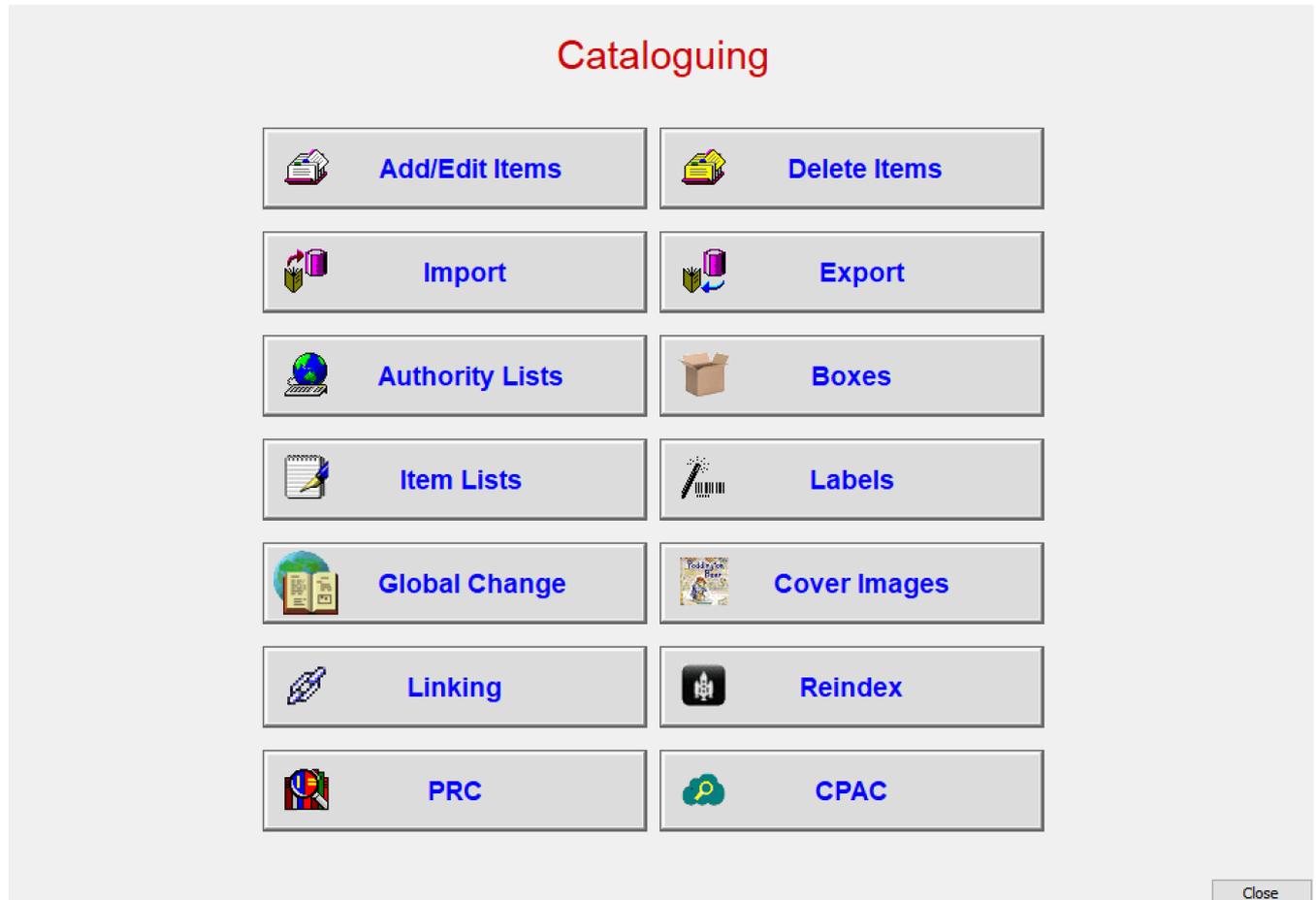


Main menu: Bookmark 14/02/2021



Cataloguing: Bookmark 10.7.3-64



Cataloguing Books (Manual Cataloguing)

Cataloguing - Add/Edit Items

Set defaults for the next batch of books. eg **Item type Fiction, Status 1 Available**

Affix barcode on book and **Scan** (or type) the barcode. Press **Enter** or click on **GO**.

If necessary, scan barcode into Barcode field or click **Generate**. Complete the remaining details. It is not necessary to complete all fields.

Be consistent with use of capitals punctuation etc when cataloguing, keep the same as previous

eg: **Title:** Capitals only on first word and Proper nouns.

Author: SURNAME all capitals, comma space First Name e.g. SMITHSON, Johanna

Publishing: is the place necessary? Supplier useful for replacement? e.g. Scholastic, 2009

Scan the ISBN

Complete Status, Item Type & Location (on right hand side of screen)- you can set defaults if cataloguing many items of the same type.

Use the Check button to find if the item is already in the catalogue for easy copying

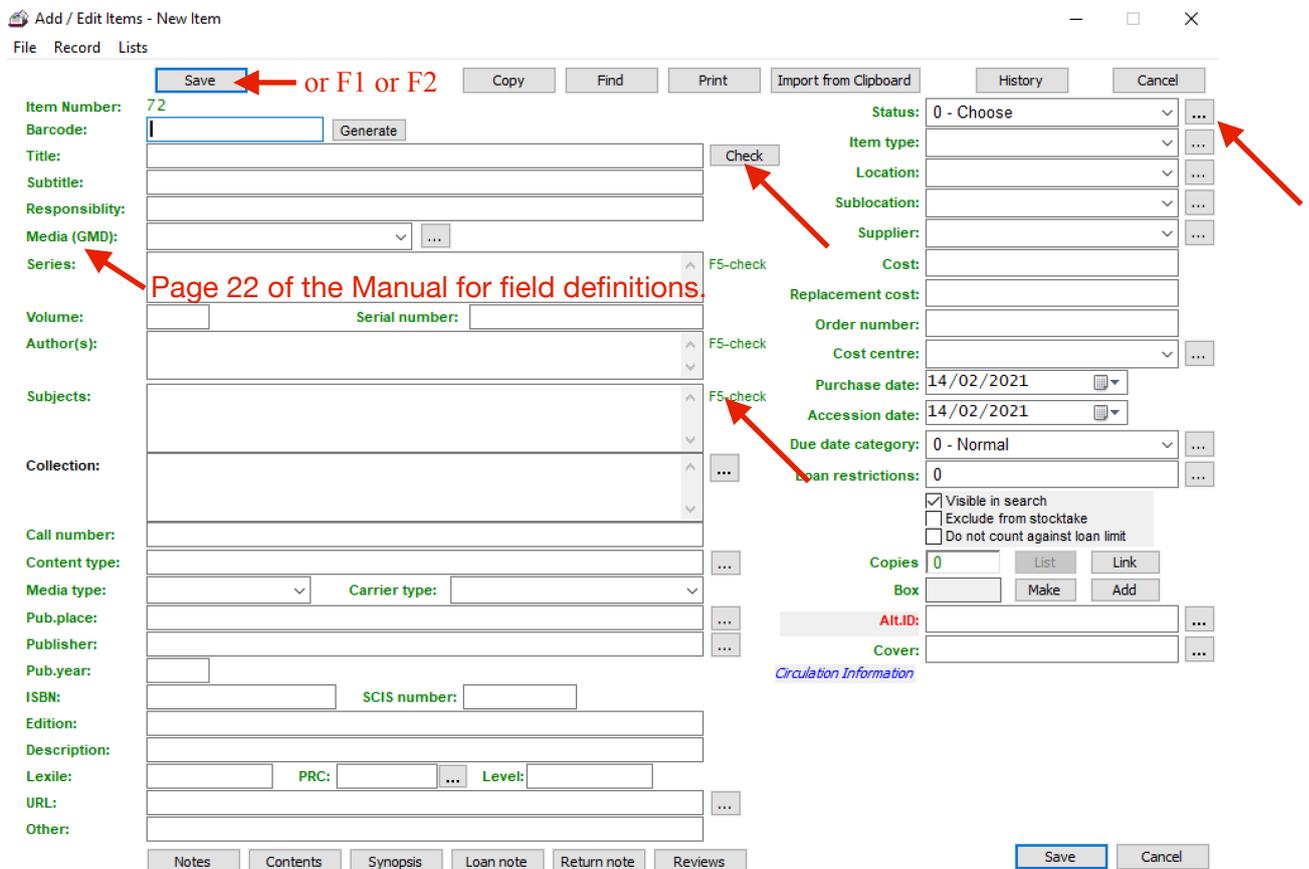
Use **F5 - Check** to check authority files for authors, series and subjects, helps consistent spelling

Use ... to add **Item type** or **Location** (... - has a different use on different fields)

SAVE your catalogue record – Click **F1** or **Save** button and return to Add/Edit screen,

F2 will save and leave the current item on the screen to do **Copy/Block copy**,

NOTE- Click on X exit DOES NOT SAVE.



Catalogue new item

Title: Weirdo, **Author:** Anh Do **Subjects:** School stories, humour, families, names

Call No DO **Pub.:**Scholastic Press, 2013 **ISBN** 9781742837581 The book is **Available, Fiction,** and in **Main Library.** **Price:**\$14.95 **Save (F2)**

When you display an existing item, menu options include **Edit**, **Copy**, or **Block Copy** and **History**. Shortcut keys as shown below can be used instead of the menu button. Depending on your keyboard layout, you may need to hold down the Function (Fn) key while pressing F2, F5 etc.

Shortcuts (full list page 20 of Catalogue Manual): **F1** or **F2** to **Save**, **F3** or **CTRL-F** to **Find**, **F5** to **Copy**, **F7** or **CTRL-P** to **Print**, **ESC** goes back a screen without saving. **CTRL-C** to **Copy** highlighted text, **CTRL-V** to **Paste**, **CTRL-X** to **Cut**

Duplicate a book

Display the item you wish to duplicate and use **F5** or **COPY** button to make a second copy. Scan or type in the barcode on your second copy. Edit other details such as Location etc. as necessary. Notice you now have 2 copies. **F2** to **Save**. Book stays on screen.

Multiple Copies – BLOCK Copy Cataloguing for class sets

Books being added must have barcodes.

Click **Block Copy** to make additional copies. Choose either **Scan** barcodes or **Enter range...**(if numbers are sequential). Follow the steps. If entering a range - enter the first number in the new batch and last number for the new copies. Maximum number can be left blank (a few schools have accidentally made 100 copies instead of 10!) Click **GO**. (last copy should be 9943). Use **<>** to change item, generate barcodes, F2.

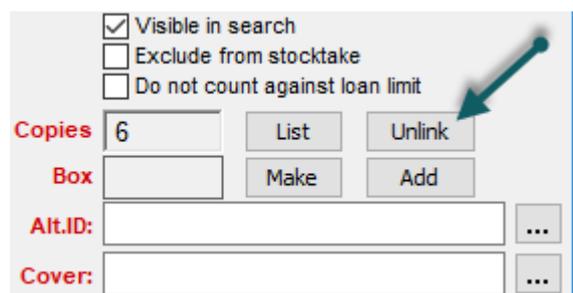
Check the copies by using *Alt Left* arrow (ie hold down the *Alt* key then press the *Left arrow* key or use the mouse on the small blue arrows **<>** above the item number) to look at the previous items, repeat to check all. Check number of copies and click on the list button to view them.

Note- Bookmark keeps a separate record for each item and then uses linking to connect multiple copies. Block copies are **linked** to the original.

Similar copies: Suppose the new copies were not Weirdo, but actually Weirdo 2 Even weirder! We need to **Unlink the copies then edit**.

Display the first item that needs to be changed on the screen, press *Unlink* (a button on the right of the screen beside Copies). Confirm the unlink, amend the title to Weirdo 2: Even weirder! and the ISBN to 9781743622711 use the scanner.

Then use **F2** to save (Note the item stays on the screen).



Use *Alt* with *right arrow* or **>** to move to the next number and repeat these steps to *Unlink* and amend title and ISBN for this item.

Do a Search for your books and check the number of copies (you may have to click on details to see the number of copies).

Linking

Bookmark creates a separate catalogue entry for each item in the collection. Identical items should be linked to show the correct number of copies. Linking happens automatically when you copy a record. In the example of **Weirdo** (above) if you forget to Unlink Bookmark will still think you have 6 copies of Weirdo even though you have edited the title. Errors in Linking can be corrected in **Cataloguing - Linking**

Cataloguing using SCIS (Manual Cataloguing and Fact Sheets - SCIS, API & Z-cata..)

Register and pay Curriculum Corporation for this service. Payment is based on the school enrolment. Go to SCISdata.com website and click on the Subscribe Now button for pricing, enter number of students and Untick the box to see price.

There are 2 ways to use SCIS:

- go to SCIS website and enter multiple ISBN's, Create order, Download, import to Bookmark.
- use API or Z-cataloguing directly from within Bookmark. SCIS does not know if you will make a book PS or FIC or NF so you set these options in Bookmark. SCIS uses an F in front of the call number for Fiction and F and 3 letters for Picture Story books (e.g. F DAH) and these can be edited. The F can be automatically removed by Bookmark in the Import MARC records screen as shown. Bookmark allows you to make multiple copies of SCIS import items and the barcodes for these copies *do not* need to be sequential.

The following approach makes it faster to catalogue from SCIS to Bookmark;

- Sort the items into batches of the same item type ie PS then FIC then NF.

Cataloguing - Import - SCIS website and sign in, click into the box to enter ISBNs. Scan or type in each ISBN.

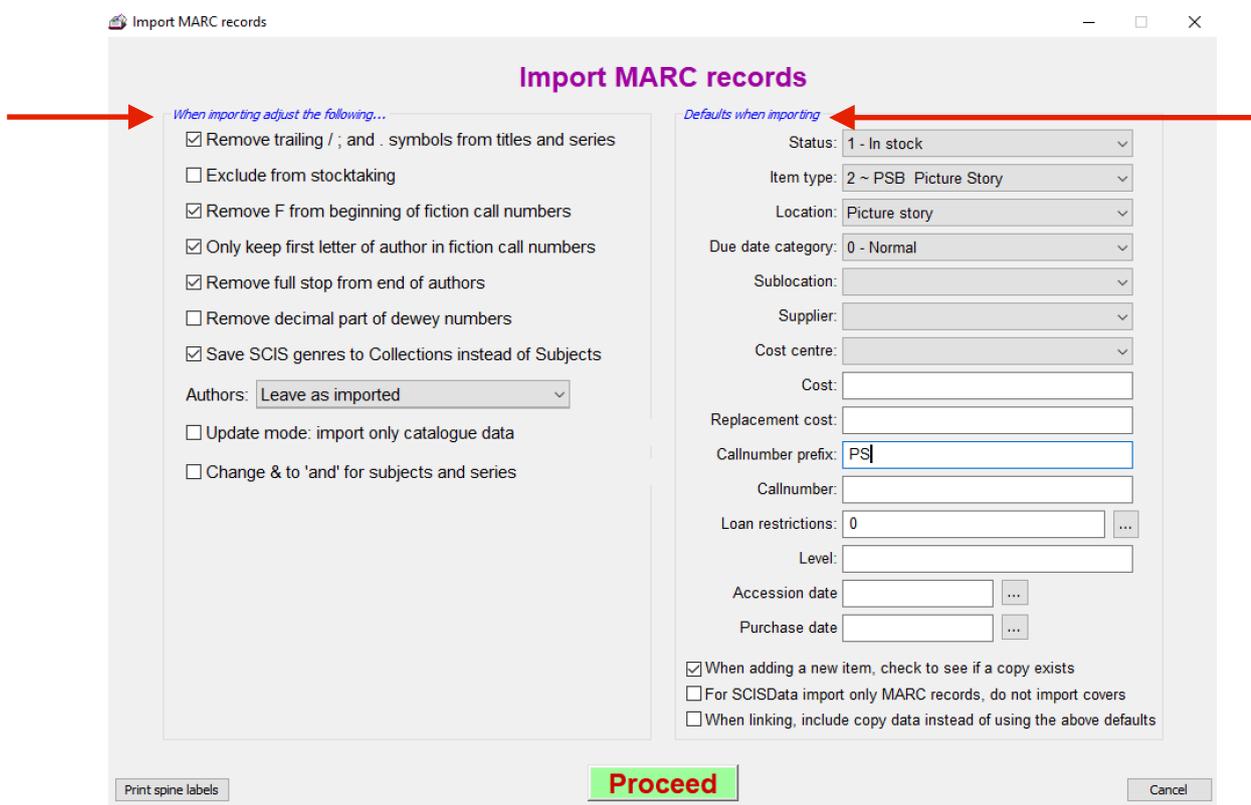
- Keep the items in the same order in which you scan.
- Scroll down and click on **Create Request**
- Click on **Download Records** (The file will be in your downloads folder or where you saved it.)
- Do not open the file.

Go to **Bookmark**

Cataloguing - Import Items - Import MARC Records –

As shown, you can set defaults for importing a batch of items.

Set your defaults for this batch of books- The **Status**, **Item type** and **Location** defaults will be copied into the Add/Edit screen – that is why it is faster to scan one Item type at a time. **PROCEED**



Navigate to the downloaded SCIS file (check the date/time on the file) Click **Open**. The first item you scanned will appear in the Add/Edit screen in Bookmark.

Affix and scan the item barcode (or type Item number and click Generate

Amend title & details in the **Add/Edit** screen as necessary

Multiple copies – see below****

Save the record **F1** or **F2**

If Bookmark asks if you wish to copy an existing book take care. If you copy the existing record the new book will have the same details as the previously catalogued book. If you choose not to copy the new book will have the latest SCIS record but will not show as a second copy of the original.

The next Import record from SCIS will appear on screen. **Repeat checking and Save**

******To make multiple copies**

Before saving, click on **Copies**

Type in /scan barcode of the copy, **click Add**

Repeat for further copies click **OK-** (item numbers do not need to be sequential)

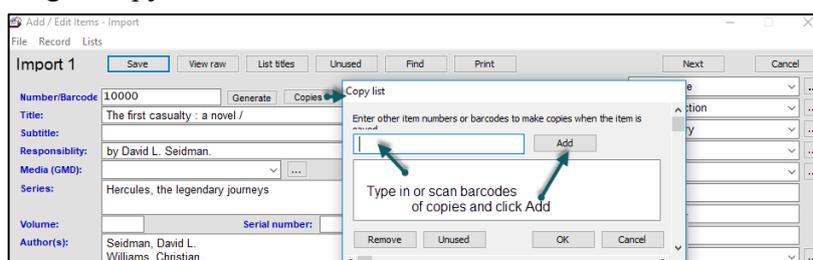
Save this record

The next import will appear on the screen.

(if you type in item number, go to Add/Edit and Generate the barcode)

Any books not downloaded can be manually catalogued or you can ask SCIS to catalogue the item.

EXAMPLE -Previously, Three titles *Awful Auntie*, *Mr Stink* and *Beyond the kingdoms Bk4* has been scanned into SCIS and the resulting zip file **342871.zip** has been saved to your desktop. Import the MARC record, catalogue/copy as follows:



(Remember to Save each record, generate barcodes and use the Copies button)

SCIS Not Finding Books

If a book does not appear when using the ISBN it may still be found by a SCIS search- Title, Author etc. The book you find may not be a perfect match for your edition, but the record can be edited during Import.

In SCIS, Click on **Search** Enter a TITLE (or use advanced search)

If your search finds the book, click on the folder symbol to save the record.

Repeat and search again for next book,

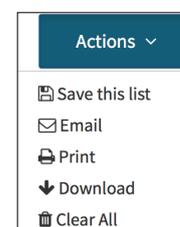
Repeat until all books done.

Click on **Saved Records** symbol

then click on **Actions - Download** and the file will be downloaded.

Import to Bookmark as previously

Note: This record may not have the same ISBN so change or delete the ISBN as required.



SCIS API (Refer to Fact Sheet)

This feature allows SCIS subscribers to download single titles via SCIS.

First, contact SCIS for your API user name and password and enter these into

Controls - General Controls - Cataloguing.

Now, go to **Cataloguing - Add/Edit** – and the **SCIS API** button will appear at top of the screen. Click on SCIS API and type or SCAN the ISBN, or type in title. If you search by title, you may get a list of results showing type (book, e-book etc). Click on the most appropriate and the SCIS record will be imported into the Add/Edit screen. This process will import covers if they exist.

EXAMPLE – Use SCIS API to catalogue The 13-storey treehouse ISBN 9780330404365

Z Cataloguing (Refer to Fact Sheet)

Z Cataloguing (or fast cataloguing) is a protocol that allows Bookmark to search external sources and import a record directly into Bookmark. Use it for new or to amend records and get covers.

Z Cataloguing must be turned on in Bookmark (**Controls – General Controls – Cataloguing**). Once turned on, the Z-Cataloguing button appears in the Add/Edit screen

Bookmark is already set up to use National Library of Australia, and US Congress (both free)and SCIS (subscribers must get additional password). It downloads a single record.

You can search by ISBN or title. The resulting list does not show the Media Type, but if you choose the incorrect item click on **List titles** to view the list again. Z-Cataloguing will download covers.

Note:

SCIS have different username and passwords for the API & Z cataloguing so contact them for these details and to make sure they are turned on for you..

The SCIS API & Z cataloguing may be blocked by your schools’ security settings or proxy settings.

Cleaning up the catalogue**Cataloguing - Authority Lists**

Authority Lists are lists of the Subjects, Authors, Series etc. that are used by Bookmark to assist with consistency and searching. Over the years with many people entering data they can become untidy. Correcting an entry here will also correct the catalogue records.

EXAMPLE: Click on **Subjects – Find** button - type in - **Din** and click **OK - Scroll** down to the erroneous entry *Dinosaur*. Select **Change** button – change to plural- **OK**. Confirm Change.

Change the subject entry *Dinsaur*s and correct spelling

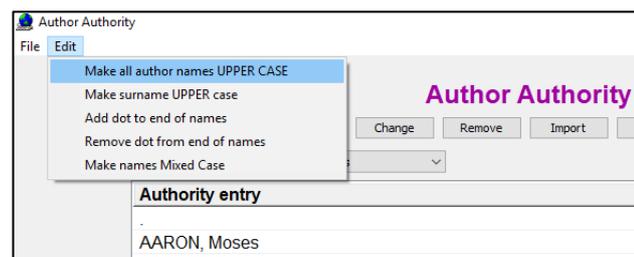
Click **Rebuild** to make sure your Authority List matches the catalogue records.

Make All Subjects or Authors the Same Case**Cataloguing - Authority lists - Subjects/Authors etc.**

EXAMPLE: Choose **Authors**, Click on **Edit** (menu top of screen) OR **F9** key

Make surname UPPER case - Yes

Click **Rebuild** tab and check Author authority file



It is possible to correct many error that are found in the catalogue, send an email with details and we will help.

Print Spine Labels

Cataloguing - Labels - Print Spine Labels

Choose - **Spine labels page setup.**

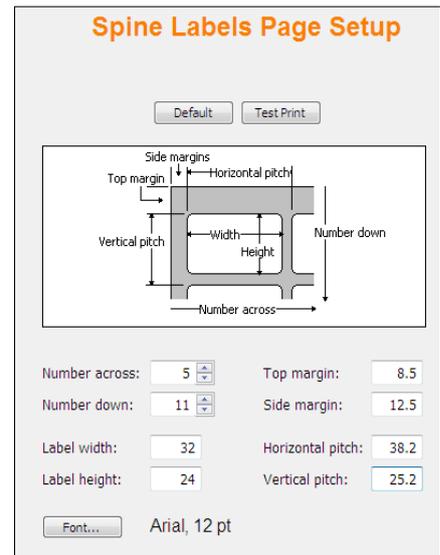
Click **Default** choose appropriate label - **OK**

If you wish to change the Font Size of your print out, do it here, eg you could use Size 28 for Picture Story books- but remember to change Font size back for Fiction books. For efficiency, sort into same Item Type before setting up font size & printing.

-Click on **Save.**

Call numbers are printed as entered in *Cataloguing - Add/Edit.*

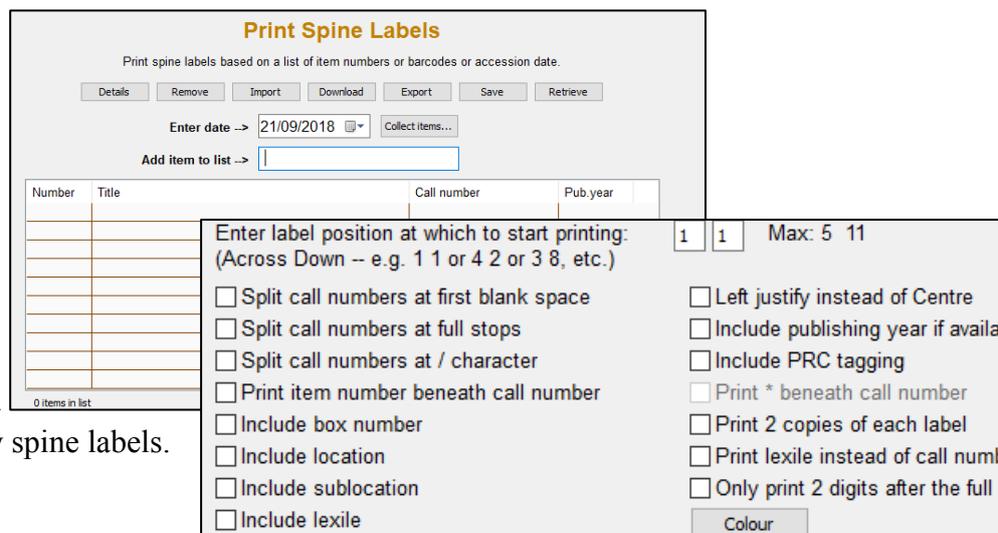
A space in the call number will usually cause printing on different lines.



Print spine labels from items.

If you want to print Spine labels for recently cataloged items, adjust the date and click **Collect items**

OR



Scan or type in item numbers or a numbers eg 1-100 to replace faulty spine labels.

Tick option boxes as required- you can choose to print 2 copies of each label. Start the printing from any row or column so you do not waste partially used sheets. Printout on plain paper before trying on labels. Select **Print** and you will see a **page preview**. If you are not happy, Cancel and make changes to Font Size in Spine Label Page Setup. If happy click Print to proceed.

Below is a sample of mixed item types printed in Arial Size 16 to suit Dataman 5X11 label spacing:

638.8 LOX	D	636.8 THO	636.088 ONE	DAL
ROD	A821 SCH	C	SHO	DAH

Getting Cover images

CPAC -With ISBNs in your item records, you can download book covers for free from CPAC. (Combined Public Access Catalogue Dept of Ed SA). **Cataloguing – Covers/images- Download Covers – Quick Scan / Slow Scan.** This will download covers from CPAC of matching ISBN.

SCIS (part of your subscription) -When cataloguing using SCIS covers should be automatically added with the catalogue data. For books already catalogued, book cover images can be downloaded from SCIS data (max 1000 at a time) using the ISBN. First get a list of ISBN’s missing covers

Cataloguing – Covers/images – Mass Order from SCIS. Limit your search to same Item type ie Fiction. – Go to SCIS and Upload your ISBNlist.txt file – there may be more than one do one at a time.

You can also search the internet, or TROVE (<https://trove.nla.gov.au/>) and save individual book covers to a folder. You could take photos of covers using a mobile. Ensure that the image filename matches the ISBN in your record ie ISBN.jpg -0140504354.jpg. If you have a folder of images, zip it first. You can upload individual covers, or a zip folder of cover images. Bookmark will display the image for all items with the same ISBN.

Cataloguing - Covers/Images - Import images- Import one image file –navigate and double click on the ISBNnumber. jpg image file on your computer – Close (You can use Catalogue – Add/Edit to check the cover image has imported

You can use a similar method to Import a zip folder of images that have been downloaded from SCIS)

Premiers Reading Challenge

(Manual & Fact Sheet)

Bookmark can download the Premier's Reading Challenge (PRC) book list and compare it to the contents of your library. During the comparison, Bookmark "tags" your items and adds asterisk * to the end of the call number, and fills in the PRC field with the level. Bookmark adds “PRC” to the search you can Search Keyword for PRC level 5-6 .

First turn on Premier’s Reading Challenge functionality in Book Mark Controls.

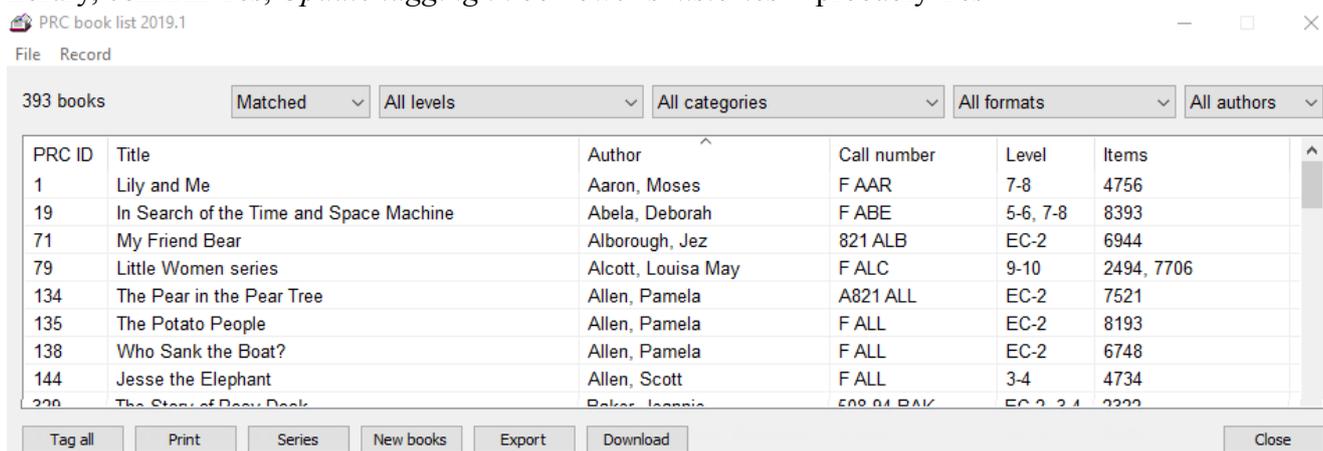
Controls – General Controls – PRC tab- ● Select PRC booklist Close

Cataloguing – PRC

Click **Download**, click **YES** to confirm the download

(If your network does not allow this, you can download the PRC list manually –Refer to BookMark manual or Fact sheet for instructions to Download PRC booklist manually.)

Next After the list downloads, click. **Tag all** button at bottom of screen to tag the PRC books in your library, confirm **Yes**, *Update tagging in borrower’s histories’* probably **Yes**



Click **Matched** ▼ and look at the options – You can choose **Matched** (shows PRC items you have), **Everything**, or **Not matched** (shows PRC items you might want to purchase) -which can be printed .

When you catalogue new items using **Add/Edit** screen, you can use the **PRC ...** button to tag items. It will compare title and author to the PRC list and give the level.

SCIS can automatically tag PRC items and give their levels

If your network setup allows auto downloads, Bookmark will prompt you when new items appear in the PRC booklists.

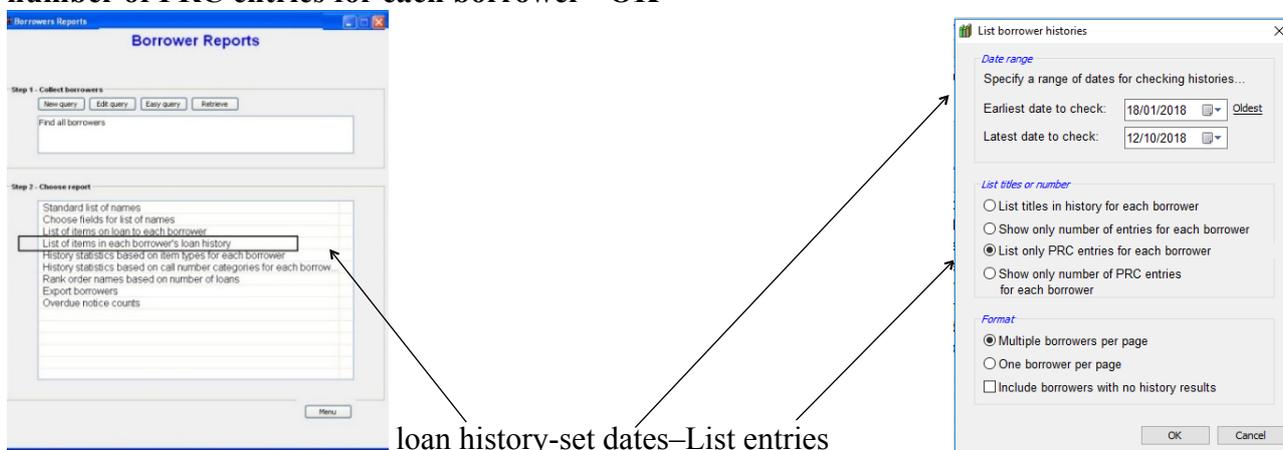
When using the SEARCH function an asterisk * appears beside the Call number of a PRC book. A Keyword search for **PRC** will list all PRC books.

Keyword search for **PRC 2** will give Level 2 books on the PRC list. You can print the list.

To get a report of how many PRC books students have borrowed:

Borrowers - Borrower Lists – Borrower reports –

List of items in each borrower’s history - Set dates - List only PRC entries OR Show only number of PRC entries for each borrower - OK



Other features (refer to the manual & factsheets):

Catalogue a Website Bookmark can link directly to Catalogued websites, SCIS has a list.

Catalogue a File saved on the computer link directly to electronic resource materials.

Premiers Reading Challenge download the PRC list, an asterisk appears on the call no and levels are displayed, you can search by PRC level.

Lexiles display Ashton exile level (fee required)

Accelerated Reader Renaissance Accelerated Reader supported

Linksplus



Cleaning up the catalogue

Correct spelling or combine entries

Cataloguing - Authority Lists

Authority Lists are lists of the Subjects, Authors, Series etc. that are used by Bookmark to assist with consistency and searching. Over the years with many people entering data they can become untidy. Rebuilding the Authority Lists will make sure they match your catalogue records but will remove any entries that do not have items.

Correcting an entry here will also correct the catalogue records.

EXAMPLE: Click on **Subjects** then **Rebuild**

Click **Find** button - type in - **Din** and click **OK** - **Scroll** down to the erroneous entry *Dinosaur*.

Select **Change** button – change to plural- **OK**. Confirm Change.

Change the subject entry *Dinsaur*s and correct spelling

Make All Subjects or Authors the Same Case

Cataloguing - Authority lists - Authors

Click on **Edit** (menu top of screen)

Make surname UPPER case - **Yes**

Click **Rebuild** tab and check Author authority file

Cataloguing - Authority lists - Subjects

Click on **Edit** (menu top of screen)

Make UPPER case – **Yes**

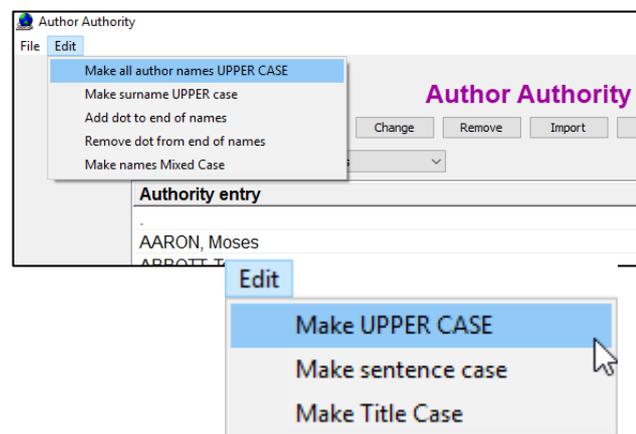
Click **Rebuild** and check Subject authority file

Remove dot from end of Subjects, Authors

Click on **Edit** (menu top of screen)

Remove dot... – **Yes**

Click **Rebuild** and check Subject authority file



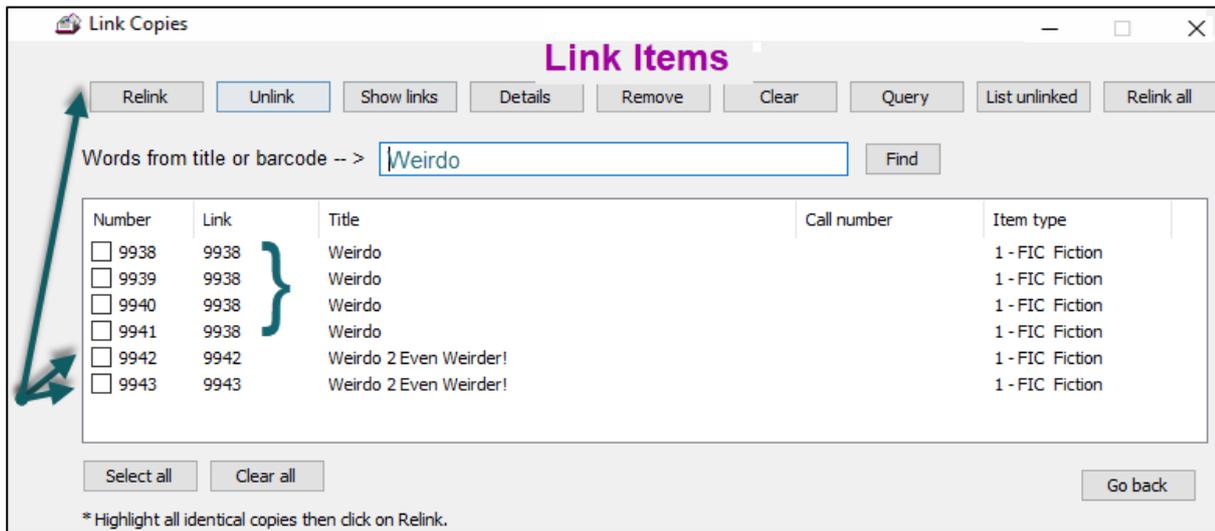
It is possible to correct many error that are found in the catalogue, send an email with details and we will help.

Linking - Multiple Copies

Bookmark keeps a separate catalogue record for each item and indicates copies by **Linking** the individual records. Linking happens automatically when you copy a record. If you have used the copy function to catalogue close copies then your linking could be in error. Incorrect linking will cause problems in reservations and the number of copies in Searches.

Cataloguing - Linking

Example: Search for title **Weirdo** and find the 6 books catalogued. As shown below, 9938 – 9941 are all linked to 9938 making 4 copies in total. We unlinked 9942 and 9943 (Weirdo 2) from 9938, but these are really 2 copies of the same book.



Now select the two copies of **Weirdo 2 Even Weirder** and click on **Relink** to link these 2 items. If you now Search for **Weirdo 2**, there should be 2 copies listed- linked to 9942

****Clean up Linking**

Cataloguing - Linking – Check Linking

In general, the items highlighted in green should not be linked. As an example, 4458 and 4453 should not be linked as they are different books. When you unlink, Green shading disappears, but Unlinked items remain visible till you refresh the screen by exiting and reopening.



Example: - Unlink Item 4448 Aboriginal people of Northern Territory

Example: - Use CTRL & Click to select Item 4473 & 4478 Social Studies 6 and **Unlink** from 4466 Next, Relink these 2 items -Select 4473 & 4478 again and click on **Relink**

Unlink 4488 Social Studies Level 5 from 4466.

Select Item 4466 Click on **Edit title** to remove the word “Level”

Close and reopen to check none of these items appear in the non-matching list.

Search for item Social Studies 6 – you should now see 2 linked copies.

Finding Items that should be linked

There may also be items that were catalogued separately but should be linked as copies.

Cataloguing - Linking click **List unlinked**

Check the items and **Relink** any that are copies.

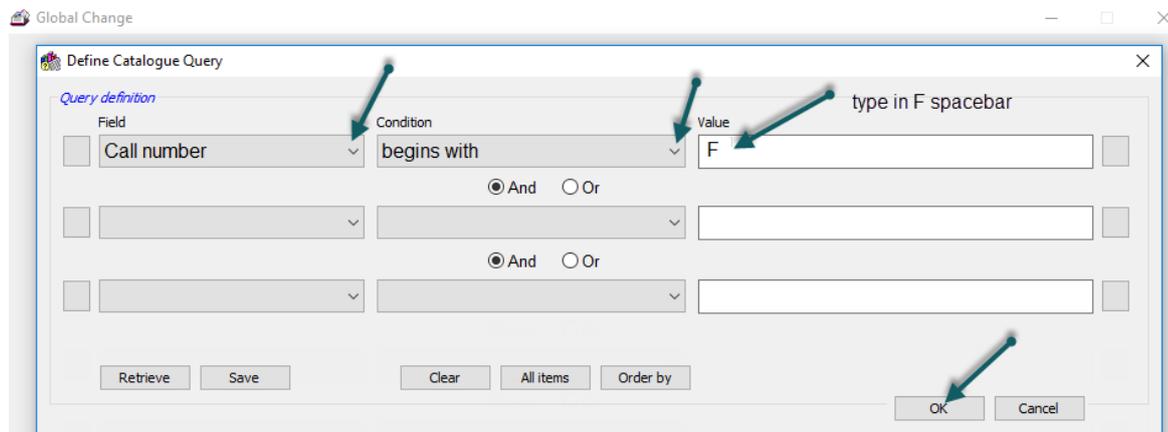
Global Change - Removing the F from Call Numbers

(Victorian schools generally do not print the F in front of Fiction call numbers.)

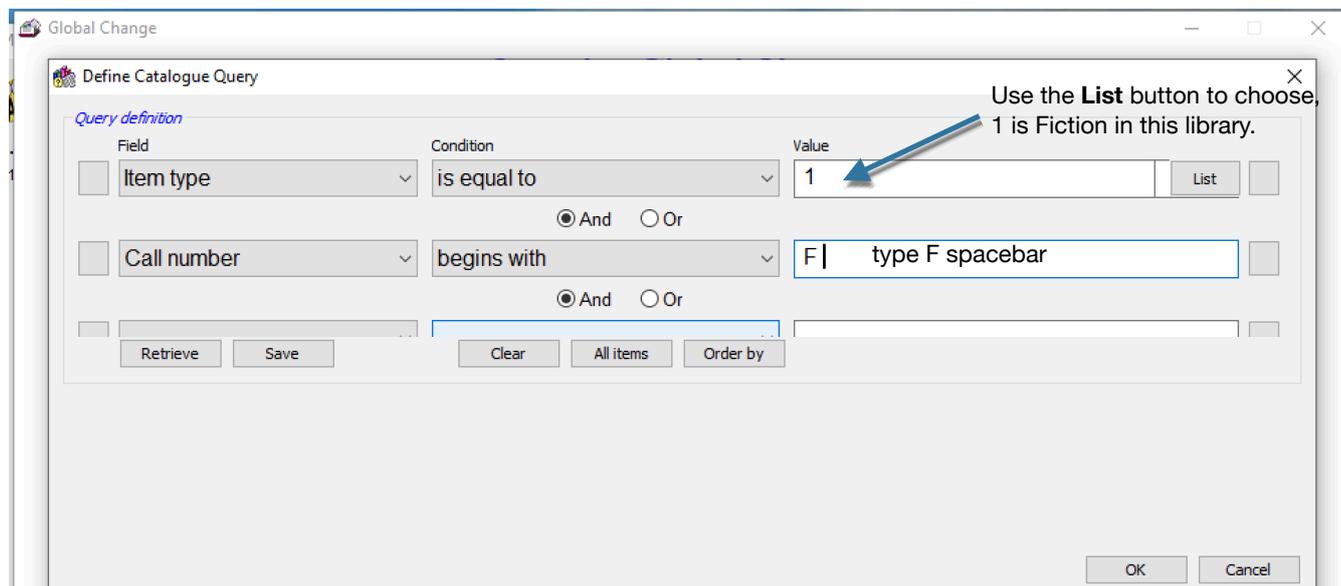
In this process you will write a Query to find all Call Numbers that start with F (F followed by space) (such as F HAG) This results in a report list which you should inspect carefully.

Cataloguing – Global Change – Special backup (good practice in your library)

Step 1 Click on Query



It is possible that some of the Picture Story books may also have a space at the end of their **F** call number so it might be a good idea to make sure we only change Fiction books. A better Query might be:



Click **OK**

Scroll down the list and view the Call Numbers- Are these what you want to change?
If so, specify the change as set out in the screen below.

Global Change _ □ ×

Complex Global Change

Special backup Backup

Step 1 - List items to be changed

Query Import Export Download Details Remove Print

Add item to list Add

Number	Title	Call number	
1	The sea of tranquility	F HAD	
2	Princess Smartypants	F COL	
3	Desert dog	F LOW	
5	Daniel's secret	F MAT	
6	Mrs Millie's painting	F OTT	
7	Boo!	F MCN	
8	Grandma Cadbury's water world	F BAT	
9	Where the whales sing	F KEL	

2,174 items

Step 2 - Specify the change

Change field: Call number v

Change method: Only Replace 'Find what' text with 'Replace with' text v

Find what: F Type F spacebar

Replace with: Leave this box empty

Stop at each entry to examine and decide Tick this box

Set stocktake date to 20/09/2018

Step 3 - Start search and change Start Click START

Close

Inspect the first record you are changing.

If you are happy to make the change, click on Change all You will be shown the first record that was changed. Then **Close**. You should see all Call numbers without the letter F

Global Change - Removing the / (slash) from the end of Authors

A similar process will remove the slash at the end of Authors (there is actually a slash followed by a space so search for **Author Ends with /_** (where _ represents a space, ie slash followed by a space)

Global Change - Removing the / (slash) from the end of titles

A similar process will remove the slash at the end of Titles (there is actually a slash followed by a space so search for **Title Ends with /_** (where _ represents a space, ie slash followed by a space)

Global Change - the dreaded comma space inconsistency in Authors

A common problem in Authors is inconsistent entry of the comma-space between the SURNAME & Given name

DAHL,Roald (ie no space) or

DAHL, Roald (1 space) or

DAHL, Roald (2 spaces)

One solution is in the Cataloguing Manual

After completing the steps you may find some Authors still have 2 or more spaces after the comma.

You could repeat the Global Change to find Authors containing space-space (ie 2 spaces) and Replace the 2 spaces with 1 space.