

OASIS Extras - Alice Newsletter 2, March 2013

This newsletter is going to be all about **Pictures in Alice**:

1. **School Crest image** can print on some borrower card formats;
2. **Borrower images** can display in circulation or printed on borrower cards;
3. **Book Cover images** can display in Inquiry.

You can enhance the attractiveness and usefulness of your Alice Library by adding **pictures of your borrowers** and **book cover images**.

If you print individual borrower cards some of the available formats allow you to include a **school crest** as well as a borrower picture and the barcode and printed details. If you then print the borrower cards on a colour printer, the result is spectacular.

School Crest

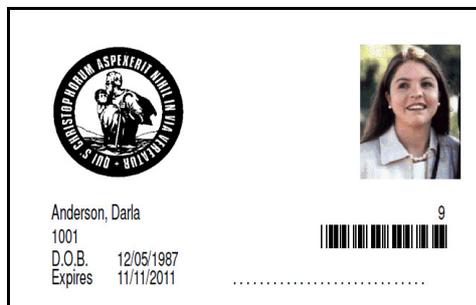
The easiest one first...

1. Find a graphic of your School Crest.
2. Convert it to BMP format. The best size is around 300 x 300 pixels.
3. Save it as CREST.BMP in the folder **L:\OASIS**. Note: This file must be BMP format.

Now several of the Borrower Card formats will include your school crest when they print. These include:



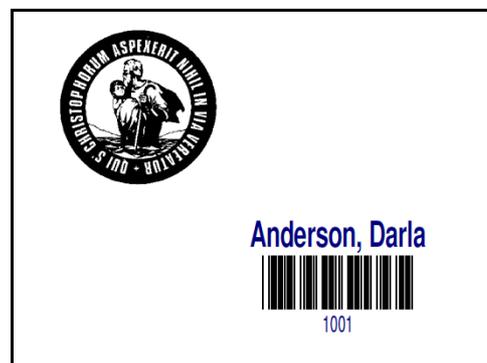
01 - With Crest



04 - With Crest Avery 537 (2x5)



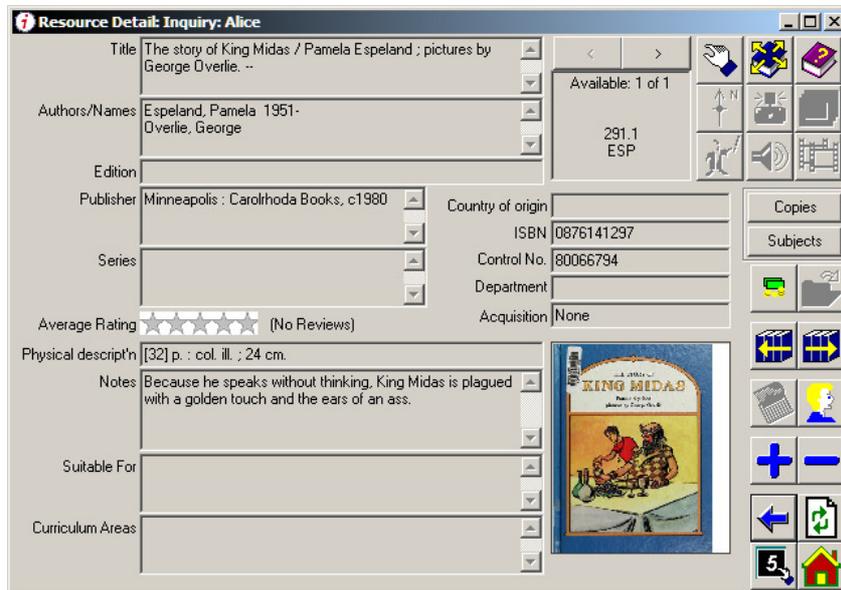
53/54 - With Crest, Red/Green name on A3, 5 x 5 (Custom)



A0 - With Crest and Library Name - Avery C2354 (2x4)

Book Cover Images

Alice can display images of book covers in Inquiry. This feature provides an attractive enhancement to the display and also assists borrowers to find the book on the library shelves.



Where do I store the Cover Image thumbnail files?

The cover image thumbnail files should be copied to the \COVERIMAGES folder for the Alice installation. For a standard Alice installation this will be **L:\OASIS\COVERIMAGES**.

The files should be:

- In **JPG format**;
- **Named as the ISBN** of the title. This can be either the 10 digit or 13 digit ISBN e.g. 0876141297 or 9780876141298. Alice will match either name for the filename to either format of the ISBN in the catalogue record;
- **Size 15kb - 100kb**. Smaller looks gritty, larger is a waste of space.

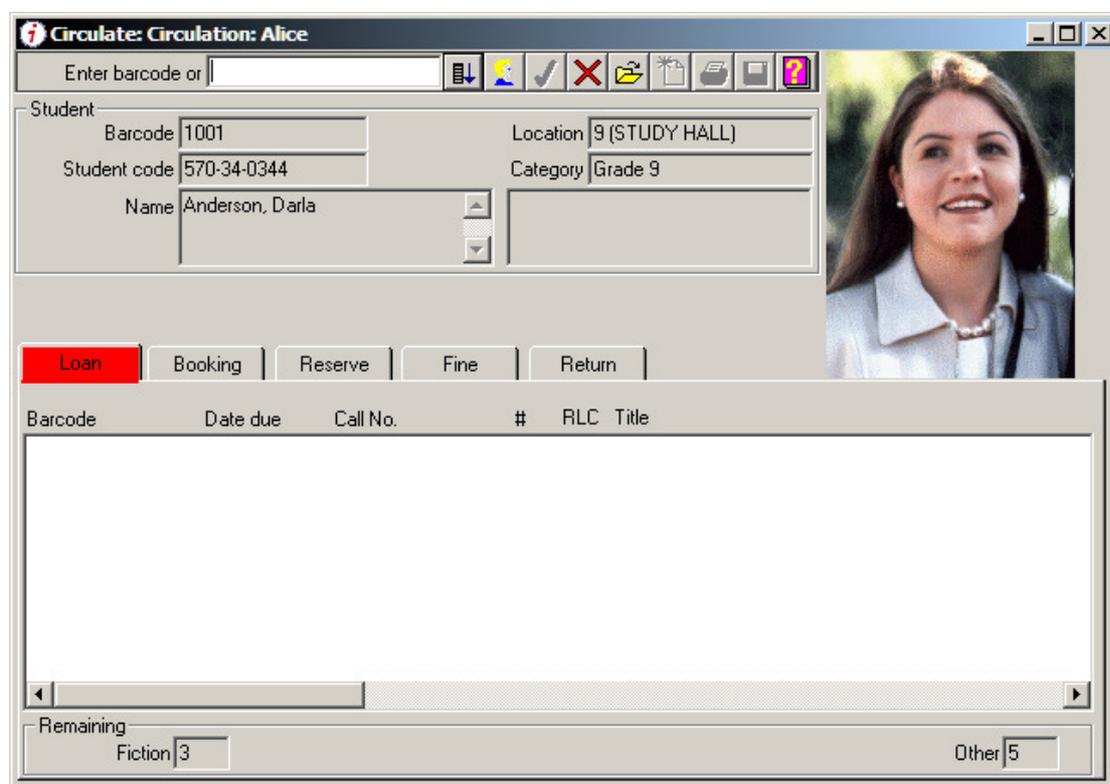
Note: Only catalogue records with an ISBN entered can display a cover image since the ISBN is used to link the cover image to a particular title.

Where can I get Cover Image thumbnail files?

1. **SCISWEB**. When you create catalogue records to download from SCISWEB, cover image thumbnails are also available for most recent titles in the file **images.zip**. Download images.zip and unzip the thumbnail images into the L:\OASIS\COVERIMAGES folder.
2. **Harvest from the Web yourself**. Find a book cover image on the Internet, right click and 'Save As' into L:\OASIS\COVERIMAGES named as the ISBN of the book.
3. **Collections of cover images** OASIS Extras has harvested a cover image collection of some 125,000 titles commonly found in school libraries. In the near future an option will be available that will search the ISBNs in your Alice catalogue and then download any missing cover images for you. If you choose, you will also be able send a list of the ISBNs of titles where no cover image is currently available to OASIS Extras so that these images can be added into the collection for you to download at a later date.

Borrower Images

Pictures of students and staff can be displayed in the Alice Circulation Desk during loans. For large schools this can act as a double check that the borrower is who they claim to be and for small schools the students love to see their photo on the computer. Borrower pictures will also print on many of the Borrower Card formats.



How do I get borrower photos?

All commercial school photographers can provide you with a CD or USB thumb drive containing individual student portraits. If you ask in advance, they can also provide the photos named as the student code as well as by the student's name. Getting the photos named as the Student Code makes it very easy to use them with Alice.

Alternatively, you can take the photos yourself with a digital camera. The specifications for the image files are:

- Size:** Around 50kb. Larger wastes space for no better image quality, smaller will start to look 'gritty'.
- Format:** JPG
- Filename:** Student code is easiest to link to Alice, however Library Barcode or Student Name can also be used.
- Organisation:** All files in the one folder, i.e. NOT separated into class folders. If the photos are in separate class folders, you will need to copy the files into a single folder.

Where do I store the photos?

The location of the Borrower images is specified in Alice:

System, Parameters, Circulation, General: Borrower Image Path.

For most Alice systems this parameter will contain:

.images

which points to the subfolder 'images' in the folder where Alice is installed. For a standard Alice installation this will be:

L:\OASIS\IMAGES

If you already have student photos that are stored elsewhere on your school computer network, you can change this parameter in Alice to point to that location rather than duplicating the photos by copying them to L:\OASIS\IMAGES.

Linking photos to the correct borrower

Alice needs to link each photo to the correct borrower. There are a number of ways of doing this and the next nine pages detail the various options. **For most libraries it will be as simple as copying the borrower images files into L:\OASIS\IMAGES.**

1. **Name the photos as the Borrower's Student Code.**
Alice will automatically link the photo to the matching borrower provided the student codes have been entered into Alice. **This is the easiest and recommended approach.**
2. **Name the photos as the Borrower Barcode.**
Alice will automatically link the photo to the matching borrower. Use this option only if Student Codes are not stored in Alice Borrower records.
3. **Edit each borrower record**
Circulation, File, Borrower, Other to include the filename of the image file for that borrower. If an Image File name is specified here, this will override any automatic matching by Student Code or Borrower Barcode.

Matching each student manually is a very time consuming process, however, the matching of photo files to the correct borrower can be automated using **Library Extras D4 - Borrower Maintenance**. This utility matches the photos by name to borrowers in Alice and will prompt you to confirm the match where the names are different. It can then either rename the photos to be the Student code or Borrower Barcode (so option 1 can be used) or update the borrower record in Alice so that the photo files can remain with the borrower name and option 3 can be used. See the section below '**Library Extras - Borrower Maintenance**'

Updating old borrower photos

1. **Check which folder Alice is set to access to borrower images. System, Parameters, Circulation, General: Borrower images.** If it contains the standard value of '.images' and Alice is installed in the standard location of 'L:\OASIS' then the folder is **L:\OASIS\IMAGES**. If another folder is specified, then substitute that folder name in the instructions below.
2. **Delete all the old JPG files from L:\OASIS\IMAGES.** This will ensure there cannot be any ambiguity between old and new images and will also clean out photos for borrowers who have left the school.
3. **Copy the new borrower photos into L:\OASIS\IMAGES.**

4. **Borrower photos should now display in Circulation, Loans** when a borrower is selected provided each photo is named as the student code.
5. If the photos are named as the student's name, see the section below *Library Extras - Borrower Maintenance*. There is an extra step to perform.

Troubleshooting

You followed the directions above and borrower photos don't display. Here are some of the more common reasons this may happen.

1. **The photos have been copied into class subdirectories.**
You will need to copy the images for each class into L:\OASIS\IMAGES. There must be no class subdirectories under L:\OASIS\IMAGES. All the photos must be directly in the L:\OASIS\IMAGES folder.
2. **The image files are not named correctly.**
For automatic matching to occur, the photos must be named as either the Student Code (preferred) or the Borrower Barcode. If the photo files are named as the student name, see the section *Library Extras - Borrower Maintenance*.
3. **The Student code is not stored in Alice Borrower records.**
If you imported Borrower details from the SAS or MAZE, then the student code will have been added to each borrower record. If you entered borrowers directly into Alice, the Student code may not have been entered. Don't worry, there is an easy way to update the Student code into Alice using *Library Extras - Borrower Maintenance* and then you can also import borrowers into Alice from SAS or MAZE in the future and save yourself a heap of time.

Library Extras - Borrower Maintenance

OASIS Extras has produced a utility program named **Library Extras**. One of its options, **D4 - Borrower Maintenance**, simplifies the importing of borrower images into Alice where the images are named as the student's name or student codes have not been entered into Alice Borrower records.

How to run Library Extras.

Open a Web Browser and follow the link below:

http://www.oasisextras.com.au/l1_instal.htm

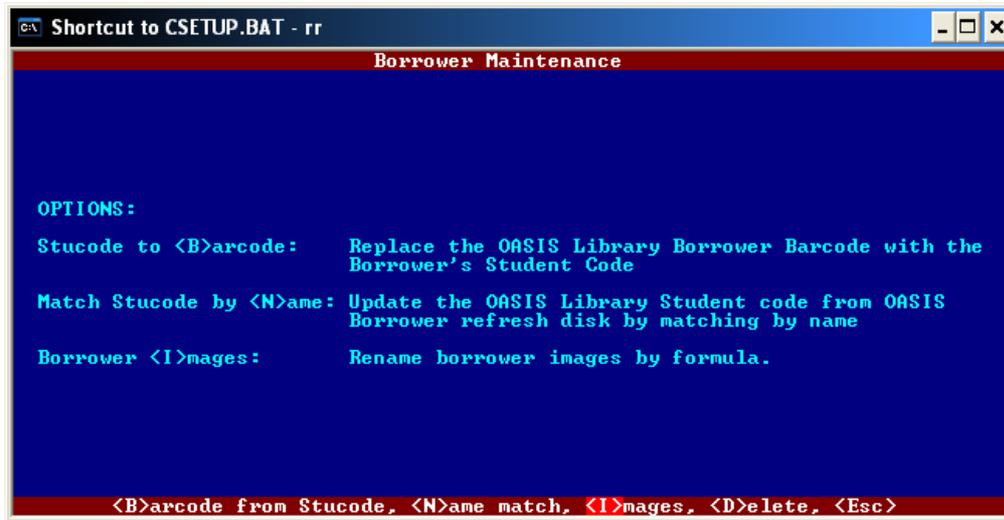
Follow the instructions to install **Library Extras** for Alice.

Note:

1. Internet Explorer 9 may also recommend **not** running the program because it is not commonly downloaded. Select 'Actions' and 'Run Anyway'.
2. Internet policy at your school may prevent the downloading of executable program files. You will need to ask your computer administrator about working around this issue.
3. For Library Extras to run, Alice must be installed in the standard location L:\OASIS and the workstation must not be running 64 bit Windows.

Dealing with borrower photos named as the student's name

D4 – Borrower Maintenance

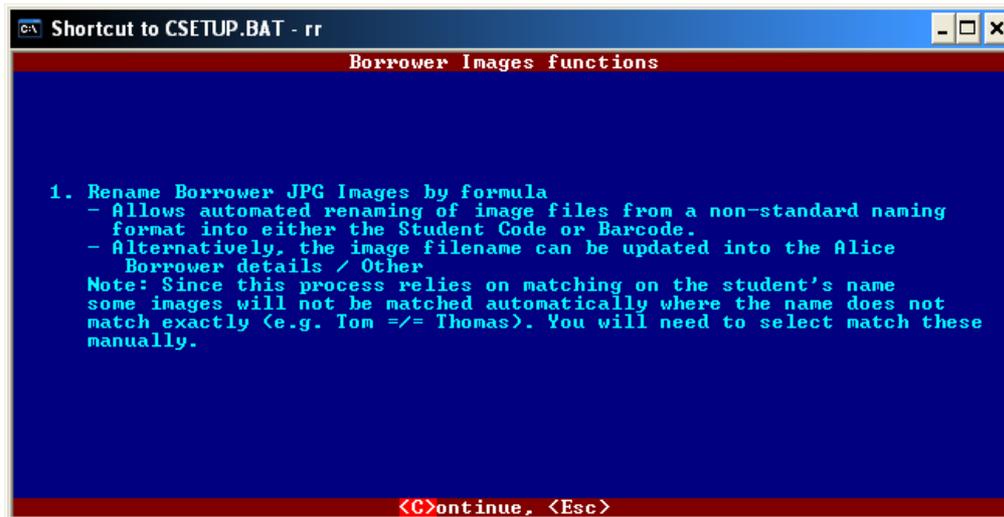


```
Shortcut to CSETUP.BAT - rr
Borrower Maintenance

OPTIONS:
Stucode to <B>rcode:      Replace the OASIS Library Borrower Barcode with the
                          Borrower's Student Code
Match Stucode by <N>ame: Update the OASIS Library Student code from OASIS
                          Borrower refresh disk by matching by name
Borrower <I>mages:       Rename borrower images by formula.

<B>rcode from Stucode, <N>ame match, <I>mages, <D>elete, <Esc>
```

Select <I>mages



```
Shortcut to CSETUP.BAT - rr
Borrower Images functions

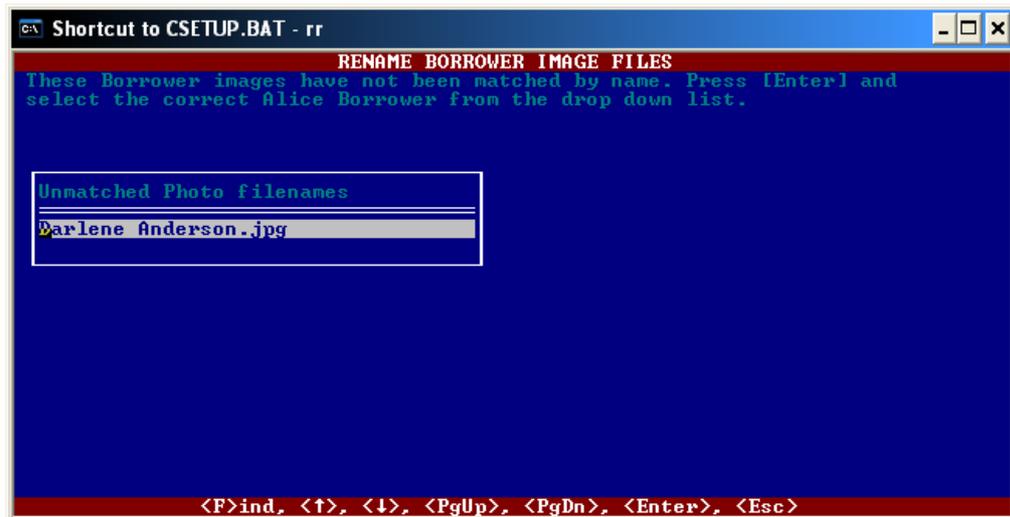
1. Rename Borrower JPG Images by formula
- Allows automated renaming of image files from a non-standard naming
  format into either the Student Code or Barcode.
- Alternatively, the image filename can be updated into the Alice
  Borrower details / Other
Note: Since this process relies on matching on the student's name
some images will not be matched automatically where the name does not
match exactly (e.g. Tom != Thomas). You will need to select match these
manually.

<C>ontinue, <Esc>
```

Read the instructions and select <C>continue.

The program will compare the filenames of the photos with the names of borrowers in Alice and match them by name where possible. It will automatically deal with photo filenames in a wide range of formats but will ask you to confirm:

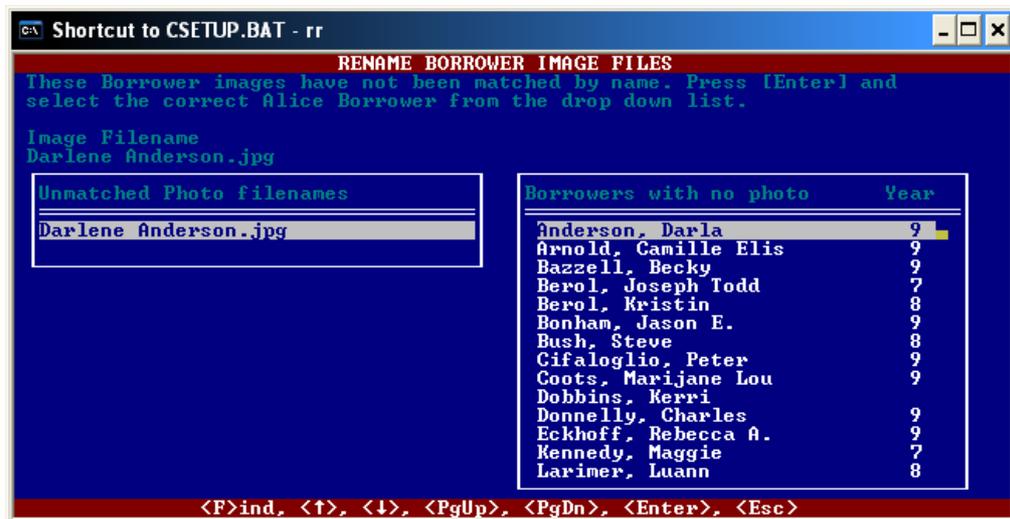
- Hyphenated names
- Some abbreviated given names, e.g. Tom / Thomas, where the given name of the photo file is significantly different in Alice.



Where the name in a photo file cannot be matched confidently with a borrower in Alice you will be prompted to match the photo to a borrower.

Press **<Enter>** to select the highlighted photo filename in the left window.

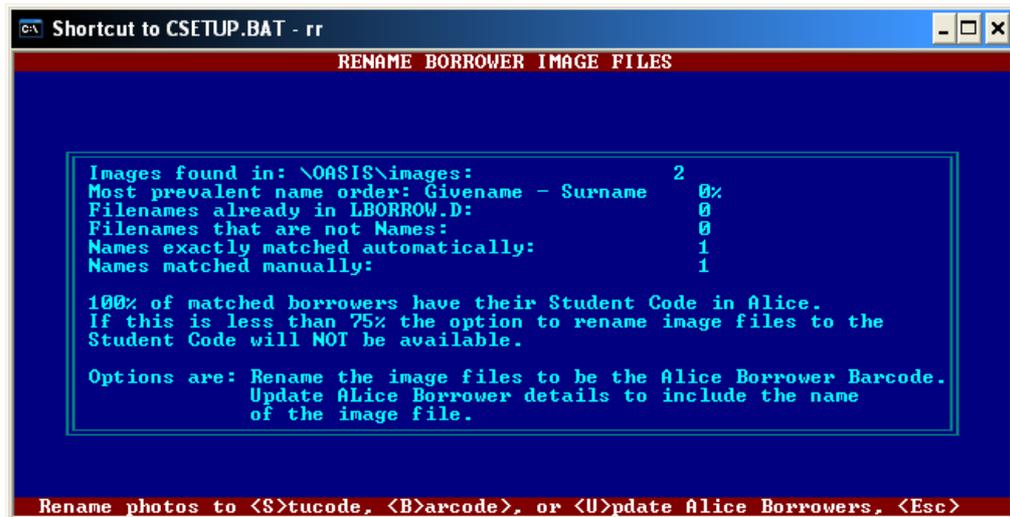
A second list will display on the right of the screen with the nearest matching name highlighted. This list will contain only the borrowers who have not already had their photo matched automatically. This list will also include any students who have left the school but have not been removed from Alice.



Ensure the correct borrower is highlighted on the right hand list and then press **<Enter>** to match the photo file to the Alice borrower.

If there is no borrower in the right list to match the photo, press **<Escape>**.

Repeat until all unmatched photo filenames have been identified then press **<Escape>**.

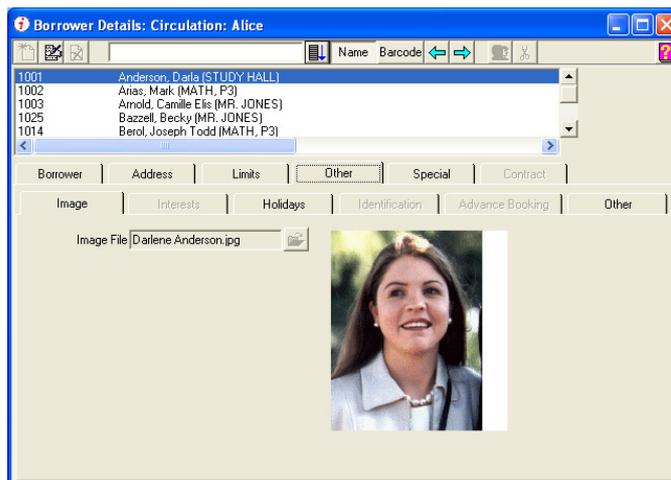


A summary of the matching process will be displayed.

Select one of the three options for making the photos link to borrowers in Alice:

- <S>tudcode (Preferred)** Rename the photo files to become the student code.
Note: If a significant proportion of borrowers do not have their student code in Alice, this option will not be available.
- arcode** Rename the photo files to become the borrower's barcode.
- <U>pdate Alice Borrowers** This option will write the name of the photo file into the borrower record in Alice, leaving the photo file itself named as it currently is. This is the best choice to use if you are accessing student photos from a shared folder or you cannot rename the photos.

To see the effect of this change, **Circulation, File, Borrower, {find borrower}, Other.**



Don't have student codes in Alice borrower records

Following these instructions you will:

1. Export a list of students from SAS into a file.
2. Backup Alice Data
3. Update student codes into Alice borrower data matching by the student's name.
4. Perform Alice Shutdown with Rebuild and Force Data Archive selected.

1. Export Student data from SAS

If you don't have access to SAS yourself, ask someone who does have access to follow these instructions exactly. The data in the file STUDENT.TXT has to be in the correct format. No other SAS option will guarantee the correct format.

Maintenance, Export, Student Alice.



Barcodes Option: **Student Code**
Student Name **First name**

Click **Export**



Note: Do **NOT** untick any fields as this will cause any following fields to be loaded into the wrong place in Alice.

Click **Export** (a second time)

Save the file to a USB thumb drive or a network drive with the name **Student.txt**

Note: Leave the file export format as **CSV**. Do **NOT** change it to **Text**.
Sometimes SAS will produce an empty file if sent directly to a USB drive.
If this happens, write the file to the C: drive first and then copy it to the USB thumb drive.

The data in the file should look like this (but all on one line):

```
"02026","02026","Hood","Martin","M","6","6D","",",19960426,"9","Simpson  
Place","Simpson","NSW","","2999","99999999","02026","Mr & Mrs Hood","","",""
```

2. Update student codes into Alice borrower data

This step compares and updates the Student Code stored in Alice with the one supplied by the Admin System. Students are matched by their name and if the program cannot match unambiguously, you will be asked to make the match manually.

Perform these steps at the Alice Shutdown computer. Follow either the Short Instructions or the Detailed Instructions. You do not need to do both.

Short Instructions

1. Run **Library Extras, D4 - Borrower Maintenance**
2. Select **<N>ame Match**
3. Ensure a USB thumb drive containing the file STUDENT.TXT exported from SAS is in the computer. If necessary, change the drive letter from E:\STUDENT.TXT to the correct drive letter for the USB drive.
4. If any students are not matched by name then select them from the list of unmatched students. To skip a student who has left, press **<Esc>** and then press **<C>ontinue**.
5. When all students have been matched, Print the summary.

If the short instructions were too brief, follow the **Detailed Instructions** below.

Detailed Instructions

How to run Library Extras.

Open a Web Browser and follow the link below:

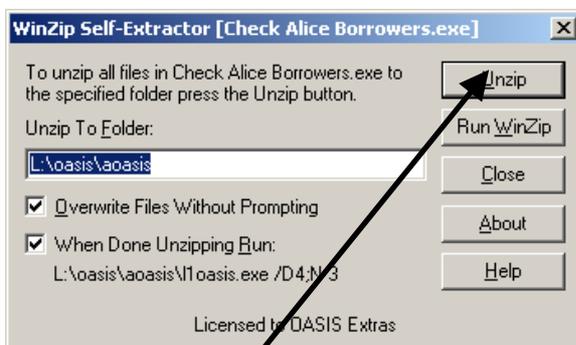
http://www.oasisextras.com.au/l1_instal.htm

Follow the instructions to download and run **Library Extras** for Alice.

Answer **Run, Run**, when prompted.

Note:

1. Internet Explorer 9 may also recommend **not** running the program because it is not commonly downloaded. Select 'Actions' and 'Run Anyway'.
2. Internet policy at your school may prevent the downloading of executable program files. You will need to ask your computer administrator about working around this issue.
3. For Library Extras to run, Alice must be installed in the standard location L:\OASIS and the workstation must not be running 64 bit Windows.

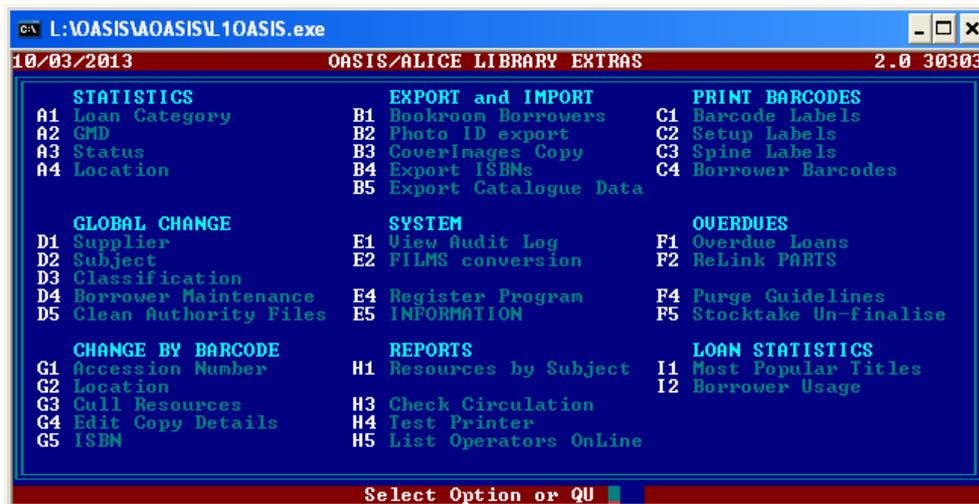


If your Alice system is installed on a drive letter other than L:, change L: to the correct drive letter.

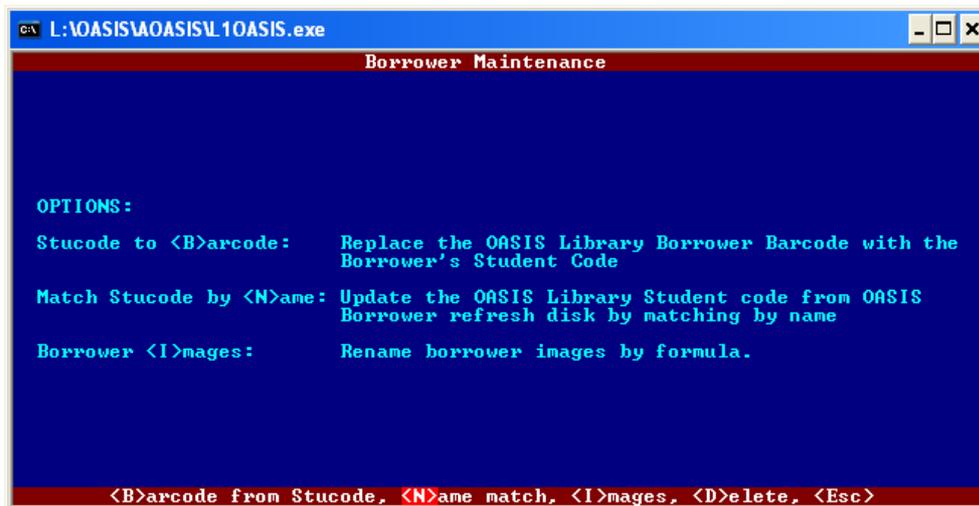
Click UNZIP



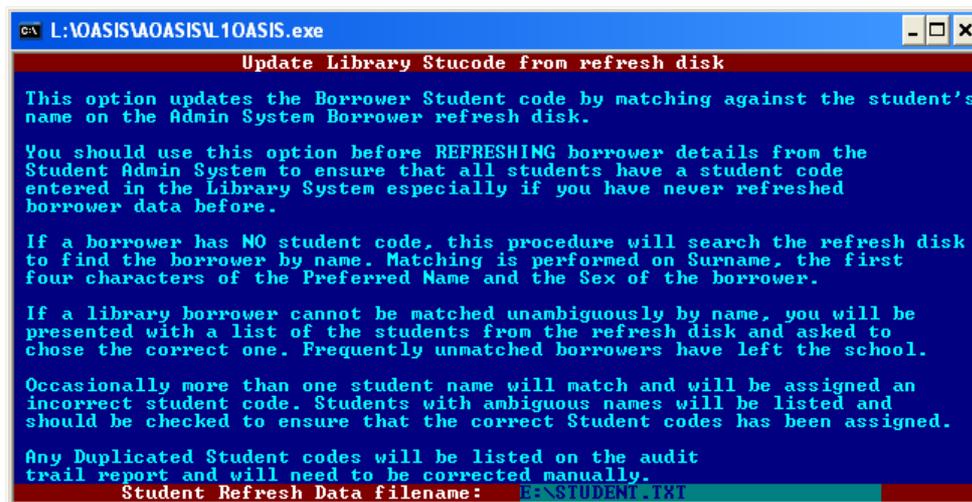
Click OK



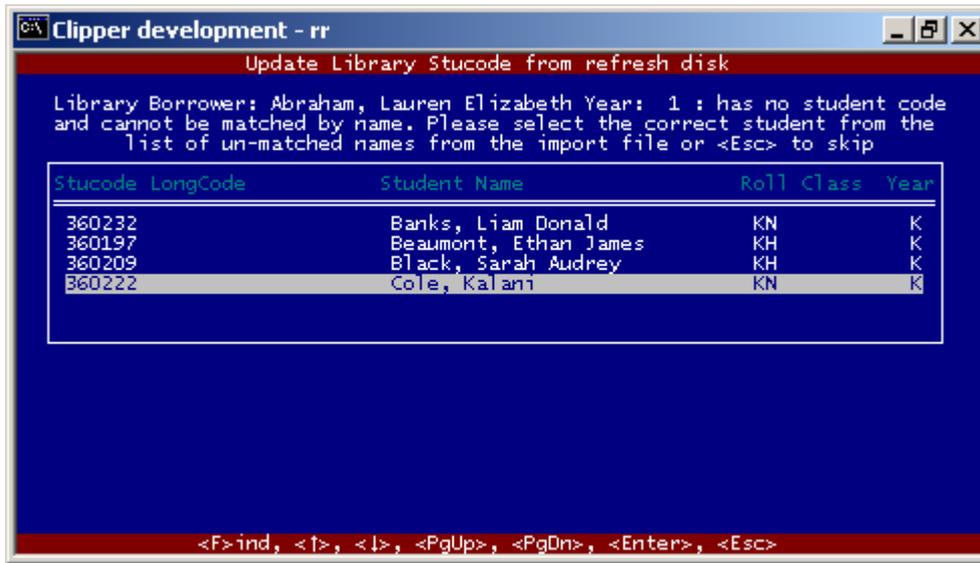
Select D4 – Borrower Maintenance



Select <N>ame Match



Ensure the USB thumb drive containing STUDENT.TXT is in the computer. If necessary, change the drive letter from E:\STUDENT.TXT to the correct drive letter for the USB drive.



Most students will be matched automatically by name. Where a student name is found in the library system that is NOT matched by name to the SAS student data, you will be prompted to select the student from a list of students who have not already been matched from the Admin System-Alice Import disk.

Highlight the correct student's name and press **Enter** to select them.

If the student is no longer attending the school, press **<Esc>** and then **<C>ontinue** to skip over this student.

If ALL students in the Admin System import file have been matched, there will be no students displayed in the lower window. In this case, press **<Esc>** and then **<A>bandon** to skip over this section.

When all unmatched students have been identified or skipped over, a report will be printed of changes made.

Select **<P>rint**

Select **<C>hange Printer**

<p>Select the printer name WINDOWS</p>	<p>Select the correct Windows Printer to be used and press Enter</p>

```
TEMP000.PRN - Notepad
File Edit Format Help
09/02/2004 12:48 Page 1
D4 - MATCH STUCODE BY NAME - AUDIT TRAIL
Audit timestamp: 09/02/2004 12:48:18
190 borrowers were matched successfully by name.
Manual Corrections made...
8034567 10 Smith, Arthur Updated Manually
The students listed below still have no student code entered
WARNING: Student: 9 Anderson, Darla : has no student code
WARNING: Student: 7 Arias, Mark : has no student code
WARNING: Student: 9 Arnold, Camille Elis : has no student code
These students may have duplicate borrower records created by Refresh
```

A report similar to this one will be printed.

Manual Corrections Made

Any students that you matched manually will be listed here.

Students with no Student code in Alice

Any students that still do not have a student code in Alice will be listed here.
Only students who have left the school should be listed.