cannot, leave blank.

If no borrowers are ticked, then none in the class can write.

This function sets or clears the "Can write reviews?" checkbox found in Add/Edit Borrowers.



Reviews can also be written using Word or Notepad or a text editor.

If written in Word, they need to be saved in text file format as Bookmark is unable to import document formats.

Many reviews can be put into a single file.

Each review requires a particular order.

1. The first line must be the reviewer's barcode or borrower number.  
A space can follow with their name but this is optional.
2. The second line must be the item's barcode or number.  
A space can follow with the actual title, although this is ignored during import.
3. The review can follow with as many lines as needed.
4. The last line of a review is ### (three hash symbols). This is required to denote the end of that review.

The next review can follow immediately after the ###.

Example:

12 Melinda Stark

14919 Oakleaf Bearers

The Fourth in the Ranger's Apprentice series. Will and Evanlyn are about to escape from Skandia, when Evanlyn is kidnapped by six Temujai Warriors. Will sets out to rescue her, with the help of Halt and Horace. After Evanlyn has been rescued, Will realises that the Temujai warriors are only the advance guard for a massive invasion. Can the Araluans work with their sworn enemies the Skandians to defeat the invaders?

###

# Reservations Controls



Reservation controls are discussed in the Circulation documentation.

Reservations and Holds

Reservations and Holds

Display entry

Remove entry

Age list

Print notice

Batch print notices

Print entire list

Print holds only

Print for a title

Clear list

Export list

Email hold notices

Borrower types

Swap reserve status

Uncollected holds

Realign

List holds

| Order | Item  | Link  | BN  | Date       | Time     | Title   | Status  | Name               | Class   | Year | Type |  |
|-------|-------|-------|-----|------------|----------|---|---------|--------------------|---------|------|------|--|
| 1     | 29590 | 29590 | 435 | 12/05/2015 | 09:39:36 | The 13-Storey Treehouse                           | n/a     | NOVAK, Siena       | 2MB     | 2    | 1    |  |
| 2     | 34960 | 34960 | 497 | 12/03/2015 | 13:50:45 | The adventures of a goblin called garbag...       | on hold | COATES, James      | 3ST     | 3    | 2    |  |
| 3     | 8903  | 8903  | 32  | 29/04/2015 | 10:09:28 | Anzac   | on hold | VALLENDER, Leesa   | STAF    | S    | 9    |  |
| 4     | 34790 | 34790 | 336 | 14/05/2015 | 13:42:30 | Colour illusions : visual tricks, fantastic fa... | on hold | SIMPSON, Samuel    | 3ST     | 3    | 2    |  |
| 5     | 12000 | 12000 | 7   | 15/06/2017 | 11:59:22 | The Ghost in Abigail Terrace                      | n/a     | DALLEYWATER, Keith | 'Gor... | S    | 8    |  |
| 6     | 28102 | 28102 | 230 | 10/03/2015 | 11:09:35 | Guinness World Records 2011                       | on hold | HADDAD, Damon      | 1SB     | 1    | 1    |  |
| 7     | 28717 | 28717 | 310 | 19/05/2015 | 11:17:22 | Guinness World Records 2011 : Gamer's ...         | n/a     | SIMPSON, Thomas    | 1SB     | 1    | 1    |  |
| 8     | 34210 | 34210 | 200 | 07/05/2015 | 13:48:49 | Guinness world records 2014                       | n/a     | HADDAD, Charlotte  | 3ST     | 3    | 2    |  |
| 9     | 29322 | 29322 | 399 | 05/05/2015 | 10:10:23 | Kangaroo and Crocodile : my big book of ...       | on hold | WORKROOM           | STAF    | S    | 9    |  |
| 10    | 34697 | 34697 | 450 | 11/05/2015 | 11:23:09 | Laff-o-tronic monster jokes!                      | n/a     | ROBINSON, Ella     | 5RT     | 5    | 3    |  |
| 11    | 35240 | 35240 | 239 | 07/05/2015 | 14:22:21 | Mind muddlers : what you see is not wha...        | on hold | JENKINS, Laila     | 4LV     | 4    | 2    |  |
| 12    | 32620 | 32620 | 201 | 07/05/2015 | 14:20:52 | Optical Illusions                                 | n/a     | EDIS, Oliver       | 4LV     | 4    | 2    |  |
| 13    | 38130 | 38130 | 105 | 14/05/2015 | 14:27:19 | Pearlie goes to Rio : Pearlie - Book 16           | n/a     | ATHIS, Eliza       | 4LV     | 4    | 2    |  |
| 14    | 9031  | 9031  | 442 | 02/03/2015 | 12:23:31 | Where's Wally Now?                                | on hold | POLLARD, Tate      | 6SR     | 6    | 4    |  |

18 reservations and holds      Change list      ↕      ↕

[Notice setup](#)

Maximum reservations per       Maximum reservations per person per ...

Reserve message

Hold message

Settings       Include phone number on notice       Print notices in SLIP format       Automatically email hold notice when reserve is returned

Include cover image on printout       Include site name on top

Collect within  days

Font

Font size

# New Items



New Items is an option available in Search and Webopac.

There are two styles: Automatic and Manual.

## Automatic

Use the droplist at the top to choose the number of days from which the items were accessioned – e.g. last fortnight, last month, last year. Use the lists below to select which areas are to be included. Removing a tick hides items in that area.

The *List Items* button at the bottom displays all items based on the configuration.

New Items Automatic

Display items received within this time 90 days (3 months) 0 items

| Item Types which can be dis...                                    | Locations which can be displ...                   | Status Types which can be d...                            |
|---|---|---|
| <input checked="" type="checkbox"/> FIC - Fiction                 | <input checked="" type="checkbox"/> Library       | <input checked="" type="checkbox"/> 1 - Available         |
| <input checked="" type="checkbox"/> JF - Junior Fiction           | <input checked="" type="checkbox"/> Library Admin | <input checked="" type="checkbox"/> 2 - On loan           |
| <input checked="" type="checkbox"/> JNF - Junior Non-Fiction      | <input checked="" type="checkbox"/> Staffroom     | <input checked="" type="checkbox"/> 3 - UNLOGGED (Dec 12) |
| <input checked="" type="checkbox"/> NF - Non-Fiction              |   | <input checked="" type="checkbox"/> 4 - Repairs           |
| <input checked="" type="checkbox"/> REF - Reference               |   | <input checked="" type="checkbox"/> 5 - Lost/Damaged      |
| <input checked="" type="checkbox"/> TR - Teacher Reference        |   | <input checked="" type="checkbox"/> 6 - ON ORDER          |
| <input checked="" type="checkbox"/> KIT - Kit multi item/types A4 |   | <input checked="" type="checkbox"/> 7 - ACQUIRED          |
| <input checked="" type="checkbox"/> MAP - Map/Chart               |   | <input checked="" type="checkbox"/> 8 - Processing        |
| <input checked="" type="checkbox"/> BB - Big Book                 |   | <input checked="" type="checkbox"/> 9 - Covering          |
| <input checked="" type="checkbox"/> PIC - Picture                 |   | <input checked="" type="checkbox"/> 10 - Website          |
| <input checked="" type="checkbox"/> VID - Video Tape/DVD          |   | <input checked="" type="checkbox"/> 11 -                  |
| <input checked="" type="checkbox"/> HWRE - Computer Hardware      |   | <input checked="" type="checkbox"/> 12 -                  |
| <input checked="" type="checkbox"/> MAG - Magazine                |   | <input checked="" type="checkbox"/> 13 -                  |
| <input checked="" type="checkbox"/> BOX - Boxed Special Colle...  |   | <input checked="" type="checkbox"/> 14 -                  |
| <input checked="" type="checkbox"/> TUBE - Kit in a Tube          |   | <input checked="" type="checkbox"/> 15 -                  |
| <input checked="" type="checkbox"/> PKIT - Picture Kit            |   | <input checked="" type="checkbox"/> 16 -                  |
| <input checked="" type="checkbox"/> CDRM - Audio CD ROM           |   | <input checked="" type="checkbox"/> 17 -                  |

Set all Clear all Set all Clear all Set all Clear all

\* These settings apply to all Setups.

List items Save Cancel

*Set all* and *Clear all* cancels any previous settings. Press save to exit to the Controls screen.

New items list

New Items List

| Item  | Title                              | Call number | ISBN          | Item type | Location | Status |
|-------|------------------------------------|-------------|---------------|-----------|----------|--------|
| 35248 | Toys and games: then and now       | J688.72 Hop | 9781742033501 | 3         | 1        | 2      |
| 35249 | Stories                            | 701.1 Bro   | 9780753437421 | 4         | 1        | 9      |
| 35250 | Meet Banjo Paterson : Book 7 ...   | JF Pat      | 9780857980083 | 2         | 1        | 9      |
| 35251 | Any questions?                     | JF Gay *    | 9781760113179 | 2         | 1        | 9      |
| 35252 | The skin                           | J612.79 Hen | 9781742033600 | 3         | 1        | 9      |
| 35253 | The greatest Gatsby : a visual ... | J425 Rid    | 9780670078684 | 4         | 1        | 9      |
| 35254 | Do you love dogs?                  | 636.7 Hum   | 9780143308355 | 4         | 1        | 2      |
| 35255 | Alice's food A-Z : edible adven... | 641.3 Zas   | 9781922179388 | 1         | 1        | 1      |
| 35256 | Home                               | PF Ell      | 9781406359428 | 21        | 1        | 9      |
| 35257 | The king and the sea               | JF Jan      | 9781877579943 | 2         | 1        | 1      |
| 35258 | Have you met Scribble?             | PF Dic      | 9780980671193 | 21        | 1        | 9      |
| 35259 | A river                            | PF Mar      | 9780670077441 | 21        | 1        | 9      |
| 35260 | Thunderstorm dancing               | PF Ger *    | 9781743314593 | 21        | 1        | 1      |
| 35261 | That's what wings are for          | JF Gue      | 9781742978291 | 2         | 1        | 9      |
| 35262 | I don't like Koala                 | PF Fer *    | 9781742761497 | 21        | 1        | 9      |
| 35263 | Run, Pip, run                      | F Jon *     | 9781743319222 | 1         | 1        | 9      |
| 35264 | The four-fingered man : Book ...   | F Jon       | 9781760120283 | 1         | 1        | 9      |
| 35265 | Flying high                        | BF Mor *    | 9781742990705 | 23        | 1        | 9      |
| 35266 | The island of Dr. Libani           | F Gue       | 9780857980083 | 1         | 1        | 9      |

OK

*Manual* Items to be displayed as New Items are scanned in via their barcodes or item numbers. Scan a barcode or type a number and click on *Barcode* or press Enter to add it to the list.

New Items Manual

| Number | Title                                    |
|--------|--|
| 24991  | The Book of Time : Book 1 - Book of Time |
| 1488   | The Elves and the Shoemaker              |
| 26124  | Australia's Water Resources [chart]      |
| 28903  | You Are My Special Baby                  |
| 22003  | Wasim the Wanderer                       |

Barcode

Remove Clear

Import Export Save Cancel

*Remove* allows the highlighted item to be erased.

*Clear* wipes out all items on the screen.

*Import* allows a text file generated elsewhere within Bookmark or via Notepad to be imported. This file contains a list of barcodes or item numbers. (Scan the items into Notepad and save the file.)

*Export* will generate a text file in Tab delimited format containing item number, call number, author, title, and publishing information.

*Save* stores the list.

Changing to *Automatic* will delete this list, so if the list is to be kept, it is best to export the information before the change.

# Resource Lists Controls



## Resource Lists

Resource lists are special lists of items. They are created in Search and Webopac by users and can be made available to others to view and even amend.

This section is used to control the Lists.

You can choose which Borrower Type can create resource lists, and how many there are and other things.

| List name             | Date       | Entries | List owner        | List type |
|-----------------------|------------|---------|-------------------|-----------|
| 3D WITH SOUNDS        | 14/02/2018 | 2       | 15 - Walker, Lynn | Private   |
| ABORIGINAL RESOURCES  | 09/02/2015 | 19      | 15 - Walker, Lynn | Private   |
| ANZAC                 | 24/04/2017 | 22      | 15 - Walker, Lynn | Private   |
| AUSTRALIA             | 29/01/2016 | 19      | 15 - Walker, Lynn | Private   |
| AUSTRALIA FICTION     | 29/01/2016 | 16      | 15 - Walker, Lynn | Private   |
| BODY - JUNIOR         | 07/02/2017 | 14      | 15 - Walker, Lynn | Private   |
| CD PLAYERS            | 25/08/2015 | 44      | 15 - Walker, Lynn | Private   |
| CHARACTER COMPARISONS | 23/10/2015 | 1       | 15 - Walker, Lynn | Private   |
| DISABILITY            | 24/03/2016 | 2       | 15 - Walker, Lynn | Private   |
| EASTER                | 17/03/2016 | 16      | 15 - Walker, Lynn | Private   |
| ENDANGERED ANIMALS    | 12/03/2018 | 5       | 15 - Walker, Lynn | Private   |
| FAMILY JUNIOR         | 02/08/2017 | 19      | 15 - Walker, Lynn | Private   |

Select entry   Delete one list   Create   Print lists   Delete all lists

Borrower types allowed to make resource lists

- 1 - Student (don't use any more)
- 2 - Teacher
- 3 - Non-Teaching
- 4 - Relief Teacher
- 5 - Student Teacher
- 6 - Parent
- 7 - Library
- 8 - Blocks
- 9 - Left
- 10 - Student Y1

Close

*Print list* will print a list of all resource lists.

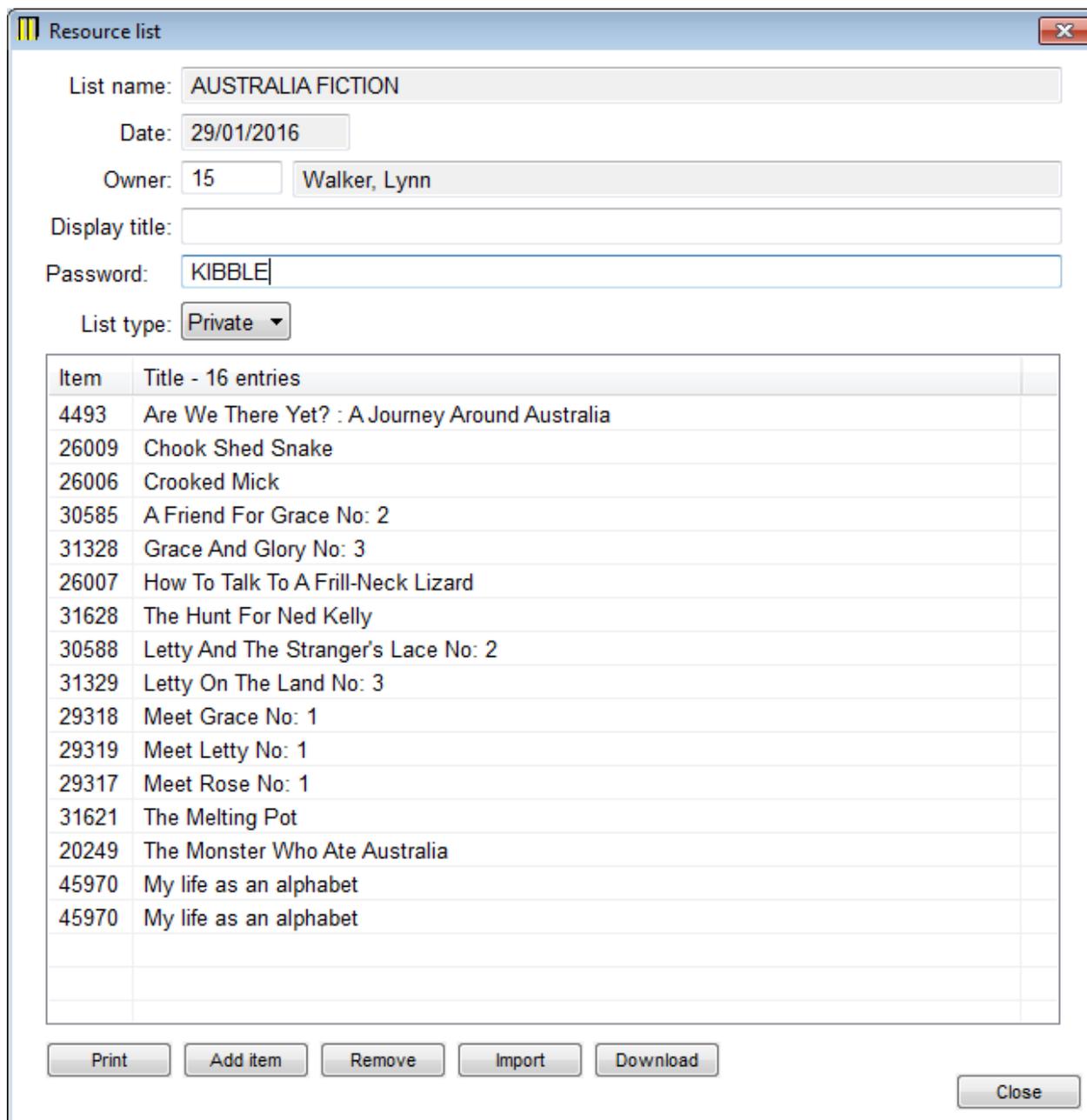
*Delete all lists* removes all resource lists.

*Delete one list* removes a highlighted list from the database.

*Select entry* is used to examine and manage one list. Highlight first. Double-clicking also selects the list.

*Create* can be used to make up a new resource list without having to go through Search.

## Viewing and editing a resource list



The screenshot shows a window titled "Resource list" with the following fields and controls:

- List name: AUSTRALIA FICTION
- Date: 29/01/2016
- Owner: 15 Walker, Lynn
- Display title: (empty)
- Password: KIBBLE
- List type: Private

| Item  | Title - 16 entries                             |
|-------|--|
| 4493  | Are We There Yet? : A Journey Around Australia |
| 26009 | Chook Shed Snake                               |
| 26006 | Crooked Mick                                   |
| 30585 | A Friend For Grace No: 2                       |
| 31328 | Grace And Glory No: 3                          |
| 26007 | How To Talk To A Frill-Neck Lizard             |
| 31628 | The Hunt For Ned Kelly                         |
| 30588 | Letty And The Stranger's Lace No: 2            |
| 31329 | Letty On The Land No: 3                        |
| 29318 | Meet Grace No: 1                               |
| 29319 | Meet Letty No: 1                               |
| 29317 | Meet Rose No: 1                                |
| 31621 | The Melting Pot                                |
| 20249 | The Monster Who Ate Australia                  |
| 45970 | My life as an alphabet                         |
| 45970 | My life as an alphabet                         |

Buttons at the bottom: Print, Add item, Remove, Import, Download, Close.

The name of the list's owner is shown first along with the date the list was created and their borrower number.

Lists have both a private name (used to file the list in the database) and a "Public title" (displayed for selection with Public and Open lists).

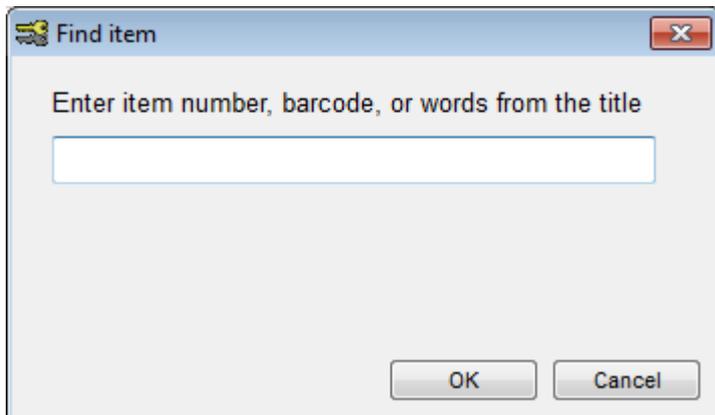
There are three types of lists: Private, Public and Open.

- A private list can only be used by the list's owner.
- A public list can be viewed by others but only modified by the owner.
- An open list can be added to by others.

The type of list is determined by the owner.

Private and Public lists require a password. Open lists do not.

*Add item* can be used to individually add titles.



*Remove item* deletes highlighted titles from the list.

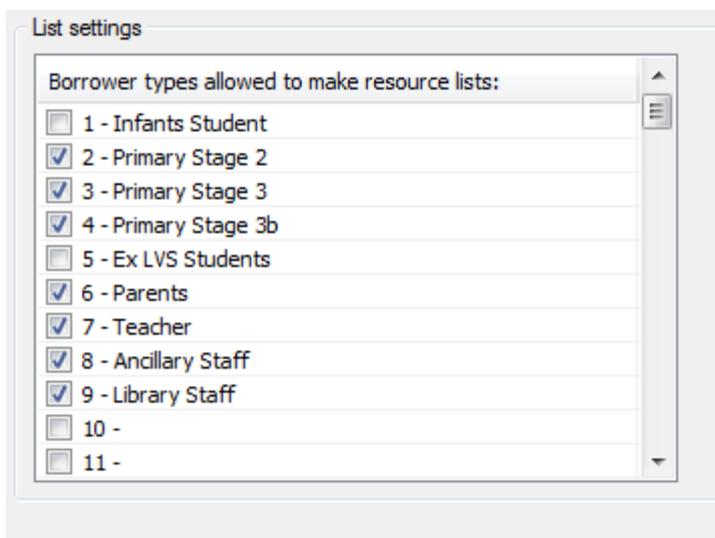
*Print* prints out the contents of a list. Location and Status can be optionally included.

*Import* reads a file of item numbers or barcodes directly into the list.

*Download* reads barcodes from a portable reader and fills the list.

## List Restrictions

Tick the Borrower Types allowed to make resource lists.



If no borrower types are marked, then all borrowers can make lists.