Book Mark Library Services Newsletter
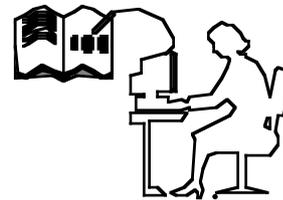
Issue 3 August 2018

In this issue:

Latest Version:

Bookmark 10.4.17 (246)

Contact:

Ph: 03 9504 5454

Gary 0427 045 896

email:
bookmarklibrary@optusnet.com.au

website:
bookmarklibrary.com.au

BOOKMARK software is owned and developed by the Department for Education South Australia. We, **Book Mark Library Services**, sell and support the software. The Book Mark software contains links for Website and Contact Bookmark which go to South Australia. Please Do Not Use the links in the software, but contact us direct via our website or email.
Our website is www.bookmarklibrary.com.au
Email bookmarklibrary@optusnet.com.au
On our website, you can order barcode and spine labels plus scanners.
When ordering barcode labels please include what numbers to print eg 5001 - 6000, and type in a sample number from your existing labels to show the format you use.

BACKUPS a cautionary tale

Recently two of our schools were infected with a **Ransom Virus** or **Malware**. The virus sat hidden in their system for some time before activating and **corrupting** all of their files including Bookmark and their server and all their backups on the server. We stress the importance of having **USB memory stick** backups. You should have multiple backups - it is not good enough to just backup every Friday onto the same USB. On the first day of the month also do a **Big** Backup to USB.
Call to discuss your backup procedures.

UPDATING

Bookmark is regularly updated to add new features (many requested by librarians) or correct small bugs. When first starting Bookmark each morning you may receive a message advising of an update. **Ensure** no other computers are using Bookmark before attempting an update, then **Utilities - Update - Easy update (one step)**.

PREMIER'S READING CHALLENGE (PRC)

The PRC list can be downloaded into Bookmark. To turn on PRC feature, **Controls - General Controls - PRC** (under Cataloguing right column - choose your state). Depending on the your school internet permissions, the list may be downloaded **Cataloguing - Item Lists - Premier's Reading Challenge -**.click on **File - Direct Download** then click **Compare** (bottom left). (See Factsheet on Main Menu screen for more details).
PRC Books are marked with an asterisk (*) on their call number. To search for PRC books, **Search - Keywords** - search for **PRC** to find all, or **PRC 5-6** for a 5-6 level. Restrict the search by limiting the item type or location.

LOANS/RETURN

Circulation in Bookmark can either go straight into LOANS or can show a menu first giving the choice of Loans, Returns, Searching. Many schools find this easier for staff and children. To see the difference **Controls - Circulation Controls** change *Menu Display Style* (bottom left) to **Menu First**.

Did you know typing **SWAP** into L**oans** (or returns) will swap you to **Returns** (or loans) bypassing the menu. Function1 (**F1**) on the keyboard does the same. This feature can be turned on **Controls - Circulation Controls** *Visible Loan Buttons* (left near bottom) tick **Swap (F1 key)**. While in Controls make sure you have a **Loan Block Password** (top right) to prevent students borrowing past their limit or borrowing with overdues. (**OK** is a good password - short, close together on the keyboard).

SUPPORT

Please call if you have any queries regarding Bookmark no matter how small or trivial you may think they are - we are here to help.