



# BookMark

## Automated Libraries and Barcodes

Our library is automated. This means that a \_\_\_\_\_ is used for borrowing, cataloguing, searching for and returning library books.

It uses barcodes and a barcode scanner for recording books and borrowers. Write the title of a book and its barcode numbers on the barcode label below.

\_\_\_\_\_



## BookMark Main Menu

List the submenus on the opening Main Menu screen:

- <1> \_\_\_\_\_
- <2> \_\_\_\_\_
- <3> \_\_\_\_\_
- <4> \_\_\_\_\_
- <5> \_\_\_\_\_
- <6> \_\_\_\_\_
- <7> \_\_\_\_\_
- <8> \_\_\_\_\_
- <0> \_\_\_\_\_

What three ways you can navigate around BookMark?

- (i) M\_\_\_\_\_
- (ii) A\_\_\_\_\_ Keys and Enter
- (iii) K\_\_\_\_\_ Shortcuts

What does pressing the **Esc** key do?

\_\_\_\_\_



## Key Word Search

- This selects any key word used in cataloguing a book. Eg. Title, Author, Series or Subject .
- Writing the word **BALL** will give you Footrot Flats by Murray **BALL** (Author), Books about **BALL** Games (Subject), Cinderella at the Princes **BALL** (Title), etc
- Typing in more than one word may give you books about both Key Words. E.g. **GUINEA PIG**

## Select Key Word Search.

Type in *USA*

What is the **CALL NUMBER** for the USA?

How many items are there? \_\_\_\_\_

What are the following items?

- PS** \_\_\_\_\_
- FIC** \_\_\_\_\_
- NF** \_\_\_\_\_
- TR** \_\_\_\_\_
- SW** \_\_\_\_\_
- Char** \_\_\_\_\_
- VID** \_\_\_\_\_
- PIC** \_\_\_\_\_
- Tape** \_\_\_\_\_
- REF** \_\_\_\_\_
- BB** \_\_\_\_\_



## Keyboard Commands and Shortcuts

Do you know what the following commands do?

- <G> **Go Back**
- <T> **Try Another Search**
- <L> **List Details**
- <M> **More Information**
- <Q> **Quit**

# BookMark

## Select Title Search

Type in the following title: *Cabbage Patch Fib*

How many copies are there? \_\_\_\_\_  
What does **In Stock** mean?

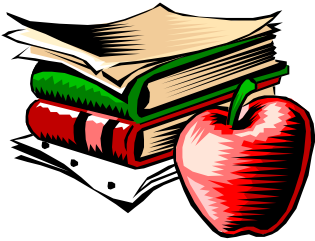
Who wrote the book?  
\_\_\_\_\_

## Select Author Search

Type in *Hargreaves*.  
What well known series of books have you found?

## Select Series Search

Type in *Goosebumps*  
How many different titles are there?  
\_\_\_\_\_  
Are there any multiple copies? Yes/No  
How many are In Stock? \_\_\_\_\_



## Using BookMark

You can search BookMark from any computer in the school.

How many books are you allowed to borrow at once?  
1 2 3 4 or 5 (Circle the correct answer)  
For how long are you allowed to borrow a book?  
 weeks

## Call Numbers

What are the call numbers for:

- Australia \_\_\_\_\_
- Netball \_\_\_\_\_
- Spiders \_\_\_\_\_
- Bible \_\_\_\_\_
- Dinosaurs \_\_\_\_\_
- Computers \_\_\_\_\_

## BookMark Quiz

1. Who wrote "Storm Boy"?  
\_\_\_\_\_
2. Paul Jennings wrote what two books about the Cabbage Patch?  
\_\_\_\_\_  
\_\_\_\_\_
3. Quentin \_\_\_\_\_ illustrated many Roald Dahl books.  
\_\_\_\_\_
4. What type of book is Fantastic Mr Fox?  
\_\_\_\_\_
5. Penny Pollard's Diary was written by who?  
\_\_\_\_\_
6. Who publishes Goosebumps books?  
\_\_\_\_\_
7. The Man from Ironbark was written by  
\_\_\_\_\_
8. How many different versions of I Spy are there?  
\_\_\_\_\_
9. Make up your own question:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

