NewGenLib User Manual

Table of Contents

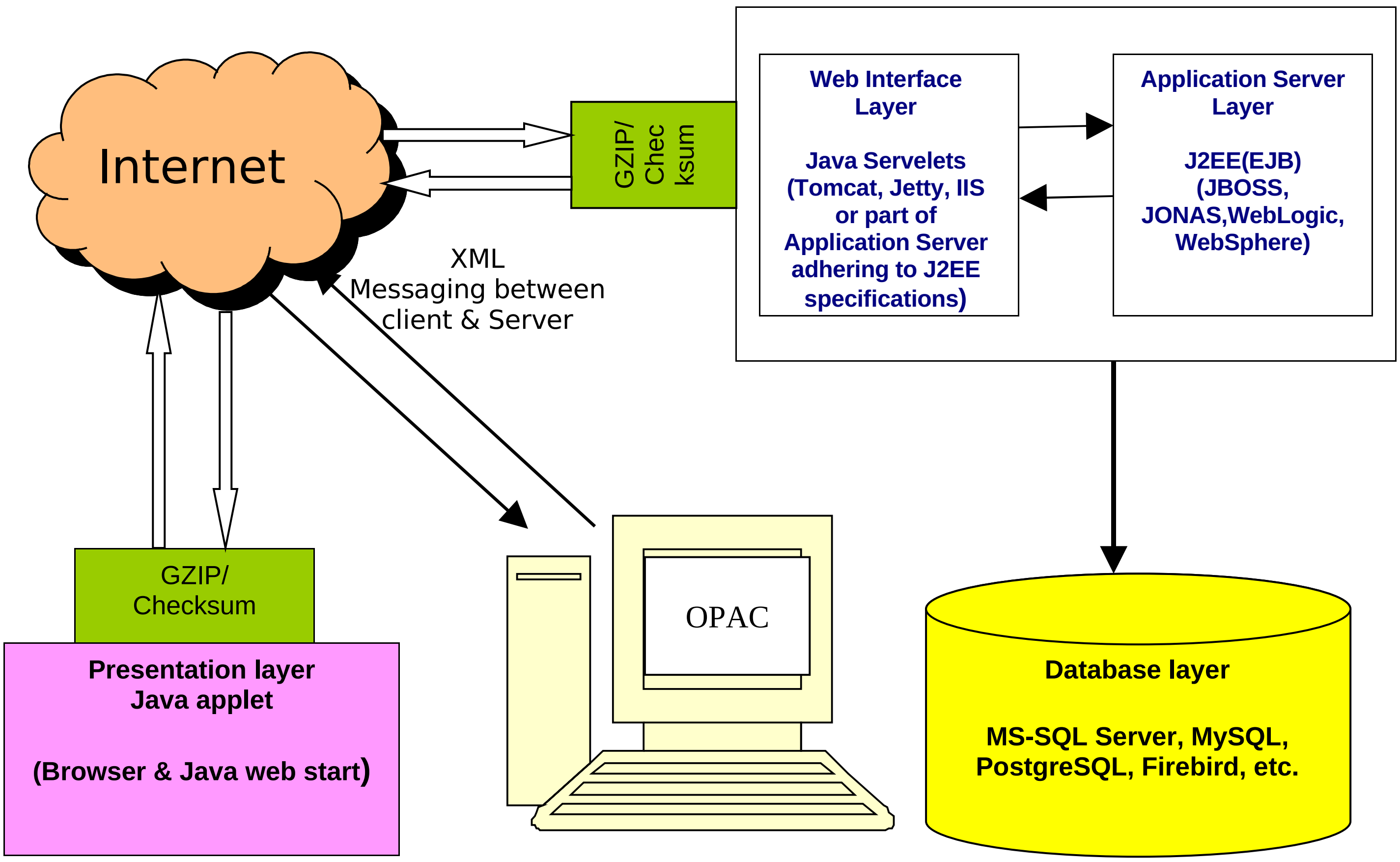
Chapter 1 Overview of NewGenLib

- **NewGenLib** is a metadata content management software solution. **Metadata** is structured data about data. A library catalogue card is an example of metadata. The card structures the information about a book or other bibliographic entity.
- By **content**, we mean any carrier of information: textual materials (e.g., books, periodical articles, sound files, web pages, full text, CD-ROMs, training materials, PowerPoint presentations, video clips, images, etc.).
- **NewGenLib** has functionalities that enable a library to manage its housekeeping operations, viz., acquisition of books and other materials, creation and maintenance of its catalogue database, circulation of its holdings, etc. In other words, **NewGenLib** is a library automation software. In addition, however, NewGenLib allows a library to define its own network of libraries. One library in the network called the Host library installs the software on its public-domain server and then configures other libraries as Associate libraries on its network.
- **NewGenLib** is a Web-based application. Databases created with **NewGenLib** reside on web servers and can therefore be accessed by any client machine connected to the Internet. However, there are versions of **NewGenLib** which do not need to run as applications requiring access to the web. In such versions, the databases reside on local area network (LAN) or Intranet severs
- **NewGenLib** uses Relational Database technology to manage databases created with it. Databases under NewGenLib can be hosted under many commercially available Relational Database Management Systems (RDBMS) Server software such as Oracle, MS-SQL Server. However, **NewGenLib** can also be used under open source RDBMS such as PostgreSQL and FireBird.
- The version of NewGenLib that this tutorial addresses is targeted to libraries of all kinds. Other versions, specific to Media companies, e.g., Newspapers, Television channels is a product that will be developed in the next phase of our business plan.
- **NewGenLib** uses well-known and proven international standards: MARC-21, UNICODE, XML and the Dublin Core Metadata Standard.
- **NewGenLib** allows metadata records to have digital attachments and so users have access to these via the searchable online public access catalogue (OPAC).
- Although **NewGenLib** is web-based, we recognize that not all libraries in developing countries have effective or reliable access to the Internet. Therefore, there are versions of **NewGenLib** which will run on a LAN/Intranet and Standalone PCs. The most sophisticated version of **NewGenLib** is its Networking/Consortium version and this tutorial is about this version. Many of the functionalaties described in this manual are common to all versions. However, a few of these which are specific to the Networking/Consortium version will be clearly marked.

- The Networking/Consortium version allows libraries to form their own networks, e.g., a University Library and constituent College library network. All libraries in a library network use the same server and software infrastructure, thereby minimizing hardware and software costs. Each library on a network pays only a small fraction of the cost of the Server installation.
- **NewGenLib** can be used with applications that allow the development of Digital Libraries.
- **NewGenLib** uses many open source components and hence is considerably less expensive than comparable solutions offered by developed countries.
- For a more in-depth look at **NewGenLib**, visit our web site, http://www.newgenlib.com. Click the link for Tour NewGenLib to take a 20-minute multimedia tour.

NewGenLib Technology, prerequisites and installation

NewGenLib is a n-tier, client-server application. The figure below shows how the application is tiered or segmented into different layers.



Hardware and software prerequisites

1. The installation of the database server, application server,and the **NewGenLib** application programs is done on one or more server machines. The servers could be any of the following: 1. A server at a public domain web site, or 2. a LAN/Intranet server, or a standalone machine. Installation CDs with instructions will be provided for the **NewGenLib** application programs and the public domain Application Server, JBoss. A self-learning tutorial and several multimedia tutorials are also provided with the application.

2. The standalone or LAN/Intranet version uses the **PostgreSQL** as the database server and this can run under Windows 2000 Professional, Windows XP Professional or RedHat Linux 9.0 and above.
3. The operating systems (OS) under which various versions of **NewGenLib** are available are: Windows 2000 Professional, Windows 2000 (or Windows 2003) Advanced Server and Linux Red Hat operating systems.
4. Client PCs or workstations for library staff to use the functional modules of **NewGenLib** will require to install a Java Plug in, i.e., the Java Runtime Environment (JRE 1.4.2). This is done by installing it either from the Java web site or from the Server designated to run **NewGenLib**. Two types of client machines are defined: 1. **Library clients** and 2. **End-user clients**. Library clients must be at least PIII machines with at least 700 MHz clock speed, with 128 MB RAM. End-user clients could be even 486 machines with at least 64 MB RAM.
5. Web servers for the Networking/Consortium version or the LAN/Intranet versions of **NewGenLib** should be at least P4 servers with a minimum of 1024 MB RAM and a clock speed of 2.8 to 3.0 Ghz. The higher the configuration the better the performance for library functionality and for the OPAC used by end-users.
6. At present, Database Servers used by **NewGenLib** are either the MS-SQL Server 2000 or the open source RDBMS, viz., PostgreSQL. However, other database servers (commercial and public domain) can also be used in case the Institution does have a licensed version of such a commercial database server.

Installation under the Windows-32 family of operating systems

The installation (on Windows 32 systems) of both the Server modules, i.e., those elements of the software that will reside on the Server (Web or LAN/Intranet or Standalone machine which will act as a Server) and those elements that must be installed on client machines will be done by Software Engineers of Verus Solutions Pvt. Ltd., (VSPL) and System Administrators/Librarians will be involved while such installation is being done. However, it is important that System Administrators are aware of the various elements that together comprise the NewGenLib application solution. [Note: please see the instructions for installing the Linux version in this chapter].

Min requirements of the Server
Hardware: Pentium 4 or equivalent, 1GB RAM and 40GB Hard disk
Software: Windows 2000prof, 2000 Adv Server, XP Home, XP Prof, and 2003 server

Min requirements of the Client
Hardware: Pentium 3 or equivalent, 128MB RAM, and 1 GB of min hard disk
Software: Windows 2000professional/2000 (or 2003) Advanced server/XP home/XP Prof/2003/Red hat Linux 8.0/9.0/10

Installation of NewGenLib Server

1. Installation of j2sdk1.4.2_03
    a. Double click on j2sdk-1_4_2_03-windows-i586-p.exe file in NewGenLib Installation
    b. Make of note of Install to: path
    c. create a Environmental variable named JAVA_HOME and value is the path mention in point 1.b
        i. Go to desktop, right click on My Computer and click on properties.
        ii. Go to Advanced tab, and click on Environmental Variables
        iii. Click on New button in the System variables area
            1. variable name(use all capital): JAVA_HOME
            2. Variable value: {drive letter}:\j2sdk1.4.2_03
            3. And click on Ok button at all places
2. Installation of Postgres database
    a. Double click on NewGenLib Installation/Postgresql Extract/postgresql-8.0.exe
    b. Select English as language and click on Start
    c. In Service Configuration
        i. Account password is “newgenlib”. Click on Next button
            1. It’ll ask to create a directory. Clcik on Yes
            2. It’ll say that password is weak, do you want postgres to generate a random password. Click on No
        ii. In Initialize database cluster, the password is “newgenlib”
        iii. In Enable Contrib Modules
            1. Also select Fuzzy String Match and Tsearch2 . Click on Next button
3. Restore NewGenLib database. This database can be a blank database or your recent backup
    a. Start ->Program->Postgressql 8.0 -> PG Admin III
    b. Double click on Postgres database server and enter password “newgenlib”
    c. Right click on databases and click on New Database
        i. Name: newgenlib
        ii. Owner: postgres
        iii. Encoding: UNICODE
        iv. Table space: pg_default and click on Ok button
    d. Expand databases-> Schemas->and select tables. Under tables, you may find 4 tables. Delete/Drop all the four tables, by right clicking on each of them and selecting Delete/Drop.
    e. Again select newgenlib database and right click and click on Restore
    f. In the file name point to NewGenLibInstallation/blankdatabase2_1.backup. In case of first

installation, select above database. If it is not a first time installation, you'll have to point to the latest backup file.

  g. And click on done button

4. Installation of Application server
   a. Copy the contents of NewGenLib Installation/jboss-3.2.1_tomcat-4.1.24 folder into any drive directly. Means do not copy its contents into any sub directories.
   b. You'll see a directory named jboss-3.2.1_tomcat-4.1.24
   c. Go to jboss-3.2.1_tomcat-4.1.24/bin and create a shortcut for run.bat on the desktop. And rename the shortcut on the desktop to NewGenLib Server
5. Extract the contents of NewGenLib Installlation /NewGenLibFiles.zip into C: drive only. And not into any sub directories
6. Setup NewGenLib parameters
   a. Open C:\NewGenLibFiles\SystemFiles\Env_var.txt. Set JBOSS_HOME to the correct drive
   b. IPADDRESS={IPADDRESS OF THE SERVER}

Installation of NewGenLib Clients

7. Install NewGenLib Installation/j2sdk-1_4_2_03-windows-i586-p.exe
8. Install NewGenLib Installation/oo2.0/setup.exe

To Launch NewGenLib Application on Clients for the first time

9. Open Internet Explorer and in the address bar enter **http://{ipaddress of the server}:8080/newgenlibctxt/LaunchApplication**
10. In Security Warning, click on Start button
11. In the server details, enter the ipaddress of the server and click on Ok Button
12. In Desktop integration click on Yes button.

Note:

1. **After a successful installation please click on Utilities -> Update database scripts. Select firebird as database and click on Ok Button.**
2. **Any problem in the above process please contact 040-32406537, 32422232**

Software components that are installed

NewGenLib is a Java-based client server application. Some application files are installed on the Server (LAN/Intranet or web) and others on the client side. System administrators need to be aware of this to be able to troubleshoot problems. The installation components are explained below.

Server side installation components

- **Java2 SDK-1.4.2_03**. This is the Java software environment needed to run the application programs written for NewGenLib. The Java2 SDK-1.4.2_03 is an open source software program and it is expected that the customer will download this for use on the Java web site, www.java.com. VSPL will assist the customer in this work.
- **JBoss-3.2.1_tomcat-4.1.24.** JBoss is the Application Server that is used in NewGenLib. This is also an open source software and it is expected that the customer will download this for use on their server. VSPL will assist the customer in this work.
- The Database server required at a particular installation. Some versions of NewGenLib require the MS-SQL Server 2000 RDBMS. In such a case, it is expected that the customer will have already installed the RDBMS and that he has a valid license for it. In case the customer does not have or need a commercial RDBMS, open source RDBMS such as the PostgreSQL may be used. In such a case, the customer is expected to download version 8.0 of PostgreSQL and install such software. VSPL will assist the customer in this work.
- A folder called **NewGenLibFiles** and several sub-folders within this to contain files required by the NewGenLib application. The sub-folders and sub-sub folders required (and automatically created) under the folder NewGenLibFiles are as follows:
  - CatalogueRecords
    - This folder has a sub-folder to house XML records of all catalogue records added to the library.
  - Compressed OAIPMH
    - This folder has an executable Jar file, Librarians need not be concerned with this folder and the information therein is meant for use with the OAI-PMH functionality of NewGenLib.
  - FormLetter Templates, This folder has two sub-folders: Lib1 and Lib2. The folder Lib1 has its own sub-folder called backup. This has all the default form letter templates (purchase orders, claims, check-out slips).
  - Maps
    - LIB_1. This folder has one or more maps of the library showing where materials are stored. This is used by the OPAC to display location of materials on library floor maps.
  - NCIPSchema. The schema is related to RFID security and has several XML files specifying the messages that are exchanged between NewGenLib and the RFID workstations and gates.
  - OAIPMH_Records. This folder has a sub folder called MARC_Records.

- PatronPhotos
    - LIB_1, This sub-folder has photos of patrons and can be used in check-out and check-in operations during circulation transactions.
    - In a library network powered by NewGenLib, there could be other sub-folders, labeled LIB_2, LIB_3, and so on. Each of these folders are to house the patron photos of the different libraries in the network.
- Reports
- Systemfiles
    - This is a folder and has the following important files/data in it: System administrators need to be familiar with these files.
        - ContentTypes.properties. This file interprets the file extensions and the applications that open these files.
        - Db.txt. This file contains information about the RDBMS in use at that installation, FireBird, PostgreSQL, SQLServer, etc.,
        - Env_var.txt. This file has the following lines of text:

            JBOSS_HOME=<drive>:/jboss-3.2.1_tomcat- 4.1.24/server/default/deploy where <drive> stands for the hard disk drive where the JBoss application server on the LAN/Intranet or Web server is actually installed.
            - IPADDRESS=localhost. This value pair indicates the IP address of the LAN/Intranet or web Server.
            - PORT=8080. The default port for NewGenLib is 8080. However, other ports may also be used. This decision is taken by the System Administrator.
            - The folder where database backups are stored
            - The location of the executable file for the PostgreSQL database administration.
            - LUCENE_INDEX=<drive>:/Lucenedex where drive is the hard disk drive where the Lucene index is present.
        - Loolupuser. This folder has XML files relating to the RFID protocol and should not be changed, deleted or modified.

      - UniqueAgencyId. This folder has XML files relating to the RFID protocol and should not be changed, deleted or modified.
    - StyleSheets. This folder contains XML style sheets, i.e., those that are used to interpret various XML files for display as HTML files.
  - OPACParameters.XML. This is a XML File which determines which of the options in the OPAC are valid for a particular installation.
  - PatronDatabaseUpdateConf.XML.
  - UserValidation.XML

Client side installation components

- Client PCs or workstations for library staff to use the functional modules of **NewGenLib** will require to install a Java Plug-in, i.e., the Java Runtime Environment (JRE 1.4.2). This is done by installing it from the Java web site (http://www.java.com). It is expected that the customer will download the JRE 1.4.2 or later version for use on their clients. VSPL will assist the customer in this work.
- Two types of client machines are defined: 1. **Library clients** and 2. **End-user clients**. Library clients must be at least PIII machines with at least 700 MHz clock speed, with 128 MB RAM. End-user clients could be even 486 machines with at least 64 MB RAM.

Installation of NewGenLib on Red Hat Linux Enterprise Edition 4.0 or Fedora Core version 5

Important points to note before installation

- *These notes have been written for installation on Red Hat Linux Enterprise Edition 4.0.*
- *Copy the folder LinuxInstallation from the CD into /usr directory. All the necessary installation files are available in this directory*
- *At any point, please see that read, write and execute permissions are set for the files. To do this, right click and select properties, then select permissions tab and make necessary changes. Alternatively you also run chmod 777 <filename> from the terminal.*

Installation of Red Hat Linux Enterprise Edition 4.0 or Fedora Core version 5

- Install Linux normally, but **do not** install Postgres database. Because, NewGenLib uses Postgres 8.0.6.

Installation of PostgreSQL Database

- These following rpm files should be installed in the below order.
  - postgresql-libs-8.0.7-1PGDG.i686.rpm
  - postgresql-8.0.7-1PGDG.i686.rpm
  - postgresql-server-8.0.7-1PGDG.i686.rpm
  - postgresql-contrib-8.0.7-1PGDG.i686

  [Note: the command line syntax to use the above files is: rpm -Uvih postgresql-libs-8.0.7-1PGDG.i686.rpm].
- To allow access from pgAdmin III from win32 client systems, do the following settings
  - Open /var/lib/pgsql/data/postgresql.conf using gedit or any other editor application. Under Connections and Authentication set listen_addresses='*' instead of localhost and also uncomment it(remove hash in front of it). Also uncomment port=5432(remove hash in front of it).
  - Open /var/lib/pgsql/data/pg_hba.conf using gedit or any other editor application. Add the line
    - host all all 192.168.0.0/24 trust
    - The above line will allow all systems in the network that start with IP address 192.168.0
    - host all all 192.168.0.8/32 trust
    - The above line will allow only 192.168.0.8 to connect to database
- In the terminal login as postgres
  - su – postgres
- Make sure Postgres server is running
  - On your desktop Applications -> Server Settings -> Services, you'll find a service named postgres, select it and start, also save the changes so that next time the system starts the service also automatically starts
- Create a database named newgenlib using createdb.
  - createdb newgenlib
- Create a user named newgenlib using createuser
  - createuser -P newgenlib
  - System prompts for password, enter and also re-enter newgenlib as password
  - For rest of the questions asked please type y(yes)
- Now open psql(This is to execute sql queries)

* psql newgenlib
* The above command will connect to newgenlib database. Now in order to install Tsearch2
* \i /usr/share/pgsql/contrib/dbsize.sql
* \i /usr/share/pgsql/contrib/fuzzystringmatch.sql
* \i /usr/share/pgsql/contrib/tsearch2.sql
* This above command will create all objects necessary for Tsearch2.

Restoration of Database

- The backup file that is created for Windows systems will not work under Linux. For this, during backup of database in the Windows system, do not select compress, but select plain and take the backup. Copy this backup file into Linux system.
- Now open psql (This is to execute sql queries)
  * psql newgenlib
  * The above command will connect to newgenlib database. Now in order to NewGenLib database.
  * \i ..../<databasebackupfile>.sql

Alternative restoration of Database

- Using pgAdminIII from win32 system, restore the newgenlib backup file especially meant for linux.

Installation of Jboss server

- Copy the jboss-3.2.1_tomcat-4.1.24 directory into /usr directory
- In /usr/jboss-3.2.1_tomcat-4.1.24/server/default/deploy/postgres-ds.xml, change user name to newgenlib and password also to newgenlib.
- Place newgenlib.sh on the desktop

NewGenLibFiles directory

- Copy NewGenLibFiles directory into /usr directory

Installation of j2sdk1.4.2_11

- In the Java web site you'll find j2sdk-1_4_2_11-linux-i586-rpm.bin, install it by
  - ./ j2sdk-1_4_2_11-linux-i586-rpm.bin
  - The above operation will generate a file named j2sdk-1_4_2_11-linux-i586.rpm. To install this type below command
  - rpm -Uvih j2sdk-1_4_2_11-linux-i586.rpm

Running Jboss server

- Double click on the newgenlib.sh on the desktop
- When system prompts a dialog, click on *Run in terminal*

The NewGenLib Server

1. NewGenLib belongs to a class of software called client-server software. Client machines are in constant communication with Server machines. Much of the functionality delivered by NewGenLib is possible because software on the Server performs tasks (e.g., queries one or more databases, establishes connections with remote web sites, displays search requests, etc.). The results of processes done on the server are returned to one or more client machines which initiated the request, e.g., a search of the OPAC or a check-out transaction by the circulation staff of the library.
2. It is **absolutely essential** that the NewGenLib Server should always be running on the Server (Web server, LAN/Intranet server or on the standalone machine which acts both as a client as well as a server.). If the NewGenLib server is not running, library client machines, i.e., those machines used by librarians to perform library work such as a book acquisitions, cataloguing, circulation, etc., will not work because they will not have access to the needed programs on the server.
3. The NewGenLib server (a file called RUN.BAT) when installed resides in a folder on the server machine, viz., <drive>/jboss-3.2.1_tomcat-4.1.24/bin where <drive> stands for the hard drive (C, D, E, etc.,) on the server on which it was installed. This file will be automatically created when you install NewgenLib and a shortcut will be placed on your desktop. Please rename the Run.bat shortcut to **NewGenLib Server.**

Running the NewGenLib Server

4. Double click the NewGenlib server shortcut that you created during installation of the various components that make up the application. This will execute and open the Jboss Application Server and Tomcat web server and will deploy the Java class files that make up the NewGenLib application. The application server and web server need to be always running in the background before the NewGenLib library client can work. The figure 1, below, shows the DOS window that opens when you start the Run.Bat file. In the figure shown the Run.Bat shortcut has been renamed to NewGenLib Server. Once this is loaded into memory, it could be minimized and will continue to run in the background.

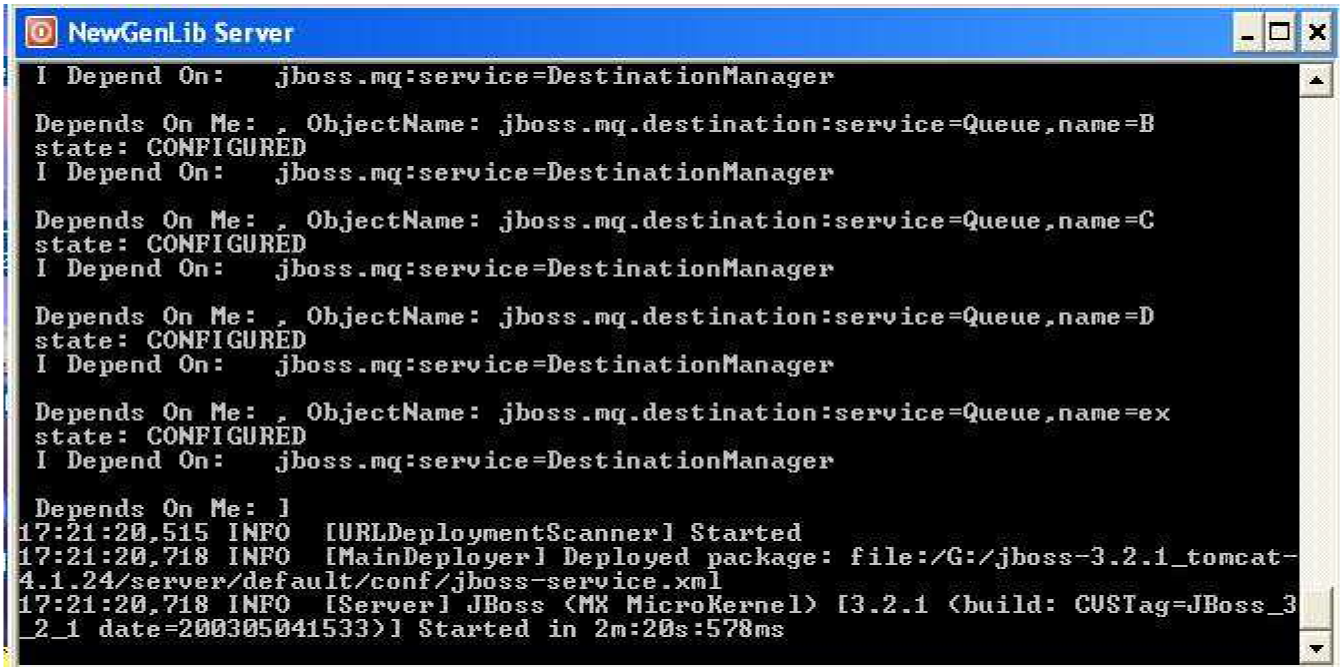


Figure 1. The Run.bat server (NewGenLib Server) after it is invoked

The NewGenLib Server under Linux

To invoke the NewGenLib Server under the Linux operating system, enter the following lines in the command window.

- Double click on the newgenlib.sh on the desktop
- When system prompts a dialog, click on *Run in terminal*

Launching *the NewGenLib Client Application*

1. To begin working with the library client of NewGenLib for the first time, i.e., after you have invoked and executed the Run.bat file, enter into the address text box of your Internet browser, the following link and click Go: http://localhost:8080/newgenlibctxt/LaunchApplication.
2. This will open enable the NewGenLib application to be started as a Java Web Start application. The application will be loaded from the server and once this is completed you will see a Dialog explained in step 3, below.
3. A dialog showing the IP address of the Server where the NewGenLib Server runs from and the default port is first shown. In the example shown below the server is the Localhost and the default port is 8080. If you have installed the application on a LAN server, enter the IP address of the LAN Server, instead of Localhost. After this, click the 'OK' button in the dialog shown below.

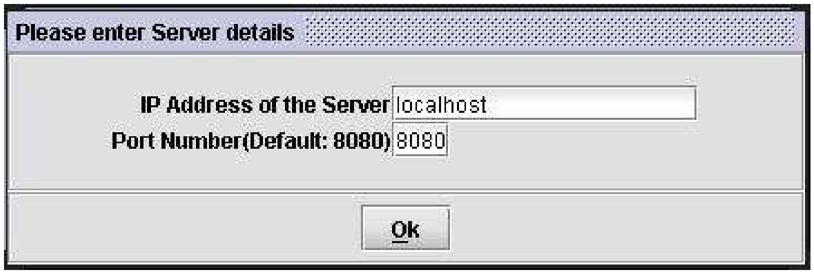


Figure 2 Login page of the Client

3. During the first time that you run the application, the Java Web Start program will show the following Security Warning. Click 'Yes' in the Dialog box and a shortcut to NewGenLib client will automatically be placed on the desktop.

4. The login page of NewGenLib library client will soon open and this is shown in the figure 2

5. You will see the name of the Host Library displayed in the Library drop down box. If you are in a network, you can select your library from the Library drop down box. By default the User ID is 1 and the password is abc. Enter the password and click the Login button. Soon you will see the opening screen of NewGenLib and the menu of modules in the software. This is shown in the figure 3 below. An important innovation in NewGenLib is the concept of a Dashboard. This shows the pending jobs that require the attention of the library staff member that has logged-in. The dashboard can be seen in the figure 3.

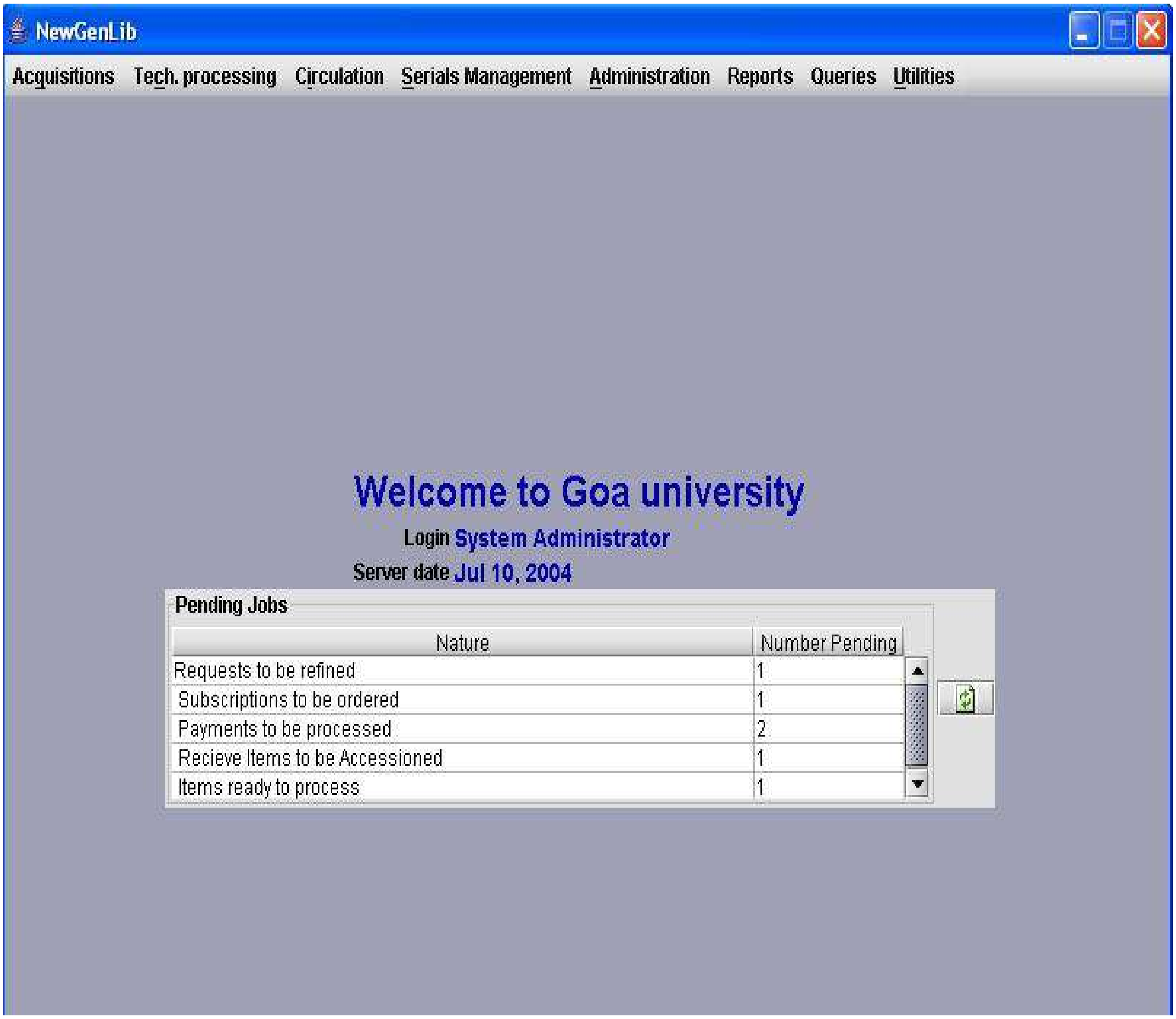


Figure 3. The Opening Screen showing the main menu options (modules) and Dashbord of NewGenLib

6. To use NewGenLib effectively, you must first setup the different parameters, e.g., details of patrons, budget sources and budget heads within one or more budget sources, budget currency, budget allocations, currency conversion rates, vendors, binders, patron categories, a privilege matrix for different types of patrons *vis-a-vis* different types of materials, etc. The setting up of various parameters is the first step that should be done before beginning to use the various modules shown in the figure 3 above. Please see paragraph 8 below for detailed instructions on the essential parameters that are required to be set up and the order im which they should be set up.

7. The setup parameters are set by clicking the menu option, viz., Administration and the sub-menu 'Configuring system'. The figure (4 below shows the sub-menus under the Administration module.

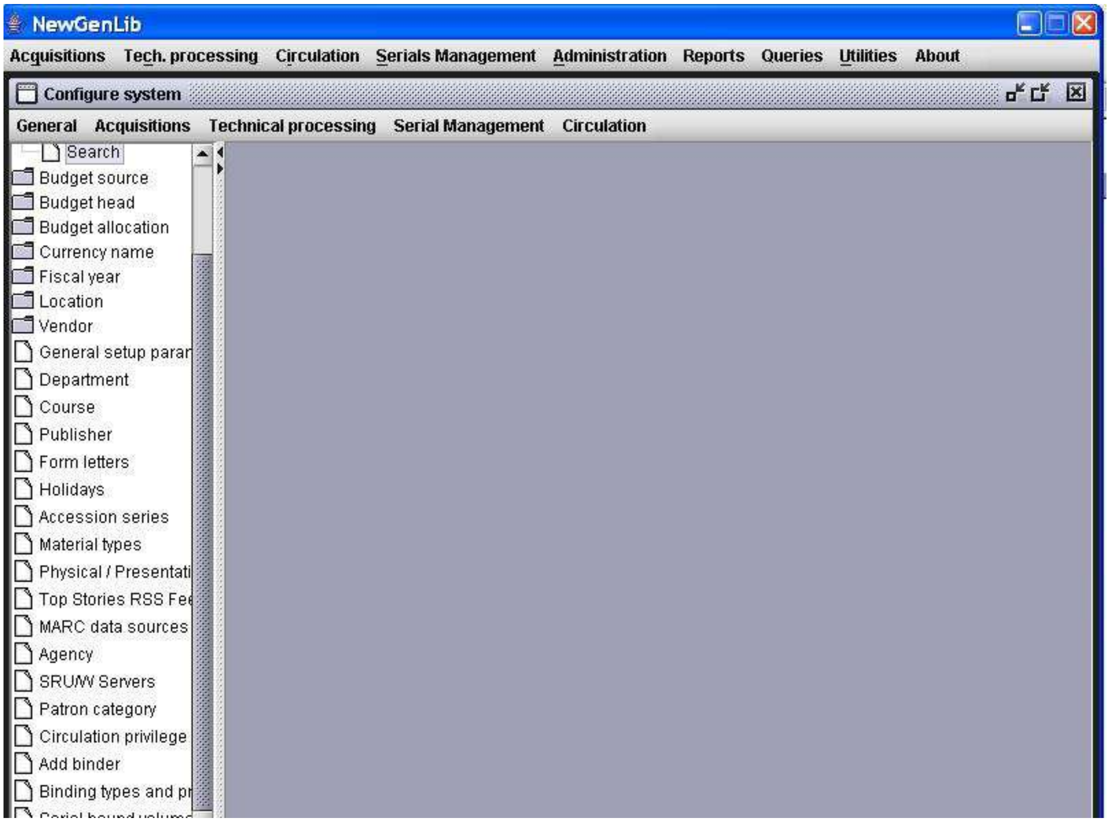


Figure 4. Screen showing the different parameters that can be set

8. It is absolutely important that you first define various parameters before you begin using the functional modules of NewGenLib. We suggest that at least one item under each of the following parameters should be created in the order given below:

- Patron categories
- Departments
- All the General setup parameters
- At least one new patron
- The Circulation Privilege Matrix for the one or more patron categories vis-a-vis item categories.
- The local budget currency, i.e., the currency in which the library's budget will be maintained. This is an item in the General setup parameter.
- One or more foreign currencies in which the library will need to acquire items and/or will be invoiced and the currency conversion rates from the

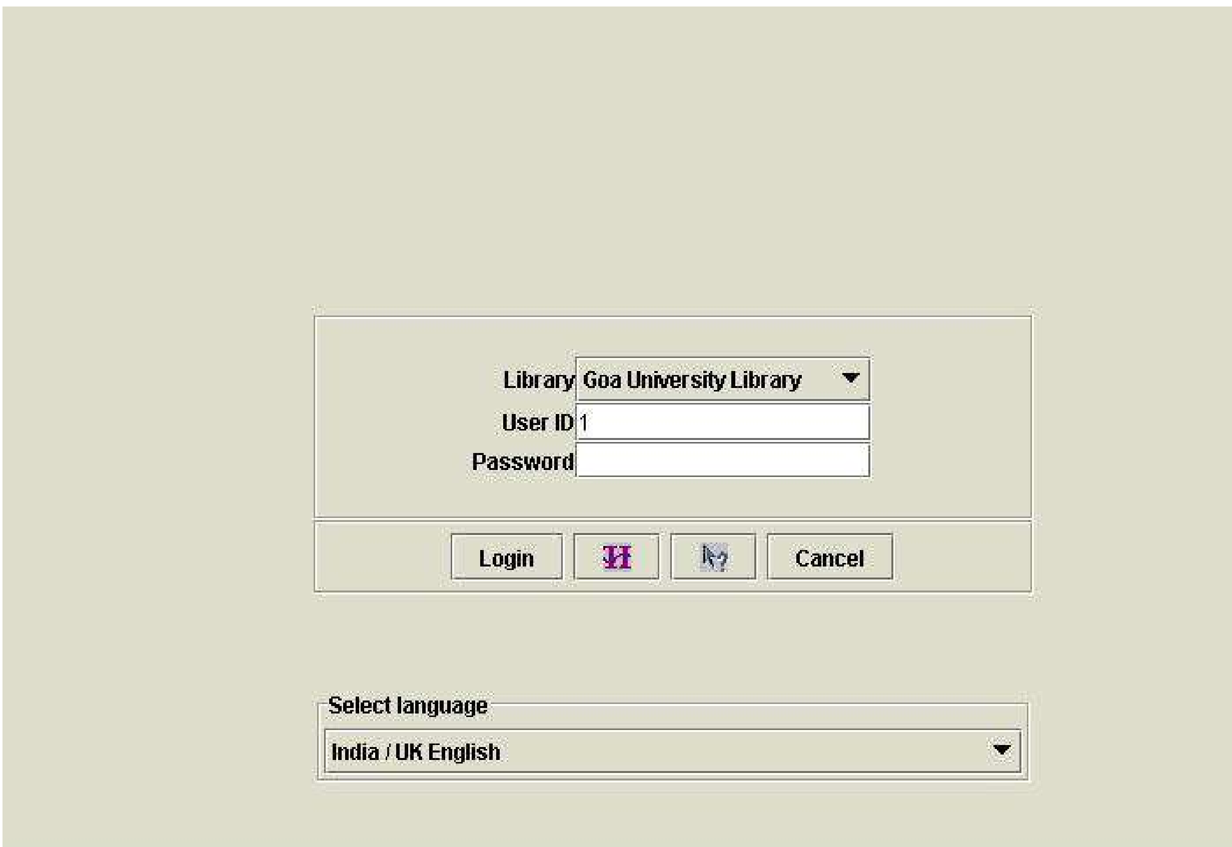
foreign currency to local budget currency. Foreign currencies and conversion rates are defined under the parameter Currency Name and sub-option New.
- Fiscal or Financial year, e.g., 2004 2005.
- Budget Source (or Funding source)
- Budget head under the Budget source created.
- Budget allocations for the defined fiscal year for the budget head created
- Vendor
- Binder
- Location(s) within the library where books or other items are shelved.

9. To set or create new parameters or modify already created parameters, double click the parameter option. For instance, if you wish to work with the Patron category parameter, double click the **Patron category** option and you will soon see a list of patron categories that have already been created. You can then edit a category, create new categories and also assign work privileges to each of these. Detailed information on the meaning and importance of different set up parameters are described in a separate chapter in this User Manual.

10. Click any of the main menu options at the top and begin working with the functionalities of NewGenLib.

Login Procedures

Each of the library staff and end-users, i.e., those who search the OPAC using **NewGenLib** is assigned a **user_id and password**. Depending on their status, the System Administrator assigns privileges. For instance, not all Circulation staff will be allowed to change the Patron Privilege Matrix. The Login screen allows the staff member to select the Library from where he/she is logging-in (if the library is on a network of libraries under **NewGenLib**) and his/her **user_id and password**. Click the '**login**' button to begin working with the opening screen showing the functional modules of **NewGenlib** via its Opening Screen.



1. Select the **Library** from which you are logging-in from the drop down box.
2. Enter the **User_id** assigned to you
3. Enter the **Password** assigned to you. You can change the password when you wish by using the Utilities module of **NewGenlib**.
4. Click the '**Login**' button to see the Opening Screen of **NewGenLib**.

Chapter 2 The Acquisitions Module

Overview

The **NewGenLib** Acquisitions Module has all the features that are typically required in libraries of all kinds. The screen below shows the main menu options that are available in this module.

Each of these menu options and sub-options, their purpose and how to accomplish acquisitions related tasks using these functions are explained in detail in what follows.

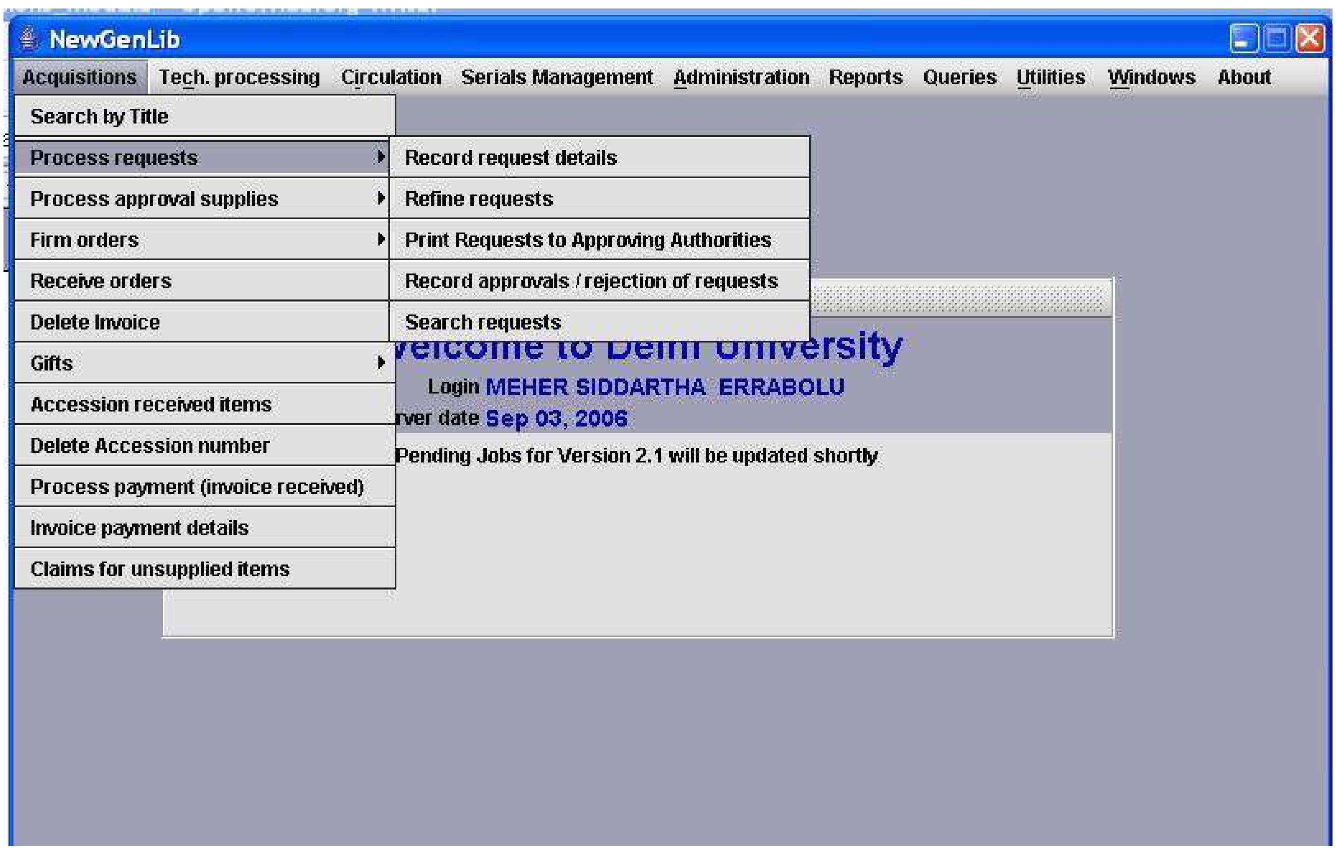


Illustration 1: Acquisitions - Menu Options

Request processing in NewGenLib

Most libraries encourage their patrons to suggest materials (books, serials, CD's. maps, etc.,) that they consider to be useful to them. Such requests for the addition of new items (or additional copies of older items) may be received online via the OPAC or offline as printed, oral, or as emailed requests. If these are received online via the OPAC, they get automatically logged into the Acquisitions database. If these are received offline, it is necessary that such requests are captured for later processing such as obtaining approvals for purchase. The Requests processing functionality addresses the work involved in offline requests.

Illustration 1 shows the menu options under the Process requests menu item.

As can be seen from the figure above, the following tasks can be accomplished:

4. record the details of one or more requests received,
5. refine the requests received,
6. print requests for approvals to approving authorities
7. record approvals/rejections of requests received, and
8. search requests received.

Recording request details

When you click this menu option, you will see the data entry screen shown below.

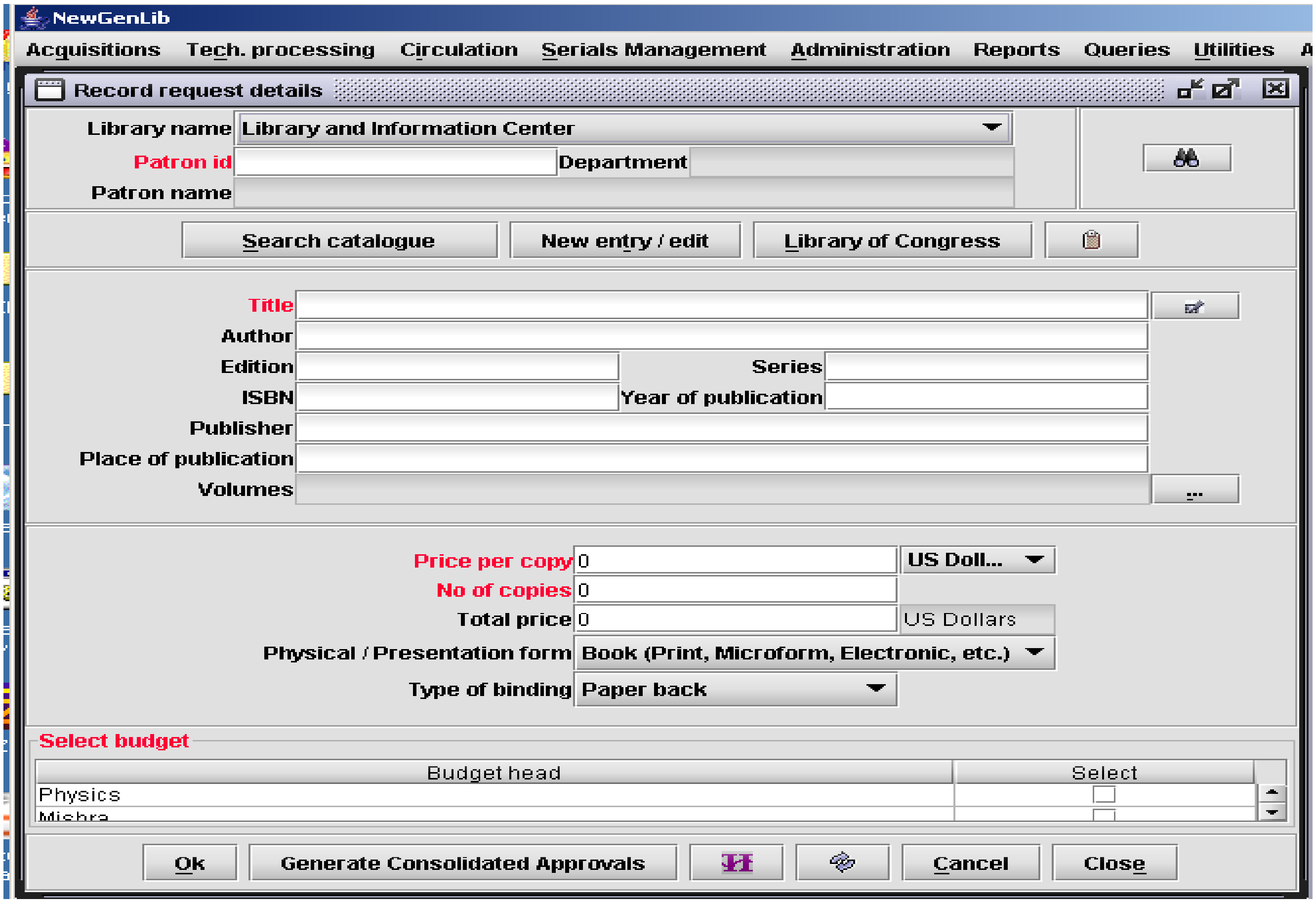


Illustration 2: Entry of Request Details

How to work with the Record requests screen

Select the name of the Library for which this item is being suggested from the drop down box labeled Library name. This will be required in a library network where more than one library will be using the interface simultaneously.

Enter the patron_ID (requester) who has made the suggestion and press the Enter key. This will populate patron's name and department in the text boxes.

To enter data manually for the item being requested do as follows:

Enter details of the item requested in the text boxes for '**Author**', **Title**', '**Edition**', '**Publisher**', '**ISBN**', etc., in the top half of the screen.

Enter data on price (if known and as given by the requester), and select the currency in which the price is entered, number of copes, select the physical form (book, CD, etc.,) suggested and select the binding type (paper back or hard bound).

Select (click the check box against the budget head) one or more budgets that are suggested by the requester (or what is most appropriate for the item being suggested).

Click the OK button or the Generate consolidated approvals. These will take you to another where you will be shown the Approving authorities (names of patrons authorized to sanction expenditure) for the budget chosen. Select any one of these names by clicking the row for that name.

The steps 1 to 6 would have completed the actions required to manually record details of request received from a patron.

To import data for the item being requested either from the library's online catalogue or from the Library of Congress (LOC) do as follows:

5. Click the '**Search the catalogue'** button to locate an item already held by the library if the request is for the addition of another copy of that item to the library, or
   You may click the '**Library of Congress**' button to be taken to the Basic search page of the Library of Congress if you are connected to the Internet to search for and save a record in the MARC-21 format an item that you wish to suggest that the library should add. The '**Paste'** button when clicked copies the saved MARC-21 record to the text fields of the Record requests screen.
6. **Enter the Price per copy** and select the currency in which the price is entered,
   Number of copies suggested to be added, the **Physical presentation/form** (which you select in a drop down box), the **Bind type** (paperback or hard bound which you select).
7. Finally, you are shown a list of **Budgets**. You have to choose one or more budgets (already suggested by the requester) or which you think should be charged in acquiring the item by selecting the check box against each of the budget heads.

Once, all the information is entered and/or selected, click the '**OK**' button to commit the data to the database.

You may click the '**Generate consolidated approvals'** to send a single approval request for more than one item to an approving authority. If you wish, you may cancel the entire operation by clicking the '**Cancel**' button at any time.
The **Close** button closes the window and returns you to the Opening screen.

Note: If the library staff who works with this screen, i.e., records the new request is authorized also to **Refine the request**, then the request is automatically considered to be refined.
Similarly, if the library staff who works with this screen is also authorized to

Approve requests, the request is automatically considered to be approved and this is **added to the Order list.**

Refining requests

Requests communicated online or offline by patrons may not always be complete for the item to be appraised for its suitability or for it to be ordered. For instance, the patron may not have indicated the price, or publisher or he may not know that a later edition of the item has become available. It is necessary for library staff to examine if the request has the needed information for it to be sent for approval and later for it to be ordered. The Refine requests function enables library staff to perform tasks that could lead to a more complete description of the item being requested. Such tasks could include adding data, correcting data or modifying entered data or even deleting incorrect data.

When you click the Refine requests option you will see the following screen:

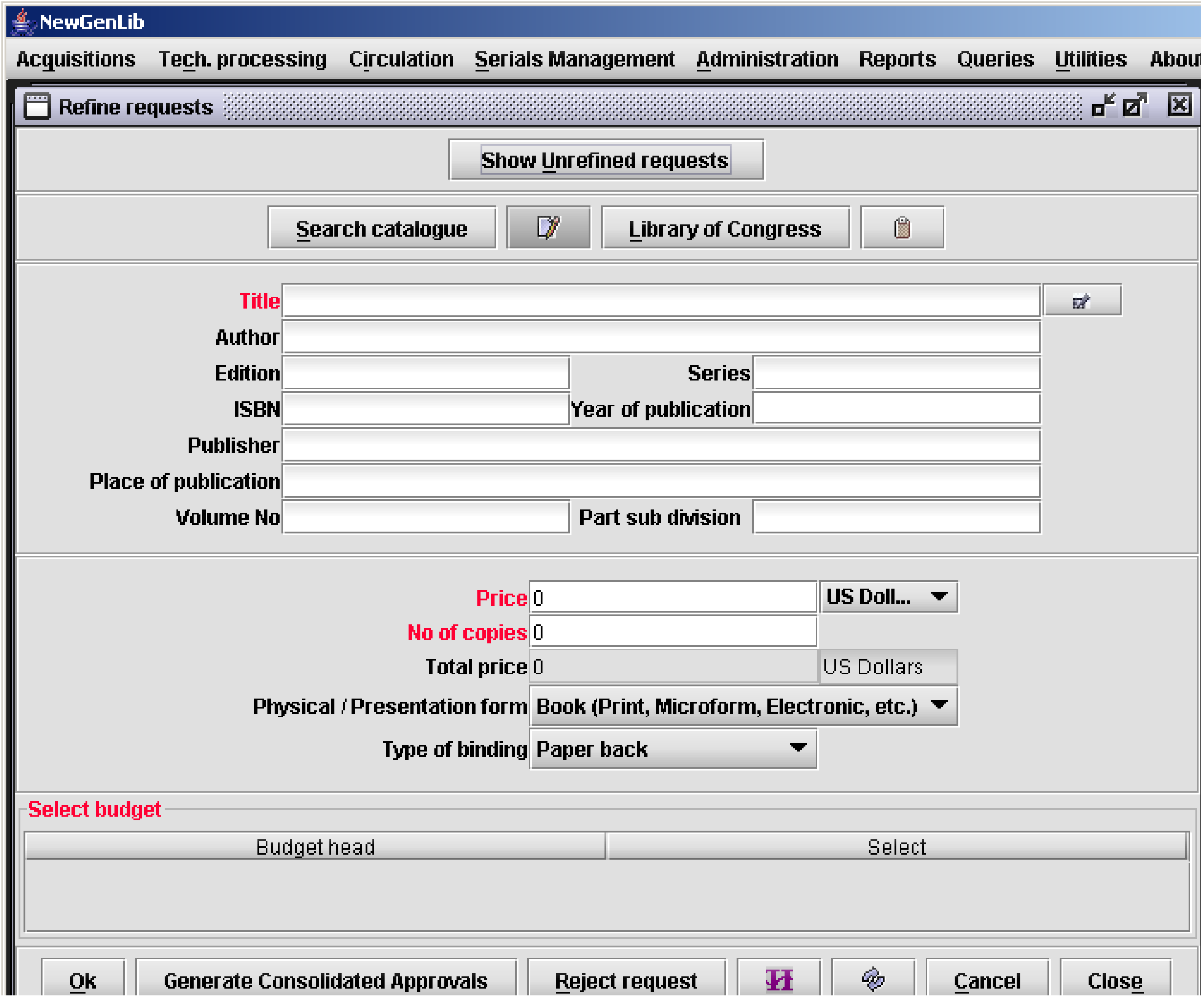


Illustration 3: Refine Requests

How to work with the Refine requests screen

Click the **Show unrefined requests** button to populate the text boxes with data about items which have been requested but which have to be refined. If there are more than one items these are shown one by one when you click the **Show unrefined requests** button. You can now begin to edit or enter new data to refine the request, e.g., you can enter a missing Publisher or an ISBN, or correct a spelling mistake in the title. Similarly, you may modify information about price, number of copies, bind type,or budgets.

It is possible to check for duplication before the item is sent for approval or rejection. This is done by first entering a title in the text box and then clicking the icon next to the title text box. This will invoke a search of many database tables. If there are any duplicates (in the library's catalogue, in the pending requests file, in the order file) you will be alerted so that it is possible to avoid unintended duplication.

Once, you have completed the refining work, click the '**OK**' button to commit the data to the database. You may click the '**Generate consolidated approvals'** to send a single approval request for more than one item to an approving authority. The request may also be rejected by clicking the **Reject request** button. If you wish, you may cancel the entire operation by clicking the '**Cancel**' button at any time. The **Close** button closes the window and returns you to the Opening screen.

The other buttons in the bottom are for Help and Refresh respectively.

Note: If the library staff working with this screen, i.e., Refine requests is authorized also to Approve the request, the request is automatically considered to be approved and this is added to the Order list.

Printing of requests to approving authorities

When this option is clicked, you will see the screen shown below:

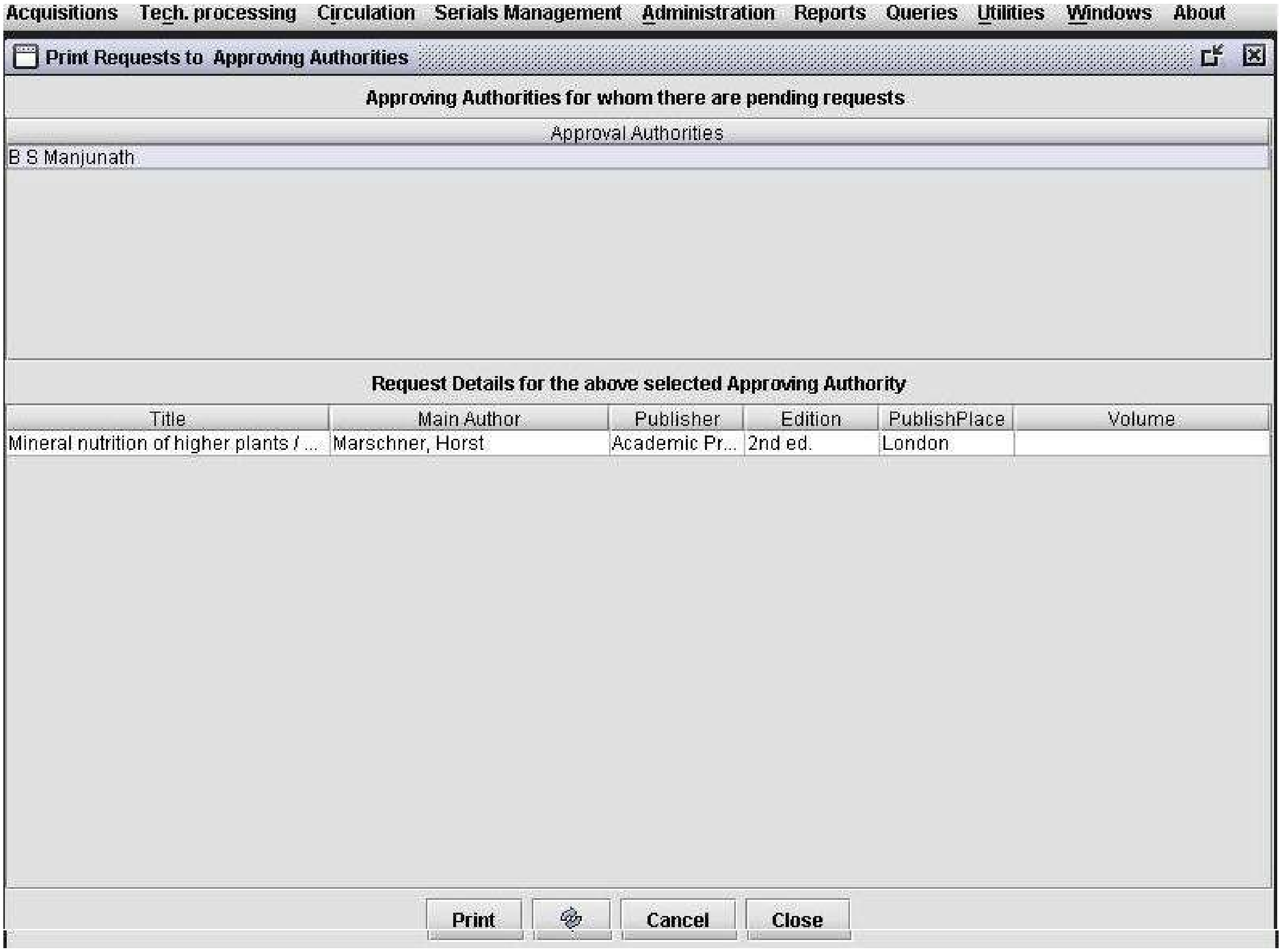


Illustration 4: Print request details for approving authorities

How to work with the Print requests to approving authorities screen

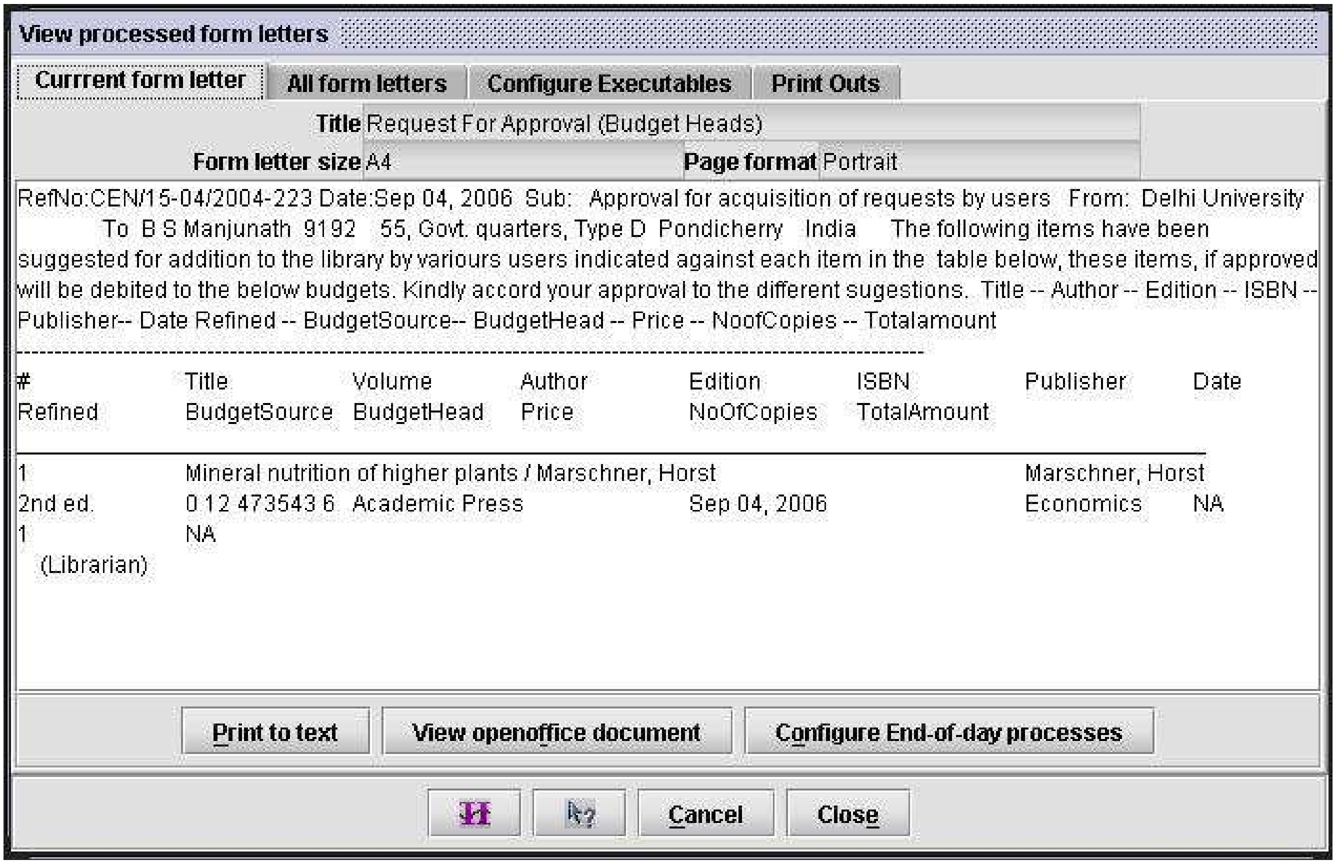
1. Select a vendor from the drop doen box at the top of the screen

2. The top panel of the screen contains a table showing the names of approving authorities, who have to be intimated about items that require their approval.

3. Select any one of the displayed approving authority names and soon you will see the one or more items that need approval as a table in the bottom half of the screen.

Select the item and click the Print button. A form letter (predefined) will open with the details as shown below. The letter can be printed to text, opened in the OpenOfiice to be edited and printed and/or left to be printed as an end-of-day process.

Record approvals/rejections of requests



The screen or window shown below opens when you click the Record approvals/rejections of requests.

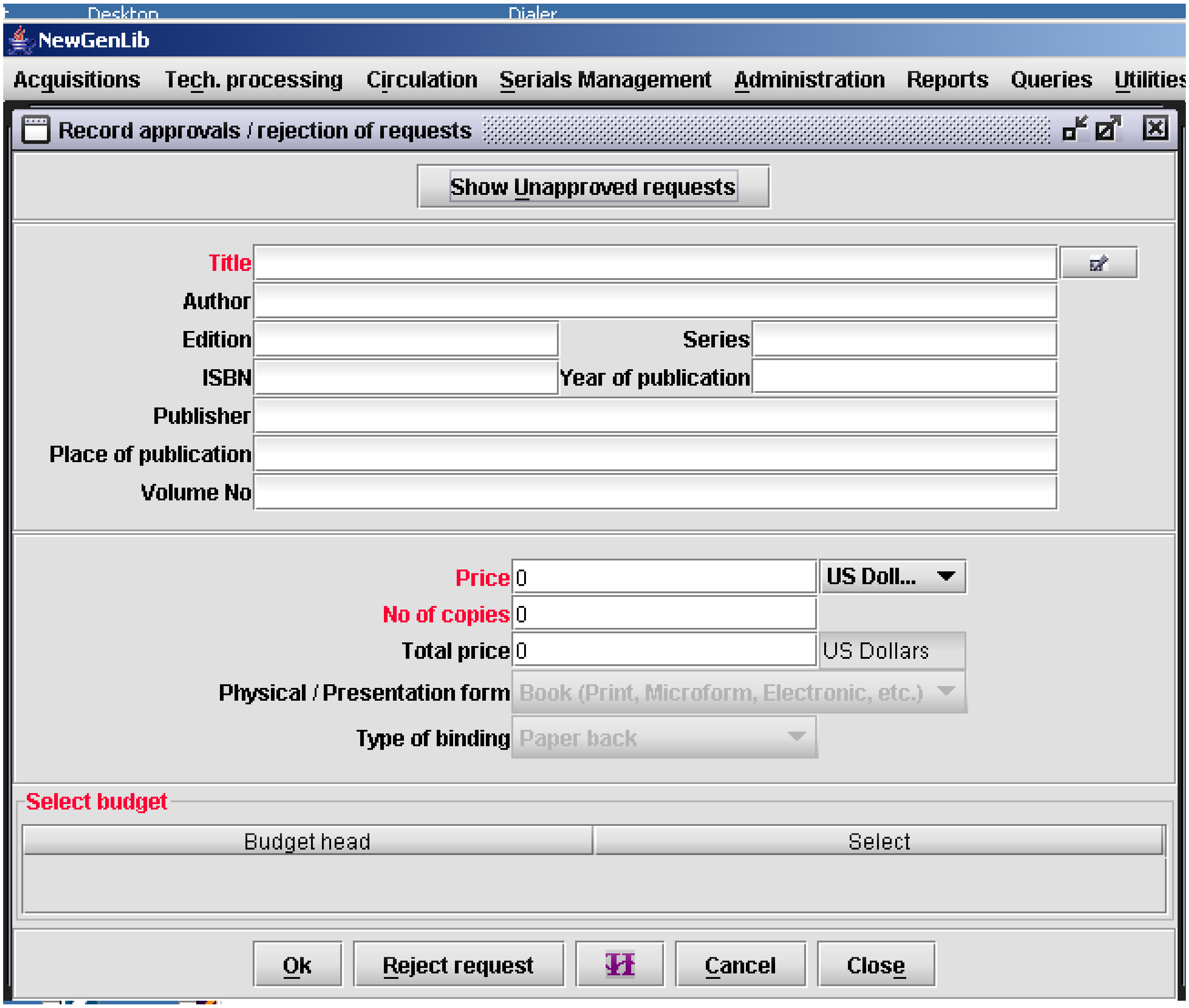


Illustration 6: Record approval or rejection of requests by approving authorities

How to work with the Record approvals/rejection of requestsscreen

Click the **Show unapproved requests** button to populate the text boxes with data about items which have been requested and refined but which have to be approved. If there are more than one items these are shown one by one when you click the show unapproved requests button. You can now begin to edit or enter new data to refine the request, e.g., you can enter a missing Publisher or an ISBN, or correct a spelling mistake in the title. Similarly, you may modify information about price, number of copies, bind type,or budgets.

It is possible to check for duplication before the item is sent for approval or rejection. This is done by first entering a title in the text box and then clicking the icon next to the title text box. This will invoke a search of many database tables. If there are any duplicates (in the library's catalogue, in the pending requests file, in the order file) you will be alerted so that it is possible to avoid unintended duplication.

Click the 'OK' button at the bottom of the screen if the item is approved. If the item was rejected by the approving authority click click the 'Reject request' button at the bottom of the screen.

If you wish, you may cancel the entire operation by clicking the '**Cancel**' button at any time.
The **Close** button closes the window and returns you to the Opening screen.

Search requests

It may be necessary for library staff to search for items which are requested. This function allows the search of all requests received and unrefined or refined, approved and unapproved.

When you click the Search requests option you will see the following screen:

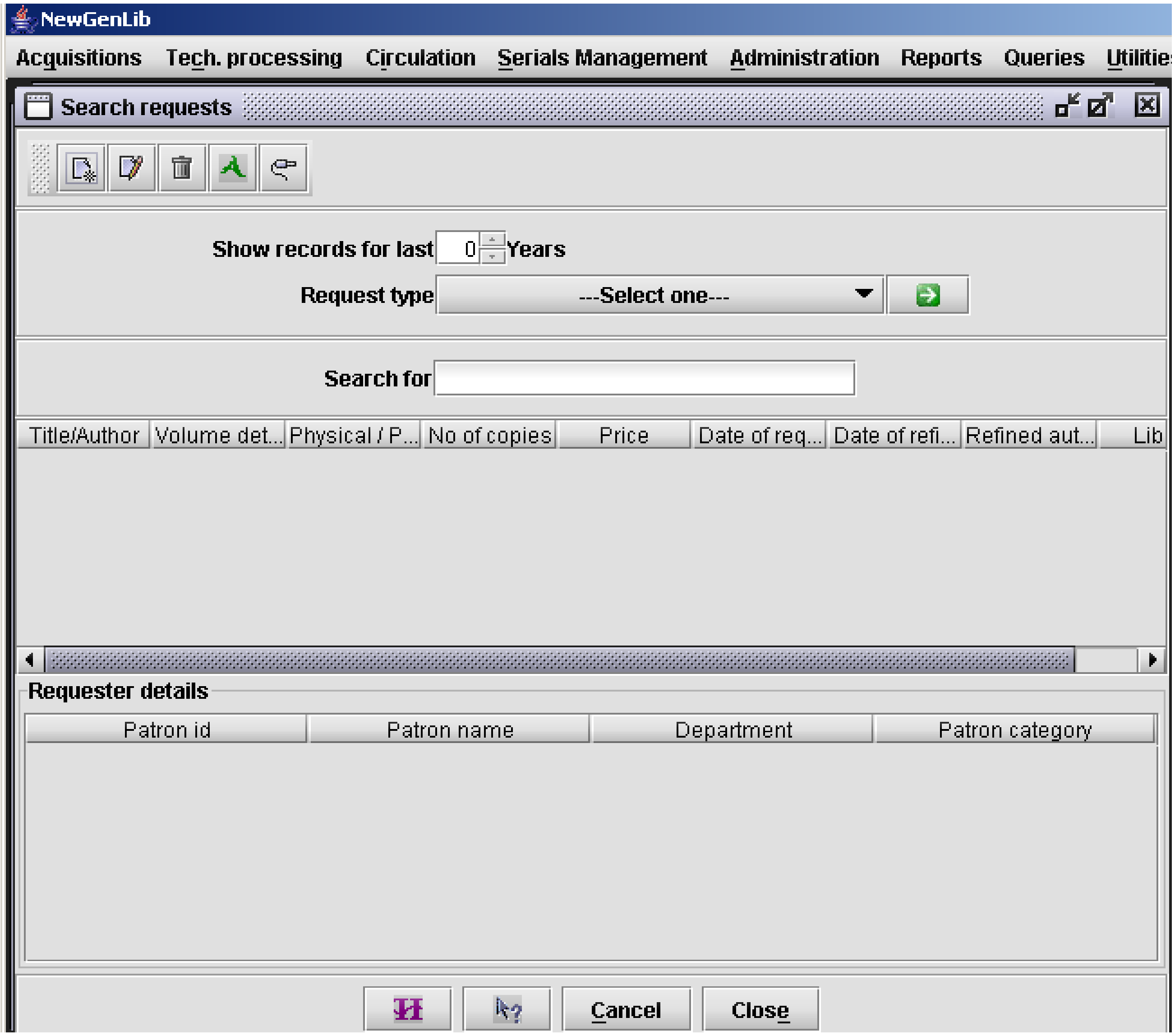


Illustration 7: Search for requests submitted

How to work with the Search requests screen

The search requests function enables the library staff to search for one or more requests of the following types:

5. Requests pending for refinement
6. Requests pending for approval

You may restrict the search and listing of requests by selecting the number of years in the spin box titled '**Show records for last Years**'.

You need to select one of the above-mentioned types of requests in the drop down box titled '**Request type**' and click the green Go button. This will populate the selected type of requests in the table shown in the middle of the screen. Select any row of the table
and you will see the details of the Requester in the table under the heading '**Requester information**'.

At the top left of the screen, you see five icons. These are as follows:

- Record new request. Click this icon to record a new request.
- Modify/Edit request. Select a row in the displayed requests table and then click this icon to edit the details of the request
- Delete request. Select a row in the displayed requests table and then click this icon to delete the request from any further consideration.
- Approve request. Select a row in the displayed requests table and then click this icon to approve the request.
- Refine request. Select a row in the displayed requests table and then click this icon to refine the request.

The following buttons/icons appear at the bottom most part of the screen:

6. **Help icon**. Click this to see the online help.
7. **Cancel.** Click this to cancel the entire operation at any time.
8. **Close**. Click this to close the window and return you to the Opening screen.

Processing of on-approval supplies in NewGenLib

Many libraries prefer to acquire items (particularly monographs) on-approval from vendors. These items are vetted by specialists for suitability and usefulness before a formal purchase order is placed with the vendor who supplied the item on-approval. In many cases, library patrons, e.g., Head's of Departments in a University often receive items directly from vendors on-approval. Items so supplied are then passed on the library for formal purchase.

NewGenLib has functionality to address on-approval purchases. The Process Approval supplies menu option has the following sub-options shown in the figure below.

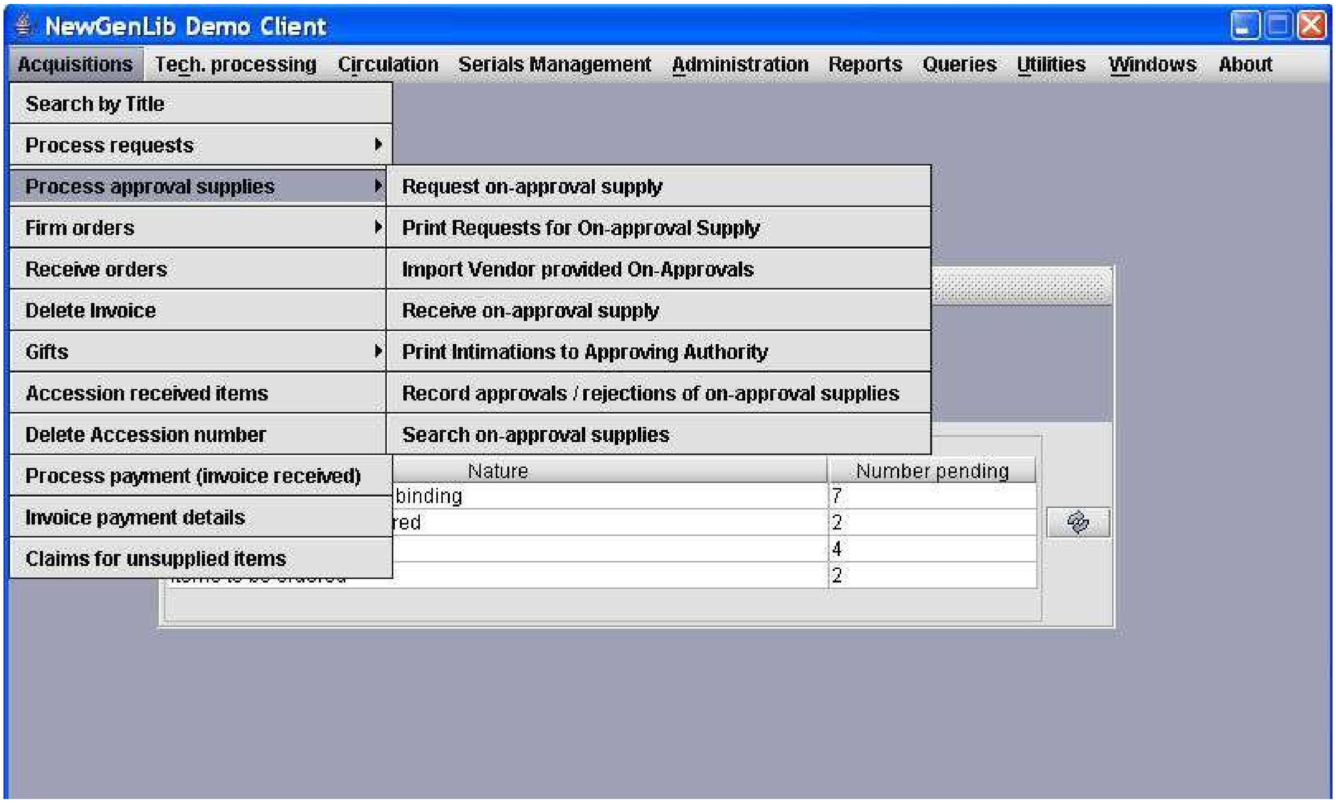


Illustration 8: On-approval purchases - processing options

Requests for on-approval supplies

The first step in on-approval purchases when the library initiates such purchases is to formally request the supply of items on-approval. This is accomplished by clicking the **Request on-approval supply** menu option. This opens a screen shown below.

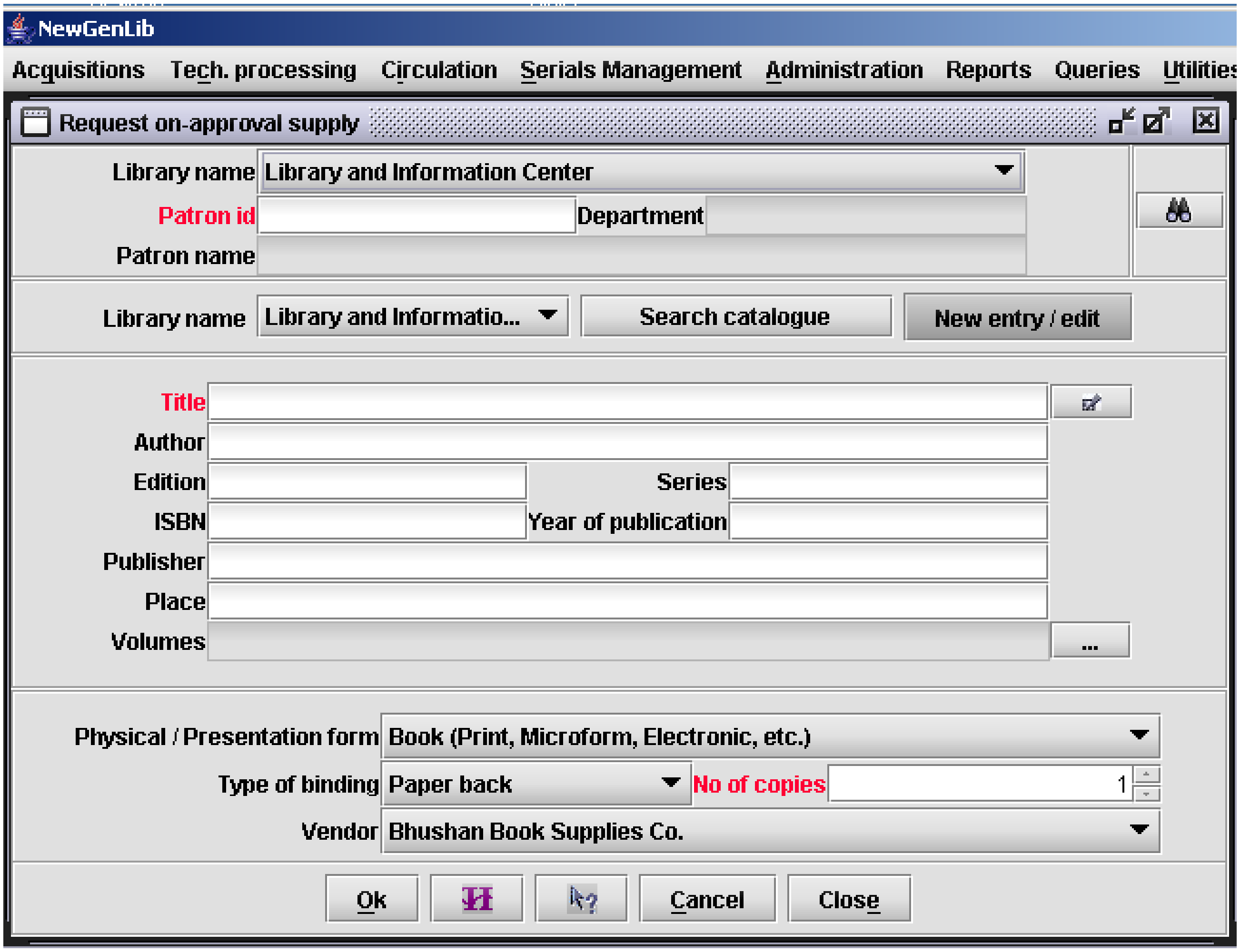


Illustration 10: Entry of requests for on-approval supplies

How to work with the Request on-approval supply screen

Select the name of the library from the drop down box. This is required when the library is part of a network. Next enter the Id of the patron who desires the on-approval supply (or who has actually initiated the on-approval supply). Press the Enter key after entering the Patron Id to see details of the patron.

There are two buttons at the top of the screen:

- **Search the catalogue** ,
- **New Entry/Edit**,

The **New Entry/Edit** button is already selected by default. There are text boxes for '**Author**',
Title', '**Edition**', '**Publisher**', '**ISBN**', etc., in the top half of the screen where you enter data for
item you wish to ask for on-approval supply..You may click the '**Search the catalogue'** button to locate an item already held by the library that you wish may be supplied on-approval (e.g., a second or later edition). Click OK in the Search

catalogue results display screen when you locate the record. This will populate the text boxes with the data from the record selected.

The bottom part of the screen has text boxes and drop down boxes for information about::

Price per copy which you need to enter and select the currency in which the price is entered, **Number of copies** you wish the library to add, The **Physical presentation/form** (which you select in a drop down box), The **Type** of Binding (which you select).
The **Vendor** (who you select) that you wish to ask to supply the item on-approval

Once, all the information is entered and/or selected, click the '**OK**' button to commit the data to the database. A form letter will be generated to the selected vendor asking for the supply of the item on-approval. The letter may be printed as a text file or as an OpenOffice document. You may also configure the printing (or emailing) of the letter to an end-of-day process.If you wish, you may cancel the entire operation by clicking the '**Cancel**' button at any time. The **Close** button closes the window and returns you to the Opening screen.

Print requests for on-approval supplies

Once data for the supply of items on-approval are entered, it is possible to print such requests to vendors. To do this click the Print requests for on-approval supplies menu option. You will see the screen shown below:

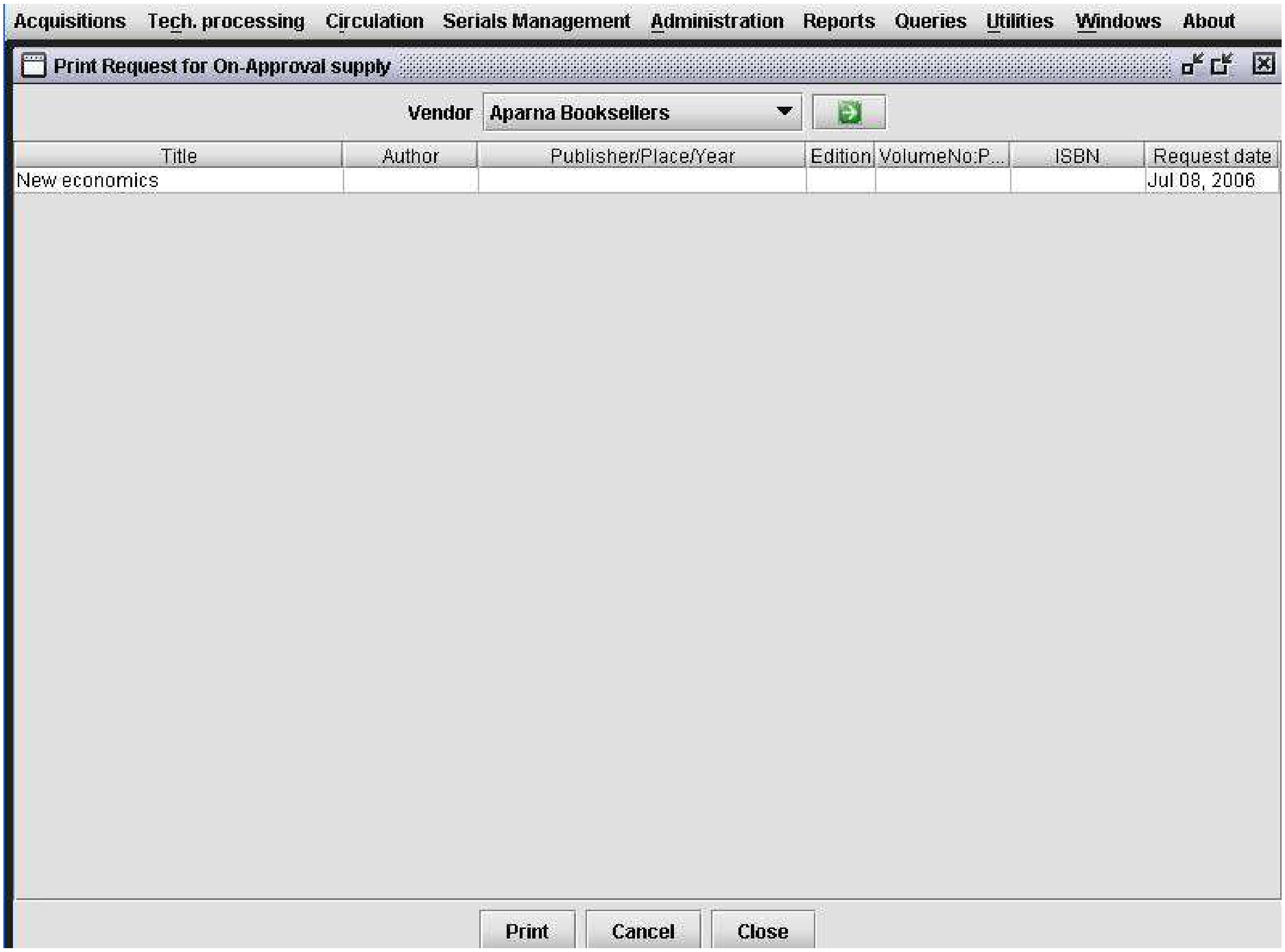


Illustration 11: Print requests for on-approval supplies

How to work with the Print requests for on-approval supplies

1. Select the vendor from the drop down box and click the green Go button
2. The table on the window is now populated with all the titles that the library wishes to request the vendor to supply on-approval.
3. Click the Print button at the bottom of the screen You will see a form letter display window showing the contents of the letter requesting the on-approval supplies as shown in the window below.

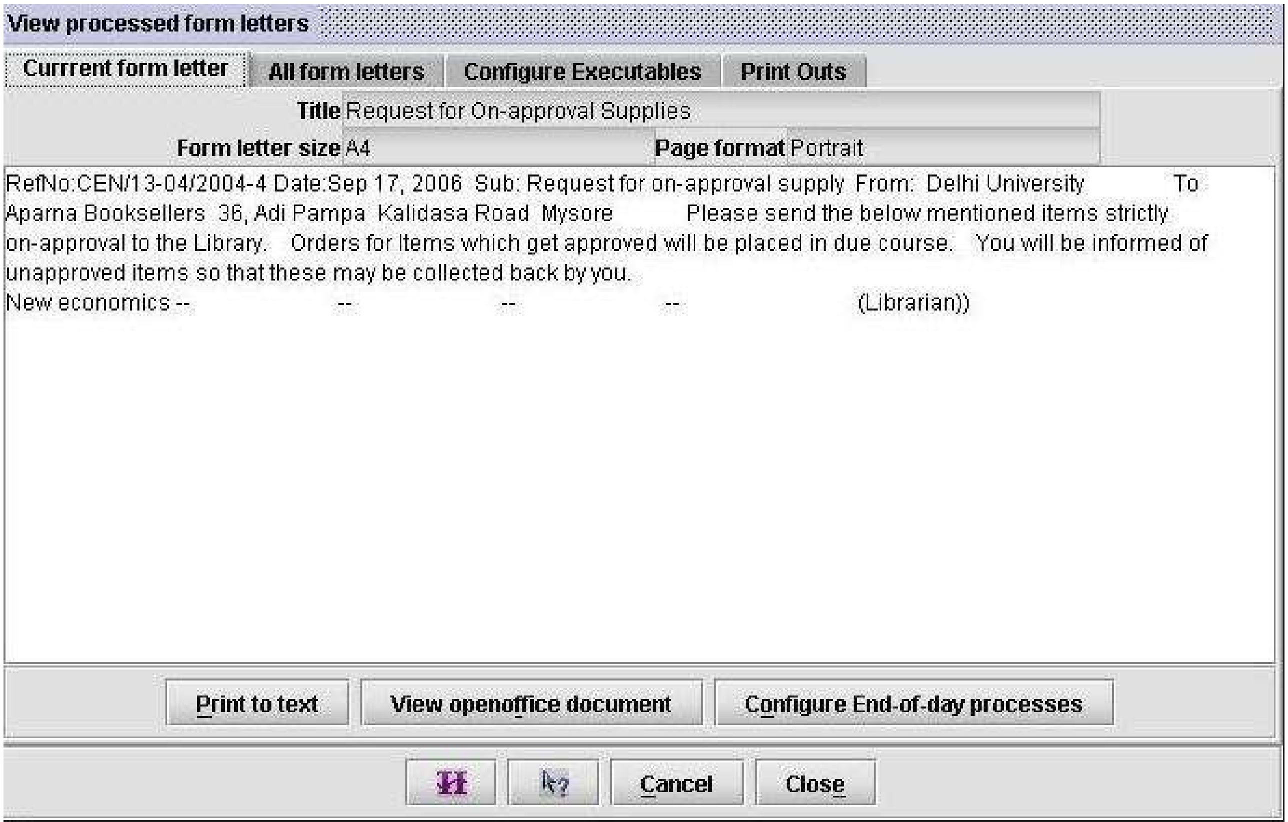


Illustration 12: Form letter panel

4. The form letter can be printed to text, viewed as an OpenOffice document which may be edited and then printed or sent to be printed as an end-of-day process.

Import vendor-provided data on on-approval supplies

In some libraries, acquisitions via on-approval supplies may be the predominant mode . In such a case, a vendor may supply many items at the same time. The vendor can provide the information on what he is supplying as an MS-Access data file. The file is then possible to be imported into the library's on-approval supplies tables for further processing. This will obviate the need for library staff to painstakingly enter data for each and every item that is supplied on-approval. To activate this function, click the menu option **Import vendor provided onapproval supplies** option. You will see the screen shown below.

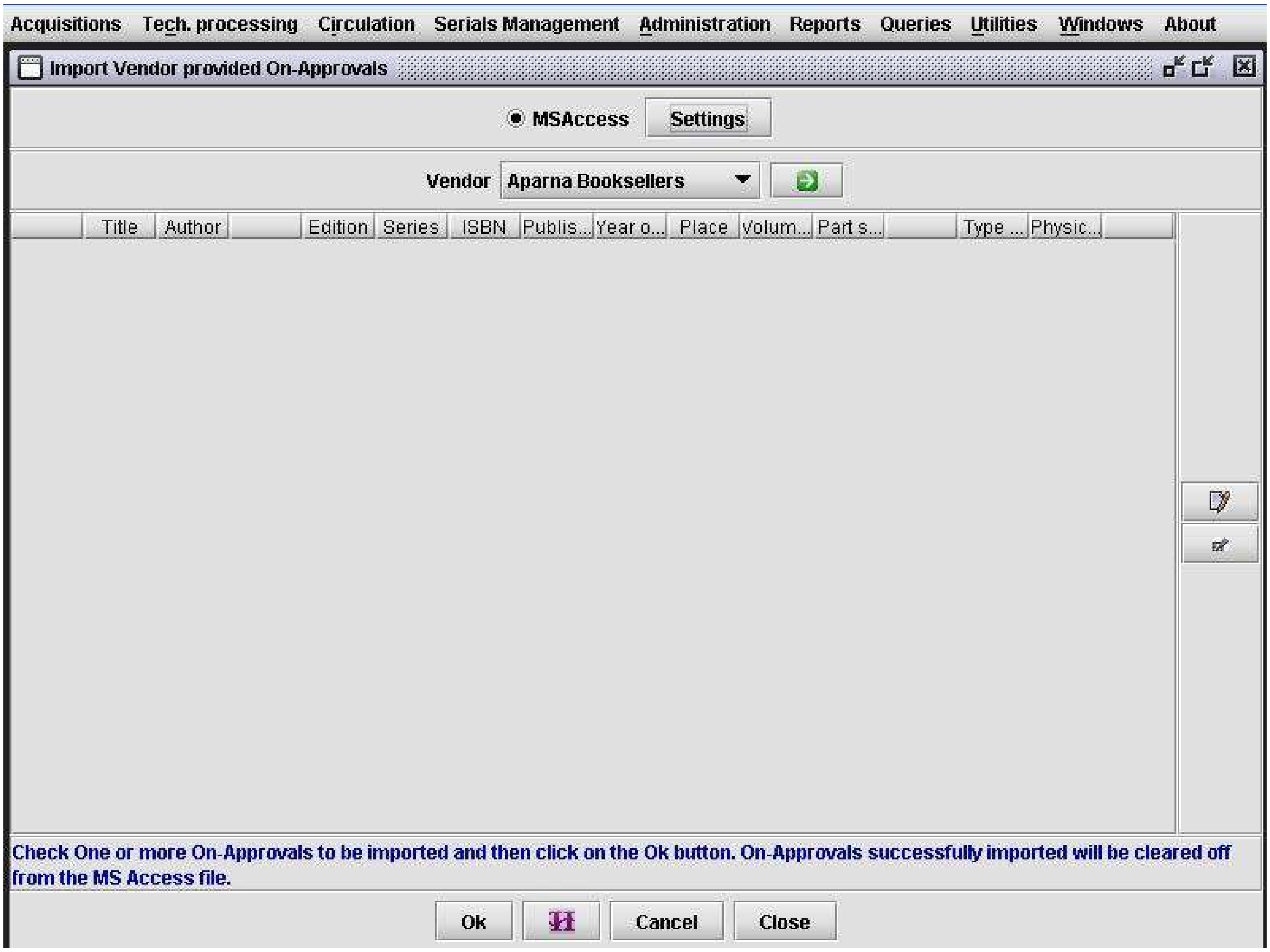


Illustration 13: Import of vendor-provided on-approvals data

How to work with the Import vendor provided on-approvals screen

1. The top of the screen has a radio button for MSAceess. This is the default format in which the vendor is expected to provide data for the books or other items he is supplying on-approval.
2. The button titled **Settings** when clicked opens a window which allows Acquisitions staff to set the Data source name, user name, password and table name from which the data is to be imported. The default for the data Source is: ONAPPROVALSIMPORT, for the table name it is: ONAPPROVAL. User name and password are optional.
3. After making the needed settings, select the vendor from whom the data in an MS-Access table is to be imported and click the Go button.
4. The data in the MS-Access database will get populated in the table shown

in the screen above.

5. Select an item in the table (after verifying that the item is physically also being supplied) and then click the Ok button. The data for this item will be imported into the on-approvals tables of NewGenLib and will allow further processing of these items. Note that in such a case, the items will be considered to have been received and there is no need to invoke the Receive on-approval supply option.

Receive on-approval supply

Once a request for the supply of an item on-approval is made, the next logical step is to receive items asked for on-approval. This is done by clicking the **Receive on-approval supply** menu option. The screen that opens is shown below.

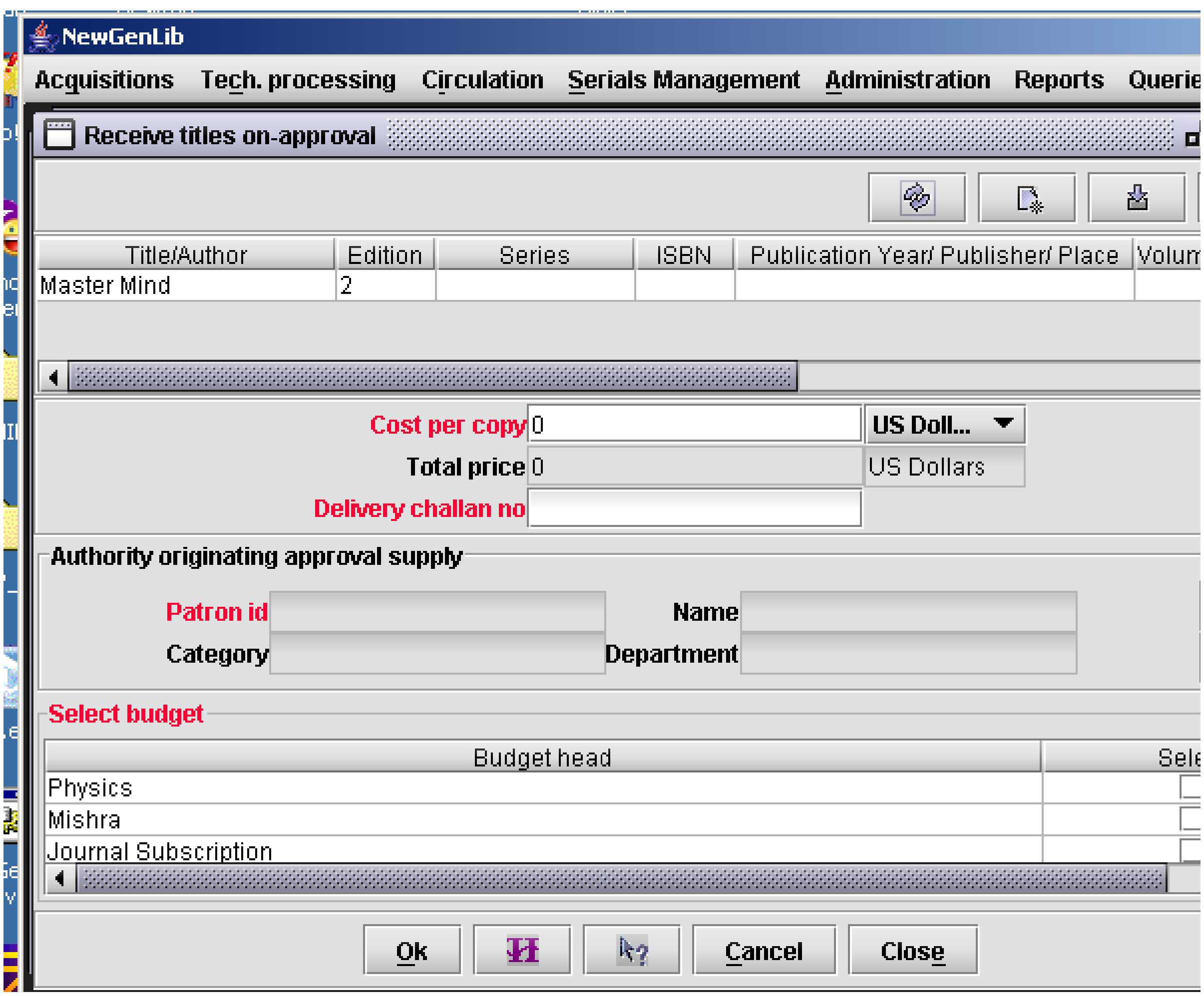


Illustration 14: Receive on-approval supply from vendor

How to work with the Receive on-approval supply screen

Brief details of all items asked to be supplied on-approval are populated in a table in the screen. Select the item you have received by clicking the row for that item.

5. Enter **the Price per copy** and select the currency in which the price is entered.
6. It is usual for the vendor from whom you have received the on-approval supply to ask for an acknowledgment of the supply. This is done by asking the person receiving the item to sign on a document called a Delivery chalan (or form). Enter the number of this in the text box provided for this.
7. Next it is important to specify the patron who initiated the on-approval supply. In order to do this, click the New icon in the panel labeled **Authority authorizing on-approval supply**. This will take you to the Search patron screen where you locate the details of the patron who initiated the supply. Click OK in the Search patron screen to populate details of the patron that initiated the supply.
8. Next select one or more budgets from which the item received on-approval could be charged to.

Once, all the information is entered and/or selected, click the '**OK**' button to commit the data to the database.

Note: If the on-approval requests are received directly from a pre-approved source, the data
about each item is to the order list. Similarly, if the library staff member working with this screen is authorized to approve requests, the items will be automatically added to the orders list.

Print intimations to approving authorities

Items received on-approval may require the formal sanction for purchase for one or more items. The Print intimations to approving authorities menu option accomplishes this task. Click this to see the screen shown below. You will see as shown below that there are two panels. The top panel shows all the approving authorities for whom letters are required to be printed. Click any of these to see a list of items that were supplied on approval, supplied and now require to be formally approved.

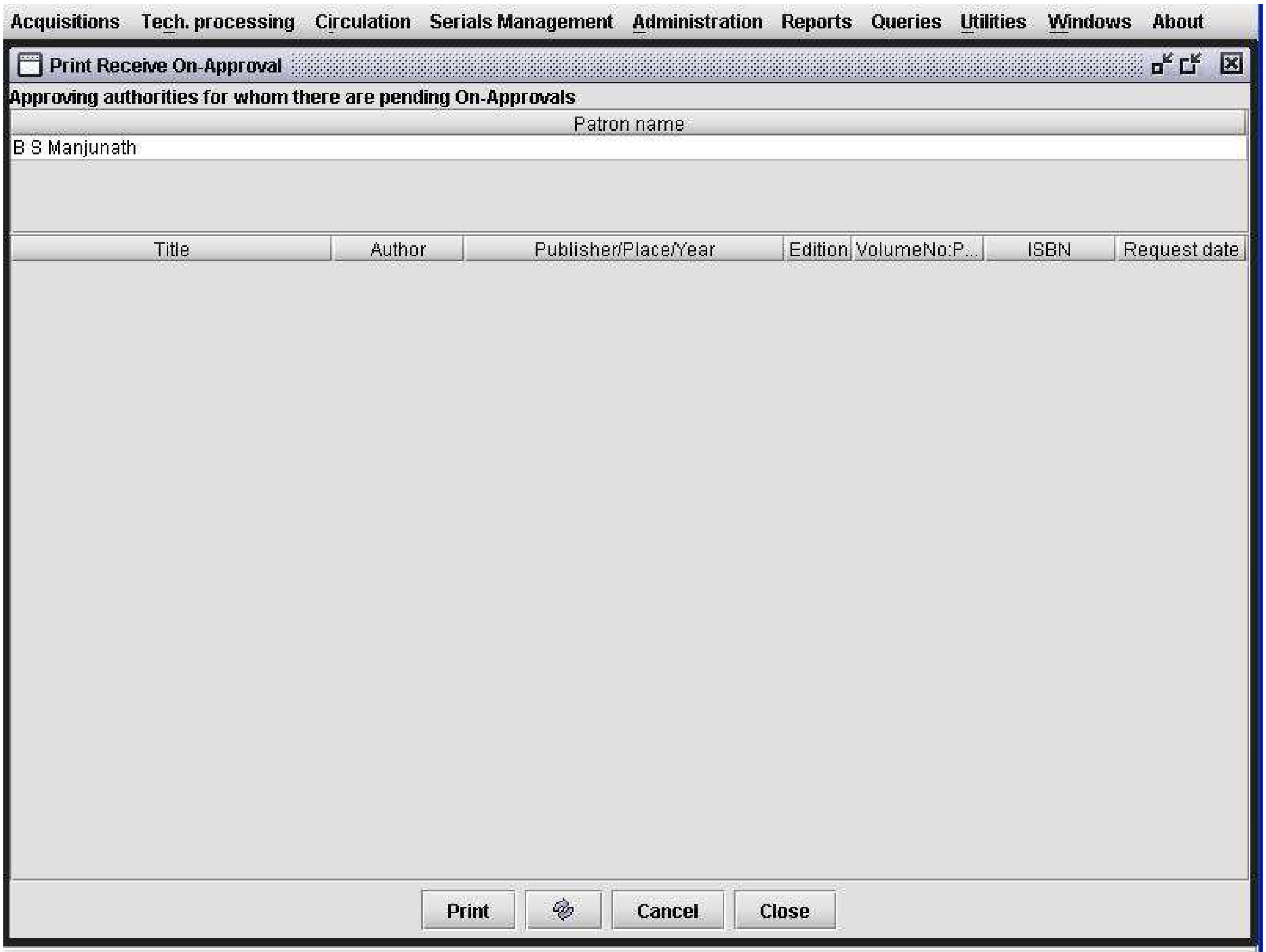


Illustration 15: Print requests to approving authorities for on-approval supplies

How to work with the Print requests to approving authorities for on-approval supplies

1. Select the name of a approving authority from the top panel
2. You will see a list of items received on-approval that require to be approved by the name selected.
3. Click the Print button. This opens a form latter panel in which you can print the letter to text, view the letter as an OpenOffice document, or send to the end-of-day process.

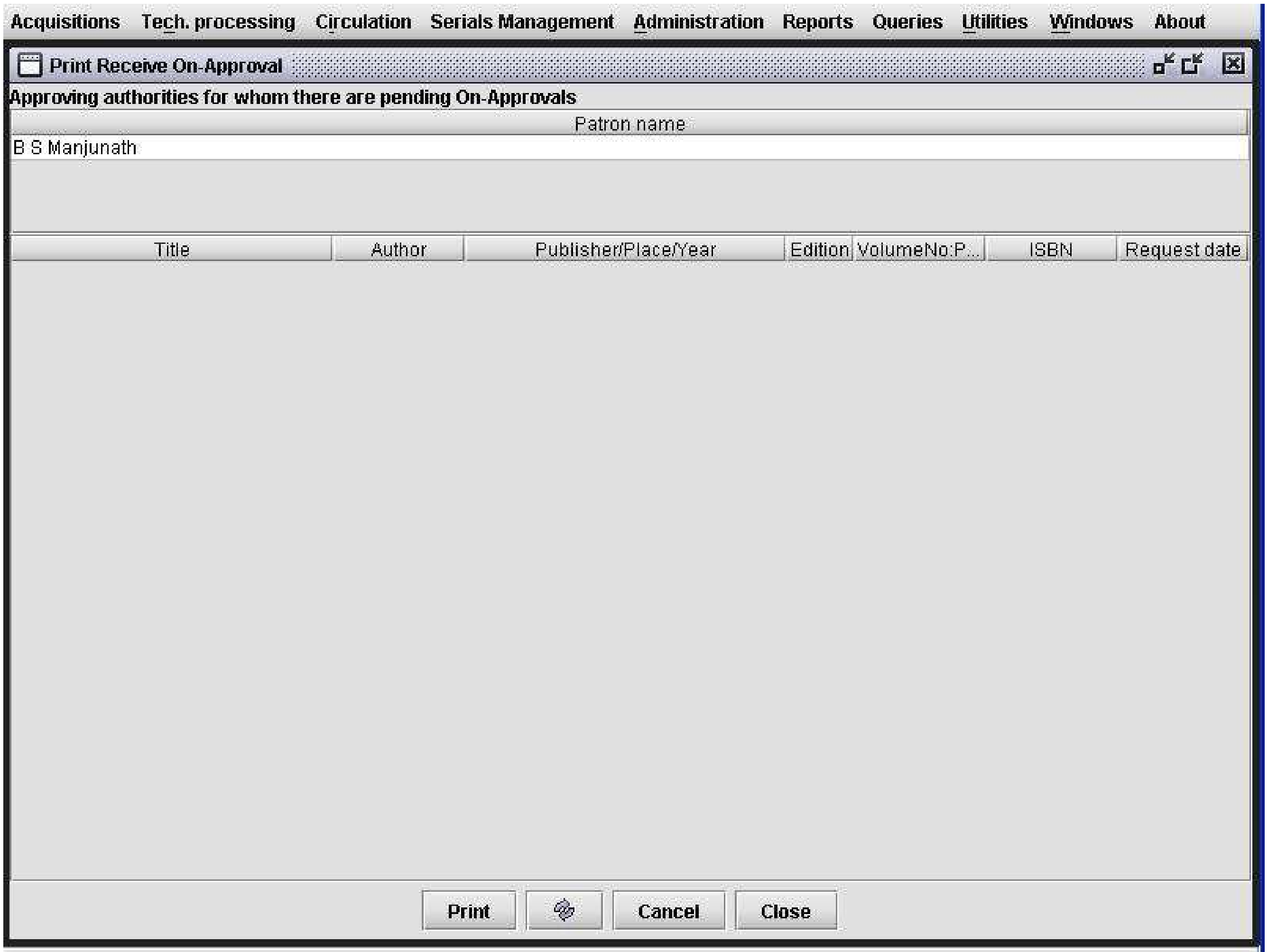


Illustration 16: Print letters to approving authorities

Record approvals/rejections of on-approval supplies

Items received on-approval but which are not pre-approved, need to be sent for approval and/or rejection by the appropriate authority. Approvals for such items may be sought offline by sending these items to the approving authority. Once approvals or rejections of these items are known, this information has to be recorded so that next actions (e.g., purchase orders) can follow.

Click the **Record approvals/rejections of on-approval supplies** menu option. The screen that opens is shown below.

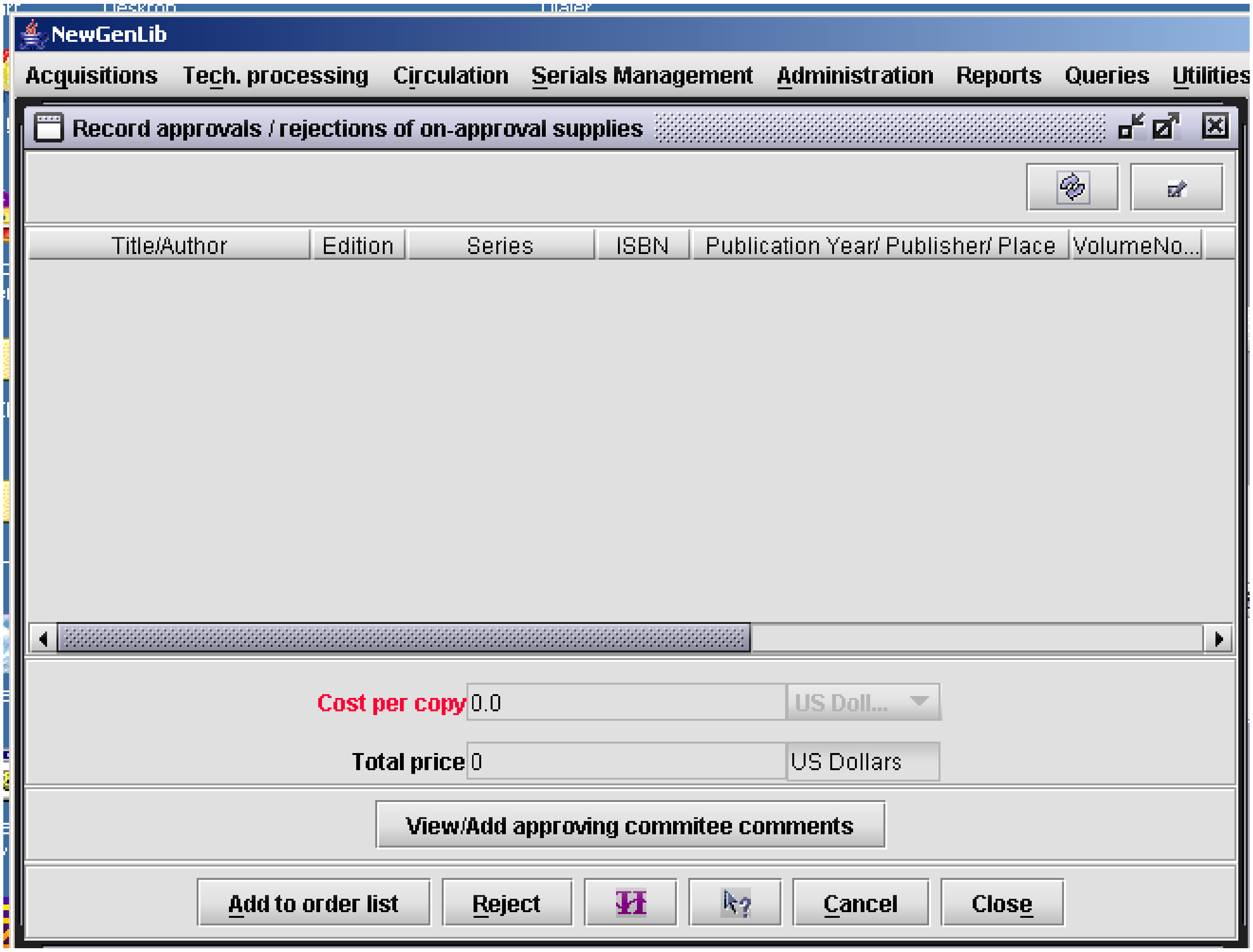


Illustration 17: Record approvals/rejections of approving authorities

How to work with the Record approvals/rejections of on-approval supplies

All the items which are ready for approval are automatically populated in a table seen on the screen.

Each of the items in the table is handled as follows.

- Select one row of the table, i.e., an item and enter the **Cost per copy**, in the text box provided at the bottom of the screen for this purpose and select the currency from the drop down box. The total cost is shown automatically if you chose more than 1 copy to be added.
- A button labeled '**Add/View Approving committee comments'** is seen at the bottom of the screen. Click this to view or add the comments of the approving committee.
- It is possible to check for unintended duplication. This is done by clicking the icon next to the refresh icon on the top right of the screen.

Finally the following buttons/icons appear at the bottom most part of the screen:

4. **Add to order list**. Click this to commit the selected item to the order list.
5. **Reject**. Click this to delete the item selected from the list of approved items.
6. **Help icon**. Click this to see the online help.
7. **Cancel.** Click this to cancel the entire operation at any time.
8. **Close**. Click this to close the window and return you to the Opening screen.

Steps 1 and 2 may be repeated as many times as needed to handle all the items in the table, one by one.

Search on-approval supplies

It may be necessary for library staff to search for items which are received on-approval. The search on-approval supplies function enables the library staff to search for
one or more of the following types of on-approval supplies:

8. Approval supplies pending receipt, or
9. Approval supplies yet to be moved to order list

When you click the **Search on-approval supplies** option you will see the following screen:

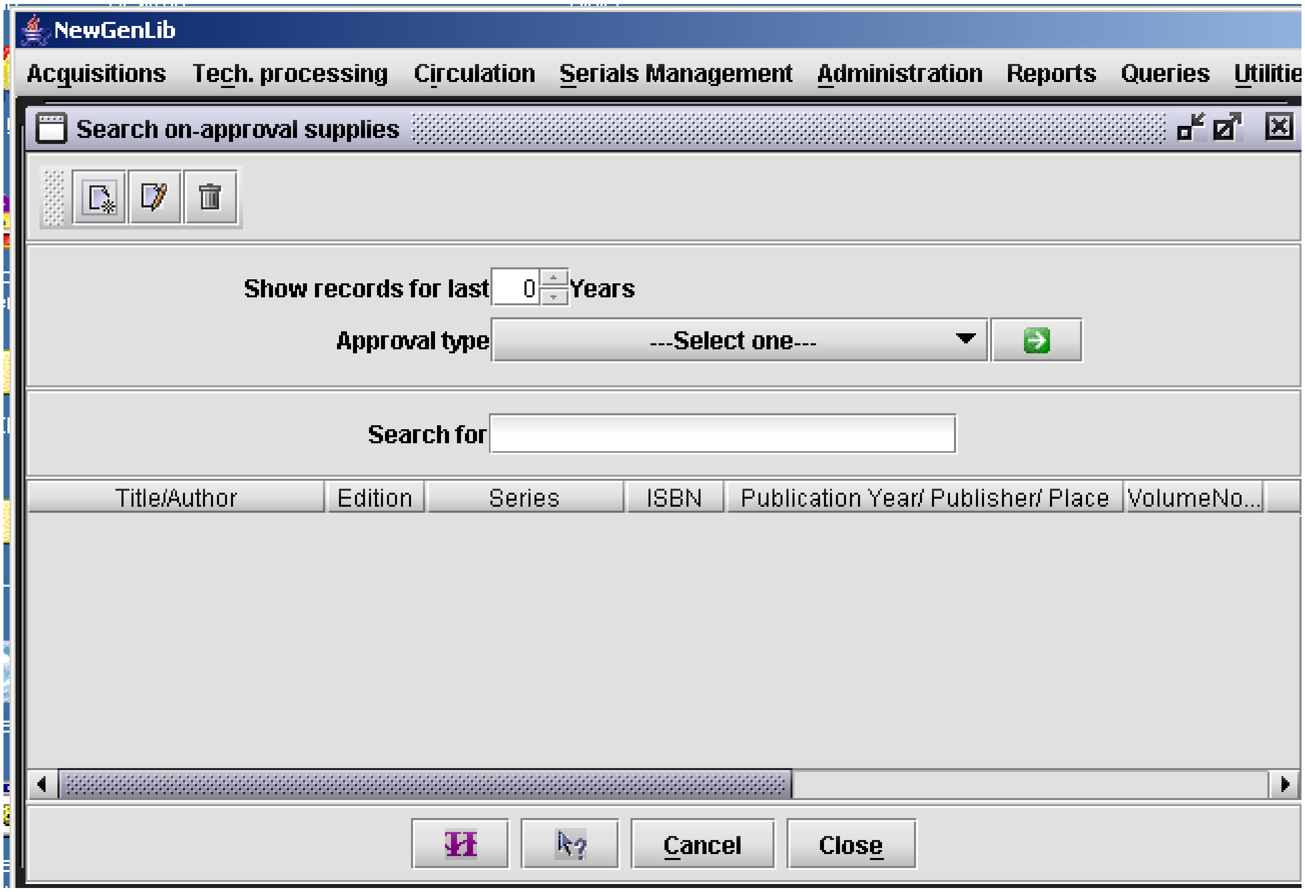


Illustration 18: Search on-approval supplies

How to work with the Search on-approval supplies screen

You may restrict the search and listing of approval supplies by selecting the number of years in the spin box labeled '**Show records for last Years'.**

Select one of the above-mentioned types of requests in the drop down box titled '**Approval type**' and click the green Go button. This will populate the selected type of approvals in the table shown in the middle of the screen.

At the top left of the screen, you see three icons. These are as follows:

- Create new on-approval item. Click this icon to add a new approval item.
- Modify/Edit on-approval item. Select a row in the table and then click this icon to edit the details of the item.
- Delete on-approval item. Select a row in the table and then click this icon to delete the item from any further consideration.

Finally the following buttons/icons appear at the bottom most part of the screen:

- **Help icon**. Click this to see the online help.

- **Cancel.** Click this to cancel the entire operation at any time.
- **Close. Click this to close the window and return you to the Opening screen.**

Firm Orders functionality

The Place firm orders function provides feature rich capabilities to generate purchase orders
for:

- Items requested, refined, received and approved, or
- On-approval items supplied, received, and approved, or
- New items for which orders are required to be directly raised.

When you click the Firm orders menu option you will see the screen shown below showing the different sub-options: **Place firm orders, Cancel orders, Cancel and Reorder, and Print firm orders.**

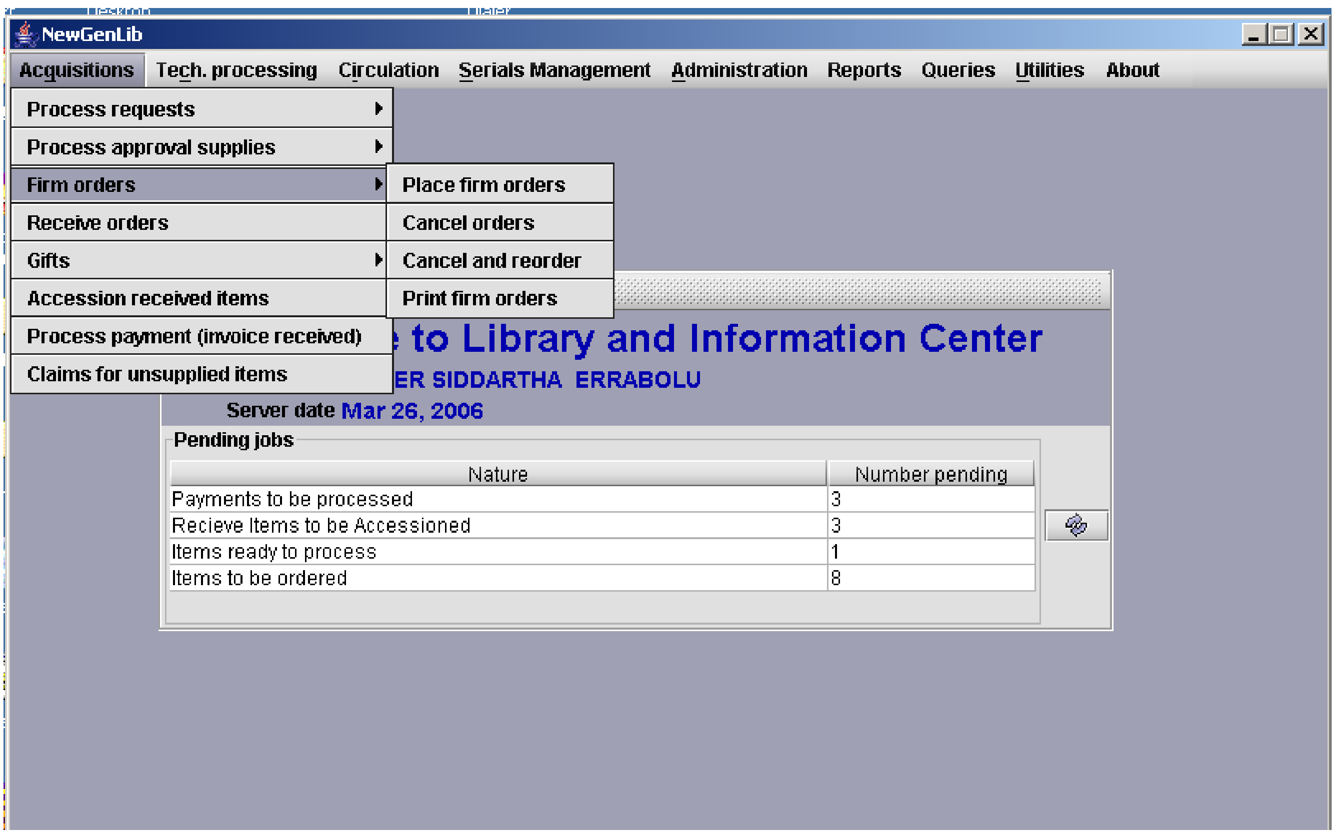


Illustration 19: Firm orders functionality options

Place firm orders

The Place firm orders function provides feature rich capabilities to generate purchase orders
for:

- Items requested, refined, received and approved, or
- On-approval items supplied, received, and approved, or
- New items for which orders are required to be directly raised.

When you click the Place firm orders menu option you will see the screen shown below.

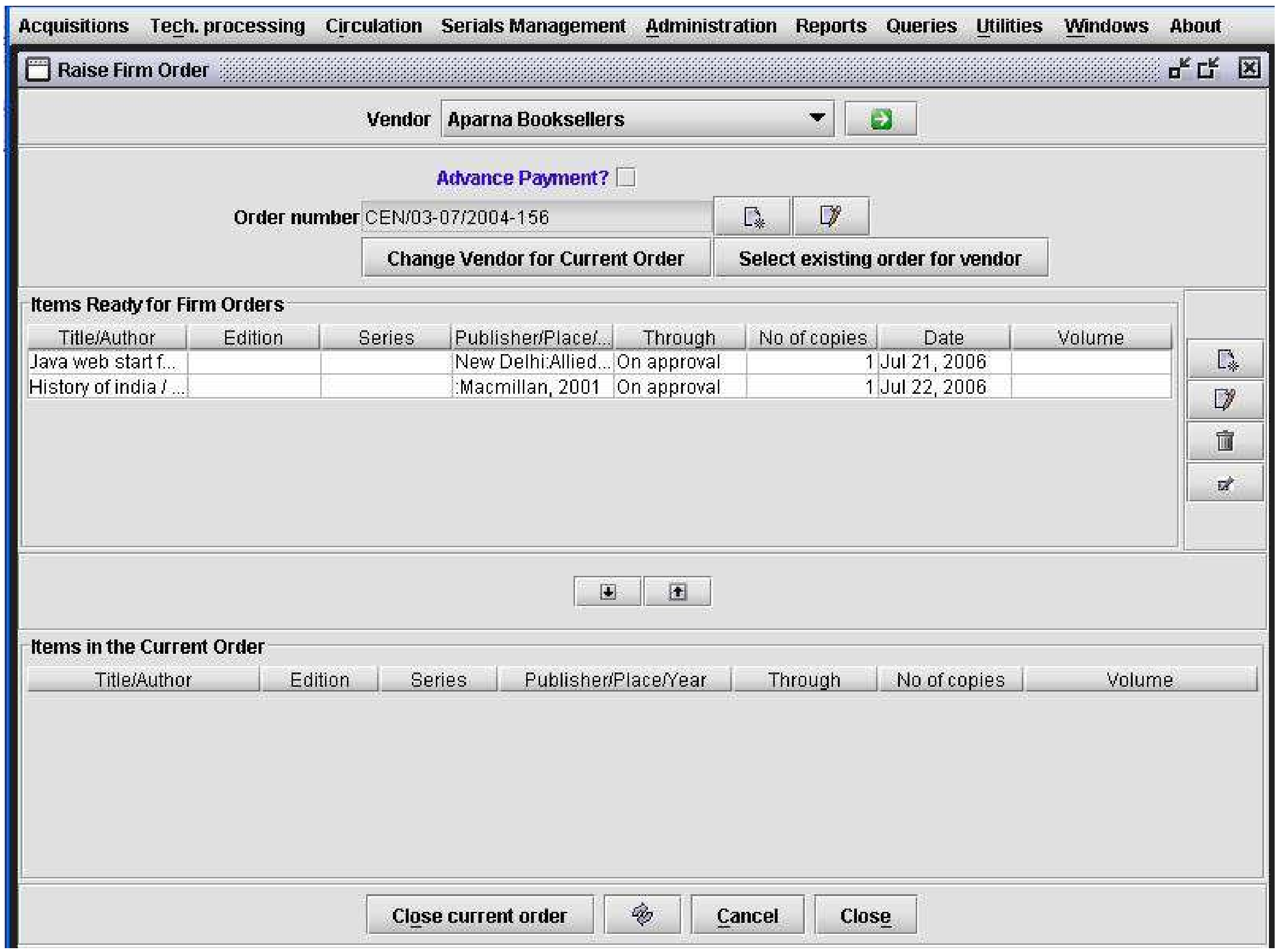


Illustration 20: Raise firm orders

How to work with the Place firm orders screen

1. At the top of the screen is a drop down box labeled **'Vendor'.** You need to select a vendor from this and click the green Go button. If there are any orders (whether through requests or through the on-approvals process)

that are pending for order with the selected vendor, you will see the items populated in the table headed '**Items ready for firm orders'.** If there are no pending orders you will be told of this.

2. You may if you wish, by pass the selection of a vendor and directly enter details of a new item by clicking the new icon next to the table headed '**Items ready for firm orders'.** This will open a new form where you enter details of item you wish to place firm order for.
3. You can now choose either to create a New order to the selected Vendor by clicking the New icon in the middle of the screen or click the button '**Select existing order for Vendor**' to select a previous order which has not yet been closed, i.e., dispatched. If you selected a new order, the system automatically generates an Order number and a batch receipt date based on the setup parameters.
4. If items are seen in the table for the vendor selected in step 1. click on any row of the table to select that row or item You will see two arrow keys. Click the down arrow key to move the item to the lower panel. which shows all items in the current order.
5. Before you place a firm order, you might like to verify if the item being ordered is not inadvertently being duplicated, i.e., if it is already ordered, already in the library's holdings, etc. To check for duplicates, click the last icon next to the table headed '**Items ready for firm orders'.** This will start a search and show you if similar titles are present in the on order file, library's catalogue, items still pending for approval.
6. If you wish to make an **Advance payment**. Select the check box next to Advance Payment, after selecting a row in the **Items ready for firm orders** table to make an advance payment
7. The last but one line of the screen has two more buttons as follows: **Close current order**. Click this to immediately make the order ready for dispatch to the vendor. This action opens the Firm Orders Form Letter and if you wish, you can either directly send it to a printer or keep it as an '**End-of-day**' process. You need not close the current order. This order then remains open and other items can be added to it at a later time before it is closed. To keep the order open, click the **close** button next to the **Cancel** button.

Finally the following buttons/icons appear at the bottom most part of the screen:

- **Help icon**. Click this to see the online help.
  Refresh icon. .
- **Cancel.** Click this to cancel the entire operation at any time.
- **Close**. Click this to close the window and return you to the Opening screen.

Cancel and/or cancel and reorder

It is normal for a library to be able to cancel orders for items that have not been received from vendor's for one or other reason. Cancellation of orders may become necessary because the item ordered is no longer useful. Similarly, a library may decide to cancel order with one vendor and place an order for the item with another vendor. When you click this option, you will see the screen shown below.

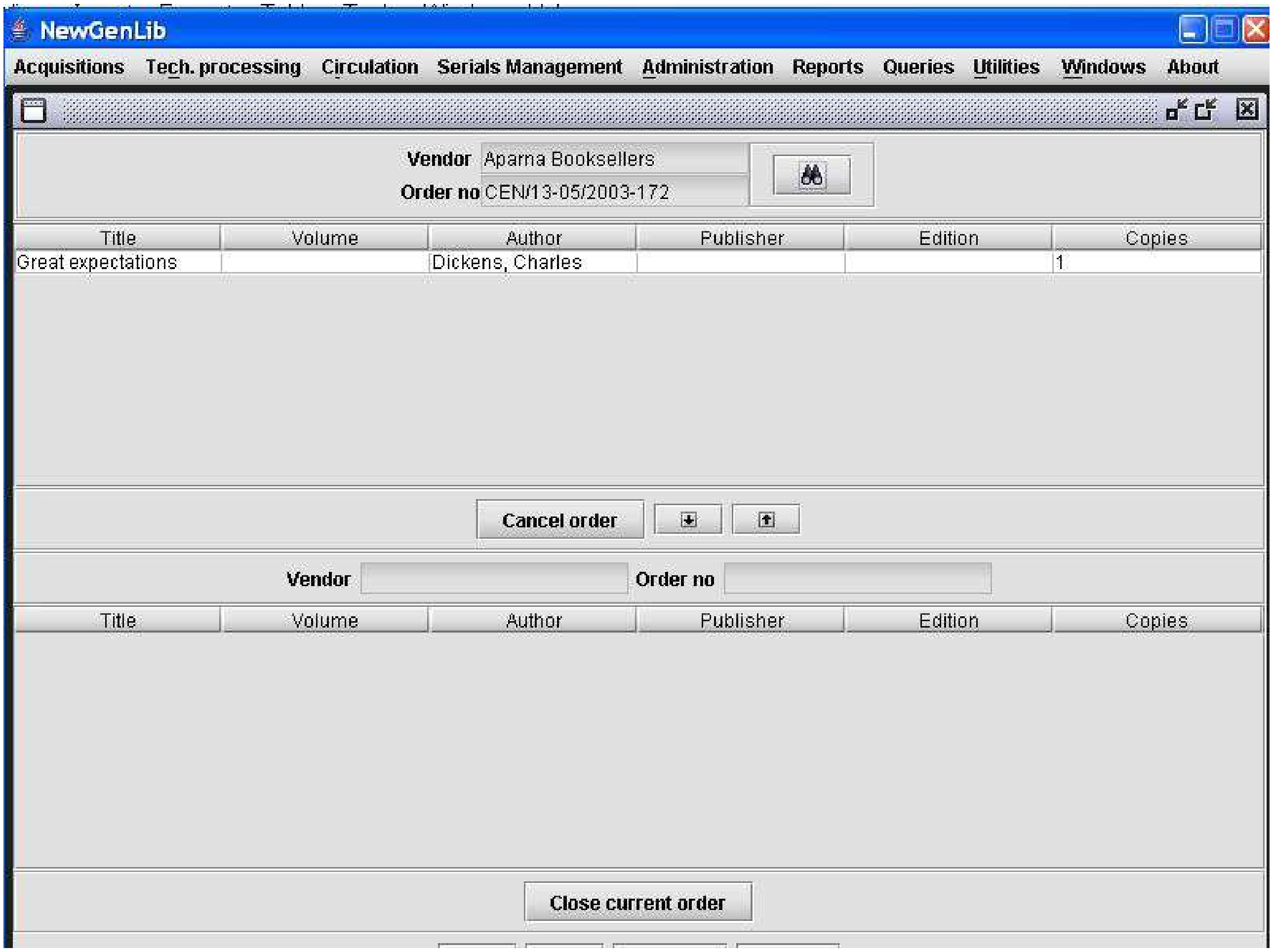


Illustration 21: Cancel and/or cancel and reorder

How to Work with the screen?

You will see a search icon next to the disabled Vendor and Order no text boxes. Click the search icon.

1. An embedded window opens. It is possible to search orders either by Vendor or by Order number.
2. Select either of these radio buttons and click the green Go button. This will populate a table with the details of the order numbers that are still outstanding.

3. Select the row for the order which requires to be canceled and re-ordered and click the OK button in the embedded window.

You will be returned to the Cancel and re-order window with the details of one or more items that were ordered under the chosen order number populated in the table.

1. Select the item for which the order is required to be canceled and/or re-ordered. If the item is to be only canceled with the selected vendor, click the **Cancel order** button and then the **OK** button at the bottom of the screen.
2. If you wish to cancel the order with the chosen vendor and reorder with another vendor, click the down arrow button. An embedded window opens allowing yo to choose another vendor from a drop down box and a new order number (or an exisiting order).
3. Create a New order for the chosen vendor (or select an existing order) and then click the **Close current order** button**.**
4. The item will now be canceled with the first vendor and re-ordered with the new vendor.
5. You may choose other items that need to be canceled and re-ordered by repeating steps 1 to 3.
6. Finally click the **Close current order** button to complete the cancel and re-order operations.
7. Form letters will be generated for both vendors.. These can be printed to text, viewed as OpenOffice documents (and edited if need be) or the dispatch of the letters (or email) may be deferred to the end-of-day process.
8. You may cancel the entire operation at any time by clicking the Cancel button.

Print firm orders

This option allows the library to quickly look at all those purchase orders that are still required to be printed (as openOffice documents) for dispatch. If the library has configured the end-of-day processes and if purchase orders were relegated to be printed as end-of-day process, these would have already been printed. If this is not the case, this option may be used for the purpose of selecting and printing firm purchase orders.

When this menu option is clicked, you will see the screen shown below.

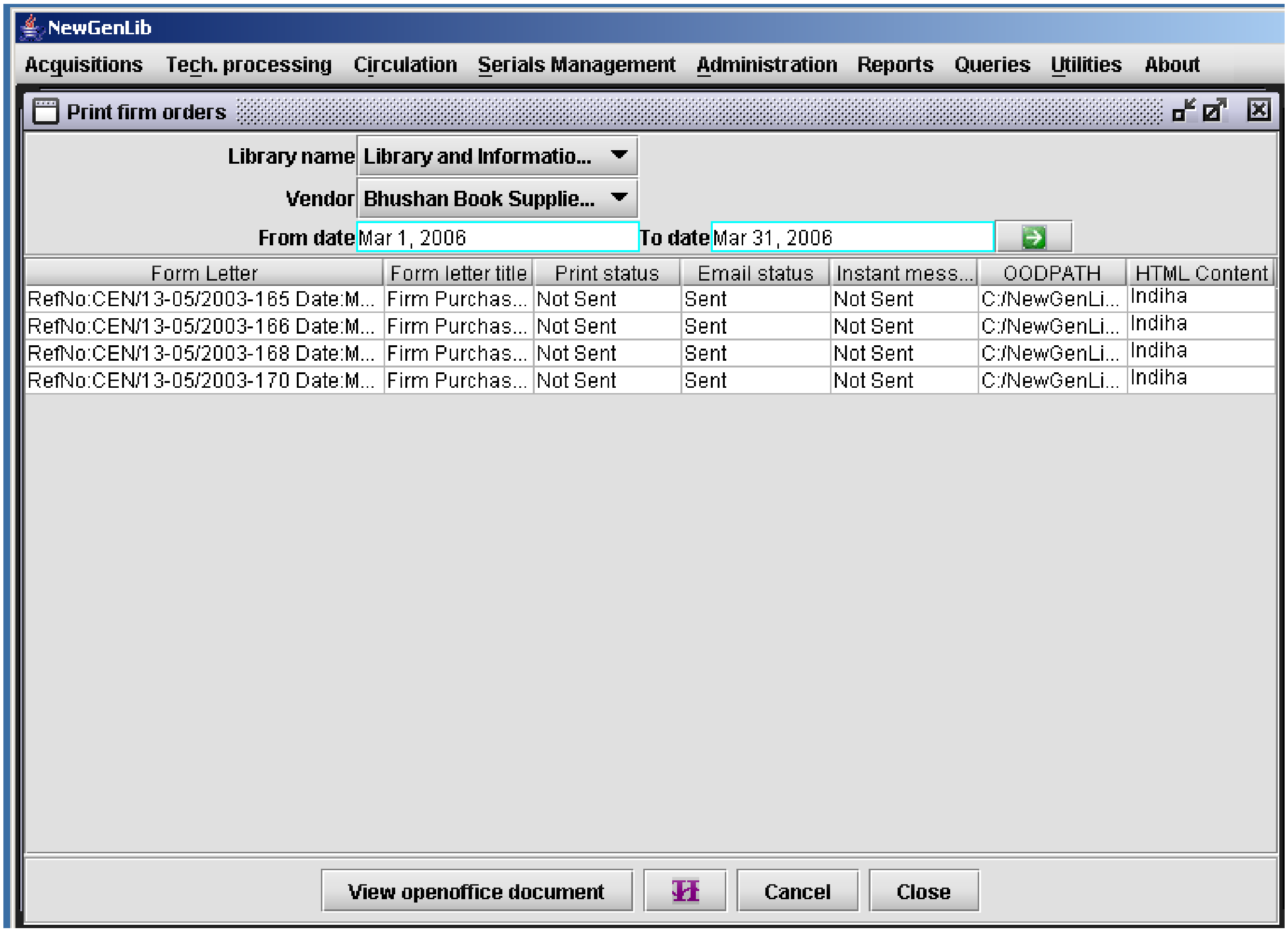


Illustration 22: Print firm orders

How to work with the Print firm orders screen

- Select the library that needs to print one or more firm orders. This is required in a library network where several libraries share the same application.
- Select the vendor from the drop down box labeled **Vendor.**
- Select the From date and To date. To select a date in each of these text boxes, place your cursor and press the F2 key. This opens a calender from which you can select a date for each of the From and To dates.
- Click the green Go button.
- You will now see a list of orders yet to be printed and dispatched.
- Select any order number and click the **View openOffice document**button. This will open the pre-defined purchase order form letter. The document may be edited if required and printed for dispatch.
- Step 6 can be repeated as many times as possible to view and/or print unprinted firm orders.

Receive orders

This function enables library staff to locate the orders against which items supplied have been received from one or more vendors and then to record the receipt of items supplied against these orders.

When you click the Receive orders menu option you will see the screen shown below.

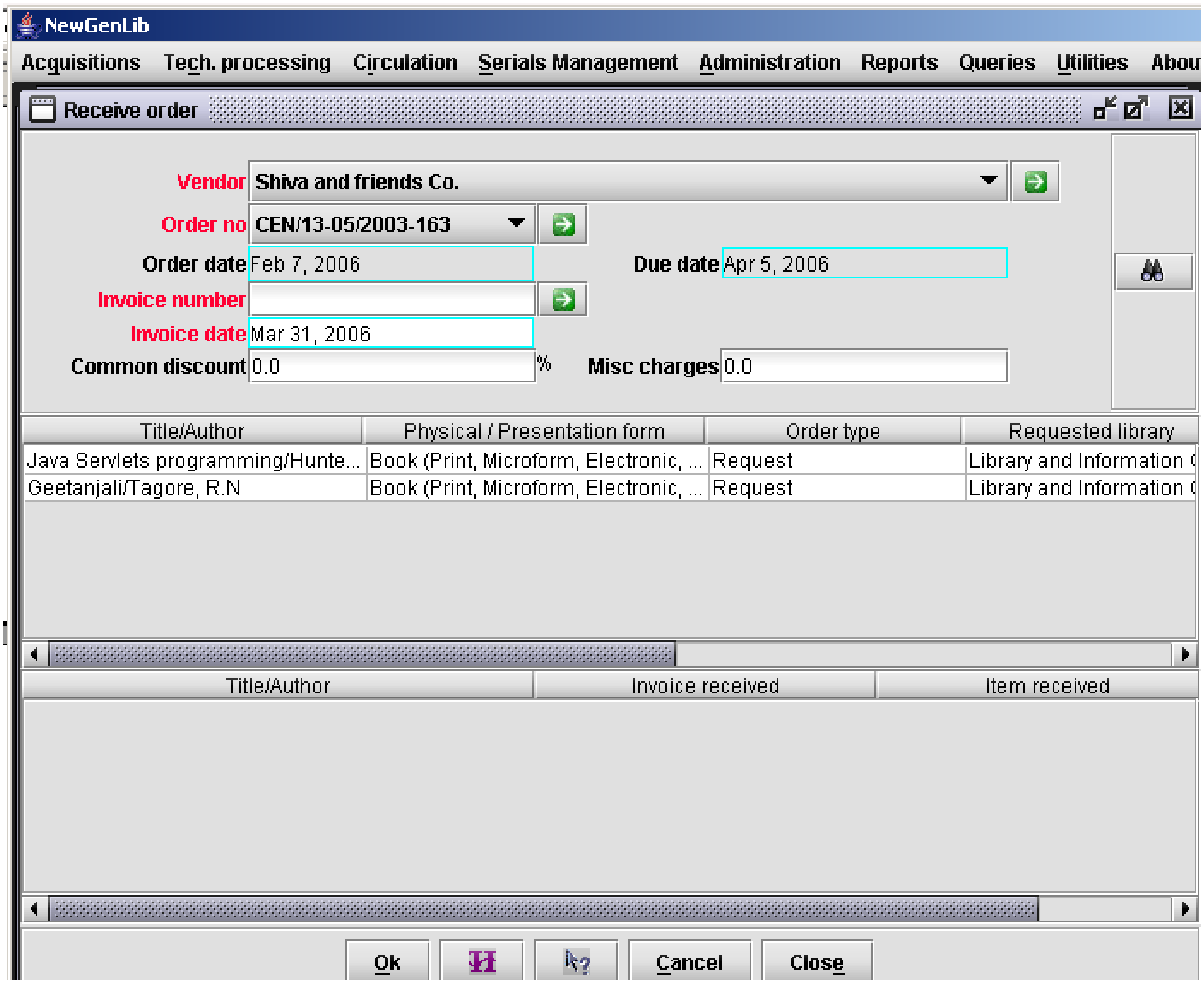


Illustration 23: Receive orders

How to work with the receive orders screen

1. At the top of the screen is a drop down box labeled **'Vendor'.** You need to select a vendor from this and click the green Go button. If there are any pending

orders from this vendor, you will soon see the drop down box labeled **Order no** populated with all the order numbers pertaining to the selected vendor.

2. Now select the order number from the list shown in the drop down box for which you wish to actually receive items, i.e., those against which the vendor has actually supplied the items. Once you do this, you will see the first table on the screen get populated with rows of items that are in the order.

3. Enter the Invoice number in the **Invoice number** text box and also the discount amount and miscellaneous charges if any in the text boxes provided.

4. In the second table on the screen there are two check boxes in each row, one for invoice received and one for item received. If both, item and invoice for an item is received then check both the boxes or else check only those boxes as appropriate.

5. Once you have received all items in the invoice, click the '**OK**' button at the bottom of the screen to commit the receive transaction to the database. You will see confirmation that the Receive function was completed successfully,

Finally the following buttons/icons appear after the OK button at the bottom most part of the screen:

- **Help icon**. Click this to see the online help.
- **Cancel.** Click this to cancel the entire operation at any time.
- **Close**. Click this to close the window and return you to the Opening screen.

Delete invoice

Occasionally, it may be necessary to cancel an invoice that was received from a vendor. The invoice may have been recorded as received against items that were supplied. The need to cancel the invoice is accomplished by clicking the Delete invoice menu option. You will see the screen shown below.

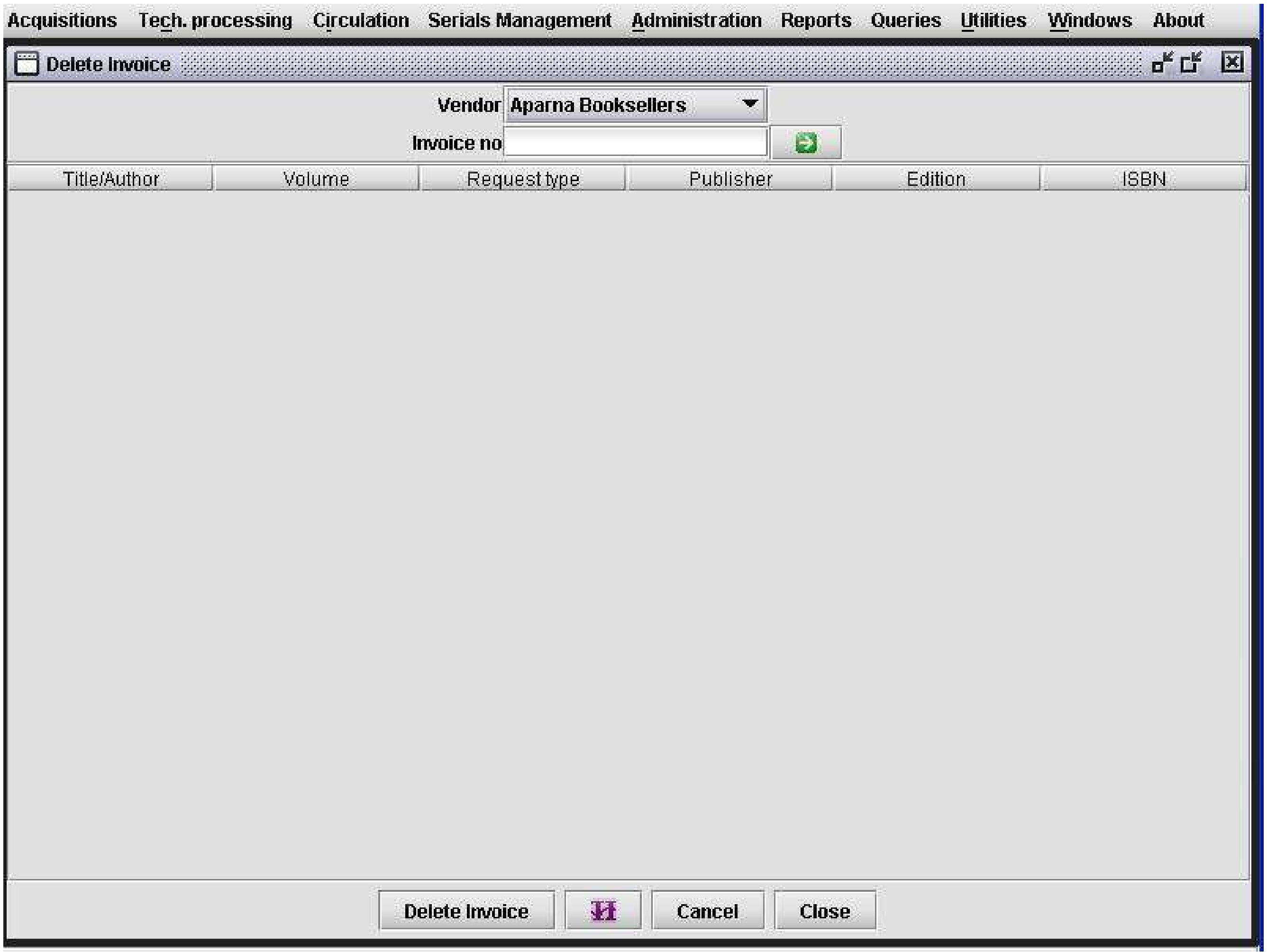


Illustration 24: Delete invoice functionality

How to work with the Delete invoice screen

- Select the vendor in the drop down box.
- Enter the invoice number in the text box and click the Go button.
- Click the Delete invoice button.

The invoice in question will be deleted only if the invoice has not yet been paid.

Processing of gifts to the library

Many libraries solicit gifts from institutions, societies and professional bodies for their publications which may be useful to library patrons. **NewGenLib** allows the library to actively seek gifts and also process unsolicited gifts.

Place your cursor on the Gifts menu option to see sub-options under gifts as shown in the screen below.

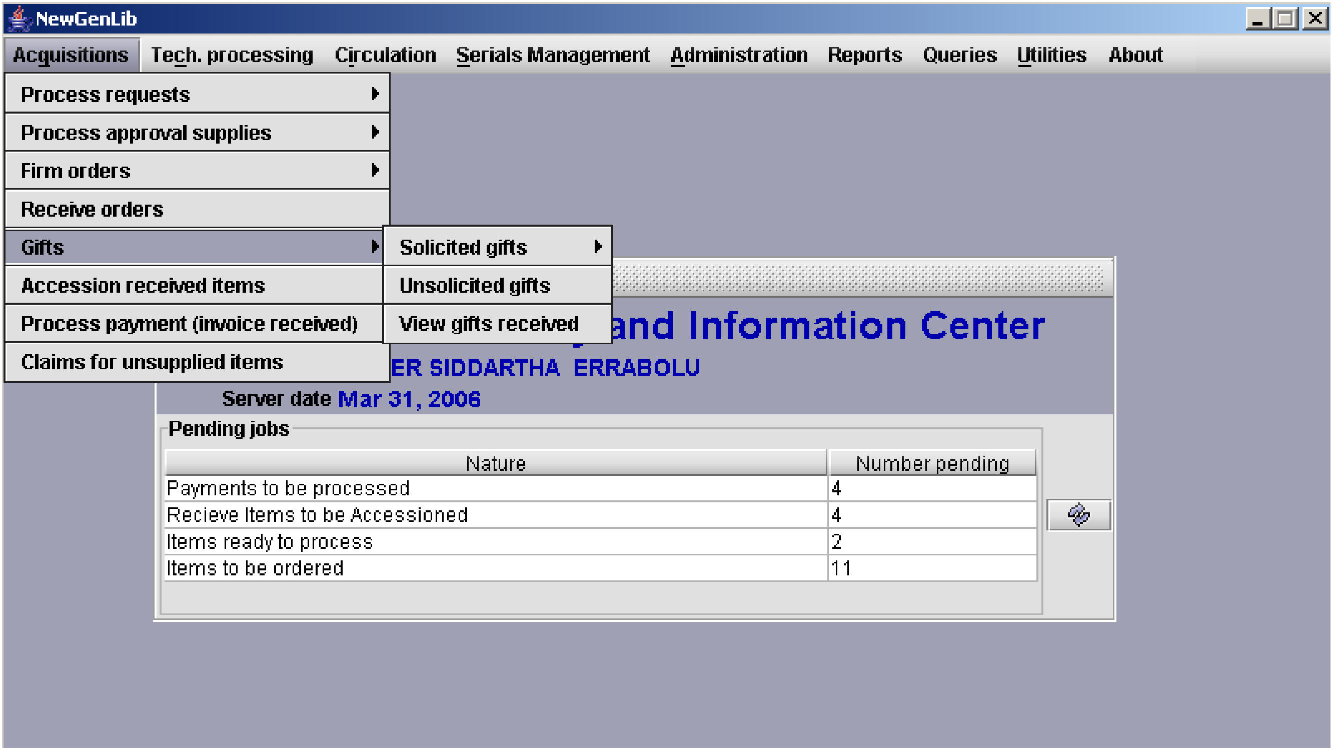


Illustration 25: Gift processing functionality

The three sub-menu options are self-explanatory. When you click the Solicit gifts sub-option, you will see the screen shown below.

Soliciting gifts

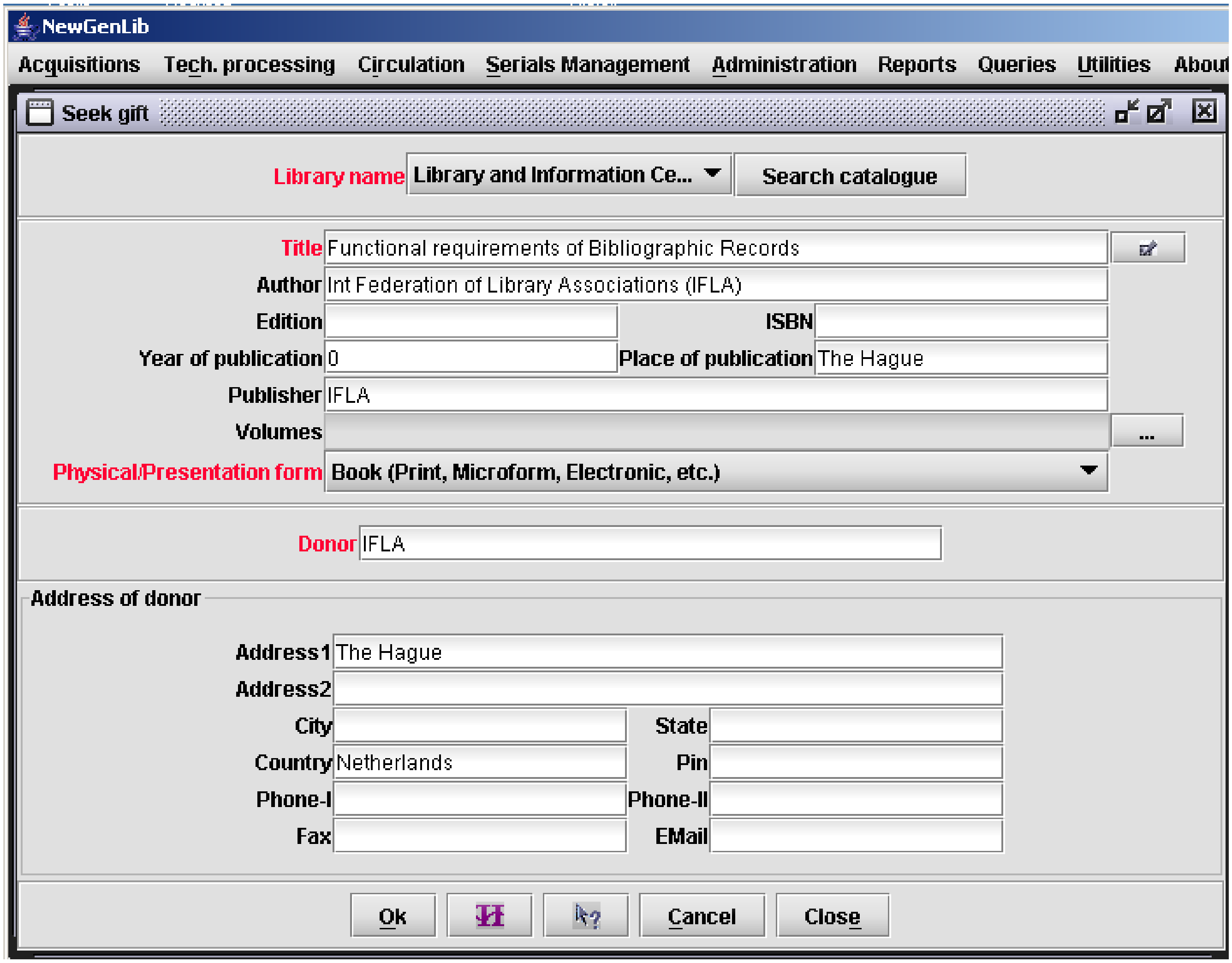


Illustration 26: Solicitng gifts functionality

How to work with the Solicit gifts screen

- The screen has two panels. The first panel has many text boxes for '**Author**', **Title**', '**Edition**', '**Publisher**', '**ISBN**', where you enter details of item you are seeking a gift of. You can check to see if the item is duplicated by clicking the icon next to the Title text box. This will invoke a search of the catalogue and other order and approval tables. If there are similar titles, you will be told of this so that you can avoid unintended duplication. The lower panel is for the address of the donor from whom you wish the gift or donation. Here, you enter and/or select the name of the organization and address details.
- Once the details in the two panels are filled-in, click the **'OK**' button. This will invoke the Print component and if you wish the request for the gift can be printed immediately or can be postponed to an end-of-day process.

You will see confirmation that the unsolicited Gift function was completed successfully,

Finally the following buttons/icons appear after the OK button at the bottom most part of the screen:

- **Help icon**. Click this to see the online help
- **Close.** Click this to close the window and return you to the Opening screen.

Processing unsolicited gifts

Libraries do receive gifts which are not actively sought and those of such gifts which are useful should be accepted, acknowledged and processed. Click the Unsolicited gifts menu option to see the screen below.

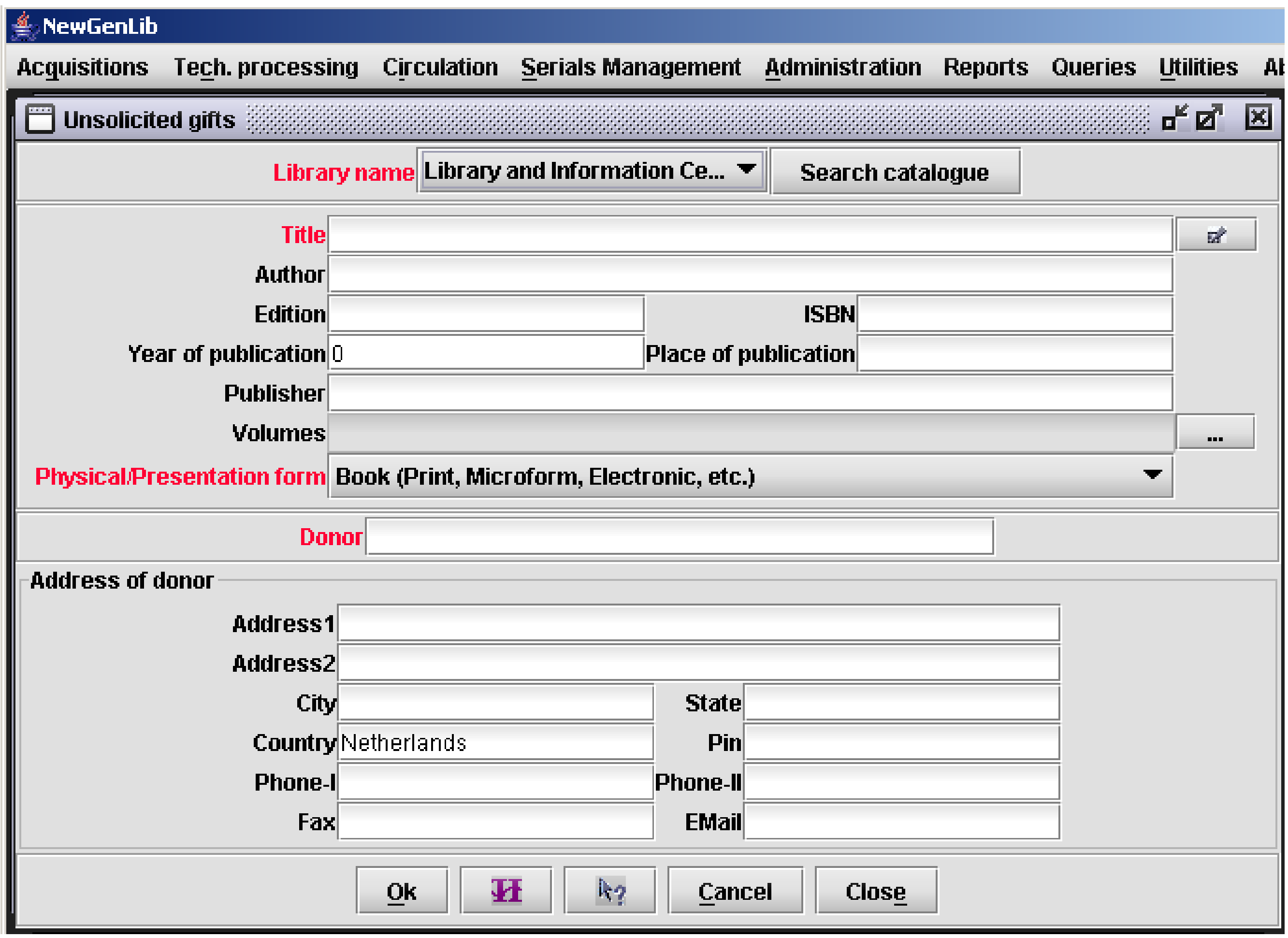


Illustration 27: Unsolicited gifts

How to work with the Unsolicited gifts screen

- The screen has two panels. The first panel has many text boxes for '**Author**', **Title**', '**Edition**', '**Publisher**', '**ISBN**', where you enter details of item you are seeking a gift of. You can check to see if the item is duplicated by clicking the icon next to the Title text box. This will invoke a search of the catalogue and other order and approval tables. If there are similar titles, you will be told of this so that you can avoid unintended duplication. The lower panel is for the address of the donor from whom you have received the gift or donation. Here, you enter and/or select the name of the organization and address details.
- Once the details in the two panels are filled-in, click the **'OK**' button. This will invoke the Print component and if you wish the acknowledgment for the gift can be printed immediately or can be postponed to an end-of-day process. You will see confirmation that the unsolicited Gift function was completed successfully,

Finally the following buttons/icons appear after the OK button at the bottom most part of the screen:

- **Help icon**. Click this to see the online help.
- **Close.** Click this to close the window and return you to the Opening screen.

Viewing gifts received

Click the View gifts received menu option to see the screen below.

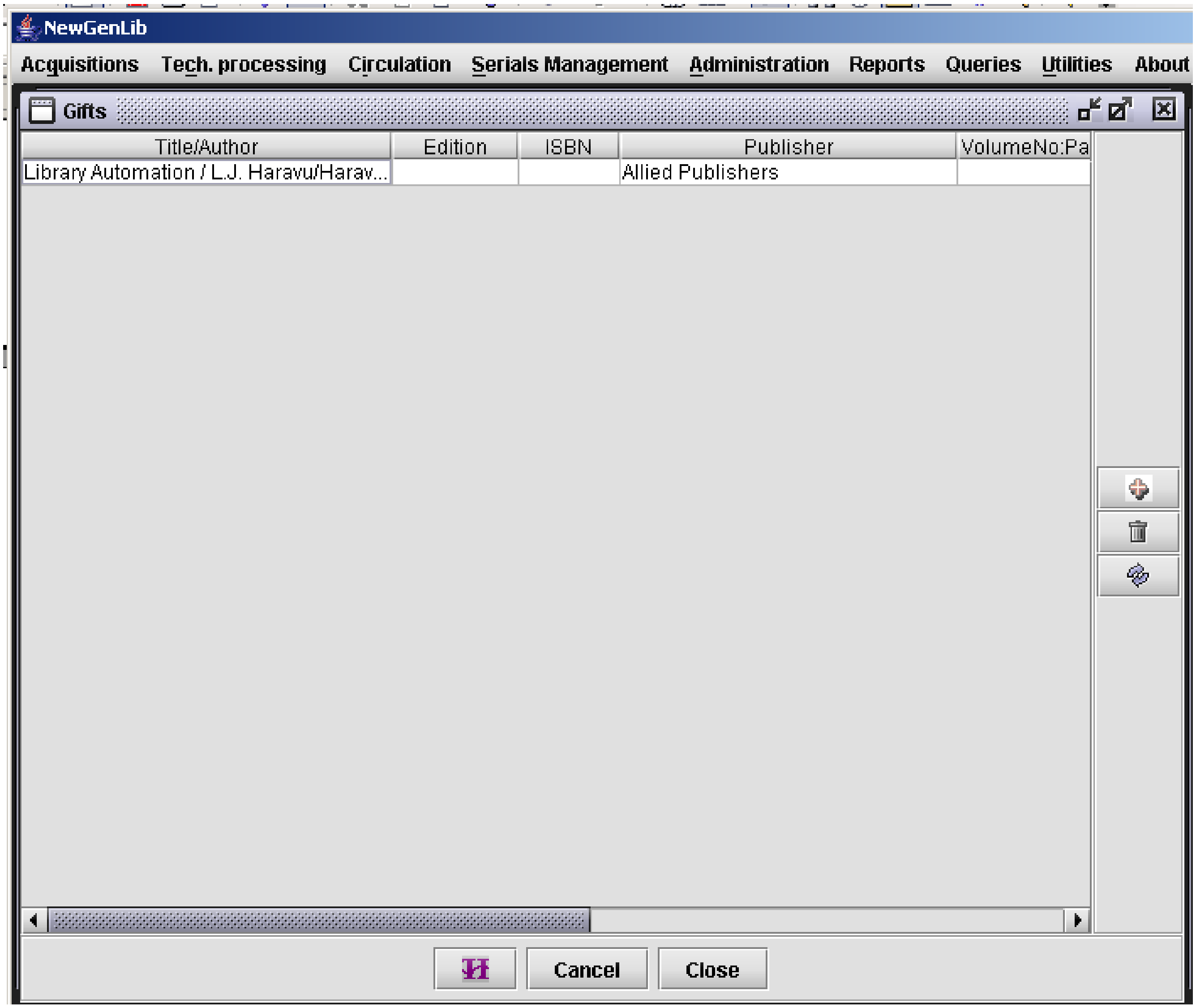


Illustration 28: Viewing gifts received

How to work with the View gifts screen

If there are gifts solicited (or unsolicited) asked for or received, these will be populated in the table. You also see three icons placed vertically to the right of the screen. These are for Edit, Delete and Refresh.

You can select any row of the table and either edit it or delete it as required or just leave the screen by clicking the close icon.

Accessioning of received items

The Accession received items function enables library staff to quickly and accurately record information about the items received and paid for or otherwise, assign a unique barcode to items so that these become ready for technical processing and later for circulation to
library patrons.

You will see the screen shown below when you click the **Accession received items** menu option.

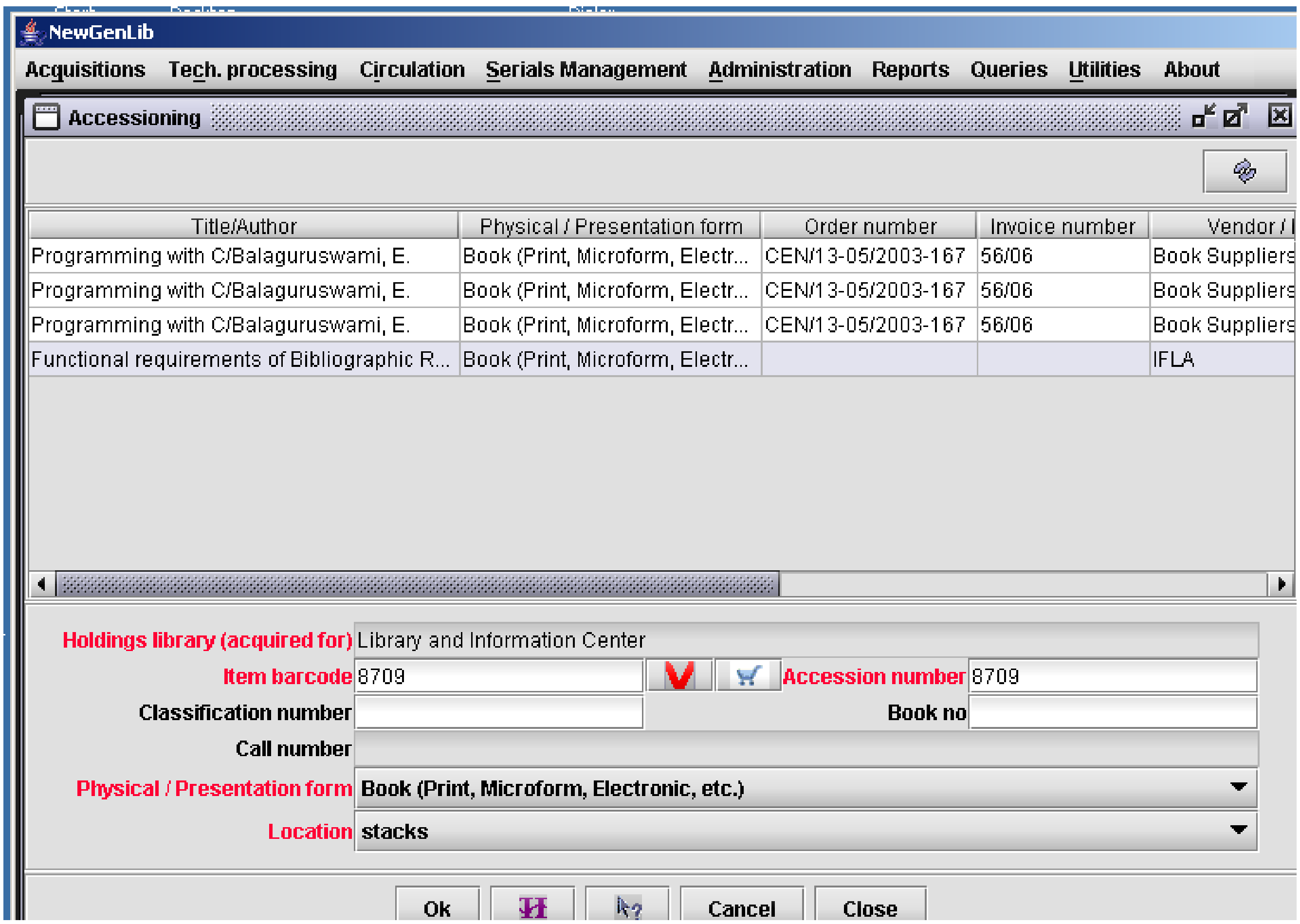


Illustration 29: Accessioning items

How to work with the Accessioning screen

When this option is invoked you will see a screen with a table showing all items that need to be accessioned and bar coded (i.e., assigned a unique number to be used as an identifier in circulating the item). The screen also contains a panel in the bottom having text boxes for **Bar code, Accession number, Classification number, Book number, Call number, and drop down boxes for Physical presentation/form and Location. The Location** drop down shows the physical areas where the library shelves its collections.

Next to the Bar code are two icons: a red **'V'** and a **light blue** icon. You can enter a bar code (an alpha numeric one containing any alphabet, and/or the numbers 1 to 9) and click the V icon to validate if the bar code used is unique. If the bar code has already been used, you will be alerted to this fact and you can change the bar code entered. The light blue icon is meant to automatically give you the next valid bar code number that you can use. This is possible when the library has enabled a setup parameter that the system will automatically generate the bar code for items.

Once the details in the bottom panel are filled-in, click the **'OK**' button. The row/item selected in the table will be successfully accessioned and you will be told of this. A print component will also open allowing you to intimate the user who requested the item. You may print the intimation immediately if you wish, or keep it for an end-of-day process

The above process may be repeated for all the items that need to be accessioned, one by one.

Finally the following buttons/icons appear after the OK button at the bottom most part of the screen:

- **Help icon**. Click this to see the online help.
- **Cancel.** Click this to cancel the entire operation at any time.
- **Close**. Click this to close the window and return you to the Opening screen.

Delete accession number

When entering accession numbers manually, library staff may make transposition errors, e.g., instead of entering 98361 they may enter the accession number as 98316. Other errors may also occur, e.g., one book's accession number is assigned to another and the error is noticed at a later date. In such a case, it may be necessary to delete the accession number of an item so that the right number could be assigned to it. The Delete accession number allows this.

When this menu option is clicked, the screen shown below appears.

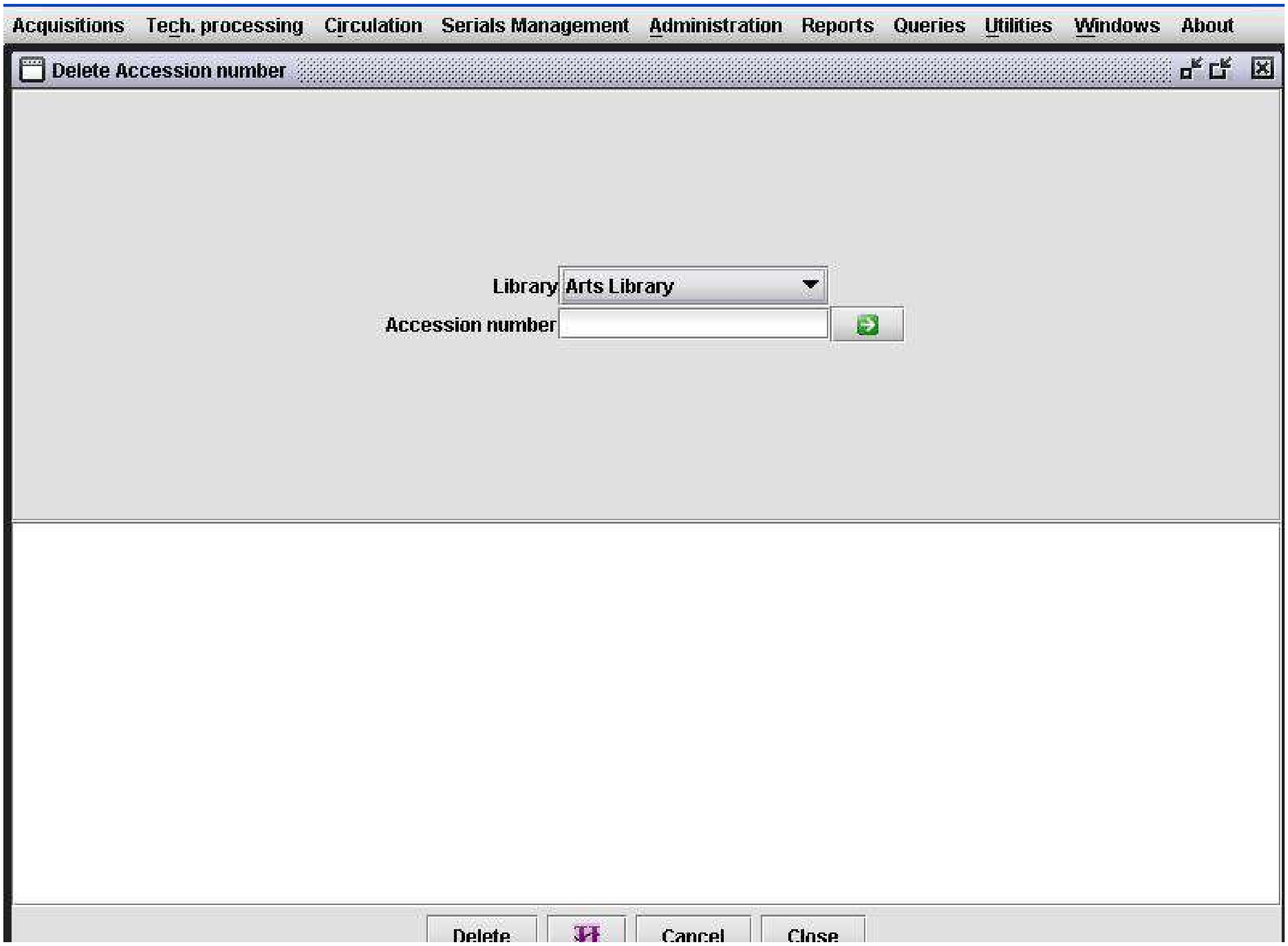


Illustration 30: Deleting accession numbers

How to work with the Delete accession number screen

1. Select the library (if the library is part of a NewGenLib network) that wants to delete an accession number.
2. Enter the accession number to be deleted.
3. Click the Delete button.

If the accession number has not participated in a circulation transaction and/or if the accession number has occurred in a payment that was already processed, the number will be deleted. If this is not the case, you will be alerted to the fact that the accession number cannot be deleted.

Processing of payments of invoices

This function is invoked after items and invoices are received and the items are accessioned. Click the Process payments (invoices) menu option and you will see the following screen.

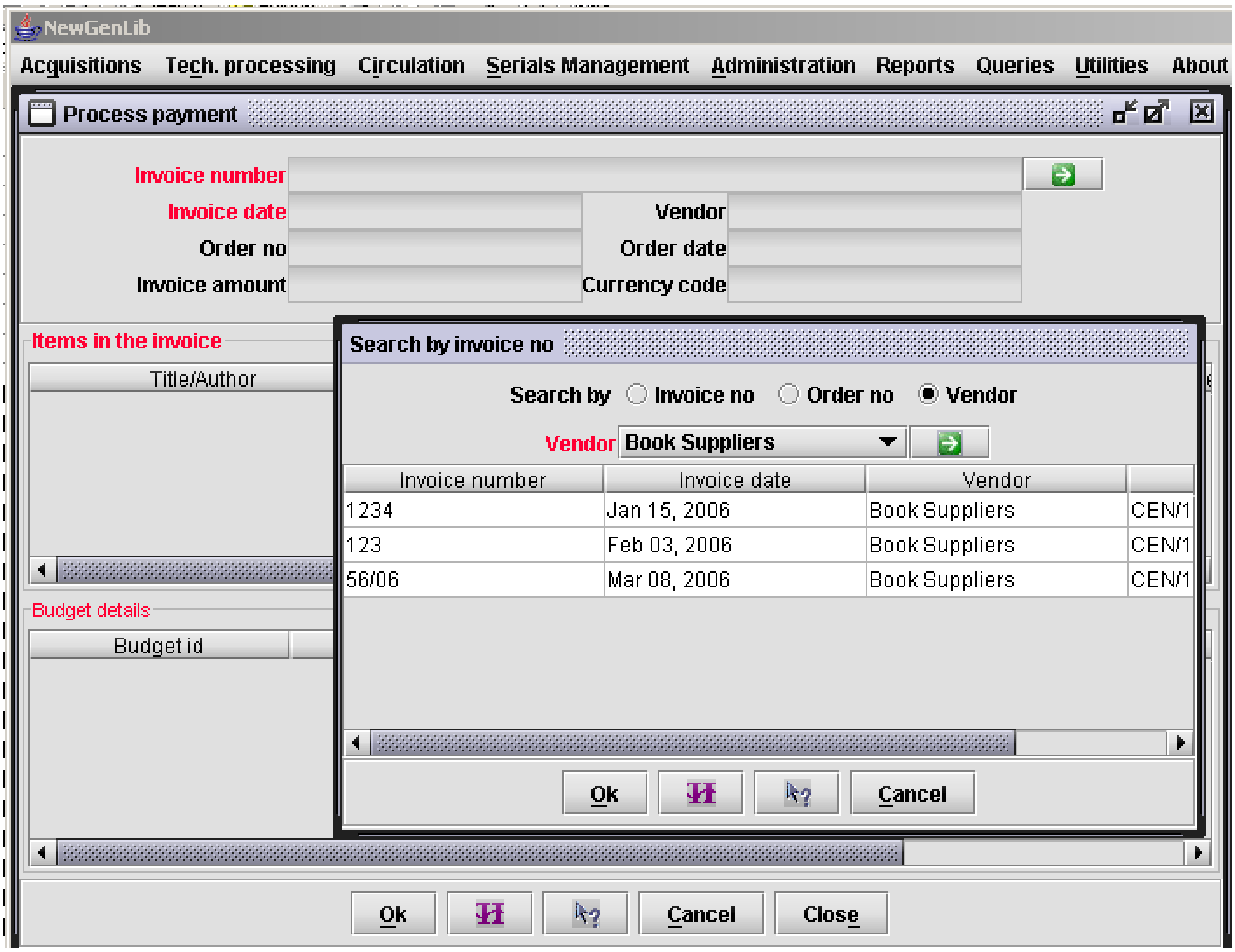


Illustration 31: Processing invoice payments

How to work with the Process payment screen

Right at the top of the screen is a text box labeled **Invoice number** followed by a

green Go button. Click the Go button.

2. You will now see an embedded search window which allows you to search by: **Order No, Invoice No, or Vendor.** Select any one of the three radio buttons, If your choice is order no., or Invoice no. enter an order number or invoice number

and click the Go button in the embedded window. If your choice is vendor you can select a vendor in the drop
down box and then click the Go button in the embedded window.

3. You will be returned to the main Process payments window with the details of the invoice such as **Invoice number, date, Order no., order date**, etc, and the **Items in the invoice** table populated, shown in the screen.

4. Click a row in the table to select it and you will see in the table called **Budget details** information about the budget, amount charged, and balance available.

5. Now click the 'OK' button to commit the Process payment transaction to the database. You will be informed that the payment process has been successfully completed. The print component will also be invoked so that the payment can be passed, i.e., authorized. If you wish this can be printed immediately, or postponed to an end-of-day process.

Finally the following buttons/icons appear after the OK button at the bottom most part of the screen:

- **Help icon**. Click this to see the online help.
- **Cancel.** Click this to cancel the entire operation at any time.
- **Close**. Click this to close the window and return you to the Opening screen.

Invoice payment details

Some libraries require to enter details of payments made against invoices received from vendors for the acquisition of items. In oder to do this, click this menu option and you will see the screen shown below.

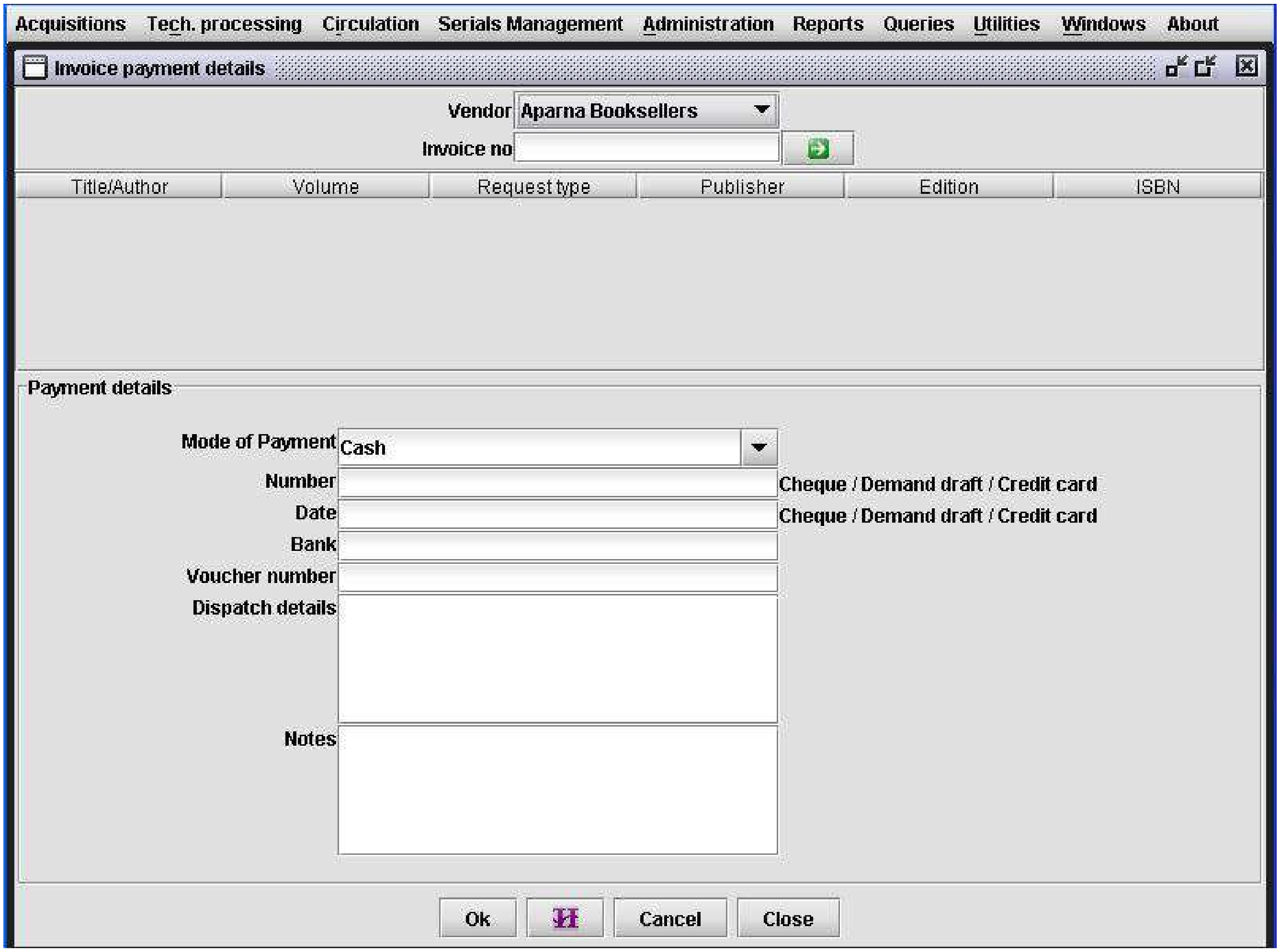


Illustration 32: Recording invoice payment details

How to work with the Invoice payment details screen

1. Select the vendor from whom the invoice was received and for which payment details are to be recorded.
2. Enter the invoice number in the text box.
3. Click the green Go button.
4. You will now see populated the details of the items supplied under the invoice entered.
5. If this is the correct invoice, enter the payment details in the different text boxes and text areas.
6. Click the Ok button when all details have been entered.

Clams for unfulfilled orders

The Claims function enables library staff to produce the following types of outputs:

- Claim letters to vendors for un-supplied items between two selected order dates, Requester, title, vendor, or budget head
- listings by Requester or Budget head. The idea of producing listings is to send these to approving authorities when items are long overdue and are not acquired in spite of best efforts so that such items can either be reordered or cancelled if their utility to the requesting department is no longer there.

Click the Claims menu option to see the screen shown below.

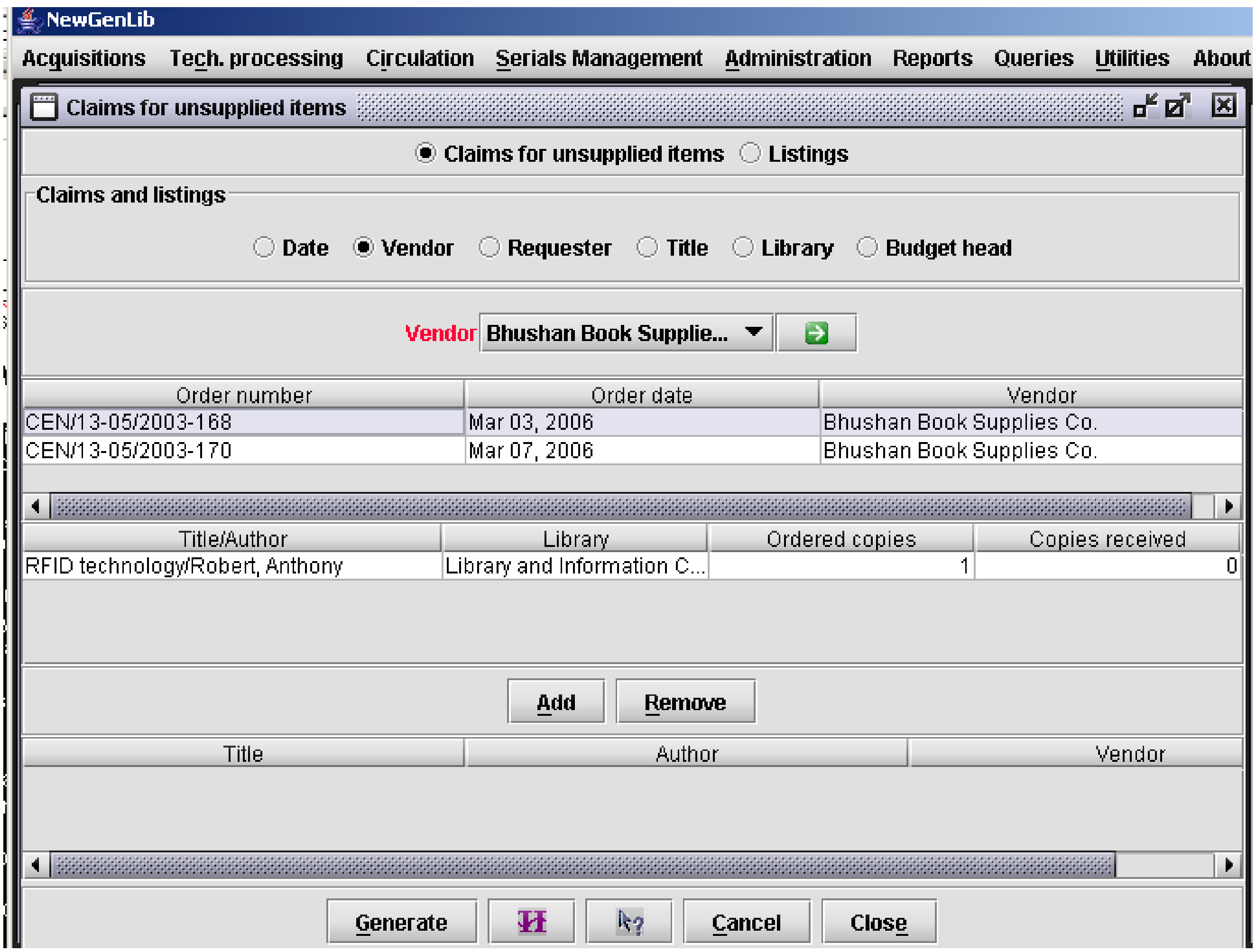


Illustration 33: Claims for unsupplied items

How to work with the Claims for unsupplied items screen

1. The screen has two Radio buttons at the top as follows:

- **Claims**. Check this radio button, if you wish to produce claims to vendors.
- **Listings**. Check this radio button if you wish to produce only listings.

2. Following on, you will see another panel labeled '**Claims and Listings**' containing the following Radio Buttons:

- **Date**. Check this radio button if you wish to select two order dates between which claims for unsupplied items are to be generated. As soon as you check the Date radio button, you will see two Calendar components (invoked by pressing the F2 key) labeled **From** and **To**. Click these to select the From and To dates and then click the green Go button next to the To Calendar component.
- **Vendor**. Click this radio button if you wish to produce claims for a particular vendor. As soon as you check the Vendor radio button, you will see a drop down box labeled Vendor and the possibility for you to select a vendor from this. Select a vendor and click the green Go button.
- **Requester.** Click this radio button if you wish to produce claims or listings for unsupplied items suggested by a particular Requester. As soon as you check the Requester radio button, you will see a text box labeled Requester Id for you to enter an Id and then click the green Go button.
- **Title**. Click this radio button if you wish to produce claims for an unsupplied title. As soon as you check the Title radio button, you will see a text box labeled Title for you to enter a title and then click the green Go button.
- **Budget head.** Click this radio button if you wish to produce claims or listings for unsupplied items ordered under a budget head. As soon as you check the Budget head radio button, you will see a drop down box labeled Budget head and the possibility for you to select a Budget head from this which you do and click the green Go button.

3 If there are pending orders, between the selected **dates, vendors, requesters, titles, or budget heads**, these will be populated in the table under the columns **Order Number, Order Date, Vendor**. A row selected in this table will populatethe next table under the columns **Title/Author, Library, Ordered Copies, Copies Yet to be Received.**

4. You will see two buttons labeled **Add** and **Remove** just under the table with the columns **Title/Author, Ordered Copies, Copies yet to be Received.** Click any row in this table to select it and click the **Add** button to move the row or item to the last table on the screen. You may add as many items as required by using the Add button or at any time you may use the **Remove** button to remove an item from the last table.

5**.** Once, you are happy with the final result, click the '**Generate**' button to prepare the claim letters and/or listings. The Print component will be invoked and if you wish, the printing of claims/listings can be done immediately or it can be postponed to be an end-of-day process.

Finally the following buttons/icons appear after the **'Generate'** button at the bottom most part of the screen:

- **Help icon**. Click this to see the online help.
- **Cancel.** Click this to cancel the entire operation at any time.
- **Close**. Click this to close the window and return you to the Opening screen.

Chapter 3 Technical Processing and Database Development

Overview

This module has several features which are important for the user to understand in order to make effective use of the functionalities in processing various types of documentary materials (books, serials, theses, etc.) and newer forms such as CD-ROMs, Web pages, Audio and Video materials.

By technical processing is meant:

8. the creation of metadata records for information objects (books, serials, CD-ROM's etc.),
9. the classification of materials using one or other standard scheme of classification such as the Dewey Decimal classification,
10. the subject indexing of the materials using the Library of Congress Subject Headings (LCSH) or similar list of subject headings. By default NewGenLib uses the LCSH, and
11. the use of authority files to ensure that names of persons, institutions, geographic areas, uniform titles and so on are consistently entered

In addition to the above-mentioned tasks, technical processing in a computer-based system could include the attachment of digital content such as full text of the document , audio clip, image, etc. Similarly, it is possible to provide one or more links to web-based resources via URLs. The user who searches the online public access catalogue (OPAC) then has access not only to metadata but also to digital content as well as other related web resources. NewGenLib has these capabilities.

NewGenLib's technical processing module has the following capabilities:

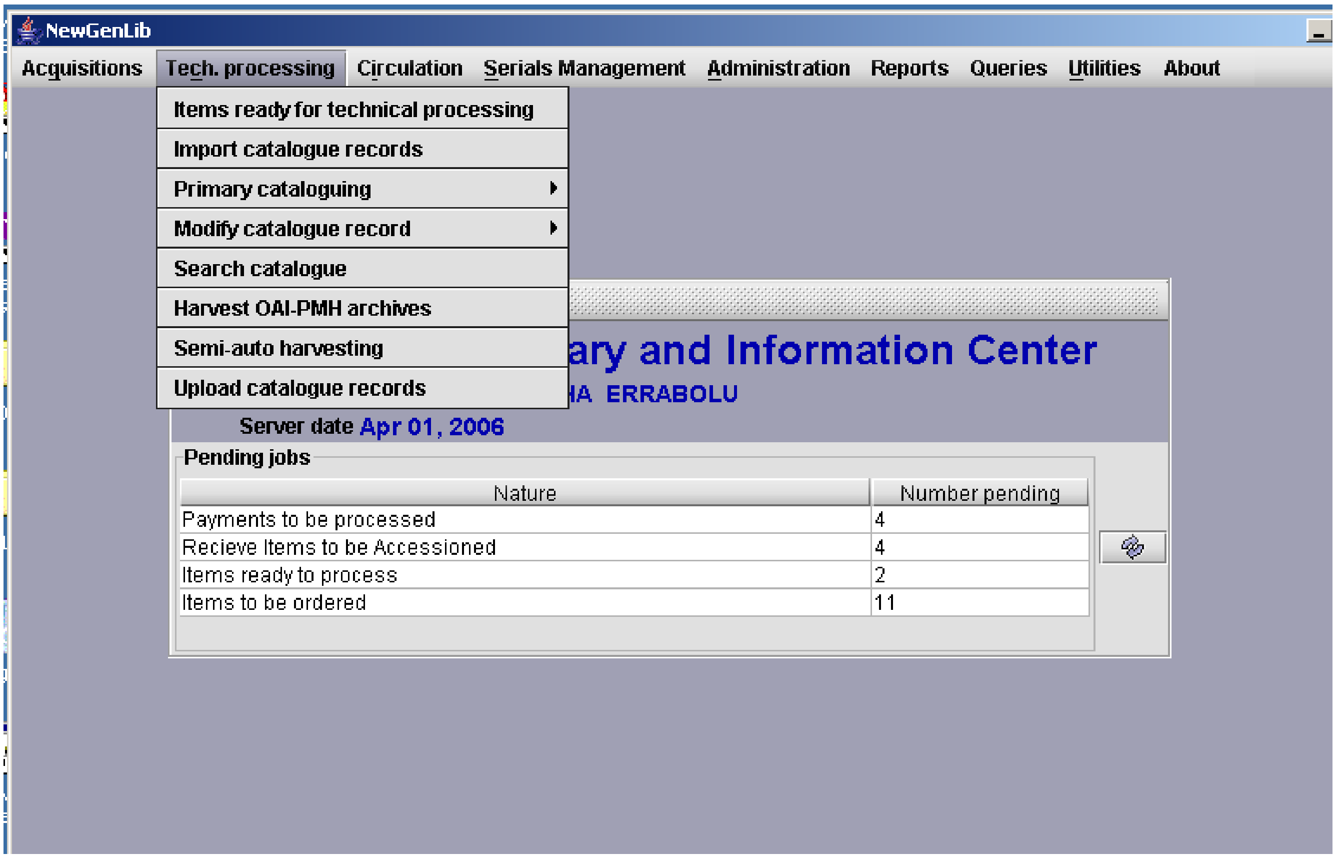
All metadata (catalogue) records are MARC-21 compliant. In other words, records can be entered and viewed as MARC-21 formatted records irrespective of the cataloguing template used to enter data. We recommend that the AACR-2R standard be followed for main entry and other entries, although in a computer-based system the difference between main entry and other entries is dimmed as all approaches to searching the catalogue are possible.

It is possible to describe information objects at three levels of detail: minimal, mid-level and at the full level permitted by the MARC-21 standard. The templates are simple template for minimal level cataloguing of monographs, the general template which allows a mid-level of detail in description for all

types of materials, and the MARC-21 template which allows full MARC cataloguing.
Copy cataloguing, i.e., downloading of catalogue record data from authoritative MARC-21 data sources such as the Library of Congress (LOC) is possible. This is achieved by connecting to the LOC catalog search page, http://catalog.loc.gov., searching for the record whose catalogue record is required and then saving the record as an ISO-2709 file which is then imported into one or other NewGenLib template.
A library could configure its own MARC-21 data sources and use these to import catalogue data. The only stipulation is that the source must allow the export of their MARC-21 catalogue records in the ISO-2709 format. This will allow any library that uses NewGenLib to download data from another NewGenLib library that has its OPAC on the web.
All types of materials supported by MARC-21 are possible to be described. This includes newer forms such as web pages, audio files, projected media, computer files, etc.
It is possible to create records for chapters in books, articles in serials, and conference papers. All such analytical entries are logically linked to the host item (monograph, serial, etc.). In other words, if several chapters of a book are required to be described, there will be only one metadata record for the monograph and this is linked to the metadata records of the different chapters.
Metadata records could have one or more digital attachments, e.g., full text of documents, images, etc., Such attachments become accessible via the OPAC.
The character encoding used internally by NewGenLib is Unicode and UTF-8. This allows data entry, storage and retrieval in non-Roman script languages. This is accomplished by using virtual keyboards for non-Roman script languages.
It is possible for libraries to create digital archives of their institution's contributions (e.g., faculty papers, theses, preprints of articles, chapters in books). The metadata of these records are possible to be harvested using the OAI-PMH protocol (Open Access Initiative for Metadata Harvesting). In NewGenLib all such records are integrated with the other metadata and become searchable via the OPAC. The digital content of these records are also accessible to OPAC users.
Similarly, it is possible for a library to harvest metadata from other OAI-PMH archives. Such harvested records become part of the NewGenLib database and therefore searchable via the OPAC.
Records specifically added to the open archive are also harvestable by other libraries and information centres using simple http commands. In other words a library using NewGenLib could act both as data provider as well as a service provider in the Opan Access movement.

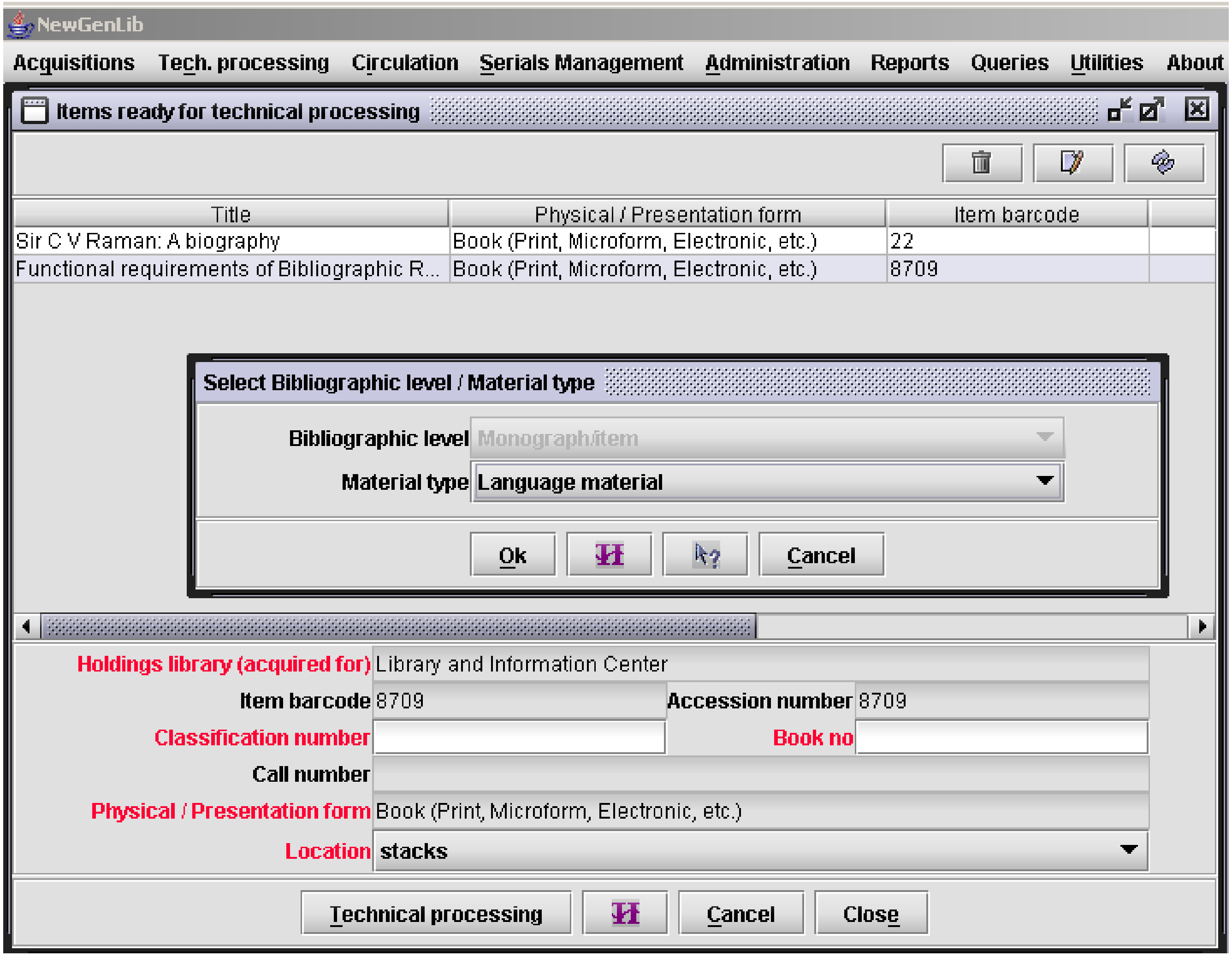
Options in the Module

The screen below shows the main menu options that are available in this module. Each of these menu options and sub-options, their purpose and how to accomplish technical processing related tasks using these functions are explained in detail in what follows.



Items ready for technical processing

Items acquired via the Acquisitions module and are ready for technical processing are accessed by clicking the menu option**, Items ready for technical processing.** You will see the data entry screen shown below when you click this menu option.



How to work with the items ready for technical processing screen

7. The screen shown above has with a table with the heading **'Items ready for Technical Processing'**. Each row in this table represents an item that is ready for processing.
8. Click on any row and you will see in the bottom panel details of the item''s bar code/accession number assigned to the item and classification number and book number (if this happens to be a second or later copy of an existing item), physical/presentation form, and location where shelved. These data are selectable.
9. On the bottom of the screen, you will see a button, '**Technical Processing**'. First select a row in the table and then click the Technical Processing button. This will first take you to the Search catalogue function to see if there is already a catalogue record for the title you are ready to process. If there are no matches, you will be told and then you click the 'Cancel' button in the Search catalogue page. This will then take you to the Primary Cataloguing module where you will be able to

catalogue and classify the item in question. The embedded window shown above allows you to select the Material type being described. When you click Ok in this window, you will be asked to choose the cataloguing template (simple, general, or MARC-21) that you wish to use to catalogue the item.

The above steps can be repeated as many times as needed, once for each item ready for technical processing.

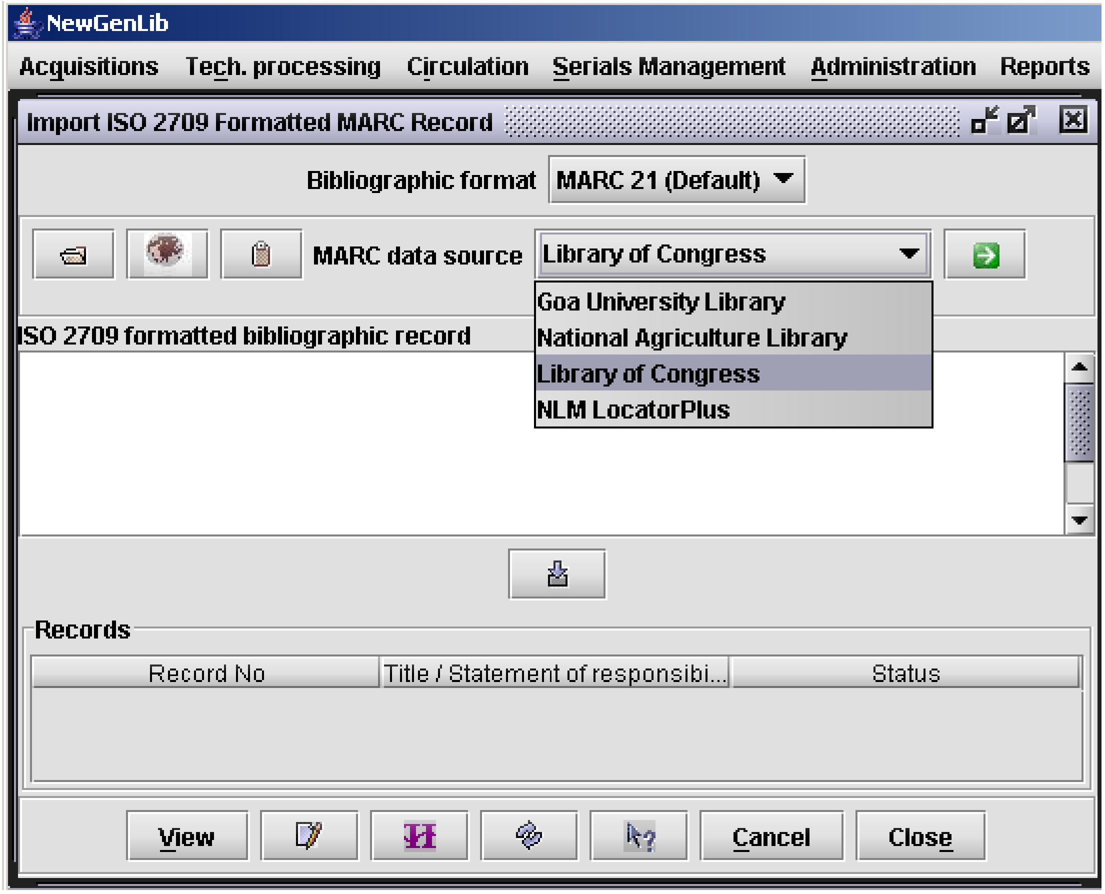
Finally the following buttons/icons appear at the bottom most part of the screen:

9. **Help icon**. Click this to see the page you are viewing.
10. **Cancel.** Click this to cancel the entire operation at any time.
11. **Close.** Click this to close the window and return you to the Opening screen.

Copy cataloguing or import of catalogue records

An important feature of NewGenLib's technical processing module is the possibility to import into one or other template, cataloguing data directly from a MARC-21 data source such as the LOC, National Agricultural Library, etc. In fact the library can configure one or more MARC data sources from where they plan to import catalogue records. The only requirement is that the source must export their MARC-21 data in ISO-2709 format.

The copy cataloguing function is invoked by clicking the **Import catalogue records** menu option. The screen shown below opens when this option is clicked. A drop down box shows all the data sources configured with one of these made as the default source.

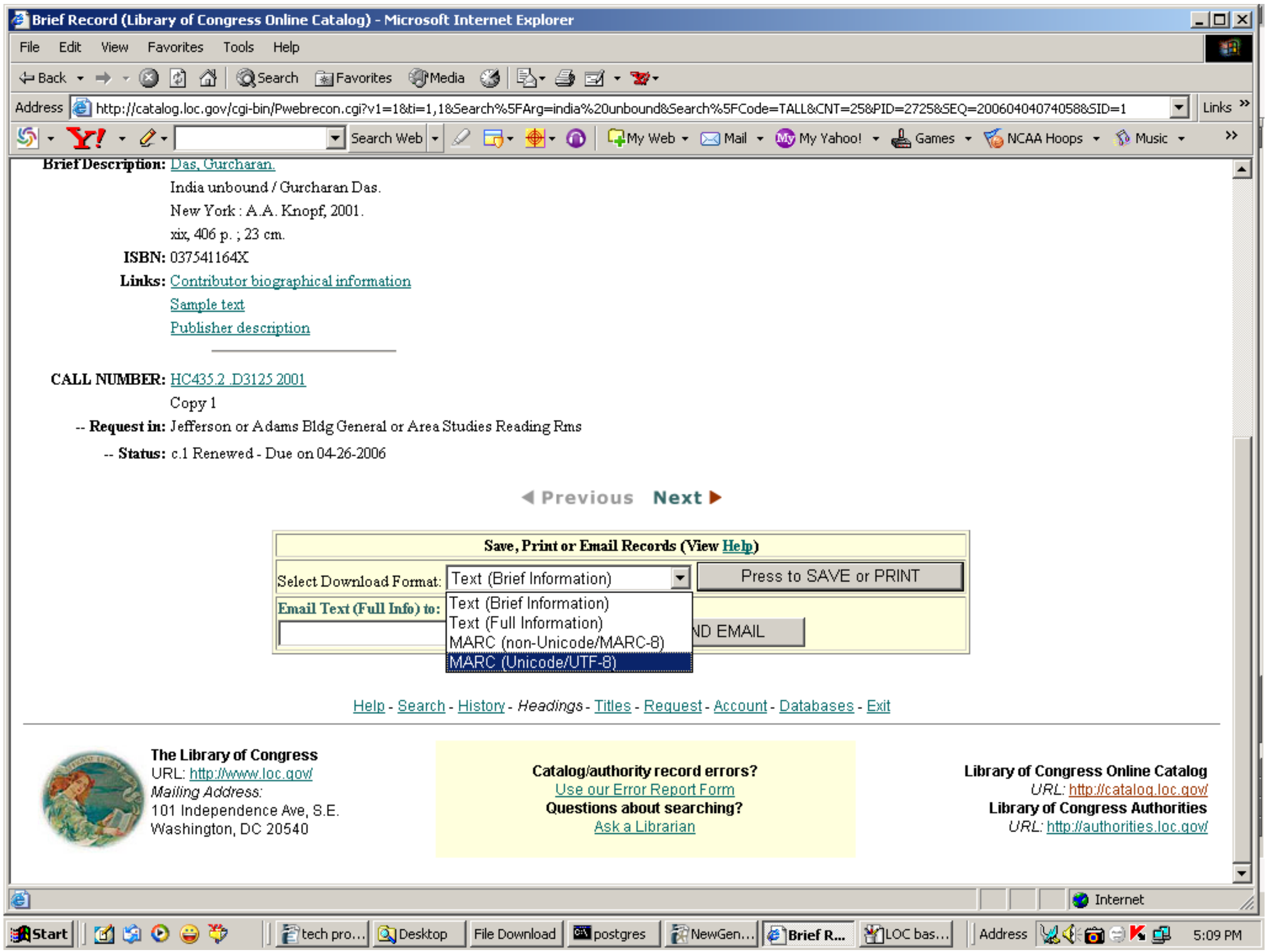


How to work with the import catalogue records screen

To import a catalogue record directly into one of the cataloguing templates (simple, general or MARC-21 proceed as follows:.

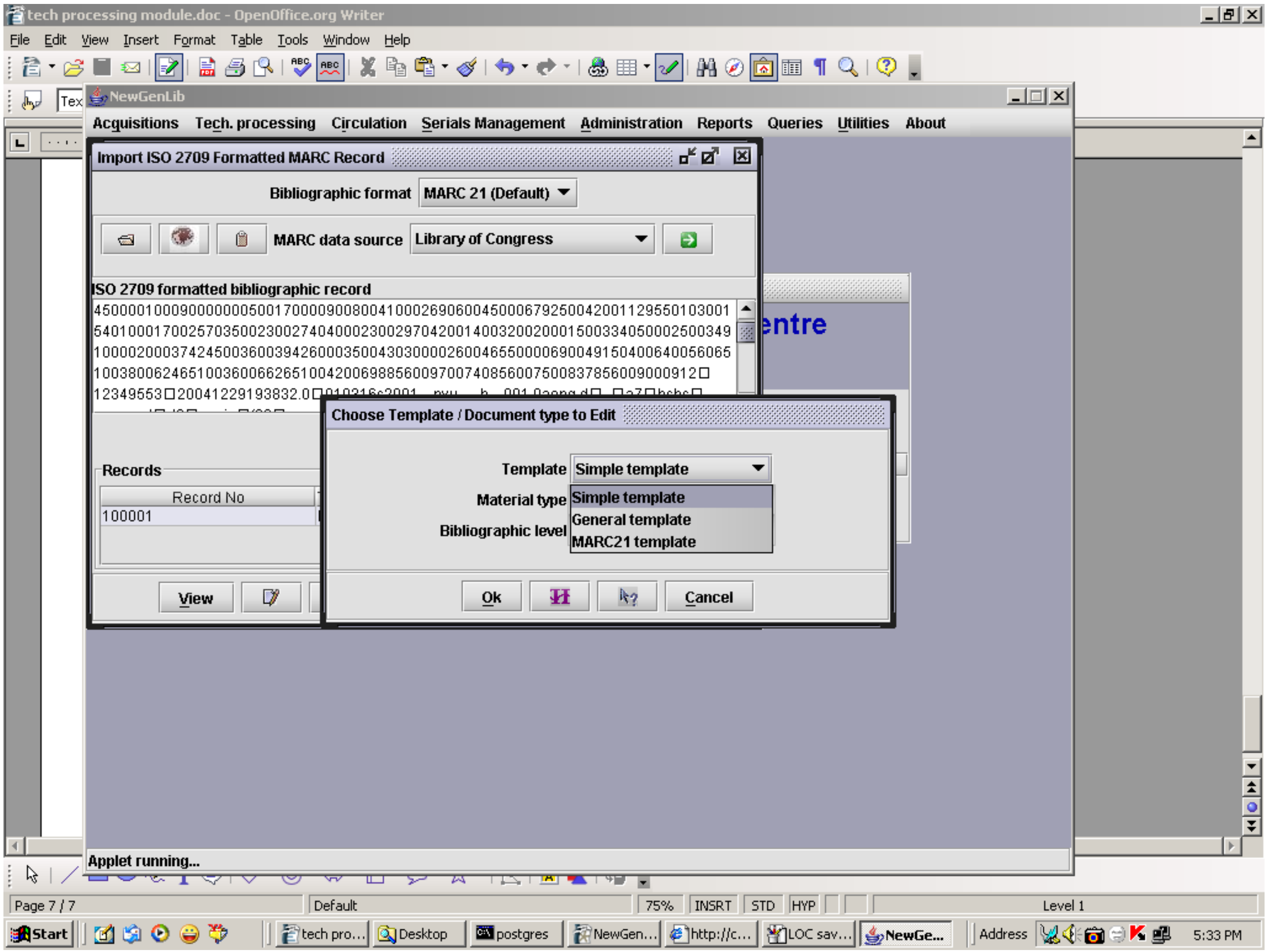
- Select the MARC-21 data source from the drop down box labeled **MARC data source** and click the Go button. This will take you to the search page of the data source on the web. For instance, if you chose LOC as the data source, you will be directed to the home page of the site, http://catalog.loc.gov. Click the **Basic search** link to see the screen below.

- You can see that many search options are possible to be used. Chose any of these.
- Enter the appropriate text in the **Search text** box for the item you plan to catalogue and click the **Begin search** button or press the Enter key.
- You will soon see a table of results. To see fuller details, click the hyperlinked title in the results display table.
- You can now verify if indeed the item you wish to catalogue is the same as the one on display.
- If this is the case, scroll down the page and you will see the LOC catalog's Download dialog shown below.

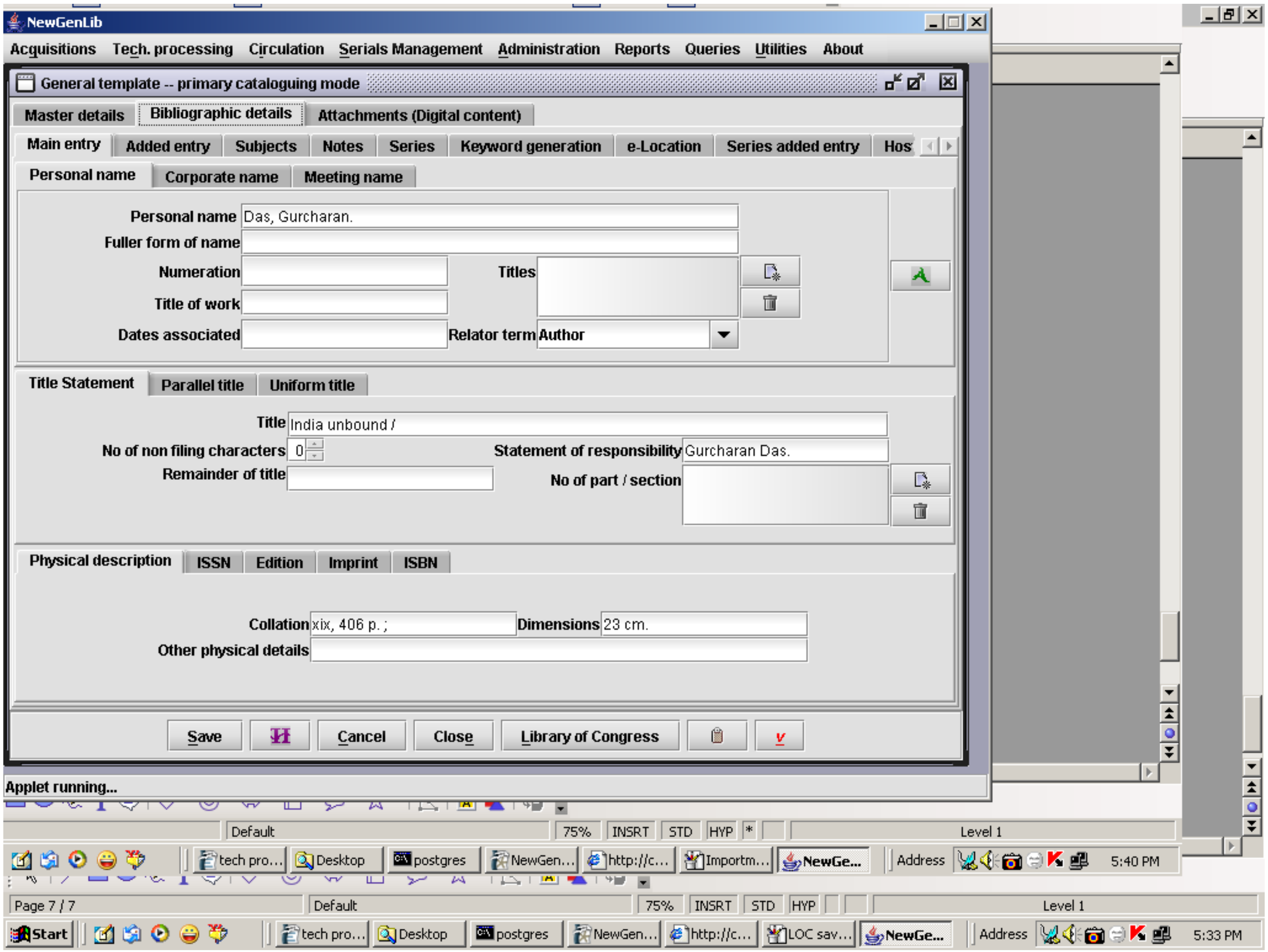


- Select the **MARC-21/UTF-8** as the download format and click the Save button.
- You will now see a long string of characters on your monitor. This is the MARC-21 catalogue record in ISO-2709 format.
- Now hold down the **Ctrl** key and then press the **A** key on your keyboard. This will select the ISO-2709 record and you will see that the long string is highlighted.
- Now hold down the **Ctrl** key and then press the **C** key on your keyboard. This will copy the ISO-2709 record into the clipboard.
- Return to the NewGenLib import catalogue record screen and now click the Import button. This will import the record into the text area labeled ISO-2709 formatted MARC record. You will also see brief details of the imported record in the table labeled **Records**. You may also click the Paste icon and the data stored in the clipboard is copied to the text area.
- You are now ready to use the imported record in any one of the templates of NewGenLib.
- In the bottom of the screen the first button, View, when clicked will show you the imported record as a MARC-21 record.
- Next to the View button is an icon for Edit. Click this and soon you will see

an embedded window asking you to choose a template in which to edit the imported record. The import screen and embedded window is shown below.



- You can see the imported ISO-2709 record and the Choose template dialogue. Select any one of the templates, Simple, General or MARC-21 and click the OK button in the embedded window.
- The Master details tab of the template chosen (simple or general) will now open. Click the Bibliographic details tab and you will see the details of the imported record are already populated in the different text boxes. An example record in the main entry tab of the General template is shown below.



- The data in the various text boxes may be edited. For instance, you may want to add more subject terms to those already imported. Similarly, you may want to change the ISBN of the imported record with the one on hand.
- Many fields, e.g., Personal name, Corporate name, subjects are authority controlled fields. Click the green 'A' icon to be taken to the authority file where you can search and select the authorized heading for a name or subject. More information about how to use the General template is given elsewhere in this manual.
- Once you have done the editing, click the Save button. The bibliographic record will first be saved. Soon after, you will be asked to enter holdings information, i.e., information about the bar code/accession number assigned to the item, the classification number, material type (e.g., you may be cataloguing a CD-ROM).
- Once you enter holdings information and click the OK button in the Holdings window, the data is saved and you would have catalogued via

import the item on hand.

The above steps will have allowed you to directly import a record from a MARC data source.

Importing saved ISO-2709 records

It is also possible to first connect to the data source via the Internet and download one or more MARC-21 records which you save to a folder on your hard disk. Later, you can disconnect from the Internet and then off line use the saved records for cataloguing. To do this do all the steps from 1 to 9 described above. After each record is selected click the File menu in the ISO-2709 record page and then click Save as and select a folder and file name in which to store the ISO-2709 record.

Now follow the step given below.

9. Click the first icon on the top left of the Import MARC records window. This is the Open file dialog. Select the folder and file name of the saved record on your hard disk and click Open. This will open the saved ISO-2709 record and populate the same in the text area and table as described in step 11 above. You then perform the steps from 12 and onwards given above to achieve the same result.

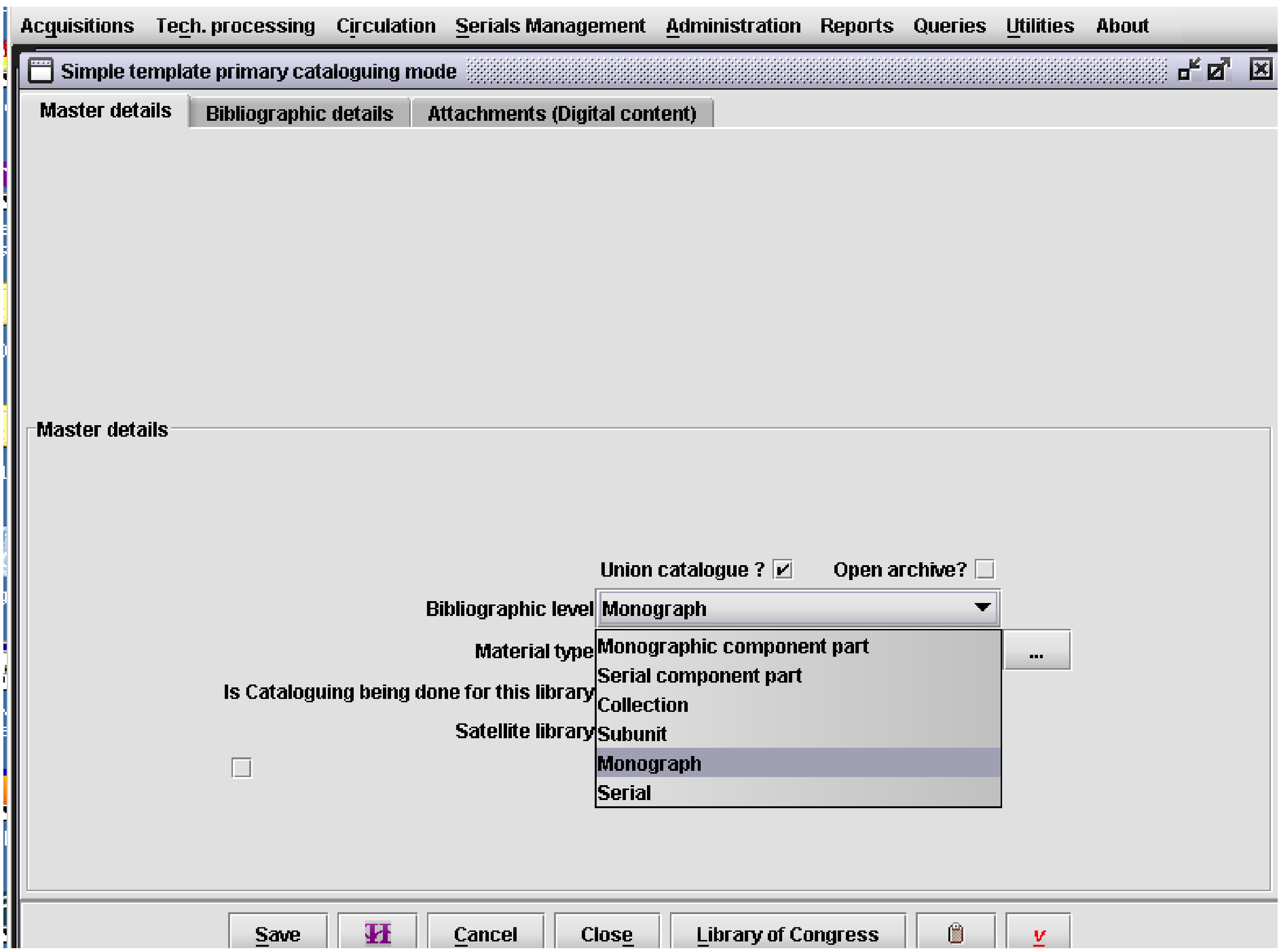
Primary or original cataloguing

As a general rule, it is advisable to resort to copy cataloguing using an authoritative MARC-21 data source such as the LOC. This will require that the cataloguers PC is connected to the Internet either directly or via his institution. Copy cataloguing ensures that records in the library's database are complete, accurate and consistent (especially if the authority file of the data source is also used). However, some items that the library wishes to catalogue may not be available in the database of the MARC data source. In such a case, the library will have to resort to primary or original cataloguing, i.e., entering the data directly into one or other NewGenLib template. In what follows how to do primary or original cataloguing using the **Simple template** and **General** template is described.

Primary cataloguing with the Simple template

The Simple template is useful when a minimal level of cataloguing is resorted to. This template is mainly for the cataloguing of monographs and **should not** be used for other material types. Also, this template is used by cataloguers who are not trained in using MARC-21 cataloguing. However records created using the Simple template will still be stored as MARC-21 records.

To use the simple template, click Tech. Processing in the main menu bar and place your cursor on the **Primary cataloguing** menu option. You will see three sub-options: Simple template, General template and MARC-21 template. Click Simple template. Soon you will be shown the Master details tab of the Simple template. This tab is common to all templates and is shown in the figure below.



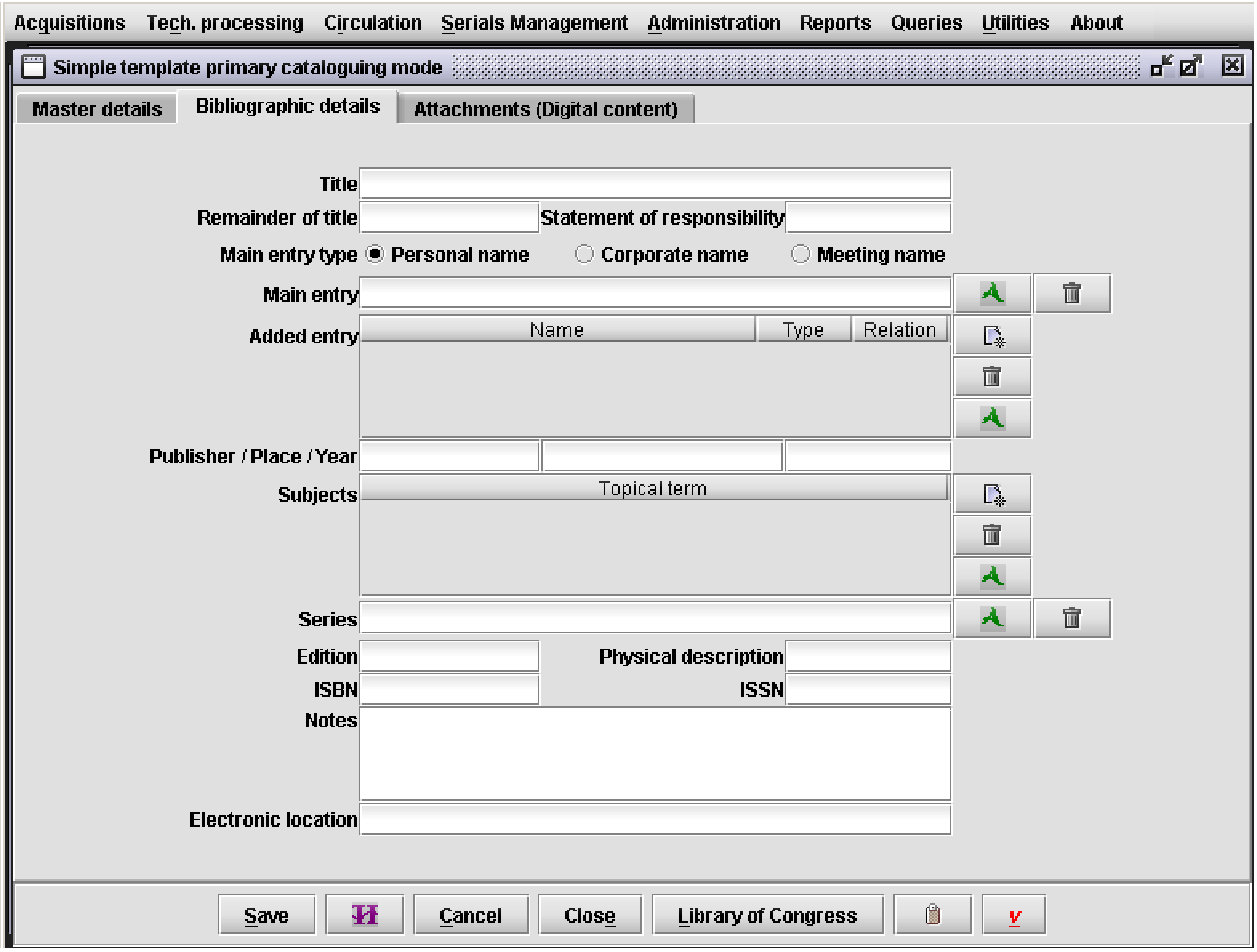
For a mid-level of detail in cataloguing, use the General template and for full level MARC-21 cataloguing, i.e., to utilize the full range of MARC-21 tags, subfields, and indicators, use of the MARC-21 template is necessary.

1. The Simple Template comprises three tabbed pages as follows: **Master Details, Bibliographic Details**, and **Attachments (Digital content).**

2. The common **Master Details** tabbed page has the following elements:

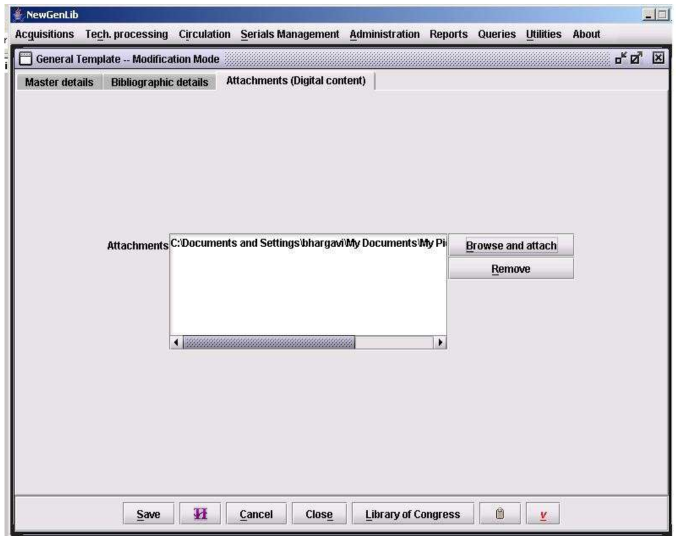
- A check box labeled **Union catalogue**. Click this to ensure that the record being catalogued is added to the Union catalogue of the library network in the event the library is part of a library network.
- A check box labeled **Open archive.** Click this to ensure that the record being catalogued is added to the open archive of the Institution's contributions. When records are added to the Institution's open archive, other Institutions will be able to harvest the metadata associated with such items using the OAI-PMH (Open Archives Initiative for Metadata Harvesting) protocol. It is customary for such records also to be associated with one or more digital objects such as full text.
- A drop down box labeled **Bibliographic level**. By default the Level Monograph is already selected. Other bibliographic levels can be selected if needed, e.g., serial, monographic component part (to catalogue a chapter of a book), serial component part (to catalogue an article in a serial), etc.
- A drop down box labeled **Material type.** By default the type Language material is already selected. Other types, e.g., Printed music, musical sound recording, projected medium (for videos, slides), computer file (for a HTML page) can be selected if needed.
- Two Radio buttons with the question '**Is cataloguing being done for this library**?' **Yes** **No**. This is needed when a Master library does the cataloguing for a satellite library.
- A drop down box labeled **Satellite library**. This box is disabled if there is no satellite library in the network.

The **Bibliographic details** tab shows a single page (shown below) where data for the most frequently used fields to describe monographs can be entered. (or displayed if data is imported). The text box labels are self-explanatory. Place the cursor on any field and press the **F1** key to get context-sensitive help about how to enter data in that particular field. **Please note that only one of: Personal name, Corporate name or Meeting name can be entered as a main entry element, and not more than one of these.** On the right hand side you will see an icon for **Authority file.** Depending on which element (personal name, corporate name or meeting name) is selected, when the cataloguer clicks the Authority file icon, he/she an select a term from the authority file to be the main entry element instead of entering data. The use of the authority files to select main entry headings helps in maintaining consistency in headings and improves accuracy. Click the New icon to enter Subject topical terms. Here again, you can select subject terms from an Authority file. Similarly, you can either enter the name of the Series directly or select the series from an authority file.



The **Electronic location** text field allows a cataloguer to enter details of an associated electronic location of the item being catalogued. For instance, if a conference document is being catalogued and it is known that the full text of the conference papers are available at a particular web site, the URL of this web site can be entered in this field. The Electronic location details of an imported MARC-21 record are automatically populated in this field.

The **Attachments (Digital content)** tab opens a page (shown below) with a text area labeled '**Attachments**' and two buttons labeled '**Browse and Attach**' and '**Remove**'. By Attachments is meant digital content that is available locally and that which can be uploaded to the local server or web server under the control of the library. Click the 'Browse and Attach' button to search for digital content that you can attach to the catalogue record that you are currently creating. A file open dialog helps you to locate such content. Once you identify the item (image, full text of document, video or audio clip, html page) that you wish to attach, click '**OK'** in the Open Dialog to attach the digital object to the metadata record. More than one attachment can be made to a bibliographic record. If after attaching an item, you wish to remove the attachment, select the item in the **Attachments** text area and then click the **Remove** button.



When you have entered/edited/imported data into the different tabbed pages as discussed in the foregoing paragraphs, you are ready to Save the record to the database. To do this click the '**Save**' button at the bottom of the screen. Once you do this, the data entered is validated using the different Authority files. For instance, if a personal name has been entered and this name is not found in the Personal name authority file, you will be told that this is so and you will be asked if you wish to: 1. **Create New** name in the authority file, or 2. **Select an existing name** in the authority file or cancel the entry. In other words, the validation ensures that names of people, corporate bodies, meeting names, subject terms, series names, etc., are represented consistently across the database.

Once the bibliographic data is successfully saved to the database, you will be asked to enter Holdings data, i.e., information about accession numbers (or bar code numbers) assigned to copies, classification numbers, book numbers, call numbers and physical locations where these might be shelved (or filed). Holdings data is entered in a separate window which is displayed soon after the successful save operation. Some library's use more than one Accession Series, e.g., one series of numbers for books which are paid for and another for gifts received. Each of these series may have a different prefix, e.g., G for items received as gifts. In such a case, these books will have accession numbers such as G1, G2, G3, ... G20090, G20091, and so on. Similarly Accession series may be based on type of materials. Serials items may have their own accession numbers starting with the prefix, S. When entering holdings data, it is possible to specify the Accession series and then also if you wish you could request the computer to allocate the next valid accession number in this series to the item being catalogued. At times, there may be several copies of an item that have to be entered as holdings. In such a case, the Holdings window has a button labeled 'Barcode (range)'. Click this button to enter a range of accession numbers (in a chosen accession series). Then click the OK button. The range of barcodes will be generated and saved to the database. These barcodes will of course need to be transferred accurately to the items on hand.

At the bottom of the page there are three buttons: **Library of Congress**, **Paste** and a small red **v.** The Library of Congress button when clicked takes you to the Basic search page of the LOC where you can then search for and save the MARC-21 ISO-2709 formatted data to the clipboard for the record you are cataloguing. Once you do this, click the Paste button to paste the contents of the clipboard to the different fields of the General template. In other words, you can use the Library of Congress button for copy cataloguing.

The red **v** button when clicked automatically searches the catalogue to see if the title being catalogued matches with other records that are already in the database. If there are such records, these are displayed. The idea is to alert the cataloguer to identical records that may already exist in the database so that the cataloguer may only add the holdings data rather than enter the bibliographic details, anew, as doing so will unnecessarily create a duplicate record for the same bibliographic item.

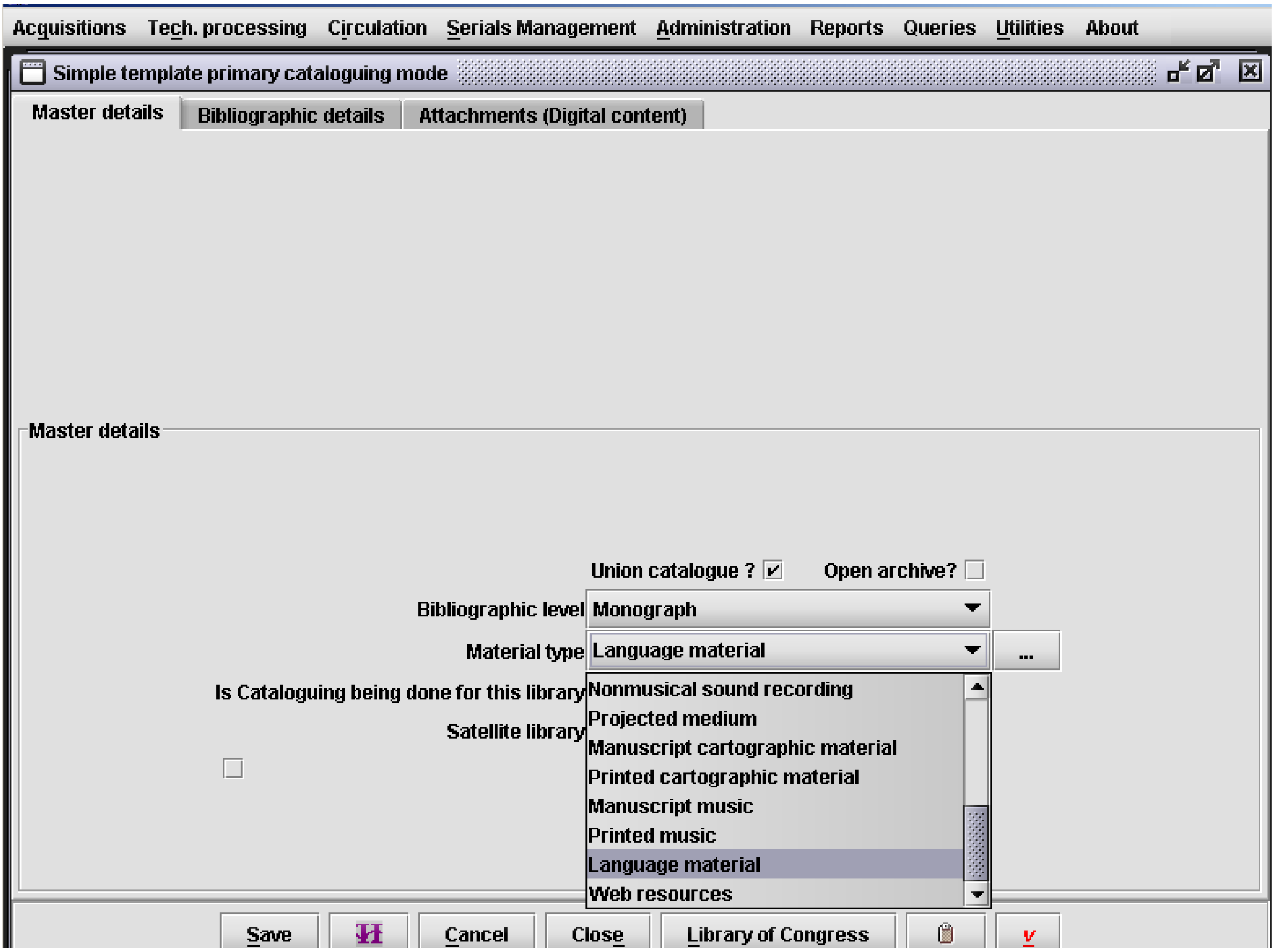
In addition to the **Save** and **Library of Congress**, **Paste and the red v** button the following buttons appear at the bottom of the screen:

7. **Help icon**. Click this to see the page you are viewing.
8. **Cancel.** Click this to cancel the entire operation at any time.
9. **Close**. Click this to close the window and return you to the Opening screen.

Primary cataloguing with the General template

The Simple template is useful when a middle-level of detail in cataloguing is resorted to. Data for fields that are frequently used in various types of materials are possible to be entered in the General template. For the full MARC-21 cataloguing, i.e., to utilize the full range of MARC-21 tags, subfields, and indicators, use of the MARC-21 template is necessary. The General template is meant for cataloguers who are untrained in MARC cataloguing. However records created using the General template will still be stored as MARC-21 records.

To use the General template, click Tech. Processing in the main menu bar and place your cursor on the **Primary cataloguing** menu option. You will see three sub-options: Simple template, General template and MARC-21 template. Click General template. Soon you will be shown the Master details tab of the General template. This tab is common to all templates and is shown in the figure below.



1. 1. The General Template comprises tabbed pages as follows: **Master Details, Bibliographic Details**, and **Attachments (Digital content).**

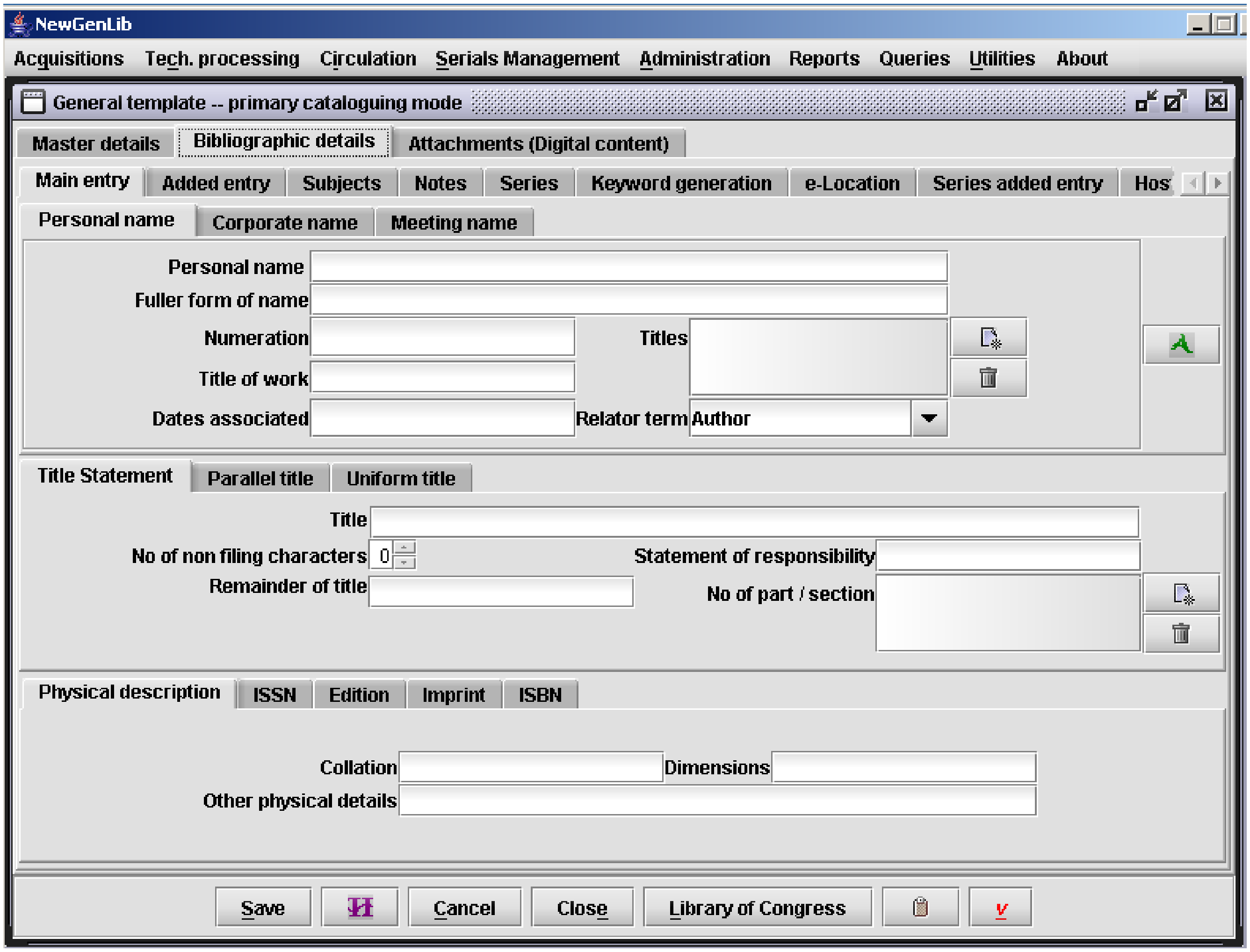
2. The common **Master Details** tabbed page has the following elements:

- A check box labeled **Union catalogue**. Click this to ensure that the record being catalogued is added to the Union catalogue of the library network in the event the library is part of a library network.
- A check box labeled **Open archive.** Click this to ensure that the record being catalogued is added to the open archive of the Institution's contributions. When records are added to the Institution's open archive, other Institutions will be able to harvest the metadata associated with such items using the OAI-PMH (Open Archives Initiative for Metadata Harvesting) protocol. It is customary for such records also to be associated with one or more digital objects such as full text.
- A drop down box labeled **Bibliographic level**. By default the Level Monograph is already selected. Other bibliographic levels can be selected if needed, e.g., serial, monographic component part (to catalogue a chapter of

a book), serial component part (to catalogue an article in a serial), etc.
- A drop down box labeled **Material type.** By default the type Language material is already selected. Other types, e.g., Printed music, musical sound recording, projected medium (for videos, slides), computer file (for a HTML page) can be selected if needed.
- Two Radio buttons with the question '**Is cataloguing being done for this library**?' **Yes No**. This is needed when a Master library does the cataloguing for a satellite library.
- A drop down box labeled **Satellite library**. This box is disabled if there is no satellite library in the network.

4. The **Bibliographic details** tab has seven lower level tabbed pages as follows: **Main entry, Added entry, Subject headings, Notes, Series, Keyword generation, e-location, Series added entry, Host/Related entries and Fixed fields**. The Main entry tabbed page is already open by default. How to enter data in the text boxes in each of these lower level tabbed pages is explained in the paragraphs given below.

The **Main entry** tabbed page (shown below) has three panels, one for **Names**, second for **Titles**, and a third for **Physical description**.



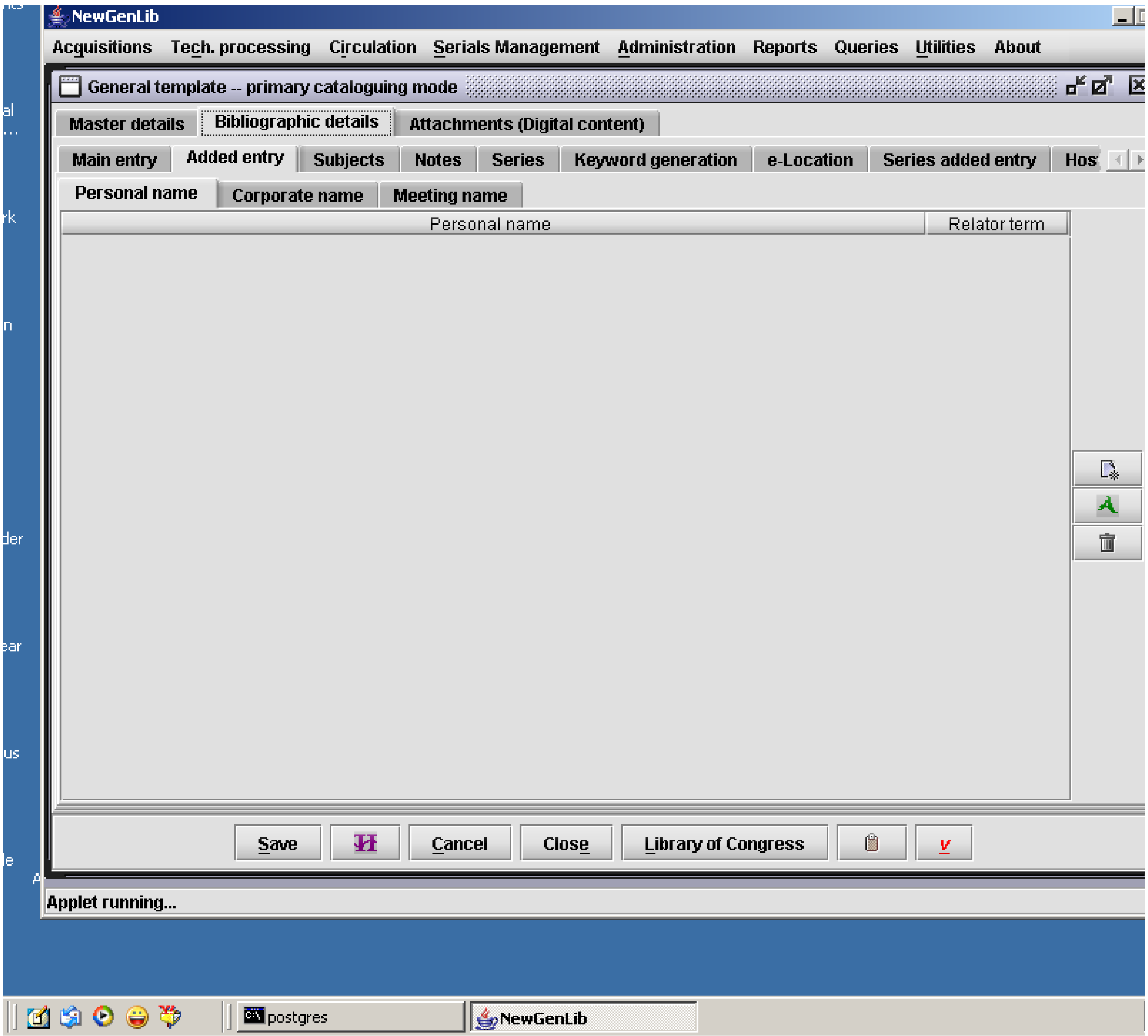
The Names panel has three tabs: **Personal name, Corporate name and Meeting name.** Each of these tabs has text fields for entry of data (or display of imported data). The text box labels are self-explanatory in each of these name panels. Place the cursor on any field and press the **F1** key to get context-sensitive help about how to enter data in that particular field. **Please note that only one of: Personal name, Corporate name or Meeting name can be entered as a main entry element, and not more than one of these.** In the Names panel, on the right hand side you will see an icon for **Authority file.** Depending on which tabbed page is open (personal name, corporate name or meeting name), when the cataloguer clicks the Authority file icon, he/she an select a term from the authority file to be the main entry element instead of entering data. The use of the authority files to select main entry headings helps in maintaining consistency in headings and improves accuracy.

6. The Titles panel of the Main entry tab has three tabs: **Title statement, Parallel title and Uniform title.** Each of these tabs has text fields for entry of data (or display of imported data). The text box labels are self-explanatory in each of

these title panels. Place the cursor on any field and press the **F1** key to get context-sensitive help about how to enter data in that particular field.

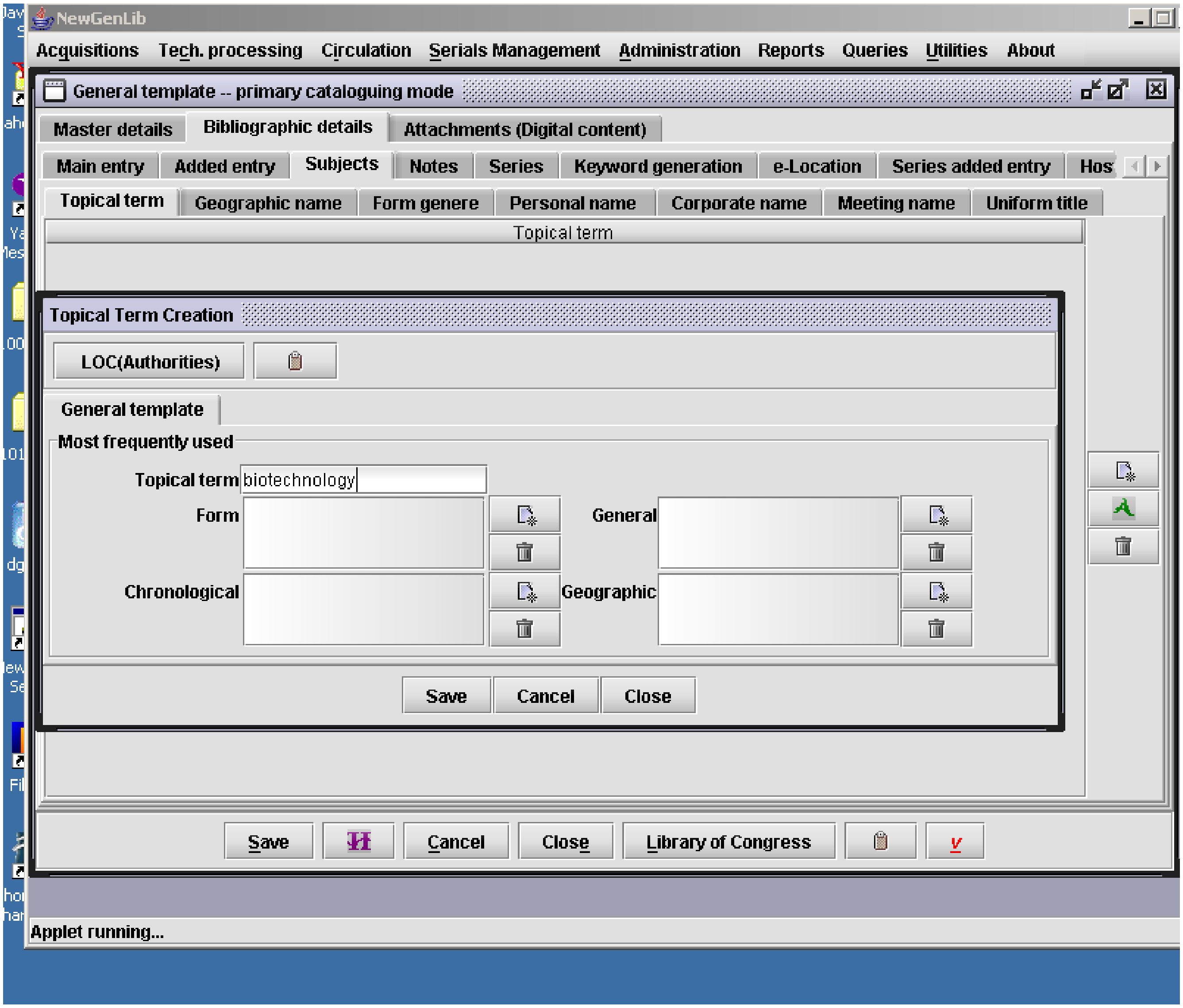
7. The Physical description panel of the Main entry tab has four tabs: **Physical description, Edition, Imprint and ISBN.** The text box labels are self-explanatory in each of these fields. Place the cursor on any field and press the **F1** key to get context-sensitive help about how to enter data in that particular field.

8. The **Added entry** page (shown below) has 3 lower level tabbed pages: for Personal name, Corporate name and Meeting name.

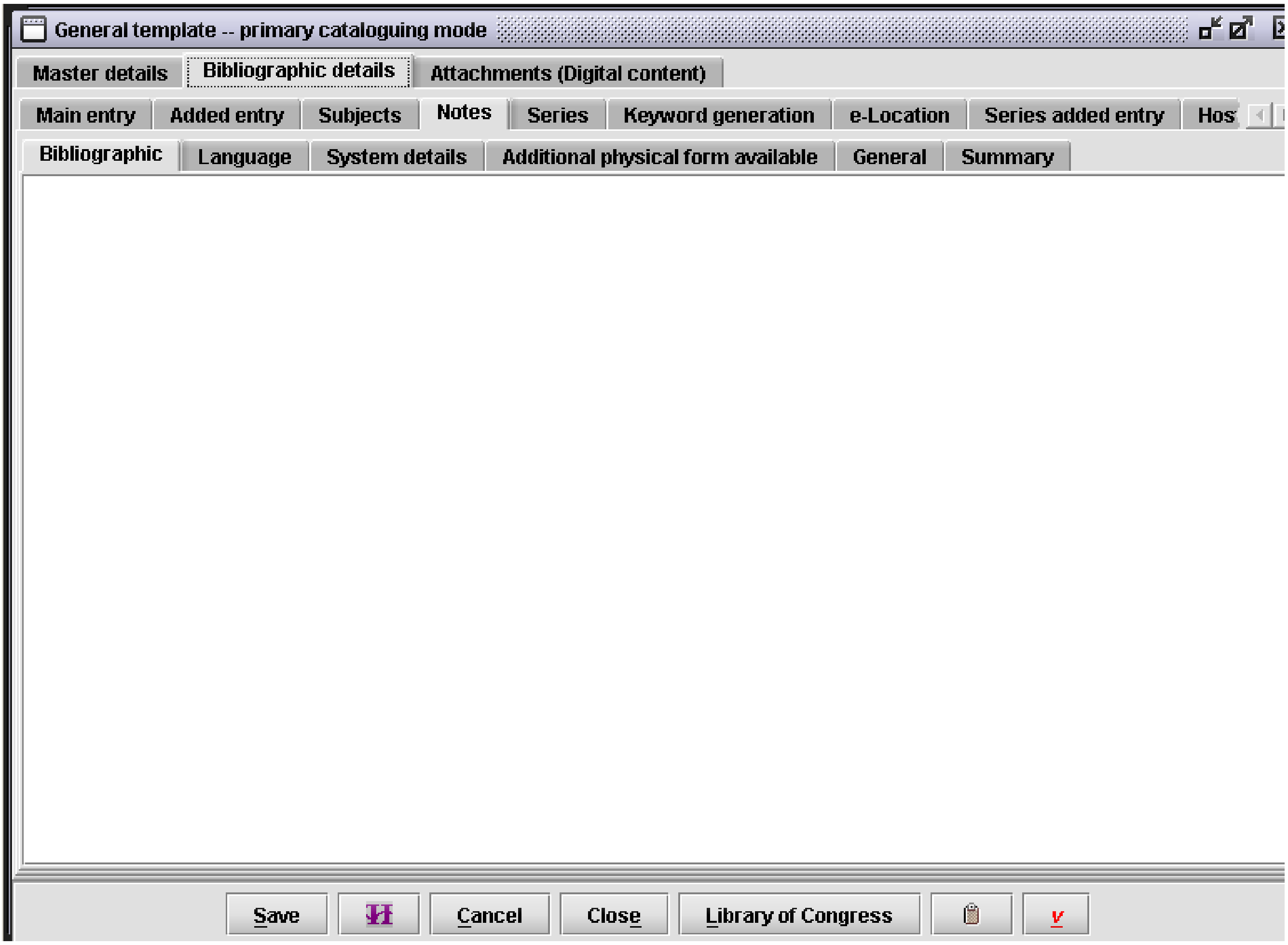


The lower level tabbed pages of the Added entry tabbed page are meant to enter the names (personal, corporate or meeting respectively) of elements which are not considered to be the main entry elements, i.e., those which are not primarily responsible for the content of the item being catalogued. For instance if a book has two authors, the first author will be entered as the main entry element while the second author will be entered as an added entry element. The Added Entry page also has on the right hand side, three vertically placed icons, one for **New**, next for the **Authority file** and the last for **Delete**. It is possible for the cataloguer to click the New icon to see an embedded window in which he/she can enter a new person, corporate name or meeting name as an added entry. Similarly, the cataloguer can click the Authority file icon to open the Personal name authority file, or Corporate name authority file or Meeting name authority file. Once the authority file is opened, he/she an select a term from the authority file to be the added entry. The use of the authority files to select added entry headings helps in maintaining consistency in headings and improves accuracy. Lastly, if at any time, you wish to delete an already selected added entry heading, simply select the heading and click the Delete icon.

9. The **Subjects** page (shown below with the authority file search) has 7 lower level tabbed pages: **Topical term, Geographic name, Form genre, Personal name, Corporate name, Meeting name, Uniform title and**. These lower level pages are meant to enter topical terms (or subject headings), Personal names (as subjects), Corporate names (as subjects), Meeting names (as subjects), titles (as subjects), or geographic names (as subjects). Each of these pages has on the right hand side, three vertically placed icons, one for **New**, next for the **Authority file** and the last for **Delete**. The New icon when clicked shows an embedded window in which he/she can enter a new topical term or other subject heading. Similarly, the cataloguer can click the Authority file icon to open the Subject heading authority file, or Personal name subject heading authority file or Corporate name subject heading authority file or Meeting name subject heading authority file, etc.. Once the appropriate authority file is opened, he/she can select a term from the authority file to be the subject heading. The use of the authority files to select subject headings helps in maintaining consistency in headings and improves accuracy. Lastly, if at any time, you wish to delete an already selected subject heading, simply select the heading and click the Delete icon.



10. The **Notes** page (shown below) has six lower level tabbed pages for the following kinds of notes: **Bibliographic (notes), Language (notes), System detail (notes), Additional physical form available (notes), General (notes) and Summary**. Each of these pages can have a text giving specific details. For instance in the Bibliographic notes page, it is possible to specify if the item being catalogued has a bibliography within it and if so how many entries are there and the scope of the bibliography, etc. Similarly, in the System details notes page, it is possible to specify the kind of system required for a computer resource (e.g., a digital music recording or a computer program on a CD). If the item being catalogued is imported from a source such as the LOC, data in the notes field is automatically also imported. However, in spite of this, the cataloguer can enter a new set of notes if so desired.

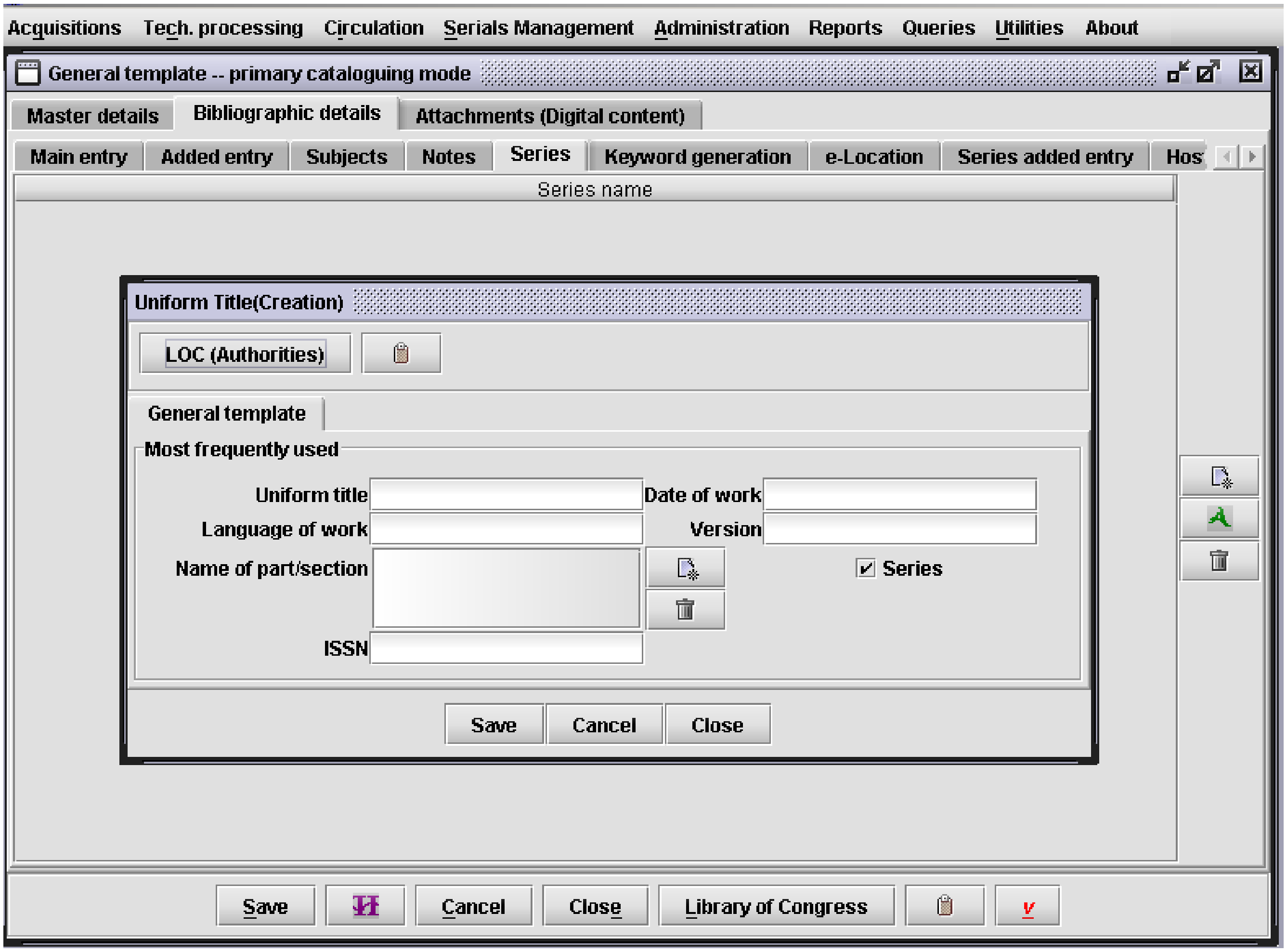


11. The **Series** page (shown below) has on the right hand side, three vertically placed icons, one for **New**, next for the **Authority file** and the last for **Delete**. It is possible for the cataloguer to click the New icon to see an embedded window which has a Table with the Title, Number of part/section of work, Volume number and ISSN as columns of the table. The name of a Series, Number of part/section of work, Volume number and ISSN can be entered. Similarly, the cataloguer can click the Authority file icon to open the Series names authority file. Once the authority file is opened, the cataloguer can select a Series title from the authority file to be the entry. The use of the authority files to select entries helps in maintaining consistency and improves accuracy.

It is also possible to connect to the LOC Authorities database to search for the series (uniform title) heading and choose an authorized heading for the series. To do this click the LOC (Authorities) button on the top left of the embedded window. This will take you to the LOC's Authorities database, where you can search for series (uniform title) headings, save the authorized heading as a

MARC-21 ISO-2709 record and clcik the paste icon to copy the record to the local authority file.

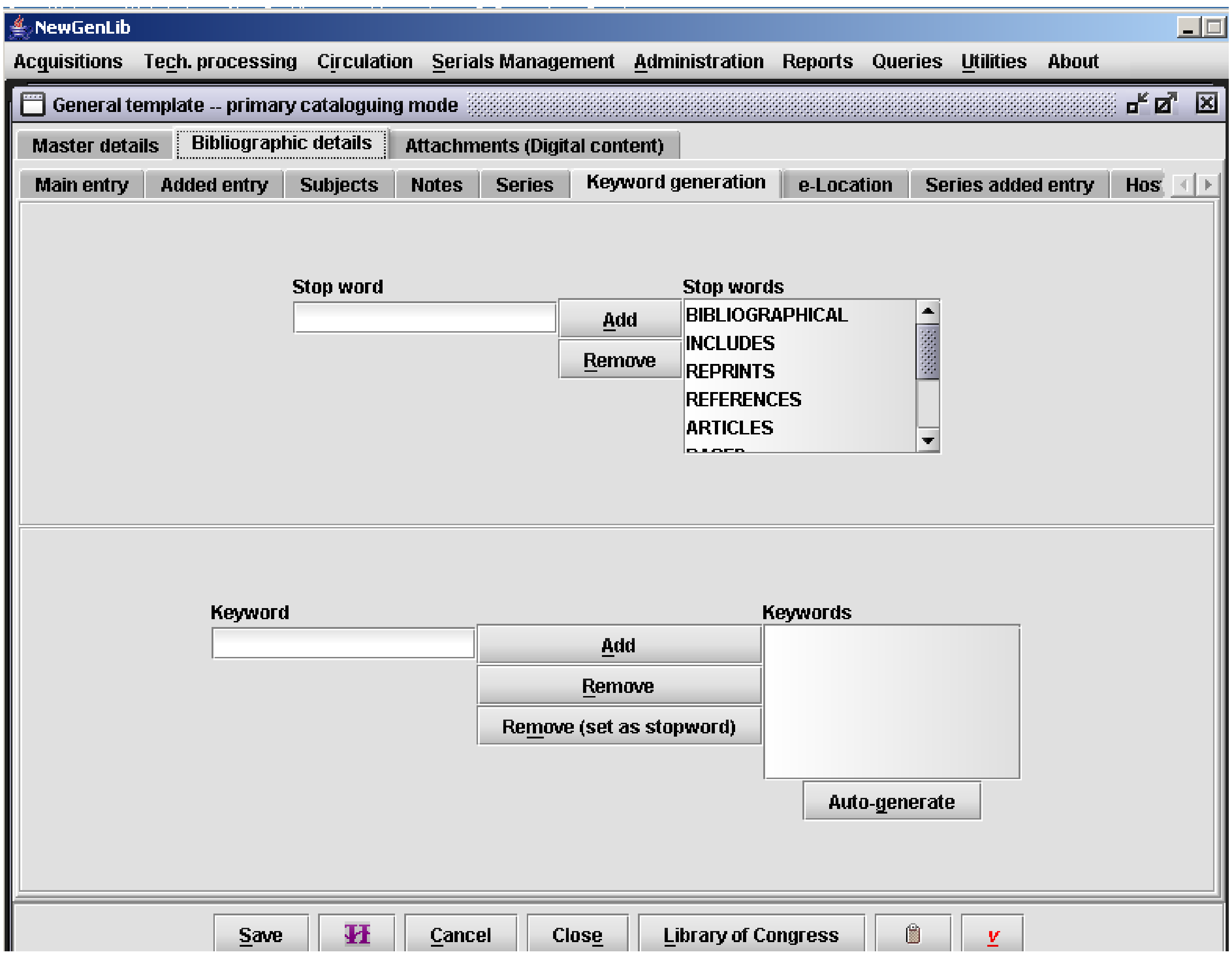
Lastly, if at any time, you wish to delete an already selected series title, simply



select the entry and click the Delete icon.

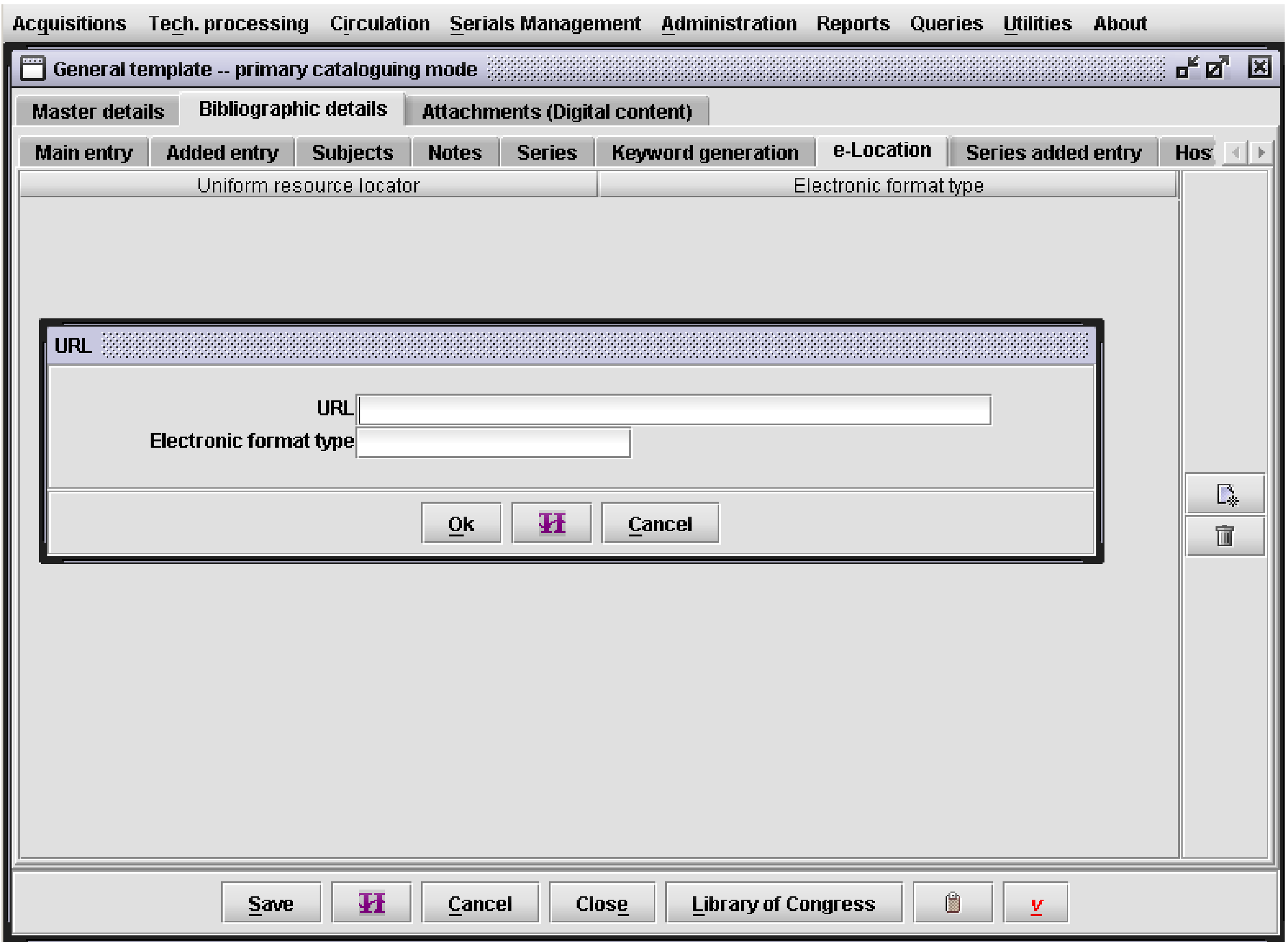
12. The **Keyword generation** page (shown below) has two panels: the top panel is for **Stop words.** This panel has a text box labeled stop word where you can enter a stop word (i.e., a word that you do not wish to be a searchable keyword). There are two buttons labeled **Add** and **Remove** next to the text box followed by a text area called Stop words. If you wish to add a stop word, enter a word in the text box and click the Add button. The word is then added to the text area. Similarly, if you wish to delete a stop word, select the word in the text area and then click the Remove button. The bottom panel of the page is for Keywords. This panel has This panel has a text box labeled keyword where you can enter a keyword (i.e., a word that you wish to be searchable word). There are three buttons labeled **Add, Remove** and **Remove (set as stopword)** next to the text box followed by a text area called Keywords. If you wish to add a keyword, enter a word in the text box and click the Add button. The word is then added to the

text area. Similarly, if you wish to delete a keyword, select the keyword in the text area labeled keywords and then click the Remove button. Finally, if you wish to Remove a keyword and add it to the list of stop words, select it in the text area and click the Remove (set as stop word) button. At the bottom of the text area called Keywords is a button labeled **'Auto-Generate'.** This button is meant to automatically generate keywords from selected fields of the bibliographic record (the title, series, bibliographic notes and summary) of the record. When generating the keywords, the stop words are automatically eliminated. If this option is used, records become searchable by keywords in addition to other terms such as personal names, titles, title words, topical subject terms, etc. Please remember that by keywords in NewGenLib we mean single words and not phrases or strings of words.

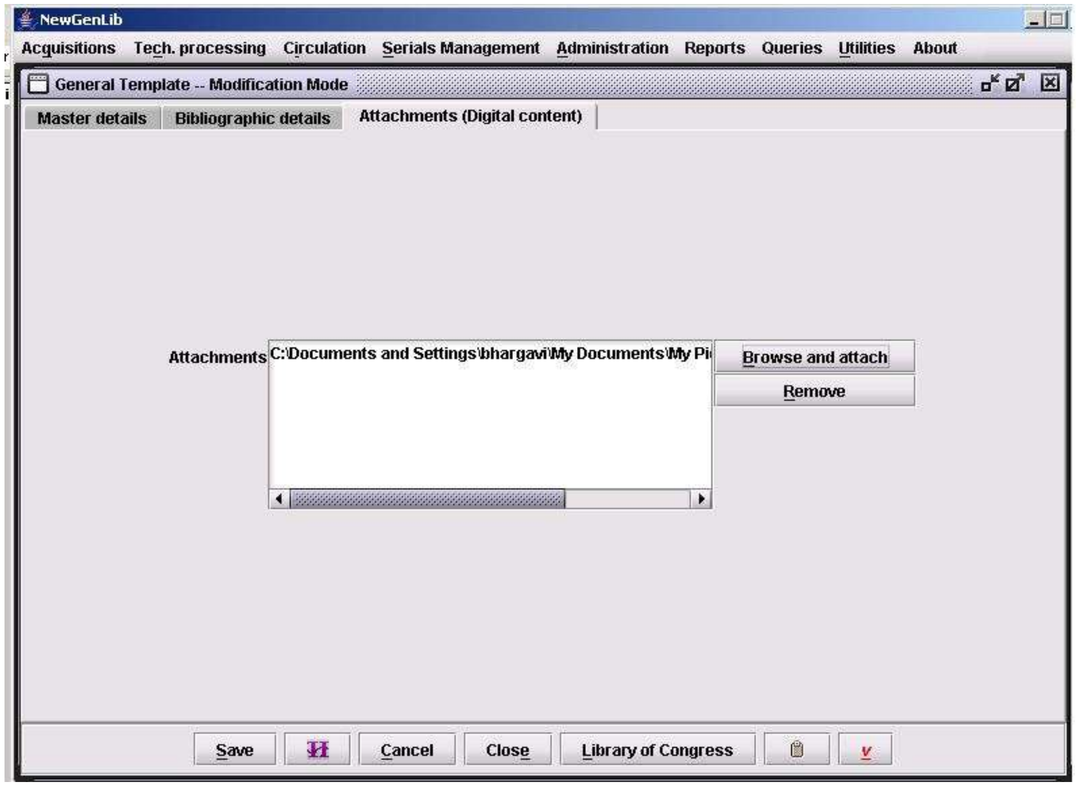


13. The **Electronic location** page (shown below) is meant to be used when the catalogue record being entered is associated with a URL, e.g., when the full text of the item being catalogued is available at a web site or when the abstracts of

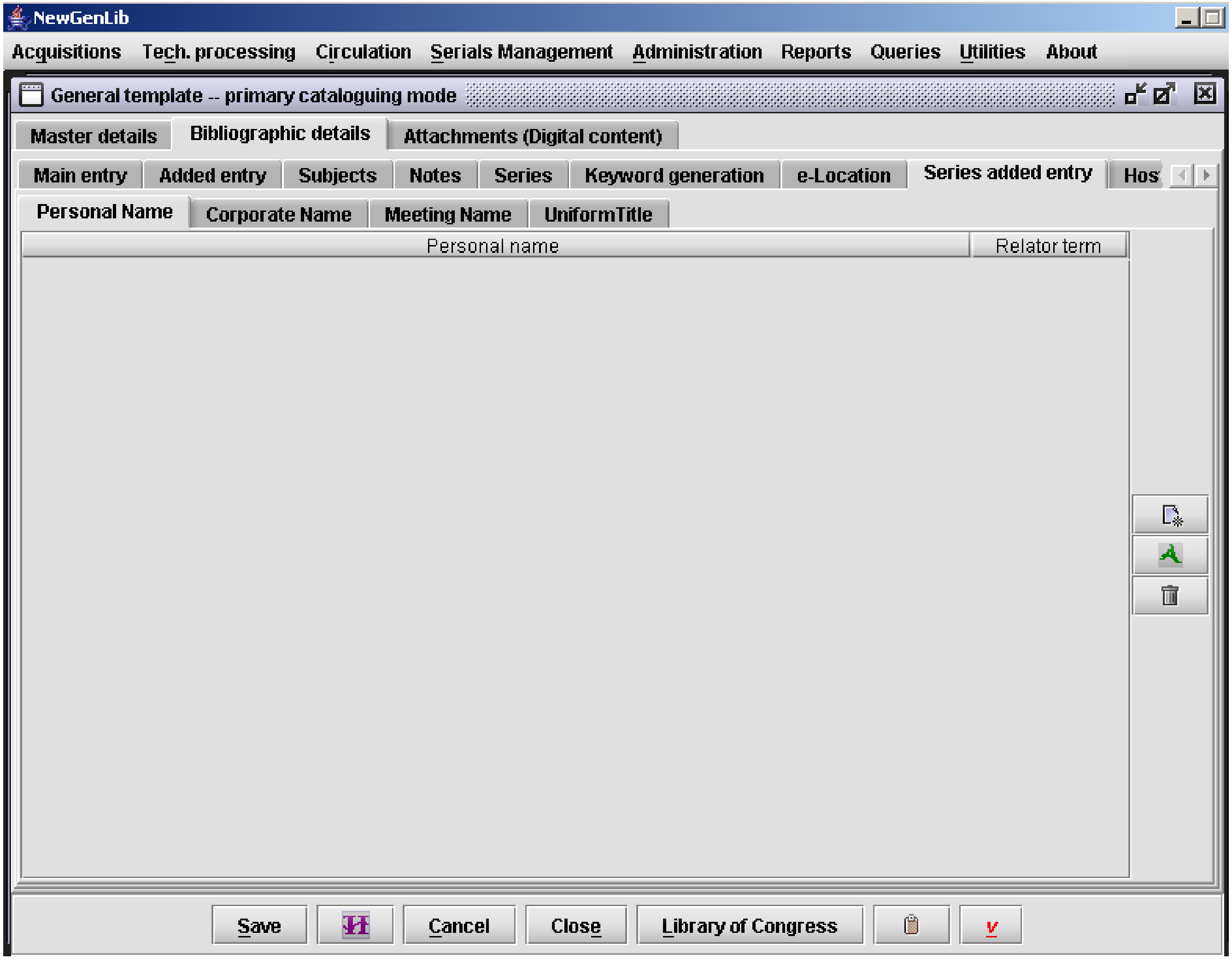
papers presented at a conference is available on the Internet. The page has two icons placed vertically on the right. To enter a URL that is associated with the catalogue record being createf, click the New icon. This will open an embedded window with two columns viz., **Uniform Resource Locator** URL) and **Electronic Format Type**. A cataloguer can enter details of an associated electronic location of the item being catalogued. For instance, if a conference document is being catalogued and it is known that the full text of the conference papers are available at a particular web site, the URL of this web site can be entered in this field. The Electronic location details of an imported MARC-21 record are automatically populated in this field.



The **Attachments (Digital content)** tab opens a page with a text area labeled '**Attachments**' and two buttons labeled '**Browse and Attach**' and '**Remove**'. By Attachments is meant digital content that is available locally and that which can be uploaded to the local server or web server under the control of the library. Click the 'Browse and Attach' button to search for digital content that you can attach to the catalogue record that you are currently creating. A file open dialog helps you to locate such content. Once you identify the item (image, full text of document, video or audio clip, html page) that you wish to attach, click '**OK'** in the Open Dialog to attach the digital object to the metadata record. More than one attachment can be made to a bibliographic record. If after attaching an item, you wish to remove the attachment, select the item in the **Attachments** text area and then click the **Remove** button.



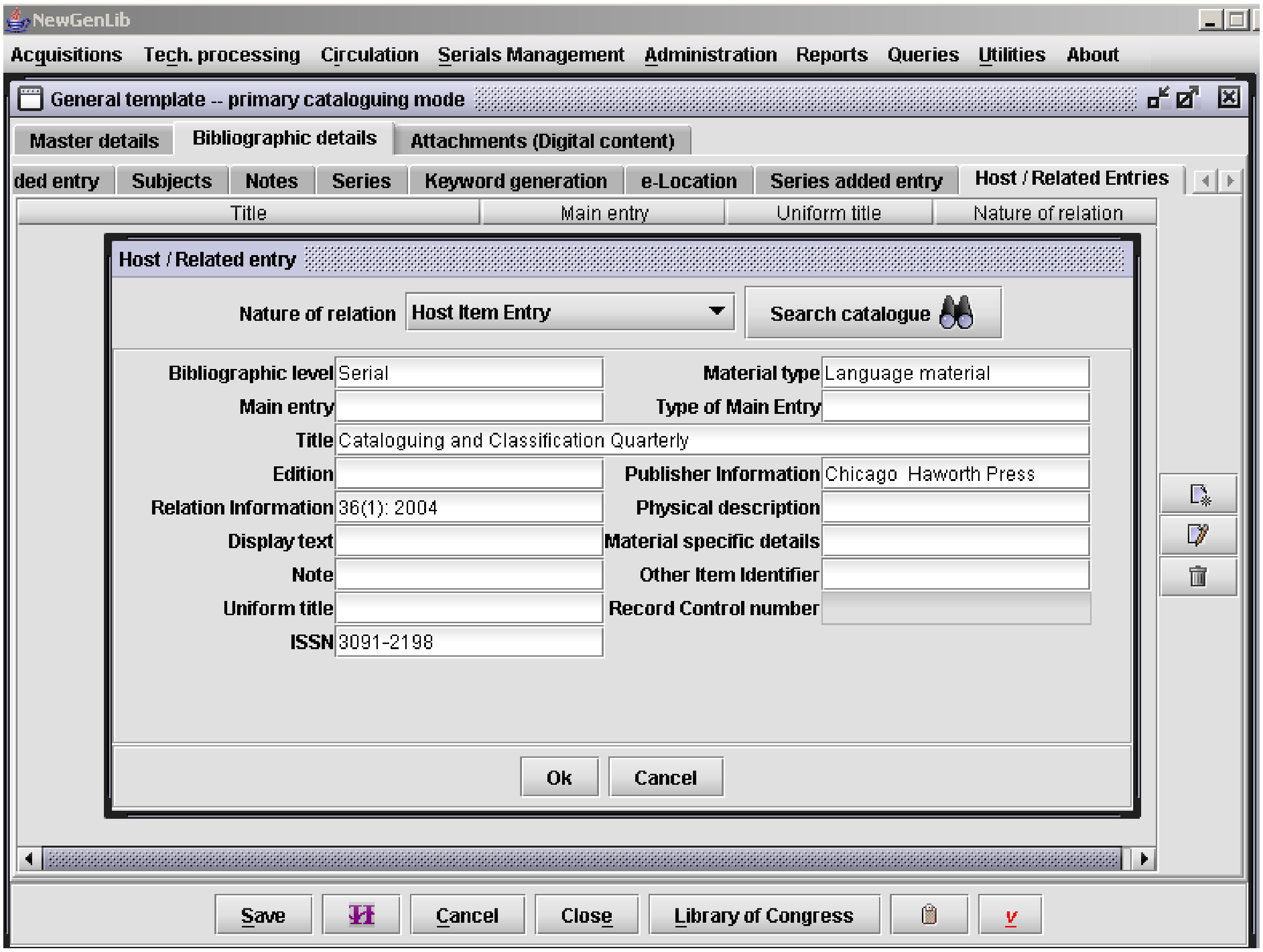
15. The **Series Added Entry** tab which follows the Attachments tab is shown in the figure below. This is to enter data related to the series title entry associated with the record being catalogued. As shown in the figure below, the page has four lower level tabs for **Personal name, Corporate name, Meeting name** and **Uniform title**. An entry in one or more of these tabs is made by first selecting the tab and then clicking the New icon. This opens a window similar to the subject topical term entry window where you can either enter a new personal name, corporate name, meeting name or uniform title or search the LOC to see if there is an authorized heading for the names or uniform titles that you wish to enter as Series Added entry.

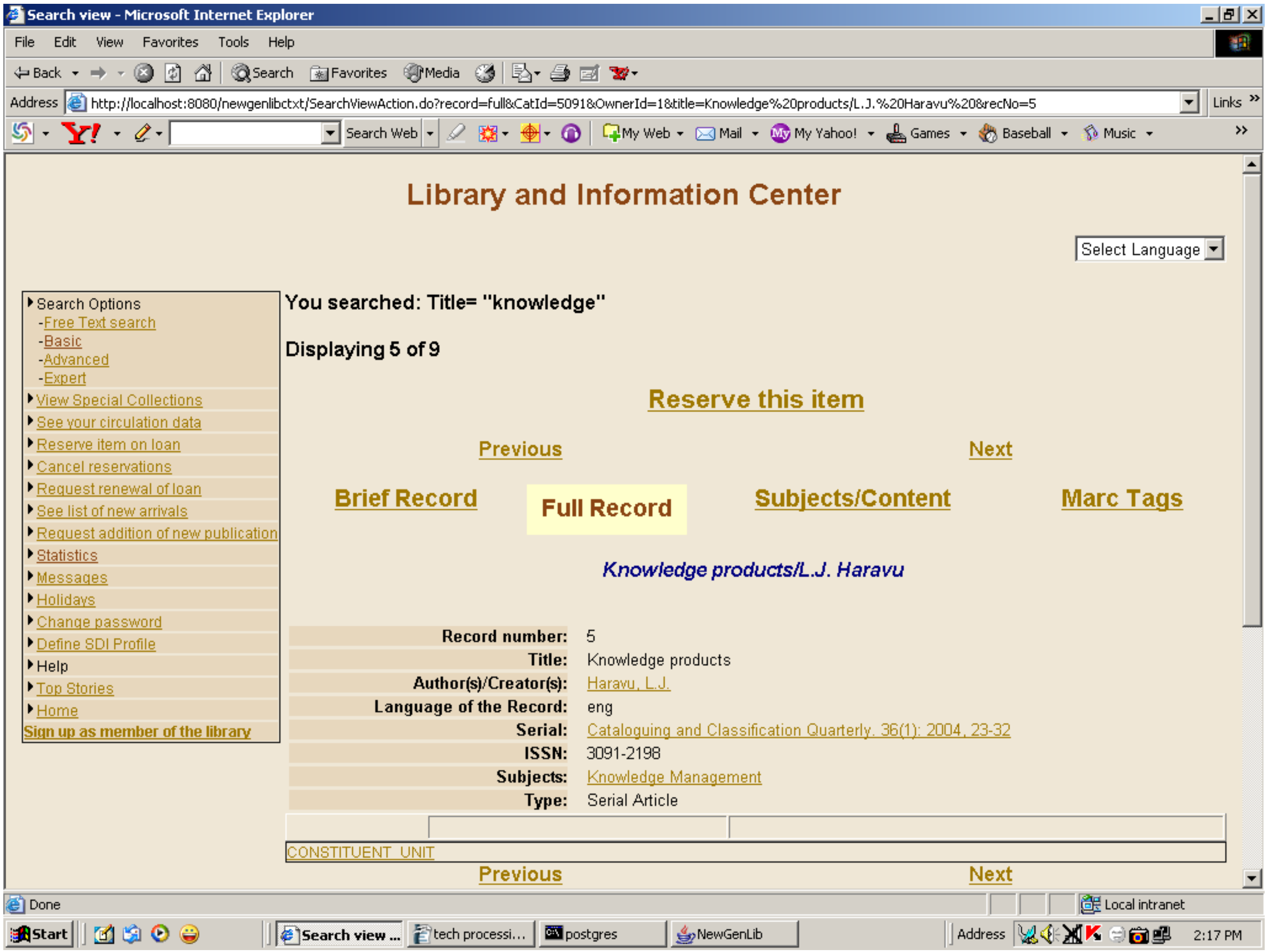


16. The **Host/Related** entry tab (shown below) comes into play when you are cataloguing a chapter in a monograph or an article in a serial. It is possible in **NewGenLib** to describe one or more chapters in monographs or one or more articles in a serial issue. However, in the NewGenLib database, only one record is created for the Host item (i.e., monograph or serial) although there may be several chapters or articles that are required to be catalogued. The record for each chapter or article is shown as being related to a Host item (i.e., a monograph or serial)and this is entered in the **Host/Related** tab or page. In the example shown below an article is being described in the journal Cataloguing and Classification Quarterly. To catalogue an article, follow the steps given below.

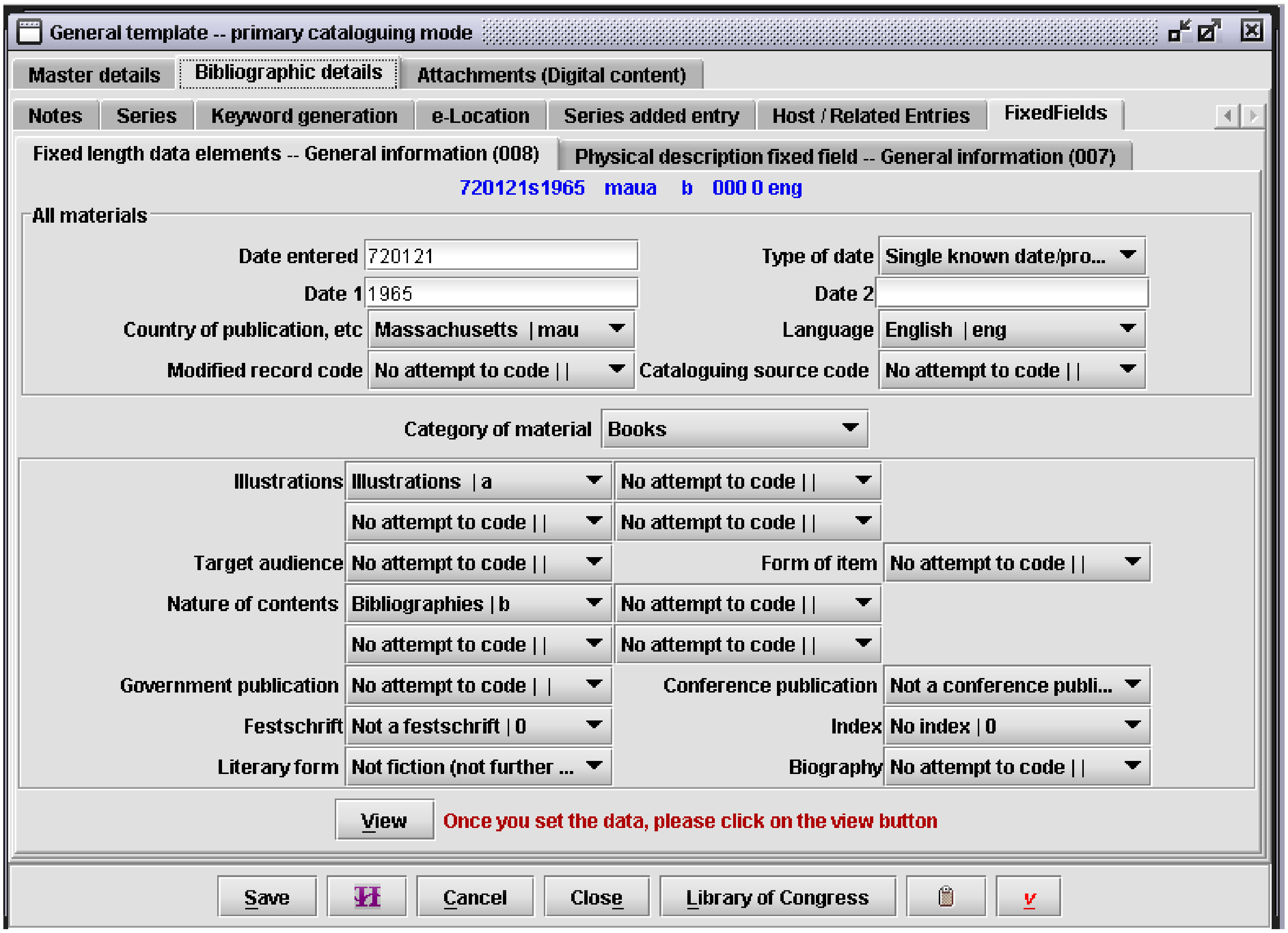
9. The serial, viz., Cataloguing and Classification Quarterly is first described as a Serial and all requisite data pertaining to the serial is entered in the Main entry tab and other tabs, e.g., subjects. The Serial record is then saved.

10. Next when you wish to enter the details of an article in the serial already catalogued, a new catalogue record is created for the article. The personal name associated with the article and the title of the article is entered in the Main entry and other tabs.
11. Now click the Host/Related entry tab.
12. Click the New icon. This will open an embedded window shown below.
13. Click the Search Catalogue button to be taken to the Search catalogue ecreeen where you will locate the record for Cataloguing and Classification Quarterly.
14. In the Search results window, select the record for Cataloguing and Classification Quartertly and click the OK button.
15. The data for the Host item, viz., Cataloguing and Classification Quarterly will now be populated in the embedded window.
16. In the embedded window, select the **Nature of relation** drop down box. You will see the following options: **Main series entry, Subseries entry, Original language entry, translation entry, Supplement/Special issue entry, Supplement Parent entry, Host item entry, Constituent unit entry, Other edition entry, Additional physical form entry, Issued with entry, Preceding entry, Succeeding entry, Data source entry, Nonspecific relationship entry**.
17. We are now cataloguing a serial article and the nature of the relation (between the article and the record, viz., the serial Cataloguing and Classification Quarterly) is that of a Host item. Click Host item in the drop down box.
18. Enter other details including the relation information, which in this case is the volume, issue, year of publication and pages in which the article appears.
19. Click OK in the embedded window.
20. The record for the article is saved and this record will be linked to the Host item record, viz., the Serial title, volume, issue, year. How the serial article entered appears in the OPAC is shown in the figure following the Host item entry tab figure.
21. You may enter information about as many serial articles from the serial issue as you like, and each of them will be related to the Serial catalogue record via the Host item entry. Similar will be the case for chapters in monographs.
22. Depending on the need, the Host/related entry tab may be used to describe other relationships, e.g., you may want to show the relationship between a record for a monograph in English with another record for the same record in another language into which it is translated by selecting **Translation entry** as the nature of relation.


NewGenLib
Acquisitions
Tech. processing
Circulation
Serials Management
Administration
Reports
Queries
Utilities
About
General template -- primary cataloguing mode
Master details
Bibliographic details
Attachments (Digital content)
ded entry
Subjects
Notes
Series
Keyword generation
e-Location
Series added entry
Host / Related Entries
Title
Main entry
Uniform title
Nature of relation
Host / Related entry
Nature of relation
Host Item Entry
Search catalogue
Bibliographic level
Serial
Material type
Language material
Main entry
Type of Main Entry
Title
Cataloguing and Classification Quarterly
Edition
Publisher Information
Chicago Haworth Press
Relation Information
36(1): 2004
Physical description
Display text
Material specific details
Note
Other Item Identifier
Uniform title
Record Control number
ISSN
3091-2198
Ok
Cancel
Save
Cancel
Close
Library of Congress



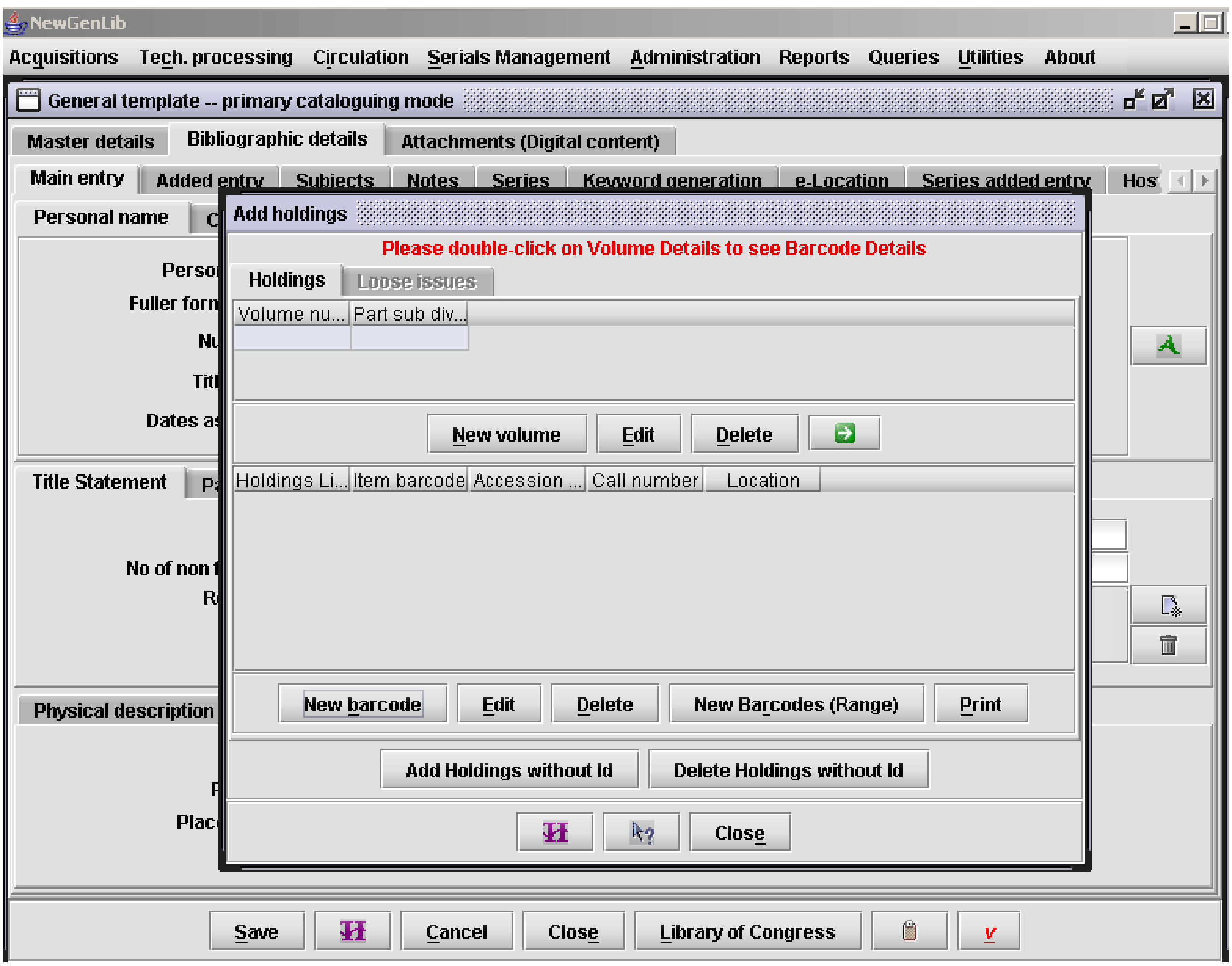
16. The last tabbed page in the General template is the **Fixed fields** tabbed page (shown below). This has two lower level tabbed pages, one for data in the MARC tag 008 (fixed length data elements - general information) and another for data in the MARC tag 007 (physical description fixed field - general information). The data in these fields are automatically populated during import of cataloguing records from the Library of Congress (LOC) or similar MARC-21 data source. Each of these tabbed pages has many drop down boxes and text boxes whose meaning is self-evident and cataloguers can select data in one or more these elements as appropriate to the record being catalogued. If no data is entered in these elements, the default values will be taken (in most cases it will be a null value shown as 'no attempt to code'). Once data in the tab for tag 008 is entered/selected, you can click the View button to see the data as it will appear in the MARC-21 record. Similarly, the tabbed page for tag 007 has drop down boxes whose meaning is self-evident and cataloguers can select data in one or more these elements as appropriate to the record being catalogued.



17. When you have entered/edited/imported data into the different tabbed pages as discussed in the foregoing paragraphs, you are ready to Save the record to the database. To do this click the '**Save**' button at the bottom of the screen. Once you do this, the data entered is validated using the different Authority files. For instance, if a personal name has been entered and this name is not found in the Personal name authority file, you will be told that this is so and you will be asked if you wish to: 1. **Create New** name in the authority file, or 2. **Select an existing name** in the authority file or cancel the entry. In other words, the validation ensures that names of people, corporate bodies, meeting names, subject terms, series names, etc., are represented consistently across the database.

18. Once the bibliographic data is successfully saved to the database, you will be asked to enter Holdings data, i.e., information about accession numbers (or bar code numbers) assigned to copies, classification numbers, book numbers, call numbers and physical locations where these might be shelved (or filed). Holdings data is entered in a separate window which is displayed soon after the successful save operation (please see image below). To enter one or more bar codes for the item being catalogued, click the New bar code button. A new window opens (see figure below) within the Holdings screen. Here you enter the details of the item's accession number and bar code, classification number, book

number. You can also select the location (a settable parameter) where the item will be shelved. You can also select the Accession Series in which the item is accessioned. Some library's use more than one Accession Series, e.g., one series of numbers for books which are paid for and another for gifts received. Each of these series may have a different prefix, e.g., G for items received as gifts. In such a case, these books will have accession numbers such as G1, G2, G3, ... G20090, G20091, and so on. Similarly Accession series may be based on type of materials. Serials items may have their own accession numbers starting with the prefix, S. When entering holdings data, it is possible to specify the Accession series and then also if you wish you could request the computer to allocate the next valid accession number in this series to the item being catalogued. At times, there may be several copies of an item that have to be entered as holdings. In such a case, the Holdings window has a button labeled 'Barcode (range)'. Click this button to enter a range of accession numbers (in a chosen accession series). Then click the OK button. The range of barcodes will be generated and saved to the database. These barcodes will of course need to be transferred accurately to the items on hand.



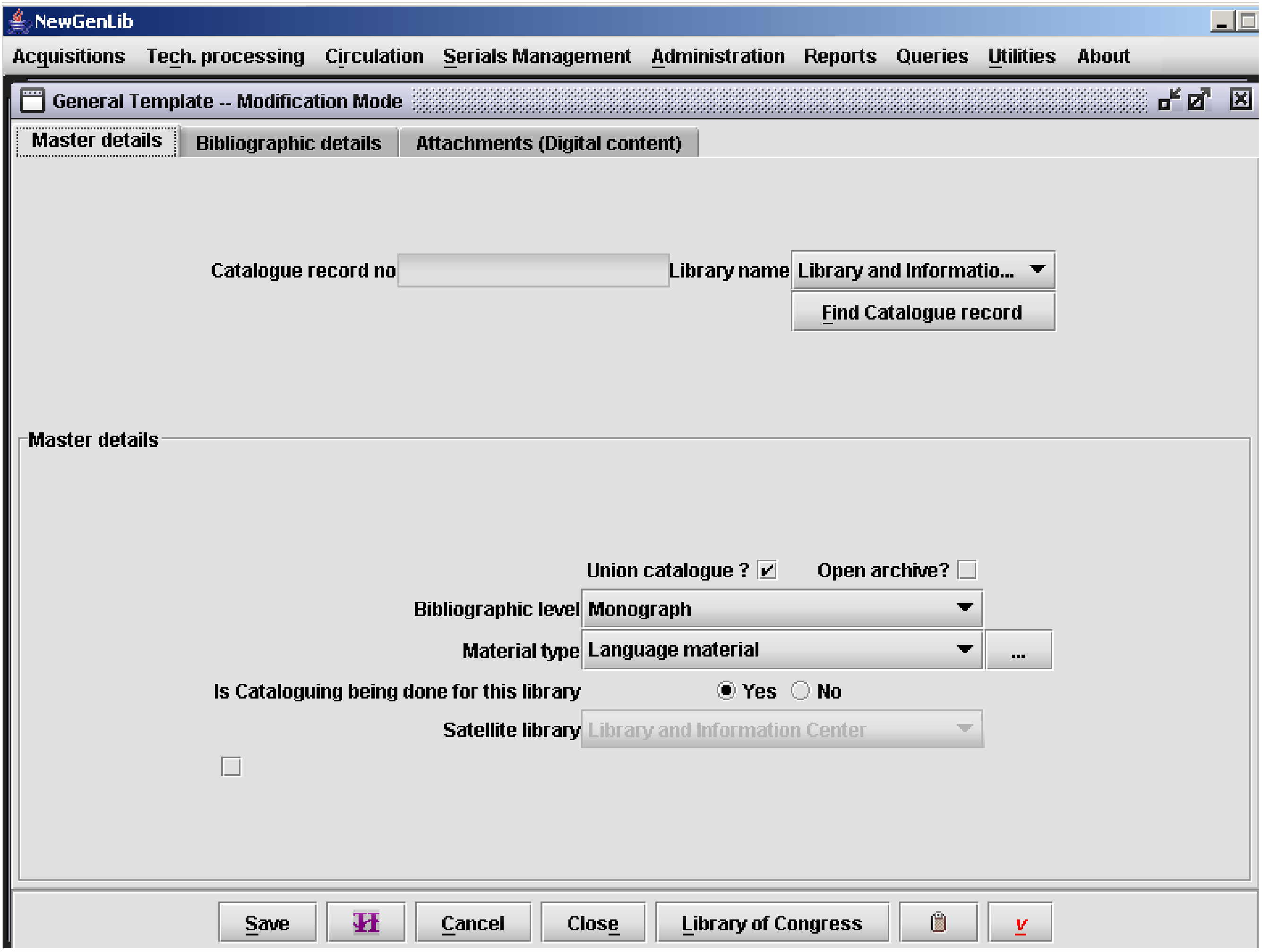
19. At the bottom of the page there are three buttons: **Library of Congress**, **Paste** and a small red **v.** The Library of Congress button when clicked takes you to the Basic search page of the LOC where you can then search for and save the MARC-21 ISO-2709 formatted data to the clipboard for the record you are cataloguing. Once you do this, click the Paste button to paste the contents of the clipboard to the different fields of the General template. In other words, you can use the Library of Congress button for copy cataloguing. The red v button when clicked automatically searches the catalogue to see if the title being catalogued matches with other records that are already in the database. If there are such records, these are displayed. The idea is to alert the cataloguer to identical records that may already exist in the database so that the cataloguer may only add the holdings data rather than enter the bibliographic details, anew, as doing so will unnecessarily create a duplicate record for the same bibliographic item.

In addition to the **Save** and **Library of Congress**, **Paste and the red V** button the following buttons appear at the bottom of the screen:

- **Help icon**. Click this to see the Help page.
- **Cancel.** Click this to cancel the entire operation at any time.
- **Close**. Click this to close the window and return you to the Opening screen.

Modify Catalogue Records

At times it becomes necessary for cataloguers to modify (edit, correct, delete) records created or imported during an earlier session. The Modify Catalogue records option allows this. Click Tech. Processing menu option in the main menu and place your cursor at the option Modify catalogue records. You will see a sub-menu with options to select one of the three templates (Simple, General, or MARC-21) you can use to modify catalogue records. Choose any of these. You will see the common Master details screen shown below.



To modify a record using the General template do as follows:

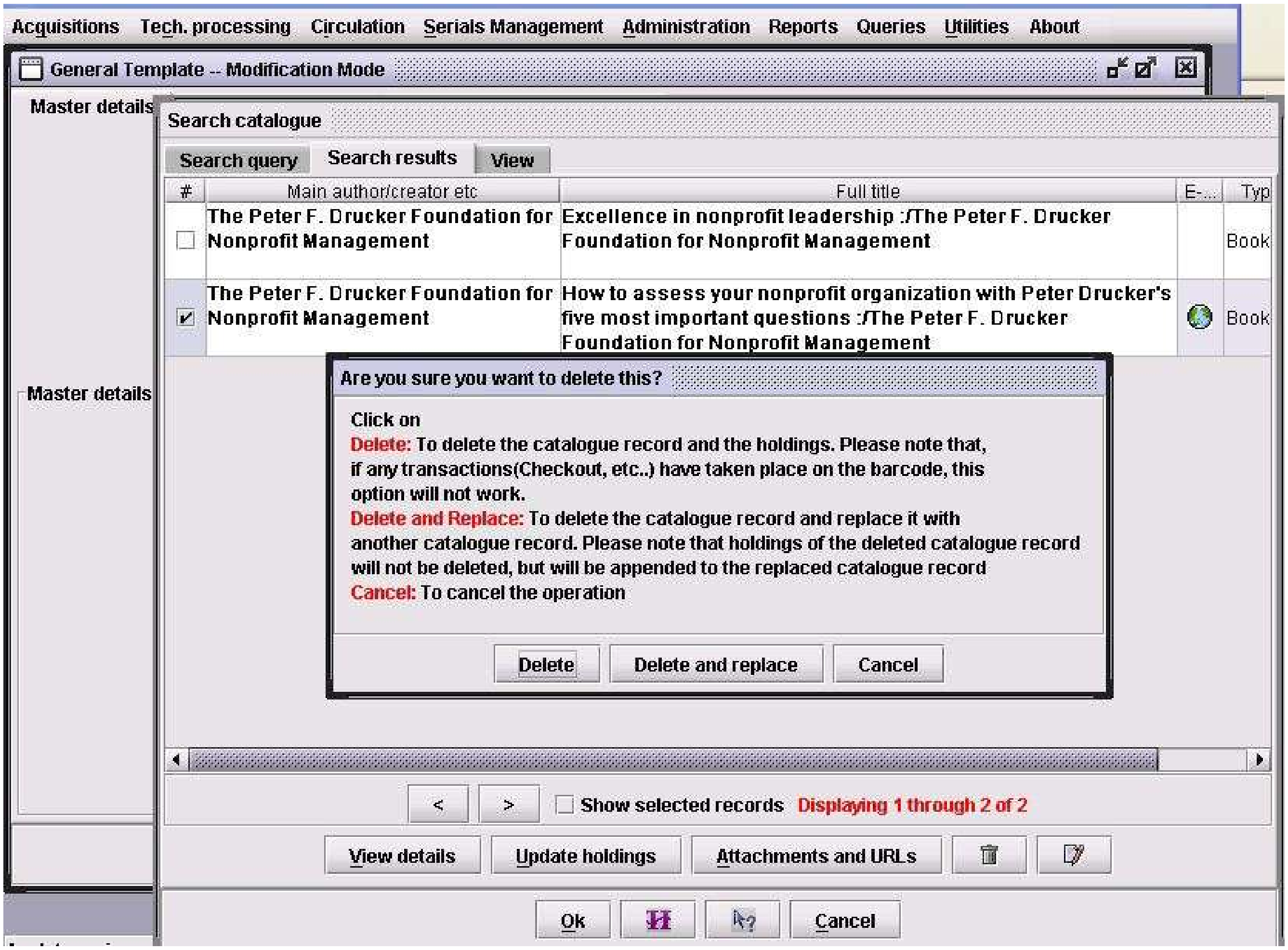
- It is necessary to first identify the catalogue record which needs to be modified. To do this click the **Find catalogue record** button. This will take you to the Search catalogue function. (See the section under the Search catalogue function in this section of the manual for more details)
- Enter search terms (personal name, title, title words, barcode, etc.,) and click the Search button to retrieve the needed records. Once you have found the record shown in the Search results page, select the record by clicking the check box shown in the row for the record and click the OK button in the Search results page. This will return you to the Master details screen shown above with the data of the record to be modified populated in the Bibliographic details and other tabs.
- You may now edit one or more of the text boxes in any of the tabbed pages. The Edit operation is similar to the data entry function that we discussed under the Primary cataloguing > General template option. All

the facilities, including access to the different authority files is available during the edit operation.

- Once all the needed editing is done, click the **Save** button. The Enter holdings window opens and the holdings data could also be modified if necessary, e.g., you may wish to change the location where the item is shelved. To edit the Holdings data, click the appropriate row in the table showing holdings and click the Edit button. Fields comprising the holdings data are shown in an embedded window and may be edited.
- Click the Close button in the Holdings window to complete the modify catalogue record function.

To delete a catalogue record do as follows.

9. Find the catalogue record to be deleted as described above.
10. In the Search results page, click the Delete icon.
11. You will now see an embedded window shown below. The window asks you to specify if you wish to **Delete** the record or if you wish to **Delete and replace** the record.
12. Click the **Delete** button. The Delete operation will succeed only if there are no live or closed circulation transactions (i.e., issues, returns) for the record that is being deleted. If there are live or closed transactions for the record asked to be deleted, you will be told about this and asked if you would like to go ahead with the delete operation. If you confirm the delete operation, the record will be logically deleted, i.e., when it is searched for, the search results will show the status as Deleted. Obviously such records will not figure in any future transactions.



Deleting a record and adding its holdings to an equivalent record

Deleting one record and adding its holding data to another record applies to situations when two or more records are created for the same bibliographic entity. For instance, a second copy of a monograph which was already catalogued (i.e., a record for the item already exists for it in the catalogue database) is catalogued again as though it is a new item. In such a situation, the same monograph (logical entity) will have two physical records. This is to be avoided. In other words, there should be just one record for each logical bibliographic entity. If there are several copies (physical entities), there could be two or more holdings records.

If there are two or more records for the same identical monograph or other item, it is recommended that one of these records is deleted and the holdings of that record be added to an equivalent record.

To delete one record and add its holdings data to another do as follows.

13. Find the catalogue record to be deleted as described above.

14. In the Search results page, click the Delete icon.
15. You will now see the embedded window shown above. The window asks you to specify if you wish to **Delete** the record or if you wish to **Delete and replace** the record. Click the Delete and replace button.
16. You will be asked to select the record that you wish to delete but replace (add) its holdings to another equivalent record. Select the record and click OK in the Search results page.
17. You will now be taken to the Search catalogue page where you will need to find the record to which you will need to add the holdings of the record that was deleted in step 8. Once you find the record, select it and click the OK button in the Search results page.
18. You will be told that the task was successful. The holdings data of the deleted record is added to the second logically equivalent record.

Cataloguing a second or later edition of a book already held by the library

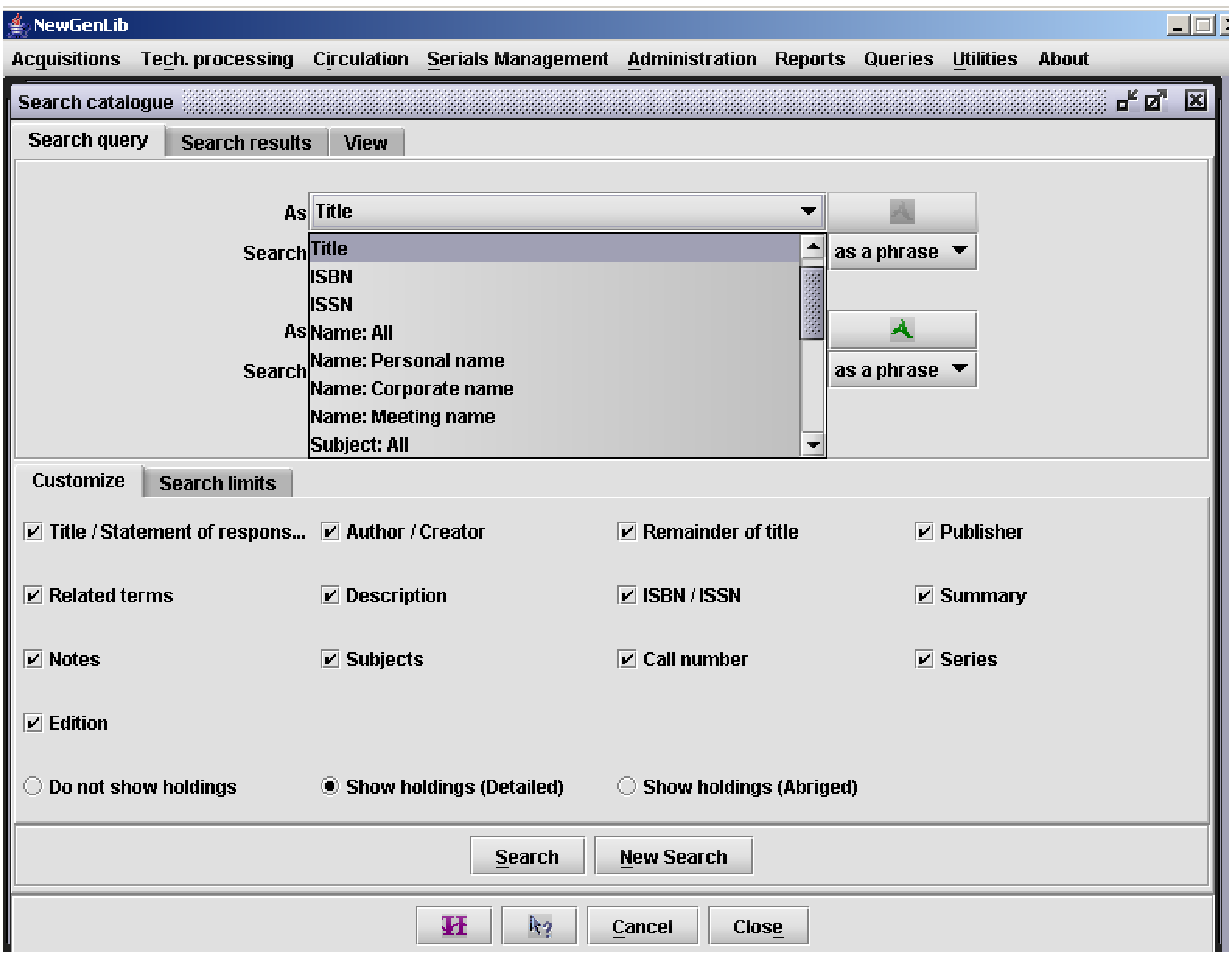
Libraries often need to catalogue second or later editions of a monograph that is already part of the library's collection. As a rule, second or later editions of monographs are treated as new items and a new catalogue record is created for such items. However, cataloguers would like to import data from the previous edition so that they need not re-enter data. To do this follow the steps given below.

10. Under Tech. Processing > Primary catalogung, choose any of the three templates: Simple, General, or MARC-21. Choose the Bibliographic level and Material type in the common Master details tab.
11. In the Bibliographic details tab enter the title of the monograph whose second or later edition is to be catalogued.
12. Click the red **V** button (or press the <Alt> key and the <V> key simultaneously) in the Bibliographic details tab. This will do a search of the catalogue database and display one or more records that satisfy the search criteria. Select the record for the earlier edition and click the OK button in the Search results page.
13. You will now be returned to the Bibliographic details tab with the data from the earlier edition populated in the various text boxes.
14. You may now edit the data, add new data and change required fields relevant to the later edition that you are cataloguing.
15. Finally click the Save button to save the data for the second or later edition to the database. As usual, you will be asked to enter the Holdings data for the second or later edition and then save the holdings.

Search catalogue functionality

The next important option under the Tech. Processing module is the Search catalogue function. This is the librarian's search interface and complements the search functionality that is available in the online public access catalogue (OPAC).

To search the catalogue database (and in the process also search one or more authority files) click the Search catalogue option under the Tech. Processing main menu. You will see the screen shown below.

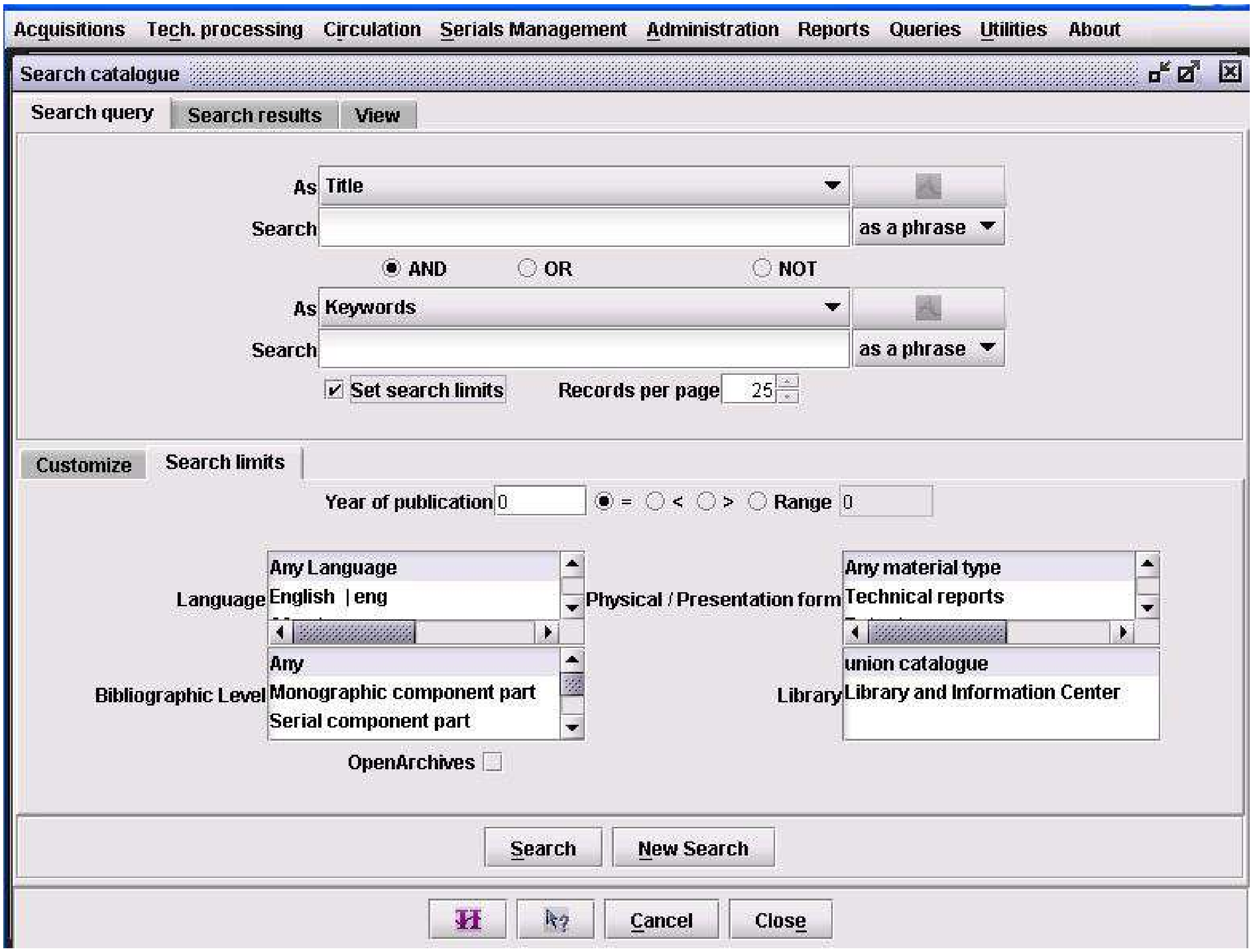


There are three tabs on the screen shown above: **Search query**, **Search results** and **View.** The Search query page is open (as shown above) by default.

To search for records, do as follows.

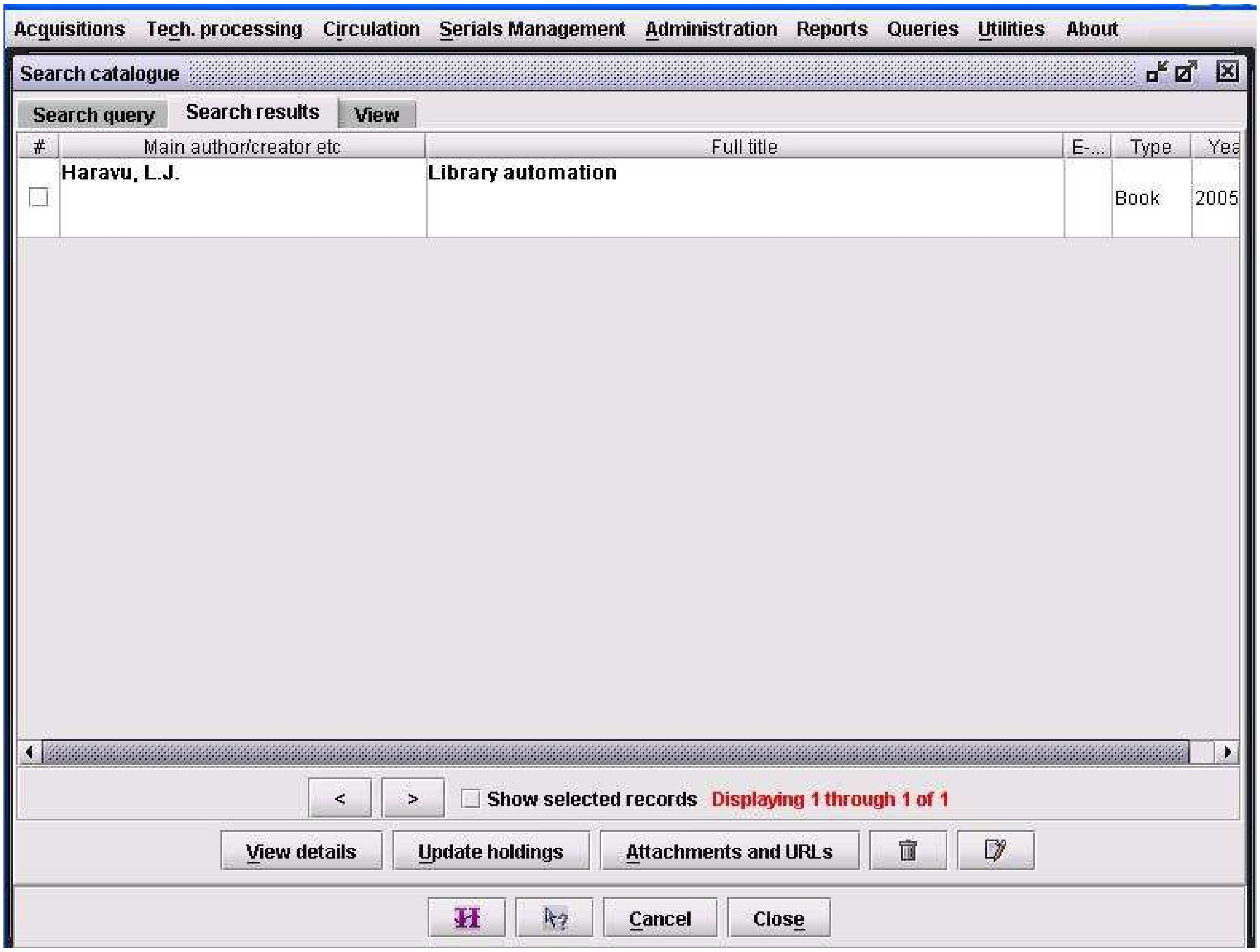
- There are several fields which are searchable and all these are shown in the drop down box labeled **As (see figure above)**. Select any one of the searchable fields in the drop down box. Depending on the field selected, the authority file icon, the A icon next to the As drop down is enabled.
- Enter the search text in the text box labeled **Search.** If the authority file icon is enabled, you may click the icon to be taken to the an embedded window where you could search for a term in the authority file. For instance, if you want to search for all books by Peter Drucker, but do not know or remember the initials of Drucker when your search is by Personal name, you can click the authority file icon and then enter Dru in the search text box and click the Search icon. This will show you all the names beginning with Dru. You can then select the right one and click OK in the embedded authority file search. The term (or name) selected will be entered in the Search text box.
- To the right of the Search text box there is another drop down box with the options: **As a phrase, Any of these**, and **All of these**. By default the As a phrase option is preselected. The As a phrase option will retrieve only those records in which the terms entered in the Search text box are present in that identical order. For instance, if you choose say Title words as the search key and you entered the term economic development in the Search text box, only those records which have the term economic with the term development next to each other (i.e., as a phrase) will be retrieved. If you choose the Any of these option, records having one or other or both the terms of those entered will be retrieved. The All of these option will retrieve records where all the terms entered are present in the record but not necessarily as a phrase.
- Below the Search text box there are three radio buttons, one each for the Boolean operators, **And, Or** and **Not** . Below the radio buttons, is another pair of **As** drop down box and **Search** text box. It is possible to select another search field in the second As drop down and enter (or select via the authority file) a second search term. The two search terms can be combined using one or other Boolean operators selected by clicking the appropriate radio button. For instance, you may like to search for records having the words computer applications in the title and also the term children in titles. This you can accomplish by entering the term computer application in the first Search text box, selecting the And radio button and entering the term children in the second Search text box.
- There is a check box labeled Set search limits. This opens the Search limits tab of search query window. Click this to apply one or more search limits (see explanation below).

- There is also a spin box labeled **Records per page** with the number 25 already entered. This figure represents the number of records that will be displayed on one page of the Search results. The spin box may be clicked to increase or decrease this figure.
- The Search query window shown above has a second panel in the bottom half of the screen with two tabs: **Customize** and **Search limits.** The Customize tab (also shown above) has check boxes for different fields. You can select (or deselect) one or more of these to customize the display of search results.
- The Search limits tab which opens when the Set search limits check box is clicked is shown below.

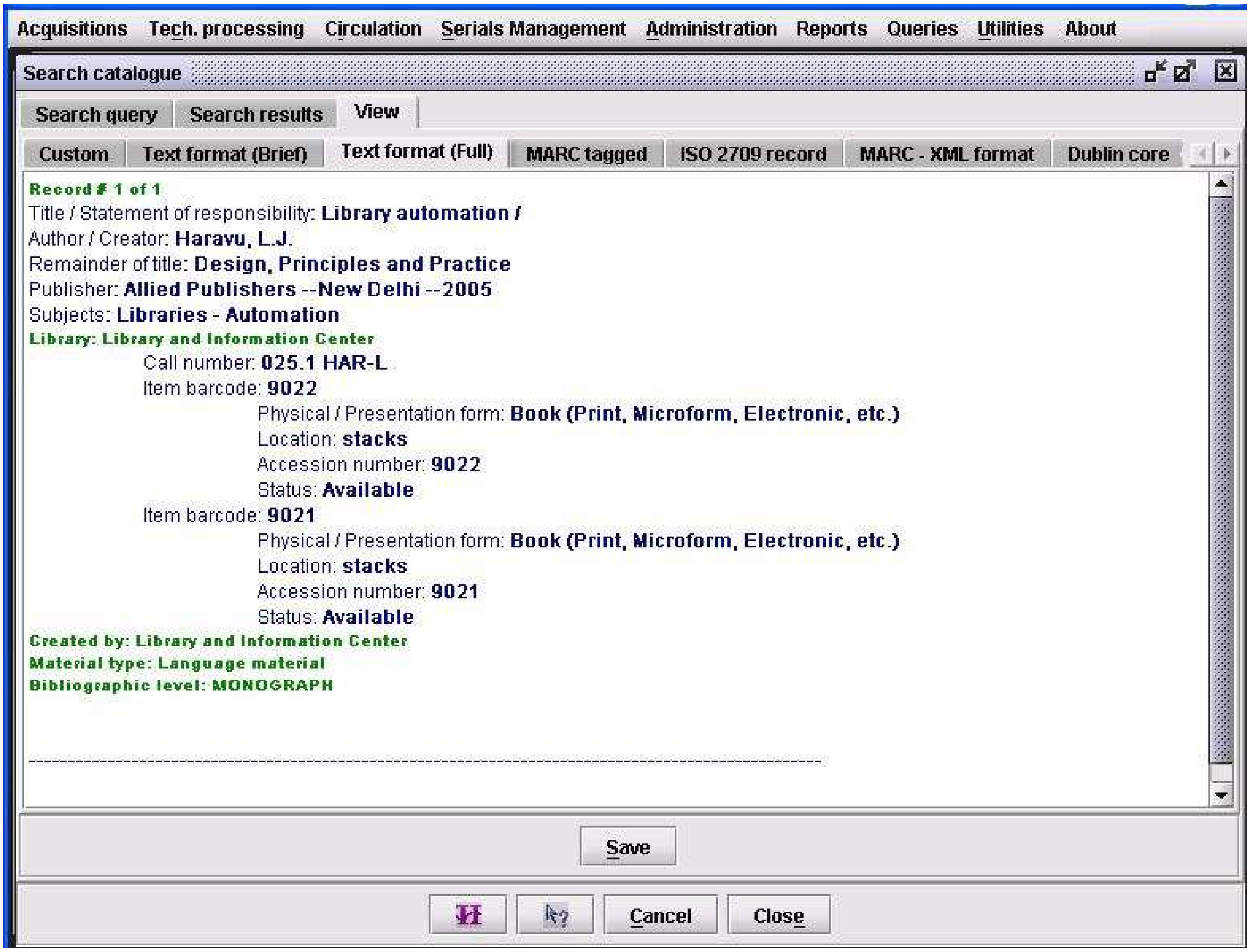


- It is possible to limit a search by one or more the following fields. Limiting a search is optional and you may not need to use it always.
  - A specific **year of publication**. To do this enter the year in the text box labeled Year of publication.

  - By those **published before or after a Year**. To do this enter the year in the text box labeled Year of publication and click the radio button for < if you want to retrieve records published before the entered year or click the radio button for > if you want to retrieve records published after the entered year.
  - By those **published between two years**. To do this first click the radio button for Range. The second text box next to the label Range becomes enabled. Enter the first year (lower end of the range) in the text box labeled Year of publication and the second year (higher end of the range) in the text box next to the label Range.
  - **Language**. Click the language to which you wish records to be restricted to.
  - **Bibliographic level** (e.g., you may want to retrieve only articles in serials. To do this click the Serial component part under the Bibliographic level
  - **Material type**. (e.g., you might want to retrieve only theses. To do this select Theses in the Material type options drop down shown above.
  - **Library**. (e.g., you might want to restrict the search to the holdings of a particular library in a NewGenLib network. To do this click the name of the library in the Library drop down.
  - **Open archives**. Click this check box if you wish your results to be restricted to records marked for the open archives.
- Finally to execute the search, click the **Search** button. You will soon see the Search results page shown below.



Only brief details are shown in the search results page. Click the **View details** button to see different views of the retrieved record in the Views tab of the Search page. This is shown below.



The Text format (Full) display is shown above. Other views are possible to be seen by clicking the tabs for these. The view may be saved by clicking the **Save** button. The save file dialog appears in which you can enter a file name into which the view is saved.

Updating holdings of records

When a second or later copy of a monograph is added, it is not necessary to create a new record. The holdings data (barcode, location, etc.,) of the new item is added to that of an existing record. To do this do as follows.

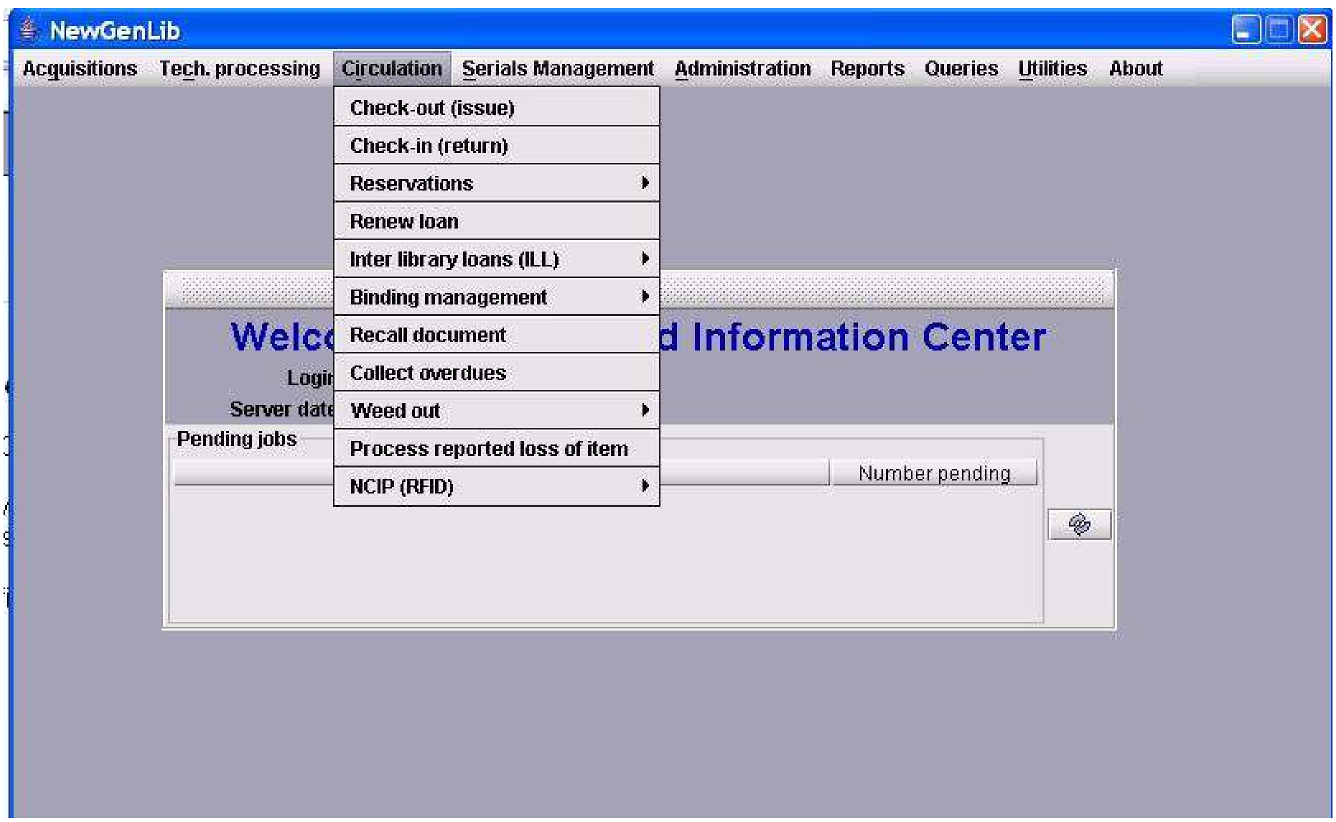
- Search and retrieve the record whose holding is required to be updated.
- Select the record in the Search results page by checking the check box for the row.
- Click the **Update holdings** button.

- The Holdings screen opens.
- Click the **New barcode** button. This opens the data entry screen for the new holdings data. Enter the barcode for the new item (copy) and validate it. The classification and book numbers will already be populated in the text boxes for these since we are adding holdings to an existing item. Choose the location where you wish to place the new copy and click the Close button. This will save the record with the added holdings data.

Chapter 4 Circulation Module

Overview

The Circulation Control module in NewGenLib has all the commonly used functions in this area of library work that most libraries, big and small provide. In addition, the module has many built-in controls and settable parameters to enable a library to ensure that library patron's are provided equitable access to the collections and that the library has reports that will enable it to take meaningful decisions about collection building, maintenance, weeding and use of its collection. Support for the Radio Frequency ID (RFID) protocol is also available with NewGenLib, but is provided specifically on payment to those libraries that need this. The rest of this chapter covers the basic circulation module's features.

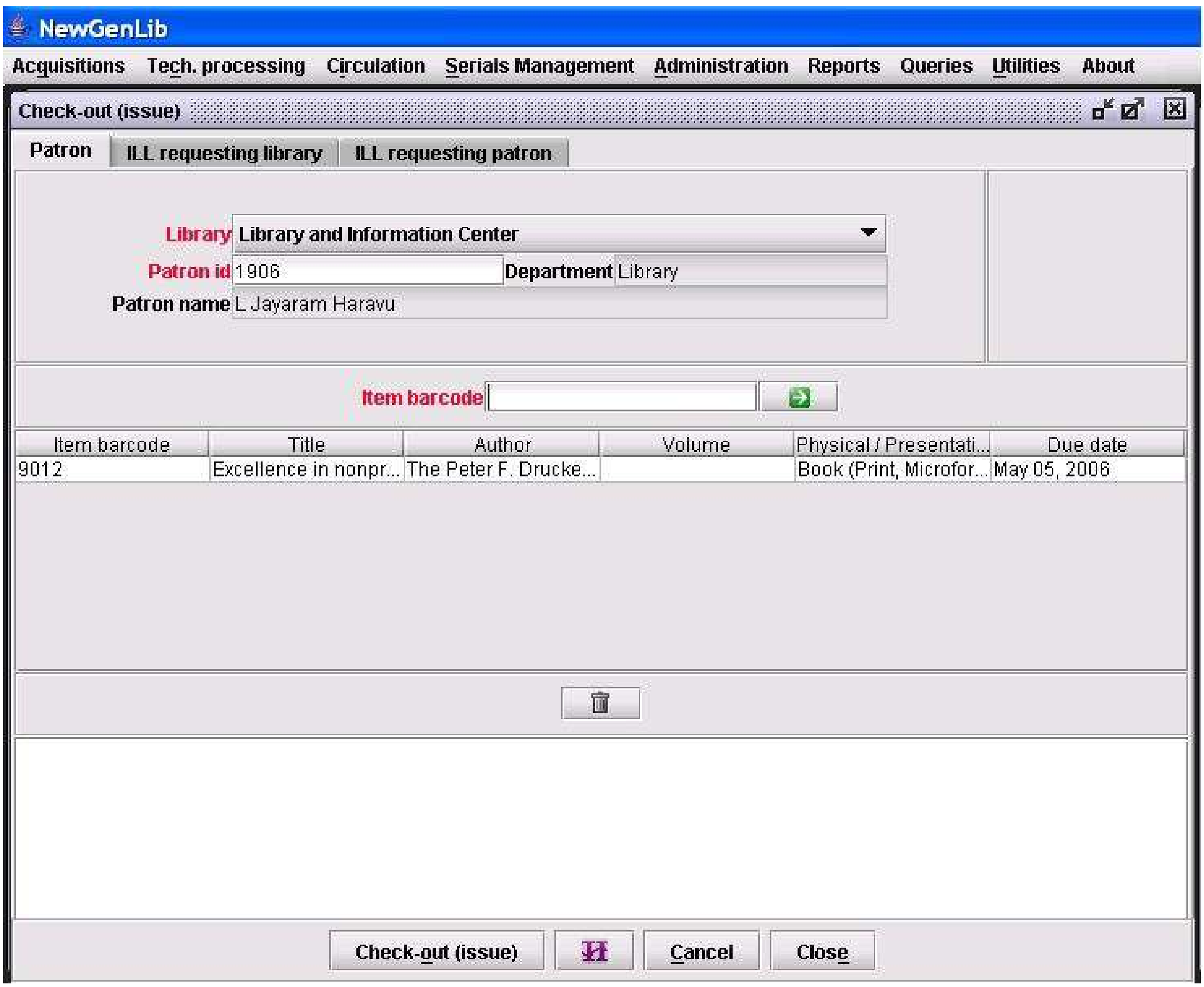


The figure shown below shows the menu options that are available in this module.

Each of these options and how to accomplish various circulation-related tasks are explained in what follows.

Check-out or issue of items

The check-out function is a basic one in any circulation control module and is to ensure that items held by the library are securely and accurately checked out or issued out
to library patrons. The check-out ensures that the patron's privileges in respect of different types of library materials are respected, e.g., that he is entitled to borrow the material he/she has brought to the circulation desk; that the borrowers loan limits are not over drawn, etc. To invoke the Check-out function, click the Circulation main menu option and then click the Check-out (issue) menu option. This will bring up the screen shown below.



There are three tabs in the screen that opens when the Check-out option is invoked. By default the '**Patron**' tab is selected. The other two tabs: **ILL**

Requesting Library and **ILL Requesting Patron** may be selected if needed by clicking these tabs.

The steps in the check-out transaction are given below.

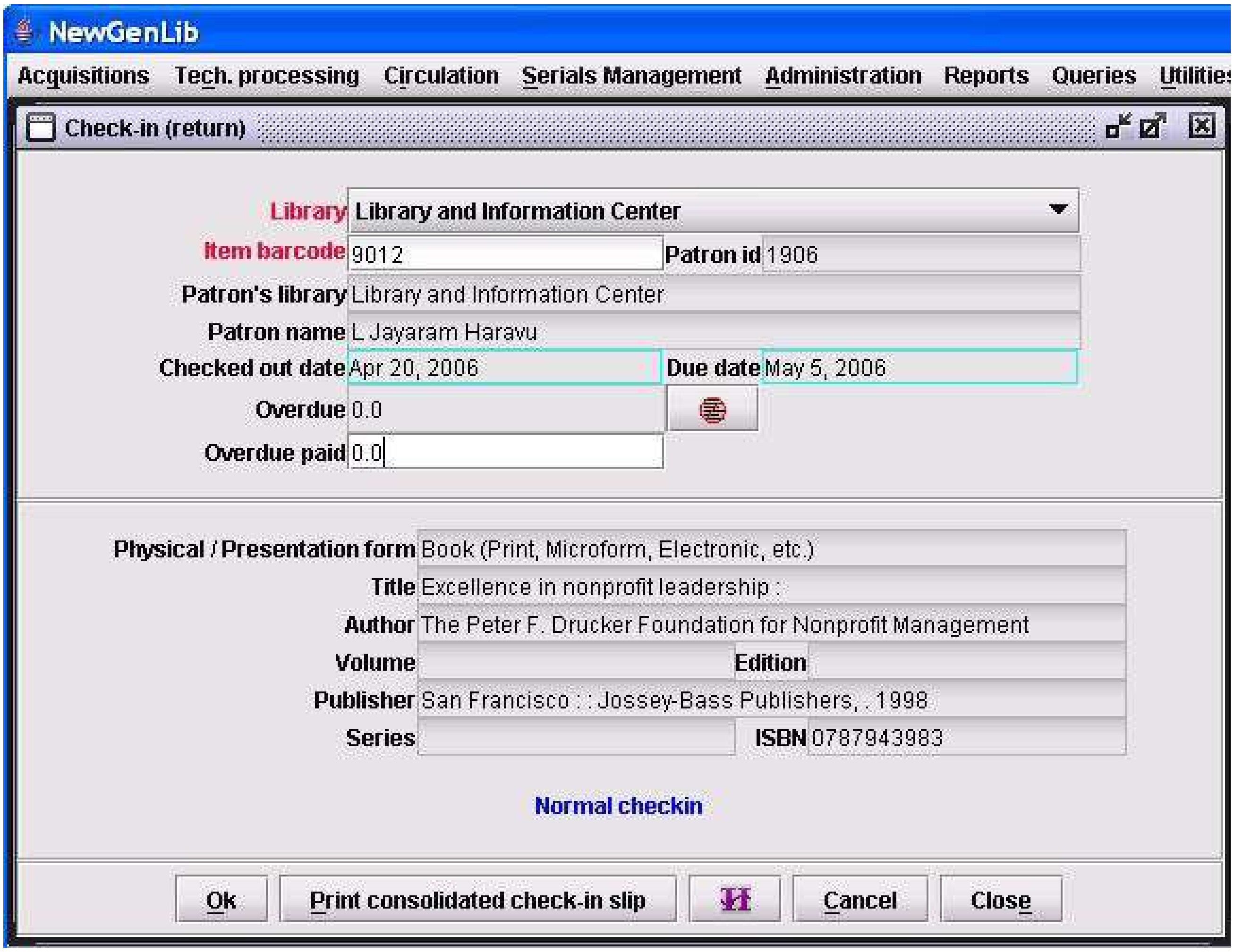
12. There are three tabs in the screen that opens when the Check-out option is invoked. By default the '**Patron**' tab is selected. The other two tabs: **ILL Requesting Library** and **ILL Requesting Patron** may be selected if needed by clicking these tabs.
13. The Patron's ID card (which is presumed to be having a bar code of the patron's ID) is first scanned/read by a bar code reader. No sooner this is done, details of the patron get populated in the text boxes for **Department** and **Patron name** and if the patron's photograph has been stored in the database, a picture of the patron will be seen at the right hand corner of the screen. In case the library does not have a bar code reader, the patron id can be entered via the key board but this is error-prone and so care has to be taken in entering patron Ids by hand.
14. Place the cursor in the text box labeled **Barcode** and scan/read the bar code of the item to be checked-out. If you do not have a bar code reader, enter the item bar code by hand but take care to enter it accurately. Once the item bar code is entered or read, details of the item are retrieved from the library's catalogue database and this is populated in the table shown in the screen.
15. Step number 3 may be repeated as many times as necessary for a patron, e.g., if a patron wishes to borrow 4 books, step 3 is repeated 4 times. However, whenever, a new Barcode is scanned for check-out and the patron exceeds his/her loan limit, the circulation staff is alerted to this and the issue transaction for this user for the item last scanned will not take place. The patron can then decide if he/she wishes to cancel one or other item in his list to accommodate the issue of the last item.
16. To delete an item that was ready for check-out, select that item by clicking the row for that item in the table and then click the Delete icon.

    Once all items for a particular patron are scanned, all these can be checked-out by clicking the button labeled '**Check out**' at the bottom of the screen.
17. You will now see a Task successful message. Click OK in this.
18. A new window opens showing you the text of the check-out slip. This may be immediately printed either as a plain text file or as an openOffice document

Check-in or return of items

The check-in function enables the library to accurately record the return of items previously loaned to patrons. The function discharges the patron of the loan of the item but maintains useful statistics that is later possible to be analyzed in making decisions concerning acquisitions, weeding out of stock, loss of books, etc. Importantly, the check-in function does not need the patron to be present, only the item is required.

When you click the Check-in menu option you will see the screen shown below.

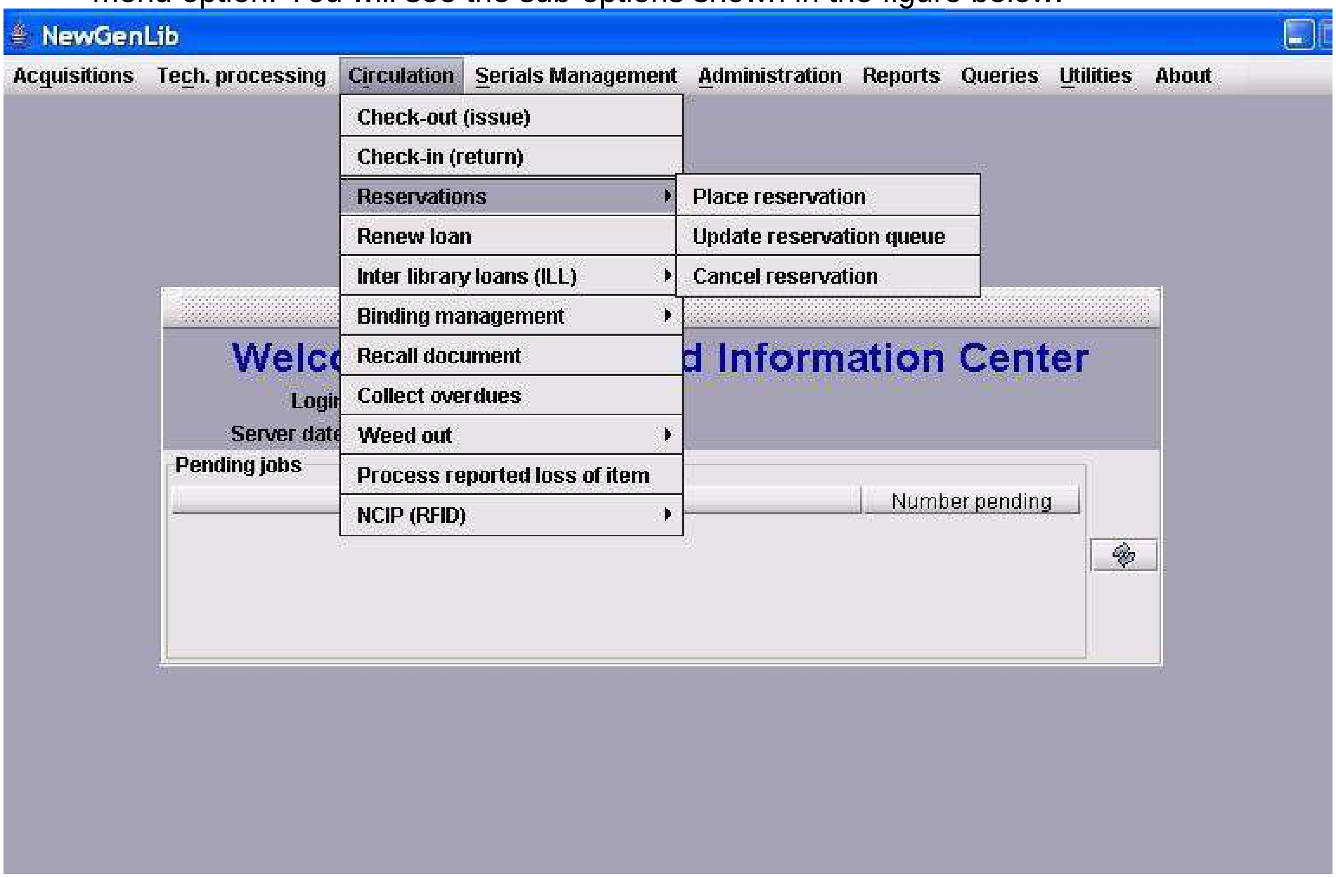


As can be seen in the figure shown, it contains a text box labeled **Item barcode.** Place your cursor in this text box and scan/read the item bar code being returned. You will soon see details of the item are populated in the text boxes for Title, Author, Publisher, Volume, etc., in the lower half of the screen. You will also see the Patron name, Checked out date, Due date, Over due if any, Over due paid. Next to the text box Over due is an icon for over-riding overdue payments. Only authorized library staff members are allowed to override overdue charges.

10. Once, the details are verified, click the '**OK**' button to commit the check-in transaction. You will be be informed of the successful check-in. A check-in slip will be printed (or emailed) to the patron depending on how you have set up the parameter. If several books are checked-in by the same patron, after all books are checked-in click the button labeled '**Print consolidated check-in slip**' to get a single check-in slip for all books checked-in by a patron.

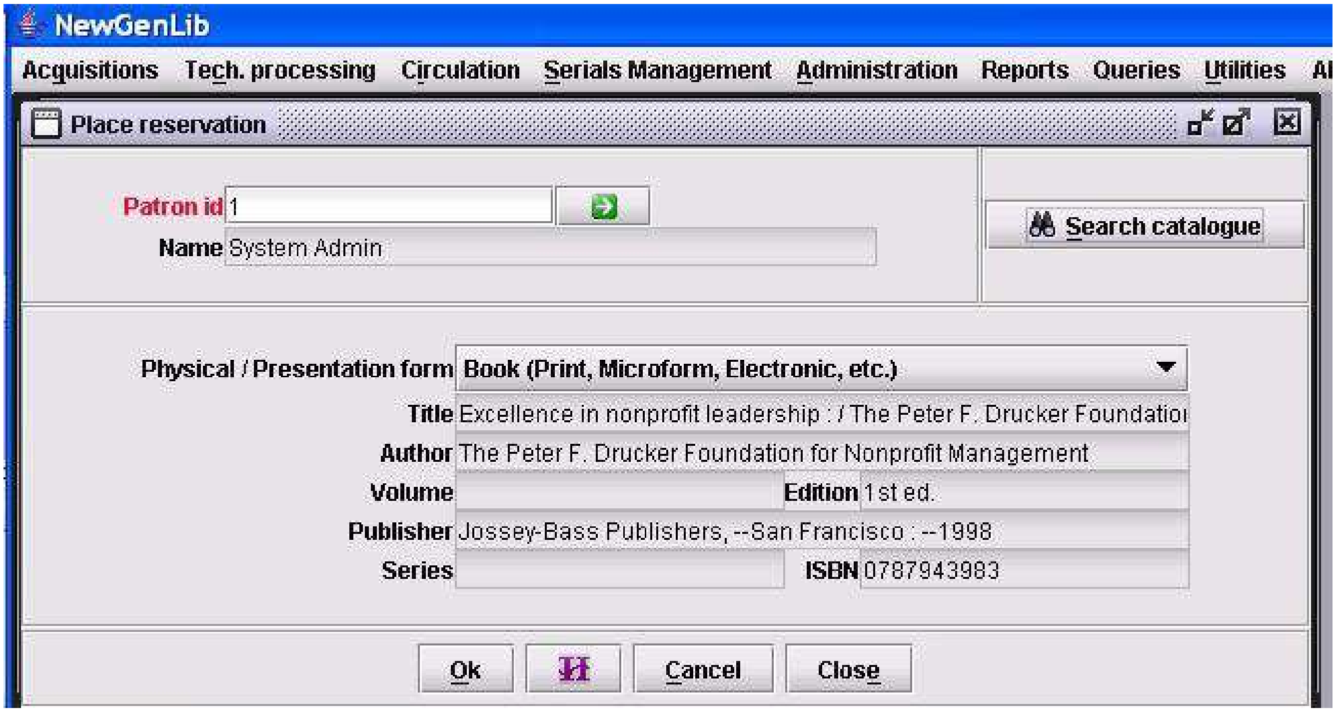
Reservations functionality

The Reservations function is especially important in academic environments. NewGenLib provides many features that allow a library to administer reservations made by patrons. Patrons can place reservations from the OPAC. However, it is also possible for circulation staff to place reservations on behalf of patrons. Click Circulation in the main menu and then place your cursor on the Reservations menu option. You will see the sub-options shown in the figure below.



Place reservations

When library staff are called upon to place reservations on behalf of patrons, this is done by clicking the Place reservations menu sub-option. The screen shown below then opens.



To place reservations on behalf of a user, do as follows:

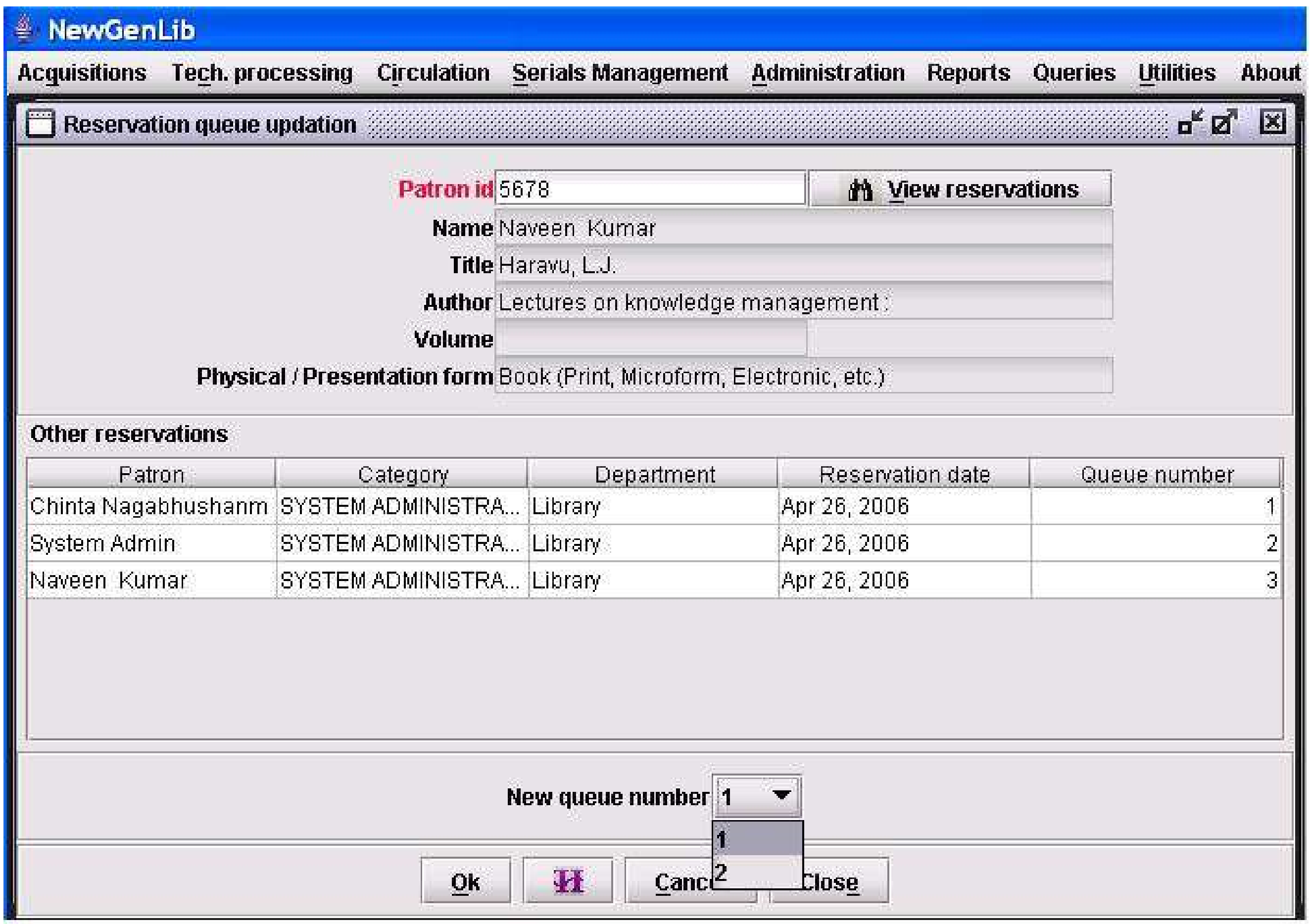
- Scan or enter the ID of the patron on whose behalf you wish to place reservation for an item.
- Now click the **Search catalogue** button to begin a search for the item to be reserved. Once this is retrieved, click the OK button in the Search results display screen. The details of the item is then populated in the Place reservation window as shown above.
- Click the OK button. This validates the patron's privileges and if the item can indeed be borrowed by the patron. This validation is based on the settings for the patron category in the circulation privilege matrix.
- If more than one patron reserves the same title, a reservations queue is formed and the user is sent an email and/or instant message about his reservations and the queue number of his reservation.

Update reservation queue

At times, it becomes necessary for library staff to be able to modify the reservation queue for an item because one patron who is lower down in the queue may need the book more urgently than those who are higher up in the queue. For instance, in an academic institution, a teacher may need a title urgently for a course he is teaching. He may have placed a reservation for the title but finds that he is fourth or fifth in the queue. He could then request library staff to push his queue position up so that he receives the title in advance of others. In such a situation, the library staff can use the Update reservation queue option.

To update the reservation queue for a title, do as follows.

10. Click the Update reservation queue menu option. A screen opens where you first enter the patron ID whose reservation queue position needs to be updated (i.e., pushed up).
11. Next click the **View reservations** button and you will see the reservations made by the patron and his queue position as shown in the figure below.



12. Click the **New queue number** drop down box to see the possible new queue positions that the patron can take. For instance, in the example shown above Naveen Kumar is presently at queue position 3, and he can be pushed up to either 1 or 2.
13. Click the new position desired and click the OK button. This will update the queue.

Cancel reservations

Library staff also need to be able to cancel the reservation of an item for a particular patron if required under circumstances. For instance, a patron may have been marked as delinquent because he has not responded to recall notices and or reminders to return overdue loans. In such a case, it may be decided to cancel all reservations for such a patron. Similarly, a user himself may request the cancellation of his reservation for an item. However, it is possible for a user to cancel his reservation for an item directly from the OPAC.

In order to cancel reservation for an item for a particular patron, do as follows.

Click the Cancel reservation menu option.
Scan or enter the patron ID

You will see all pending reservations for the patron entered in a table. This is shown in the figure below.

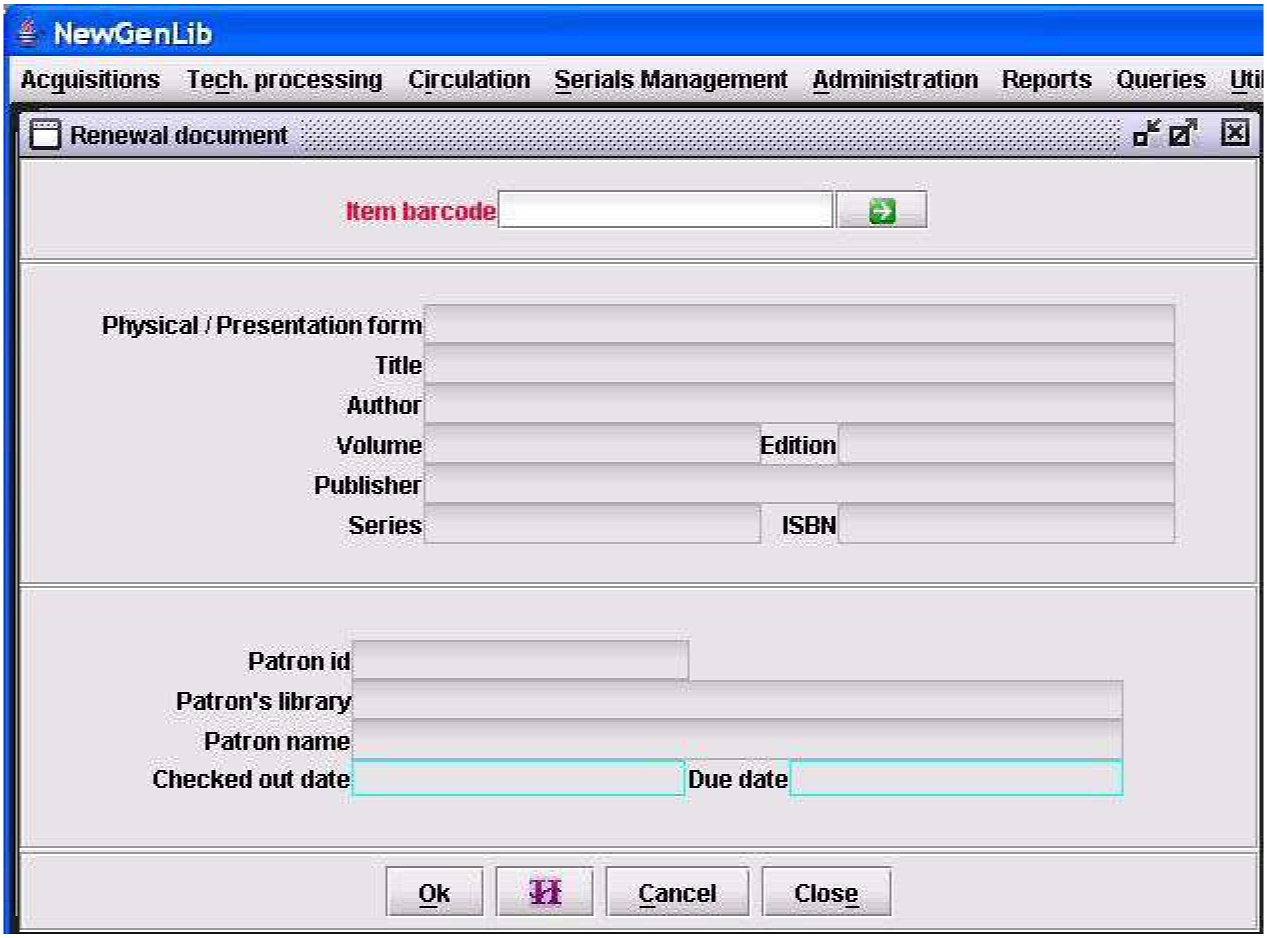
- Select the item for which the reservation is to be canceled.
- Click the OK button.

Renewal of loans

Patrons need not present themselves and items for which loan is to be renewed to the library to renew their loans. They can either renew loans via the OPAC or request the library (via email, telephone) to renew a given item's loan. The library staff then invoke the **Renew loan** option in the Circulation module of NewGenLib.

To renew loan of one or more items do the following.

10. Click the Renew loan menu option under the Circulation main menu.
11. You will see the screen shown below.



- Scan or enter the bar code of the item whose loan is to be renewed and click the Go button. This will populate the item details and also the details of the borrower in the various text boxes.
- The system then checks the patron's privileges to determine the number of times the patron is allowed to renew the loan of an item belonging to the material type category of the item. If the patron has already renewed the loan of the item before and the number of times of renewal exceeds the allowed limit, the system will alert the library staff and let the patron know that the item's loan cannot be renewed. The system also checks to see if the loan is being asked

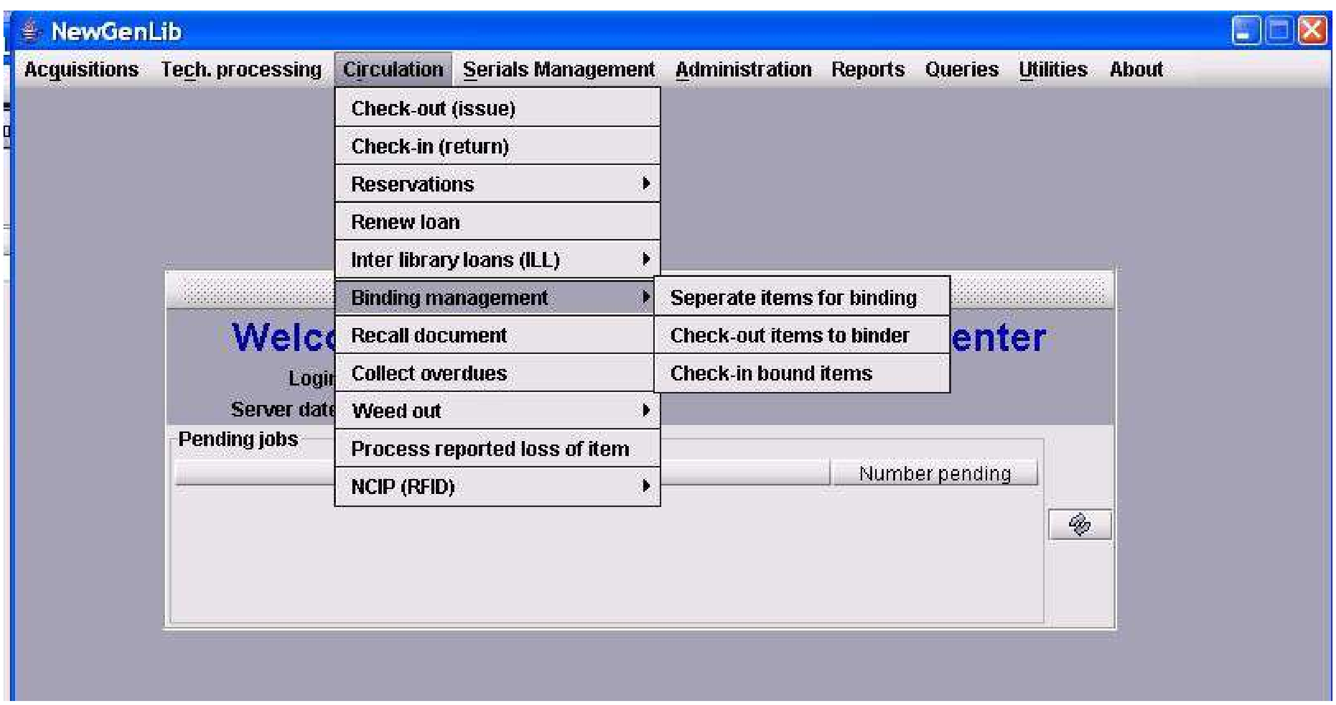
to be renewed too early in the allowed loan period. A general setup parameter specifies the minimum number of days before the due date before which renewals will be permitted. For instance, if the loan period of a particular category of material type is say 10 days and the General set up parameter for minimum number of days left before due date before which renewals will be permitted is say 3 days, then a loan cannot be renewed before 7 days of the current loan period is over.

- The system also checks to see if the loan of item being requested to be renewed has been reserved. If there is one or more reservation for the item, the renewal will not be permitted.
- If all the conditions given in 4 and 5 are fulfilled, the loan may be renewed by clicking the OK button.

The patron can renew loan of items via the OPAC. Even here, all the checks mentioned above are applied and in the event the loan cannot be renewed, the patron is informed of this. A successful renewal transaction is also notified to the patron.

Binding management

The binding and repair of items held by the library is a function that is normally that of the Circulation section of the library. This function provides the following options shown in the screen below.

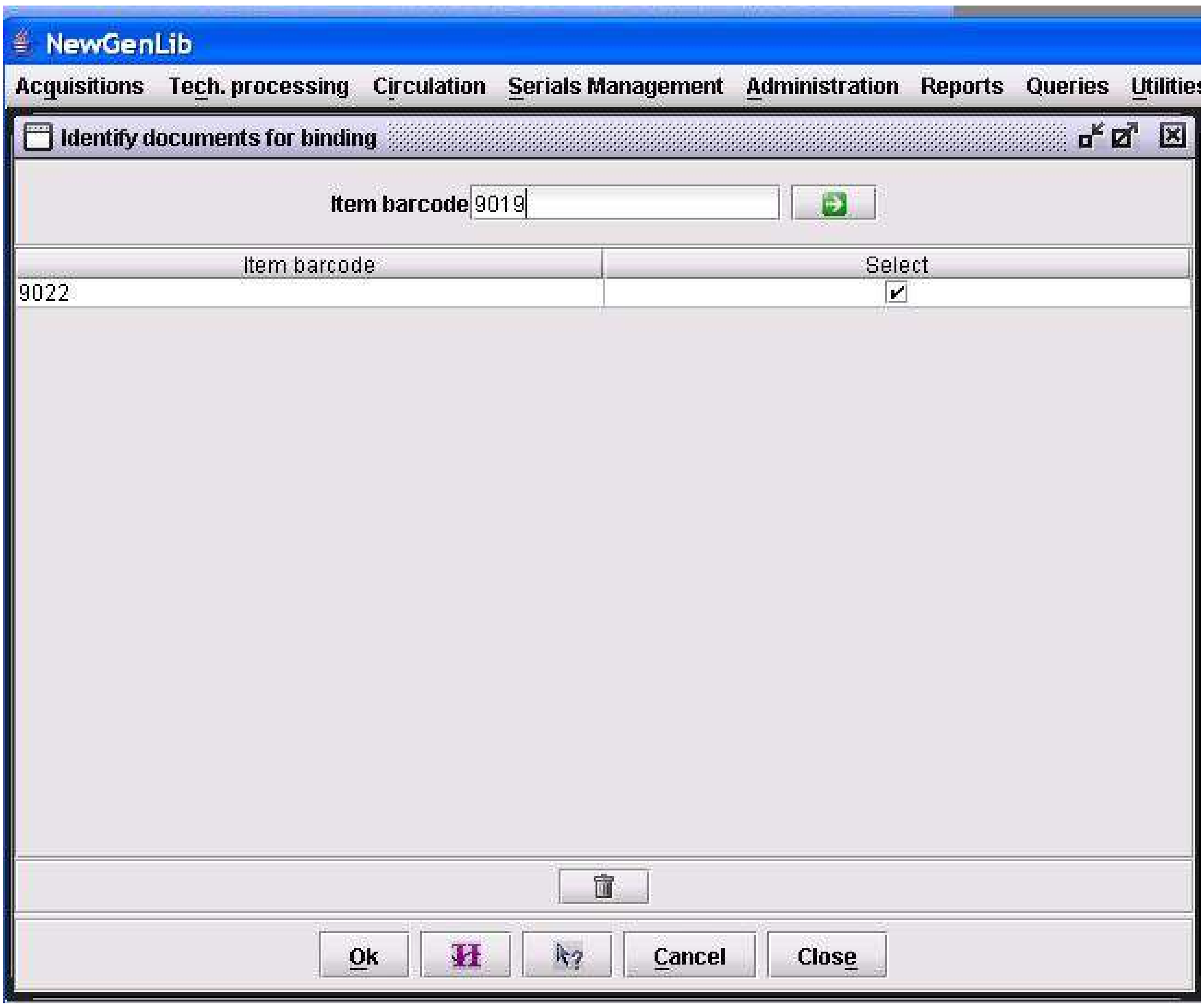


Separation of items requiring binding

The first step in the management of the Binding function is to identify those items that require re-binding or repair. This could be done when materials are handled at check-out and check-in or by visiting the shelves to look for items requiring such attention.

In order to separate items for binding do as follows.

23. Click the **Separate items for binding** menu option.
24. You will see the screen shown below.



25. Place your cursor in the text box labeled **Item barcode** and enter or scan the item's bar code.
26. The item's bar code will be populated in the table as in the figure shown above.

27. In like manner bar codes of other items requiring binding may be scanned/entered.
28. Click the OK button when one or more bar codes are identified as requiring binding attention.
29. All items thus identified are normally isolated to avoid their getting issued. These items will be seen as having the status 'under binding' when a patron searches for it in the OPAC.
30. When several items are separated, we move to the next operation in binding management, viz., checking out items to the Binder, i.e., ensuring that the items separated are provided to the binder for actual re-binding or repair.

Check-out items to binders

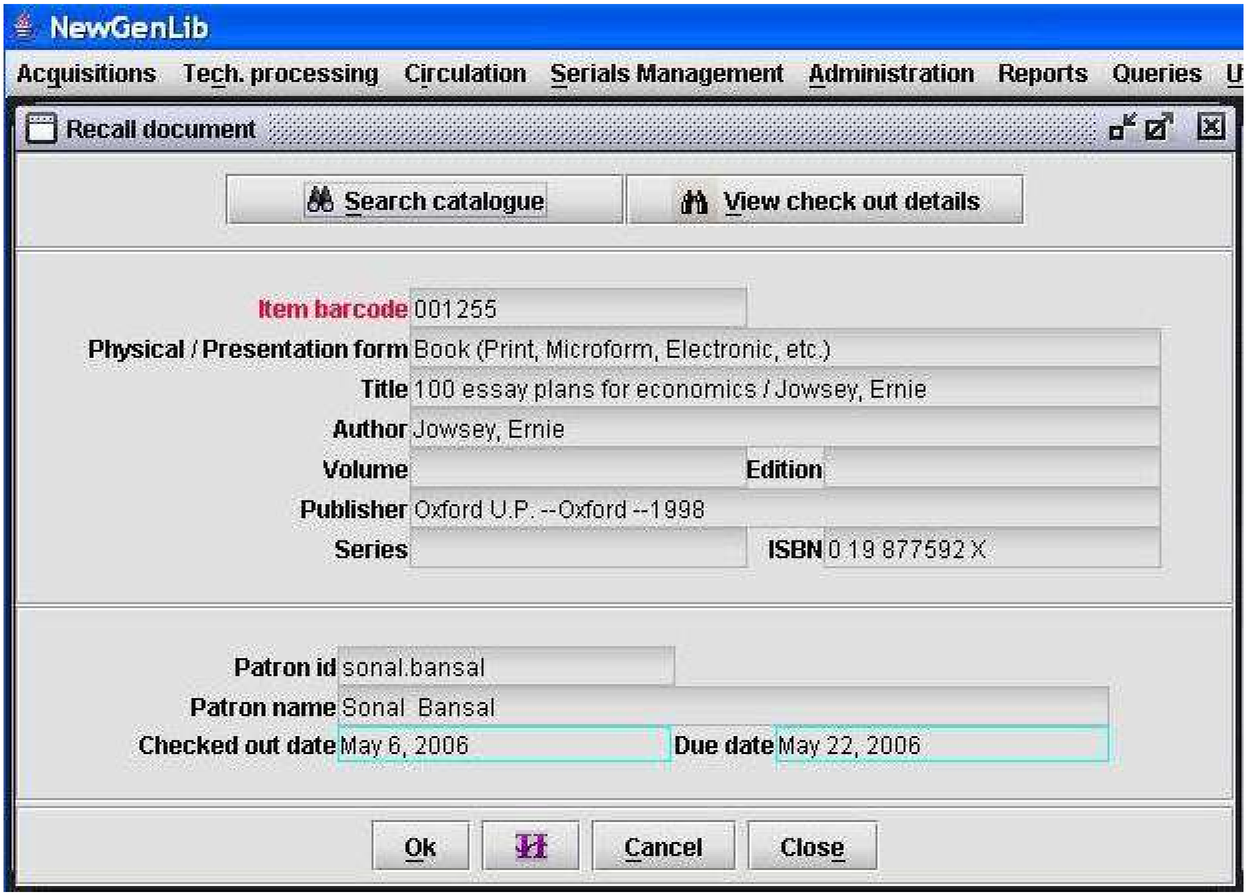
This function is invoked when there are a sufficient number of items that are ready to be bound. Click the check-out items menu option to see the screen shown below.

Recall document

Sometimes it is necessary for the library to recall an item on loan before the expiry of the loan period. For instance, a faculty member may urgently want to place a document on the reserve collection or textbook collection. The Recall document function enables library staff to first identify one or more patrons with whom a needed item is on loan and then to send out recall notices to them.

In order to recall loaned documents before the expiry of the loan period do as follows:

- The screen that opens (shown below) when you invoke the Recall document option has a '**Search catalogue**' button which you must first click to begin the search of the catalogue to identify the item you wish to recall. When you find the item, click the '**OK**' button in the search results view page of the search catalogue. This will populate the details of the item in the second panel of the Recall document screen.



2. Now click the '**View check-out details**' button to see the patron Id, name, when checked-out and when due details of the patron or patrons who has/have checked-out the item.

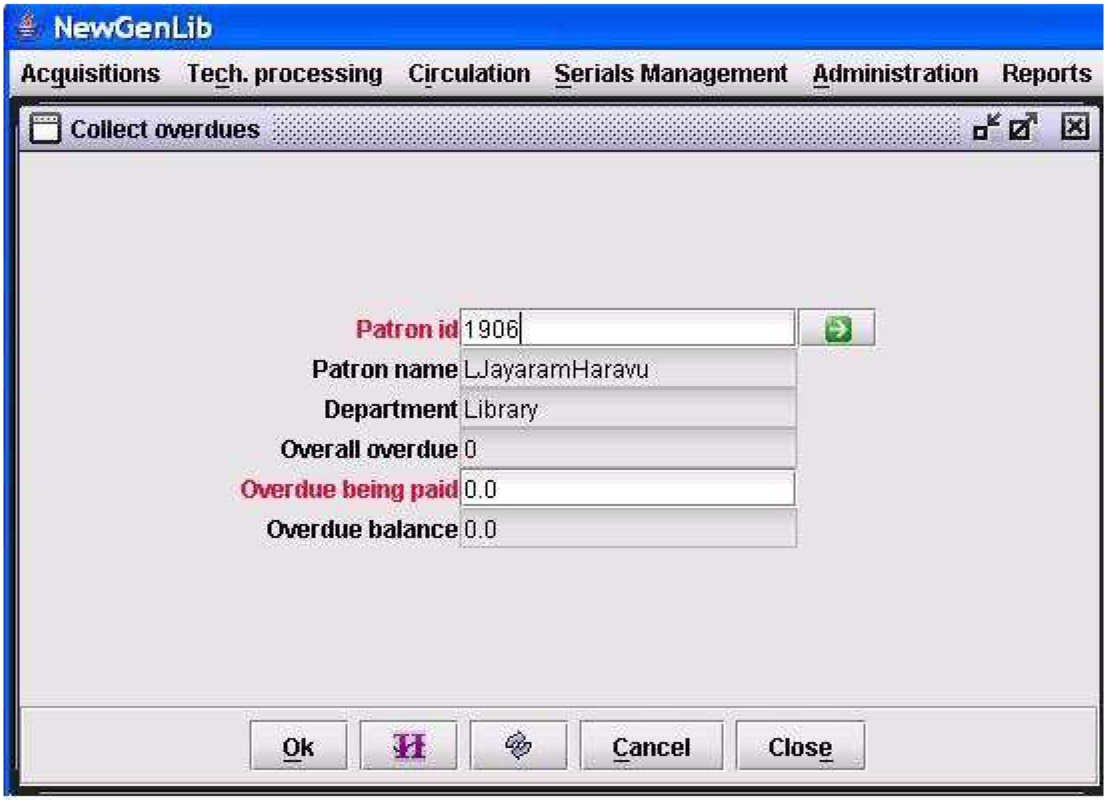
19. Click the 'OK' button to initiate the recall process, i.e., invoke the print/email/instant message component which will either allow you to send an email, instant message or printed recall notice immediately or postpone it to an end-of-day process.

Collect overdues

The Collect overdue function enables library staff to accept partial or full overdue payments
from a patron and ensure that all such recoveries made and balances due are properly recorded for reference whenever needed, e.g., when the patron requires a no-dues certificate.

To collect overdues from a patron do as follows.

16. The screen that opens (shown below) when you invoke the Collect overdue option has a text box labeled **Patron Id** followed by a green Go button. Place your cursor in the text box and scan or enter the patron Id and click the Go button.

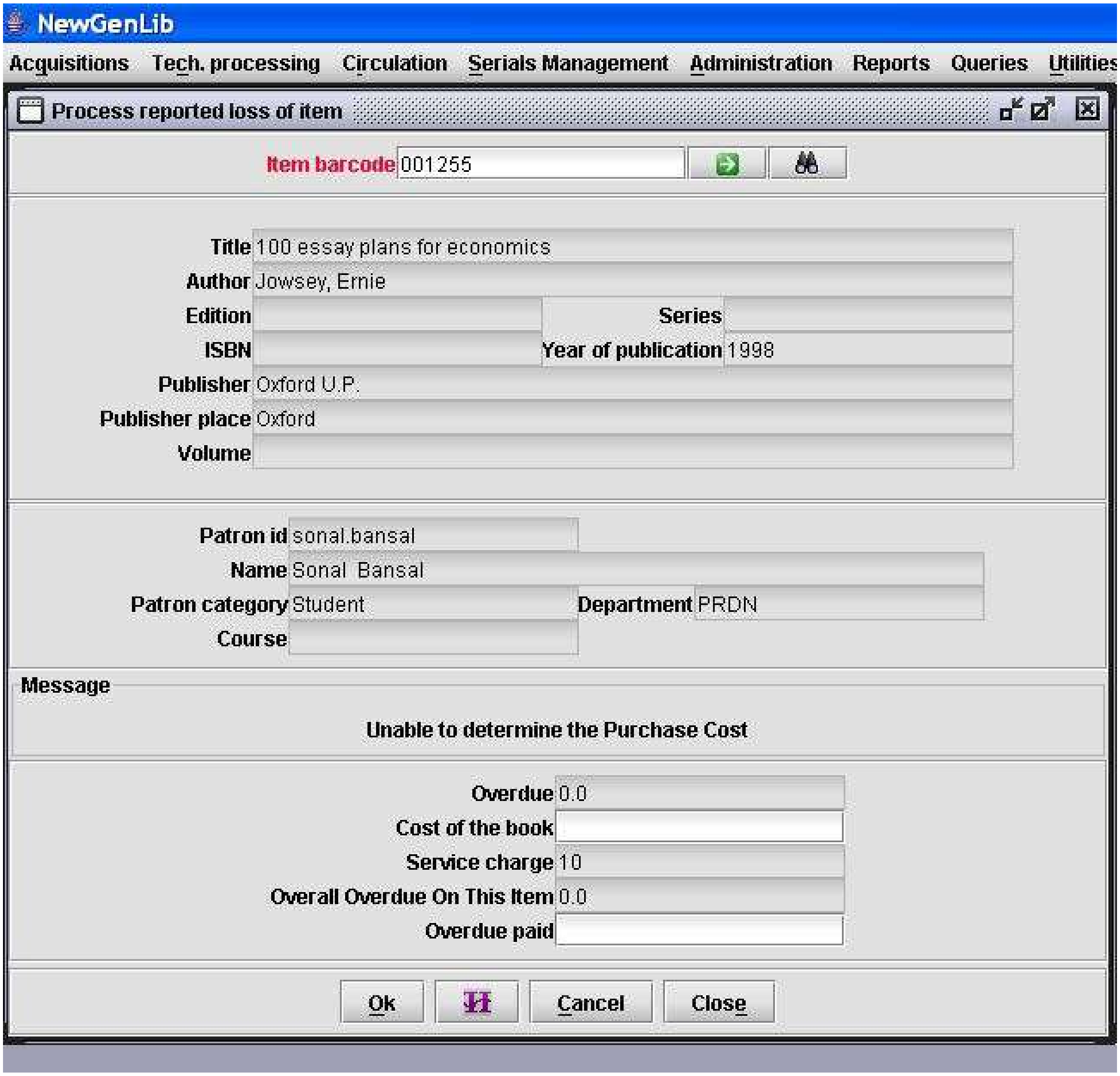


17. You will soon see the name of the patron, department, overall due, if any populated in the text boxes provide for these. There is also a text box for you to enter the actual amount of overdue being paid in the text box labeled **'Overdue being paid'.** The balance of payment, if any, is automatically calculated and shown in the text box labeled '**Overdue balance**'.
18. Click the 'OK' button to confirm the transaction and posting to the database.

Process reported loss of item

It is quite common for patron's to loose books or other items borrowed by them. Such losses when reported need to be handled, i.e., information about the item's loss should be reflected in the library's catalogue database, and depending on the policy of the library, the patron should be charged the cost of the item, overdues on the borrowed item, and any service charges that accrue because the library has to replace the lost item.

When you click the Process reported loss of item menu option, you will see the screen shown below.



In order to process reported loss of an item proceed as follows.

- Scan or enter the bar code of the item that is reported as lost by the patron who reports the loss. If the patron does not know or remember the item's bar code, click the Search icon. An embedded window appears in which you enter the patron's ID (or scan the ID). You will then see all items which are out on loan with the patron in question.

- Ask the patron to identify the item he has lost in the table of items shown.
- Select the item reported as lost in the table and click the OK button in the embedded window.
- You will now see the item and patron details populated in the different text boxes as shown in the figure above. You will also see the cost of the book as entered when it was acquired (or entered when the item was catalogued), overdue charges if any and the service charges that are levied as per the policy of the library. The service charge to be levied for a lost item is one of the General set up parameters.
- Click the OK button to commit the transaction to the database. The amount due to the loss of the item, overdue and service charges are accumulated in the Patron's account statement and he is also intimated of such dues.
- The catalogue record for the lost item will show its status as Lost. This is seen also in the OPAC when a user retrieves the record for the item.

Chapter 5 Serials Management Module

Overview

The Serials module in any library automation software is usually the most complicated in terms of development effort. The functionality in this module requires that the software must deal with several idiosyncrasies of the serial as a form of publication. Equally there are issues related to the cataloguing of newly subscribed serial titles, registration, display of serials holdings in the online public access catalogue (OPAC) and the prediction of the receipt of regular serials issues as well as that of supplements and indexes. Managing the subscriptions to serial titles in such a way that there is no interruption in the supplies is another important requirement . The binding of serials issues when the volume for a particular serial title has been fully received and ensuring that these are sent to binder are other tasks that the module must help library staff to accomplish.

The figure shown below shows the menu options that are available in this module.

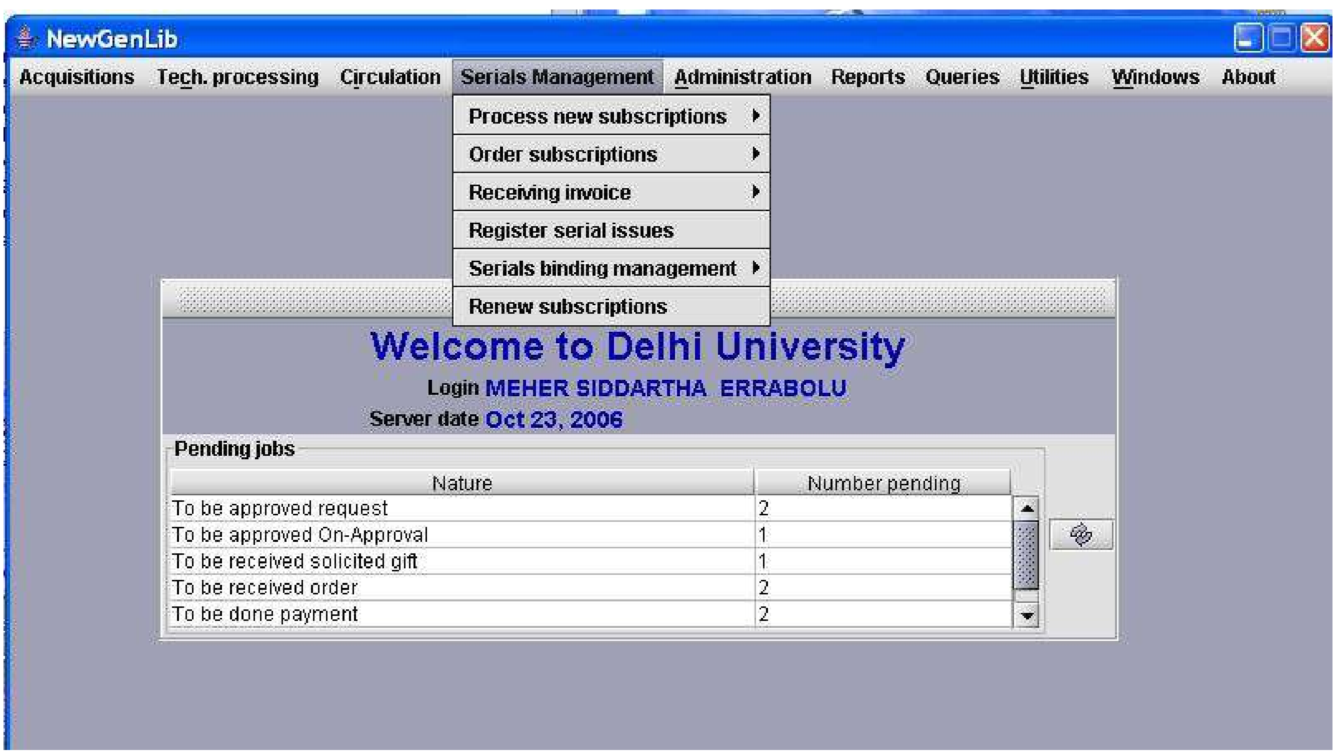


Illustration 34: Menu options in the Serials Module

Each of these options and how to accomplish various serials management -related tasks are explained in what follows.

Subscription management

This involves the addition of new titles to an existing list of subscriptions, ordering these with vendors, processing subscription invoices, receiving and registering issues, and binding these into suitable physical volumes.

Process new subscriptions

The following options are seen under the Process new subscriptions menu option.

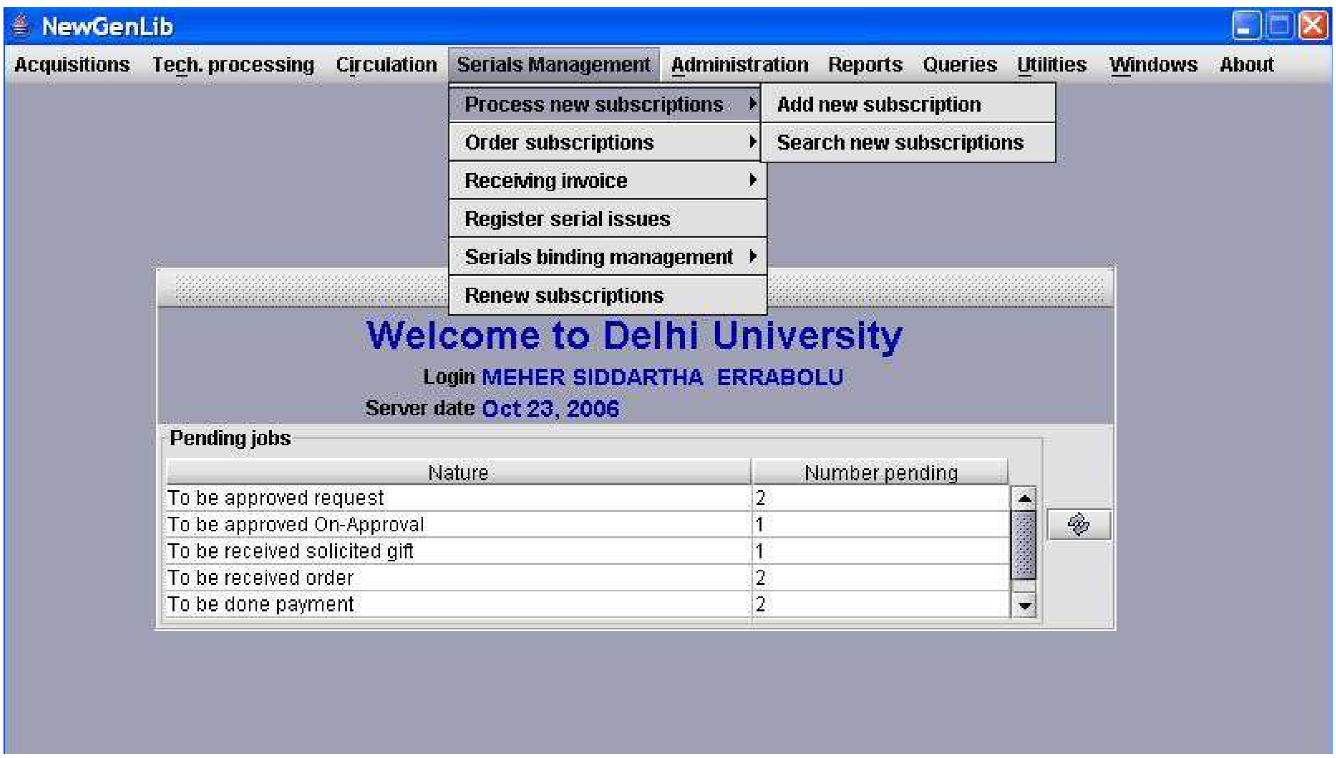


Illustration 35: Menu options under Process new subscriptions

Add new subscriptions

Click the Add new subscriptions menu option to see the screen shown below.

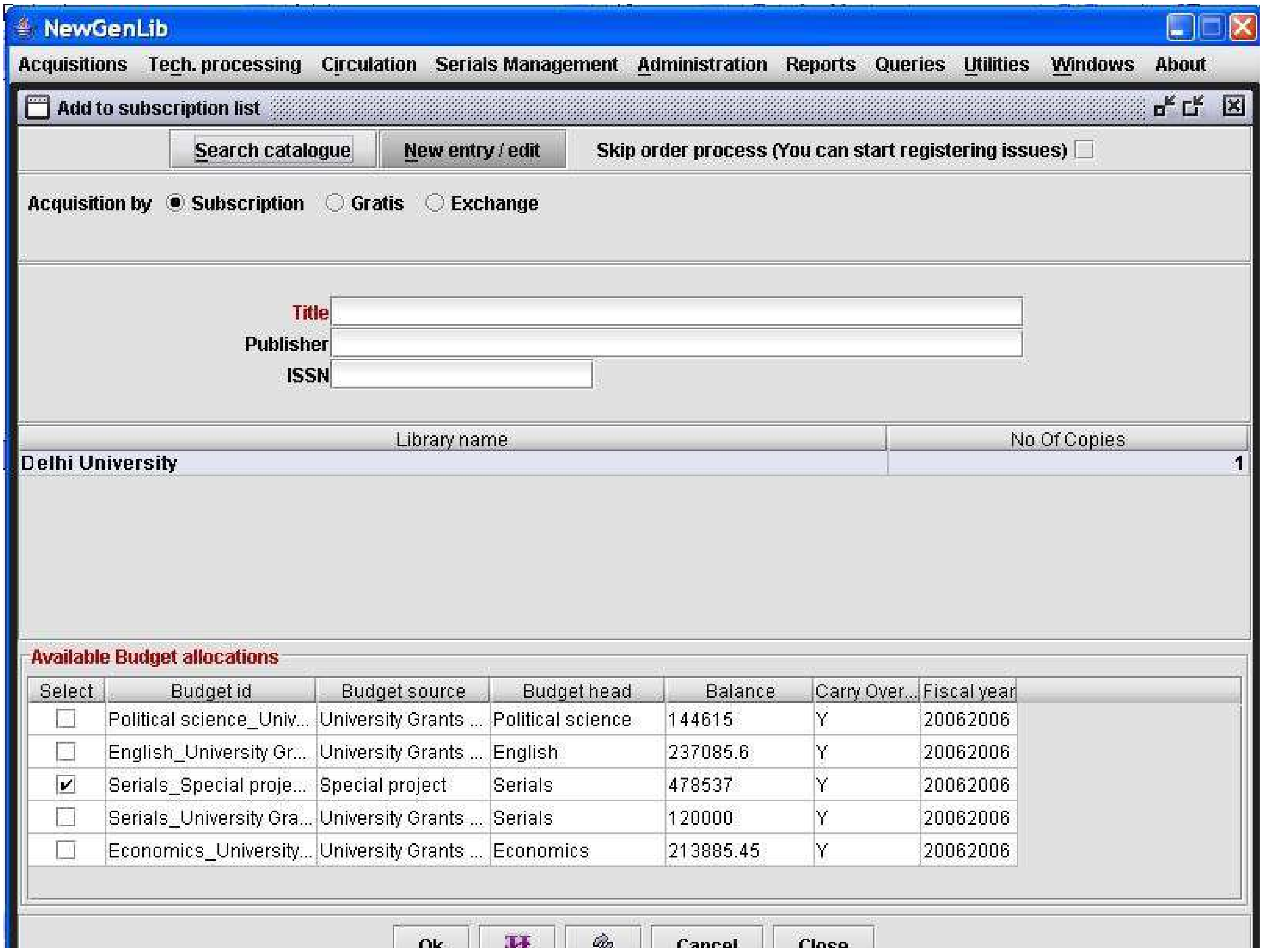


Illustration 36: Screen to enter data on new subscriptions

The screen has three buttons at the top as follows:

12. **Search catalogue**
13. **New Entry/Edit**
14. **Skip Order Process**

The **New Entry/Edit** button is selected by default. The Search catalogue button allows you to search the library's catalogue or the library network's union catalogue to identify a serial title that you wish to add to the library's subscription list.

The New Entry/Edit button allows you to enter the serial title, publisher, ISSN in the text boxes provided for these. You then indicate the number of copies you wish to subscribe in the row against the Library name. You then select one or more budgets that may be used to pay for the subscription of the serial title.

Select any one of the three radio buttons at the top to indicate if the serial that is to be added is a paid subscription (already selected by default), obtained gratis or in exchange for one or more publications offered by the library.

Click the '**OK**' button to commit the transaction to the database. You will then be asked if you wish to enter data into the Serials Master file. The Serials Master File contains information about start and end volumes, issues, and years of the subscription, frequency data, vendor, publisher data, subscription mode, binding specifications, claim frequency, etc. (See figure given below). This data is accessed by serials registration and binding functions under the serials module. Serials master file data is entered once and at the time a new serial is added to the list of subscriptions. It may occasionally need to be modified.

The **Skip order process** option is used when a library has already ordered and paid for various serial subscriptions (e.g., before NewGenLib was installed) and now they need to use NewGenLib to register the receipt of serial issues. If this is the case, do as follows:

11. Enter the Serial title, ISSN and publisher
12. Click the check box next to the Skip order process button
13. Click the OK button at the bottom of the screen.
14. You will now see a dialog asking if you wish to enter data in the Serials Master. Click Yes in this dialog. **[Note: unless Master Serials data, i.e., subscription, publisher, start and end volume of the current subscription, etc., is known to the system, you cannot register serial issues]**
15. The Serials Master file window opens. This has many tabs, e.g., for publisher and vendor information, how claims are to be administered, start and end volume, issue and year from which the subscription for the entered title has been entered, frequency, etc. Enter all required information and close the Master file details tab. The screen below shows you the tabs of the serials master file.

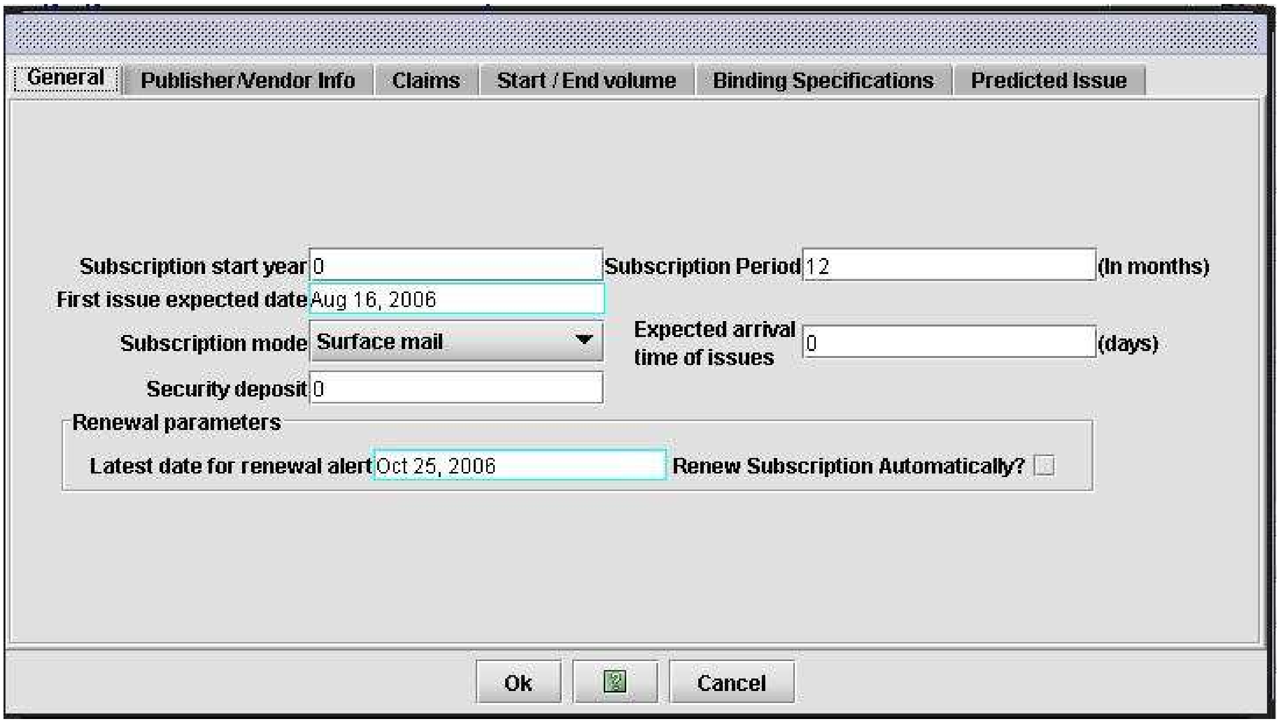


Illustration 37: Master Serials File data entry screen with tabs

16. You will now be able to register the issues of the serial title entered in step 1. First close the Add Subscription windows and then click the Register serials option. See the help for Register Serials option.

Search new subscriptions

Click this menu option under Process new subscriptions to see the screen shown below.

At the top left of the screen, there are four icons as follows:

- New icon. Click this to add a new subscription
- Edit icon. Click this icon after selecting a row in the table to open another screen in which you edit the details of the serial title including the details in the associated serials master file records for the serial.
- Refresh icon. Click this icon to refresh the screen after you have modified the records in the different rows
- Delete icon. To delete a serial title from the list of new subscriptions, select the row for the title by clicking the row and then click the Delete icon. You will be asked to confirm the deletion after which the serial is deleted from the list of new subscriptions.

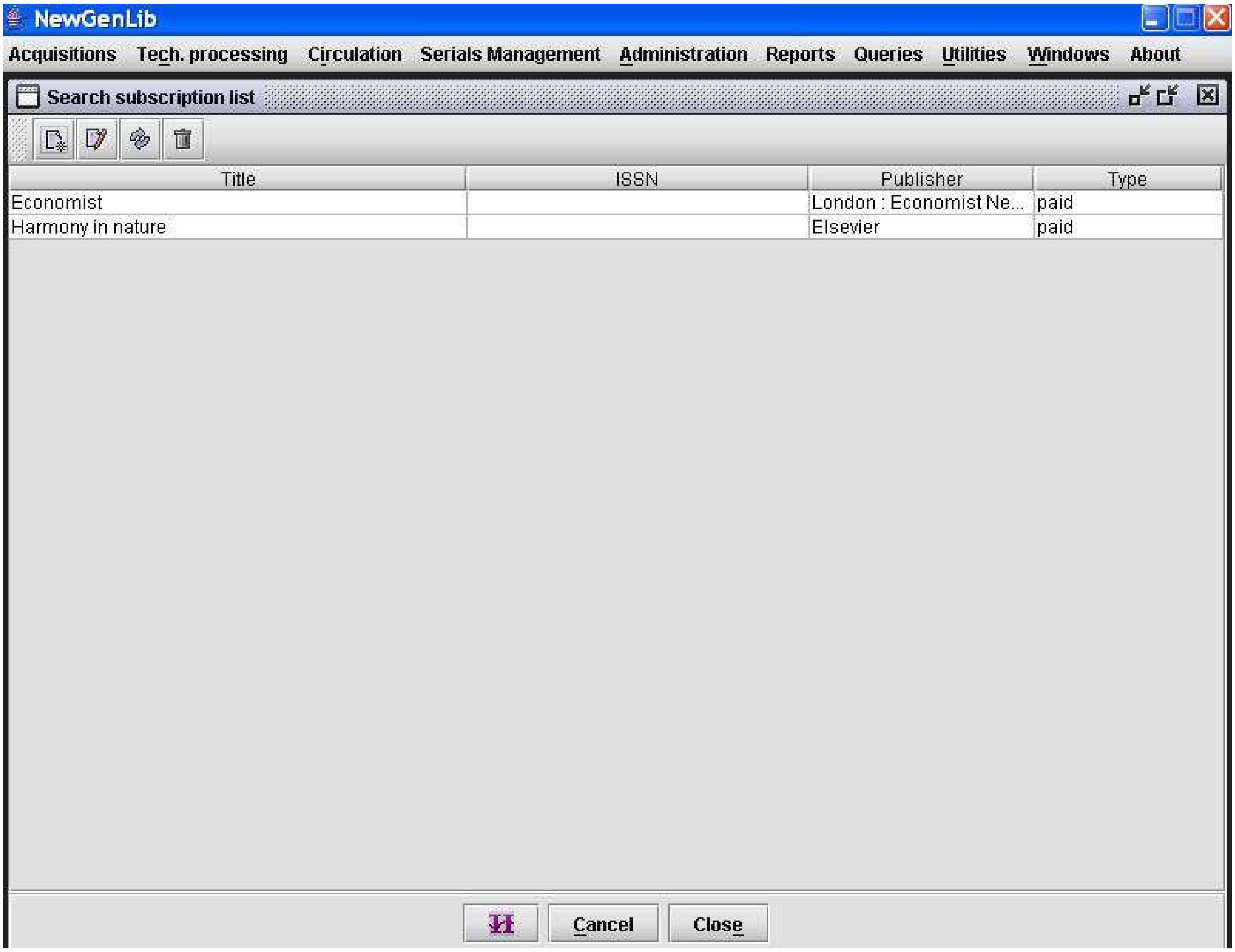


Illustration 38: Screen to search new subscriptions

Ordering subscriptions

Once a new serial title is added to the list of subscriptions, it is necessary that a subscription order is raised with a vendor for its supply. Similarly, there may be need to cancel an earlier order with one vendor because the vendor is not in a position to supply the serial and re-order the subscription with another vendor. The options under Order subscriptions are shown below.

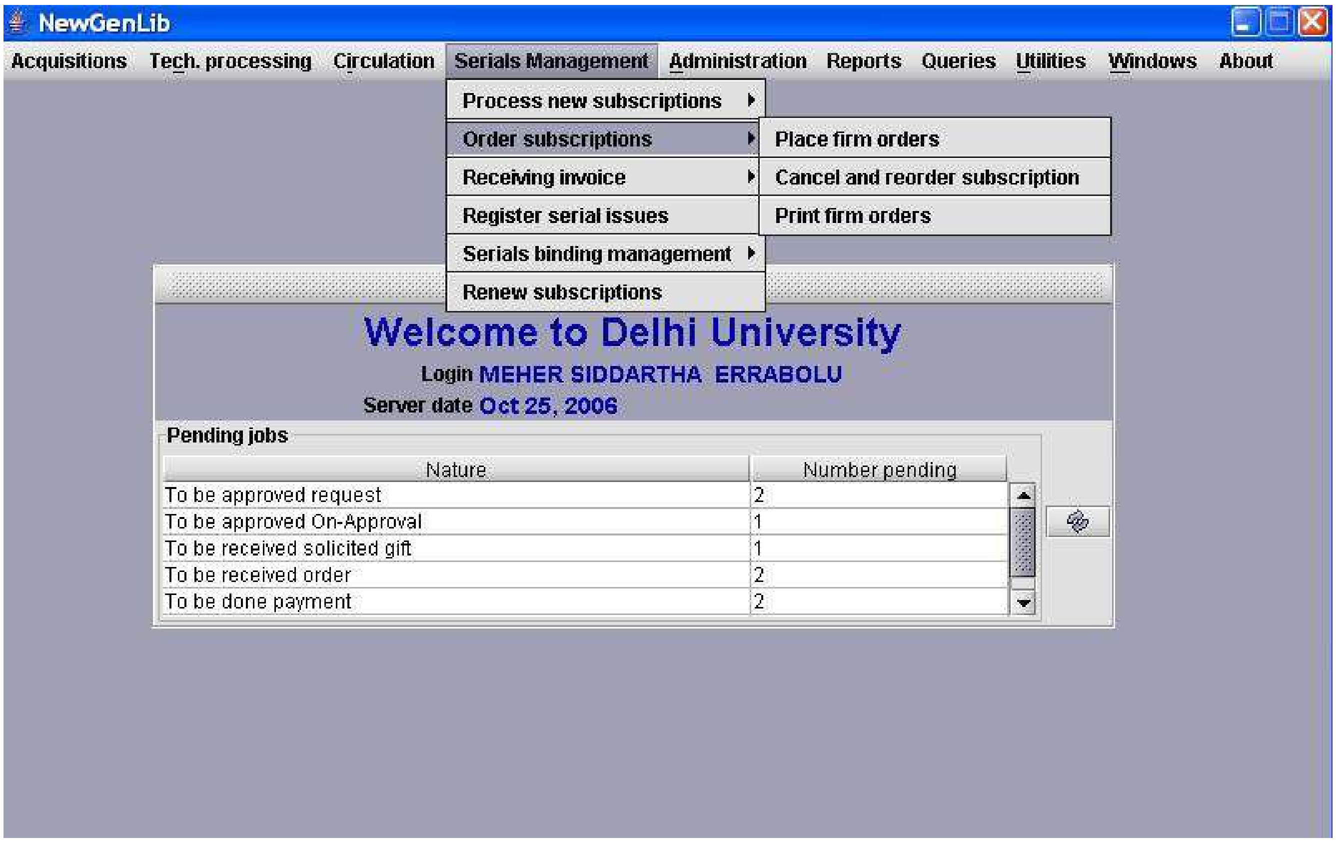


Illustration 39: Menu options to order subscriptions

Place firm subscription orders

This menu option is clicked to invoke processes that will enable the creation of orders for one or more new subscriptions. When this menu option is clicked, you will see the following screen.

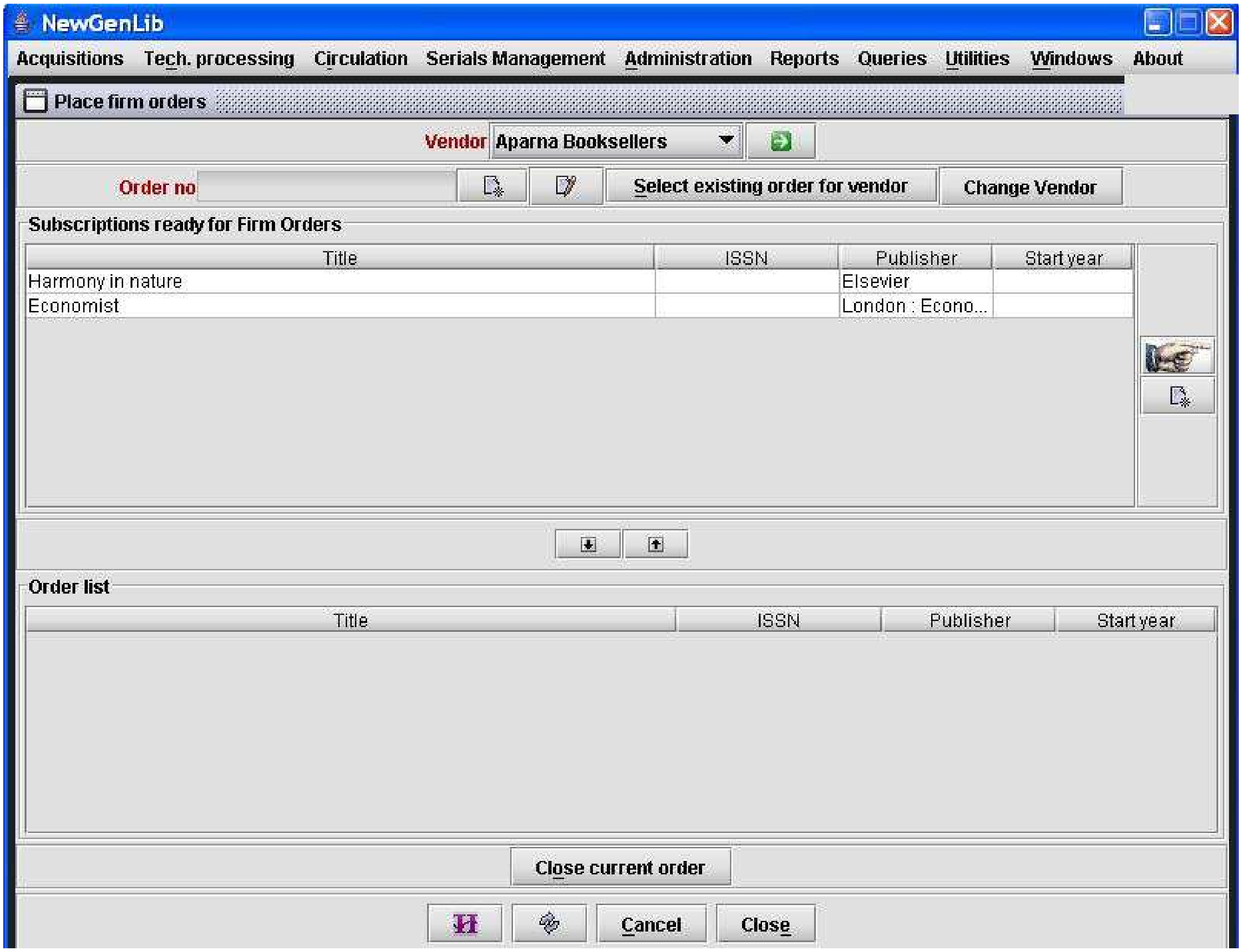


Illustration 40: Place firm subscription orders screen

14. First select a vendor from the drop down box at the top of the screen and then click the Green 'Go' button next to the drop down box. You will soon see a list of serials titles
in a table for which firm orders are required to be generated.
15. Next to the table showing the table of titles are two vertically placed icons. The first allows you to create a new order for the subscription by clicking the **New** icon or add the order to an existing order by clicking the '**Select existing order for vendor'** button. If there are pending orders for the vendor the subscription in question will be added to the pending order. The second icon (a hand-pointing icon) allows you to enter and/or edit the Master file details of the serial in the row you select in the table of orders. The master file where you enter information about the publisher, mode of delivery required (e.g., air mail), claims to be sent for missing issues, frequency of serial etc.
16. Select a row in the table of titles.

17. Click the **down arrow** button to add the selected subscription to either a new order or an existing order. A new window opens shown below. This window allows you to enter details of the volume number, issue number and year from which the new subscription should be entered, and the volume number, issue number and year from which the new subscription should end (usually for a calender year or a volume). The new

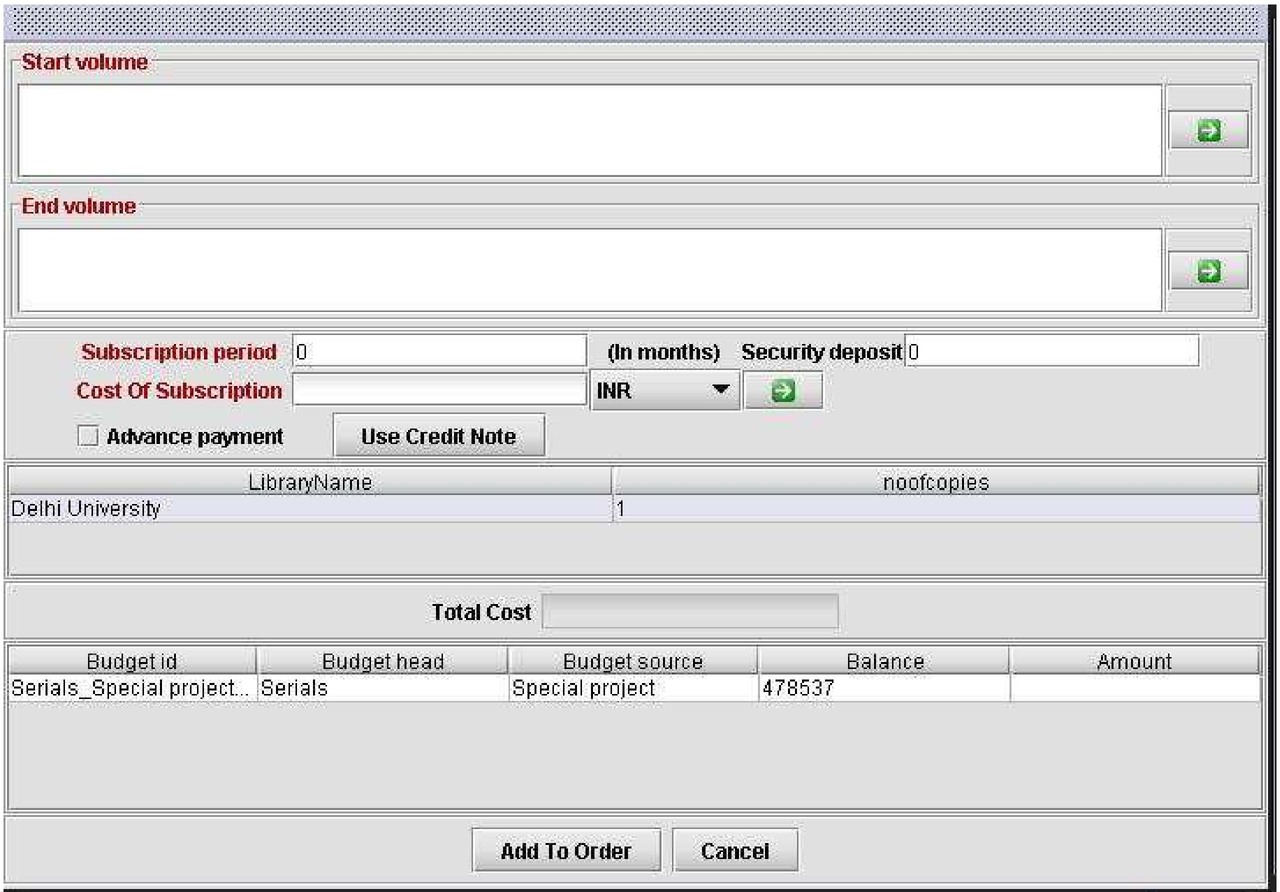


Illustration 41: Screen to enter data on start and end volumes of new subscriptions

window shown also allows you to enter the cost of the subscription, period of subscription in months, etc.

18. A green arrow next to each of the text areas labeled **Start volume** and **End volume** when clicked opens an embedded window (Illustration 9) where you specify the details of the start and end volumes and issues required to be subscribed. In the new window, you are actually entering the serial's **captions** and **patterns**. By **captions** we mean the specification of the name by which a serial volume is called (usually the abbreviation 'vol' or just V., in a German library it may be called Band or Bd.) and the caption for issues

(usually 'issue' or 'iss' or 'number' or just no.) and if there are other designations, e.g., Sections or Parts. Along with the captions, it is also necessary to enter the values for volume, issue, part, etc., in the embedded window. This data is called **Enumeration**. Similarly, it is necessary to specify the **chronology** of a serial. By this is meant the designations (usually Years, months or seasons, day and in some rare cases even time). For instance a Newspaper has a volume number, issue number, and may have a section or edition (e.g., Metroplus or Hyderabad edition) and a date. These are specified in the window that opens. In addition to the captions and enumerations you need to enter also the known frequency of the serial. This is called its **patterns.** For instance, a serial may be published every month of the year except during August and September**.** The specification of such patterns allows the library automation system to make predictions about when the next issue of a serial is likely to be received. The captions and Patterns embedded window is shown below.

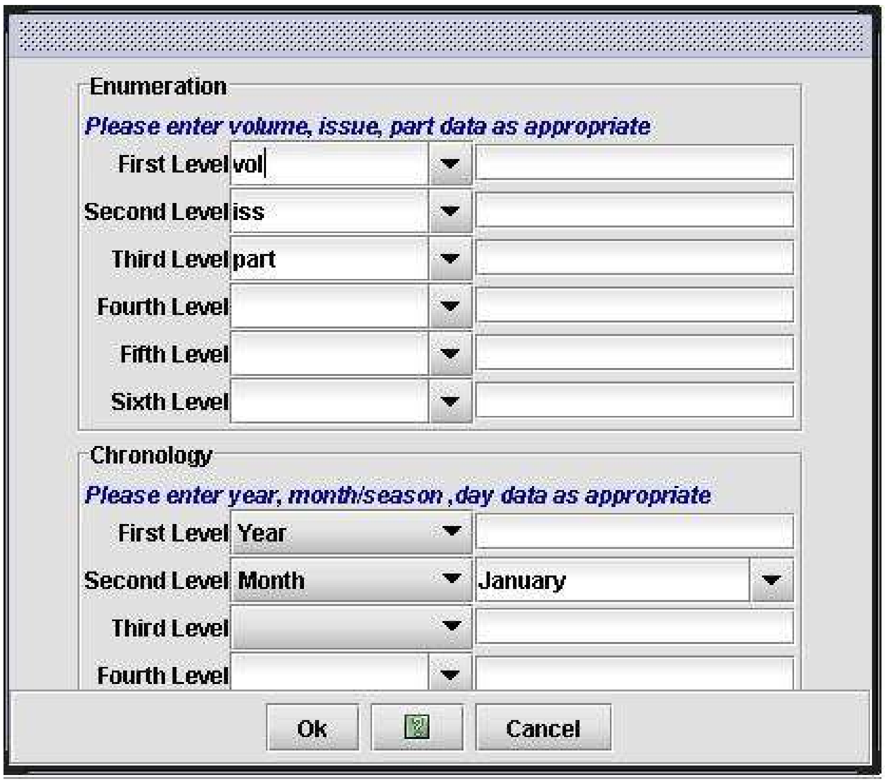


Illustration 42: Enumerations and chronology data entry

19. In the window (illustration 9) shown above, there are several levels of enumeration (where you need to enter numbers for volumes, issue, etc., of the new subscription such as Year, issue, part, etc. Some default values for the captions that are normally used (vol, iss, part) are already entered. These may be changed. For instance in a German library, the caption for volume may be Band or Bd. You may

change the captions or leave them as it is and enter the actual data in the text boxes. For instance, if you wish to add a new subscription to a serial starting with volume 36, you would enter the figure 36 in the text box next to the First level enumeration drop down box.

20. In the embedded window, you also see another panel labeled **Chronology.** There are several levels of chronology (normally as year, month (or season), day)**.** In the Chronology panel you enter the designations for the Year, month, etc. For instance, if you wish to add a new subscription to a serial starting with volume 36 of year 2007, you would enter 2007 in the text box

21. Once you fill-in the details of the start volume's enumeration and chronology, click the OK button in the embedded window (Illustration 9). You will be returned to the main window (Illustration 8)..

22. Click the Go button next to the text area labeled **End Volume** of the main window (Illustration 8) . This will again open the embedded window for you to enter the enumeration and chronology of the end volume.

23. In the main window (illustration 8), you also enter data on the subscription period and cost, whether there is an advance payment, a deposit to be paid and the amount. After entering the subscription cost and selecting the currency of the cost, click the green Go button. This will convert the cost to the budget currency and show the amounts including the balance available for the budget that was selected for the item. Once captions (enumeration and chronology) and subscription data is entered, click the **Add to order** button in the window to return the main window .

24. The above mentioned steps (2 to 10) may be repeated as many times as needed for the titles required to be ordered. Click the '**Close current order'** button for the order to be placed immediately, otherwise the order will remain open and other items can be added to it.

25. On the screen for placement of firm orders (Illustration 7), you also see a hand-pointing icon. If you wish to edit or create the Master file records for a serial title selected in the table, click this icon. The Master file of a serials record has information about the library's subscription to the serial. Information such as volume, issue and year of start and end volume of the subscription, the publisher, how and the frequency of claims for missing issues, binding specifications, etc. This information is required before serial issues can be registered and before the software can make good predictions of when next issues of a serial title may be expected to arrive.

Cancel or Cancel and reorder subscriptions

At times, the library may want to: 1. Cancel a subscription for a serial title ordered with a vendor but not yet paid for, or 2. Cancel a subscription for a serial title ordered with a vendor but not yet paid for with the first vendor and re-order the subscription with another vendor. To do either of these, click the **Cancel and reorder subscription** menu option. You will see the window or screen shown below (Illustration 10).

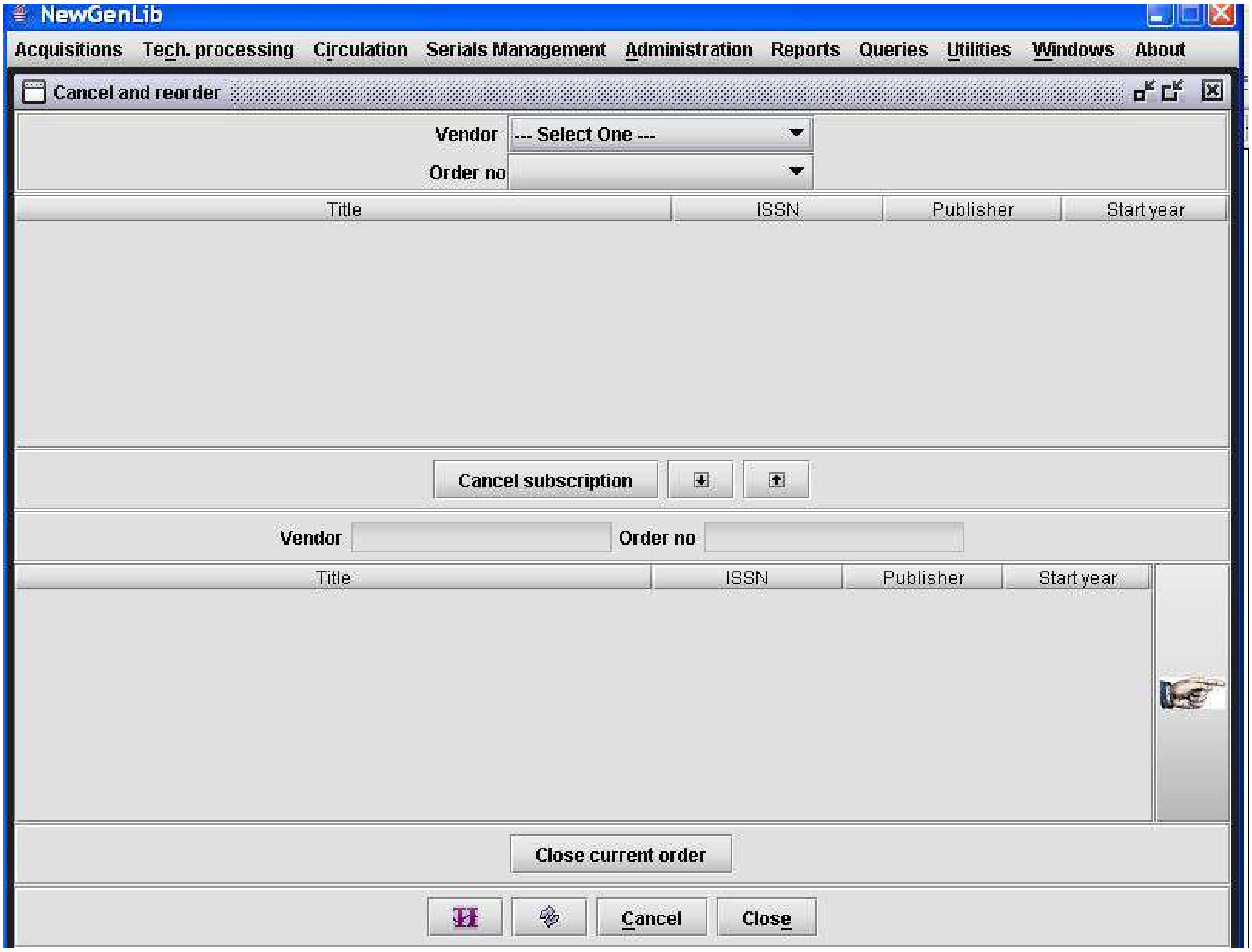


Illustration 43: Cancel and/or cancel and reorder subscriptions

1. The screen seen above has a Vendor drop down box and below this an Order number drop down box. Select the Vendor with whom you wish to cancel and/or reorder a subscription. This will populate the Order number drop down with all orders with the chosen vendor. Select the order number to be canceled and/or reordered.

2. You will now see a table of serial titles for the selected order placed with the vendor. Select any one of these and click the '**OK**' button in the embedded window. This will return you to the main window and show you a table of titles ordered with the vendor.

3. Select a row in the table for a title that you wish to cancel subscription for and click the '**Cancel subscription**' button. This commits the transaction to the database and completes the operation. A form letter will be shown which you can directly print, open as an OpenOffice document which can be edited, saved and printed.

4. If you wish to cancel subscription with one vendor but reorder with another, then first click the down arrow button to populate the table in the bottom half of the screen which is for the reorder function. When you do this you will be asked to select another vendor and also a new or existing open order number for the new vendor in an embedded window shown below, (Illustration 11).. Once this data is entered, you will be returned to the main window (Illustration 10).

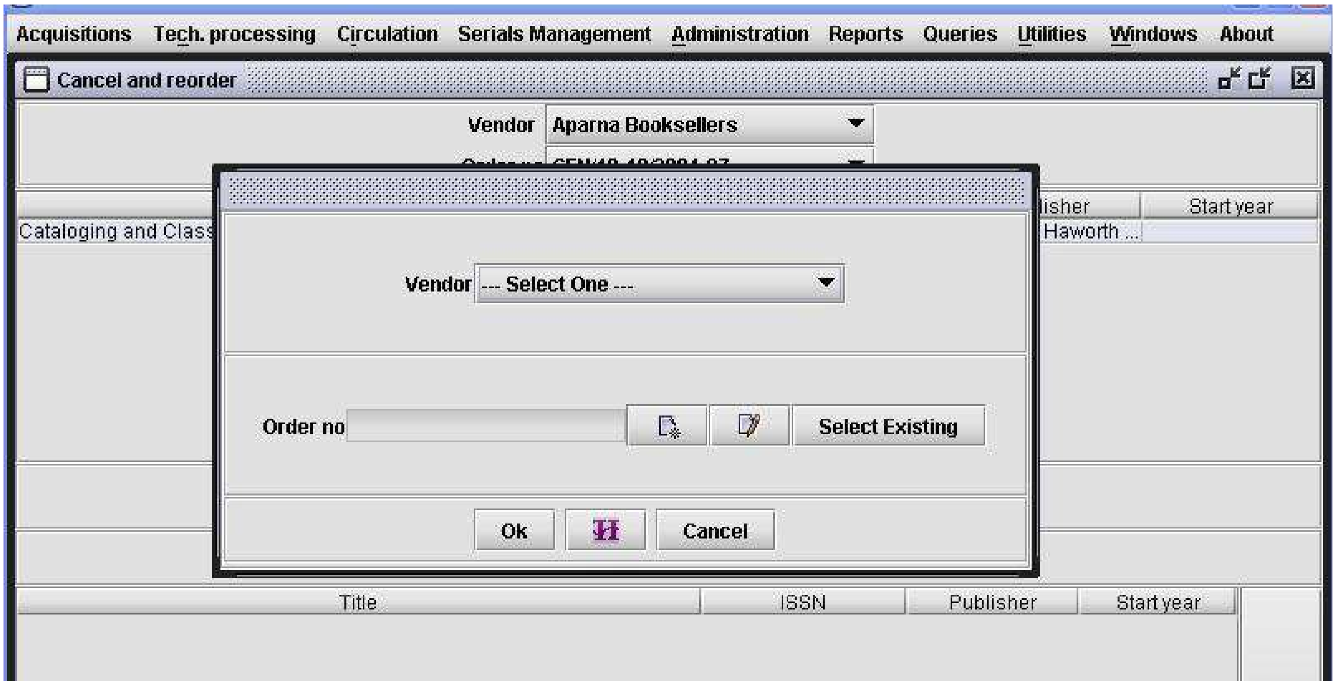


Illustration 44: Vendor selection for reordering a serial title

5. To reorder the subscription, click the **Close current order** button to be able to print the order straightaway, or click the **Close** button to keep the order open. When the order is closed, to letters will be generated: one canceling the order with the first vendor and the second a firm order to the selected new vendor.

6. Steps 1 to 5 may be repeated as many times as needed for all the serials whose orders need to be canceled and/or canceled with one vendor and reordered with another.

Print firm orders

Click the Print firm (subscription) orders menu option to open the window shown below (Illustration 12).

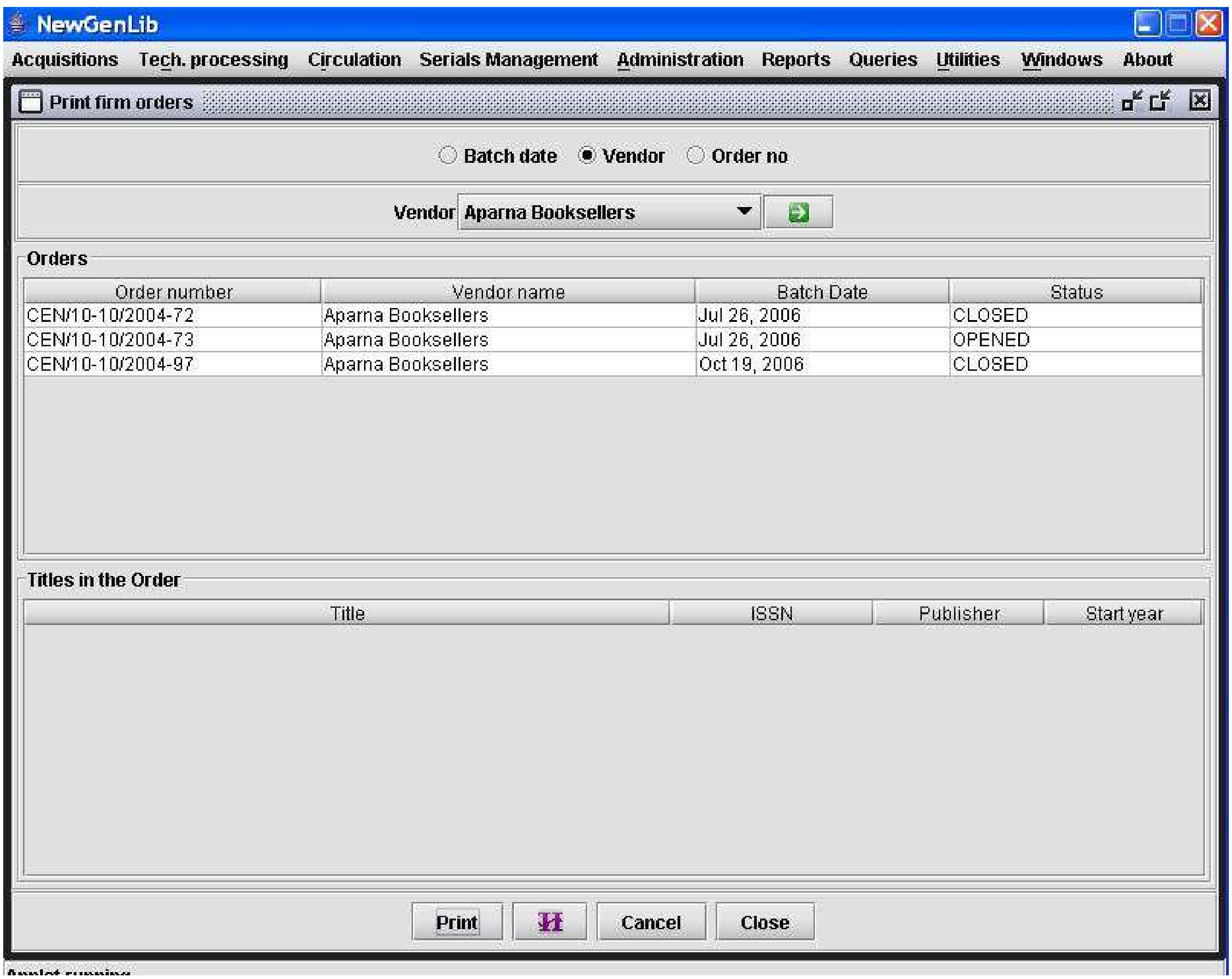


Illustration 45: Print firm subscription orders

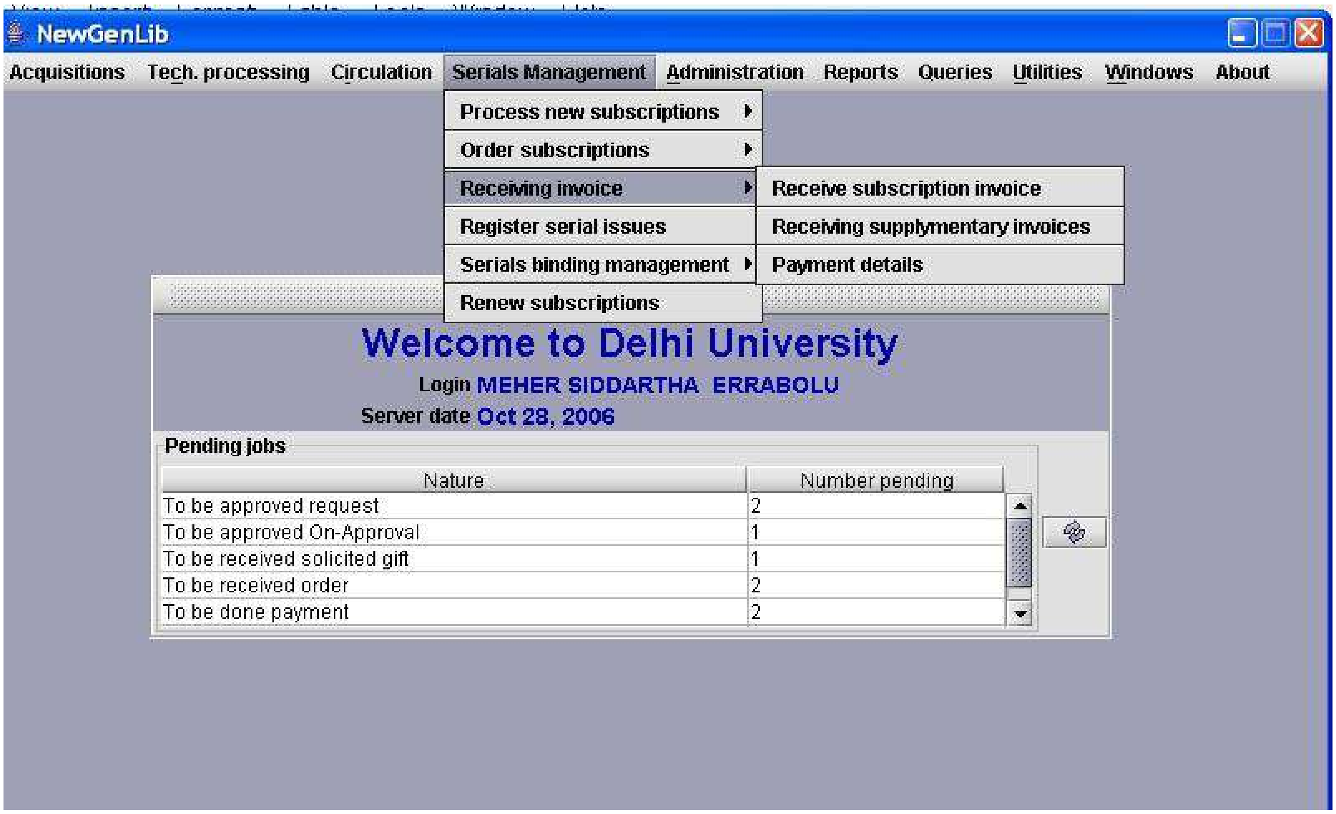
- There are three radio buttons on the top of screen: **Batch date, order number, and vendor** with the Batch date option already selected.
- If the Batch date is selected then you see two boxes for From and To dates. You can use the calender component (press the F2 key) to select the earlier order and the later order dates between for which you there are orders ready to be printed. Select the From and To dates and click the green Go button.

- You will now see a list of order numbers that are ready for printing. Select an order number and you will see the the order number details in the table on the top half of the screen labeled Orders.
- Select the row in the Orders table and you will see a list of titles in the table labeled Titles in the Order.
- Select a row and then click the **Print** button. .You will now see the Print form letters panel. You can view and print the order immediately or edit it in Open Office before printing the order or relegate the printing to the end-of-day process.

Processing of subscription invoices

Once subscription orders are placed with a vendor, it follows that the vendor will submit one or more invoices for the subscription costs of the serial titles ordered. These invoices have to be processed (recorded, verified and passed for payment).

The Receive invoice menu option has three sub options shown in the widow below.



Receive subscription invoice

Click the menu option **Receive subscription invoice** to see the screen shown below.

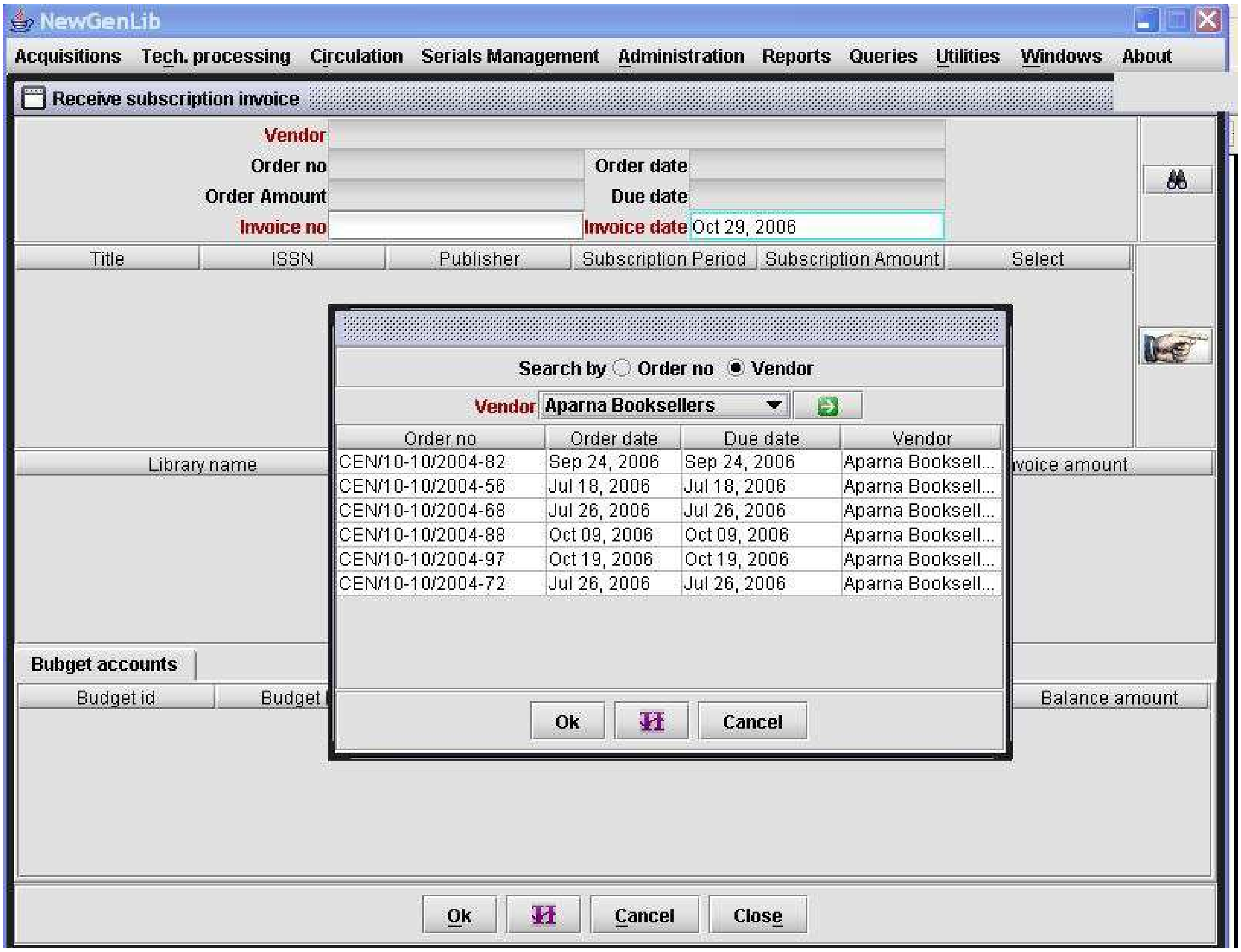


Illustration 46: Receive subscription invoice

12. The screen shows Order, order date, invoice number and Vendor text boxes with a **Search icon** placed on the right of the screen**.** Click the Search icon.
13. You will now see an embedded window (shown above) with two radio buttons, one for **Order number** and another for **Vendor** with the Vendor radio button already selected. Just below the radio buttons you will see a drop down box for Vendor. Select the Vendor whose invoice has been received and click the Go button
14. You will now see a table of orders placed with the vendor. Select any one of these for which you wish to receive the invoice and click the '**OK**' button in the embedded window. This will return you to the main window and show you a table of titles
ordered with the vendor by the selected order number.
15. If you know the order number for which you are receiving the invoice, enter it in the text box and click the green Go button.

16. In the main window,enter the invoice number in the text box provided for this and select the invoice date from the calendar component provided.
17. Select a row in the table. This will populate the rows in the two tables with columns '**Library name', 'Copies', Amount'** and the tabbed page at the bottom of the screen for **Budget Id, Budget Head, Balance, Ordered Amount, Invoice Amount.**
18. Click the 'OK' button to commit the Receive invoice transaction to the database. You will soon see that the transaction was successful and a form letter passing the invoice for payment will open. This may be printed immediately or postponed for printing as an end-of-day process.

Receive supplementary invoices

It is not uncommon for vendors to submit supplementary invoices for serial subscriptions ordered with them. This happens when the first invoice is raised based on an estimate cost. The actual cost is then recovered by the vendor, when he receives the publisher's invoice for the current subscription rate.

Click the **Receive supplementary invoice** menu option to see the screen shown below.

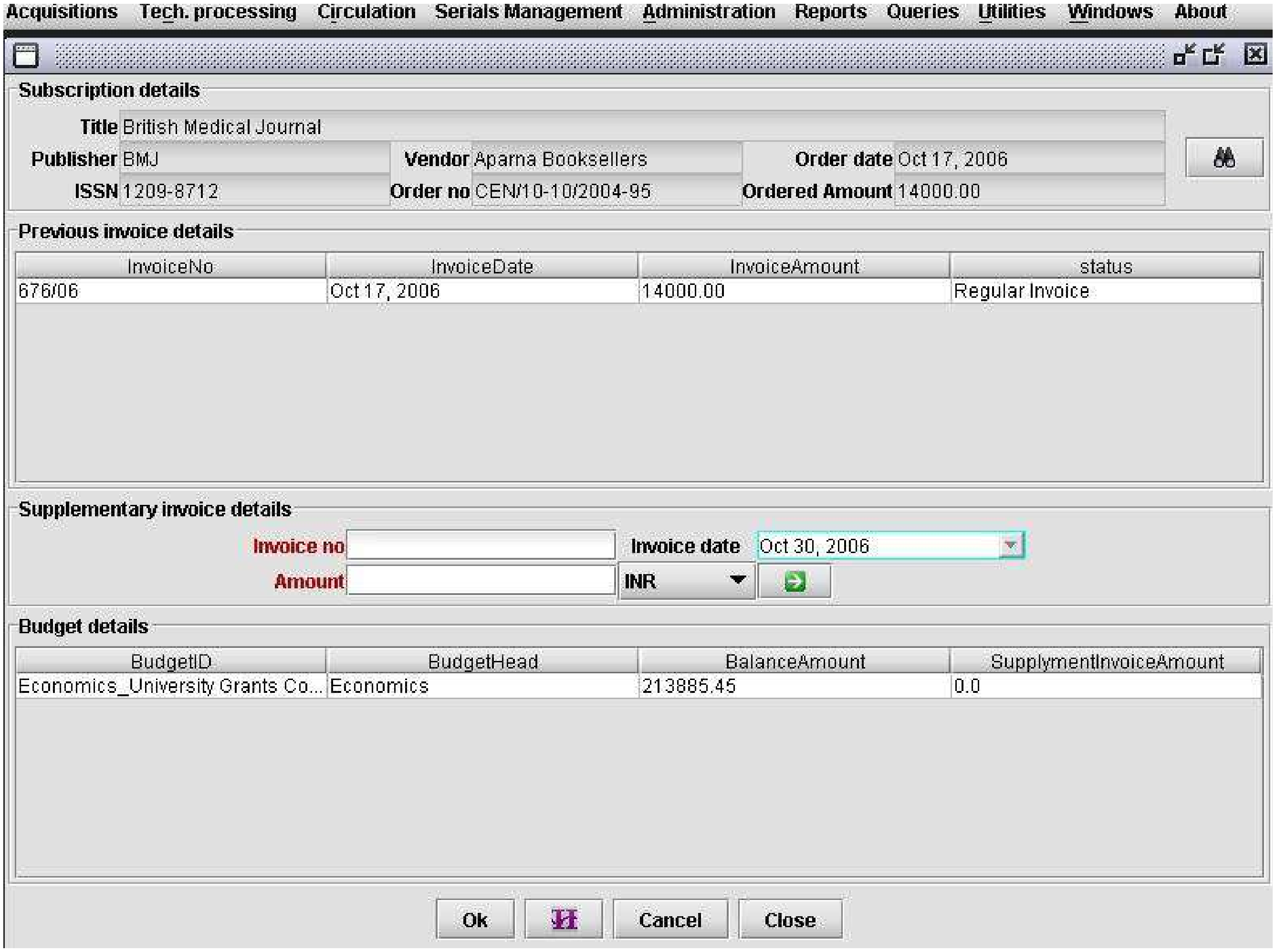


Illustration 47: Receive supplementary invoice

- The screen (Illustration 14) shows text boxes for subscription titles, publisher, order date, etc. with a search icon placed on the right of the screen. Click the search icon.
- You will now see an embedded window showing titles of subscribed serials in a table. Click the title for which a supplementary invoice has been received.
- This will populate the other two panels to show the previously paid invoice details and the budgets debited for the earlier payment.
- You will also see a panel to enter the details of the supplementary invoice, viz., invoice number, amount in supplementary invoice, currency of invoice, etc. Enter these details and click the OK button.
- You will be notified of a successful transaction and the form letter panel open where you can either print the letter to a text file, open an OpenOffice document or relegate to end-of-day process.

- The above steps may be repeated for each title for which there is a supplementary invoice payment.

Recording invoice payment details

Some libraries wish not only to receive and process invoice payments, they also wish to record details of the payments that are made to the vendor against his invoice. Such detai;s are received from the finance or accounts departments of the institution.

When you click the **Payment details** menu option, you will see the window shown below.

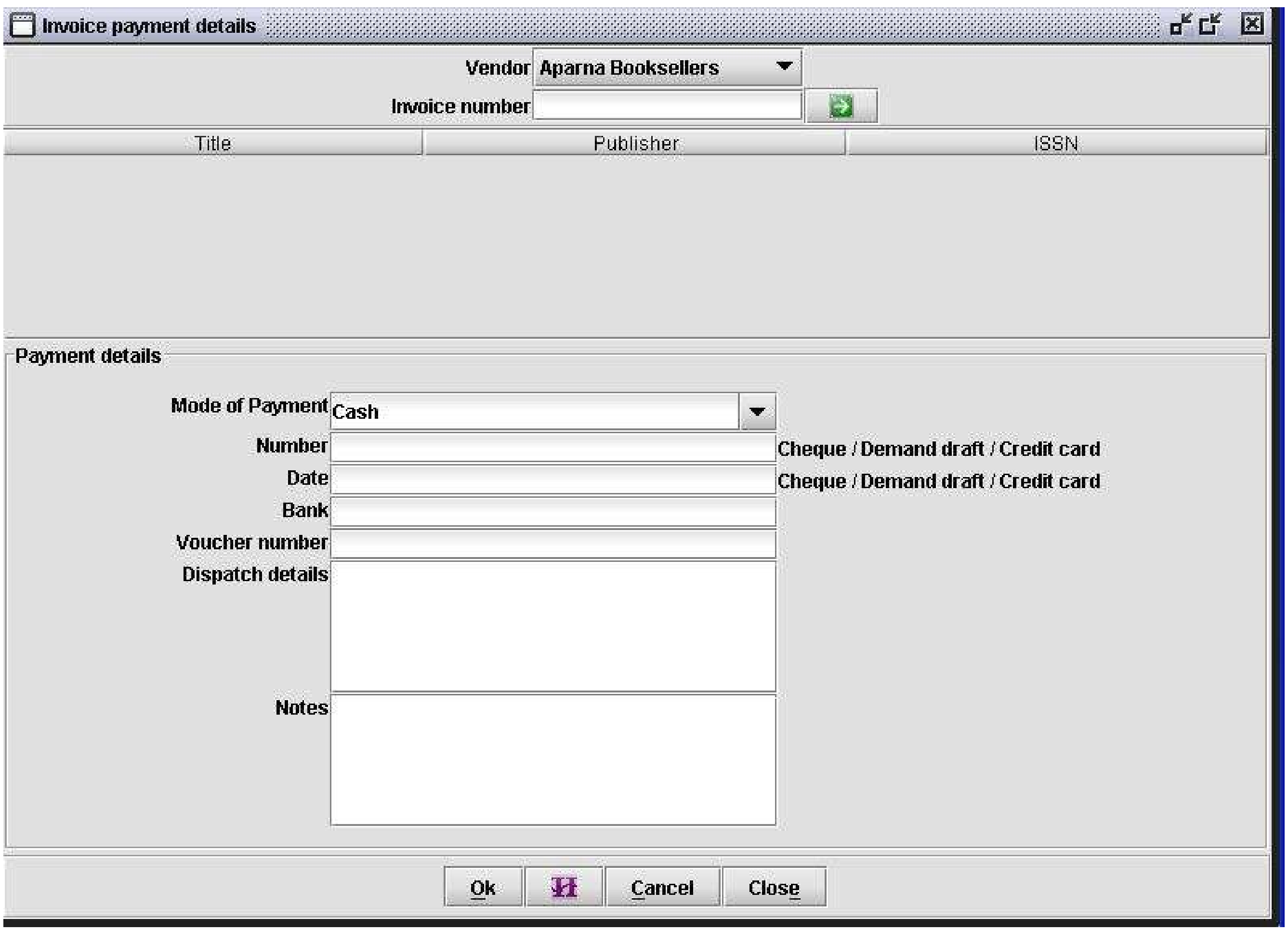


Illustration 48: Recording payment details for paid subscription invoices (regular and supplementary)

31. The screen (illustration 15) has a drop down box for vendors and a text

box for invoice number and several text boxes to enter details of payment made and how the payment was dispatched..

32. Select the vendor for whose invoice the payment details are to be entered.
33. Enter the invoice number whose payment details are to be recorded.
34. Enter payment details in the different text boxes, e.g., cheque/draft number, date, bank, voucher number against which the payment was made, etc.
35. Click the OK button. You will be informed of a successful transaction.

Register serials issues

Registration of serial issues is one of the most time consuming and painstaking tasks that serials librarians are called upon to do. It is complex because of the number of idiosyncrasies that serials have as a form of publication, and the fact that there is very little control over the publication policies of the different publishers whose serials have to be subscribed.

Click the Register serials menu option to see the screen shown below (Illustration 16).

Illustration 49: Register serials opening screen

1. The screen shown above has a button titled **Select type of issue to view, a search icon and a hand-pointing icon.** Click the Search icon. This opens another window (Illustration 17) with two radio buttons, **Current subscriptions** and **Previous subscriptions.**

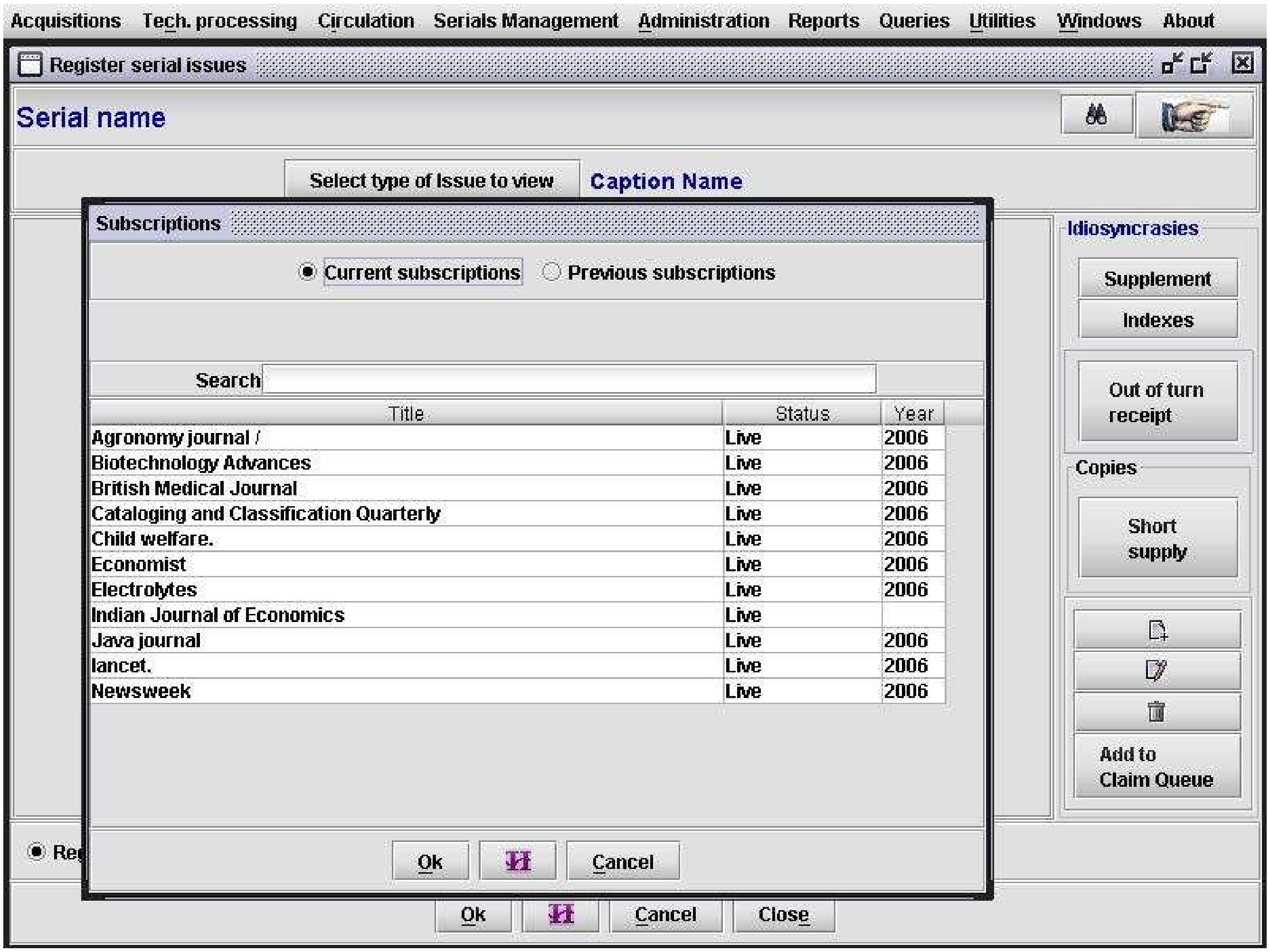


Illustration 50: Register regular issue of currently (or a previously) subscribed serial title

2. Click the Current subscriptions radio button to see the current list of subscriptions in an embedded window. Select the title whose issues are to be registered. If you wish to see previous subscriptions click the Previous subscriptions radio button. You will be asked to select the years from and to during which you need to see previous subscriptions. When you click the button **Select type of issue to view** another window opens which shows the different types of issues that can be registered, usually regular (or basic bibliographic units or supplements or special issues). The hand-pointing option allows you to edit the Master file details of the selected serial..

3. Select a title from the list of current or previous subscriptions shown and click the '**OK**' button.

4. If the issue being registered is of that of a serial title that has not yet been catalogued, the system will automatically take you to the Technical processing module where you can catalogue the serial (either using primary cataloguing or

via import from an external MARC-21 data source) before registering the issue received. Once the title is catalogued, go to step 5.

5. If the serial title is already catalogued, you will now see a kardex-like or a spread-sheet like or Kalamazoo-like interface with several columns and rows for the selected serial title. The serial title is given in bold at the top and the columns are for **Volume, Issue number, Issue details, Year, Copies received, Predicted date, Registered date, etc. (see Illustration 18 below).**

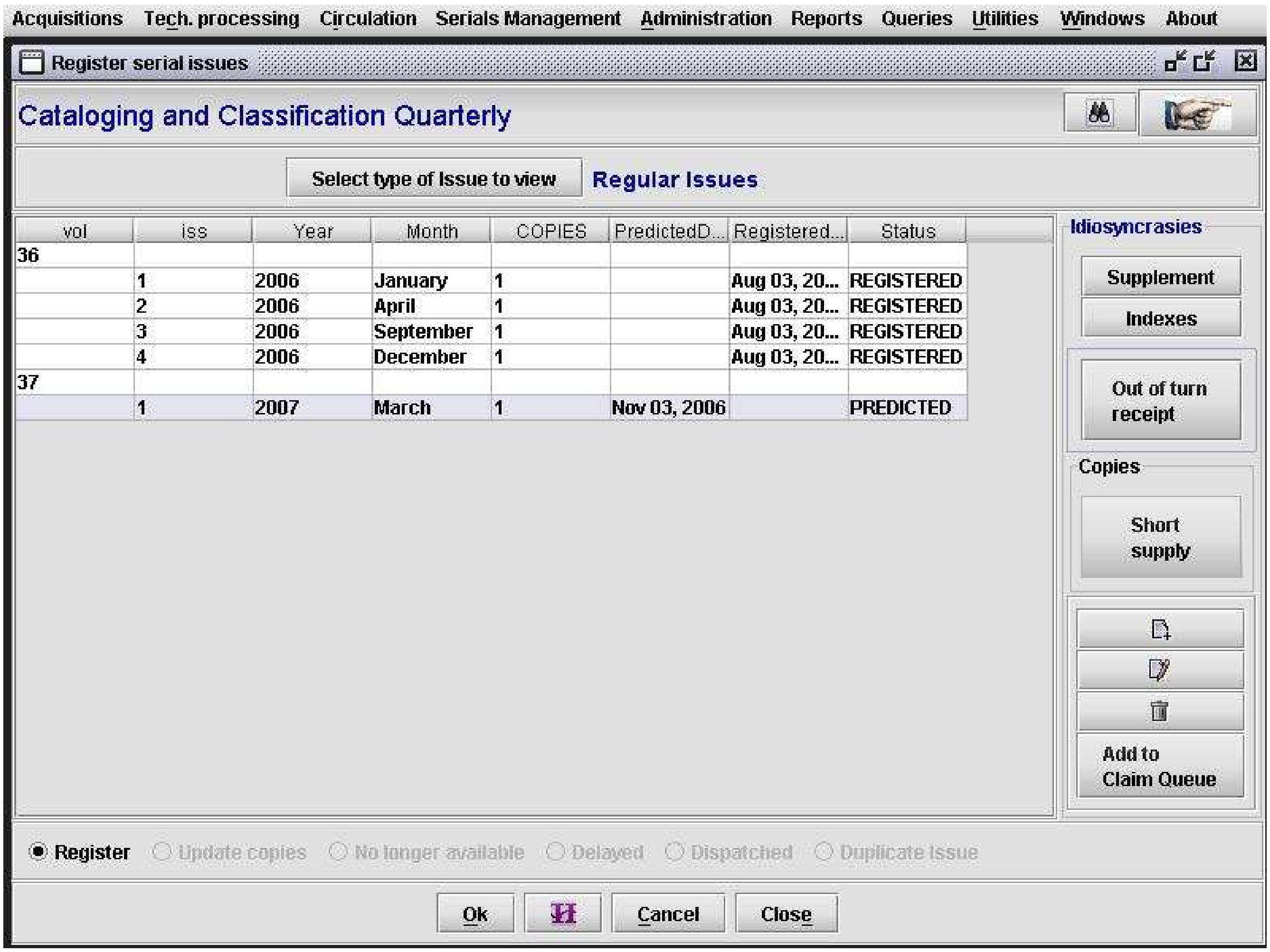


Illustration 51: Kardex interface to regsiter serials issues

6. The row for the predicted issue and the date on which the issue is already selected and is highlighted. If the issue on hand to be registered is the predicted one, then simply click the '**OK**' button at the bottom of the screen. This will open an embedded window (see Illustration 19) asking you to confirm that you wish to register the predicted issue and predict when the next issue is due. Click **OK** in the embedded window o confirm the registration. This will commit the registration transaction and simultaneously predict the next issue's due date. The details are then displayed in the kardex-like interface.

7. On the other hand, the issue to be received may be an out-of-turn issue, i.e., a later issue, e.g., issue No. 7 instead of issue No 6 which may be the predicted issue. If this is the case, click the '**Out of turn receipt'** button and then the '**Ok**' button. This will open the same embedded window in which you will see a top panel showing the predicted issue and a lower panel where you can enter the issue number of the out-of-turn issue that was received. You can also click the **'Generate missed issues'** button in the embedded window and this will generate a list of all intervening missed issues in the kardex-like interface and also

generate claim letters for replacement copies for the missed issues. The procedure also predicts the next issue due and the date on which it is due.

8. It is also possible to receive Supplements or Special issues. For instance, if say issue 4 of a serial title has a supplement, then click the row for that issue and then click the '**Supplement**' button and then the '**OK**' button. This will open an embedded window which shows entries for different types of supplementary issues (ad hoc or regular supplements, e.g, Annual Buyers Guide) that you may have already defined. If the type of supplement to be registered is already listed in the embedded window, click the OK button. If it is not listed, you will need to define the Captions and Patterns for this type of supplement. Click the **Define Caption** button. You will now be presented a wizard to define captions and patterns for the supplement. By this we mean, the definition of the title of the supplement, whether it is a regular supplement (e.g., annual buyers guide) or an ad-hoc supplement, whether it bears the volume only or volume and issue of the serial title, etc. Once you define the captions of the supplement, click the OK button. A new window opens asking for confirmation that you will be registering a supplement for the issue selected. If it is a regular supplement, you can also click the **Predict next issue** button and click 'OK' in the window or if it is an ad-hoc supplement, just click the OK button.the Supplement will be registered and this fact will be displayed in the kardex-like screen.

9. It is also possible to receive combined issues, e.g., a physical issue which combines one or issues, e.g., 4, 5 and 6. To do this select the first of the combined issues and click the '**Combined issue**' button and then the '**OK**' button. This will open an embedded window in which you can enter the details of one or more issues that constitute the combination of issues. Once you enter the required data you click 'OK' in the embedded window to register the combined issue. This fact is then displayed in the kardex-like interface. Further, the next issue is predicted and displayed and shown in the interface.

10. If more than one copy of a serial title has been subscribed to, and the number of copies received is less than the number subscribed, you can register the fact that there has been a shortage of supplies in copies. To do this, click the row for the issue and then click the '**Short supply'** button. This will open an embedded window in which you enter the extent of shortage of supplies. Click the 'Ok' button to commit the transaction. The data is posted and this is also reflected in the kardex-like interface.

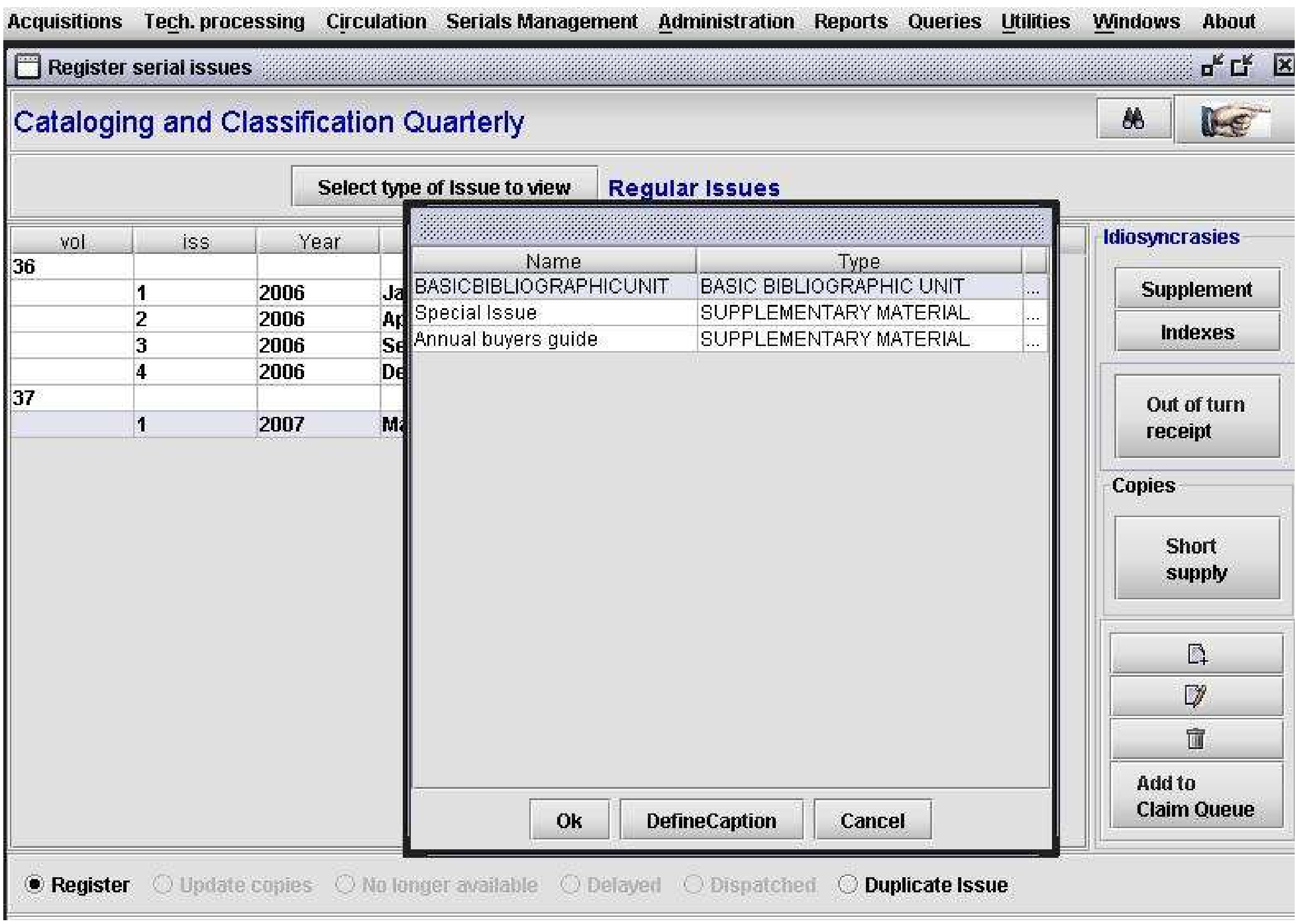
11. Sometimes, in spite of several claims an issue replacement does not become available because supplies from the publisher are exhausted. In such a case, the might inform the library that the issue is No longer available. This fact can be recorded. To do this select the row for the issue and click the radio button for **'No longer available'** in the last line of the Register Serials screen.

12. Similarly, the publication of a particular issue may have been delayed due to some causes and the publisher may intimate the library of this. This fact can be

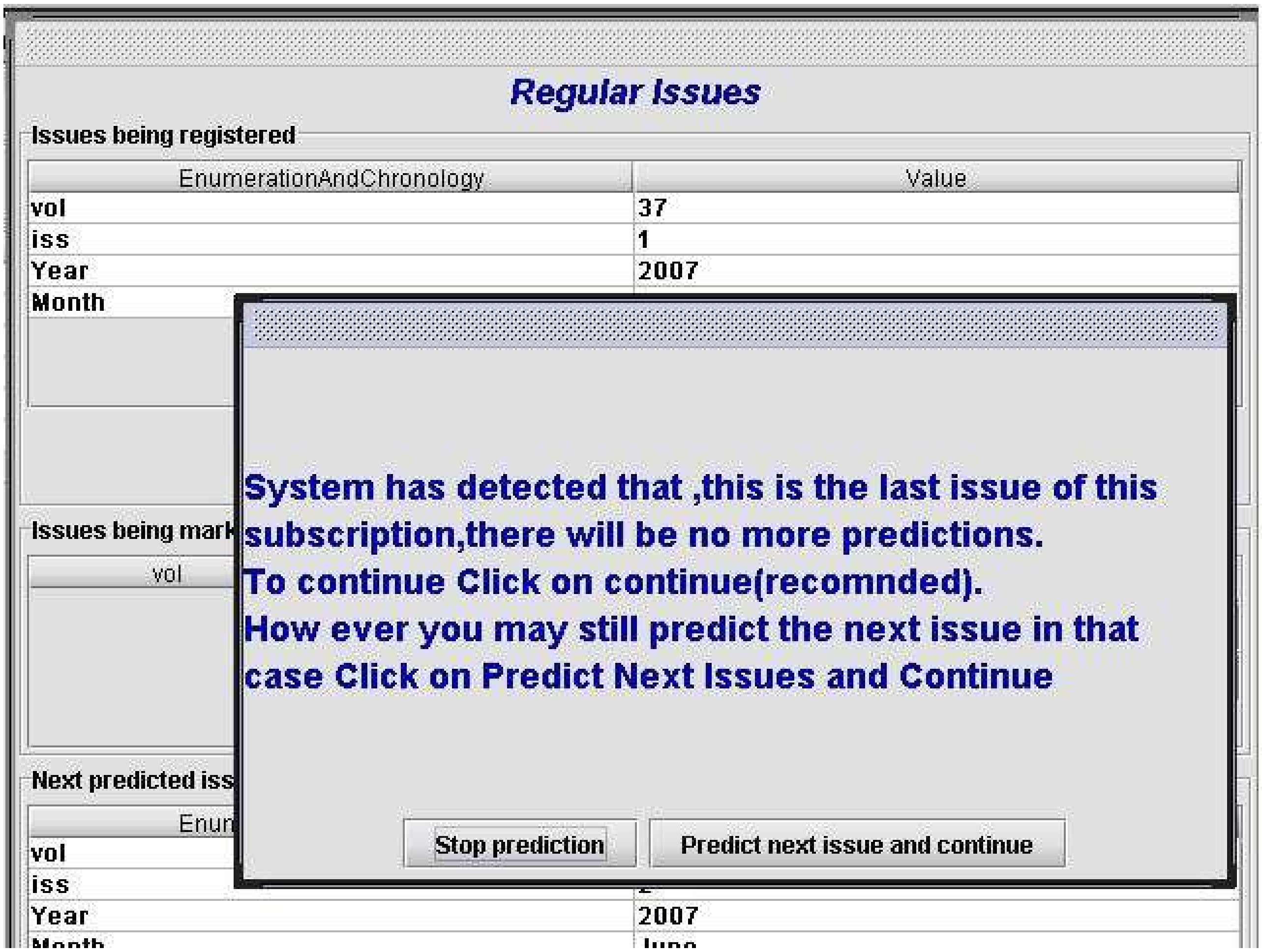
recorded. To do this select the row for the issue and click the radio button for **'Delayed'** in the last
line of the Register Serials screen.

13. Just as a regular issue can be registered a Title page or an Index page can be registered. If a serial title has an index page and/or a title page, you first select the Volume row and then the **Indexes** button on the right of the screen. Register radio button and then click the OK button to register any of these.

14. By default the kardex-like interface displays the receipt details of the regular issues. If you wish to see the details of the receipts of supplements (regular or ad hoc), click the button labeled **Select type of issue to view.** This opens an embedded window (see Illustration 20). In this you will see a list of the different types of issues. You then select the type of issue and click the OK button. The display in the kardex-like interface now shows receipts of the type of issue selected.



When the last issue of a serial volume is received, the system recognizes this and then presents the serials librarian with a dialog asking if it is required to stop prediction of the next issue or continue prediction. If the serial in question will continue to be subscribed, then click the **Predict next issue and continue** button, otherwise you may click the **Stop prediction** button. The Illustration below shows the dialog.



Binding management

An important preservation-related activity in serials management is the binding of serial issues into volumes to prevent loss and deterioration of loose issues. Binding management in NewGenLib includes the various options shown in the screen below.

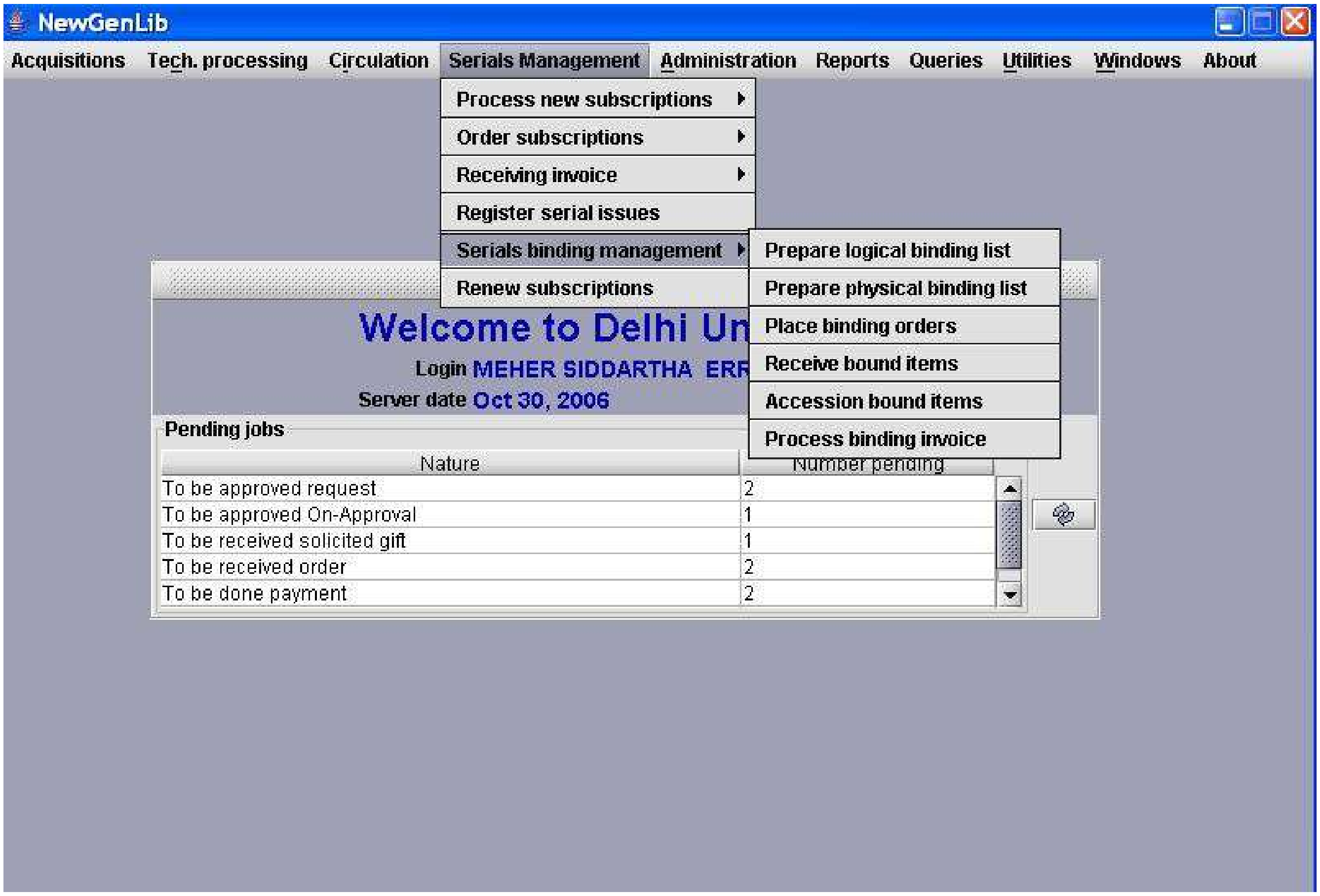


Illustration 53: Serials binding management options

Preparing logical binding lists

By a logical binding list is meant a list of serial issues that are ready for binding but not as yet physically separated into a bundle that can be delivered to a binder. The logical list guides serials and circulation librarians to quickly separate the issues identified as ready for binding. Circulation librarians can be requested to recall issues that are out on loan in the logical list.

Click the **Prepare logical binding list** menu option to see the window below.

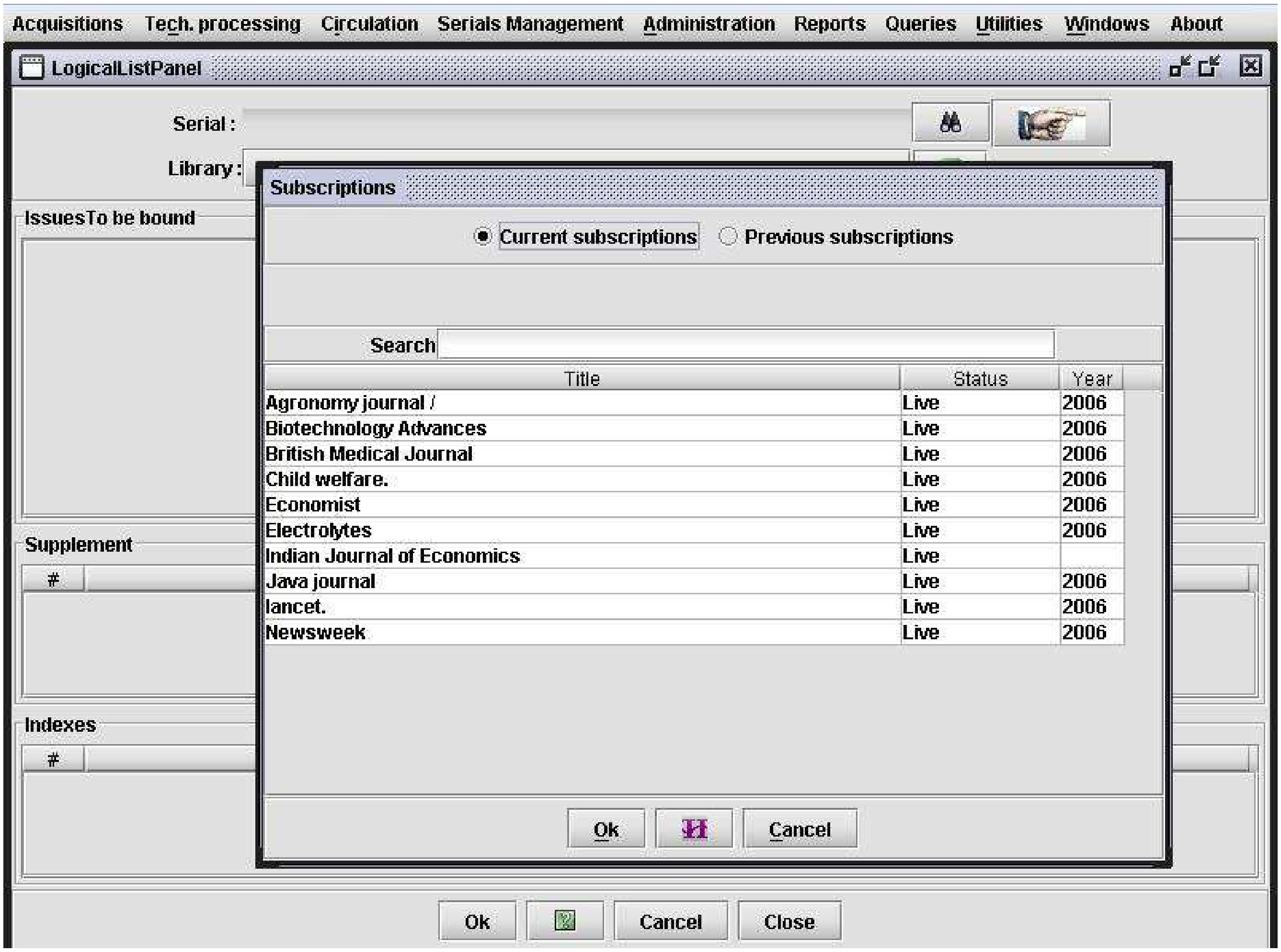


Illustration 54: Preparation of a logical binding list

In the screen shown above (Illustration 21) there are two disabled text boxes labeled **Serial** and **Library**. Next to the Serial text box is a search icon. Click the search icon. This will open a window with two radio buttons, **Current subscriptions** and **Previous subscriptions.** The current list of subscriptions is already selected and shown. If you wish to see a list of previous subscriptions click the Previous subscriptions radio button.

1. Select a title from the list of current or previous subscriptions shown and click the '**OK**' button. If you choose Previous subscriptions you will be asked to enter from and to Years in text boxes between which you wish to see the list of previous subscriptions. Enter the years and click the green Go button next to the Years text box to see the list of previous subscriptions between these years.

2. You will now be returned to the main screen which has three panels labeled, **Issues to be bound, Supplements, and Indexes**. Details of issues, supplements and indexes already received are shown in the three panels. Each of the issues, supplements or indexes received has a check box next to them.

Click the check box to select the issue, supplement or index. All checked items will be added to a logical list.

3. The serials librarian in-charge of binding is expected to review the tables described in step 2 and if he or she is satisfied, the **'OK'** button is clicked. When this is done, the system then prepares a form letter to the Circulations librarian requesting that the issues in the logical list be isolated for binding and also that these should not be circulated and if any of these are out on loan, that they should be recalled.

Once the OK button is clicked, the issues, supplements and indexes selected in the screen (illustration 21) are added to the logical list of items ready for binding.

Preparing a physical binding list

Click the **Prepare physical binding list** to see the screen below.

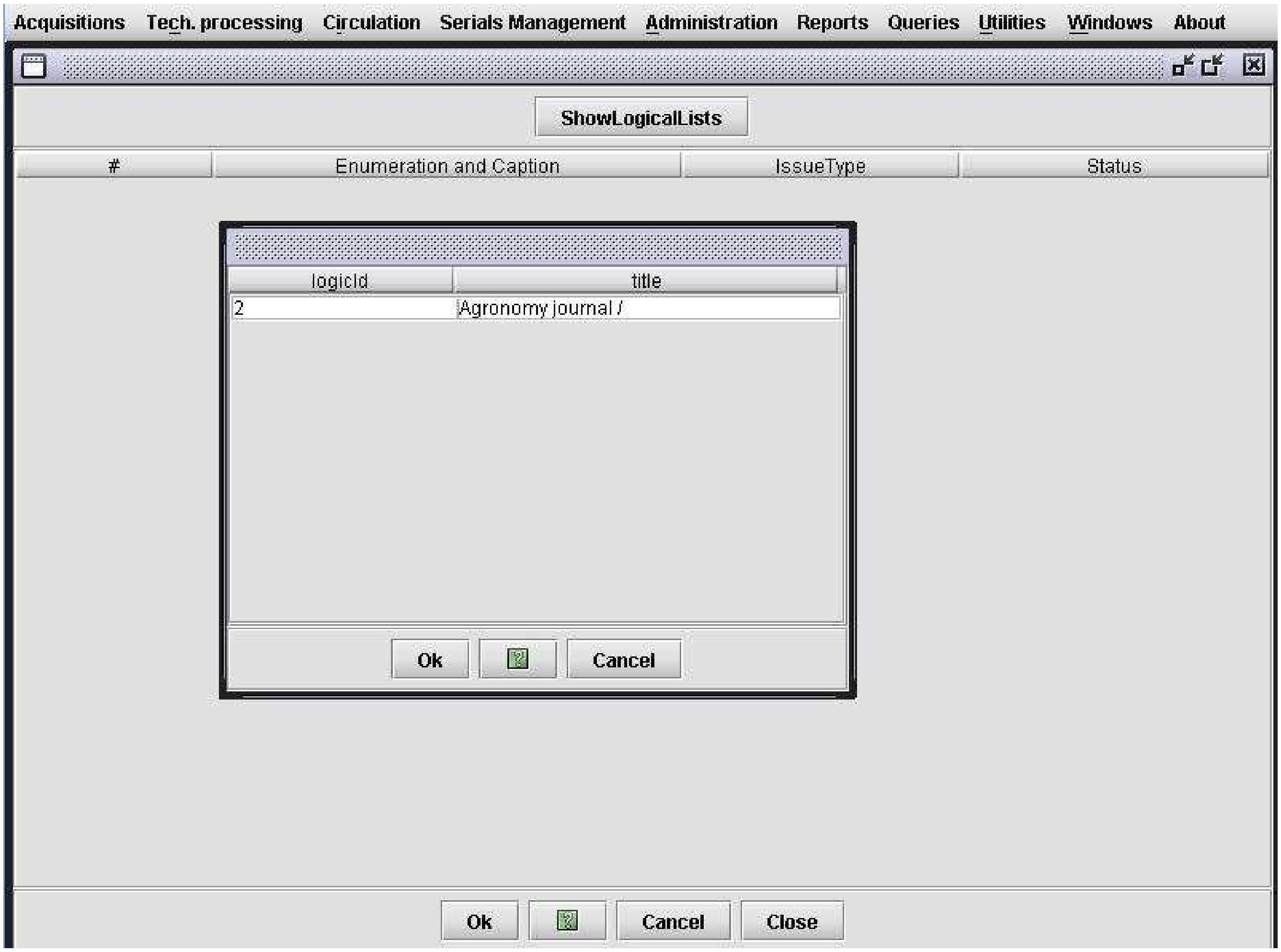


Illustration 55: Prepare physical binding list

1. The '**Prepare physical list**' option shows a screen with a button labeled '**Show logical list'** at the top. Click this. This will open an embedded window (shown in Illustration22) listing all the serial titles for which the logical binding lists are ready. Select a title and click the 'Ok' button in the embedded window. You will be returned to the main screen which now shows all issues in a table The table has columns for issue number, year, issue details, type, copies, status (i.e., checked out or available). .

2. If you are satisfied with the physical list content, you can click the **OK** button at the bottom of the screen to create the physical binding list. You may also unselect one or more issues from the logical list and these will be not be added to the Physical list. For instance, one of the issues may be out on loan in which case you may defer the preparation of the physical list
and send a claim for the recall of the checked-out issue before preparing the physical list.

3. Click the OK button at the bottom of the screen to confirm the content of the physical binding list. In practice this will mean that the items in the physical list are actually physically separated in readiness to be handed over to a binder.

Placing serial binding orders

Click the **Place binding orders** menu option and you will see the screen shown below.

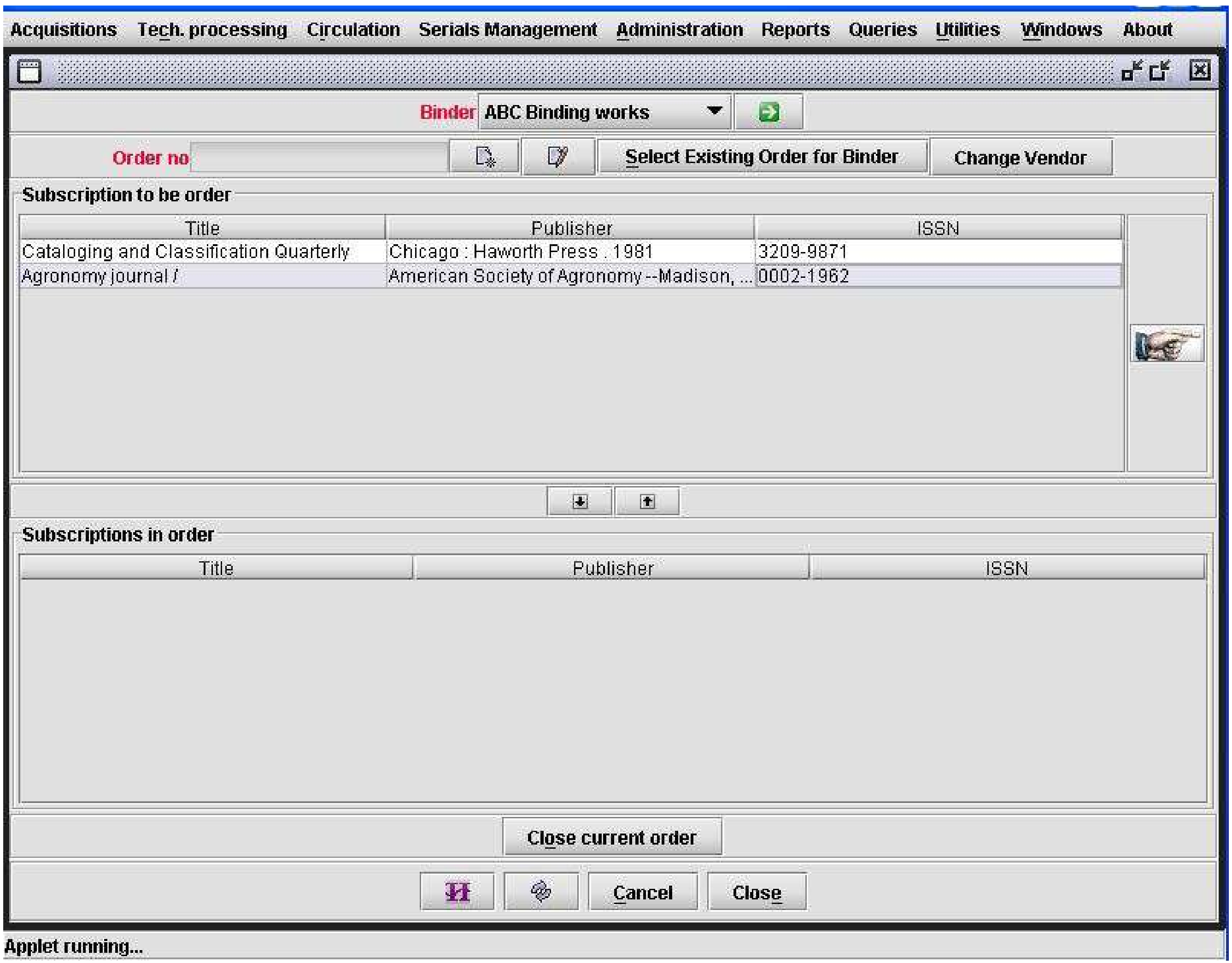


Illustration 56: Placing serial binding orders

As can be seen from the illustration 23, you will see the titles that are ready to be delivered to a binder in the table in the top half of the screen.

- Select a New order number for the Binding order by clicking the New Icon or click the **Select existing order** button to add the items in the physical list to the binding order.

- Select a row in the list of titles and click the down arrow button. This will open another window (Illustration 24) in which you are shown all the issues in the physical list ready for binding. Also, you will see a text box labeled Number of physical volumes when bound. In this box you specify the number of issues that must be bound together. For instance, you may decide that every four issues of a monthly serial should be bound together to avoid the volume from becoming bulky to handle and difficult to use in a photocopying machine.

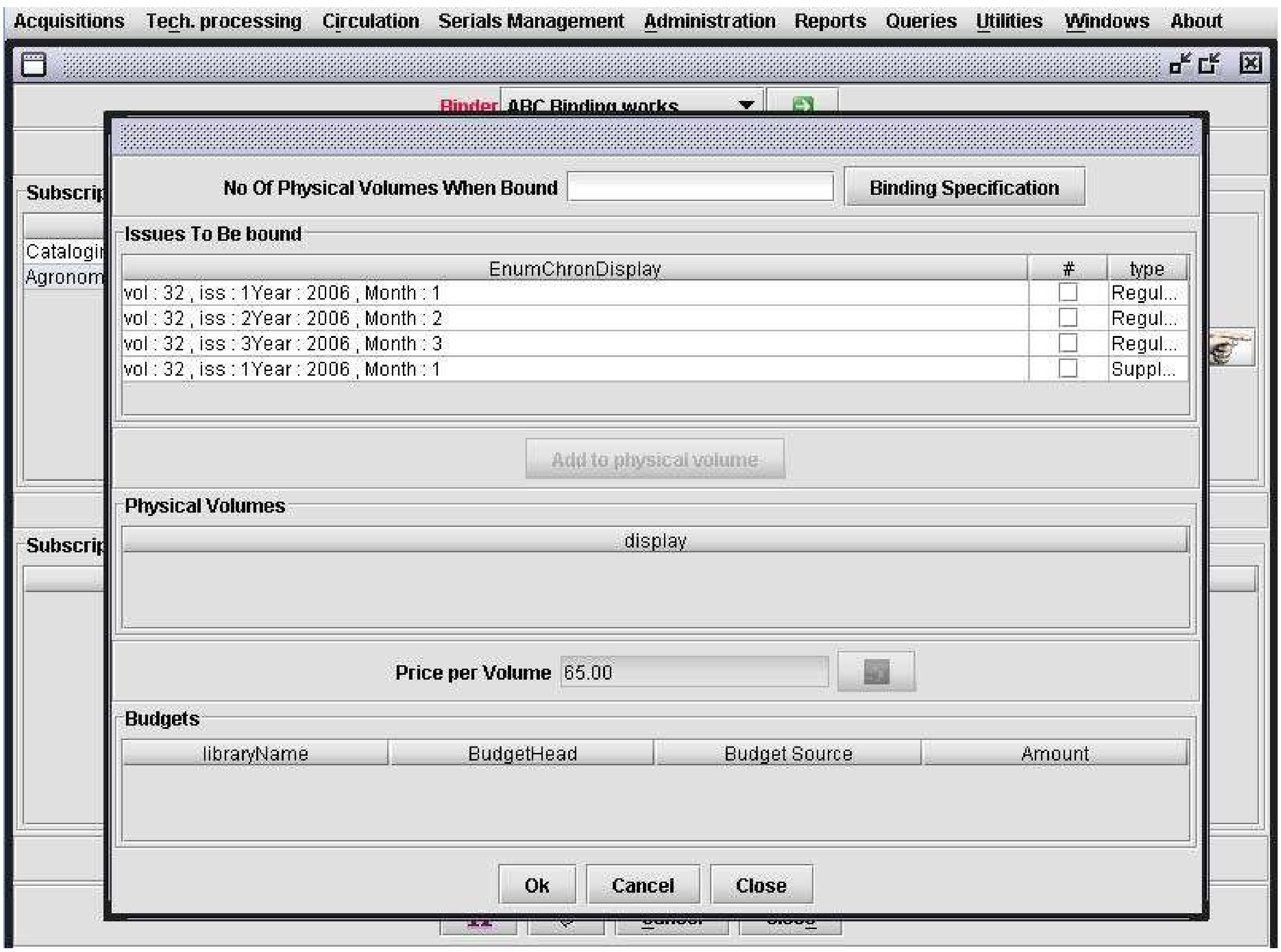


Illustration 57: Serials binding orders - specifying content of bound volumes

- In this window (Illustration 24), select the issues that will go into a physical volume by selecting the check boxes for each of the issues, Now click the **Add to physical volume 1** button to add the item to the table labeled **Physical volumes**.
- You may also specify the binding specifications for the serial title. This

you do by clicking the **Binding specifications** button. This will open a window which allows you to specify: colour of binding, spine title, position where title, volume and issue numbers should appear, etc.

- The price per volume will be shown. This is taken from the set up parameter for serial binding types and prices already established under the Administration module.
- If more than one budget is selected, click the budget component icon next to the Price per volume text box. This will open another window where you can decide the proportion of costs to be charged to the 2 or more selected budget heads. Click the OK button, in the window (Illustration 24) to add the serial title to the binding order list.
- You will now be returned to the main window (Illustration 23).
- Steps 2 to 6 may be repeated for all items in the physical binding list that are ready for binding.
- Finally, click the **Close current order** to immediately place the order (via the Form letter panel) that opens or if you wish you can

Receive bound volumes returned by binder

To accept bound volumes that the binder returns from loose issues delivered to him for binding, we click the **Receive bound volumes** menu option. This opens the window shown below.

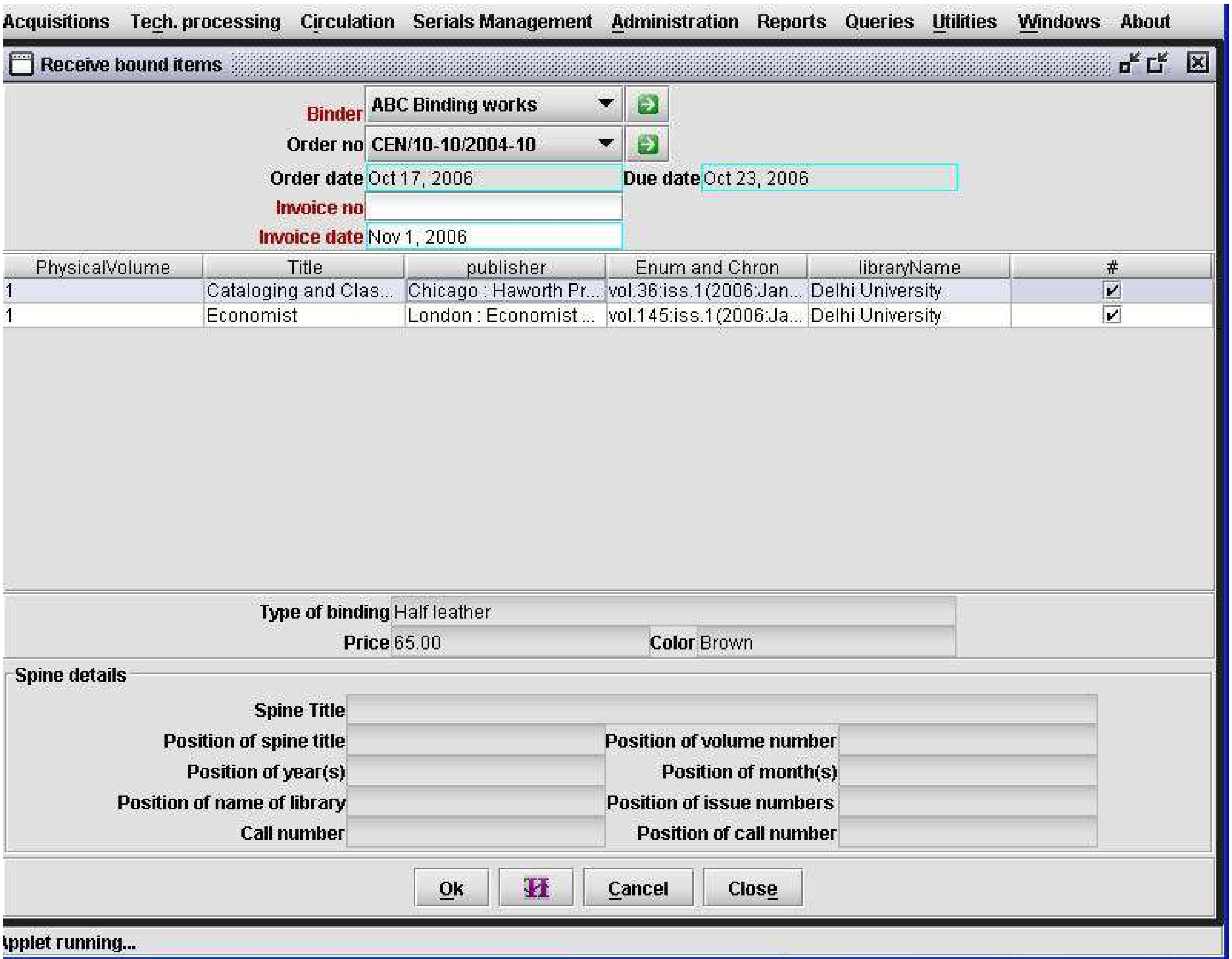


Illustration 58: Receive bound volumes

1. Select the vendor and click the green Go button. This will populate the drop down box labeled **Order No** with all order numbers that are due from the vendor. Select the order number from the drop down box and click the green Go button next to the Order No.
drop down box.
2. Enter the Invoice number if bound volumes are from an external binder.
3. You will now see a table showing the physical volumes of serial tiles that are due from the binder vide the order number selected in step 1.
4. Select a row in this table and you will see populated in the lower third of the screen, the binding specification that the binder ought to have followed (if this was provided). The serials librarian receiving the binding order is expected to check if the volume received does in
fact have all the issues that were determined to be in the physical bound volume and that the volume is bound according to the specifications as shown. Step 3 is repeated for each row in the list of physical volumes in the table.

5. Finally click the 'OK' button to complete the receipt function.

Accession bound serial volumes

After ensuring that the binder has returned all materials delivered to him for binding, the next step that libraries do is to accession the bound volumes. To do this, click the **Accession bound volumes** menu option. The window shown below will be seen.

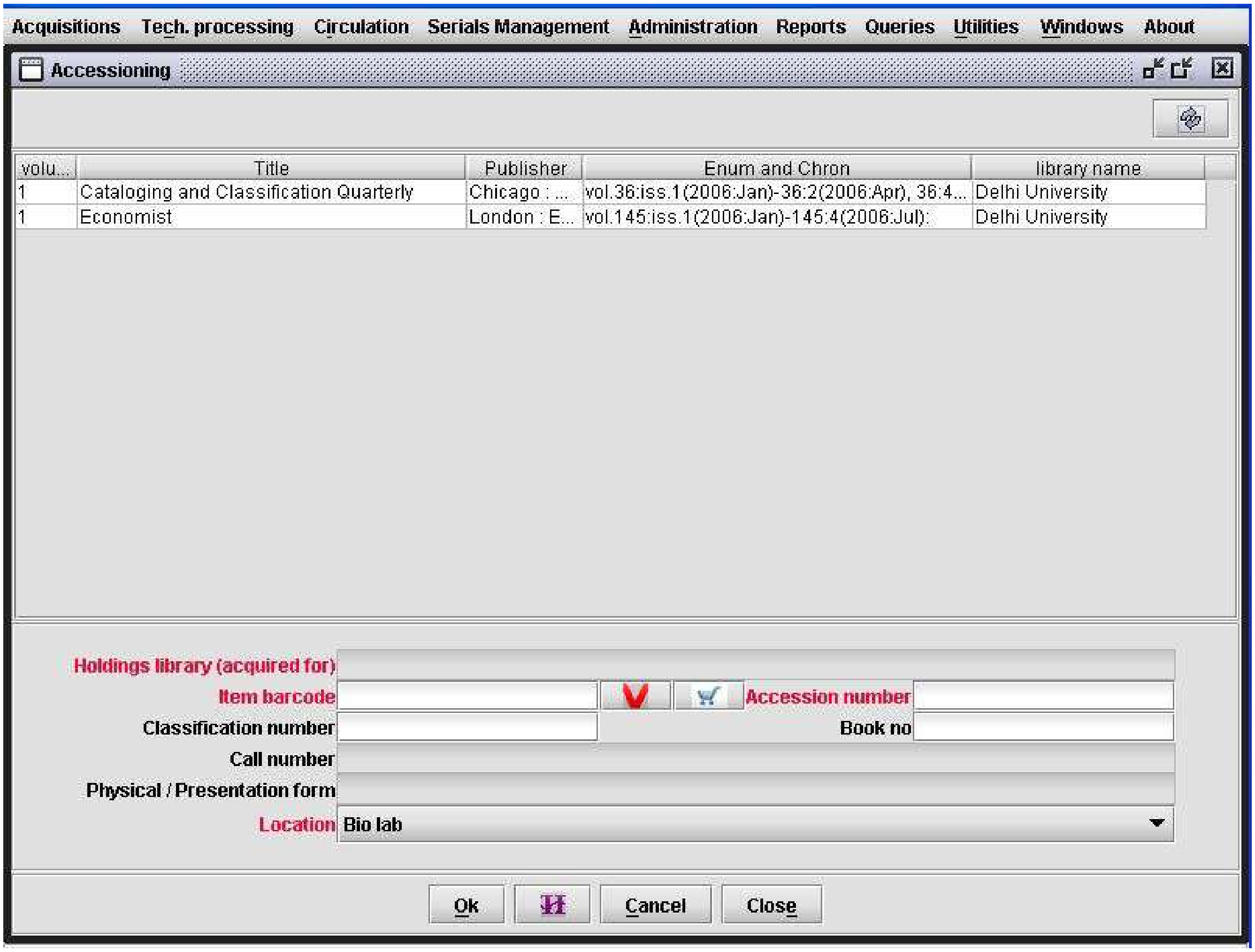


Illustration 59: Accessioning bound serial volumes

1. The top half of the window (Illustration 26) shows all the serial volumes received from the binder and yet to be accessioned.

2. The lower half of the screen has text boxes for Barcodes, Accession numbers, Classification Numbers, etc.

3. Select a row in the table in the top half of the screen by clicking the row. Now enter the barcode or if you wish the system to automatically assign a barcode,

click the blue icon next to the red **V** icon. If you manually enter a barcode, click the red **V** icon to validate the barcode, i.e., ensure that it is not duplicated. Enter an Accession number (if it is
different from the barcode), enter the classification number, book number, and select the location where the bound volume will be physically located from the drop down box labeled 'Location'.

4. Click the 'OK' button to confirm the accession operation.

5. Steps 3 and 4 may be repeated as many times as needed to accession the serial volumes in the table in the top half `of the screen.

Process binding invoice

Processing and payment of binder's invoices is a task that culminates the binding work typical of many libraries.

Click Process binding invoice menu option to open the window (Illustration 27) shown below.

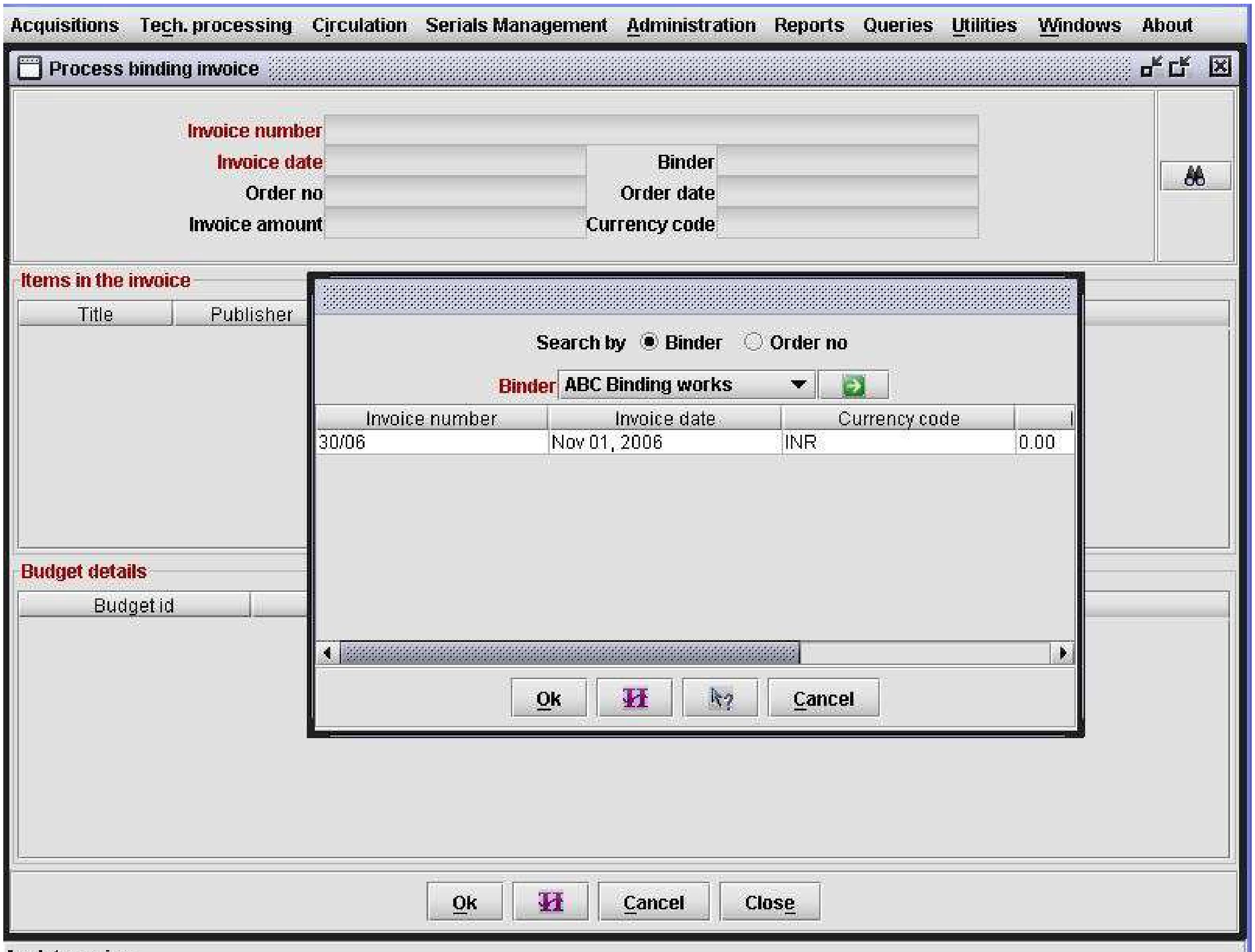


Illustration 60: Processing of binder's invoices

The window (Illustration 27) has several disabled text boxes labeled **vendor, invoice, order number, order date,** etc. Click the Search icon next to these boxes and you will see an embedded window which allows you to search by Invoice number, Order number or Binder.

2. Select the Binder radio button and you will see a drop down box from which you can select the binder whose invoice you wish to pay.

3. Once you select the Binder, you will also see a list of items that were given to the Binder populated in the middle part of the screen and the budgets that were selected to fund the binding cost in the lower third of the screen.

4. Once you are satisfied that the items in the invoice are in fact what were actually sent for binding and returned and accessioned, click the 'OK' button to confirm the payment transaction. This will invoke a Form letter operation where the invoice is passed for payment via a letter (or email) to the appropriate authority within the organization.

Renew subscriptions

To renew subscriptions to a serial title, click the **Renew subscriptions** menu option. The window shown below is then seen.

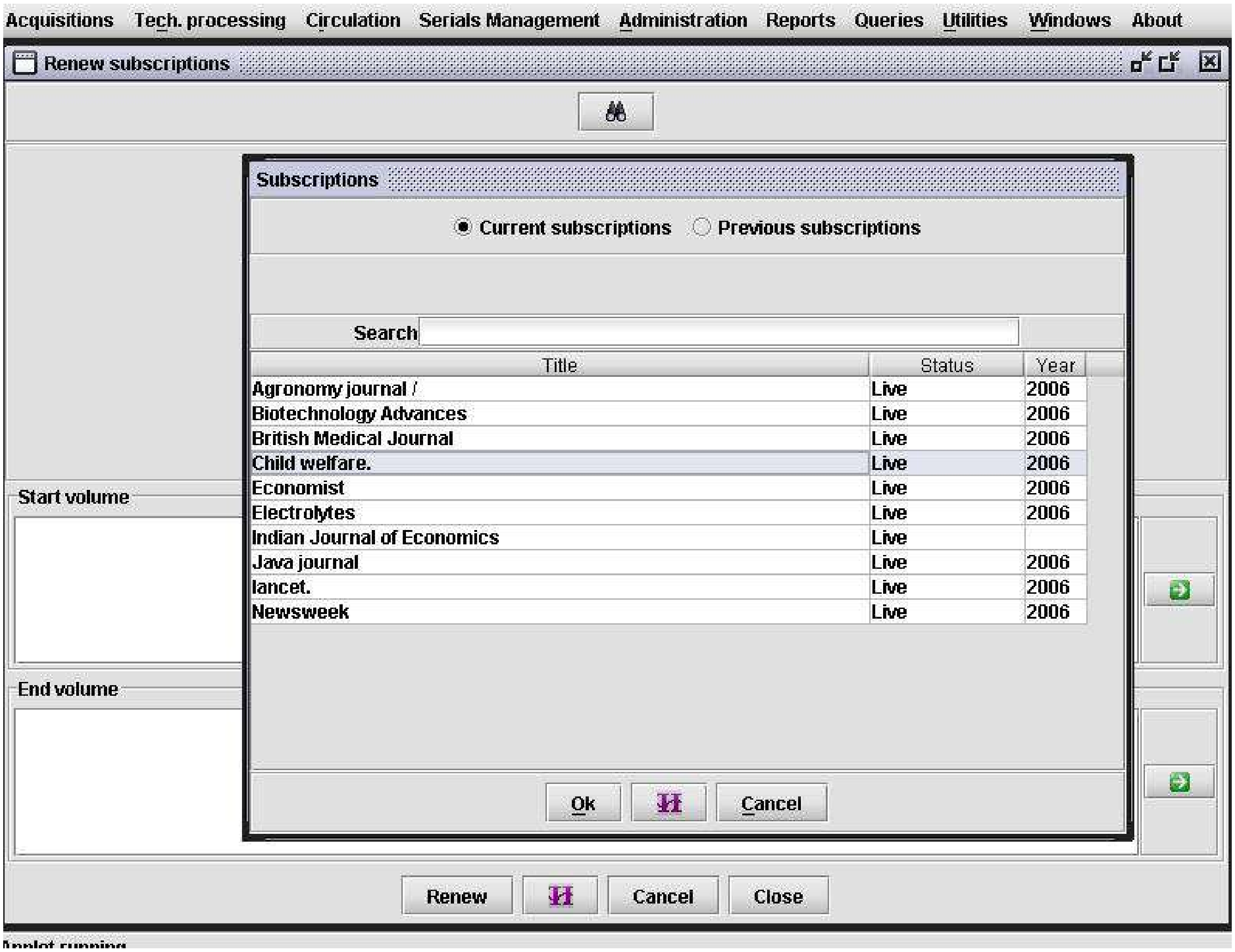


Illustration 61: Renew subscriptions

- Click the Search icon at the top of the window that opens (Illustration 28). This opens an embedded window (also shown above). The Current subscriptions radio button is already selected by default and you will see a list of currently subscribed serials.
- Select the title whose subscription is to be renewed and click the OK button.
- You will now see another window shown below (Illustration 29).
- The volume, issue and year for which the title is to be renewed is shown in the text area labeled Start volume.
- There is a blank text area labeled End volume and a green Go button next to it. Click the Go button to open a panel that allows you to define the Enumeration and Chronology of the serial's end volume (the volume, issue and year of the title you wish to renew.
- Click the Renew button to commit the renewal transaction. You will be

told of a successful transaction. The title will be added to the list of serials that need to be ordered. Next when you raise firm subscription orders, the renewed serial will appear as a title ready for ordering.

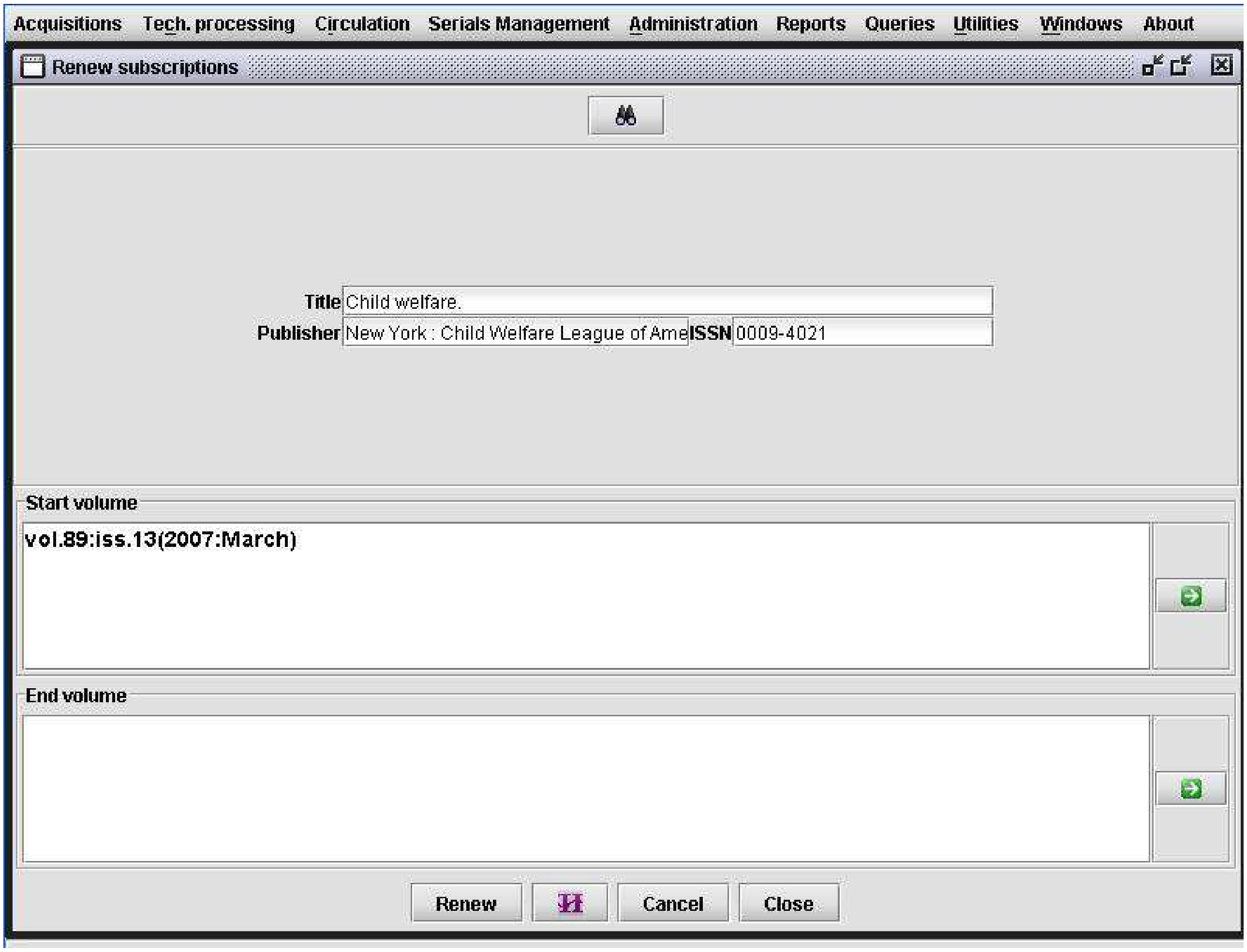


Illustration 62: Renew subscriptions data screen

Chapter 6 Administration Module

Overview

The Administration module of NewGenLib allows librarians/system administrators to configure the software to suit the application environment of the library and so that it reflects the policies of the library in respect of its various operations, e.g., circulation policies, acquisitions modes, etc.

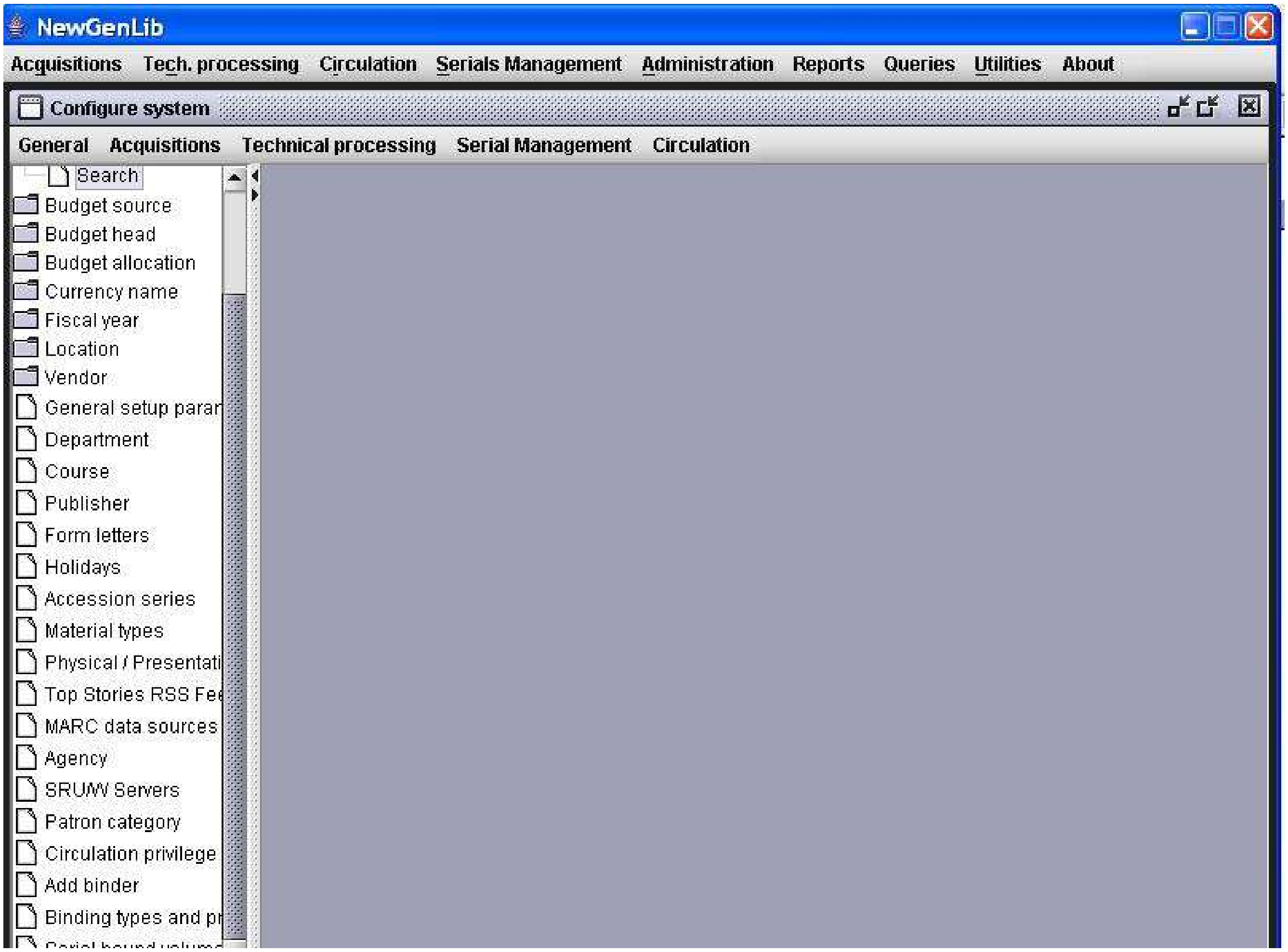
This is the first module that requires to be invoked before other functional modules such as Acquisitions, Technical Processing, Circulation and so on are automated. The definition of various parameters is done only by authorized personnel, usually the system administrator. NewGenLib engineers and system administrators at an installation jointly work to define various parameters.

The figure shown below shows the menu options that are available when you click the Administration menu option.

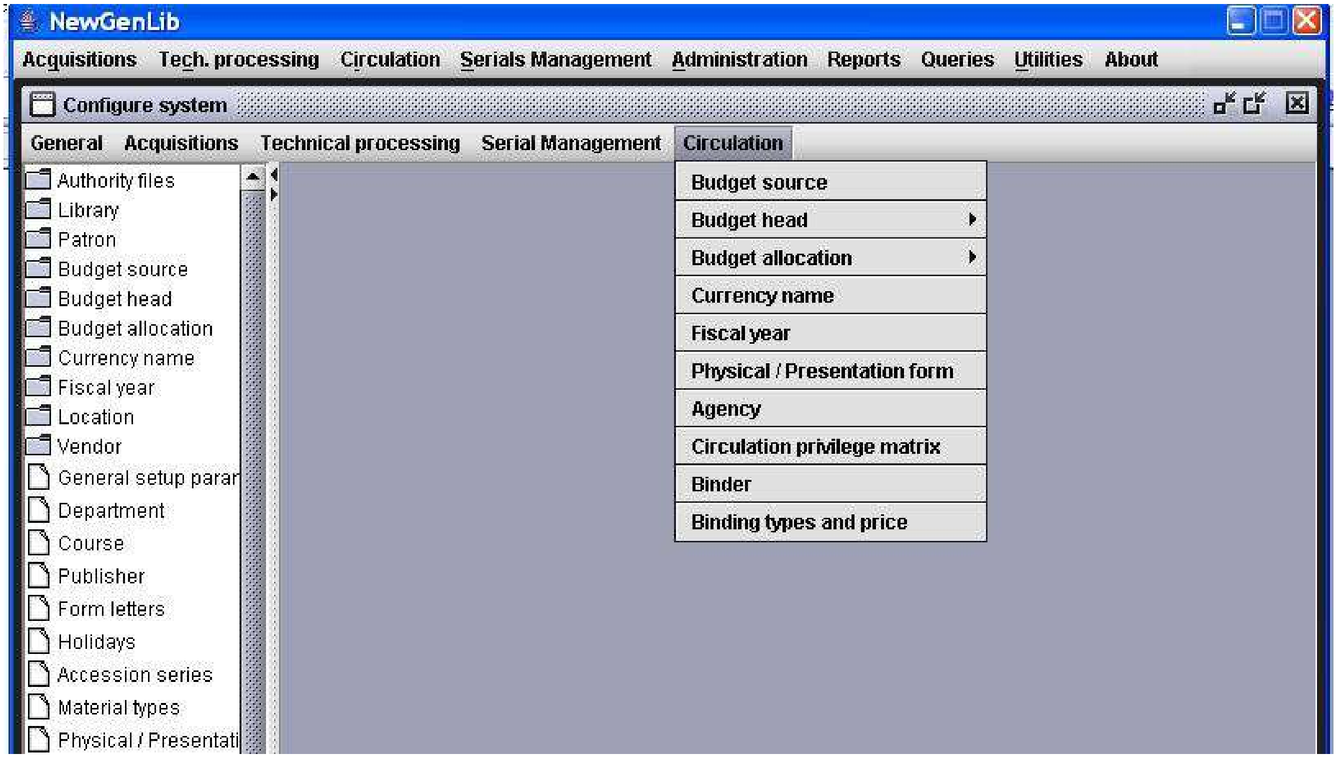
Each of these options, the meaning and function served by parameters, and how to set the different parameters are explained in what follows.

Configure system

This is the menu option that allows the setting up of various parameters. Click this menu option to see the following screen.



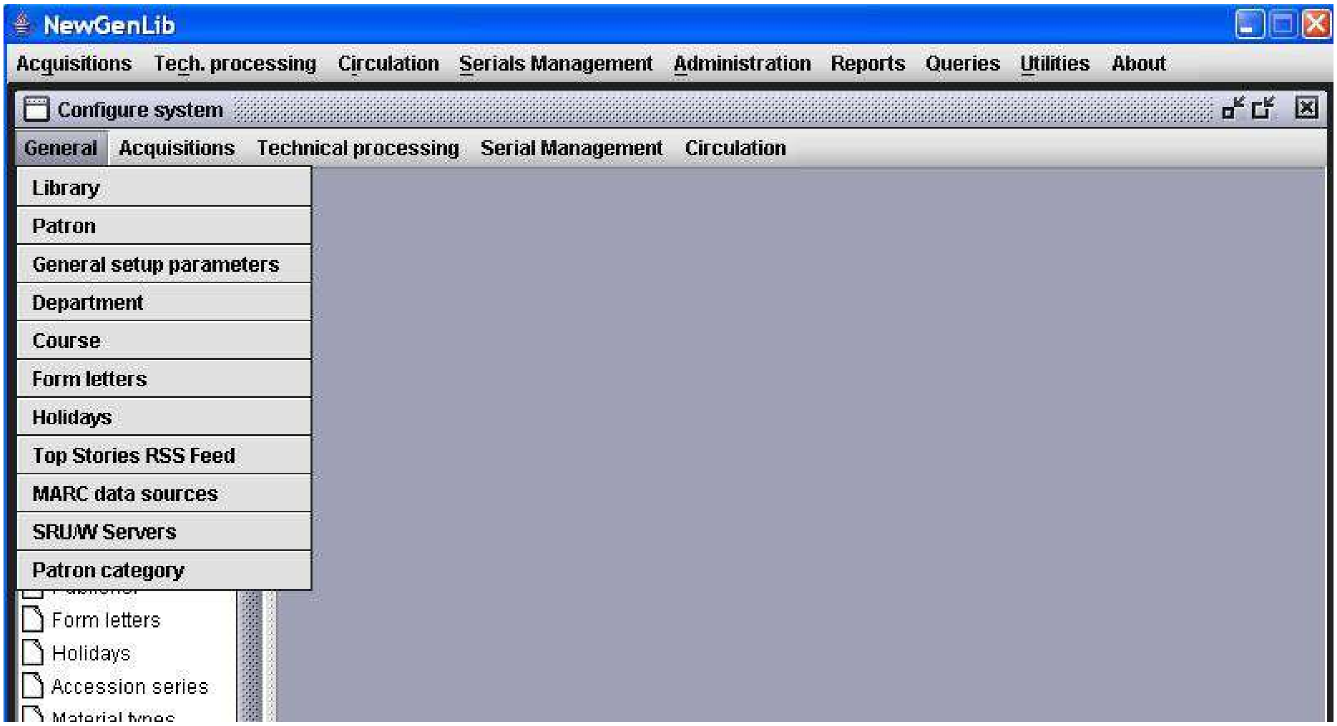
The above figure shows the parameters that can be set in the panel on the left. Also, at the top of the screen, just below the title bar viz., Configure system, can be seen the different modules. If you click any of these you will see all the parameters that are specific to the module that can be set. As an example, the figure below shows all the parameters that are settable in the Circulation module. Please note, however, that some parameters are used in more than one module. For instance, parameters relating to budgets will be used in the Acquisitions, Circulation and Serials modules.



We will begin with the purpose and meaning of parameters in the General category – those that apply to more than one module, and take up parameters that are specific to other modules. Within the General category, there is a set of parameters called General set up parameters. These will first be considered followed by other parameters in the General category

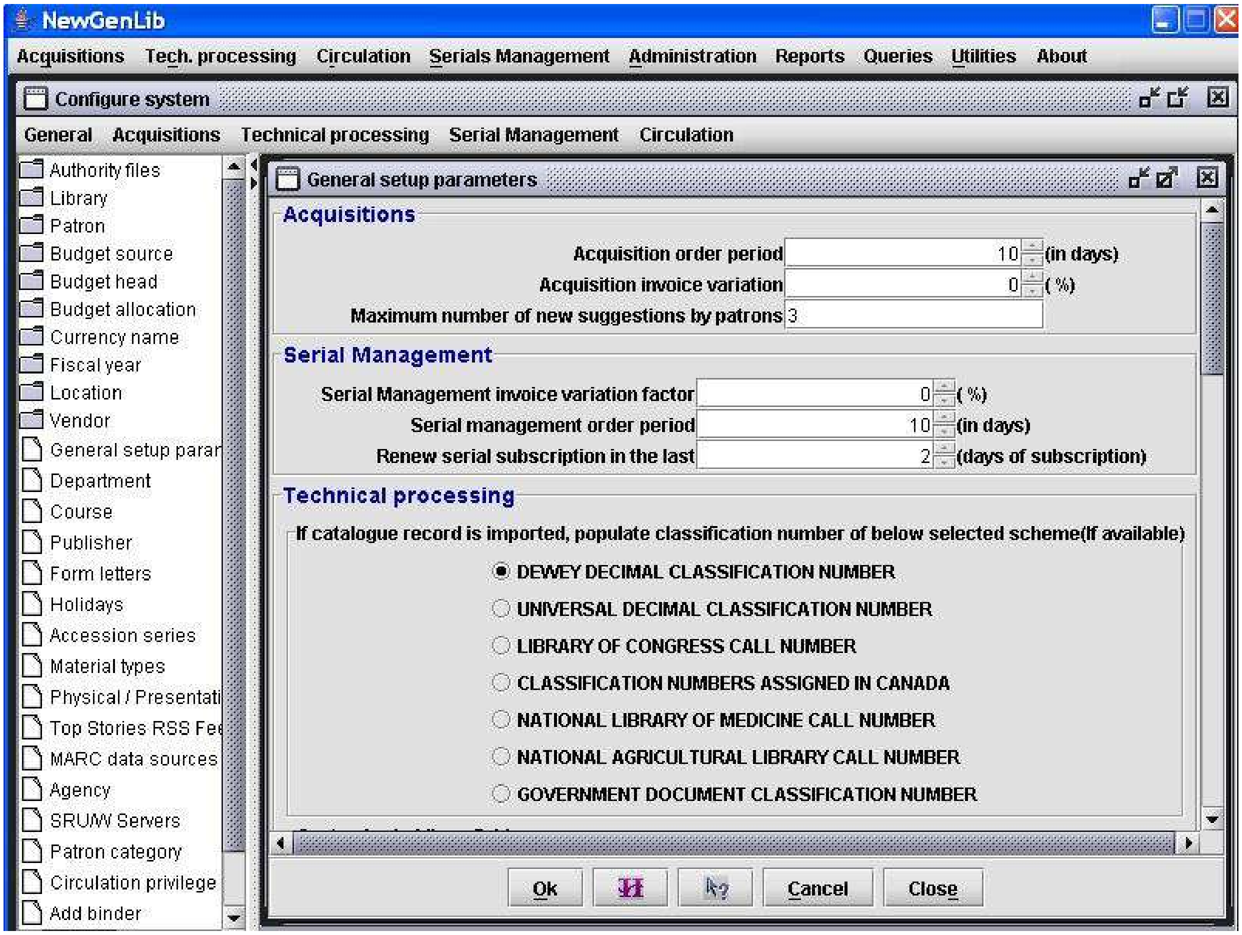
General set up parameters

Click the General menu option to see the following screen.



In order to set the different parameters under General setup parameters, do as follows.

Double click the option **General setup parameters.** You will soon see in the right hand panel of the Configure system screen (shown below), a module-wise list of settable parameters. Please remember that the parameters are listed here by different modules, these are not the only parameters for a module. Others are required to be set up and these will be explained under each of the modules.



General set up parameters – Acquisitions

Acquisition order period. This is a number which indicates the maximum number of days allowed for a vendor to supply items ordered with him. The parameter can be set by using the up and down arrows of the Spin control. For instance if this parameter is set to 30, then purchase orders for non-serial items will automatically have a 30 day delivery period in purchase orders.

Acquisition invoice variation. This is expressed as a percentage and indicates the extent to which there could be a variation between the estimated price and invoiced price of a non-serial item. The parameter can be set by using the up and down arrows of the Spin control. For instance, if the estimated price of an item (i.e., at the time of placing the order is say, $20.00) and let us say the parameter was set to 20%. if the invoiced price is say, $24.00 (i.e., it varies by more than 20% of the estimated price), then when receiving the invoice the acquisitions librarian will be alerted to the variation and is allowed to defer the payment of the invoice pending further price verification.

Maximum number of new suggestions by patrons. This is a number that has to be entered to specify the number of new item suggestions that a patron may make at a time.

General set up parameters – serials management

Serials Management invoice variation factor. This is expressed as a percentage and indicates the extent to which there could be a variation between the estimated price and invoiced subscription price of a serial. The parameter can be set by using the up and down arrows of the Spin control. For instance, if the estimated price of a serial (i.e., at the time of placing the order is say, $200.00) and let us say the parameter was set to 20%, and the invoiced price is say, $240.00 (i.e., it varies by more than 20% of the estimated price), then when receiving the invoice the serials librarian will be alerted to the variation and is allowed to defer the payment of the invoice pending further price verification.

Serials Management order period. This is a number which indicates the maximum number of days allowed for a vendor to supply serial item invoices ordered with him. The parameter can be set by using the up and down arrows of the Spin control.

Renew serial subscriptions in the last ____ days of subscription. This is a number which indicates the number of days prior to the expiry of a serial title's subscription at which a renewal order becomes due. For instance, if a serial title's subscription expires on 31 Dec 2006, and if the parameter is set to 30 days, then a renewal notice will be generated on 1 Dec 2006.

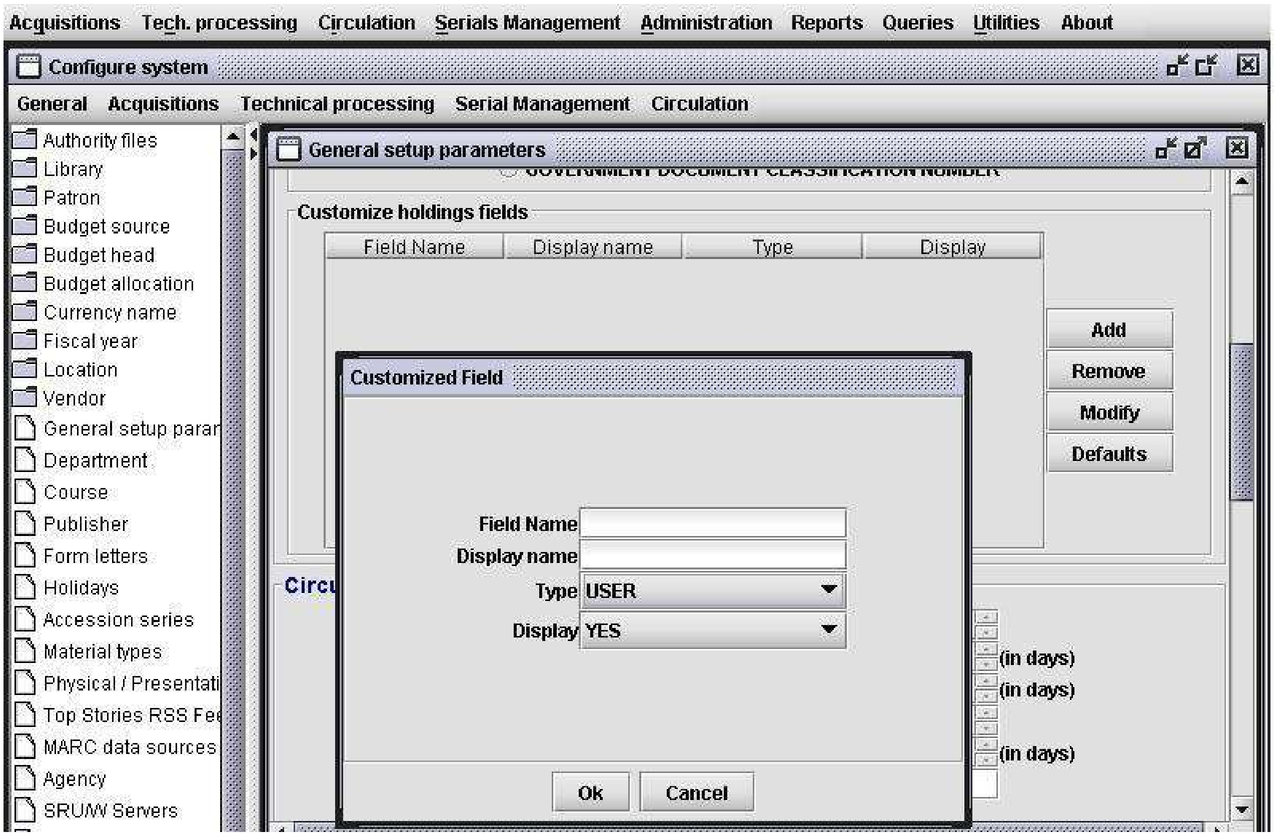
General set up parameters – technical processing

If catalogue record is imported, populate classification number (of imported record) of selected scheme (if available). NewGenLib allows the import of cataloguing data from web-based MARC-21 data sources such as the Library of Congress. These sources contain information about classification numbers used in the record, e.g., Dewey Decimal and/or Library of Congress classification numbers. Using this parameter, it is possible to specify which particular classification number(s) (if available in the imported record) should be actually imported into the General or MARC-21 templates of NewGenLib. The following classification schemes are possible to be imported and can be set by clicking the radio button next to the scheme:

17. Dewey Decimal Classification
18. Universal Decimal Classification
19. Library of Congress Call Numbers
20. Classification numbers assigned in Canada
21. National Library of Medicine Call Number

22. National Agricultural Library Call Number
23. Government Document Classification Number

Customize holdings fields. NewGenLib, by default allows only some fields to be in the holdings data for a metadata record. However, a library may define more fields to be added to the holdings data. The screen below shows how this is done.



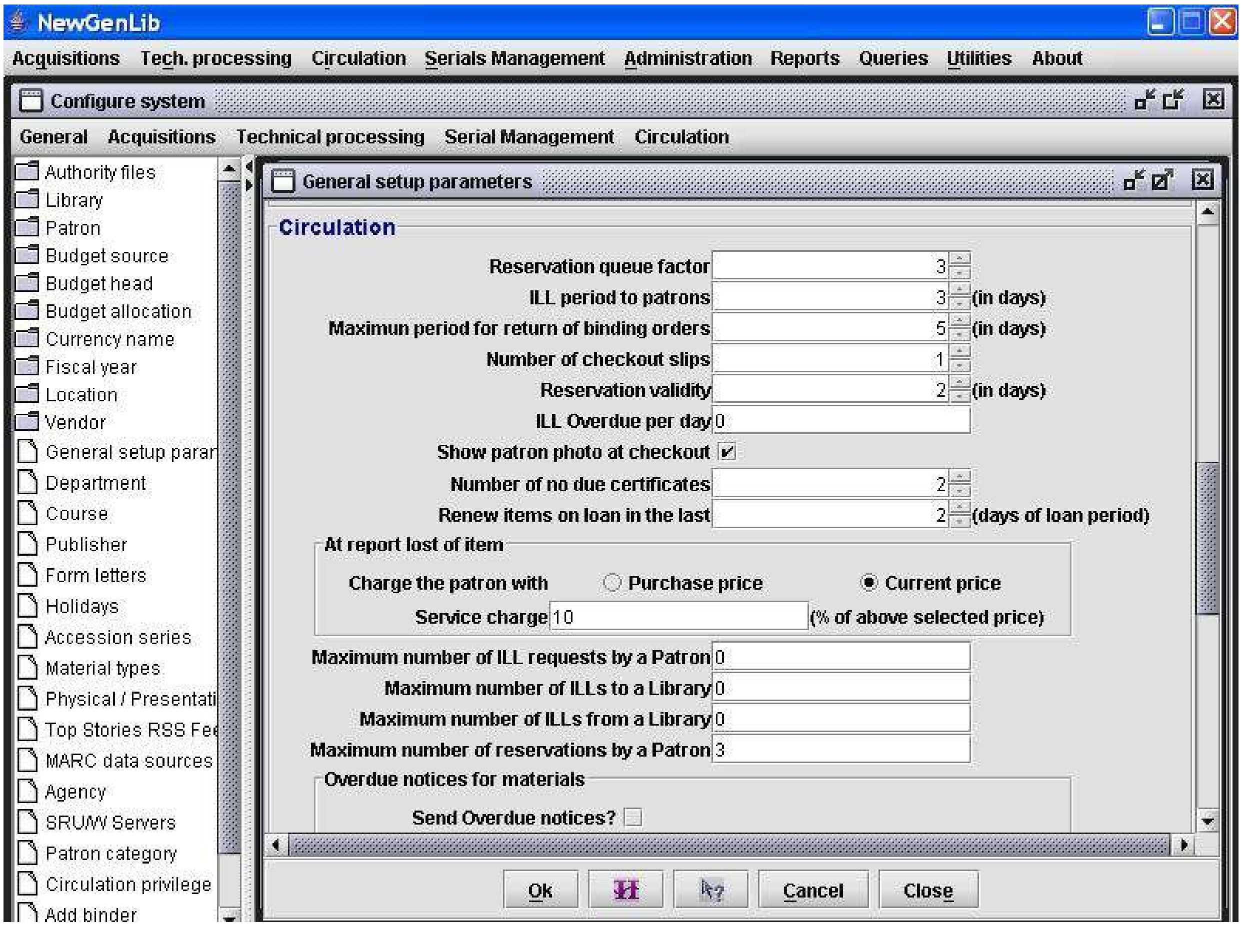
In order to add your own holdings fields do as follows.

- Click the Add button to see the embedded window shown above.
- Enter the name of the field you wish to add to holdings records, e.g., Price of item
- Enter, how you wish this field to be displayed in the outputs. e.g., Accession register.
- Enter if this is only for display (user) or if the data is required to be stored in the database (system).
- Select Yes or No in the drop down box labeled Display.
- Click OK to commit the addition of the new field entered into holdings records.
- Steps 1 to 6 may be repeated as many times as needed, once for each

new field that is to be added to holdings records.

General set up parameters – circulation module

The screen below shows the different general circulation-related set up parameters that can be set.



Each of these parameters, their purpose and how to set them up is described below.

Reservation Queue Factor. This is a number which indicates the maximum number of persons that are allowed to be in a Reservations queue. The parameter can be set by using the up and down arrows of the Spin control. To understand how this parameter works, imagine that this parameter has been set to 3. This means that a reservation queue can have a maximum of 3 persons, if there is only one copy of the item under reservation, or the number of copies multiplied by 3 if there is more than one copy of the item under reservation.

ILL Period to Patrons. This is a number which indicates the maximum number of days of loan of an item borrowed on interlibrary loan is allowed to a patron. The parameter can be set by using the up and down arrows of the Spin control.

Maximum period for return of binding orders. This is a number which indicates the maximum number of days allowed for a Binder to return items given to him for binding. The parameter can be set by using the up and down arrows of the Spin control.

Number of checkout slips. This is a number which indicates the maximum number of checkout slips that will be printed at the circulation desk when a patron checks out one or more items. The parameter can be set by using the up and down arrows of the Spin control.

Reservation validity. This is a number in days for which a patron's reservation for an item is valid once he/she has been intimated that an item reserved for him/her is available and can be collected from the circulation desk. In other words, if the patron does not collect the item within the specified number of days, the reservation of the item passes to the next patron in the queue, if any.

ILL overdue per day. This is a figure in the local currency and indicates the overdue charge to be collected per day for patrons who do not return items borrowed for them on interlibrary loan after the due date.

Show patron photo at checkout. This is a check box control. If selected, patron photos will be displayed during checkout otherwise even if patron photos are available, they are not displayed. Since photos are stored on the server, this parameter can be turned off when connection speeds are poor to avoid traffic congestion over a network.

Number of No-dues certificates. This is a number which indicates the maximum number of no-dues certificates that are to be printed on-demand and can be set by using the up and down arrows of the Spin control.

Renew items on loan in the last ----- days. This is a number in days and lets the system know that an item's loan will be allowed to be renewed only if it falls within the set parameter. For instance let us say this parameter is set to 3, and let us say an item is due for return on 15 March 2005. The loan of this item will be possible to be renewed only on 12 March 2005 and not before this date. The idea of this parameter is to prevent patron's from misusing the renewal facility preventing other patron's access to materials.

At Report of loss of item. This is to help define how the library proposes to deal with loss of items that are reported to it by patrons, i.e., how the library proposes to recover costs of one or more items lost by a patron. There are two radio buttons from which the library can choose: Charge the patron with 1. Purchase price, or 2. Current price. Over and above this, the library can decide to levy a service charge expressed as a percentage of the (purchase or current price that is decided to be charged). Once these parameters are defined, they are used to automatically calculate the costs payable by a patron when he/she reports a loss of an item in the circulation module.

Maximum number of requests for ILL by a patron. This is a number that is entered to specify the maximum number of interlibrary loans that can be requested by patrons.

Maximum number of ILL's to a library. This is a number that is entered which indicates the maximum number of interlibrary loans that a library will be allowed to ask for at any time.

Maximum number of ILL's from a library. This is a number that is entered which indicates the maximum number of interlibrary loans that this library will be allowed to ask for from another library at any time.

Maximum number of reservation's by a patron. This is a number that is entered which indicates the maximum number of reservations that a patron will be allowed to make at any time..

Overdue notices for materials. This is to help define how the library proposes to deal with overdue notices. First, it is necessary to choose whether or not overdue notices will be automatically sent or not. This is set by selecting the check box labeled 'Send overdue notices?'. If this is checked, overdue notices will be automatically generated. Once this is checked, then it is necessary also to set the following parameters:

Send first overdue notice after (due date)? ----- (in days). This indicates number of days after due date when the first overdue notice is to be sent.

Interval between successive overdue notices ---- (in days). This is self explanatory.

Maximum number of overdue notices. This is a number and the meaning is self explanatory.

Check-in slips. This is meant to specify if the library wishes to print one consolidated check-in slip for a user when he/she returns several items at a time or several individual check-in slips, one for each item. This is specified by selecting one of two radio buttons, Consolidated or Individual. Following this, you need also to enter the number of check-in slips that need to be printed at the circulation counter.

General set up parameters – other general parameters

The following parameters fall into this category

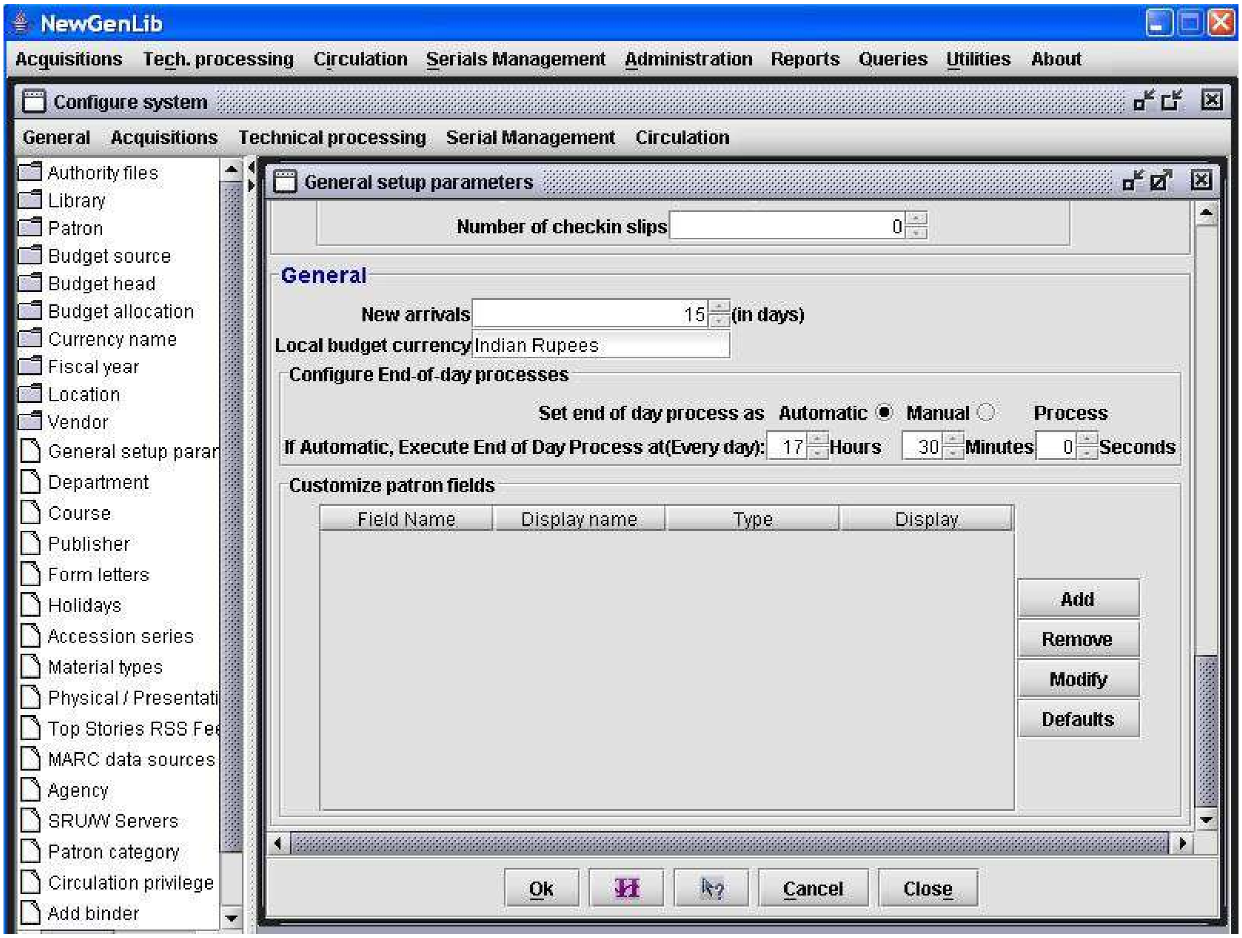
New Arrivals. This is a number in days abo

ut what constitutes New Arrivals for a library. For instance, if this parameter is set to 30 days, then all items acquired within the last 30 days will be designated as New Arrivals by the software. This parameter is used in the online public access catalogue (OPAC).

Local budget currency. This is a text box that allows the entry of the details of currency in which budgets of the library will be maintained. For instance in most

Indian libraries, the local budget currency will be Indian Rupees, In Saudi Arabia it will be Saudi Riyals and so on.

Customize patron fields. NewGenLib, by default allows only some fields to be in the patron data record. However, a library may define more fields to be added to the patron data. The screen below shows how this is done.



In order to add your own patron data fields do as follows.

- Click the Add button to see an embedded window that will appear..
- Enter the name of the field you wish to add to patron records,
- Enter, how you wish this field to be displayed in the outputs.
- Enter if this is only for display (user) or if the data is required to be stored in the database (system).
- Select Yes or No in the drop down box labeled Display.
- Click OK to commit the addition of the new field entered into patron records.
- Steps 1 to 6 may be repeated as many times as needed, once for each new field that is to be added to patron records.

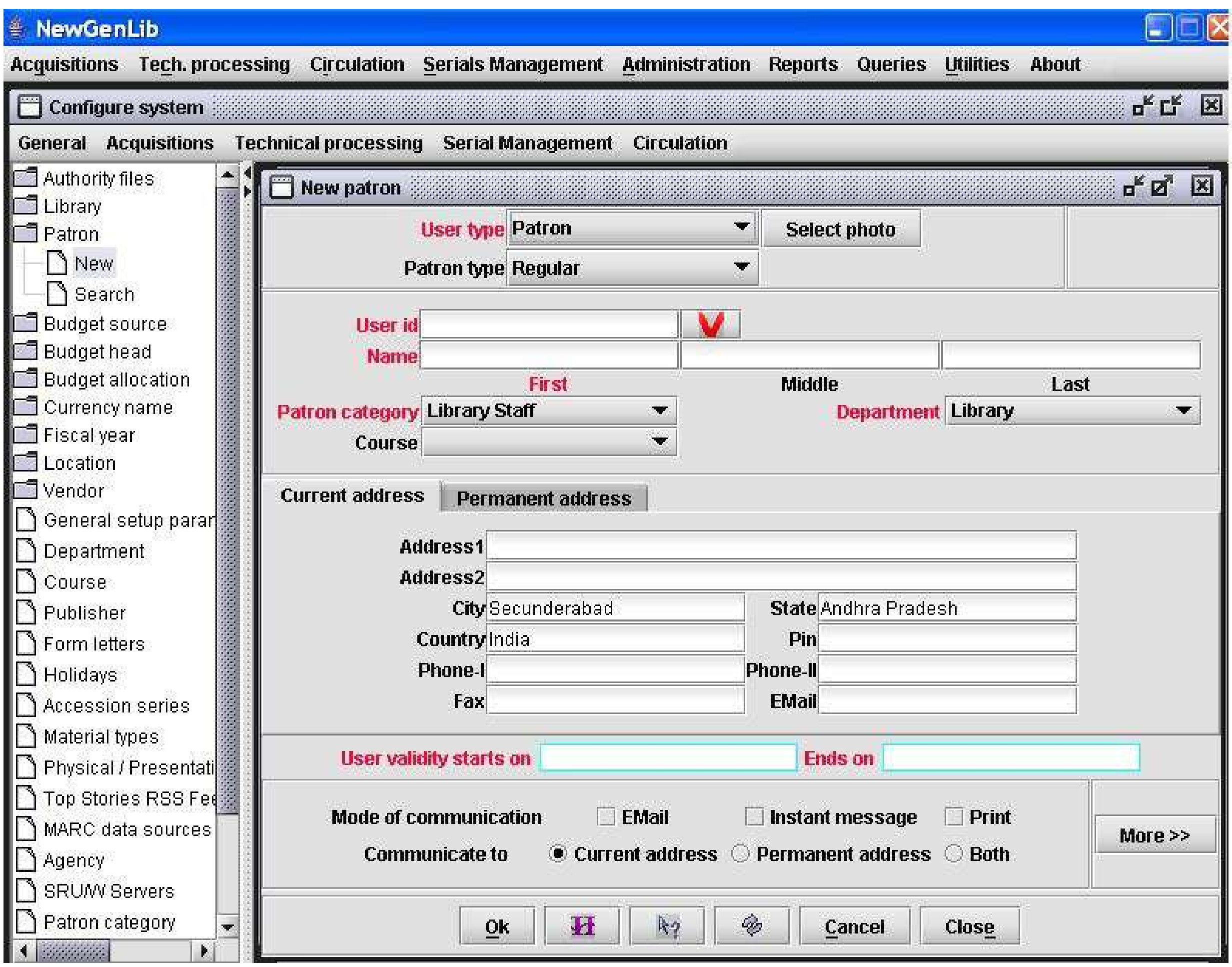
General parameters

In addition to the general set up parameters discussed in the previous pages, there are a few general parameters, i.e., those that are useful in more than one module. The definition of these is discussed below.

General parameters – patron creation

It is important to note that before you begin to create new patrons, i.e., users or members who will be allowed to borrow items from the library, it is essential to define a set of Patron categories and departments as part of the system configuration operations. In an academic environment, you will also need to define the courses as part of the system configuration operations.

Double click the folder icon next to the '**Patron**' label and you will see two sub-options: Add and Search. Double click the Add icon of sub-options to see the data entry screen shown in the figure below.



To create new patrons do as follows.

Right at the top you have two drop down boxes labeled **User type** and **Patron type**. The User type drop down box has two options for Staff of library and Patron (i.e., other users who are not staff of library), and the Patron type drop down box has three options: Regular (for individual patrons, Library (Networked), and Library (Non-networked). If your library is part of a library network, it is possible that other libraries in the network could borrow items from your library and so you create a record for such libraries. Similarly, there could be other libraries outside your network who wish to borrow items from your library and it is possible to create a record for such a library. Depending on the type of record you wish to create, select the option in the User type and Patron type drop down boxes.

In the majority of the cases you will choose **Patron** as the User type and **Regular** as Patron Type. The second panel in the screen allows you to enter the User Id (usually the unique bar code assigned to the user). To make sure that the user Id is unique click the **V** button. If this is not unique, you will be told. You will then enter the name of the patron (first, middle and last) in the text boxes. You then select the Patron category from the drop down box and the course if in an academic environment. You then select the Department from the drop down box. If the patron being added is also an Approving authority (for the purposes of book or serials acquisitions), the check box next to the Approving authority is selected.

If you choose Patron as the User Type and Library (networked) as the Patron type, an embedded window opens where you can select the name of the Networked library, i.e., Associate library that has already been configured to be on the library's network. This is required only when a library is part of a NewGenLib network comprising one Host library and several Associate libraries.

If you choose Patron as the User Type and Library (others) as the Patron type, an embedded window opens where you can select the name of the non-networked library, i.e., libraries outside the network but with whom this library will have inter-library loan transactions.

The next panel on the screen has two tabbed pages for Current address and Permanent address. The text boxes of these pages are self explanatory. Enter the required data.

The next panel has two date boxes where you enter dates to indicate when the patron's membership begins and when it ends. These boxes display calendars when you press the F2 key from which you can select these dates.

The bottommost panel is meant to specify the preferred mode of communication between the library and the patron. There are three options: **email, instant message, print.** One or more of these can be selected by clicking the check box next to these options. What this means is as follows: If email is checked, all messages (e.g., overdue claims will be sent to the patron by email), If Instant message is checked, messages will be displayed to the user when he/she logs-in to the OPAC with his user ID, if Print is checked, messages will only be sent in printed form.

The last element on the Add New patron screen is for options to indicate where printed communications are to be sent: Current address, Permanent address, or both. These options are selected by clicking one or more of the check boxes.

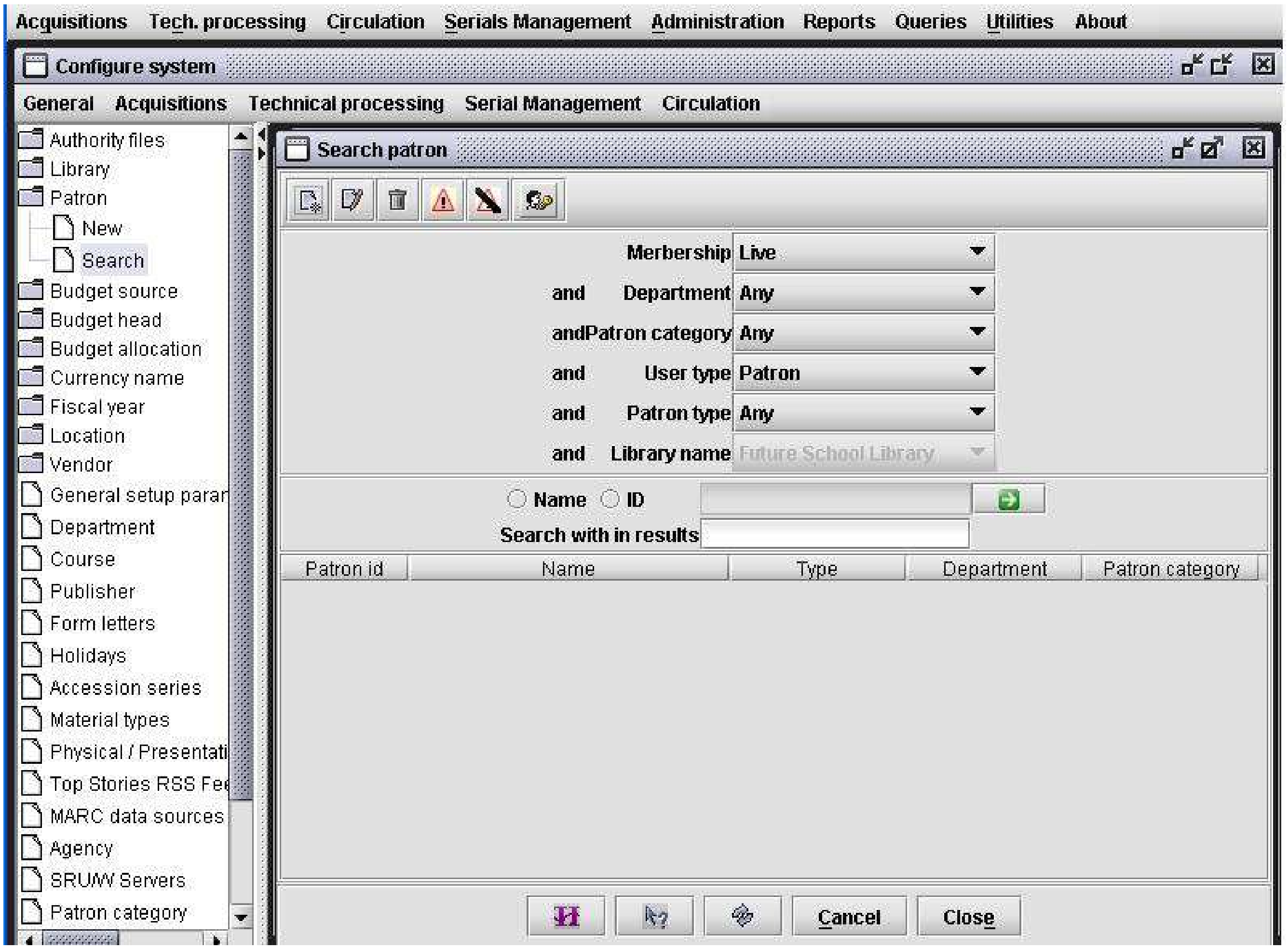
Click the OK button to commit the transaction to create a new patron and store the patron details in the database.

Searching for patrons

Circulation staff have sometimes to search for patron data during the course of their work. In order to search for patrons already created, do as follows.

Double click the **Search** folder icon to open a screen (shown below) with several drop down boxes as follows:

- **Membership** - this drop down box had 3 options **Any, Live** and **Expired** and you can select any one of these in searching for patrons
- **Department** - this drop down box has all the departments already set up
- **Patron category** - this drop down box shows all the categories of patron that have been configured and you can select any one of these in your search.
- **User type** - this drop down box has the **Any, Staff of Library**, and **Patron** (I.e., other than staff of library) as selection options
- **Patron type** - this drop down box has the options **Any, Regular, Library (networked)** and **Library (others)** as selection options
- **Library name -** this drop down box has names of all libraries configured to be on the network.



24.

- You can use the above mentioned drop down boxes to make the required selections, e.g., if you wish to search patrons from the Chemistry department whose membership has expired you will select the option Expired in the Membership drop down and you will select Chemistry in the Department drop down. By default all the selections in the drop down boxes are combined using the **AND** Boolean operator.

The Search patron functionality provides other options as well. These are provided via the 6 icons at the top left of the screen. These icons are for: 1. Add new patron, 2. Edit patron record, 3. Delete patron record, 4. Mark patron as delinquent, 5. Unmark patron as delinquent, and change password of patron.

Click the **Add patron icon** to open the same screen which opens when you click the Add New (patron) folder icon.

Select a patron record in the table of displayed list of patrons and click the **Edit icon**. This will open a form with details of the selected record. You can modify the record and save the edited record.

Select a patron record in the table of displayed list of patrons and click the **Delete icon**. This will delete the patron record from the database but only if the patron does not have loan or reservation transactions against his/her name. Also, only System Administrators (or those who have been given the privileges) to delete records will be allowed to delete patron records.

Select a patron record in the table of displayed list of patrons and click the **Mark patron as delinquent icon** to mark a patron as a delinquent patron. Such a situation may arise when a patron consistently defaults on payment of over dues, does not respond to recall notices, etc. When a patron is marked as Delinquent and he comes to the library to check-out items, the circulation desk staff are alerted to this fact.

Select a patron record in the table of displayed list of patrons and click the **Unmark patron as delinquent icon** to unmark a patron as a delinquent patron. This is to cancel the delinquency status of a patron who has paid his over dues and/or responded to recall notices, etc.

The **Change password of patron icon** is meant to help the system administrator to help a patron to change his/her password when the patron has forgotten his/her password. All library staff will not have the privilege to perform this function.

General parameters – Departments

A library often acquires materials for several departments of its parent organization, e.g., an academic library. It is possible to use the Department parameter to define one of more of these departments so that these become accessible to the acquisitions programs during ordering and receiving functions.

Double click the department folder icon and you will see a window showing a table with departments that have already been defined, if any.

You will also see on the right of the table four icons placed vertically for: New, Edit, Delete, and Refresh.

To define a new department, click the New icon to open an embedded window which allows you to enter the name of the department. Click the OK button to commit the addition of the department.

To edit the name of a department, select a row in the table and click the Edit icon to open an editable window showing the Department. This can be edited. Click the OK button to commit the changes to the department.

To delete a department, select a row in the table and click the Delete icon. You will be asked to confirm the deletion before the Department is deleted. If transactions have been posted to this Department, the deletion will not be allowed.

The Refresh icon, simply allows you to recall data from the database to view all the changes posted to the database.

General parameters – Courses

A library often acquires materials for one or other academic course, e.g., in an academic library. It is possible to use the Course parameter to define one of more of these courses so that these become accessible to the acquisitions programs during ordering and receiving and in patron-related functions.

.Double click the Course folder icon and you will see a window showing a table with Courses that have already been defined, if any.

You will also see on the right of the table four icons placed vertically for: New, Edit, Delete, and Refresh.

To define a new course, click the New icon to open an embedded window which allows you to enter the name of the course. Click the OK button to commit the addition of the course.

To edit the name of a course, select a row in the table and click the Edit icon to open an editable window showing the course. This can be edited. Click the OK button to commit the changes to the course.

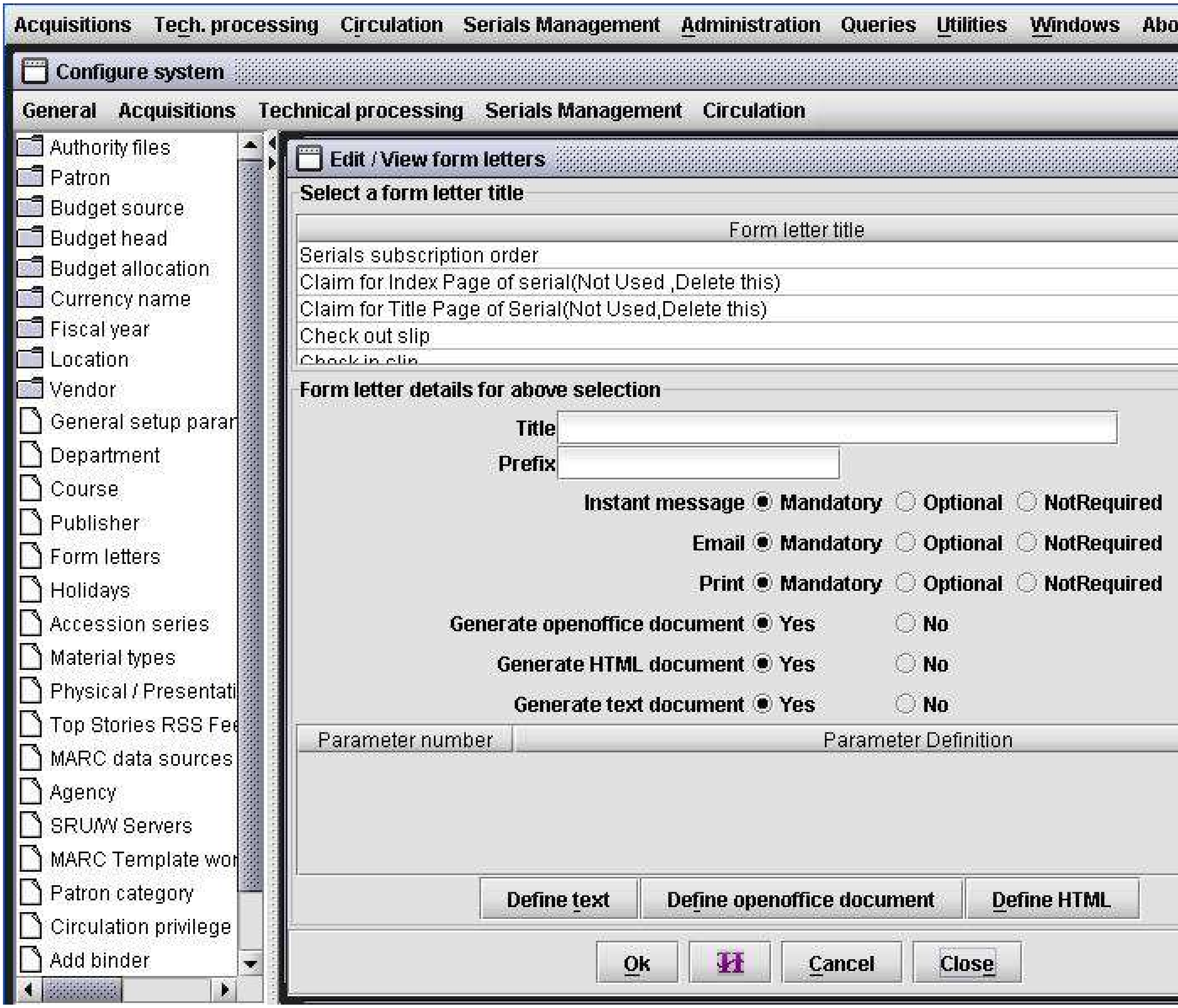
To delete a course, select a row in the table and click the Delete icon. You will be asked to confirm the deletion before the course is deleted. If transactions have been posted to the course, the deletion will not be allowed.

The Refresh icon, simply allows you to recall data from the database to view all the changes posted to the database.

General parameters – Form letters

NewGenLib uses the Openoffice suite of programs to help a library to configure its form letters. By form letters, we mean the routine communications that the library needs to use between it and its users, other libraries and its vendors. For instance a form letter is normally used to place firm orders in its acquisitions. Default form letters have already been defined and these can be modified and stored by the library. It is also possible to specify if a form letter should be sent as a printed letter, email, or instant message.

Double click the folder icon next to Form letters. This will soon open a window (figure below):



The window has the following elements:

- A panel showing a table of form letter templates that are already defined. Double click the title of the form letter to define and/or modify to see its title and default prefix that can be used with the letter. The default prefix can be edited..
- Three labels: **Instant message, email and print** and each of these labels is followed by three radio buttons for **Mandatory, Optional and not required.**: Click the required radio button to ensure that the selected form letter is sent in the manner required. For instance, if you wish to send overdue claim letters only as emails, select the claim letters in the first panel, double click it, edit the prefix if required and then click the Mandatory radio button next to the email label. The radio button,

Not required may be checked for the other two labels for Instant message and print. This will ensure that the claim letters will be sent only as emails.

- Three labels, viz., Generate **openOffice document, Generate html document and Generate text document.** Next to each of these labels are two radio buttons**,** one for **Yes** and another for **No.** If the selected form letter is required to be sent as a openOffice document then click the Yes radio button next to Generate openoffice document.
- A panel that contains various parameters (e.g., name of library, vendor, etc., that are pre-defined) for the form letter. These parameters are not editable.
- Three buttons for **Define text, Define openOffice Document and Define html.** If a form letter is to be sent as a printed one, it will normally be defined as a text or as an openOffice document. If it is to be sent as an email then it could be deined as a text document or as a html document. Click the appropriate button to invoke the program that will help you to define the form letter. For instance when you click the Define text button, the WordPad program is invoked. You can then enter text, use your library's logo, use fonts that you wish and format it so that the form letter is as per your design. Once the form letter is saved, this will be invoked whenever required during the operation of the software. Before you can invoke the appropriate program to define text, openofiice document or html document, the executables for these will need to be configured. If these are not already configured, you will be prompted to do so.

When a form letter is defined or edited, click the OK button to commit the newly defined or changed form letter.

The Close button disposes the Form letters window and returns you to the previous window.

General parameters – Holidays

NewGenLib allows a library to configure the days on which the library remains closed. This will ensure that dates of return of items circulated will not fall on holidays.

Double click the folder icon next to Holidays. This will soon open a window with the following elements:

- A drop down box for Fiscal Year. Select the Fiscal year in which the holidays are to be configured.
- Two boxes labeled: Start Year and End Year respectively. These are automatically populated

- Two boxes labeled Start date and end date. These are automatically populated when the Fiscal year is selected
- Seven check boxes, one for each day of the week with a label Every. The idea is of every Saturday and Sunday is a holiday (i.e., due dates should not fall on these days), then check the Saturday and Sunday check boxes.
- A button labeled **Auto generate**. Click this to automatically generate the list of holidays on the week days that are checked as holidays throughout the year.
- In addition to the weekly holidays, there may be other days on which the library's circulation department is closed. Two text boxes, one for date and another for reason are provided. To enter a date on which the library/s circulation may be closed, enter the date (press F2 for a calendar to select the date) and enter the reason why it is a holiday.
- Just below the two boxes there are 3 icons for New, Edit and Delete.

To **add a new holiday**, enter the date on which it is a holiday and the reason and click the New icon. This will add the date as a holiday. Duplicate holidays are disallowed. .

To **edit a holiday**, select the date in the table of holidays and then click the Edit

To **delete a holiday**, select the date and click the Delete icon. You will be asked to confirm the deletion.

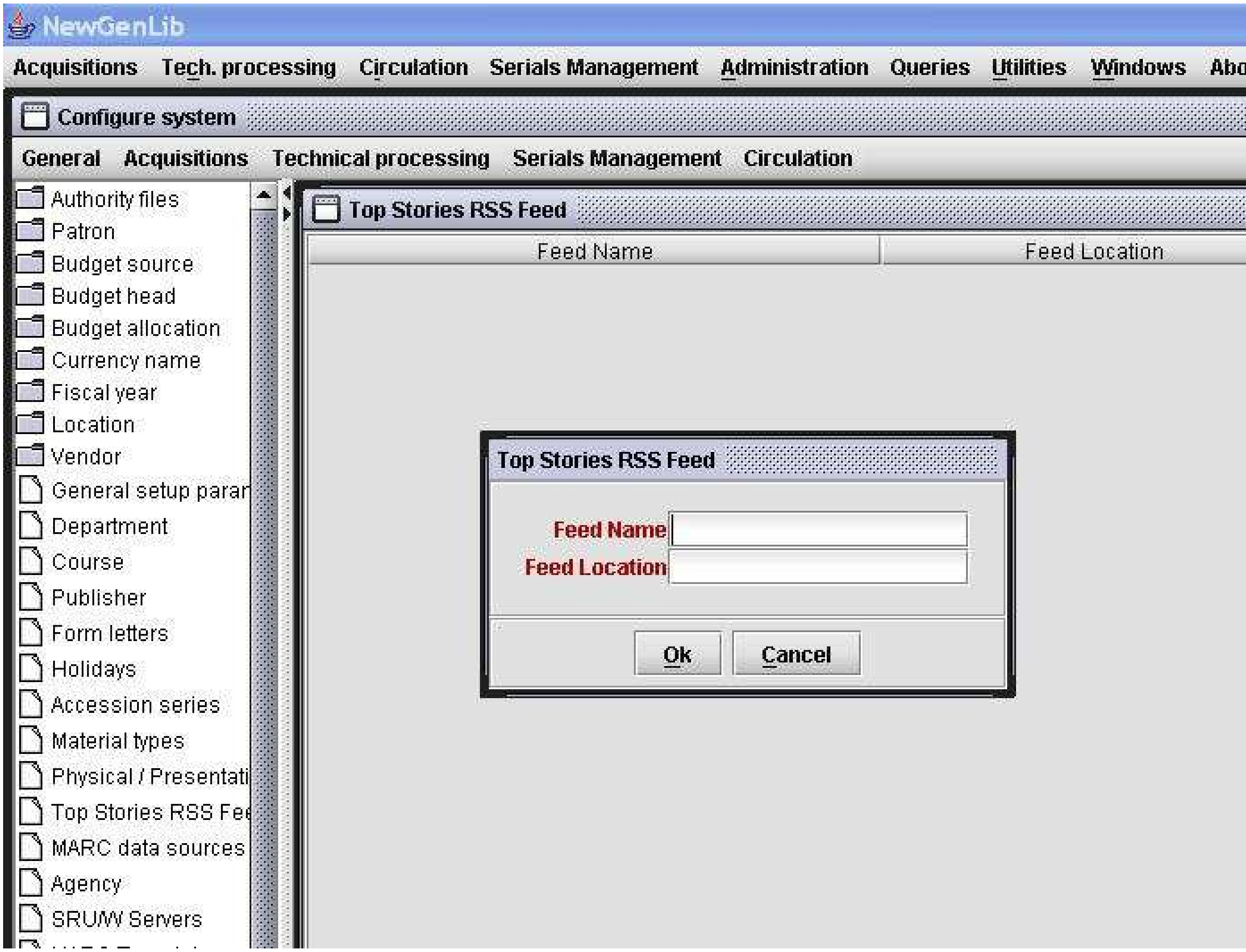
General parameters – Top stories (RSS feeds)

RSS (Really Simple Syndication) feeds have become popular ways in which news and information is disseminated by various organizations. The feeds could be subject based, e.g., agriculture, or specific to a place. RSS feeds are disseminated as XML records. These are then interpreted by news readers and by Internet browsers such as Firefox and Internet Explorer. NewGenLib allows a library to configure one or more RSS feeds. The news from these feeds become accessible to users from the library's OPAC.

In order to configure one or more RSS feeds, first you must identify the feed. This can be done in several ways including searching Google. Users of the library may also be able to let the library know of RSS feeds that is of interest to them. Some RSS feeds require you to register with them.

Double click the folder icon next to Top stories to see a window with a table showing the feeds already configured and four icons placed vertically next to the table standing for New, Edit, Delete, and Refresh respectively from top to bottom.

To add a new RSS feed, click the New icon. An embedded window (see figure below) appears having two text boxes labeled Feed Name and Feed llocation. Enter the name of the Feed, e.g., Times of India News feed, and the location. By location is meant the URL as an XML file. This is entered in the location text box. Click the OK button to commit the addition of the feed.



To edit the details of a RSS feed, select the feed in the table and click the Edit icon, An embedded window shows the name and location of the feed in two text boxes. The data may be editied and committed to the database by clicking the OK button.

To delete a RSS feed, select the feed in the table and click the Delete icon. You will be asked to confirm the deletion. Once this is done, the feed will be deleted.

The Refresh icon simply displays the currently defined feeds after addition and/o deletions.

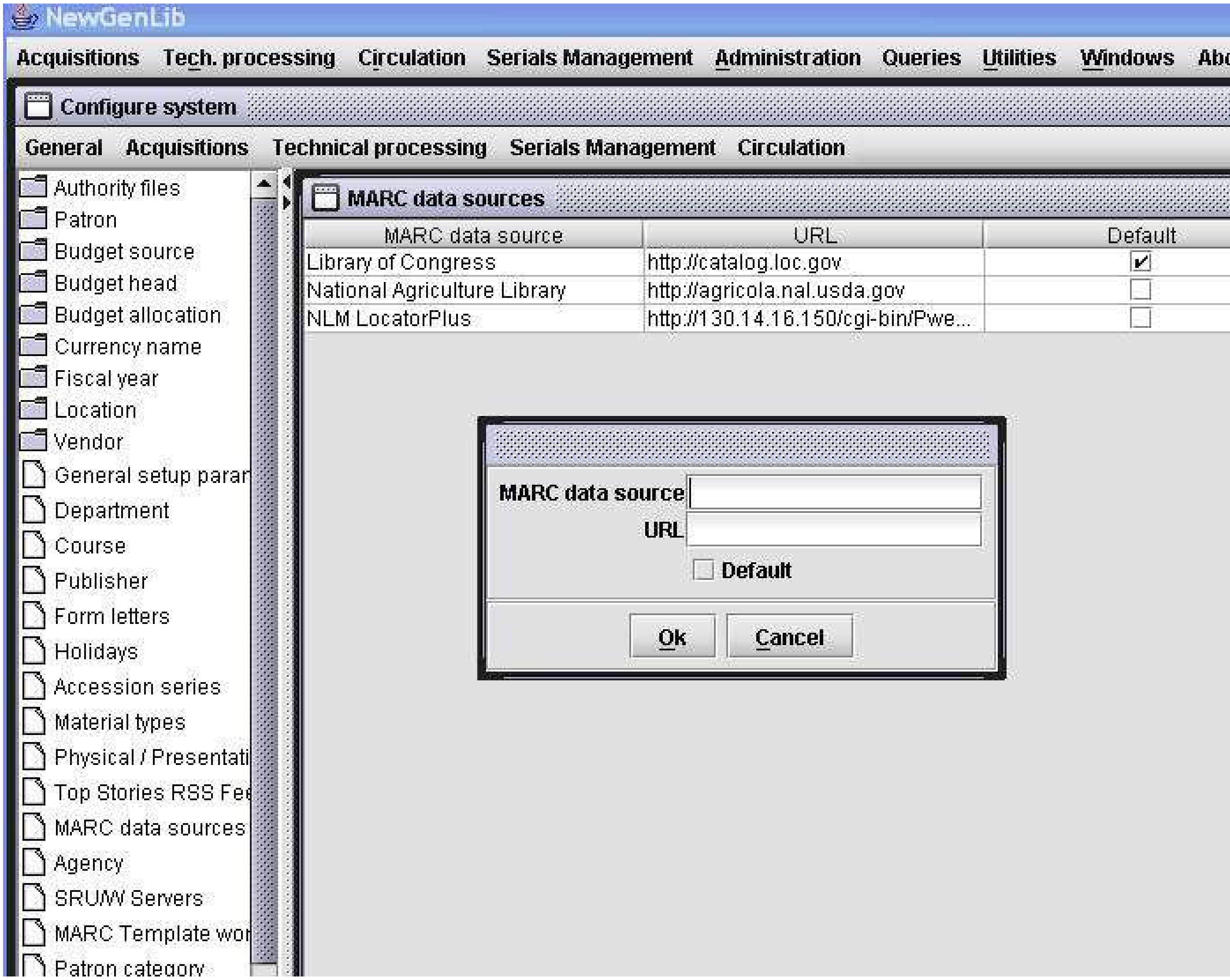
General parameters – MARC data sources

A library can configure one or more MARC-21 data sources from where they would like to import MARC-21 records in ISO-2709 format. The software is already configured to show the Library of Congress, National Agricultural Library and the National Library of Medicine as three MARC-21 data sources from which import of catalogue records is possible. Other sources (including libraries that use NewGenLib and expose their online catalogues on the Internet via their OPAC) can also be configured as long as they allow their MARC-21 records to be exported and saved in ISO-2709 format. Any one of the configured sources may be defined as the default source for the import of MARC-21 records.

1. Double click the folder icon next to MARC data sources. This will open a new window with the following elements:

   - A table showing the name of the source and the URL of the MARC catalogue data sources that are already configured and also a check box to indicate if this is the default source to use.
   - Four icons placed vertically on the right of the screen respectively for: **New, Edit, Delete and Refresh**

2. To create a new MARC-21 data source, click the **New** icon. This will open a new window (figure below) where you can enter the name of the source and the URL of the online catalogue. Click OK to save the entered data.



To edit a MARC data source, select the source in the table shown and click the **Edit** icon. This will open a window with the details of the source. The text boxes in the window may be edited and saved.

To delete a MARC data source, select the source in the table shown and click the **Delete** icon. You will be asked to confirm the deletion and if you click OK, the source will be deleted.

General parameters – SRU/W Servers

SRU (Search/Retrieve via URL) is a standard search protocol for Internet search queries, utilizing CQL (Common Query Language), a standard query syntax for representing queries. SRW (Search Retrieve Web Service) is a companion protocol to SRU. The Library of Congress serves as the maintenance agency for these standards.

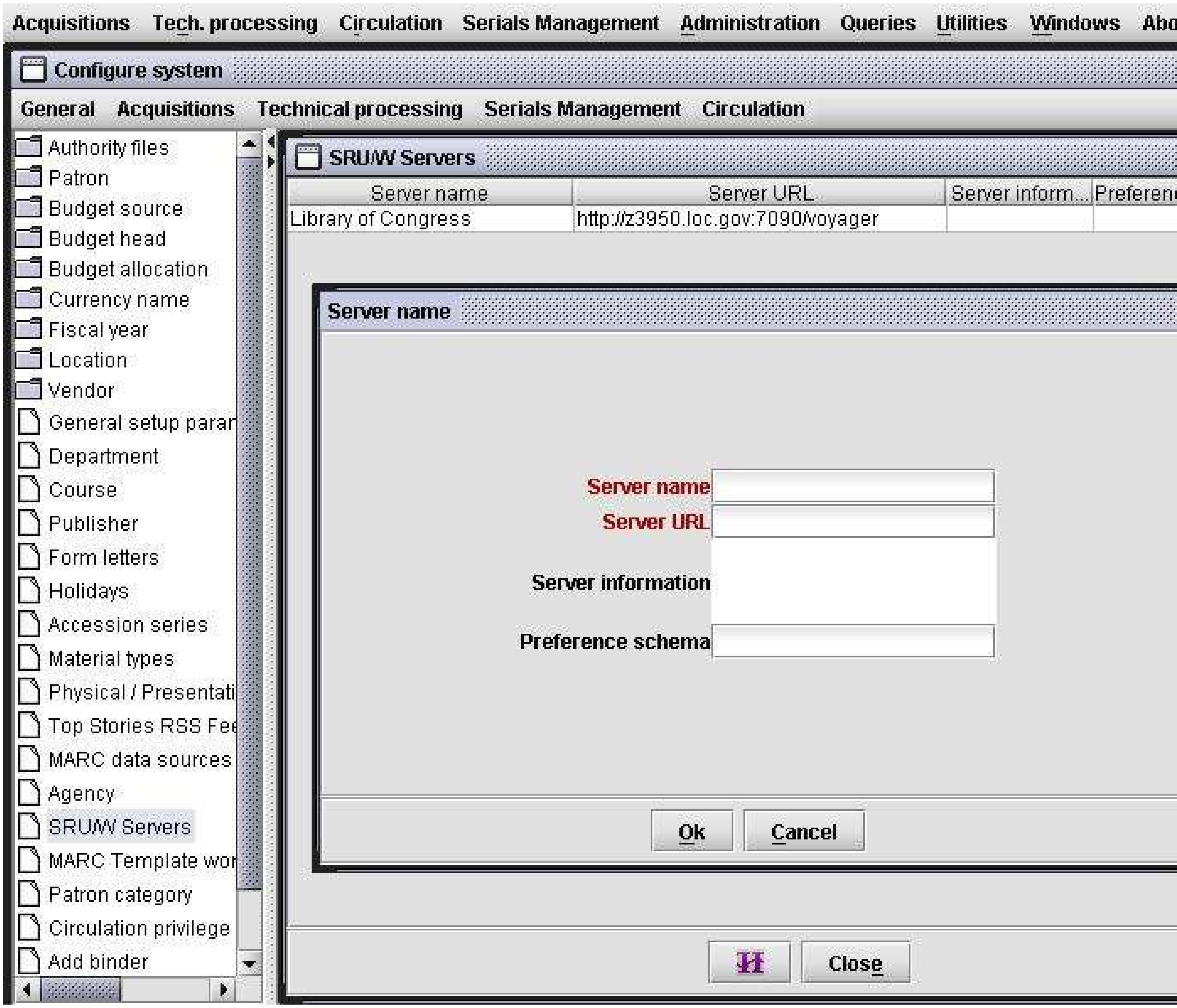
NewGenLib allows a library to configure one or more SRU/W Servers so that the library can connect to library databases behind these servers and make federated (simultaneous) searches of two or more databases.

To configure a SRU/W Server, double click the folder icon next to SRU/W servers. This will open a window with the following elements:

A table showing the name of the server, the URL of the server, the preference schema (metadata standard supported) that are already configured and also a check box to indicate if this is the default source to use.

Four icons placed vertically on the right of the screen respectively for: **New, Edit, Delete and Refresh**

To create a new SRU/W server, click the **New** icon. This will open a new window (figure below) where you can enter the name of the server, the URLand preference schema of the server. Click OK to save the entered data.



To edit details of a SRU/W server, select it in the table shown and click the **Edit** icon. This will open a window with the details of the server. The text boxes in the window may be edited and saved.

To delete a SRU/W server, select it in the table shown and click the **Delete** icon. You will be asked to confirm the deletion and if you click OK, the source will be deleted.

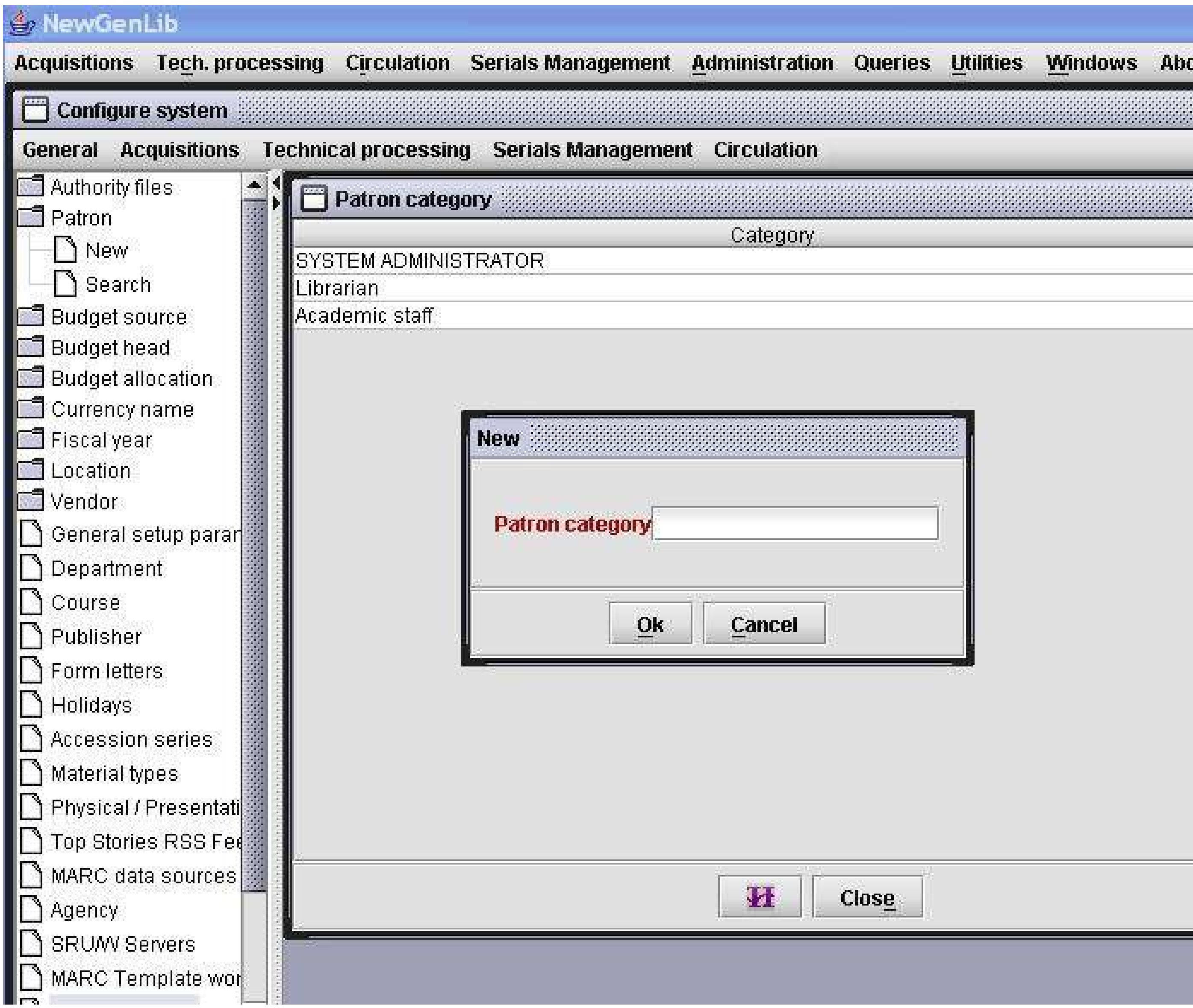
General parameters – patron categories

It is possible to divide a library's patrons into well defined categories so that circulation and other privileges can be assigned to patrons in each of these categories. In NewGenLib, library staff are also considered to be patrons but of

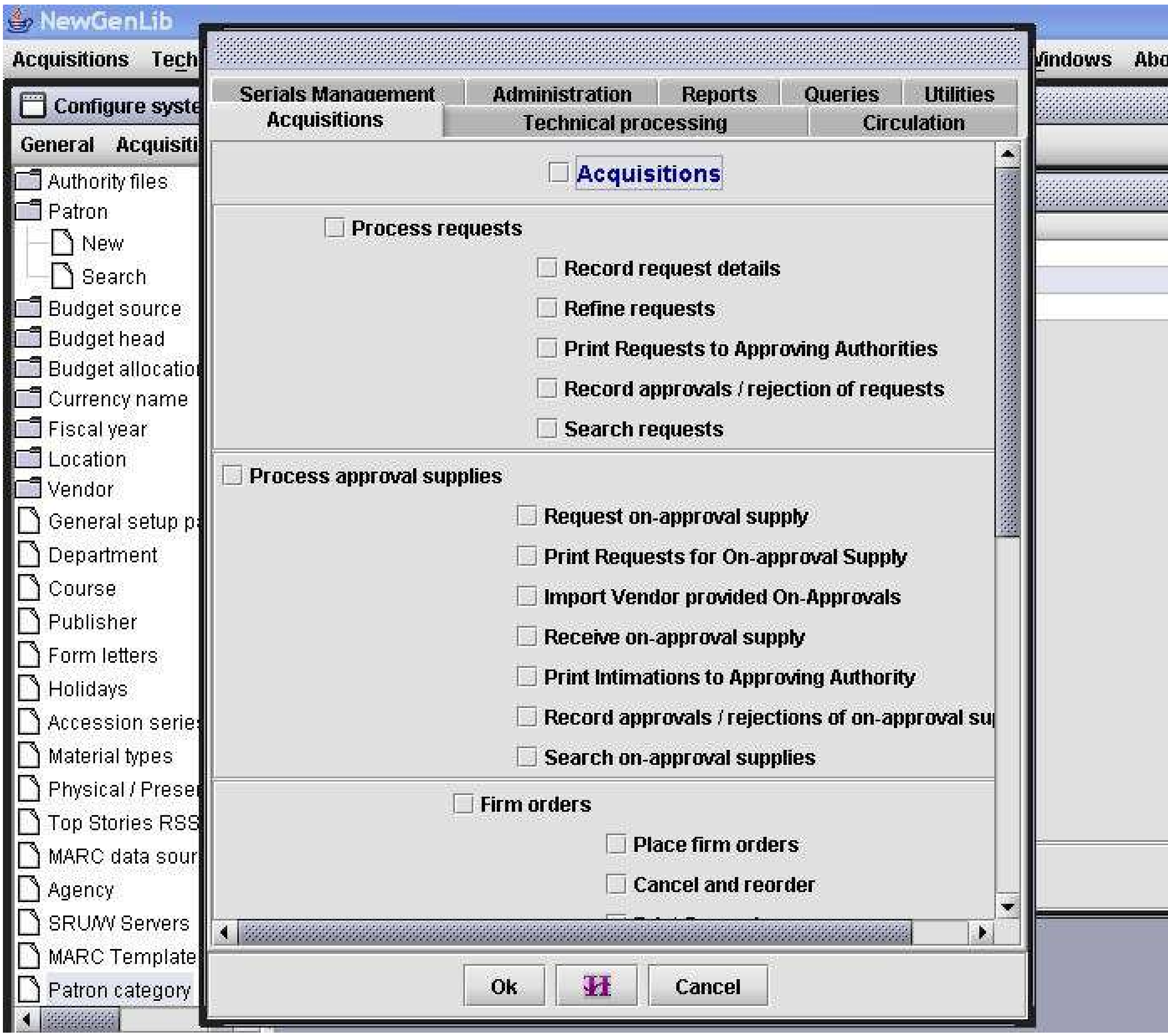
type library staff. Such patrons are normally the ones that are assigned privileges to work with the functional modules, viz., acquisitions, technical processing, circulation, etc. Similarly, it is usual to define a category called System Administrator, who will have all privileges, i.e., the possibility to work with all the functional modules of the software.

Double click the folder icon next to the patron category to open a window that shows the categories already defined. Next to the table are place five icons standing for **New, Edit, Delete, Refresh** and **Define privileges.**.

To create a new patron category, click the **New** icon. This will open a new window (figure immediately below) where you can enter the name of the patron. Click OK to save the entered data.



You will be asked if you wish to define privileges for the patron. If you click Yes, another window opens. See the figure below



The define privileges window has several tabs, one for each of the functional modules. In each of the tabs you also see the tasks and subtasks. For instance, a patron can be assigned the privilege of placing firm orders but not the privilege to cancel and reorder items in the Acquisitions module.

Depending on the category of patron, the privileges in respect of various modules and tasks/subtasks are defined. Click the OK button to commit the privileges.

To edit a patron category, select the category in the table and click the Edit icon. The name of the category can then be edited and saved by clicking the OK button. It is also possible to define the privileges of the patron being edited.

To delete a patron category, select the category in the table and click the Delete icon. You will be asked to confirm the deletion before it is actually deleted.

To define privileges of an existing patron category, select the category in the table and then click the Define privileges icon. This will open the privileges window shown above. You can then add or delete privileges defined earlier for that category of patron.

The Refresh icon simply displays the currently defined feeds after addition and/or deletions.

Acquisitions parameters

Acquisitions parameters – Budget sources

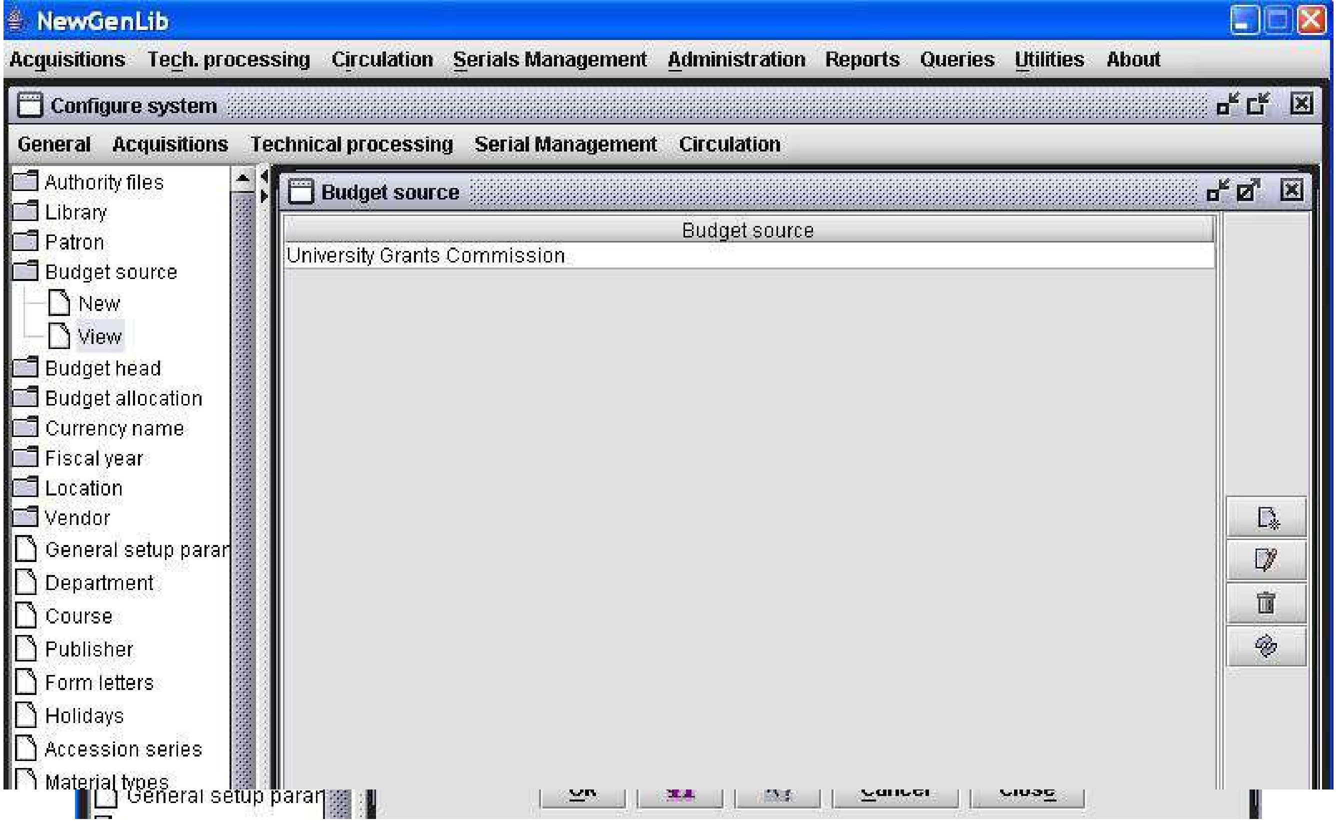
By Budget source is meant, a funding source, e.g., in India, the University Grants Commission (UGC) is a funding source for many University libraries. In Special libraries, there may be Research Projects which provide funds for library acquisitions. There may be more than one funding source for a library. A Budget source could be used to fund one or more Budget heads or Accounts or Departments or Subjects. It is necessary in NewGenLib to specifically define Budget sources even if there is only one budget source for a library.

Although we show as if Budget sources as an Acquisitions parameter, it is also used in other modules such as Serials and circulation.

Double click the folder icon next to the '**Budget source**' label and you will see the following list of sub-options: New (Budget source) and View (Budget source).

To add one or more Budget source do as follows.

Double click the New folder icon to open a screen where you can enter the details of a new Budget source. The screen (shown below) contains several elements and these are described below.



- Right at the top you have a text box labeled Source name. Enter the source name, e.g., University Grants Commission, Special project on Bioengineering
- Enter the address of the Budget source in the address panel
- Click the OK button to save the data on the new budget source created in the database.

Viewing Budget source data

To view available (or already configured) Budget sources click the View folder icon. You will see the screen shown below.

The View Budget source screen has a table showing all the Budget sources already created. On the right of this screen, you will see 4 vertically placed icons as follows: 1. Add New (Budget source), 2. Edit (Budget Source details), 3. Delete (Budget source data), and 4. Refresh screen.

Click the **Add New icon** to open the same screen that opens when you click the Add New Folder icon to enter the details of a new Budget source.

Select a Budget source record in the table of displayed list of Budget sources and click the **Edit icon**. This will open a form with details of the selected record. You can modify the record and save the edited record.

Select a Budget source record in the table of displayed list of Budget sources and click the **Delete icon. The record for the Budget source will be deleted** but only if the Budget source does not have any transactions associated with it. Also, only System Administrators (or those who have been given the privileges) to delete records will be allowed to delete Budget source records.

The Refresh icon simply refreshes the details of the screen after a change is made, e.g., a new record is added to it.

Acquisitions parameters – Budget heads

By Budget heads is meant, expenditure heads also called accounts under which expenditure is made by a library. A library could have more than one Budget head under which it acquires books and other items, subscribes to serials, and also spends on acquiring services, e.g., of binders.

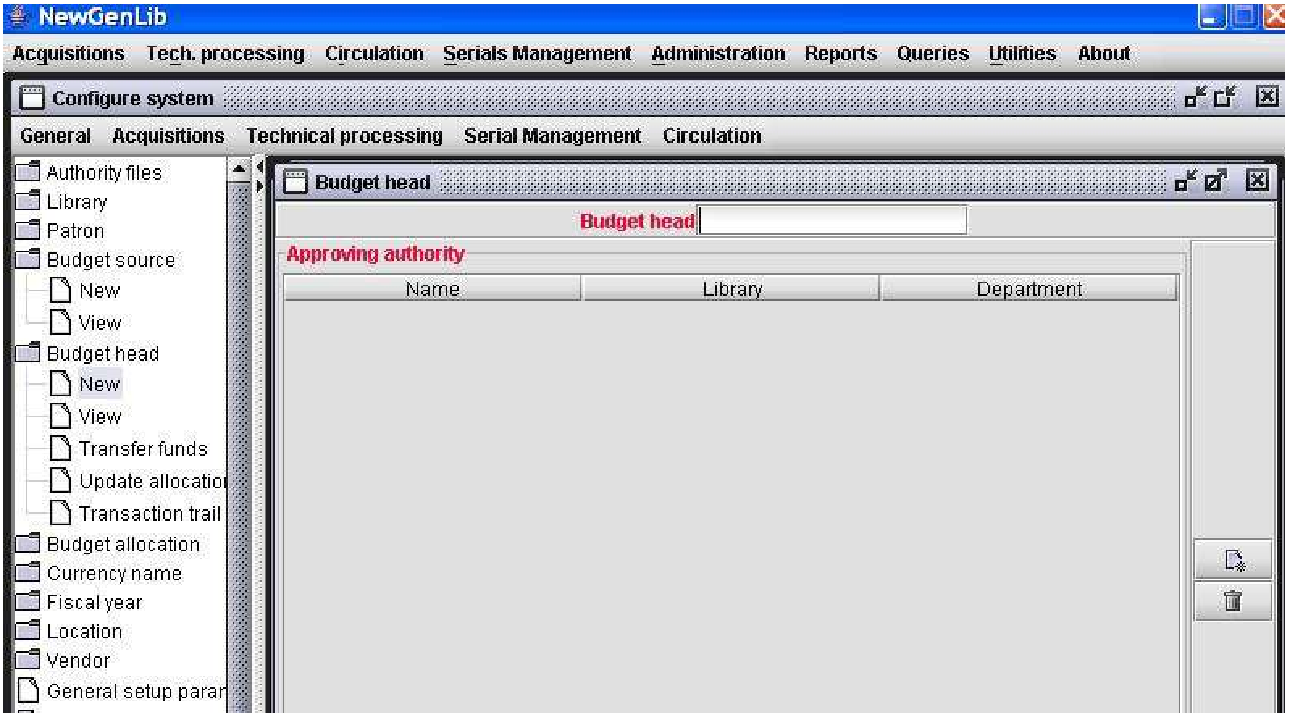
A Budget source (or funding source) could fund one or more budget heads. Before a library can begin to automate its book and serials and other acquisitions programmes, it is necessary that it first configures the fiscal (or financial) year, currency in which the library's budget will be maintained, Budget sources, Budget heads, and then allocate resources within the budget heads. The **Budget Head** system configuration parameter is meant to:

- Define new budget heads
- View Budget heads already defined
- Transfer funds from one budget head to another
- Update allocation of funds in one or more budget heads
- Generate a Transaction trail for one or more budget heads.

The above-mentioned tasks are each accomplished by clicking the following folder icons respectively: New, View, Transfer funds, Update allocation and Transaction trail.

To add a new Budget head do as follows.

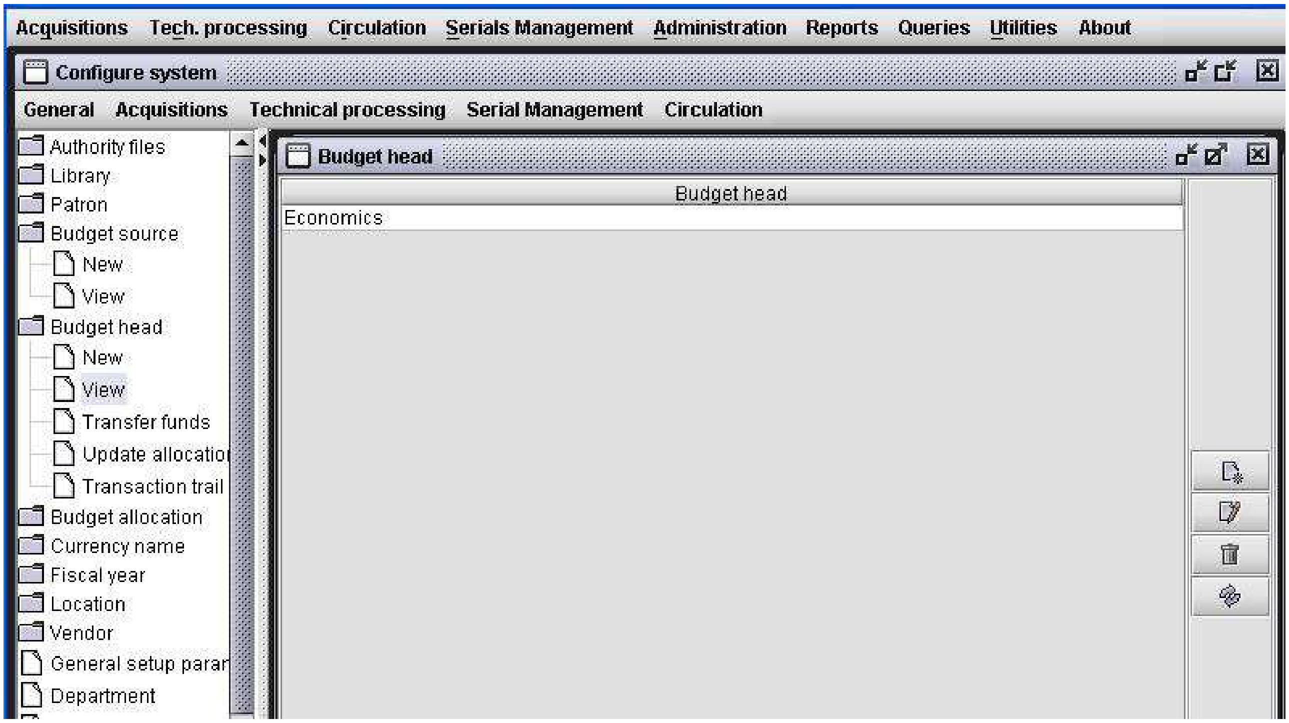
- Double click the New folder icon to open a screen (shown below).



- As can be seen, the Add new budget head screen has a text box at the top centre where you can enter the name of a Budget head. After this you will need to define who is the approving authority for this budget head. For instance in a university set up, it is usually the head of the department if the Budget head is for a Department. To define or identify one or more Approving authority (s) for the Budget head, click the New icon placed at the right hand side of the screen. This will open the Patron search window. You can the search for the name of the patron who is officially designated to approve expenditures incurred under the defined budget head.
- Select the patron designated to approve expenditures for the Budget head and click OK in the Patron search screen. This will populate the Add new Budget head screen.
- There is also a Delete icon placed below the New icon. If you wish to delete the name of an approving authority from the displayed ones, simply select the name by clicking it and then click the Delete icon.

To view already defined Budget heads do as follows.

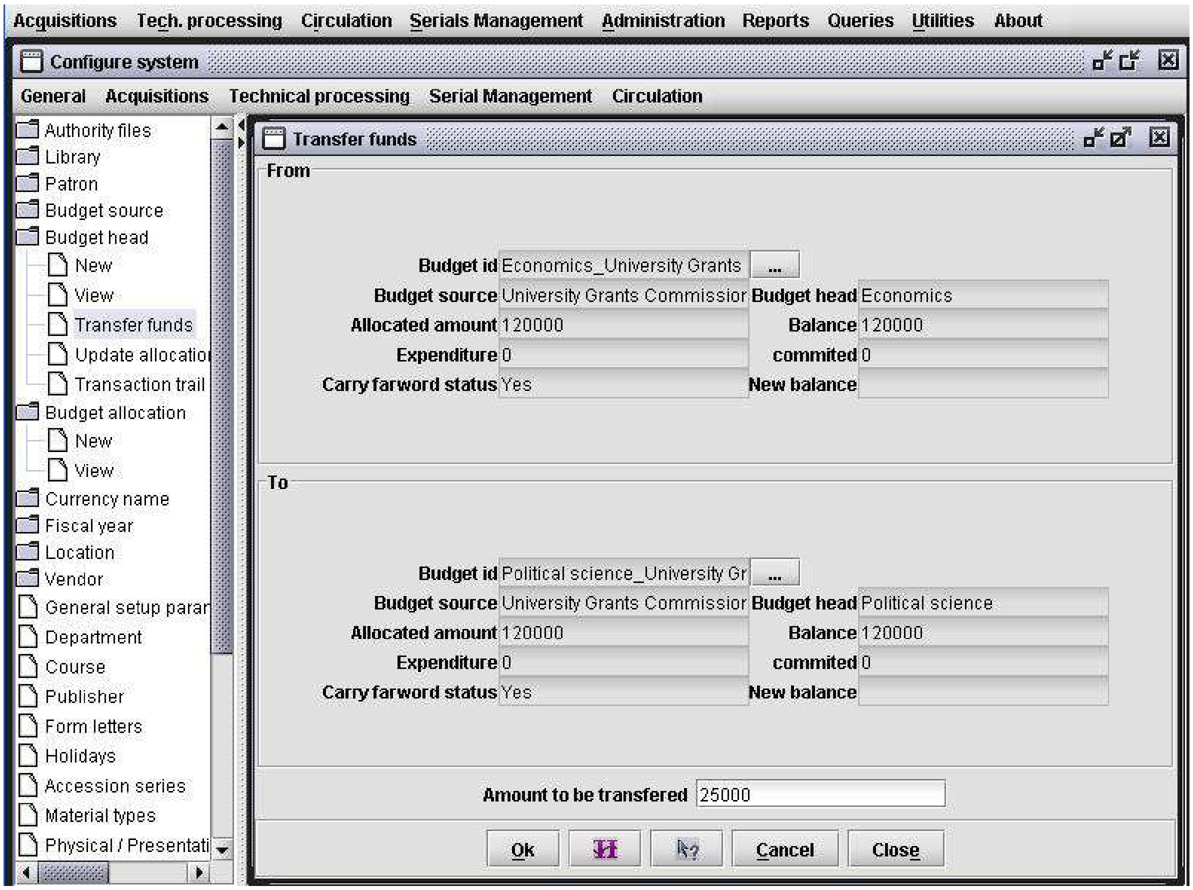
- Double click the View folder icon to open a screen (shown below) which shows all the defined Budget heads in a single-column table.



- To the right of the table are placed vertically, four icons for **New, Edit, Delete** and **Refresh**. Clicking the New icon allows you to define a new budget head.
- To edit the name of a budget head, select it in the displayed table and click the Edit icon (a + symbol). This opens a window with the name of the budget head and also showing the names of the approving authorities. It is possible to edit the name of the Budget source and/or one or more approving authority.
- To delete a budget head in the displayed table, select it and click the Delete icon to delete one or more Budget heads. You will be asked to confirm the deletion.
- The Refresh icon, simply refreshes the screen after modifications made if any.

To transfer funds from one Budget head to another do as follows.

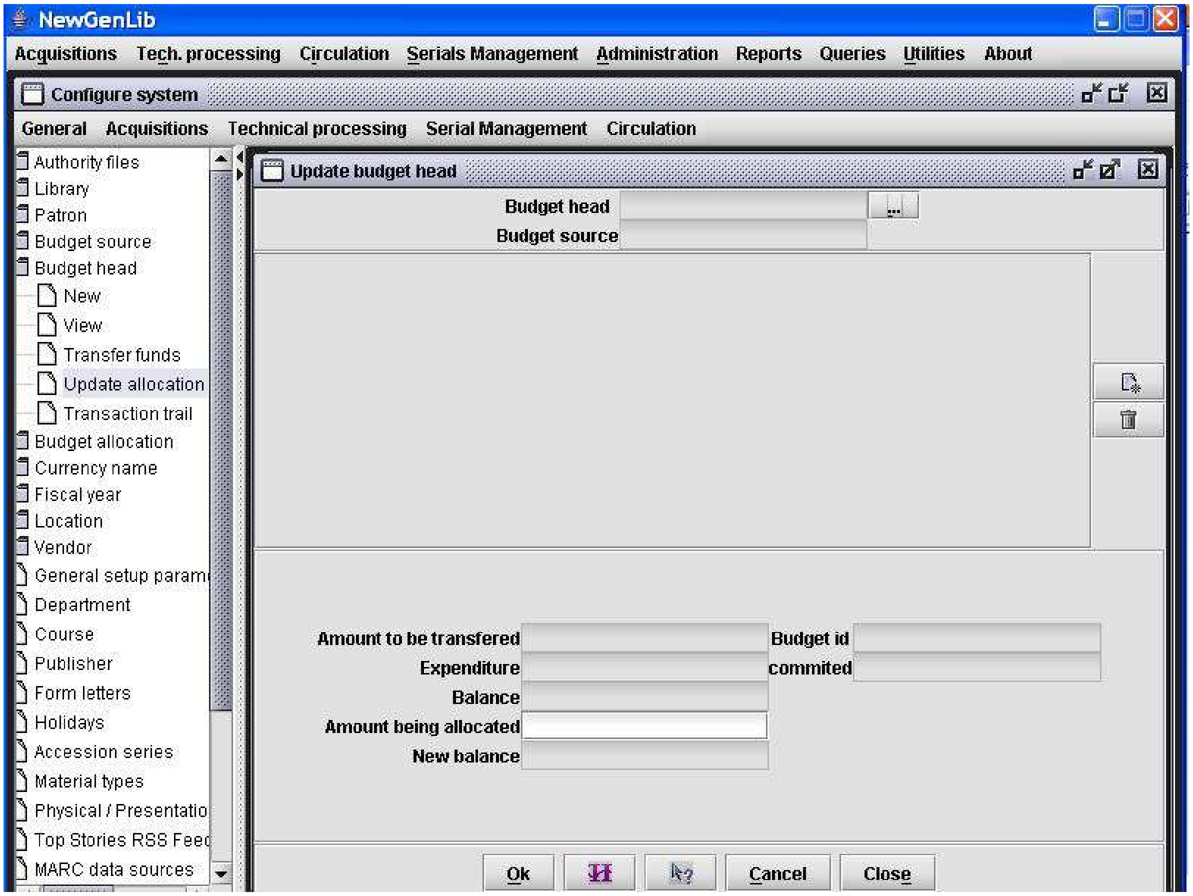
Double click the Transfer funds folder icon to open a screen (shown below). The screen has two panels, labeled **From** and **To.** Each of these panels has text boxes for various fields related to budget head information.



- In the panel labeled From, click the ellipsis button ('...'). An embedded window opens showing all the defined budget heads.
- Select the Budget head from which you wish to transfer funds from the table in the embedded window and click the OK button. This will populate the text boxes in the From panel with details of the Budget head, viz., its budget source, Budget_id, allocation, expenditure, and balance.
- Repeat steps 2 and 3 but in the panel labeled To.
- At the bottom of the screen, you will see a text box labeled Amount to be transferred. Enter the amount that you wish to transfer from the first budget head to the second.
- Click the OK button to commit the transfer of funds to the database.

To update allocation of funds to a Budget head do as follows.

- Double click the Update Allocation icon under Budget Head. You will see the screen shown below.

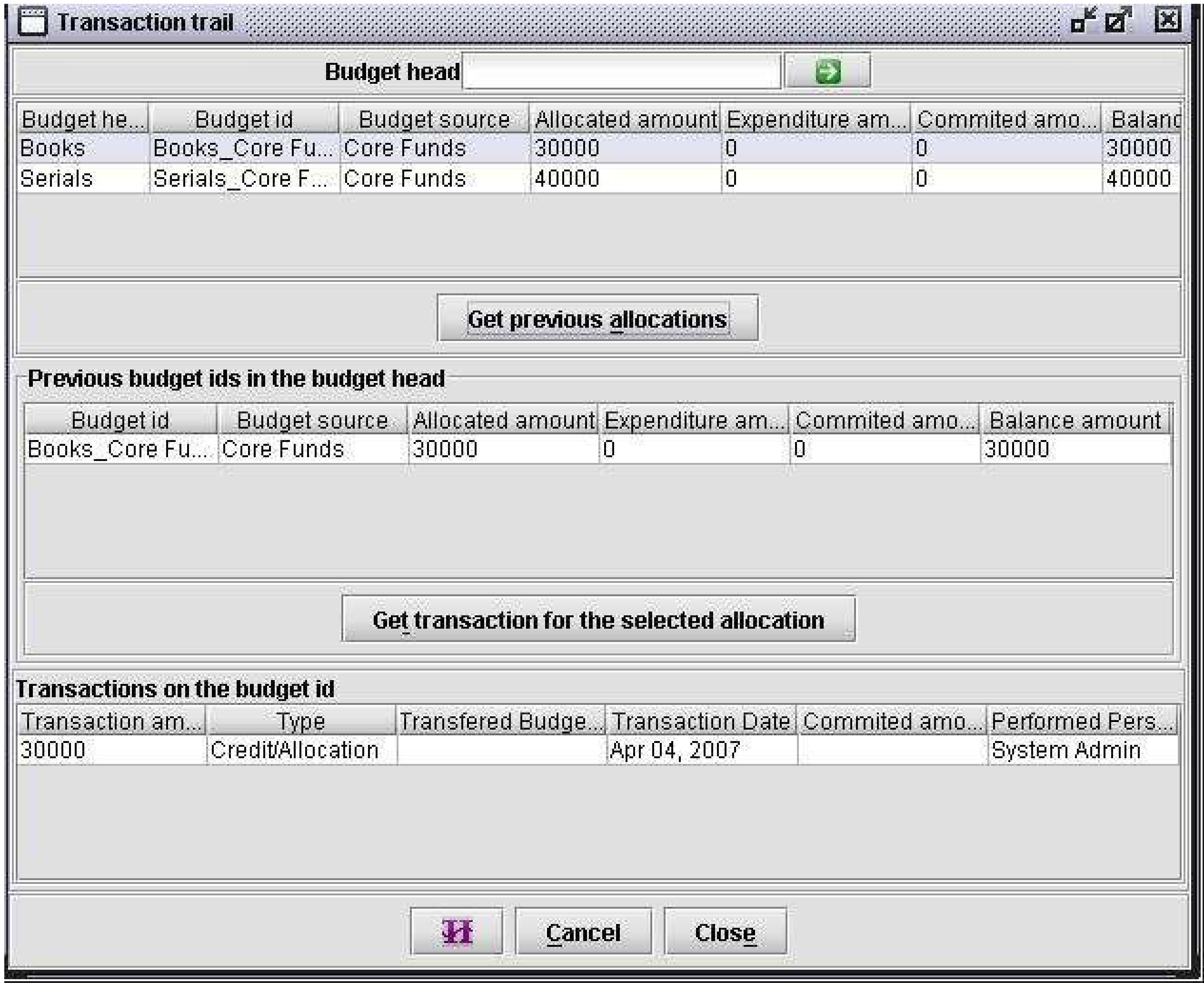


- Click the ellipsis ('...') icon next to the Budget head text box.
- An embedded window opens showing all the defined Budget heads and the allocations done.
- Select the Budget head whose allocation is to be updated. The amounts already allocated, committed, spent and balance as on date are shown in the lower panel.
- Enter the new amount that is now being allocated in the text box labeled Amount being allocated and click the OK button. This will update allocations of grants to the specific budget head,

Transaction trails

By transaction trail is meant a history of transactions (commitments, expenditures, allocations, etc.,) made within a budget head during a fiscal year.

To get a trail of transactions made in a specific budget head, click the folder next to Transaction trail. This will open a window shown below. Follow the steps below.

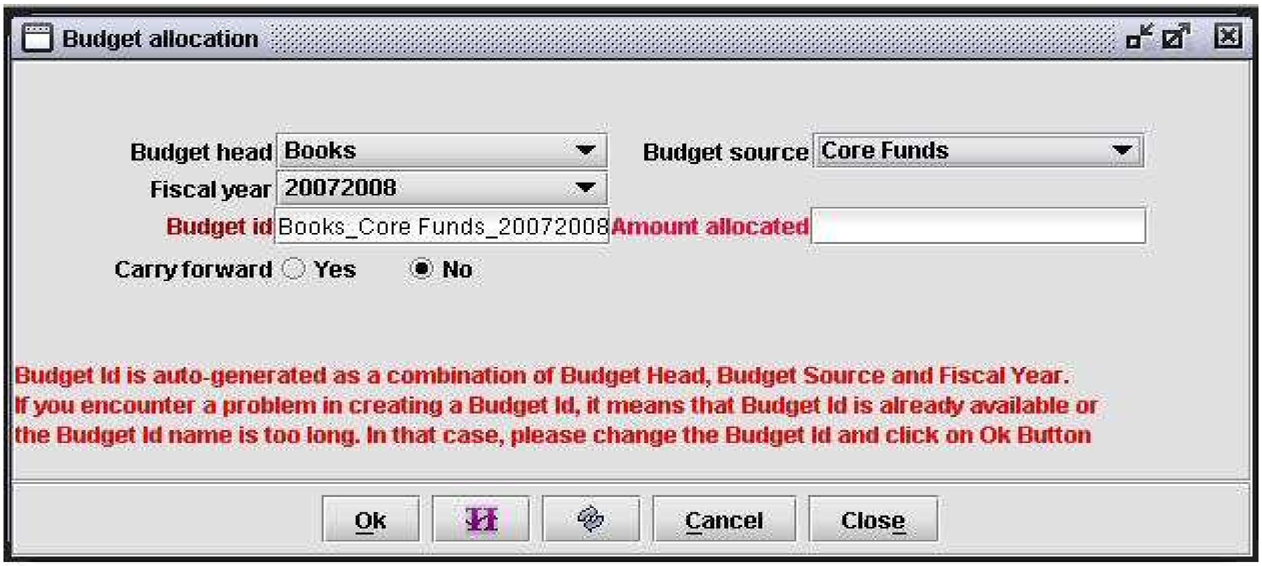


1. Click the Go button next to the Budget Head textbox. This will populate the table immediately below with the details of the Budget heads configured, allocations made, expenditure made, etc.
2. Click the **Get previous allocations** button. This will populate the allocations made in previous years if any.
3. Select any of these allocations and then click the **Get transaction trail for the selected allocation** button. The various transactions made for the selected allocation is shown in the bottom most table. You will see the dates and types of transactions made.

Acquisitions parameters – Budget allocations

Once budget sources and budget heads are defined, it is possible to allocate funds to one or more budget heads funded by one or more budget source.

To allocate funds to a particular budget head, double click the New icon next to Budget allocation and then click the icon. next to New. This opens a window shown below. Follow the steps given below.



1. Select the Budget Source and Budget Head from the respective drop down boxes shown above..
2. Select the Fiscal year for which the allocation is being done.
3. The Budget_id is automatically generated and contains elements from the Budget head and Budget source. If the length of the automatically generated Budget_id is more than the allowed, you will be told and you can reduce the length manually by deleting characters in the ID.
4. Enter the amount to be allocated in the Amount allocated text box.
5. Click the OK button to commit the allocation.

To view budget allocations already made, click the folder icon next to View. You will soon see a table of budget heads, allocations, related to the different budget heads.

Click the Close button to dispose the window and return you to the previous screen.

Acquisitions parameters – Currency and conversions

It is possible to define one or more currencies in which materials are invoiced and paid for during acquisitions and this function allows Acquisitions librarians to define currencies and conversions into the local budget currency. The local budget currency, i.e., the currency in which the budget of the library is maintained, is defined as a General Setup parameter.

Although currency names and conversions are shown as if they are parameters used only in the Acquisitions module, these are used also in the Serials management module.

1. Double click the **Currency name** parameter in the vertical frame on the left of the Configure system screen. You will soon see the New folder icon. Double click the New folder icon and a window opens with a drop down box labeled Currency name showing the currencies that are already defined. The drop down box is followed by a green Go button.

2. To define a new currency, enter the name of the currency in the drop down text box area and click the Go button. You will now see an embedded window which allows you to enter a conversion rate (from the new currency to the local budget currency) and a date with effect from which the conversion is effective. You can select a date from the calendar component if required.

3. To the right of the screen, you will see three icons placed vertically for New, Edit and Delete. Click the New icon to define a new currency as described in paragraph 1, above. To edit a currency and its conversion rate, select its row in the table and click the + (or Edit) icon and soon you will see the same embedded window as described in paragraph 2 where you can edit the conversion rate and choose a date with effect from which the rate is valid.

4. Similarly, to delete a currency, select its row in the table and click the Delete icon. You will be asked to confirm the deletion.

Acquisitions parameters - Fiscal years

Budgets and expenditures are usually associated with allocations done during a fiscal (or financial year). This function allows Acquisition's librarians to define Fiscal years, i.e., the period when a fiscal year begins and when it ends. For instance in India, a fiscal year (or financial year), e.g., 2004-2005, begins on 1 April 2004 and ends on 31 March 2005.

1. Double click the **Fiscal year** parameter in the vertical frame on the left of the Configure system screen. You will soon see the New folder icon. Double click the New folder icon and a window opens. On the right of the window there are four icons placed vertically for New, Edit, Delete and Refresh.

2. Click the New icon and soon you will see an embedded window where you can select the Start date and End date of the Fiscal year in separate calendar components. Once you do this, three other text boxes, viz., Fiscal year, Year 1 and Year 2 automatically get populated.

3. To Edit details of a Fiscal year, select its row in the table and click the + (or Edit) icon and soon you will see the same embedded window as described in paragraph 2 above. You can now edit the Start year and End year of the Fiscal year.

4. To Delete a Fiscal Year, select its row in the table and click the Delete icon. You will be asked to confirm the deletion. If postings have been made for the Fiscal year, deletion will not be allowed.

5. The Refresh icon, simply allows you to see whatever changes that were done by recalling data from the database.

Acquisitions parameters – Location

A library could shelve its materials such as books, serials, CDs, audio cassettes, video recordings, etc., in various physical locations. It is possible to specify along with the call number assigned to a physical item, the actual location where it is shelved. This parameter allows the library to define the different locations in a library where items will be shelved. Also, it is possible to specify the location on a graphical map of one or more floors of the library. The display of records in the OPAC shows also the location where the item is shelved. Further if the location is marked on a map, the user can click on the location and see on the map the location and directions for reaching the location.

Although we have shown Location as if it is an Acquisitions parameter, it is also used within the Technical Processing and database development module.

1. Double click the Location parameter in the vertical frame on the left of the Configure system screen. You will soon see two folder icons: New and View.

2. **To define a new location**, double click the New folder icon. This will open a window with a text box labeled Location and a Drop down box labeled Map showing different image files (of library floor maps. Image files are JPG files of up to 750 x 150 pixels) already defined, if any. You will also see a button labeled 'Mark on Map'.

3. Enter the name of the new location in the text box. To mark the location on the map, first select the appropriate image on which to mark the location from the drop down box labeled Map. Then click the 'Mark on Map' button. This will open the Image file. Once the file is open. Click on the space where you wish to mark the location and drag the cursor. This will place a red mark to indicate the location on the chosen map. Finally click the OK button on he bottom of the screen to confirm the addition of the new location.

4. **To view the locations already defined,** double click the View folder icon. This will open a window showing all the locations already defined as a table with 2 columns: Location and Coordinates. The Coordinates column shows the Map and the actual coordinates on the map of the location.

5. On the right of the window there are four icons placed vertically for New, Edit, Delete and Refresh. To edit a location, select the location in the table shown during the View as described in paragraph 3, above and click the Edit icon. This will open an embedded window where you can edit the name of the location and/or the map and re-mark the map to indicate the location.

6. To delete a location, select the location in the table shown during the View as described in paragraph 3, above and click the Delete icon. You will be asked to confirm the deletion. If postings have been made for the location, deletion will not be allowed.

7. The Refresh icon, simply allows you to see whatever changes that were done by recalling data from the database.

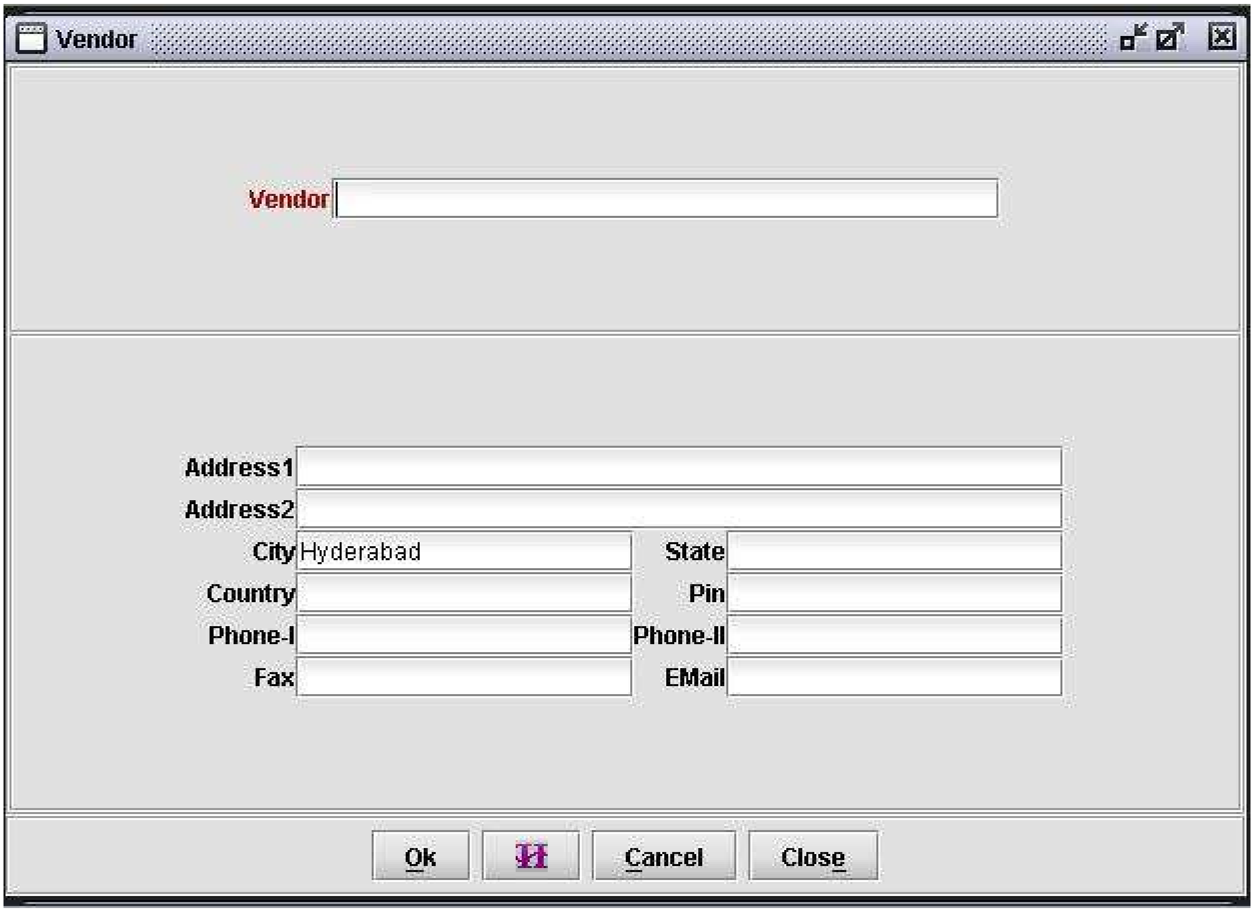
Acquisitions parameters – Vendors

A library orders its materials (books, serials and others) from a few vendors and it is possible for it to create a database of such vendors which are then available during order processes in the books and serials acquisitions modules.

Although we have shown Vendors as if it is an Acquisitions parameter, it is also used within the Serials management module.as well..

1. Double click the Vendor parameter in the vertical frame on the left of the Configure system screen. You will soon see two folder icons: New and View.

2. **To create a new vendor**, double click the New folder icon. This will open a window with two panels (figure below). The top panel has a text box labeled Vendor. Enter the name of the vendor in the text box. The bottom panel has several text boxes and drop down boxes where you can enter address information and data about phone, email and fax of the new vendor.



2. After entering the name and address information, click the OK button to save the vendor data to the database.

3. **To view the details of a vendor** double click the View folder icon to open a window which shows two panels. The top panel has a table of already defined vendors. The bottom panel is an address panel.

4. **To edit the details of a vendor**, select a vendor in the table (in the View option) and the address of the selected vendor is populated in the address panel. The four icons placed vertically next to the table represent New, Edit, Delete and Refresh. To Edit the details of the selected vendor, click the Edit icon. The details are populated in the window shown above. The details may be edited and saved to the database.

5. **To delete a vendor**, select a vendor in the table (in the View option) and then click the Delete icon. You will be asked to confirm the deletion.

6. The Refresh icon, simply allows you to see whatever changes that were done by recalling data from the database.

Acquisitions parameters – physical presentation/form

Bibliographic items belonging to one or other material type could also be presented in one or more physical forms. For instance, a book (monograph) could be physically distributed as a CD-ROM. Similarly, an item could be presented in the form of a drawing and so on. The physical form book is the commonly used one in libraries.

NewGenLib uses MARC-21 as the bibliographic data format and all physical/presentation forms that the format specifies is already available for use**.** It is not usually required for libraries to define any new physical/presentation forms. However, this option has been provided to take care of exceptional needs.

Although we have shown Physical presentation/form as if it is only an Acquisitions parameter, it is also used within the Technical Processing and database development module.

Double click the folder icon next to Physical/Presentation forms. This will soon open a window with a table of physical/presentation forms that are already available in the drop down list and four icons placed vertically on the right of the screen. These icons represent: **New, Edit, Delete** and **Refresh** respectively from top to bottom.

To create a new physical/presentation form entry in the drop down list, click the New icon. An embedded window opens in which you enter: the name of the new form being added. Click the OK button to commit the addition to the drop down list. Duplicate physical forms are not permitted.

To edit the name of a physical/presentation form, select it in the table and click the Edit icon. An embedded window containing the text of the form to be edited opens. You may now modify this and then click the OK button to commit the change to the drop down list.

To delete a physical/presentation form, select it in the table and click the Delete icon. You will be asked to confirm the deletion. Once this is confirmed the entry for the material type will be deleted from the drop down list.

To refresh the contents of the table, click the refresh icon. This will populate the table with all the changes that may have been carried out.

Acquisitions parameters – Publishers

It is possible to create a drop down list of publishers using this option. Once such a list is available, data entry of publishers in cataloguing templates, acquisitions and in serials management modules Is not necessary; they can be selected from the drop down list.

Double click the folder icon next to the Publisher. This will soon open a window with a table of publishers that are already available in the drop down list and four icons placed vertically on the right of the screen. These icons represent: **New, Edit, Delete** and **Refresh** respectively from top to bottom.

To create a new publisher entry in the drop down list, click the New icon. An embedded window opens in which you enter: the name of the publisher as you wish to see in cataloguing templates and OPAC and other display's, URL of the publisher's web site, email and address in the text boxes that you see in the embedded window. Click the OK button in the embedded window after entering the details. This will create an entry in the Publisher drop down list.

To edit the details of a publisher that has already been created, select the publisher in the table and then click the Edit icon. This will open an embedded window that shows the already entered details. You may now edit or modify the entered details, add missing information and/or delete the details of a text box. Click the OK button in the embedded window to commit the changes to the drop down list.

To delete a publisher from the drop down list, select the publisher in the table and then click the Delete icon. You will be asked to confirm the deletion. Once this is confirmed the entry for the publisher will be deleted from the drop down list.

To refresh the contents of the table, click the refresh icon. This will populate the table with all the changes that may have been carried out.

Acquisitions parameters – Accession series

A library acquires different types of materials: monographs, serials, pamphlets, theses, CDs, etc. Each of these materials may be accessioned using a different series of accession numbers rather than combining all the different materials in one sequence of accession numbers. For instance all Serials may be accessioned using a prefix P (for periodicals) and thus such materials may carry accession numbers in the sequence P1, P2, P3, ... P12000 and so on. In other words, a library could have more than one Accession number series to identify its collection of materials. This parameter allows a library to define the different Accession series that it has. This information is then used by the cataloguing module when adding holdings data to help automatically generate the next unique accession number in a series which also acts as a unique bar code Id for an item which is added to a library's collection.

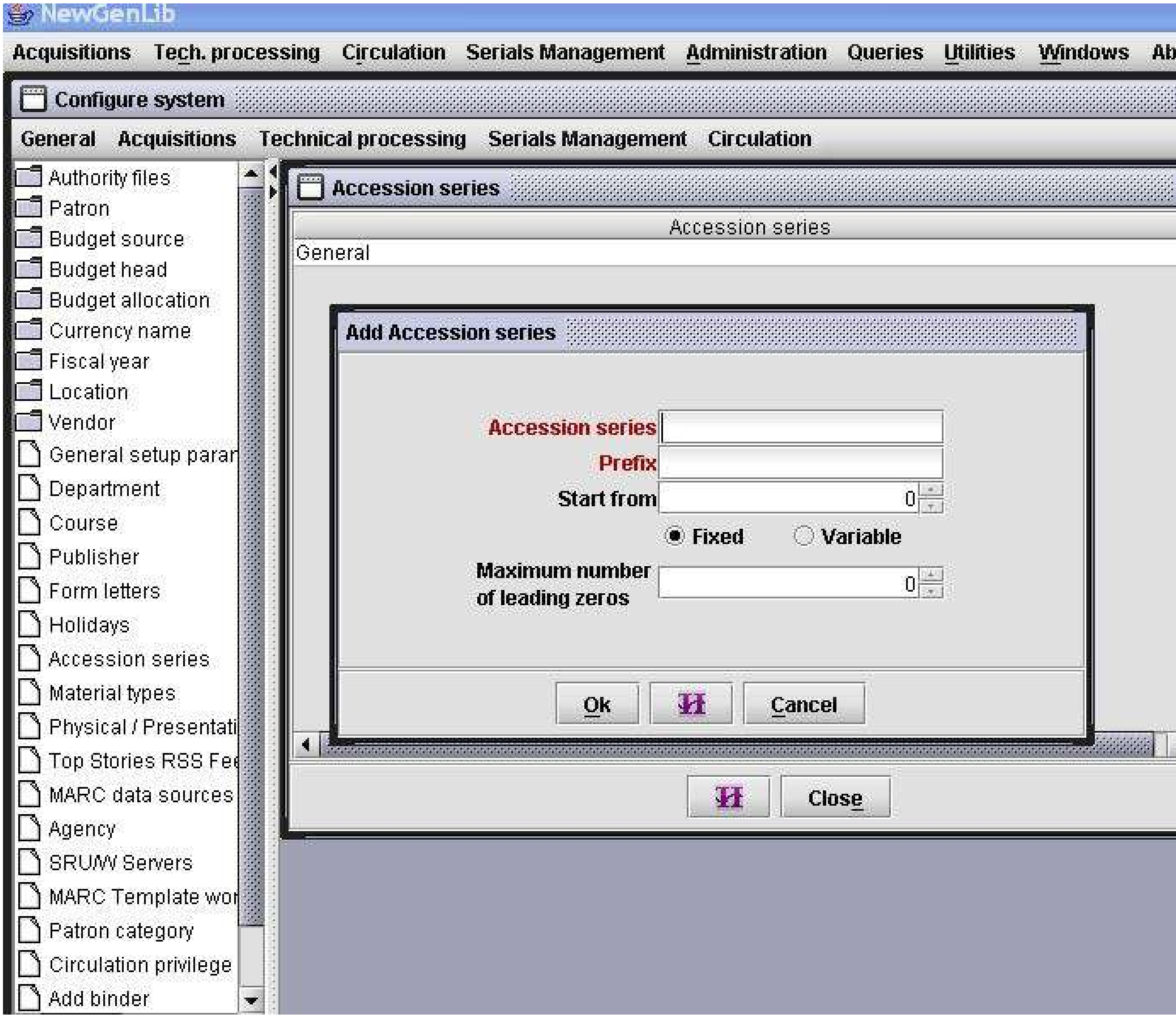
Although the parameter, Accession series is shown as an Acquisitions parameter, it is used also in the Technical Processing and database development module.

1. Double click the Accession series folder icon and you will see a window showing a table with Accession series that have already been defined, if any. You will also see on the right of the table, four icons placed vertically for: New, Edit, Delete, and Refresh.

2. To define a new accession series, click the New icon. This will open an embedded window with the following components:

- Two text boxes labeled Accession series and Prefix. You can enter the name of the Accession series and the prefix used for the series if any respectively in these boxes.
- A Spin control labeled Start from where in you can enter the accession number (a numeric figure) from which the series begins.
- Two radio buttons labeled Fixed and Variable. Depending on whether the accession numbers (the numeric part is fixed in length or variable) check the appropriate radio button. For instance if accession numbers begin with 1 and go on continuously, then the correct radio button to check is Variable.
- A text box labeled Maximum number of leading zeros. Some libraries like to use a fixed length accession number by padding the front with leading zeros, e.g., 00001, 00002 ... 01000, 01001, etc. In such a case the library expects that the maximum accession number will not exceed 99999. In such a case, the maximum number of leading zeros will be 4. This text box is not required to be filled if the accession number is a variable length number.

Once you enter the above information, click the OK button to commit information about the new Accession series to the database.



3. To edit information about an Accession series, select the series in the table and click the Edit icon. This will open an editable window where the name of the series, the starting number, whether it is fixed or variable in length, etc., can be edited.

4. To delete an accession series select the series in the table and click the Delete icon. You will be asked to confirm the deletion. If items are already assigned in this series, deletion will not be allowed.

5. The Refresh icon, simply allows you to recall data from the database to view all the changes posted to the database.

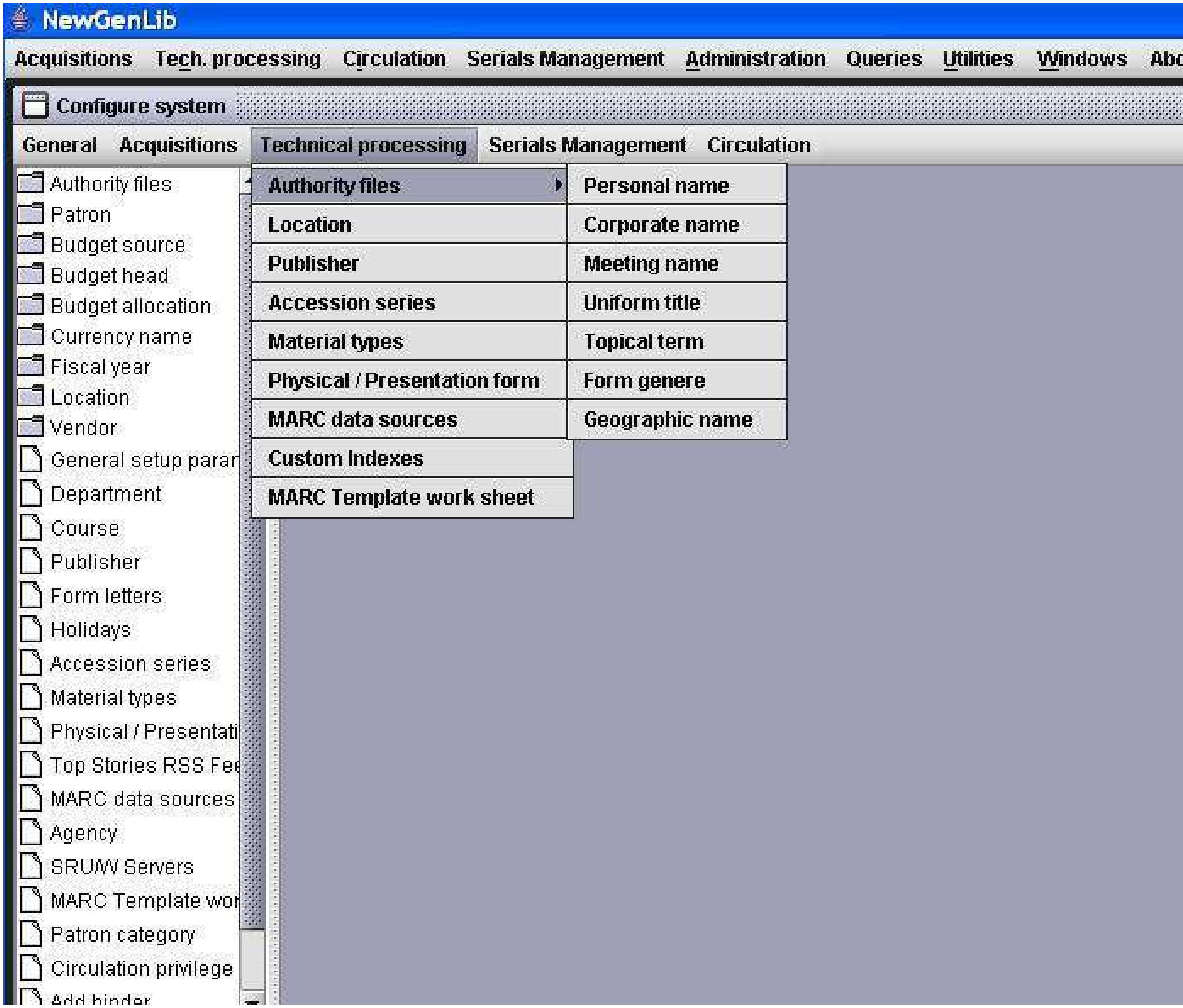
Technical Processing and database development parameters

Technical processing and database development parameters – authority files

NewGenLib allows a library to pre-define various types of authority files. These are then used to validate bibliographic records that are either entered or imported. The different authority files are automatically updated during the cataloguing process.

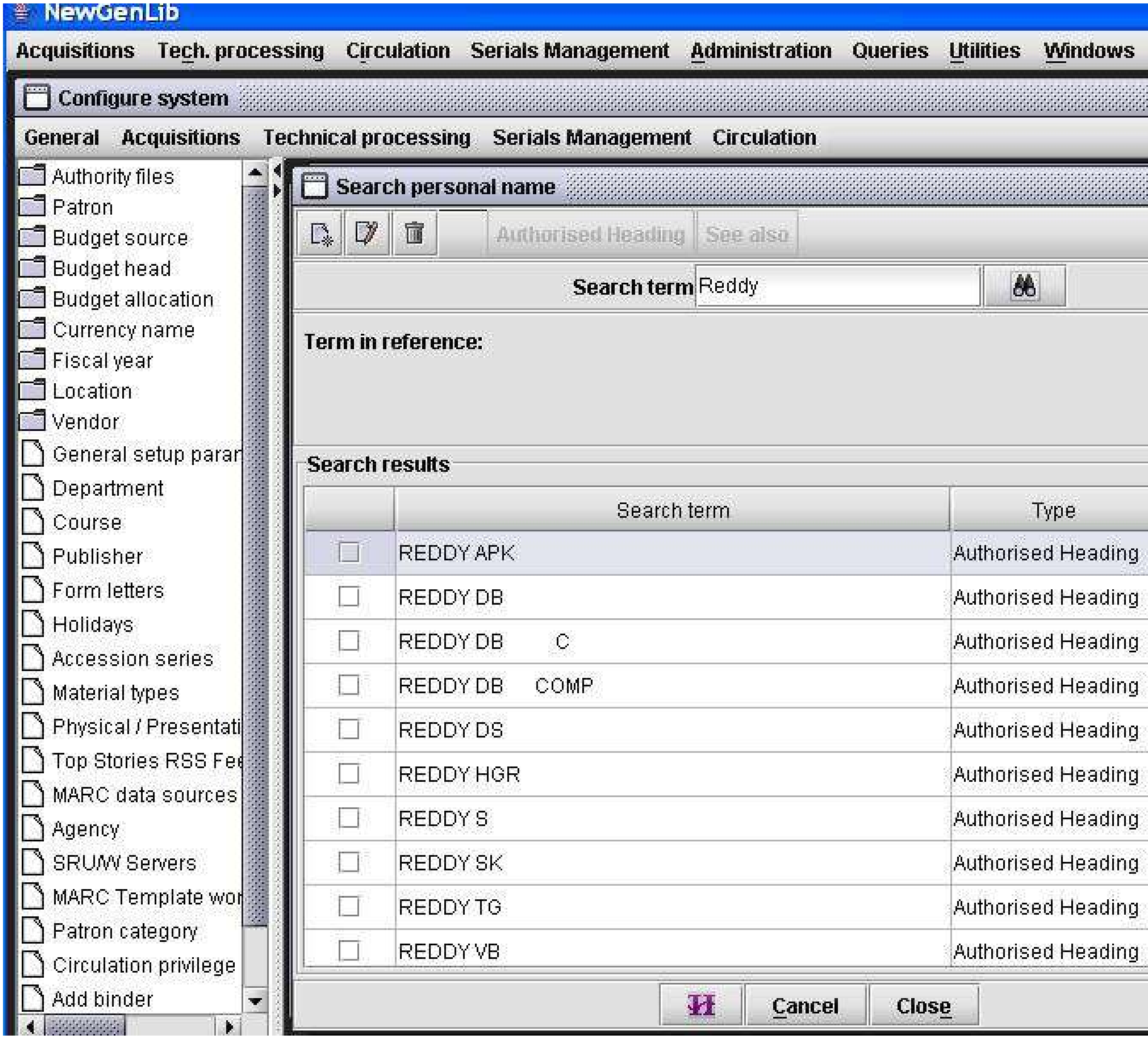
Personal name authority records

To define personal name authority records, click the Administration > Configure system and then the Technical processing menu option. You will see a menu. Place the cursor on the option Authority files and then click personal name. (See figure below).

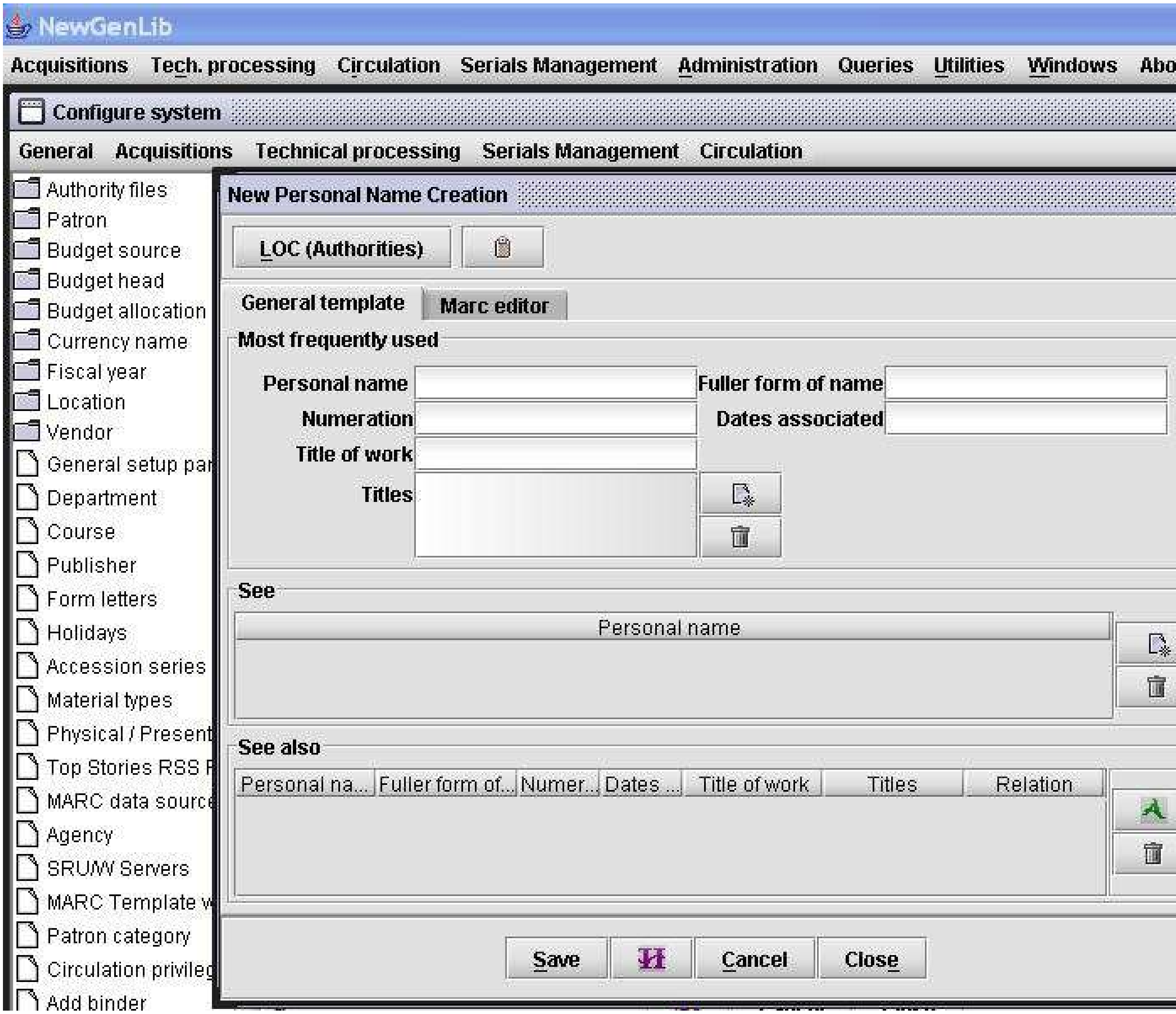


.

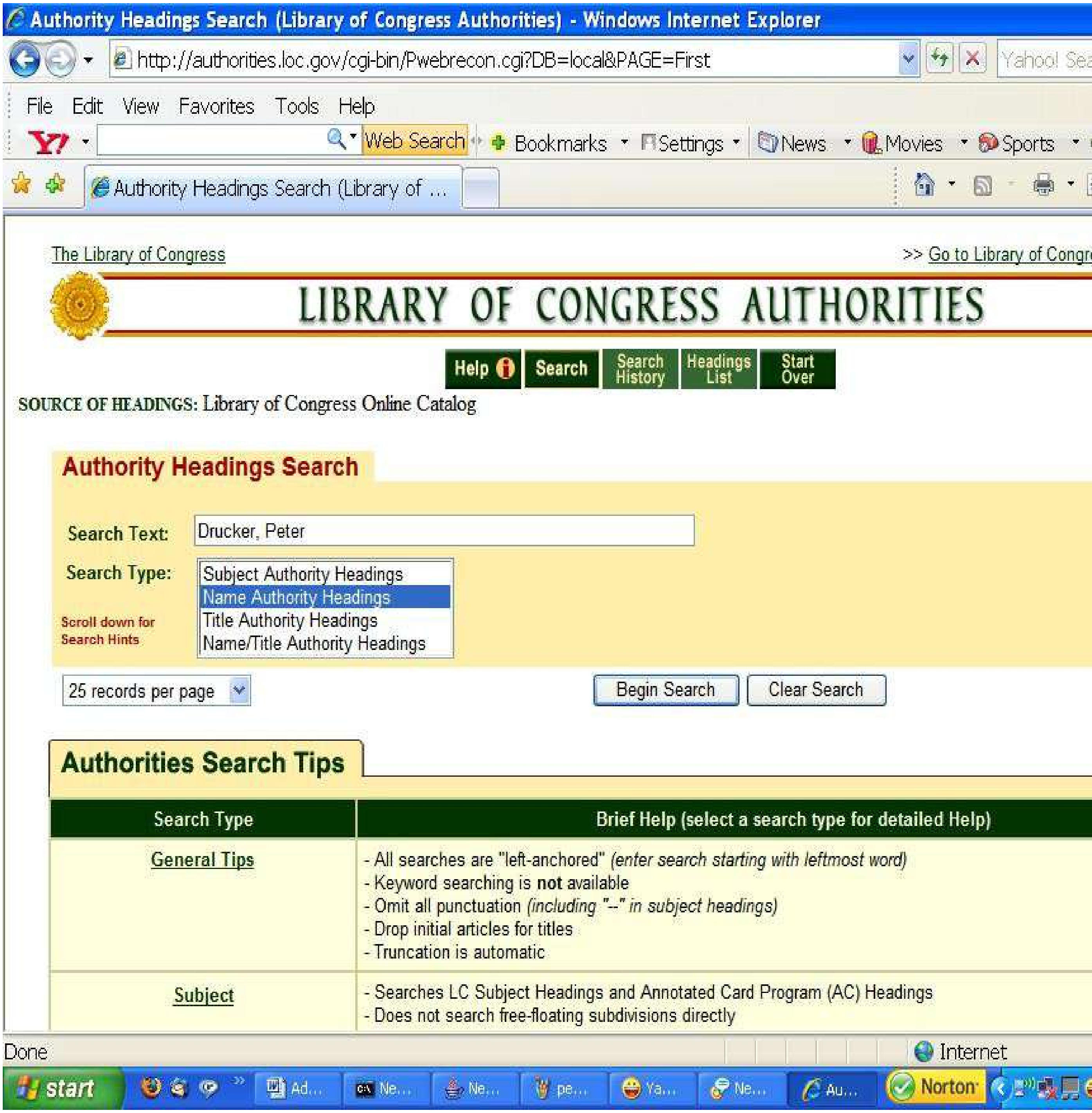
You will soon see a new window as shown in the figure below.



- Before creating a new personal name authority record, it is possible to verify if the name is already in the authority file. This is done by entering the name in the text box labeled Search term and then clicking the search icon. Authority records that match the search term will be shown in a table shown above.
- If the name already exists in the authority file, simply click the close button,
- In case the name is not in the authority file and you wish to add it, click the New icon at the top left of the window. This opens another window shown in the figure below.

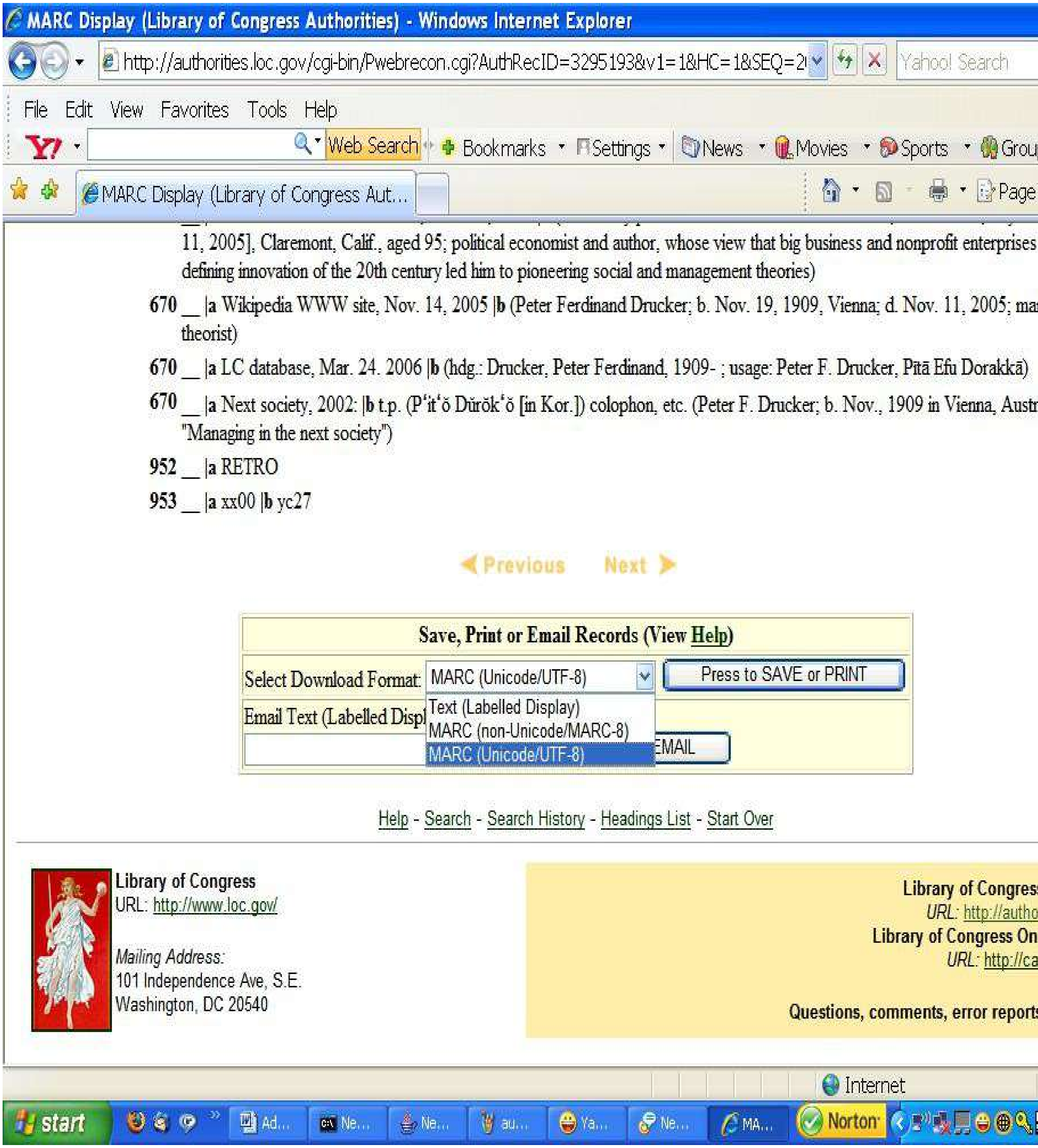


4. It is possible to connect to the Library of Congress' (LoC) Authorities database to search and download authority records. This is because NewGenLib supports the MARC-21 format for Authority records. Imported records will allow both *See* and *See also* references between authorized headings and non-authorized headings. To import records from LoC, follow the steps below.
5. Click the LOC (Authorities) button. This will connect you to the LoC Authorities database. (See figure below). In the example, we have chosen the name Drucker, Peter as the name for which we wish to create an authorized heading.



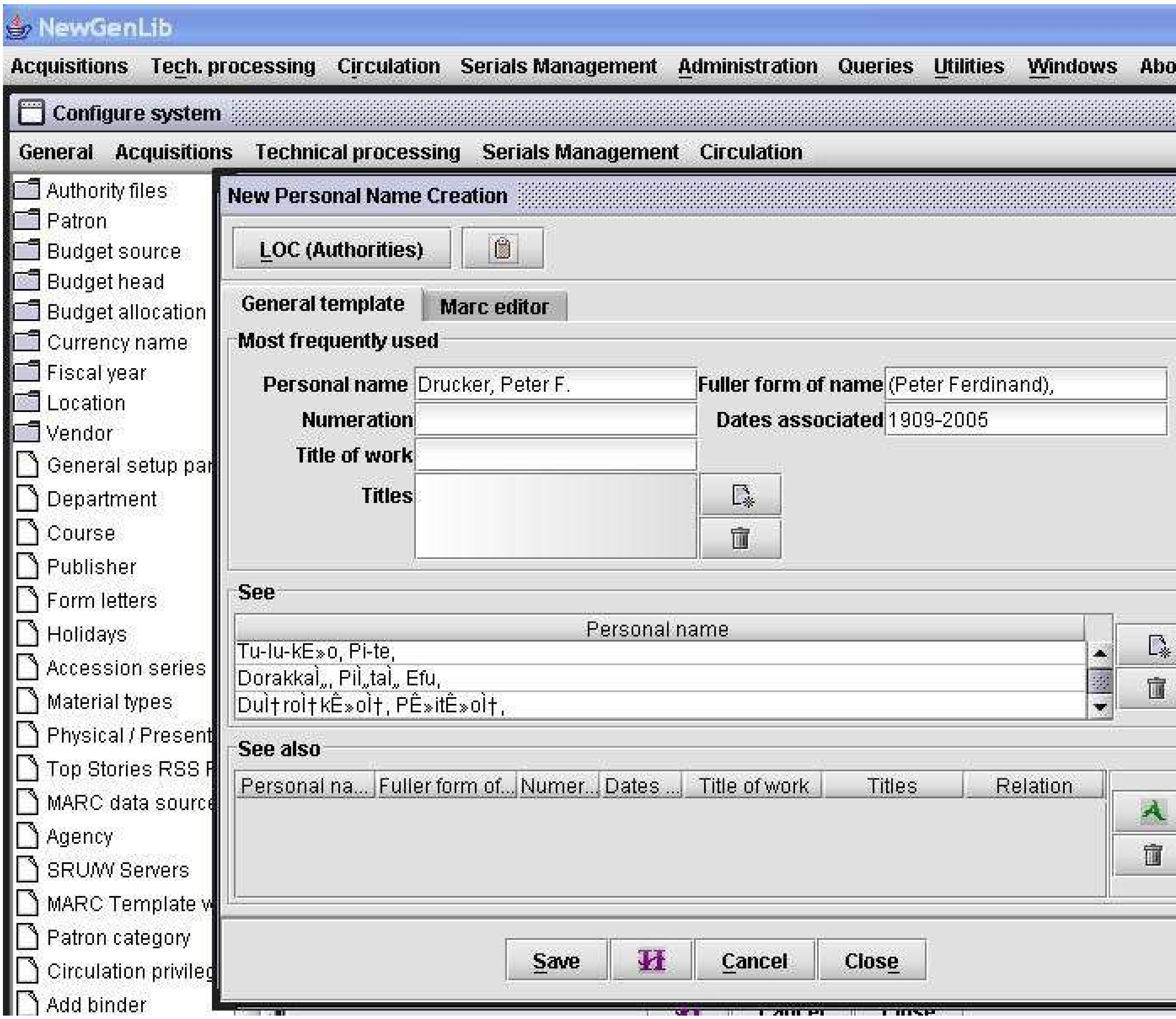
6. Search for the authority record of the personal name that you wish to enter into the local database. Once this is retrieved, look for the entry for the authorized heading. (See figure below).

7. Click the link to view the authority record as a MARC-21 authority record.
8. In the page that opens, save the record as a MARC-21 UTF8 ISO-2709 record. See figure below.



9. The ISO file that results is a long string. Select this by pressing the keys <ctrl> and <A> simultaneouslly and then copy the selection to the clipboard by pressing the keys <ctrl> and <C> simultaneously.

10. In the NewGenLib personal name authority.window, click the paste button to import the MARC-21 authority record to the local authority file. You will see that the authorized heading as well as the see and see also references are imported. See figure below.



11. You will see that the window shown above has two tabs viz., General template and MARC editor. The General template is open by default. The imported record can be edited, for instance a new see or see also entry may be made in another language.
12. Click the Save button to save the authority record to the local authority record.

Corporate name authority records

To define corporate name authority records, click the Administration > Configure system and then the Technical processing menu option. You will see a menu. Place the cursor on the option Authority files and then click corporate name.

The process to define a new corporate name or to import it from the LoC authorities database is identical to that for personal names, except that you search for corporate names in the name authority headings and follow the same steps as in the case of personal names.

Meeting name authority records

To define meeting name authority records, click the Administration > Configure system and then the Technical processing menu option. You will see a menu. Place the cursor on the option Authority files and then click meeting name.

The process to define a new meeting name or to import it from the LoC authorities database is identical to that for personal names, except that you search for meeting names in the name authority headings and follow the same steps as in the case of personal names.

Uniform title authority records

By uniform title, is meant the common title of a multivolume work or the name of a series title.

To define uniform title authority records, click the Administration > Configure system and then the Technical processing menu option. You will see a menu. Place the cursor on the option Authority files and then uniform title.

The process to define a new uniform title or to import it from the LoC authorities database is identical to that for personal names, except that you search for title in title authority headings and follow the same steps as in the case of personal names.

Topical term authority records

To define topical term authority records, click the Administration > Configure system and then the Technical processing menu option. You will see a menu. Place the cursor on the option Authority files and then Topical term.

The process to define a new topical term or to import it from the LoC authorities database is identical to that for personal names, except that you search for topical term in the subject authority headings and follow the same steps as in the case of personal names.

Form genre authority records

By form genre is meant the internal form in which information is presented, e.g., bibliographies, festschrift. However, most of form genre terms are also subject terms. Follow the process given under topical terms authority records.

Geographic name authority records

Geographic names, e.g., names of countries, continents, places are subject to change over time. Also, they are language dependent. It is usual to take one form of the geographic name as an authorized heading and then provide see and/or see also references to the authorized form of the geographic name.

Geographic names are also to be found as subject terms. To create new geographic name authority records, follow the same process as for topical terms.

Technical processing and database development parameters – material types

By Material type is meant the nature of the bibliographic record being described. The type ‘language material’ is used for print-on-paper materials. There could be other types, e.g., Manuscript music, projected medium. NewGenLib uses MARC-21 as the bibliographic data format and all material types that the format specifies is already available for use**.** It is not usually required for libraries to define any new material types. However, this option has been provided to take care of exceptional needs.

Double click the folder icon next to Material types. This will soon open a window with a table of material types that are already available in the drop down list and four icons placed vertically on the right of the screen. These icons represent: **New, Edit, Delete** and **Refresh** respectively from top to bottom.

To create a new material type entry in the drop down list, click the New icon. An embedded window opens in which you enter: the name of the new material type being added. Click the OK button to commit the addition to the drop down list. Duplicate material types are not permitted.

To edit the name of a material type, select it in the table and click the Edit icon. An embedded window containing the text of the material type to be edited opens.

You may now modify this and then click the OK button to commit the change to the drop down list.

To delete a material type, select it in the table and click the Delete icon. You will be asked to confirm the deletion. Once this is confirmed the entry for the material type will be deleted from the drop down list.

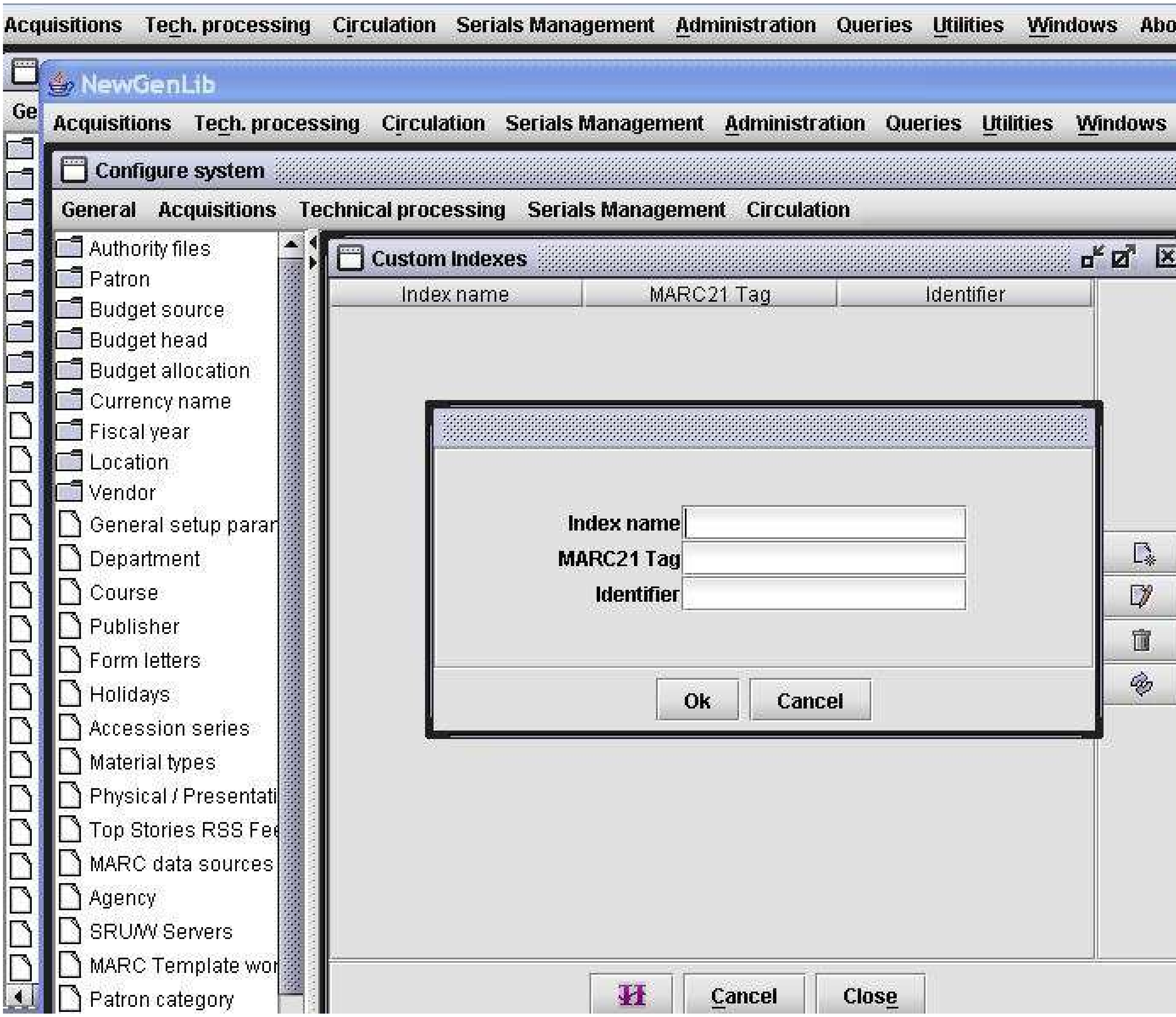
To refresh the contents of the table, click the refresh icon. This will populate the table with all the changes that may have been carried out.

Technical processing and database development parameters – Custom indexes

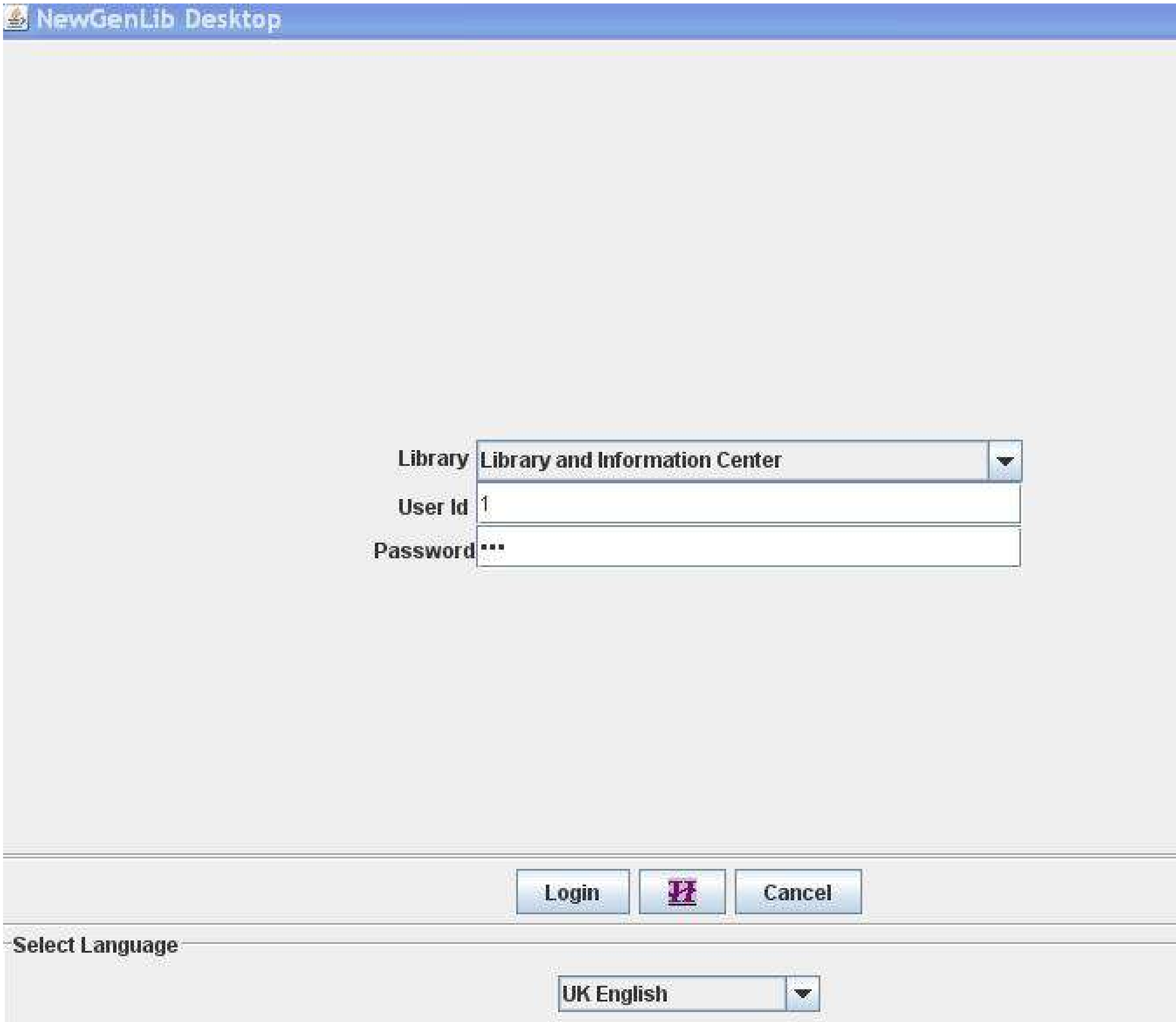
NewGenLib automatically creates indexes for fields which are normally searched. However, some libraries require that othet fields are also indexed so that they become search able. For instance, it may be required to index the publisher field so that searches by publisher becomes possible. These indexes are called custom indexes.

Click Technical processing > Custom indexes. You will see a new window with a table showing the custom indexes already defined and four icons placed vertically next to the table standing for New, Edit, Delete and Refresh.

To define a new custom index, click the New icon. You will now see an embedded window shown in the figure below.



1. Enter the name of the custom index
2. Enter the MARC-21 tag for the field to be indexed, e.g., 260 for the Publisher tag
3. Enter the sub field identifier for the field to be indexed, e.g, a for publisher.
4. Click the OK button to confirm the creation of the new custom index.
5. The custom index has to be built programmatically before it becomes usable both in the applet (or librarian's interface and in the OPAC. To do this double click the icon for NewGenLib Desktop and enter your user Id and password. See figure below.



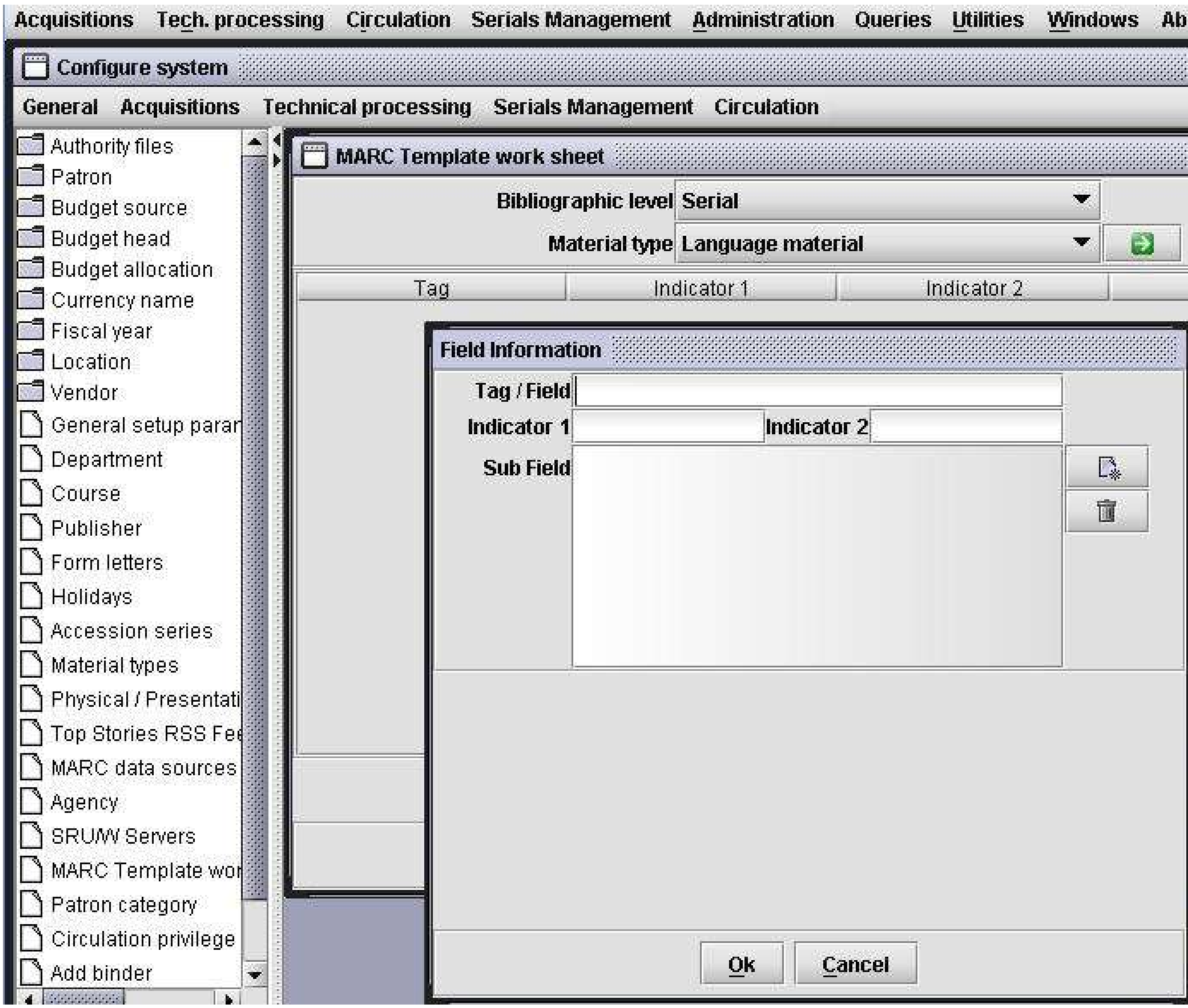
6. Once you successfully login, you will see the opening page of the Desktop application and the menu options. See figure below. Click the Utilities menu option and then the Build custom indexes sub-option.

6. Select the index to Build/rebuild if only a single index is to be built/rebuilt.
7. Click the **Rebuild all Custom indexes** if you wish to build or rebuild all the indexes, or click **Rebuild Selected Custom Indexes** to rebuild the selected index.
8. It is important to remember that the custom indexes are to be rebuilt each time new records are added to the database. Index rebuilding is time consuming depending on the number of records in the database.
9. Once the above operations are done, the new indexes will become available and hence the fields search able via the applet and the OPAC.

Technical processing and database development parameters – MARC template worksheets

NewGenLib provides a default MARC-21 worksheet for monograph records. It is possible to define worksheets for other bibliographic levels and material types. Once these are defined they become available for use during primary cataloguing and during modification of catalogue records with the MARC-21 template..

Click Administration > Configure System > Technical Processing and then click MARC template worksheet. This will open a window shown in the figure below.



- First select the Bibliographic level in the drop down box.
- Select the material type in the drop down box and click the Green go button. If a worksheet has already been defined for the bibliographic level – material type combination, you will see in the table a list of tags, indicators and subfields already configured for the worksheet for this combination. Otherwise, you will be told that

there is no worksheet for the selected combination.

- If tags, indicators and subfields are already defined for the selected combination and you wish to modify the definitions, select that entry for the Tag in the table and click the Modify tag button. This will open the embedded window shown above.
- To add a new tag, indicators, subfields for a tag, click the Add tag button and you will see the embedded window shown above.
- Enter the MARC-21 tag number in the text box labeled **Tag/Field.**
- Enter the indicator characters in the text box labeled **Indicator 1 and Indicator 2.**.
- To define subfields that should be added to the fields or tags selected, click the New icon next to the text area called Sub field. A window opens that allows you to enter any one of the subfield codes associated with the tag. This step is repeated as many times as needed to add other sub fields.
- Click OK to confirm the definitions. The worksheet will now be available for use as a MARC-21 template for the combination of bibliographic level – material type.

Serials management parameters

Serials management parameters – Binders

This parameter definition allows the library to define one or more Binders that it will use to repair and/or bind books and serials. Once the binders are defined these become accessible to the Binding processes within the Circulation and Serials management module.

- Click the Binder menu option under the Configure system > Serials management to open a window with two panels. The top panel has a table with a column labeled 'Name' followed by the names of Binders that have already been defined The bottom panel is an Address panel where you have text boxes and drop down boxes to help enter/select address information and also information on telephone, email and fax numbers
- **To define a New Binder**, click the New icon. A new window opens where you can enter the name of the Binder and then the address details. Click the OK button to save the data.
- **To edit the details of a binder**, select the Binder's name shown in the table. This will populate the address of the Binder in the address panel. Now click the Edit icon. A new editable window opens with the details of the Binder, i.e., his name and address. The data shown may be edited and saved to the

database by clicking the OK button.

- **To delete a binder**, select the binder from the table and then click the Delete icon. You will be asked to confirm the deletion before the binder is removed from the list and database.

Serials management parameters – Bind types and prices

NewGenLib distinguishes between binding types for monographs and serials. Monographs are bound using simpler methods as compared to serials because of the need to preserve serial volumes for long periods of time. This option allows a library to configure the tyoe of binding that will be adopted for monographs and the price that the library will pay for such binding usually as agreed via quotes received from external binders.

1. Click the Configure system > Serials management > Serial bound volumes – bind types and prices. This will soon open a window with the following elements:
2. A table showing the already configured types and price and four icons placed vertically standing for New, Edit, Delete and Refresh.
3. **To create a new binding type**, click the New icon. An embedded window opens where you enter the name of the binding type, e.g., rexine binding or flash binding. You also enter the price that a binder has offered to do this type of binding. Click the OK button to commit the new binding type.
4. **To edit a binding type**, click the Edit icon. An embedded window opens where you can edit the name of the binding type. You can also edit the price that a binder has offered to do this type of binding. Click the OK button to commit the edited binding type.
5. **To delete a binding type** and the price associated with it, select the type in the table and then click the Delete icon. You will be asked to confirm the deletion. Once this is done, the binding type is deleted.
6. The Refresh icon when clicked, displays the current status of all types and bindings defined.

Circulation module parameters

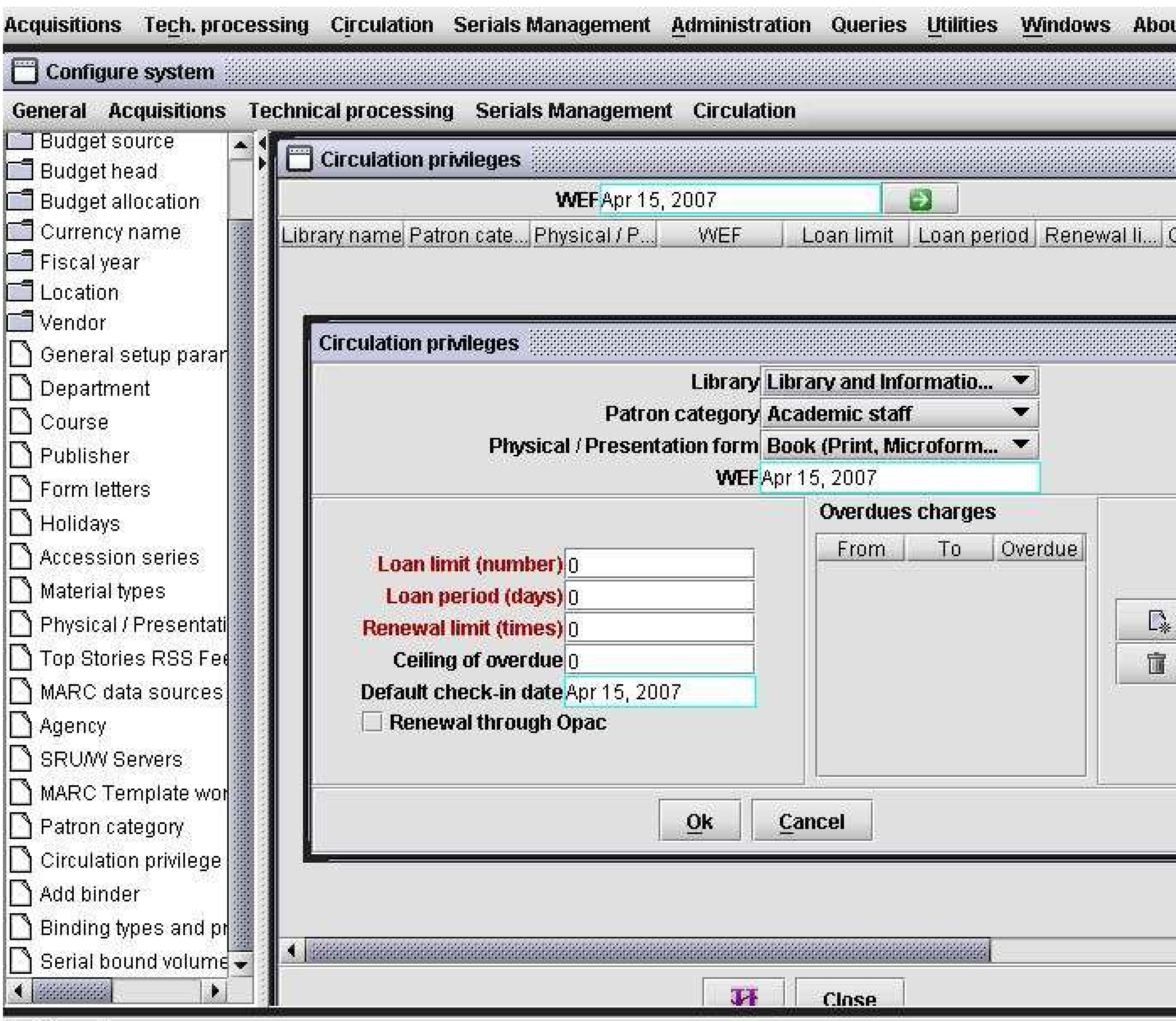
Circulation module parameters – circulation privilege matrix

The Circulation Privilege Matrix is an important group of set up parameters associated with the automation of circulation in a library. The Matrix provides information about:

- The loan period, loan limits, renewal limits, ceiling if any on overdue charges and default check-in date if any for each category of patron and for each material type defined in the library. The matrix also defines the overdue charges payable by a patron for ranges of days for late return of items. For instance it is possible to define that an undergraduate student (a patron category) can borrow up to 5 (loan limit) monographs (material type) for 15 days (loan period) and that he may renew his loan once (renewal limit) and that if he returns monographs between 1 and 10 days (range of late return days) he will be charged an overdue charge of 0.50 units of currency (Rupees, Dollars, Riyals, etc.,).

It is essential that the matrix is defined for all material types (that circulate) and for all patron categories before the circulation operations can be automated.

To define and/or edit the circulation privilege matrix, click the menu option under Configure system > Circulation Privilege matrix option. This will open a window (see figure below) with the elements described below.



- A text box labeled WEF (with effect from) to enter the date from which privileges for a patron category -vs- material type is being defined.
- A table having the following columns: Library name, Patron category, Physical/Presentation form (material type, e.g., book), the date from which the defined privileges are valid, loan limit, loan period, renewal limit, overdue ceiling, if any; default check-in date if any (this is to specify if a patron belonging to a particular category can keep items of a material type for longer than the normal loan period for that material type); and overdue ceiling (this specifies the maximum amount that can be charged as overdue from a patron category for a material type).
- Four icons placed vertically standing for New, Edit, Delete, Refresh respectively.

1. To create a new set of privileges for a patron category – material type combination, click the New icon. This opens an embedded window with the following elements.

- A drop down box labeled Library showing the library for which the matrix is being defined. (This is relevant in a library network where more than one library can be using the interface to define privileges for their patrons).
- A drop down box labeled Patron category from which you can choose a patron category for whom you are defining privileges.
- A drop down box labeled Physical/Presentation form from which you can choose the physical form for the chosen patron category for whom you are defining privileges.
- A text box labeled WEF where you can enter the date with effect from which the privileges for the physical form for the chosen patron category for whom you are defining privileges.
- A panel having text boxes for the following: Loan limit (number), loan period (days), Renewal limit (times), Ceiling of overdue charges, Default check-in date. Data in these text boxes are entered to define these parameters for the physical form for the chosen patron category for whom you are defining privileges.
- A boxed panel to define Overdue charges and two icons for New and Delete. To define overdue charges for the physical form for the chosen patron category for whom you are defining privileges, click the New icon. This will allow you to enter numbers in the From and To columns and an overdue amount in the Overdue column. Such data for each range of From and To dates may be entered as many times as required.

Chapter 7 Installing and Launching the NewGenLib Desktop Application

Introduction

The NewGenLib Desktop application allows NewGenLib's library users to produce various types of reports needed in the functional modules of NewGenLib, viz., Acquisitions, Tech. Processing and Database development, Circulation, etc. The Desktop application is invoked from a library client machine which then connects to the Server and enables the client to receive the report which may be printed. The Desktop application is more efficient especially when preparing large reports, e.g., Accession Registers.

Installing the NewGenLib Desktop Application on the Server machine

Step 1. Download the latest Desktop application from the location.
http://www.verussolutions.biz/newgenlib/desktop.war.zip

Step 2. unzip the desktop war.zip to get a folder "desktop.war". Please copy this folder into the deploy directory (e.g., X:\jboss-3.2.1_tomcat-4.1.24\server\default\deploy where X is the Drive on which the Jboss is installed).

Step 3. Close the NewGenLib Server if it is already running.

Step 4. Open the postgres-ds.xml file in the \jboss-3.2.1_tomcat-4.1.24\server\default\deploy folder in Wordpad. Look for the line:similar to:
<connection url>jdbc:postgresql://localhost:5432/newgenlib</connection-url>

Step 5: Replace the string localhost with the IP address of the Server machine, e.g., 202.122.19.170. Replace the string newgenlib with the name of the database, and then Save the postgres-ds.xml with the changes.

Step 6. Click Start --> Programs --> PostgreSQL 8.0 and then click Stop service.

Step 7. Click Start --> Programs --> PostgreSQL 8.0 > Configuration Files and then Click Edit pg_hba.conf

Step 8. In the pg_hba.conf file under # IPv4 local connections add an extra line as given below
host all all X.Y.Z.0/24 trust
where X, Y and Z are the first three numbers of the Server's IP address.

Save the pg_hba.conf file

Step 9. Click Start > Programs > PostgreSQL 8.0 >Configuration files > and then click Edit postgresql.conf file.

Step 10. In the postgresql.conf file under # CONNECTIONS AND AUTHENTICATION replace #listen_addresses = 'localhost' by listen_addresses = '*'

Step 11. Click Start > Programs > PostgreSQL 8.0 and then click start service.

Step 12. start the NewGenLib server.

Step 13. And then Launch the Desktop application from one or more library clients by using the URL: http://IPADDRESS:8080/desktop/Launch
(Note: Here IPADDRESS represents your server IP Address)
(e.g., http://202.122.19.170:8080/desktop/Launch

Chapter 8 Installing and Configuring the End-of-Day Process Application on the Server

Introduction

The End-of-day Process application (EOD) resides on the NewGenLib Server and is invoked from NewGenLib library clients. The pupose of the EOD is to relegate the production of time-consuming outputs such as claim letters, e-mails to patrons, etc., to a period of each day when the server is relatively free. It is possible to configure the time when end-of-day processes should begin in an installation. This is done by the System Administrator using the Administration Configure System options in the NewGenLib Applet.

Prerequisites

The EOD application should be installed and configured only after the Mail Server is configured.

Installing the EOD application

Step 1. Download the latest zip file of the application from http://www.verussolutions.biz/newgenlib/Newgenlibendofdayprocess.zip**.**

Step 2. Unzip the file downloaded to in step 1 to the c:\ drive of the Server. This will have created two folders: NewGenLibEndOfDayProcess and NewGenLibEODFiles.

Step 3, Go to the folder C:\NewGenLibEODFiles\SystemFiles. In that folder please open the file "Env_Var.txt" to edit it. Here you will find a property name as "JBOSS_HOME". **With a value, e.g.,** JBOSS_HOME = E:/jboss-3.2.1_tomcat-4.1.24/server/default/deploy.

Step 4. Change the value assigned to JBOSS_HOME so that it points to the correct drive location on the server. For instance if the folder is located in the D drive of the Server, then the correct value of the JBOSS_HOME is:
JBOSS_HOME = D:/jboss-3.2.1_tomcat-4.1.24/server/default/deploy

Step 5. Go to the folder C:\NewGenLibEndOfDayProcess and double click the file “Launch.jnlp”. This will launch the. EOD application on the Server.

Configuring the Mail Server in NewGenLib

Chapter 9 Configuring a Mail Server in NewGenLib

Introduction

It is necessary that a Mail Server used by the organization in which NewGenLib is installed is configured so that emails generated in NewGenLib can be sent to patrons, vendors, other libraries, etc. Mails are enabled via the Jboss Application Server and therefore the details of the mail server are specified in the file called, **mail-service.xml** in the **\jboss-3.2.1_tomcat-4.1.24\server\default\deploy** folder.

Before configuring the mail server, close the NewGenLib server if it is running.

Configuring the mail server in Jboss

Step 1. Open the file mail-service.xml in wordpad.

Step 2. In this file you will see contents as shown below:

```
<server>

  <classpath codebase="lib"
           archives="mail.jar, activation.jar, mail-plugin.jar"/>

  <!--
==================================================================
-->
  <!-- Mail Connection Factory                                    -->
  <!--
==================================================================
-->

  <mbean code="org.jboss.mail.MailService"
        name="jboss:service=Mail">
    <attribute name="JNDIName">java:/Mail</attribute>
    <attribute name="User">nobody</attribute>
    <attribute name="Password">password</attribute>
    <attribute name="Configuration">
      <!-- Test -->
      <configuration>
        <!-- Change to your mail server prototocol -->
        <property name="mail.store.protocol" value="pop3"/>
        <property name="mail.transport.protocol" value="smtp"/>
```

```
        <!-- Change to the user who will receive mail  -->
        <property name="mail.user" value="nobody"/>

        <!-- Change to the mail server  -->
        <property name="mail.pop3.host"
value="pop3.nosuchhost.nosuchdomain.com"/>

        <!-- Change to the SMTP gateway server -->
        <property name="mail.smtp.host"
value="smtp.nosuchhost.nosuchdomain.com"/>

        <!-- Change to the address mail will be from  -->
        <property name="mail.from"
value="nobody@nosuchhost.nosuchdomain.com"/>

        <!-- Enable debugging output from the javamail classes -->
        <property name="mail.debug" value="false"/>
      </configuration>
    </attribute>
  </mbean>

</server>
```

Step 3. In the Line, **<attribute name="User">nobody</attribute>,** replace the text **nobody** with the mail server Id of the institution. An example is given below.

<attribute name="**User**">library@sdmimd.ac.in</attribute>

Step 4. In the next line, <attribute name="Password">password</attribute>, replace the value password with the password that is used by the User defined in the previous line. An example is given below.

.

<attribute name="Password">lib123</attribute>

Step 5. Similarly you have to replace the values of POP3 and SMTP servers with your POP3 and SMTP server domain names or IP addresses in the below mentioned lines.

<property name="mail.pop3.host" value="pop3.nosuchhost.nosuchdomain.com"/>

<property name="mail.smtp.host" value="smtp.nosuchhost.nosuchdomain.com"/>

Examples of the replaced lines are given below.

<property name="mail.pop3.host" value="125.16.179.36" />
<property name="**mail.smtp.host**" value="**125.16.179.36**" />

Step 6. Next, replace the nobody@nosuchhost.nosuchdomain.com with your mail id in the below mentioned line.

<property name="mail.from" value="nobody@nosuchhost.nosuchdomain.com"/>

An example is given below.

<property name="**mail.from**" value="**library@sdmimd.ac.in**" />

Step 7. Start the NewGenLib server once, stop it once and restart the NewGenLib Server. The Mail Server is now configured..

Testing if Mail Server is properly configured

Step 1. Open the OPAC of your site.
Step 2. Conduct a search
Step 3. Select a few records in the search results page by clicking the check box against each item.
Step 4. Scroll down on the search results page until you see the Save and Export options dialogue. Select the text only option, select email results. Enter your email Id in the text box and then click the Export button.

If the mail service is properly configured, you should soon see the saved results mailed to you.