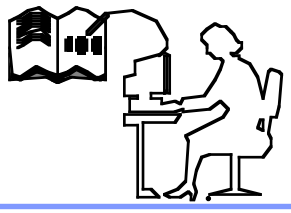
Book Mark Library Services Newsletter

November 2019



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Latest Versions:

Bookmark 10.5.11 (399)

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Updating

If you have any issues updating please let us know.

Backups

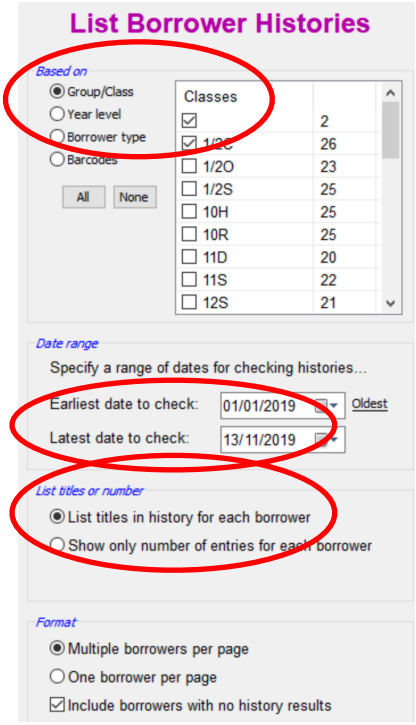
A few schools have recently received an error (**Temporary file is** leaved) which prevents a backup. Please call if this happens to you.
On **rare** occasions a glitch (dead computer, power outage or surge etc) can cause a **loss of Bookmark** data. We still hear excuses such as the tech people do the backup or no-one told me. Please do **your own backups to USB** and take it home for safety. The manual has a chapter on backups. Please call if you would like further advice for your specific situation.

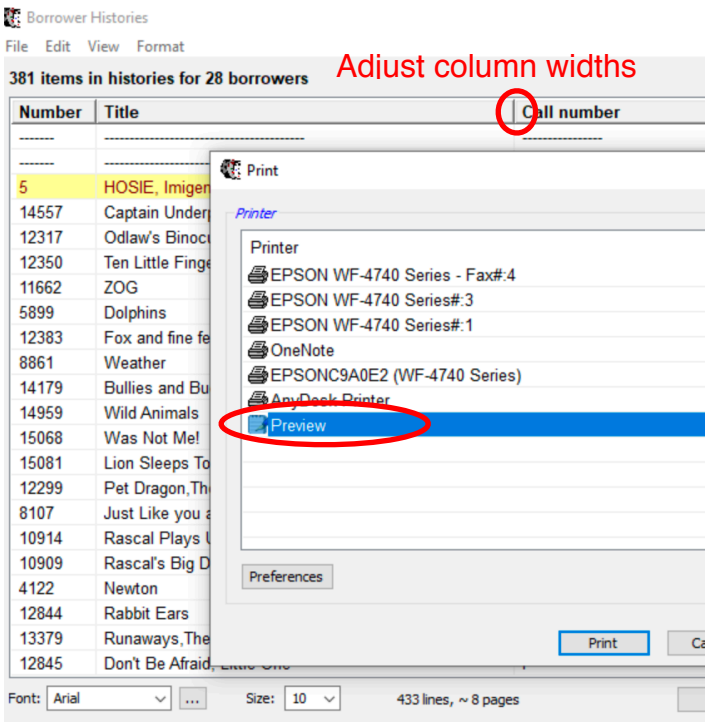
Stocktake

A very good **Fact sheet** is available from the **Main Menu**. A more detailed explanation is in the Manual. **Note** many new features have been added which may not be in the fact sheet. When you stocktake a section Bookmark can check if the item is in the correct Location or Call No.. Bookmark can also change all items scanned to a particular Item type or Location.

Reports - Borrower histories

You can get a report of all borrower histories for the last year or term. **Borrowers - Borrower lists - List Histories** choose the class or classes, dates, titles or number of items and OK. If you choose the Preview printer you can save the report as a PDF for emailing to staff.





End of Year

Read the **Fact sheet** available under the **Circulation** heading for some suggestions.