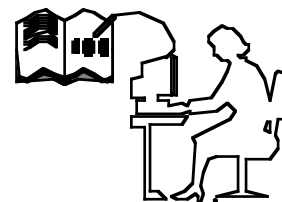


Book Mark Library Services

Bookmark Training



March 2021

Bookmark training April 2021

Training for version 10 Bookmark will be using the Zoom platform. Each session will last for about 90 minutes and will be in a lecture format with screen sharing to show features of Bookmark and allow time for questions and answers.

If any session is not completed in the allocated time, an additional catch up session will be held at no additional cost. All times are **Australian Eastern Standard Time**

Session 1 Monday 19th April 2021, 1.00pm

Bookmark Essentials

- Bookmark modules and startup files
- Setting up Bookmark on a school network
- Main Features of Bookmark
- Using the Manual & Fact Sheets
- Updating Bookmark
- Backing up your data

Controls

- All the behind the scenes options for menus, loan limits, return dates
- Catalogue options, setup SCIS, Z39.50
- Passwords
- Item types, locations, sub-locations

Session 2 Wednesday 21st April, 2021, 1.00pm

Cataloguing

- Adding items, making copies
- Using SCIS, adding book covers, PRC
- Using National Library data
- printing spine labels (call nos.)

Tidy the Catalogue

- Correcting spelling, case issues
- Fixing inconsistent entries
- Grouping multiple copies
- Global change

Session 3 Monday 26th April, 2021, 1.00pm

Borrowers & Overdues

- Entering borrowers, adding photos
- Start of year processes
- Importing data from school Admin system
- Printing borrower barcodes & class sheets
- Overdue lists, notices & messages

Circulation & Searching

- Loans & returns, extending, lost books
- Circulation controls
- Searching controls, hiding options
- Bookbag & Resource lists
- PRC Searching

Session 4 Wednesday 28th April, 2021, 1.00pm

Stocktake

- Weeding the collection
- Stocktake
- Deleting lost books

Reports & Statistics

- Easy reports
- More complex reports
- Different report layouts

Bookings

Cost \$200 for all 4 sessions.

Bookings Visit the training page of our website to book in.

Website BookmarkLibrary.com.au/training.html