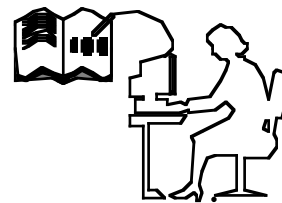# Book Mark Library Services Newsletter

May 2019

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Latest Versions:
Bookmark 10.5.5 (314)

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Updating Problem
Release (301) (on the main menu) had a bug that prevents updating. If you still have 301 please call for help.

Schools Cataloguing Information Service (SCIS) scisdata.com
In addition to providing catalogue information, SCIS has many articles of interest in their magazine **Connections** (freely downloaded from the top left menu on SCIS entry page). The latest issue explores the need for great school libraries and "library rockstars". Go to the SCIS website and select **Connections**.
For help with using the SCIS catalogue services call or read the Fact Sheet.

Z-Cataloguing
Z cataloguing is now available in Bookmark. It allows records to be downloaded without the need to go onto the internet and find the source. It works for SCIS (subscription required) and the National Library of Australia. see page 49 of the Cataloguing Manual to get started.

Premiers Reading Challenge
Download the 2019 booklist and compare with your library collection. Sort and search by levels, print, email or export lists of books you have or want to purchase. A **Keyword Search** for **PRC** will find your PRC books or PRC with the level (eg **PRC 3-4**) will just find those PRC books.

Emailing Reports
A new printer has been added to many of the Reports in Bookmark. The printer is called **Preview**. When you print a report, choose the **Preview** printer and your report will open as a **pdf** file in your pdf reader. You can save the report as a pdf file for emailing. **Preview** is available in most parts of Bookmark including **PRC**.
Preview is unable to print barcodes and some other details.

Circulation - Returns shortcuts
The first 4 function keys **F1 - F4** quickly Swap your screen from Loans to Returns,. You can print a Swap label on your Class barcode sheets. After returning an item, **double-click** on a **title** to see details. **Double-click** on a **borrower's name** to see their details. **Right-click** on the borrower's name and that borrower is brought up immediately in loans. Allows returning an item then going directly to the borrower for issuing loans.

Overdues. Overdue notices has two new formats: individual notices as PDF or HTML. These formats generate a separate file or each borrower. The files can be attached to emails or sent out through the parent contact system.. See the Overdues manual.

Cataloguing. A default call number prefix can be set for new items in **AddEdit** Items and **Import** MARC records.

Removing a hold
If an item goes on hold when returned, the hold can be removed immediately by typing in REMOVE HOLD and pressing enter. You can create a barcode for this **Cataloguing - Labels - Print barcodes - Word barcodes** type in **REMOVE HOLD** then **Enter** and **Print**

Borrower history cut-off date Only want to see this years (or this term) history in reports.
        Borrowers - Authority lists - Borrower types Double click a borrower type and enter a History cut-off date eg 31/12/2018 Repeat for each borrower type as required.