



# Staff User's Guide

Version 22



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# Staff User's Guide – Acquisitions

Version 22

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# 1 Acquisitions Overview

The Acquisitions/Serials module enables you to manage vendor, budget, order and invoice records. This module runs under ADM type libraries only.

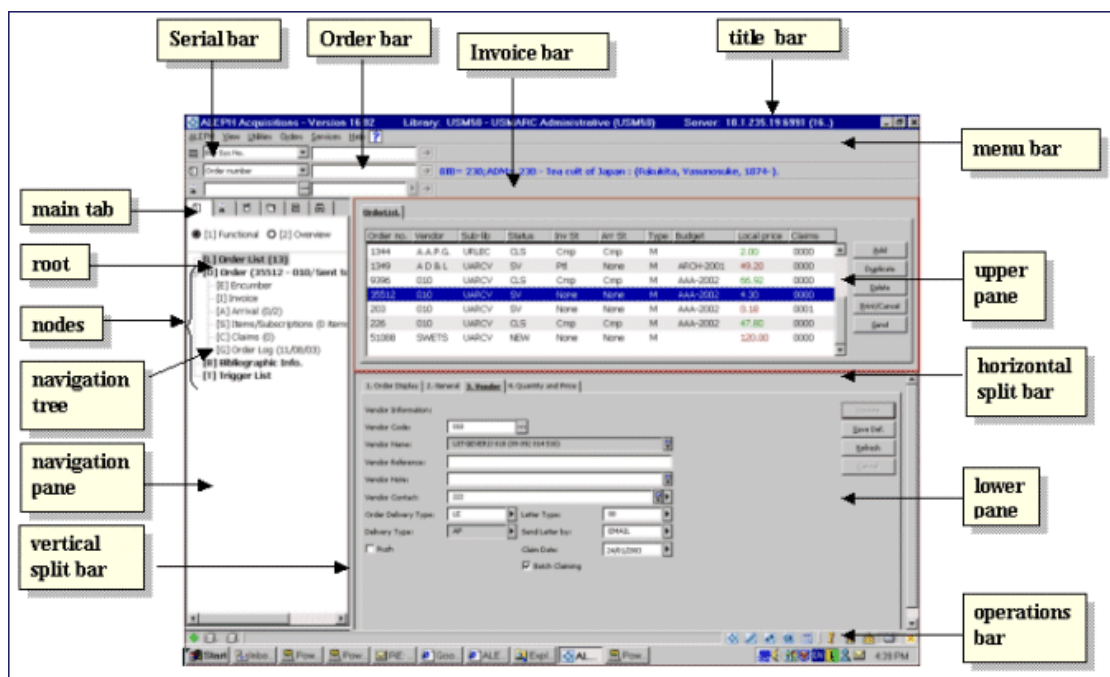
This overview includes the following sections, in order of appearance:

- The Acquisitions/Serials GUI
- Working Without a Mouse
- Acquisitions Process
- Order Types
- Acquisitions Systems
- Prerequisites
- Passwords

## 1.1 The Acquisitions/Serials GUI

The Acquisitions/Serials GUI has been designed with an emphasis on usability and ease of access to acquisitions functions. Vendor, budget, item, order and invoice information are interlinked and can be accessed with a minimum of cursor movement. Multiple panes containing relevant information for each function can be displayed simultaneously.

Here is an example of an Acquisitions/Serials GUI screen displaying order information:



The various screen elements in the Acquisitions/Serials GUI (as shown above) are explained in the following sections.

### 1.1.1 Toolbars

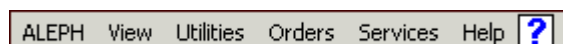
#### Title Bar

The Title Bar shows the name of the program. It also displays status messages relating to the program and to user commands:



#### Menu Bar

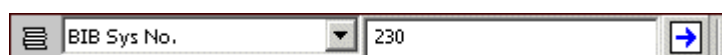
The Menu Bar is laid out conventionally:




Place the cursor over the menu name (for example, Orders) to reveal the related menu commands.

#### Serial Bar

The Serial Bar contains brief information about a selected record, such as the journal's title.




To display a serial record, select a search parameter from the drop-down menu on the left. For example, Title. Type the appropriate value in the adjacent field. For example, *Journal of Ecology*. Click , or press Enter.

#### Order Bar

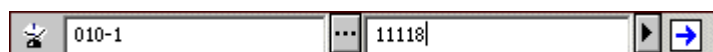
The Order Bar contains brief information about a selected record, such as the journal's title.





To display an order record, select a search parameter from the drop-down menu on the left. For example, Order number. Type the appropriate number in the adjacent field, and click , or press Enter.

#### Invoice Bar

The Invoice Bar allows you to retrieve a General Invoice and its line items and to create a new invoice.



Enter a Vendor code or click  and select a Vendor from the Vendor List. In the adjacent field, select the appropriate invoice number or type it in. To add a new invoice for the selected vendor, type in the new general invoice number, and click , or press Enter.

## 1.2 Panes

### Navigation Pane

The navigation pane contains the following:

- Main Tab
- Navigation Tree

### Main Tab

The Acquisitions/Serials module is comprised of six activities:

- Order
- Invoice
- Administration
- Order Search
- Serial
- Search

The above activities are accessed from the Main Tab in the left pane, which consists of a row of icons that correspond to the major activities in Acquisitions.



Clicking an icon invokes the interface associated with that icon. For example, clicking the Order icon invokes an interface for conducting Order activities.

Name	
Order	
Invoice	
Administration	
Order Search	
Serial	
Search	

## 1.3 Working Without a Mouse

You can advance from one pane to another by using the following shortcut keys:

Shortcut Keys	Lets you do this:
TAB	move to the next control in the dialog box.
Shift+TAB	move to the previous control in the dialog box.
Ctrl+TAB	move from the first control in the top toolbar to the lower pane.
Ctrl+Alt+TAB	move from the lower pane to the first control in the top toolbar.
Ctrl+1	move to the left pane, containing a tree.
Ctrl+2	move to the right upper pane.
Ctrl+3	move to the right lower pane.
Ctrl+4	move to the navigation tree (left lower pane) in Cataloging.

Ctrl+5	Move to the first edit or combo field in the first line of the top toolbar..
Ctrl+6	Move to the first edit or combo field in the second line of the top toolbar.
Ctrl+7	Move to the first edit or combo field in the third line of the top toolbar.

Note that a frame appears around the active pane.

### Shortcut Keys Available in the Acquisitions/Serials GUI

The following table shows the default shortcut keys. These shortcut keys can be customized.

Function	
Switch to Admin Tab	Ctrl+B
Switch to Order Search Tab	F7
Switch to Invoice Tab	F5
Switch to Order Tab	F2
Switch to Search Tab	F9
Switch to Serial Tab	F8

The following shortcut keys are hard coded and cannot be customized:

Function	
All Lists - Print List	F11
Date Edit and Time Edit - Reset Dates	F12
Help	F1

## 1.4 The Acquisitions Process

The Acquisitions process includes the following steps:

1. **Create a Bibliographic Record** in the Cataloging module. This record can be updated later.
2. **Initiate an Order** by filling in the Order Form in the Acquisitions/Serials module. The order will be sent to the vendor and if you have budget control, the budget will be debited for the encumbrance.
3. **Register the Invoice.** ALEPH distinguishes between a General Invoice and an Item Debit. A General Invoice includes several orders; an Item Debit is for an individual order (and is usually a line in the General Invoice). When the invoice is registered, the budgets linked to the order(s) are debited.
4. **Register the arrival of material** as partial or complete.

## 1.5 Order Types

The Acquisitions/Serials module handles three order types: Monograph, Serial and Standing Order.

A monograph order is for a single item, such as an individual book, or for a complete multi-volume work, such as a 20-volume encyclopedia. However, you can also place a monograph order for an individual issue of a serial publication; for example, this would apply if the issue has been lost and you wish to replace it.

A serial order is for a publication that is issued as a consecutively numbered and indefinitely continuing series. Examples include newspapers and journals. With a serial order, the number of issues to be received during the course of the subscription and the price of the subscription are both known in advance, although they might change during the course of a subscription period.

A standing order is usually for monographs in series (for example, "Great Artists of the World") or for monographs of a particular subject matter. In either case, the order is usually for volumes that are due to be published in the future. A standing order is an open-ended order that remains in effect until it is canceled. It is usually not known in advance the number of volumes that will be received, nor the price of each volume.

## 1.6 Acquisitions Systems

The control (that is, limitations on activities) of the Acquisitions system and its records can be managed at a sublevel. The sublevel that is used at a particular site can be based on sublibraries (individually or in groups), or it can be based on a special entity called "order units". The choice (order unit or sublibrary) is decided upon and preset using the site's system table setup. These controls are optional.

Examples of possible control setup:

- **Update Authorization**
  - Order Record - only a user who has authorization for the sublibrary/order unit can update the order record.
- **User Authorization**
  - Budget - if the budget is assigned to particular sublibraries/order units (or a single sublibrary or order unit), then allocations, invoicing and transfers can be made only by a user who has authorization for those sublibraries/order units.
  - Vendor - if the vendor is assigned to particular sublibraries/order units (or a single sublibrary or order unit), then the vendor can be assigned to an order only if the order record is assigned the same sublibraries/order units.

## 1.7 Prerequisites

Before initiating any orders, you must first make sure that:

- a **list of currencies** has been created and the exchange rates defined.
- a **list of vendors** has been created and includes the vendor from which you want to order.
- a **list of budgets** has been created and includes the budget you want to debit. This step is optional and is only for users who want budget control.

## 1.8 Passwords

Most update functions within the Acquisitions/Serials module require password authorization, including adding, updating and deleting orders, and working with budgets and vendors. Password authorization can be given per function or globally for all functions, and for specific sublibraries/order units or all sublibraries/order units.

## 2 Currencies

The Currencies function enables you to define values for the currencies used by your vendors and ILL suppliers.

This chapter includes the following sections:

- Local Currency
- Currency List
- Add Ratio
- Add Currency

### 2.1 Local Currency

The local currency code is defined in `aleph_start`. For example:

```
setenv local_currency USD
```

For the local currency defined, the ratio is always 1.000 (the currency table is never consulted). The system does not allow you to add, replace or delete a ratio for the defined local currency.

There is an option to load the currency ratios from an outside source, (for example, Bank of America) using the Upload Currency Ratios (acq-20) service. This means that there is no need to update every ratio manually; the system can load the updated currency from the outside source into the currency list.

To use Upload Currency Ratios (acq-20), you must have a valid data file in the library's file directory named currency.dat. The file must be in the format:

```
NNN DDDDDDDD R.R
```

For example:

```
USD 20002804 4.035
```

## 2.2 Currency List

Select the Currency node from the Administration tab. The Currency List will be displayed in the upper pane:

The screenshot shows a software window titled "Currency". At the top, there is a field "Enter Previous Date:" with the value "09/09/2003" and a "Go" button. Below this, the text "Currency List - 09/09/03" is displayed. The main area contains a table with the following columns: Units, Code, Description, Date, and Ratio. The table lists several currencies with their respective ratios. To the right of the table are buttons for "Add Ratio", "Delete Ratio", "Add Curr.", and "Delete Curr.". Below the table is a form with two tabs: "1. Ratio" and "2. Currency". The "2. Currency" tab is active, showing fields for "Currency Code:", "Description:", and "No. Units per Ratio:" with a value of "1". There are "Add" and "Cancel" buttons to the right of these fields.

Units	Code	Description	Date	Ratio
1	ATS	Austrian Schilling	17/03/03	3.100000
1	AUD	Australian dollar	-----	0.000000
1	BEF	Belgian Franc	06/12/00	0.895800
1	CAD	Canadian Dollar	08/12/00	4.000000
1	CHF	Swiss Franc	01/12/02	34.000000
1	CLP	Chile Pesos	15/06/03	2.000000
1	DEM	German Mark	05/12/00	1.845400
2	DKK	Denmark Kroner	14/11/00	0.473400

This window shows the currency ratios that were in effect on the date given in the Currency List line. If a ratio has been defined for a particular currency on a date later than the date in the title, the ratio will be displayed as 0.000000.

To see the currency ratios that were in effect on another date, click the arrow to the right of the Enter Previous Date field and click **Go**.

### Add Ratio

To add a new ratio for a currency that has already been defined, highlight the desired currency and click Add Ratio. Enter the new ratio in the Currency Ratio field in the lower pane's Ratio tab and click **Add**.

To add a ratio for a currency that has not yet been defined, first define it by clicking **Add Currency**. The currency will be added to the list and you can then highlight it and click Add Ratio.

### Delete Ratio

To delete a ratio for a particular currency, on a particular date, highlight the entry and click Delete Ratio. You will be prompted to confirm the deletion.

### Add Currency

To define a new currency (but not its ratio), click **Add Currency** and fill in the details in the lower pane. (After you have defined a new currency, you can define a ratio for it by highlighting it and clicking **Add Ratio**.)

### Delete Currency

To delete the currency from the system, highlight the currency and click **Delete Currency**. You will be prompted to confirm the deletion. If you click **Yes**, all ratios for the currency will be deleted. Be careful not to delete a currency that has already been used for orders.

If the currency selected to delete is used in budget transactions you will not be allowed to delete the currency. You will be prompted with a message stating "Currency is used in budget transactions. Unable to delete currency".

## 2.3 Add Ratio

When you click **Add Ratio** on the Currency List, the focus will move to the Ratio tab on the lower pane:



Field	Value
Currency Code	GBP
Description	British Pound Sterling
No. Units per Ratio	1
Currency Ratio Date	17/06/2003
Currency Ratio	1.700000

Enter the new Currency Ratio, change the date if necessary, and click **Add**.

### Currency Code

The currency code is automatically filled in for you. You cannot change the information.

### Description

The description is automatically filled in for you.



### No. Units Per Ratio

This information is automatically filled in for you.

### Currency Ratio Date

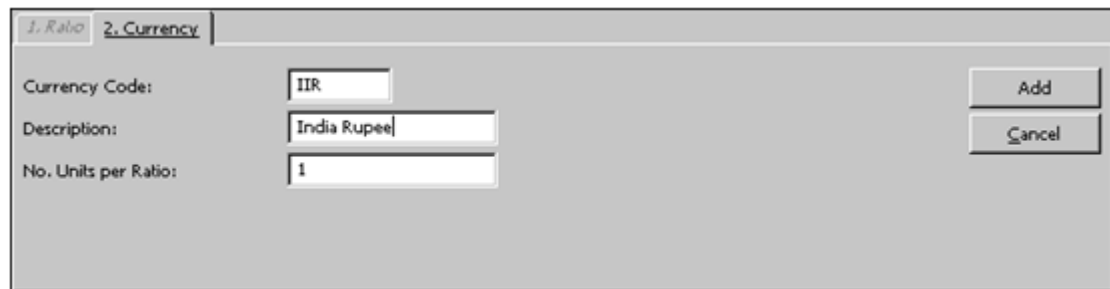
Enter the date on which the ratio takes effect.

### Currency Ratio

In most cases, your local currency will have the ratio 1.000000. All other currencies are then measured against this standard.

## 2.4 Add Currency

When you click **Add Currency** on the Currency List, the focus will move to the Currency tab on the lower pane:



The screenshot shows a dialog box with two tabs: '1. Ratio' and '2. Currency'. The '2. Currency' tab is selected. The dialog contains three input fields: 'Currency Code' with the value 'IIR', 'Description' with the value 'India Rupee', and 'No. Units per Ratio' with the value '1'. On the right side of the dialog, there are two buttons: 'Add' and 'Cancel'.

Fill in the details and click **Add**.

### Currency Code

This is the three-character code that uniquely identifies the currency. Be careful when you enter this code because after you click **OK**, you will not be able to change it. Up-to-date and extensive lists of currencies and their codes are available on the [Web](#).

### Note

Systems that work with EDI must make sure that their currency code list matches the ISO 4217 list.

### Description

Use this field to enter a description of the currency. For example, enter French Franc to describe the code FRF.

### No. Units Per Ratio

Most frequently, you will want to specify one foreign unit per ratio of local currency. However, there are instances when you will want to specify more than one foreign unit per ratio of local currency. (For example, if your local currency is the Israeli Shekel, you could specify 1000 Italian Lira to 2.4870 Israeli Shekels. To do this, enter 1000 in this field, and enter 2.4870 in the Currency Ratio field of the Add/Modify Ratio window.)

### 3 Vendors

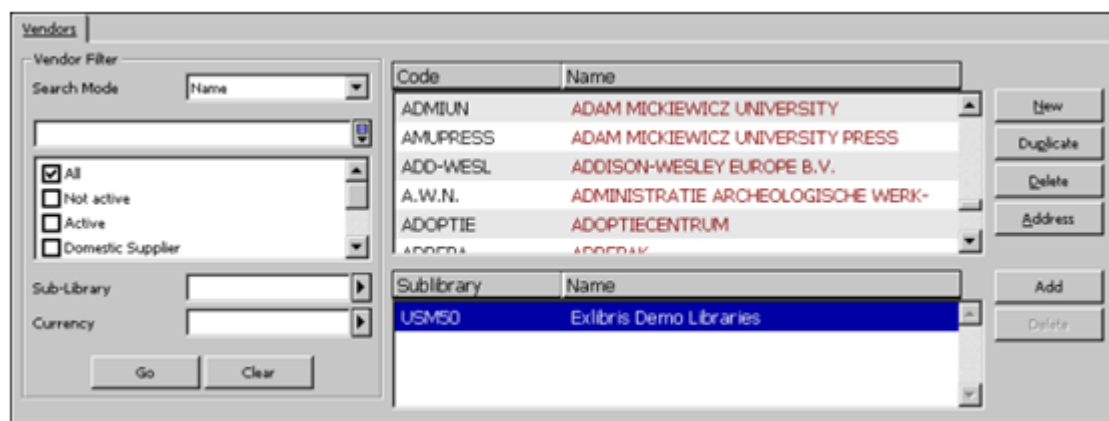
Before initiating any orders, you must first make sure that a list of vendors has been created and includes the vendor from whom you want to order.

This chapter includes the following sections:

- Vendors List
- Vendor Form
- Two-level Vendor

#### 3.1 Vendors List

Select the Vendors node from the Administration tab. The Vendors list will be displayed in the upper pane:

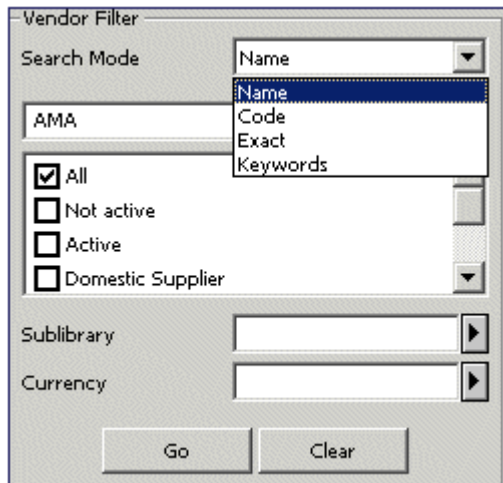


The Vendors list in the Vendor tab of the upper pane enables you to add/duplicate and delete vendors. To modify an existing vendor, highlight the desired vendor and update the fields in the lower pane.

#### Note

The sublevel Vendors list in the upper pane under the Vendors list is displayed only when your system is set to use a Two-level Vendor.

You can use search filters to speed up your search for a particular vendor:



The following search modes are available:

### **Name**

You can jump to a particular point in the list by typing in a partial vendor name in the space provided and clicking **Go**.

### **Code**

You can browse the Vendors list and jump to a particular point in the list by typing in a partial vendor code in the space provided and clicking **Go**.

### **Exact**

To retrieve a specific budget, type in the exact budget code and click **Go**.

### **Keywords**

You can retrieve vendors by the keyword you designate. You can truncate words by entering the first few letters of your search term (for example, *Hog* will retrieve *Hogwarts*).

The following fields will be searched for the keywords.

- Additional code
- Vendor name
- Contact
- Country
- Material type
- Vendor addresses

When you search the Vendors list by Name or by Code you can also use the filters: Sublibrary and Currency.

### **Note**

If the vendor was not defined as being associated with a particular sublibrary/order unit, the vendor will appear in the Vendors list, no matter which sublibrary/order unit you choose to filter by. Use an asterisk (\*) as a suffix in the sublibrary/order unit filter to filter the Vendors list by vendors whose sublibrary/order unit code begins with a specific string.

### **Buttons on the Vendors List**

The following buttons are available on the Vendors List pane:

#### **New**

To add a new vendor to the list, click **New**. The lower pane will become active and the Vendor Form will be displayed for you to fill in.

#### **Duplicate**

You can add a new vendor by copying an existing vendor's details and then editing the vendor information. To do this, highlight the vendor whose information you want to copy, then click **Duplicate**. The Vendor Form is displayed in the lower pane, already filled in with information copied from the highlighted vendor. You can then edit the form so that the information is appropriate for the new vendor.

#### **Delete**

To delete a vendor from the list, highlight the vendor and click **Delete**.

### **Notes**

1. If there is an order or a general invoice connected to the vendor, the system will not allow you to delete the vendor.

2. In a multi-ADM environment, depending to system setup, the system may check the following before deleting a Global vendor record - does the Global vendor record have linked sublevels, or orders or invoices or ILL records in any ADM in the system?

If orders or invoices or ILL records are found in any ADM (including the connected ADM unit), the deletion of the Global vendor record is blocked.

If linked sublevels are found in other ADM units (excluding the connected ADM unit), the deletion of the Global vendor record is blocked.

If the above checks have passed and sublevels exist only in the connected ADM unit the Global vendor record is deleted.

### **Address**

When you click **Address**, the Vendor Addresses form is displayed.

**Vendor Addresses**

1. Order Address | 2. Claim Address | 3. Payment Address | 4. Return Address | 5. EDI Address

Name: NY Press LTD [Add] [Update]

Address: 100-25 Main Road [Add]

[Add]

[Add]

[Add]

City: NYC

State: New-York

Country: USA

Postal Code:

Phone Number: 212-574-2114-214

Fax Number: 212-574-2114-236

E-mail: nypress@aol.com [Envelope Icon]

IP/URL Address: nypress.com

Note: [Add]

[Cancel] [Help]

This form is used for registering the vendor addresses to be used for orders, claims, payments, returns and EDI.

Enter the Vendor Addresses to be used for orders, claims, payments, returns and EDI.

**Note**

You must enter an address for Orders, but you can leave the other addresses blank. If you leave the other addresses blank, the Order address is used. If the Payment Address is filled in, it will be displayed in the printout of the Invoice Report (acq-10) service. If the Payment Address is not filled in, Order Address will be used in the Invoice Report printout. Additionally, if you leave the Vendor Name blank in these screens, the vendor name from the Vendor Information form will be filled in here.

Next to the E-mail field there is an envelope icon. When you click it, an e-mail message form pops up, enabling you to send an e-mail message to the vendor.

See the Vendor Address section in the EDI chapter on page 85 for information about EDI vendors and the EDI Address.

**Add**

This button appears only when your system is set to use a Two-level Vendor mode.

Click **Add** to assign a secondary level of sublibraries/order units to a vendor.

## Delete

This button appears only when your system is set to use a Two-level Vendor mode.

To delete a sublevel vendor, highlight the sublevel (order unit or sublibrary) and click **Delete**.

## 3.2 Vendor Form

The Vendor Form enables you to register administrative information about a vendor.

### Important note for systems using two-level vendor:

The same form is used for generic vendor and for sublevel vendor. When you modify/add a sublevel record, some of the fields in the Vendor Information form might be read-only. Your system setup determines which fields can be specifically set for the sublevel record and which will be set as read-only fields taken from the generic vendor record.

The Vendor Form has four parts, accessible by clicking the tab for each part. When you are finished filling in all four parts, click **Update**.

### Note

Vendor Addresses are available by clicking the **Address** button on the Vendors list.

### 3.2.1 Vendor Info 1 Tab

When you click the Vendor Info 1 tab, the following form will be displayed:

The screenshot shows a web-based form for vendor information. At the top, there are four tabs: '1. Vendor Info 1', '2. Vendor Info 2', '3. Vendor Info 3', and '4. Sublibraries'. The '1. Vendor Info 1' tab is selected. The form contains the following fields and controls:

- Open Date:** Text box containing '19/12/04'
- Update Date:** Text box containing '03/01/05'
- Cataloger:** Text box containing 'MASTER'
- Vendor Code:** Text box containing 'MIZRAHI'
- Vendor EDI Code:** Text box containing 'MIZRAHI'
- Additional Code:** Empty text box
- Vendor Name:** Text box containing 'MIZRAHI PRESS Ltd.'
- Vendor Status:** Dropdown menu with 'AC' selected
- Country:** Text box containing 'U.S.A'
- Material Type:** Empty text box
- Vendor EDI Type:** Dropdown menu with '014' selected
- Vendor Language:** Dropdown menu with 'ENG' selected
- Note:** Text box with a small icon on the right
- Buttons:** 'Update' and 'Cancel' buttons are located in the top right corner.
- Checkboxes:** An unchecked checkbox labeled 'EDI For Order Only' is located between 'Vendor Code' and 'Vendor EDI Type'.

### Open Date

This is the date the record was opened. It is filled in automatically by the system.

### Update Date

This is the date the record was updated. It is filled in automatically by the system.

### Cataloger

This is a read-only field. The login name of the current staff user is automatically inserted in this field.

### Vendor Code

This field is mandatory. The Vendor Code is the unique alphanumeric code by which the system identifies the vendor. You can enter up to 20 alphanumeric characters.

You can set your system to perform a check on the prefix of the Vendor Code. For setup instructions see the Systems Librarian chapter.

### EDI For Order Only

This option is relevant for EDI. If an order has been sent via EDI, this field is consulted regarding the send method for a claim record. Select this option to send the claim to the vendor by a method different than EDI.

### Vendor EDI Code

This field is relevant for EDI.

To ensure that an order can be sent by EDI to a vendor, you must enter the Vendor's EDI code. The Vendor's EDI code can be up to 35 characters.

### Note

This is not the same as the Customer's EDI code that was entered in column 2 of tab35.

### Vendor EDI Type

This field is relevant for EDI.

In order to send an order by EDI to a vendor, you also have to enter the EDI code type. These types must be supported by EDItEUR:

31B for US SAN  
014 for EAN-13  
091 for ID assigned by supplier  
092 for ID assigned by customer

### Additional Code

This field is optional. Enter a supplementary vendor code here, if one is used by your library system. Depending on your system setup, this field can be dedicated to ABN (Australian Business Number).

For setup instructions, see the System Librarian chapter

### Vendor Name

Mandatory field. This is the name, as it will appear on the List of Vendors. The name you enter here can be different from the name you enter for the Order, Claim, Payment, or Return Addresses. In this Vendor Name field, enter only the name (up to 150 characters), and not the address, of the vendor.

### Vendor Status

This field is optional. You can enter a two-character code defined by your library in order to differentiate between vendors. A vendor with status NA (not active) cannot be assigned to an order.

## Vendor Language

Mandatory field. This is the language of the forms (order slips, claims) that will be sent to the vendor.

## Country

This field is optional. The information is for reference only.

## Material Type

This field is optional. Use it to describe the type of material you usually order from this vendor. You can enter up to 20 characters.

## Note

You can enter a note up to 200 characters in length.

### 3.2.2 Vendor Info 2 Tab

When you click the Vendor Info 2 tab, the following form is displayed:

The screenshot shows a software interface for the 'Vendor Info 2' tab. It contains several input fields and dropdown menus. The 'Account No. (M)' field contains 'account-m', 'Account No. (S)' contains 'account-s', and 'Vendor's Bank Acct.' contains '17-111-222'. There are four currency selection fields: 'Currency 1' is set to 'ILS', 'Currency 2' to 'AUD', 'Currency 3' and 'Currency 4' are empty. The 'Terms Sign' is set to '+', and 'Terms Percent' is '15.00'. 'Order Delivery' is set to 'LI'. 'Letter Format' is '09' and 'List Format' is '01'. Both 'Letter Send Method' and 'List Send Method' are set to 'EMAIL'. On the right side, there are 'Update' and 'Cancel' buttons.

### Account No. (M)

This is your account number for monographs, as registered by the vendor. This field is optional.

### Account No. (S)

This is your account number for serials, as registered by the vendor. This field is optional.

### Vendor's Bank Acct

Optional. You can want to enter the bank name and account number used by the vendor.

### Currency 1-4

These are the currencies used by the vendor and the currencies in which you are most likely to receive invoices. You can enter up to four currencies. Currency 1 will be copied to each order from this vendor as the default currency.

**System Librarians only**

If the variable CHECK-INVOICE-CURRENCY is YES, at least one currency must be entered in the Account tab on the Vendor form; when you assign a general invoice to an order, the system will only allow you to pick one of the four defined currencies. Currency 1 is the default.



If the variable CHECK-INVOICE-CURRENCY is NO, the currency field in the Account tab on the Vendor form is not mandatory; when you assign a general invoice to an order, the system will allow you to choose a currency that is not defined in the Vendor form.

Up-to-date and extensive lists of currencies and their codes are available on the Web.

### **Terms Sign**

Enter a plus (+) or a minus (-) sign to indicate whether there is an added charge or a discount for orders from this vendor. This relates to the estimated price, that is, the encumbrance, only. You can leave this field blank, but if you fill it in, be sure to fill in Terms Percent as well.

If the Term Sign is "-" (minus), an error is reported if the Terms Percent is greater than 100.00%.

### **Terms Percent**

Enter the percentage of the added charge or discount.

### **Order Delivery**

This is the manner in which your library sends the order to the vendor.

### **Letter Format**

This is the default order slip that will be generated for the vendor, unless otherwise defined in the Acquisitions Order Form. This slip will be generated when you click the Send button on the Order List screen.

### **Letter Send Method**

You can choose to print the order slip and send it by conventional mail, or you can send the slip by e-mail. Note that in order to send the slip by e-mail, the e-mail address must be given in the Vendor Addresses screen and the correct definition must be set in the print.ini file by the System Librarian.

### **List Format**

This is the format that the system uses when generating a list of orders for a vendor when you run the *Send List of Orders to a Vendor (acq-14)* service.

### **List Send Method**

You can choose to print the order list and send it by conventional mail, or you can send the list by e-mail. Note that in order to send the list by e-mail, the e-mail address must be given in the Vendor Addresses screen and the correct definition must be set in the print.ini file. by the System Librarian.

### 3.2.3 Vendor Info 3 Tab

1. Vendor Info 1   2. Vendor Info 2   3. Vendor Info 3   4. Sublibraries			
Contact 1:	<input type="text"/>		
Contact 2:	<input type="text"/>		
Contact 3:	<input type="text"/>		
Contact 4:	<input type="text"/>		
Contact 5:	<input type="text"/>		
Delivery 1 (ACQ):	S	Delivery Delay 1:	90
Delivery 2 (ACQ):	A	Delivery Delay 2:	30
Delivery 3 (ACQ):	C	Delivery Delay 3:	10
Delivery 4 (SER):	S	Delivery Delay 4:	90
Delivery 5 (SER):	A	Delivery Delay 5:	15
Mail Attachment:	H		

#### Contact 1-5

These fields are optional. Up to 5 vendor contact persons can be entered in these 5 fields. Each contact field contains up to 200 characters. When assigning a vendor to an order, the first name (from the Contact 1 field) will be used as the default in the Vendor Contact field of the Acquisitions Order Form. All the contact names listed in the 5 contact fields will be listed in the pull-down menu of the Vendor Contact field of the Order Form.

#### Delivery Type 1-5 & Delivery Delay 1-5

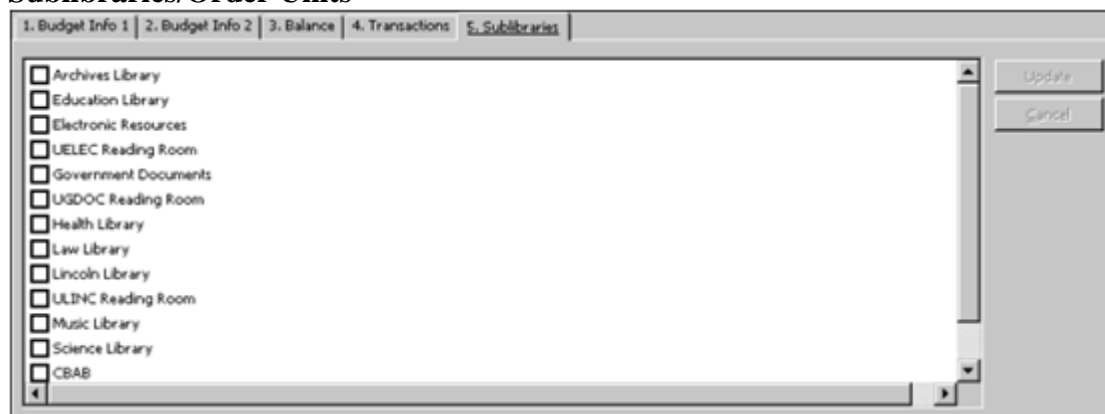
For each material delivery type (Delivery 1-5), also enter the delivery delay (Delivery Delay 1-5). When determining the delivery delay, take into account the time it generally takes to receive the material from the day the order is sent to the vendor. The information in these fields is used by the system to calculate the E.D.A. (estimated date of arrival) for an order. The Delivery 1-3 fields are used for Acquisitions records; the Delivery 4-5 fields are used for Serials records. It is mandatory to select either Delivery 1 (Monograph) or Delivery 4 (Serials) in the Delivery type field when adding or updating a Vendor Record. If no delivery type is selected, the order record cannot be filled.

#### Mail Attachment

This field defines how the vendor receives letters in e-mail messages. The options are to receive only HTML attachments, only plain text within the e-mail body, or to receive both. The default is to receive both.

### 3.3 Order Units

#### Sublibraries/Order Units



This tab can be named either Sublibraries or Order Units. This depends on whether your Acquisitions system is set to work with sublibraries or with order units. Click the Sublibraries/Order Units tab to assign one or more sublibraries/order units to the vendor.

#### Note

If your system is not set up to work with a two-level vendor, use the Sublibraries/Order Units tab to assign permitted sublibraries/order units to the vendor. The system will allow you to assign a vendor to an order only if the vendor sublibraries/order units match the order sublibraries/order unit. If you do not select any sublibrary/order unit, all sublibraries/order units will be assigned to the vendor.

However, if your system is set up to work with a two-level vendor, you do not have to use the Sublibraries/Order Units tab to define permitted sublibraries/order units for the vendor. As soon as a sublevel vendor record is created for a specific sublibrary/order unit, you can assign this sublevel vendor to orders whose sublibrary/order unit matches the sublevel vendor sublibrary/order unit.

### 3.4 Two-level Vendor

This section is relevant only for systems set to work with two-level vendors. The Two-level Vendor option allows for maintenance of the same generic vendor record or separated sublevel records for different sublibrary/order units. The Two-level Vendor is an optional feature.

**System Librarians only**

This feature depends on the following variable in tab100:

TWO-LEVEL-VENDOR Y/N

When TWO-LEVEL-VENDOR is set to Y, the system manages a two-level vendor. When it is set to N, the system uses only one level of generic vendor.

When your system is set to work with the Two-level Vendor option, each vendor can have two different types of records:

- First-level record: the generic vendor record, which is the default record.
- Sublevel record: Order unit or sublibrary specific record with the same vendor code (as its generic record) and a unique sublevel vendor record. Each sublevel vendor record can have different information for the same generic vendor record.

Depending on your system setup, the sublevel can be Sublibrary or Order Unit.

This depends on the following variable in tab100:

**Systems Librarians. only**

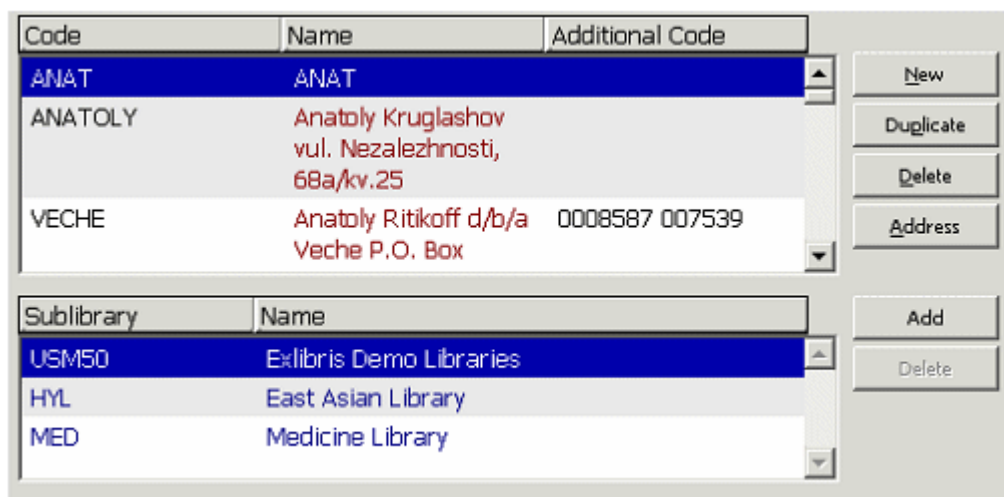
USE-ORDER-UNIT Y/N

When the variable is set to Y, the Acquisitions system works with order units and the sublevel will be Order Unit.

When the variable is set to N, the system uses sublibrary and the sublevel is Sublibrary.

If you work in a multi-ADM environment, your system may be configured to prevent you from seeing sublevels associated with sublibraries or Order Units of ADM units different from the ADM unit to which you are currently connected. This means that if you are a staff user of a specific ADM unit, you may be prevented from viewing, changing, or deleting sublevels associated with sublibraries or Order Units of other ADM units.

For example, in the following List of Vendors, a staff user is connected to USM50. The vendor code ANAT with its associated sublevels in USM50 is shown:



Here, a staff user is connected to USM51. The vendor code ANAT with its associated sublevels in USM51 is shown:

Code	Name
ANAT	ANAT
ANATOLY	Anatoly Kruglashov vul. Nezalezhnosti, 68a/kv.25
VECHE	Anatoly Ritkoff d/b/a Veche P.O. Box 790068
ANCIENTPH	Ancient Philosophy Department of Philosophy Duquesne University

Sublibrary	Name
USM51	USM51 Demo Libraries
EDUC5	Education Library 51

However, a staff user of USM50 will only see the following sublevels:

Following is an example of how the two-level vendor is used. In this example, the system is set to work with sublibrary sublevel vendor (not order unit). A.V is a generic vendor which gives different discount percentages to two different sublibraries: UARCV and ULINC. Each sublibrary can have its own sublevel vendor record for A.V: one sublevel A.V vendor record for UARCV and another sublevel A.V vendor record for ULINC. The discount percentage field will be different in each sublevel vendor record. When vendor A.V is assigned to the UARCV order, the default discount percentage will be taken from the UARCV sublevel A.V vendor record. When vendor A.V is assigned to ULINC order, then the default discount percentage will be taken from the ULINC sublevel A.V vendor record. Basically, this represents one generic vendor with two sublevel records per sublibrary. If your system is set to work with order units (rather than with sublibrary), there will be one generic vendor with two (or more) sublevel records per order unit.

### 3.5 Vendor Sublevel List

When your system is set to work with a two-level vendor, the sublevel Vendors list is displayed under the Vendors list in the upper pane.

Code	Name
A.V.	A.V. PRESS
AALTEN	AALTEN, ANNA
AANZET	AANZET
AARDW	AARDWETENSCHAP
AARSCHOT	AARSCHOTSE KRING VOOR HEEMKUNDE
AARTSIC	Aartschiders Utrecht Dinslburg

Sublibrary	Name
USM50	Exlibris Demo Libraries
UARC	Archives Library
ULINC	Lincoln Library

To change or view information of the generic (USM50) record or one of the sublevel records, highlight the appropriate record. The details will be displayed for you to edit in the Vendor Form of the lower pane. When you modify the sublevel vendor form, some fields will be read-only and some can be changed for the sublevel record.

**Systems Librarians only**

`tab_vendor_sub_lib` defines which group of the vendor record fields will be taken from the generic vendor record and will be read-only for the sublevel record and which group of fields can be set specifically for the sublevel vendor record.

### Add

Click **Add** to add a new sublevel vendor to the generic vendor. This will open the Add Sublevel window, which allows you to choose the sublibrary/order unit to which you want to add a sublevel vendor record. After you select the sublevel, the Vendor form of a sublibrary/order unit will be activated in the lower pane for you to fill in.

### Delete

Use the **Delete** button to delete the highlighted sublevel vendor record. To delete the generic vendor record, use the **Delete** button in the main Vendors list. This will delete the generic vendor and all its sublevel records.

## 3.6 Vendor Sublevel Information Form

The sublevel vendor record has the same structure as the generic vendor record. When you add a new sublevel vendor record, the fields will be initially filled with the generic record information. This depends on your system setup. Part of the fields can be set specifically for the sublevel record, and part of the fields are read-only and their information is taken from the generic record.

**Systems Librarians only**

(This depends on the setup of `tab_vendor_sub_lib`).

Following is an example of a UARC sublibrary sublevel record for vendor A.V - Vendor Info 2 tab:

The screenshot shows a software interface for vendor information. It has four tabs: '1. Vendor Info 1', '2. Vendor Info 2', '3. Vendor Info 3', and '4. Sublibraries'. The '2. Vendor Info 2' tab is active. The form contains the following fields:

- Account No. (M): [Text box]
- Account No. (S): [Text box]
- Vendor's Bank Acct.: [Text box]
- Currency 1: [Dropdown menu with 'USD' selected]
- Currency 2: [Dropdown menu with 'EUR' selected]
- Currency 3: [Dropdown menu]
- Currency 4: [Dropdown menu]
- Terms Sign: [Text box with '-' selected]
- Terms Percent: [Text box with '12.00' selected]
- Order Delivery: [Dropdown menu with 'LE' selected]
- Letter Format: [Dropdown menu with '01' selected]
- List Format: [Dropdown menu with '01' selected]
- EDI Format: [Dropdown menu with '00' selected]
- Letter Send Method: [Dropdown menu with 'PRINT' selected]
- List Send Method: [Dropdown menu with 'PRINT' selected]
- EDI Send Method: [Dropdown menu]

Buttons for 'Update' and 'Cancel' are located in the top right corner.

As you can see in the above example, most of the fields are read-only. Their information is based on the generic vendor record and the user cannot change this information. Only the Account Numbers, Terms Sign and Percent fields can be set specifically to the UARCV sublevel vendor record. Your system librarian can determine which fields are read-only and which can be set specifically for the sublevel vendor. When you assign vendor A.V. to an URLEC order record, the default information from the vendor record will be taken from the UARCV sublevel vendor record. If there is no sublevel vendor record that matches the order's sublibrary/order unit, the system uses the generic vendor information.

## 4 Budgets

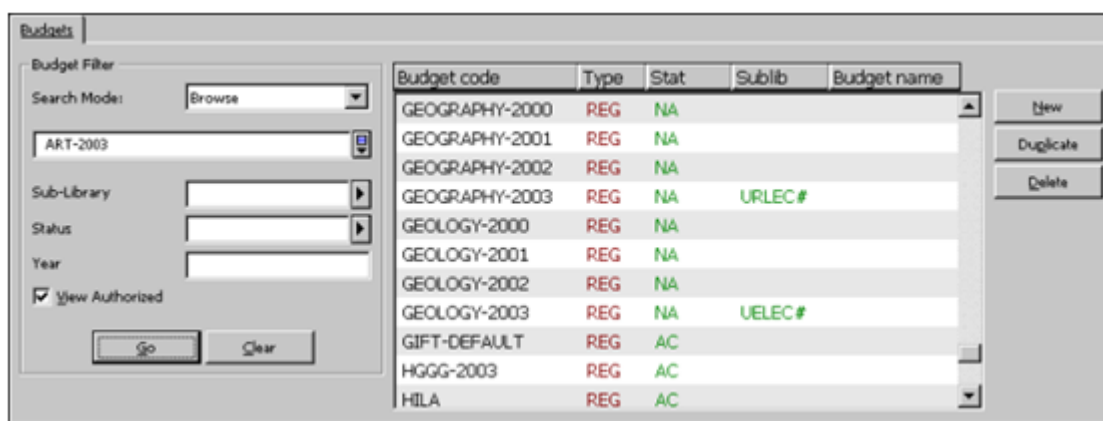
Budgets are an optional feature and are only for users who want budget control. Before initiating any orders, you must first create a list of budgets. After a budget has been created, it can be assigned to an order (see the chapter on Orders on page 43).

This chapter includes the following sections:

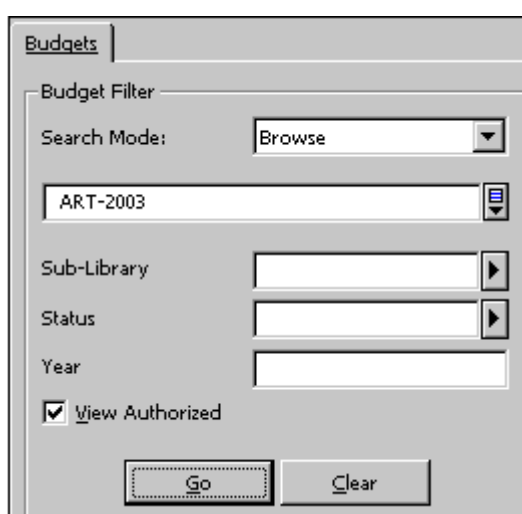
- Budgets List
- Budget Form
- Budget Hierarchy
- User's Budget Permissions

### 4.1 Budgets List

Select the Budgets node from the Administration tab. The Budgets list will be displayed in the Budgets tab in the upper pane. You can add, modify and delete budgets.



Use the Budget Filter area to search for the appropriate budget.



You can search the list of budgets in the following ways:

### Browse

You can browse the Budget list and jump to a particular point in the list by typing in a partial budget code in the space provided and clicking **Go**. The Browse option allows you to filter the list only by those budgets used by a particular sublibrary/order unit, budgets having a particular status, and/or budgets of a particular year.

### Note

If the budget was not defined as being associated with a particular sublibrary/order unit, the budget will appear in the Budget List, no matter which sublibrary/order unit you choose to Filter by. Check the View Authorized Budgets check box to display only budgets for which the user has at least one kind of permission. (The user's budget authorizations are set via the Budgets window, invoked via the Staff Privileges window.)



## Keywords

The Keywords Search retrieves budgets by keyword(s) you have entered. You can truncate words by entering the first few letters of your search term. The following three fields will be searched for keywords: Name, External Budget and Department.

## Exact

To retrieve a specific budget, type in the exact budget code and click Go.

## Wildcard

The **Wildcard Search** allows you to select a group of budgets by entering a partial Budget Code and an asterisk (\*). For example, B\*-2003 will retrieve all budgets that start with the letter **B** and end with **-2003**.

## Group

Type in a Budget Group and click Go. For example, MON will retrieve all budgets that have MON (Monographs) in the Budget Group field in the Budget Information Screen 1 tab of the Budget Form window in the lower pane.

It is possible to filter the search by Group using the status and the year of the budget (for annual budgets with suffix "-YEAR" or non-annual budgets which by convention belong to any year). Select the "Group" search type, enter the search term as one string in the field below, for example, MON 2003 AC in order to indicate an active budget with group MON for the year 2003, or alternately type the group MON as search string and fill in the status AC and the year 2003 in the corresponding fields for filtering.

### Important Note

Depending on how your system librarian has set up the system, the budget list can contain only those budgets with assigned Order Units/Sublibraries which match the user's assigned Order Unit/Sublibrary.

#### 4.1.1 Buttons on the Budgets List

The following buttons are available on this screen:

##### New

To add a new budget to the list, click **New**. The Budget Form in the lower pane will be displayed for you to fill in.

##### Duplicate

You can add a new budget by copying an existing budget's details and then editing the Budget Form in the lower pane. To do this, highlight the budget whose information you wish to copy, then click **Duplicate**. The Budget Form will be displayed for the new budget, which will already be filled in with information copied from the highlighted budget. You can then edit the form so that the information will be appropriate for the new budget.

##### Delete

To delete a budget from the list, highlight the budget and click **Delete**. If a budget is linked to an order it cannot be deleted.

## 4.2 Budget Form

When you click **New** or **Duplicate** on the Budgets List (upper pane), the lower pane is activated and the Budget Form is displayed, enabling you to register administrative information about a budget. The Budget Form also allows you to update details of an existing budget highlighted in the Budgets List in the upper pane.

The Budget Form has five parts, accessible by clicking the tab for each part. When you are finished filling in the tabs: Budget Info 1 and Budget Info 2, click **Add** or **Update**.

### 4.2.1 Budget Info 1 Tab 1

When the user clicks the Budget Info 1 tab, the following form is displayed:

The screenshot shows a software interface for entering budget information. At the top, there are five tabs: '1. Budget Info 1', '2. Budget Info 2', '3. Balance', '4. Transactions', and '5. Sublibraries'. The '1. Budget Info 1' tab is selected. The form contains the following fields and controls:

- Open Date:** 15/07/03
- Department:** Physics (dropdown menu)
- External name:** Nat. Art fund
- Budget Code:** ART-2003
- Budget Parent:** BERG-2003 (dropdown menu)
- Use parent budget for invoice report:**
- Budget Type:** REG (dropdown menu)
- Name:** Art fund for 2003
- Valid From:** 01/01/2003 (dropdown menu)
- Valid To:** 31/12/2003 (dropdown menu)
- Budget Group:** SER (dropdown menu)
- Budget Status:** AC (dropdown menu)
- Note 1, 2, 3, 4:** Four empty text input fields, each with a small icon to its right.
- Buttons:** 'Update' and 'Cancel' buttons are located in the top right corner.

#### Open Date

This is the date the record was opened. It is filled in automatically by the system.

#### Department

Enter the department within the institution to which the budget is attached.

#### External Name

If this budget is part of a larger administrative authority, enter the budget code for that authority here.

#### Budget Code

The Budget Code is the unique code by which the system identifies the budget. You can enter up to 50 alphanumeric characters. The recommended format is code-year, for example, HISTORY-1998. This format is not required, but if your budgets are annual, it will enable you to use various features that require the code-year format.

#### Budget Parent

Optional. If there is a budget parent, enter its code here. Use Parent Budget for Invoice Report. If the box is checked, then the parent budget is reported in the invoice report (service: acq-10) instead of in the budget itself. If there is a grandparent, the final reported budget is the first parent/grandparent where the Use Parent Budget for Invoice Report field is not checked. If the check box is not checked, the budget itself will be reported in the Invoice Report.

### **Use Parent Budget for Invoice Report**

If this box is checked, then the parent budget instead of the budget itself is reported in the Invoice Report (acq-10). If there is a grandparent budget, the final reported budget is the first parent/grandparent where the Use Parent Budget for Invoice Report field is not checked. If the check box is not checked, the budget itself will be reported in the Invoice Report (acq-10).

### **Budget Type**

The Budget Type is for information only. If you do not choose a budget type, the system chooses the first one in the list as the default. The various types are set by the System Librarian. Some examples of budget types are:

- REG - Regular
- INB - Internal
- SPE - Special
- RES - Research
- CLS - Balanced budget

### **Name**

This is the name of the budget. This information is optional. You can enter up to 60 characters.

### **Valid from/Valid to**

Enter the dates between which orders can be placed against the budget. An order will be trapped if it is placed outside the valid period.

### **Budget Group**

Budget Groups are used to combine several budgets into a group in order to produce a report on the budgets. Select a group from the pull-down menu. For example, you may want to have separate groups for material type, department and faculty. In this case, a particular budget, called Biologyserials-1998, may belong to a Serials Group, Biology Department.

### **Budget Status**

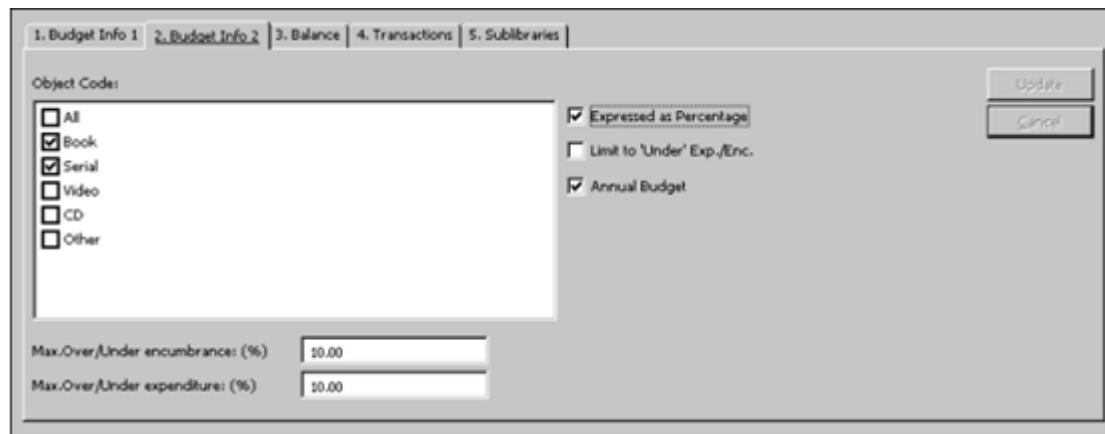
The Budget Status can be active (AC) or non-active (NA). An order that is placed against an inactive budget will be trapped. If you do not choose a budget status, it defaults to active (AC).

### **Note 1-4**

Each note can be up to 100 characters in length.

## 4.2.2 Budget Info 2 Tab

When the user clicks the Budget Info 2 tab, the following form is displayed:



### Object Code

Select the appropriate object codes for the budget. Up to 20 object codes can be assigned to the budget. Object codes can be used to create a hierarchy within a budget and to classify expenditures. If the use of an object code is mandatory (depending on your system setup), then an object code must also be assigned to a line item invoice and must match the assigned budget's object codes. If you don't select any object code, All is automatically checked. The list of available object codes can be set by your system librarian.

### Max. Over/Under Encumbrance

This is the maximum amount by which the budget can be encumbered, over or under the estimated budget balance. This field also depends on the check boxes: Expressed as Percentage and Limit to Under Enc./Exp.

For example, when the estimated balance is \$100, if the Max. Over/Under Encumbrance is \$20, then the Limit to Under Enc./Exp. is not checked (i.e., this field is actually Maximum Over Encumbrance), then encumbrances up to \$120 can be made. This can be expressed as a percentage (depending on whether you select the Expressed as Percentage check box).

In the other case, if the Limit to Under Enc./Exp. is checked (that is, this field is actually Maximum Under Encumbrance), then encumbrances up to \$80 can be made. This can be expressed as a percentage (depending on whether you select the Expressed as Percentage check box).

### Max. Over/Under Expenditure

This is the maximum amount by which the budget can be debited (that is, invoices paid), over and above the estimated budget balance. This field also depends on the check boxes: Expressed as Percentage and Limit to Under Enc./Exp.

For example, when the estimated balance is \$100, if the max. over/under expenditure is \$20, then the Limit to Under Enc./Exp. is not checked (i.e., this field is actually Maximum Over Expenditure), then expenditure up to \$120 can be made. This can be expressed as a percentage (depending on whether you check the Expressed as Percentage check box).

In the other case, if the Limit to Under Enc./Exp. is checked, (i.e., this field is actually Maximum Under Expenditure), then expenditure up to \$80 can be made. This can be expressed as a percentage (depending on the Expressed as Percentage check box).

### **Expressed as Percentage**

The Expressed as Percentage check box works together with the Max. Over/Under Encumbrance and Max. Over/Under Expenditure fields that appear in the window above the check box. If you place a checkmark in the box, this means that the amount written in the Max. Over/Under Encumbrance and Max. Over/Under Expenditure fields will be taken as a percentage of the allocation.

For example, if the Max. Over/Under Encumbrance field value is 20 and the allocation is 1000, and the user places a checkmark in the Expressed as Percentage box (for percent) and does not place a checkmark in the Limit to Under Enc./Exp. box, then the maximum over-encumbrance will be 20 percent, or 200, to be added to the allocation of 1000 for a total of 1200.

If, on the other hand, you do not place a checkmark in the box, then the value for the Maximum Over Encumbrance field will be taken as is (not as a percentage) and added to the allocation. In the example given above, 20 plus 1000 equals 1020.

### **Limit to Under Enc./Exp.**

This check box allows you to define whether the amount (or percentage) registered in the fields Max. Over/Under Encumbrance and Max. Over/Under expenditure is an amount OVER or an amount UNDER.

If the Limit to Under Enc./Exp. is checked (set as "Under"); this means that the amount/percent registered in Max. Over/Under Encumbrance and Max. Over/Under Expenditure is to be subtracted from the budget balance amount and the user will be "stopped" from registering an order encumbrance or invoice amount when the budget is close to being fully spent.

If the Limit to Under Enc./Exp. is not checked (set as "Over"), the amount/percent registered in Max Over/Under Encumbrance and Max Over/Under Expenditure is to be added to the budget balance amount.

Example:

Budget ART-2003 has a balance of 100 USD. Max. Over/Under Expenditure is 20%. The Limit to Under Exp./Enc. check box is checked.

The system will allow the user to spend only 80 USD. So that 20 USD (20%) are left untouched.

If the Limit to Under Exp./Enc. check box is NOT checked, then the system will allow the user to spend 120 USD (over-exp. of 20%).

### **Annual Budget**

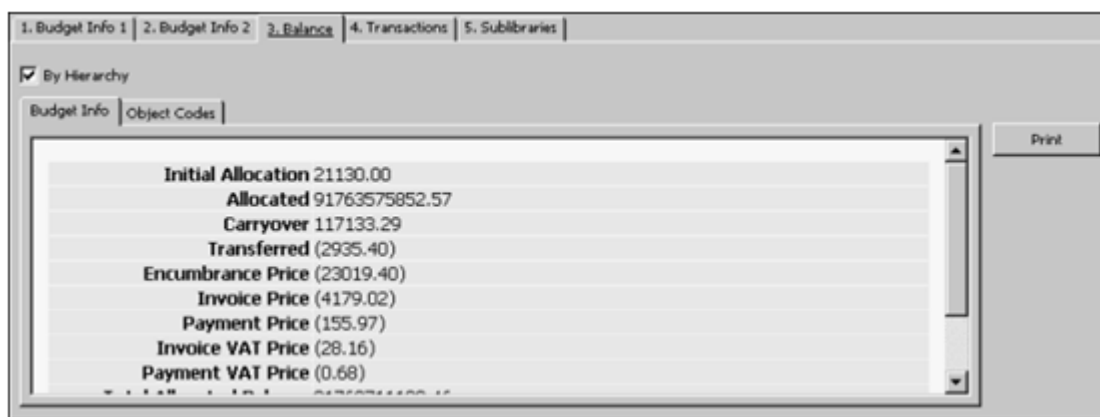
If you have used the Budget Code format code-year (see Information Screen 1), and you indicate that this is an annual budget, then at the end of the budget year, the budget remaining can be carried over automatically to the budget for the new year.

#### Note

Any encumbrances and unpaid invoices will be carried over as well.

### 4.2.3 Balance Tab

This tab consists of the Budget Info tab and the Object Codes tab (depending on system setup), providing details of the selected budget. When you click the Budget Info tab, the screen below is displayed:



The screenshot shows a software interface with a tabbed menu at the top: "1. Budget Info 1", "2. Budget Info 2", "3. Balance", "4. Transactions", and "5. Sublibraries". The "3. Balance" tab is selected. Below the tabs, there is a checkbox labeled "By Hierarchy" which is checked. Underneath, there are two sub-tabs: "Budget Info" and "Object Codes", with "Budget Info" selected. A list of budget items is displayed in a table-like format, with a vertical scrollbar on the right. A "Print" button is located to the right of the list.

Initial Allocation	21130.00
Allocated	91763575852.57
Carryover	117133.29
Transferred	(2935.40)
Encumbrance Price	(23019.40)
Invoice Price	(4179.02)
Payment Price	(155.97)
Invoice VAT Price	(28.16)
Payment VAT Price	(0.68)

#### Initial Allocation

This is the amount that was originally allocated to the budget.

#### Allocated

This is the total amount of "Regular Allocations (ALC)" that have been made to this budget.

#### Carryover

This is the amount that was left over from last year's budget and is credited to this year's budget.

#### Transferred

This is the sum of all transfers-in minus all transfers-out.

#### Encumbrance Price

These are orders that have not yet been fully invoiced.

#### Invoice Price

These are invoices that you have received but have not yet been paid.

#### Payment Price

These are invoices that have already been paid.

#### Invoice VAT Price

These are the VAT amount of invoices, which you have received but have not yet been paid.

### Payment VAT Price

These represent the VAT amount of invoices, which have already been paid.

### Total Allocated Balance

This is the sum of the above amounts.

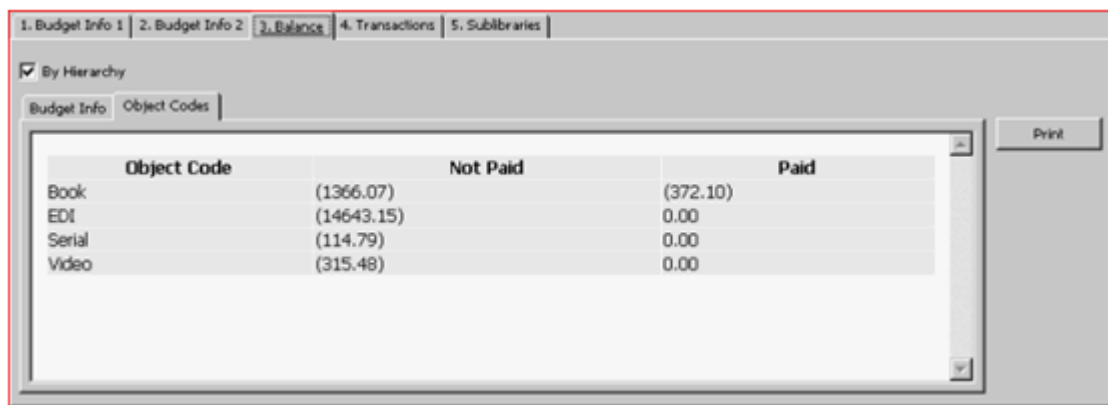
### Actual Balance

When the actual balance is calculated, the encumbrances are not subtracted. The equation is: Actual balance = total allocations - (paid + unpaid invoice).

### Free Balance

When the free balance is calculated, the encumbrances are subtracted. The equation is: Free balance = total allocations - (paid + unpaid invoices + encumbrances).

When you click the Object Codes tab, the screen below is displayed

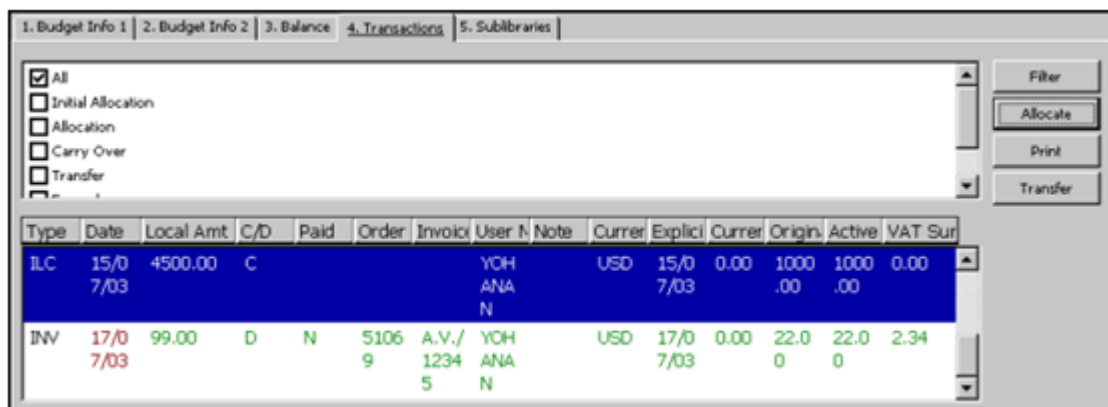


Object Code	Not Paid	Paid
Book	(1366.07)	(372.10)
EDI	(14643.15)	0.00
Serial	(114.79)	0.00
Video	(315.48)	0.00

This screen displays the object code subdivisions of the budget. It contains information regarding the paid and unpaid amount for each object code.

### 4.2.4 Transactions Tab

In the Budget Form, when you click the Transactions tab, the following screen is displayed.



Type	Date	Local Amt	C/D	Paid	Order	Invoice	User	Note	Currer	Explici	Currer	Origin	Active	VAT Sur
ILC	15/0 7/03	4500.00	C				YOH		USD	15/0	0.00	1000	1000	0.00
							ANA			7/03		.00	.00	
							N							
INV	17/0 7/03	99.00	D	N	5106	A.V./	YOH		USD	17/0	0.00	22.0	22.0	2.34
					9	1234	ANA			7/03		0	0	
						5	N							

The Transaction List lists all transactions for the selected budget, indicating whether they are Credits (C) or Debits (D). The transactions list can be filtered by transaction type. To display only selected types of transactions, select the appropriate transaction

types.

There are six types of transactions that can appear in the list:

- Initial Allocations (ILC)
- Regular Allocations (ALC)
- Carry-overs (CRO)
- Transfers (TRN)
- Encumbrances (ENC)
- Invoices (INV)

Following are the buttons on the Transactions tab:

### **Filter**

To display only transactions of specific type/s, select the appropriate transaction type/s and click Filter.

### **Allocate**

To allocate funds to the selected budget, click Allocate. For more information, see also Allocate Transaction.

### **Print**

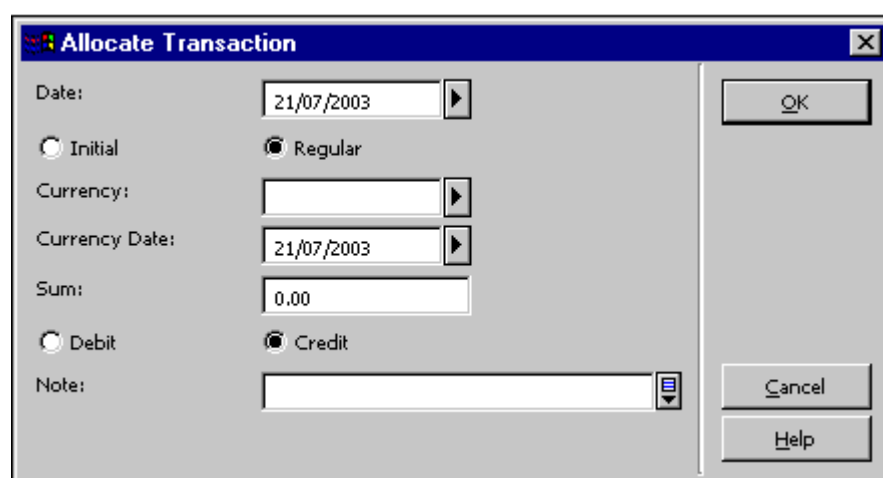
To print a list of transactions, click Print.

### **Transfer**

To transfer funds from one budget to another, click Transfer. For more information, see also Budget Transfer.

### **Allocate Transaction**

When you click **Allocate** on the Transactions tab the following window is displayed:



This window enables you to allocate funds to a budget. When you finish filling in the fields, click **OK**.



## Fields:

### Date

The system automatically fills in the current date; but you can change the date.

### Initial/Regular

If the allocated amount is the initial allocation (transaction type ILC), select Initial. If the allocated amount is an additional or a regular allocation (transaction type ALC), select Regular. The system default value is Regular.

### Currency

This is the currency of the allocation.

### Currency Date

This is the date of the exchange rate of the currency. The system automatically fills in the current date, but you can change the date.

### Sum

This is the amount by which the budget is being debited or credited.

### Debit/Credit

This indicates if the amount will be deducted from or added to the budget balance.

### Note

You can add a note for the Allocate transaction (up to 200 characters).

## Budget Transfer

When you click **Transfer** on the Transactions tab the following window is displayed:

The screenshot shows a 'Budget Transfer' window with two budget panels and a central amount field. The left panel is for budget 'BERG-2003' and the right panel is for budget 'ART-2003'. Both panels show a list of budget items with their respective values. The central amount field is set to 100.00. Below the panels is a 'Note' field.

Budget	Item	Value	
BERG-2003	Initial Allocation	0.00	
	Allocated	69804444439.93	
	Carryover	0.00	
	Transferred	(133.00)	
	Encumbrance Price	(9500.41)	
	Invoice Price	(16409.69)	
	Payment Price	(180.00)	
	Invoice VAT Price	(50.61)	
	Payment VAT Price	0.00	
	Total Allocated Balance	69804444306.93	
	Actual Balance	698044427717.24	
	Free Balance	698044418216.83	
	ART-2003	Initial Allocation	4500.00
		Allocated	0.00
Carryover		0.00	
Transferred		0.00	
Encumbrance Price		0.00	
Invoice Price		(148.50)	
Payment Price		0.00	
Invoice VAT Price		(18.00)	
Payment VAT Price		0.00	
Total Allocated Balance		4500.00	
Actual Balance		4351.50	
Free Balance		4351.50	

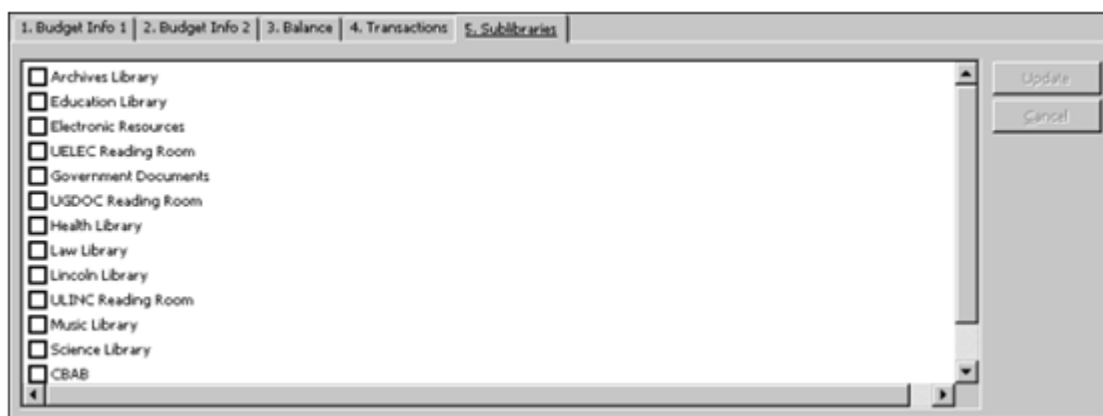
This window enables you to transfer amounts from one budget to another. To perform a transfer transaction from one budget to another enter the budget code for both budgets (the one from which the amount is transferred and the one to which the amount is transferred) in the Budget field. The Budget Code can be entered either by selecting a budget code from the list or by typing it in and pressing Enter. Only if the budget code is valid are its details shown. Otherwise, an error message is displayed. Use the transfer arrows to transfer an amount from one budget to another. The two transfer arrow buttons are enabled only when both budgets are valid (their information is displayed) and the sum to transfer is greater than zero.

Clicking the right arrow transfers money from the left-hand budget to the right-hand budget, and vice versa for the left arrow. You can add a note for the transfer transaction by typing text in the Note field (up to 200 characters).

You can also access the Budget Transfer window by selecting the Budget Transfer node of the Administration tab. To transfer amounts from one budget to another, the user must be allowed to perform transfers in both budgets: the one you transfer from and the one you transfer to.

To transfer funds from one budget to another, fill in the form and click **OK**.

#### 4.2.5 Sublibraries Tab



This tab is labeled Sublibraries or Order Units, depending on whether your acquisitions system is set to work with sublibraries or with order units. This tab is used for assigning sublibraries/order units to a budget.

The list on the left side of the screen shows all available sublibraries/order units.

If a sublibrary/order unit is selected, only orders for this sublibrary/order unit can be charged to this budget. If you do not select any sublibrary/order unit, orders for all sublibraries/order units can be charged to this budget. Note that users with sublibrary/order unit level passwords can place orders only for budgets belonging to their sublibrary/order unit. Users with global level authorization can enter any budget. (This is to enable registration of an order to budgets belonging to different sublibraries/order units in case of a shared order. Note that if an order is placed against two or three budgets of different sublibraries/order units, a sublibrary/order unit level user will not be able to update the order).

## 4.3 Budget Hierarchy

Budgets can be defined in a hierarchical structure. This structure can be utilized in different services and GUI online reports.

### 4.3.1 Budget Parent

The Budget Parent field appears in the Budget Form - Budget Info 1 Tab. When a budget has a higher hierarchy (a parent), type in or select the Parent Budget Code from the list.

Budget Code:	ART-2003	
Budget Parent:	BERG-2003	<input checked="" type="checkbox"/> Use parent budget for invoice report

The system also supports "budget grandparents", as explained in the following example:

Budget BERG-2003 has a "child" budget: ART-2003. ART-2003 is a parent of ART-2003-B.

In this example, BERG-2003 has a child (ART-2003) and a grandchild (ART-2003-B).

The setup should be as follows:

In ART-2003-B, enter ART-2003 in the Budget Parent field. In ART-2003, enter BERG-2003 in the Budget Parent field. In BERG-2003, which is the grandparent budget, leave the Budget Parent field empty.

### 4.3.2 Use Budget Parent for Invoice Report

The *Use parent budget for invoice report* option appears in the Budget Info. 1 tab. If the budget parent is reported in the Budget Parent field and this option is selected, then the parent budget is reported in the Invoice Report (acq-10) instead of in the budget itself. If there is a grandparent, the final reported budget is the first parent/grandparent where the Use Parent Budget for Invoice Report option is not selected. If the option is not selected, the budget itself is reported in the Invoice Report and not its parent.

Example:

Budget HIST-COUNCIL is a parent budget of 2 budgets: HIST-A and HIST-B.

The invoice transactions for the budgets are:

- HIST-A - \$5.00
- HIST-B - \$10.00

If in both budgets, HIST-A and HIST-B, the Use Parent Budget for Invoice Report is set to Yes (checked), then the Invoice Report will show: \$15 expenditure in HIST-

## COUNCIL.

If in both budgets, HIST-A and HIST-B, the Use Parent Budget for Invoice Report is set to No (not checked), then the Invoice Report will show: \$5 expenditure in HIST-A \$10 expenditure in HIST-B.

If HIST-A is set to No in Use Parent Budget for Invoice Report and HIST-B is set to Yes, the report will show HIST-COUNCIL \$10 and HIST-A \$5.

### 4.3.3 Budget Hierarchy in Reports

Besides the option of reporting the parent budget in the Invoice Report, you can also choose to use the hierarchy budget in the following reports.

- General Retrieval Form (acq-02-01)
- Budget Summary (acq-16)
- List of Orders per Budget (acq-17)

Use Hierarchy Budget - Yes/No. This selection is available in these three services.

#### **Budget Hierarchy in General Retrieval Form (acq-02-01)**

When retrieving orders by their budgets, the user can specify either to use a specific order budget (Use Hierarchy Budget=No) or any of the budget's parents/grandparents (Use Hierarchy Budget=Yes).

#### **Budget Hierarchy in Budget Summary (acq-16)**

The Budget Summary Report supports hierarchy by means of the following two fields:

- Balance by Hierarchy
- The Balance by Hierarchy field is a Yes/No flag. If *Yes* is selected, this determines that all budget sums are calculated, not on a single budget, but rather on the budget and all its descendants. In addition, a list of its descendants is displayed at the bottom of the section.
- Expand Budgets in Hierarchy

The Expand Budgets in Hierarchy field is a Yes/No flag. If *Yes* is selected, all descendants are displayed right after the parent budgets. The descendants' budgets are displayed with leading plus signs ("+"), which indent their hierarchy based on its depth.

In order to get a full hierarchy report of a specific budget: Select a single budget code in the Budget Code field. Select *Yes* in both fields: Balance by Hierarchy and Expand Budgets in Hierarchy.

#### **Budget Hierarchy in List of Orders per Budget (acq-17)**

The user can choose to run this service in Hierarchy mode (Use Hierarchy Budget=Yes) so that the report will also include the budget's parents/grandparents.


## 4.4 User's Budget Permissions

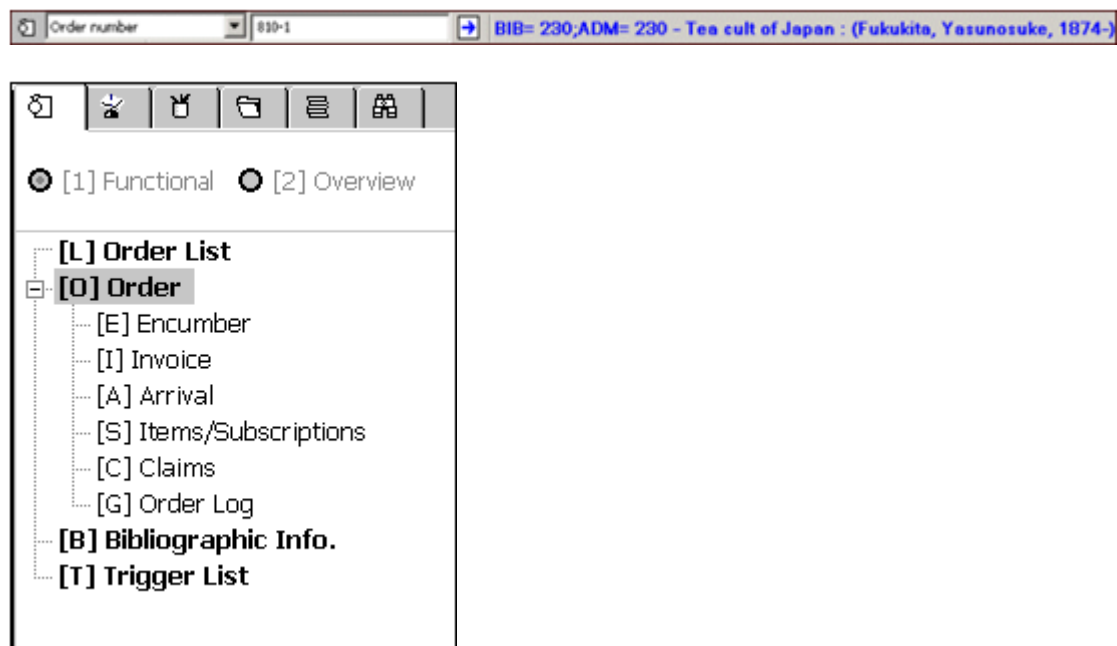
The user's authorizations for a budget are assigned through the Staff Privileges function available from all GUI modules. To access the Staff Privileges functionality right-click the key icon on the Operations bar (at the bottom right of the screen) and select Staff Privileges.

The **Budgets** button in the Staff Privileges window is used to assign budget permissions for the user.

## 5 Orders

This section explains the Order function. In addition to simply ordering materials, this function enables you to encumber budgets for an order, produce a claim, register the arrival of material and register invoices.

The Order function is accessed from the Order tab in the Navigation pane  and from the Order Bar.




The Orders chapter contains the following topics:

- Order Search
- Order List
- Order Form
- Sending Orders to Vendors
- Encumbrances for Order
- Items/Subscriptions
- Canceling Orders

- Deleting Orders
- Order Log
- Action Log Messages
- Multi Order Process (for Monographs)

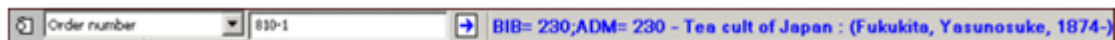
To initiate a new order or to modify an existing order, use the Order bar and the Order Tab. Each selection enables you to retrieve the Order List.


## 5.1 Order Search

To retrieve an order record, you can use either the Order Bar or the Order Search tab .

### Order Bar

The Order Bar allows you to retrieve an order record matching the search parameter selected in the Order Index Type drop-down menu on the far left. Search parameters can be Bibliographic (for example, Order Title, Order Author) or Administrative (for example, Vendor Code, Order Number).



Select the required search parameter and type in the search value. For example: select as a search parameter: Order Number and type in: 810-1. As soon as you click  you will get one of the following results:

- Single - A single match has been found. The Order List is opened.
- None - No matching entries. The message: "Cannot find a single match. View index list?" is displayed. If you choose Yes, the Index List window will be opened with all filters cleared. The Index Type and the Starting Point are automatically filled in. The Exact Match check box is not checked.
- Multi - Multiple matching entries in index. The message: "Cannot find a single match. View index list?" is displayed. If you choose Yes, the Index List window is opened with all filters cleared. The Index Type and the Starting Point are automatically filled in. The Exact Match check box is checked.

### Order Search Tab

This tab is comprised of two nodes:

- Index List
- New and Canceled Order Index

This screen enables you to search for orders whose status is New, LC (library canceled), VC (vendor canceled) and CNB (canceled, no budget). It allows you to delete order/s if you have permission to do so.

## Index List

When you activate the Index List node, the Index List is displayed in the upper pane.

Index	Order No.	Rec. No.	Vendor	Status	Status Date	Type
A.V.	1229	000000444	A.V.	SV	28/10/01	M
A.V.	1230	000000444	A.V.	SV	15/11/01	M
A.V.	1233	000000444	A.V.	SV	29/10/01	M
A.V.	51070	000053501	A.V.	SV	15/07/03	M
AATA	51133	000053590	AATA	SV	21/08/03	M
ABC	8IND5535	000002567	ABC	SV	11/02/01	B
ABC	8IND31438	000002567	ABC	SV	21/03/01	B

## **Filters**

You can choose to have the list filtered by one of a number of different indexes, such as Order Number or Vendor Code. The Exact Match check box determines whether only entries that are exactly like the starting point will be displayed in the Index List. In addition, you can display only those orders that relate to a particular sublibrary, order status, order type, and so on. You can also display orders that were sent to a vendor within a specific period of time (defined by the "From" Order Date and "To" Order Date). If you leave the "To" Date blank, all dates will be displayed.

**Sublibrary Filter:** You can use an asterisk (\*) as a suffix to filter the index list by orders whose sublibrary code begins with a specific string. For example: UE\* will filter the list by orders of sublibraries: UEDUC, UEGOV and UEARC.

**Vendor Status Filter:** In order to ensure that the Vendor Status filter works properly after updating the vendor status in the Vendor record, run the Rebuild Order Index (acq-04) service.

## **Enter Starting Point**

You can jump to a particular point in the list by typing in the beginning of the index text in the space provided and pressing Enter or clicking the Refresh Filter button.

## **Buttons on the Index List**

The following buttons are available on this screen:

## Refresh Filter

If you have typed text in a field (rather than choosing from a menu), you must click the Refresh Filter button in order to activate the filter. The relevant entries are then displayed.

## Clear Filter

To clear all index filters, click Clear Filter.

## Print Order

To print the order for the highlighted entry, click Print Order.

## Select

To see the list of orders for the highlighted item and to perform a number of different functions related to an order, click Select.

## New and Canceled Order Index

When you activate the New and Canceled Order Index node under the Order Search tab, the New and Canceled Order Index screen is displayed in the upper pane.

Order no.	Sub-lib	Status	Type	Title
50954	UEDUC	NEW	M	Traité de sociologie générale;
1469	UARCV	NEW	M	The animal kingdom;Leving in the East Jungke; Between Lions :
1729	UEDUC	NEW	M	The animal kingdom;Leving in the East Jungke; Between Lions :
1316	UEDUC	NEW	M	Inter-war currency lessons,
9	UELEC	NEW	M	Three years hard Labour; :
1137	UARCV	NEW	M	Метод. рекомендации библиотекарю по использованию рек
1740	UEDUC	NEW	M	Метод. рекомендации библиотекарю по использованию рек
9330	UARCV	NEW	M	Метод. рекомендации библиотекарю по использованию рек

The New and Canceled Order Index enables the user to search for orders that have the status New, LC (library canceled), VC (vendor canceled) and CNB (canceled, no budget), and allows you to delete order/s if you are permitted to do so. Orders in the index are sorted by status date in descending order.

## Filters

You can choose to have the list filtered by Order Type, Order Group, Vendor Code, Material Type. You can also display orders that were created within a specific time period (defined by the "From" Order Date and the "To" Order Date).

## New and Canceled Order Index Pane: Buttons

The following buttons are available on this screen:



### Search Now

To activate the search, click the **Search Now** button. The relevant entries will then be displayed.

### Clear Filter

This button clears the filters.

### Print Order

To print the order information for the highlighted entry, click **Print Order**.

### Select

To see the list of orders for the highlighted item and to perform a number of different functions related to an order, click **Select**.

### Delete

To delete order/s, highlight the order/s you want to delete, and then click Delete. For multiple select deletes, click **Ctrl/Shift**.

For a single select delete use the same routine as you would for a standard delete. This means that you will be blocked if you lack permission to delete an order. If there are attached Items/Claims/Arrivals/Invoices, the system will ask you to re-confirm the deletion.

For multiple select deletes, you will be notified at the end of the operation how many successful deletions were made.

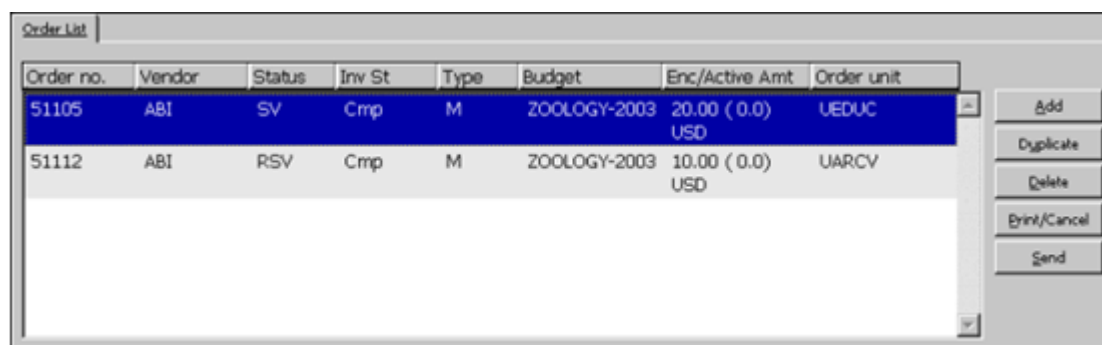
If there was a Hold Request on the deleted order, a Delete Hold Request printout will be produced by the system.

### Delete All

To delete all the listed orders, click **Delete All**. The system will delete only orders you are authorized to delete. You will be notified at the end of the operation how many successful deletions were made. If there was only one entry listed and Items/Claims/Arrivals/Invoices was attached, the system will ask you to re-confirm the deletion.

## 5.2 Order List

When the user selects an order record from the Index List, the Order List is displayed in the upper pane, listing the orders related to a particular administrative record.



The screenshot shows a window titled "Order List" containing a table with the following data:

Order no.	Vendor	Status	Inv St	Type	Budget	Enc/Active Amt	Order unit
51105	ABI	SV	Crp	M	ZOOLOGY-2003	20.00 (0.0) USD	UEDUC
51112	ABI	RSV	Crp	M	ZOOLOGY-2003	10.00 (0.0) USD	UARC

On the right side of the table, there is a vertical sidebar with the following buttons: Add, Duplicate, Delete, Print/Cancel, and Send.

Use the Order List to add/duplicate and delete orders. To modify an existing order, highlight the desired order and update the fields in the Order Form in the lower pane.

If your System Librarian has determined that the "Enc/Active Amt" column should be displayed, it will display the Encumbrance Sum, broken down into three parts:

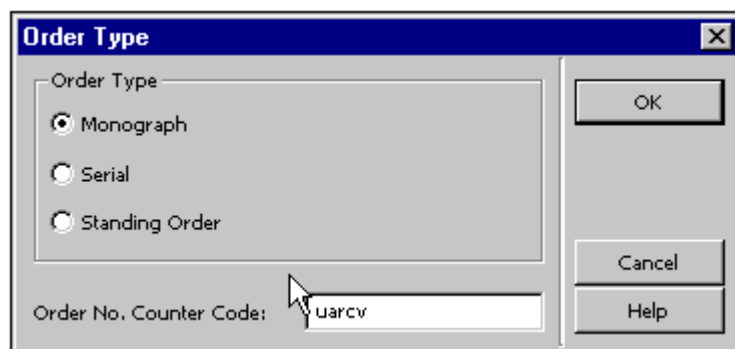
- The first part is the original encumbrance amount that is based on the estimated price on the Order Form.
- The second part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete".)
- The third part is the Currency.

### **Order List Buttons**

The following buttons are available on this screen:

#### **Add**

To add a new order, click Add. You will be able to choose the order type: monograph, standing order or serial.



In addition, depending on how your System Librarian has set up the Acquisitions/Serials module, you will be able to activate a specific counter for assigning the order number. The Order Form will be displayed in the lower pane.

#### **Duplicate**

You can add a new order by copying an existing order's details and then editing the form that pops up. To do this, highlight the order whose information you wish to copy, then click Duplicate. A form will be displayed for the new order, which will already be filled in with information copied from the highlighted order. You can then edit the form so that the information will be appropriate for the new order.

#### **Delete**

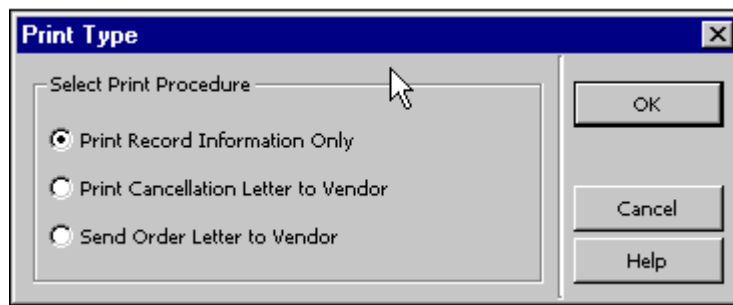
To delete an order from the list, highlight the order and click Delete. When deleting an order from the Orders List for orders of type M (Monographs), a warning about the existence of items appears. Overriding this warning will delete all attached items with the deletion of the order itself. A warning for deletion of attached claims will appear

when you try to delete an order with attached claims. Overriding this warning will delete all attached claims.

A warning for deletion of the order's arrivals will appear when trying to delete an order with arrivals. Overriding this warning will delete all attached arrivals. A warning for deletion of attached invoices will appear when trying to delete an order with assigned invoices. Overriding this warning will delete all attached line items.

### **Print/Cancel**

Click this button to determine which print procedure will be used:



Select one of the options and click **OK**.

### **Send**

To produce an order slip for the vendor or to send it by e-mail, click **Send**. The default letter format that will be printed or sent by e-mail is defined in the Vendor tab in the lower pane. This letter format can be changed for a specific order by modifying the Send Letter by field in the Vendor tab in the lower pane.

An order can be sent as a single letter (order delivery type LE) or as part of an order list from a vendor (order delivery type LI). For a letter, when clicking the Send option, the order status is changed to SV (sent to vendor). For a list of orders, the order status is changed to RSV (ready to be sent to vendor).

#### **5.2.1 Quick Cataloging in Acquisitions**

Another way to reach the Order List is through the Quick Cataloging option of the Acquisitions/Serials GUI. Select Orders/Catalog Order from the main menu.

Select a bibliographic library from the dialog box. The Catalog Record window is displayed.

Field	Tag	Value
Author	100 a	Baldassari, Anne
Title (mandatory)	245 a	Matisse and Picasso
Place	260 a	NY
Publisher	260 b	Museum of modern Art,
Date	260 c	2002
ISBN	020 a	0-8707-0008-1
Additional name	245 b	
Dates	245 d	
Optional name	245 c	
Adm note	NOT a	

This window is used to briefly catalog a record with minimum information. Once you fill in this form and click **OK**, the Order List will be displayed. At this stage, you can add a new order for this record. The fields available in this window are defined by your System Librarian.

### Note for the System Librarian

The fields in the Catalog Record window are determined by the setup in `pc_tab_acq_fast_cat.lng`. This table has to be edited in the bibliographic library (for the creation of the bibliographic record) and in the administrative library (for the creation of the administrative record). Fast cataloging defaults to FMT BK, using relevant LDR and 008 templates. However, a different FMT can be set, in which case the default values set in `tab_tag_text` are used to set the appropriate LDR and 008 fields. The record does not undergo cataloging checks.

You can determine the bibliographic fields in the `pc_tab_circ_fast_cat.lng` table located in the administrative library by using column 5 of the table to specify that the tag is a BIB tag.

If the `pc_tab_circ_fast_cat.lng` table located in the administrative library includes at least one line with a tag that is specified as a BIB tag, the `pc_tab_circ_fast_cat.lng` table in the Bibliographic library will be ignored.

This option can be used by a Multi-ADM environment as well by a single-ADM environment.

## 5.3 Order Form

When you click **Add** (and then select an order type) or **Duplicate** on the Order List, the Order Form is activated in the lower pane. This screen enables you to initiate a new order or to modify an existing order.

The Order Form is comprised of four tabs, accessible by clicking each tab. The four tabs are: Order Display, General, Vendor, and Quantity and Price.

## Note

The Vendor Information in the Vendor tab can vary, depending on whether the order type is Monograph, Serial or Standing Order.

### 5.3.1 Order Display Tab

The Order Display tab on the lower pane is divided into parts that supply information regarding the order. You can read, but not change the information. The available tabs are: Order Info, Invoice, Expenditure, Encumbrance, and Patron.

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Info | Invoice | Expenditure | Encumbrance | Patron

**Bib Info** ACSM fitness book / American College of Sports Medicine.[000769107]  
**Rush**  
**Order Number** 6457  
**Order Number 2**  
**Order Number 3**  
**Order Group**  
**Sub Library** SCF/Bradenton  
**Order Type** Serial  
**Order Status** Sent to vendor  
**Order Status Date** 29/11/2012  
**Material Type** Monograph  
**Arrival Status** Non Arrived  
**Invoice Status** Partial  
**Method of Acquisition** Purchase  
**Order ISBN/ISSN** 0880117834  
**Initiator ID** 004E

### 5.3.2 General Tab

When you select the General tab, the following screen is displayed.

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Number: 51475 | Order Status: NEW | Update

Additional Order No.1: | Additional Order No.2: | Save Def.

Order ISBN/ISSN: | ERM ID: | Refresh

Open Date: 06/12/04 | Order Group: | Cancel

Order Date: 00/00/00 | Status Date: 06/12/04

Material Format: PRN

Material Type: SE

Sublibrary: HIL

Acquisition Method: P

Initiator ID: | ...

Initiator Name: | ...

Action: None | Approver ID: | ...

Library Note: | ...

The following buttons are available on this screen:

#### Add / Update

When you finish filling in or updating the form, click **Add** or **Update**. When an order is first created, an **Add** button is present on this screen. When an existing order has been retrieved and modified, an **Update** button appears.

### **Save Def (Save Defaults)**

If you wish to save the values you have entered for the fields listed below and copy them to each new order form you open, click **Save Def**. Defaults are saved per workstation.

- Additional Order Number 1
- Additional Order Number 2
- Order Group
- Order Status
- Sublibrary
- Acquisition Method
- Material Type
- Vendor Code
- Vendor Reference
- Vendor Note
- Rush
- Initiator ID
- Action
- Library Note
- Approver ID
- No. of Units
- Max. Arrival Days
- Batch Claiming
- Item Collection (For Monograph orders)
- Encumber Budget
- Material Format

For the fields Order Status, Item Collection and Encumber Budget, an additional confirmation message will be displayed if the fields are not empty when saving the defaults.

In addition, these fields can be saved to the defaults only in New or Duplicate mode. All other fields can be saved in Modify mode as well.

Note that when you click the **Save Def**(aults) button, much of the information you entered about the vendor (the specific fields are listed below) will not be copied when you Add or Duplicate a record. Instead, the information that will be entered in these fields will be taken from the Vendor Record. The following are the fields whose values are copied from the Vendor Record:

- Letter Type
- Order Delivery Type
- Delivery Type
- Send Letter by
- Currency
- Terms Sign
- Terms Percent

#### **Refresh**

Click **Refresh** to have the system calculate and display the local cost based on the effective currency exchange rates.

The following fields are available on this screen:

#### **Order Number**

The system will automatically assign an order number but you are free to change the number, as long as the number you are entering is not already in use.

#### **Additional Order Number 1**

This field is optional. It can be used to provide a supplementary order number.

#### **Additional Order Number 2**

This field is optional. It can be used to provide a supplementary order number.

#### **Order Status**

The following statuses are available:

- NEW - Request to order. Not yet processed.
- WP - Waiting for processing. This is an interim status between NEW and PS.
- PS - Processing started. This status can be used to indicate to the central ordering agency that the order is ready to be processed.

- WB - Waiting for budget confirmation.
- QSV - Query before sending order.
- CNB - Canceled, no budget. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- DNB - Delayed, no budget. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- RSV - ready to send to vendor.
- SV - Order sent to vendor. When an order slip is printed, the order status is automatically updated to SV.
- VC - Vendor canceled order. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- LC - Library canceled order. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (for example, RSV - ready to send to vendor), the budget encumbrance is re-activated.
- CLS - Order is closed. If the material arrival status is complete and the invoice has been paid (payment status is Paid), the system updates the order status automatically to CLS.

#### **Note**

Your System Librarian can enrich the list of available order statuses. These additional statuses will not be system driven. The user will have to update the order status manually.

#### **Order ISBN/ISSN**

This field is optional.

If the ISBN/ISSN is available in the bibliographic record (USMARC 020/022 field, MAB 540/542 fields and DANMARC 021/022), the system automatically enters the ISBN/ISSN in the Order Form (if you have reached the Order Form by clicking New or Duplicate on the Order List). If the system has not filled in the ISBN/ISSN, you can do so.



ALEPH supports a 13-digit ISBN, which always begins with "978", followed by the core 9-digit number and a recalculated check digit.

Example:

10-digit ISBN: 091661736X

13-digit ISBN: 9780916617363

When there is more than one ISBN/ISSN field in the bibliographic record, you can select the relevant value from a drop-down menu in the Order ISBN/ISSN field.

---

**Note**

Your system librarian can define any bibliographic field to populate an order's ISBN/ISSN in addition to the standard MARC fields that are used for this purpose.

**ERM ID**

This field is used to support acquisitions processing for electronic resources in Verde, which will interact with ALEPH.

**Open Date**

This is the date that the order was initiated. The date is filled in automatically by the system.

**Order Group**

This field is optional. The Order Group is a library-defined category. For example, your System Librarian may decide to use this field to categorize orders by the work-group of librarians who are ordering item, or by the department for which the items are being ordered. To save the value you have entered for Order Group and copy it to each new order form that you open, click the **Save Def(aults)** button.

**Status Date**

This is the date that the status was last changed. It is filled in automatically by the system.

**Order Date**

This is the date that the order was sent to the vendor. It is filled in automatically by the system and the order status is changed automatically to SV.

**Invoice Status "Complete"**

This field only appears when an invoice line item for this order has been registered. If the invoice is complete (Invoice Status is CMP - Complete), the check box is selected. If you expect to receive additional invoices for this order (Invoice Status is PTL - Partial), the check box is left blank.

For incomplete invoices, the system continues to debit the remaining encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

For standing orders and serial orders, the invoice status is always "non-complete".

Use this check box to change an existing invoice's status.

### **Arrival Status "Complete"**

This field only appears when an arrival has been registered. If all units for this order have arrived (Arrival Status is CMP - Complete), the check box is marked. If more units are expected (Arrival Status is PTL - Partial), the check box is left blank.

For standing orders, the arrival status is always "non-complete".

Use this check box to change an existing arrival's status.

### **Material Type**

Select the material type of the item ordered. To save the value you have entered for Material Type and copy it to each new order form that you open, click the **Save Def(aults)** button.

### **Material Format**

This field is used to support acquisitions processing for electronic resources in Verde, which will interact with ALEPH.

### **Sublibrary**

Select the sublibrary to which the order belongs. To save the value you have entered for the sublibrary and to copy it to each new order form that you open, click the **Save Def(aults)** button.

### **Order Unit (for systems that work with order units)**

This is a mandatory field for systems set to work with order units. Select the order unit to which the order belongs. To save the value you have entered for order unit and copy it to each new order form you open, click the **Save Def(aults)** button.

### **Acquisition Method**

Select the method by which the item is acquired. To save the value you have entered and to copy it to each new order form that you open, click the **Save Def(aults)** button. Some examples of acquisition methods are:

- P - Purchase
- A - Approval
- G - Gift
- E - Exchange
- D - Deposit
- O - Other
- PF - Purchase Free (allows a reduction in price of up to 100.00 percent)

### **Initiator ID**

If the order is for a specific initiator, enter his ID here. You can select from a list of patrons by clicking the button to the right of the field. To save the value you entered for Initiator ID and to copy it to each new order form that you open, click the **Save Def(aults)** button. To limit the list to local patrons of the library to which you are currently connected, select the check box.

### **Initiator Name**

If you entered an Initiator ID, the system will automatically fill in the Initiator Name.

### **Action**

This field is enabled only when the Initiator ID has been entered. In this field, you can select the target action for this order. The possible actions are:

- None - no special action
- Send Directly - choose this option if you want the order to be sent directly to the initiator. The system will then print the initiator's address on the order slip.
- Create Hold - choose this option if you want the order to be sent to the library's address and you want to create a hold request for the item on behalf of the initiator.
- Send Mail - choose this option if you want a message to be sent by e-mail or by means of a printed letter upon the FIRST arrival of an order. The message, announcing that the order has arrived in the library, is sent to the initiator of the order.

To save the value you entered for this field and to copy it to each new order form that you open, click the **Save Def(aults)** button.

### **Approver ID**

If there is an approver for this order for the initiator, enter his ID in this field. You can select from a list of patrons by clicking the button to the right of the field. To save the value you entered for Approver ID and to copy it to each new order form you open, click the **Save Def(aults)** button.

### **Library Note**

You can enter a note of up to 200 characters. Depending on your GUI client setup, the Library Note text will pop up when Material Arrival is performed.

### **5.3.3 Vendor Tab**

When you select the Vendor tab, the following screen is displayed. Note that the Vendor Information part varies, depending on whether the order type is Monograph, Serial or Standing Order.

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Vendor Information:

Vendor Code: 11ICC

Vendor Name: 11TH INTERNATIONAL CLAY CONFERENCE

Vendor Reference:

Vendor Note:

Vendor Contact:

Order Delivery Type: LE Letter Type: 01


Delivery Type: S Send Letter by: PRINT

Rush Claim Date: 00/00/0000

Batch Claiming

Update  
Save Def.  
Refresh  
Cancel

## Vendor Code

Click  and select a vendor from the Vendor List. Alternatively, type in a vendor code and press Enter. The information about the vendor contact, order delivery type, delivery type and letter type will be taken from the Vendor record and entered in the Vendor tab. As soon as the order is sent, the Claim Date will be filled in and calculated on the basis of the delivery type.

### Note:

If your system is set to use a two-level vendor, the fields which take their defaults from the vendor record will use the relevant sublibrary/order unit sublevel vendor record, if one exists. If a sublevel vendor record does not exist, the system will use the generic record information. The sublevel can be sublibrary or order unit (depending on your system setup).

To save the Vendor Code and copy it to each new order form that you open, click the **Save Def(aults)** button. Note that only the Vendor Code will be copied and not other information about the Vendor, such as order delivery type, delivery type and letter type. (Information for these fields will be taken from the Vendor record, as explained above.)

## Vendor Name

After you select a vendor code, the system will automatically fill in the vendor name.

## Vendor Reference

The vendor may have assigned a special reference number for the material. This is especially likely for serials.

When the order is a serial order and you create the subscriptions in the Items/Subscriptions branch of the order tree, the vendor reference is copied to the Vendor Order No. field in the subscription form.

## Vendor Note

You can enter a note of up to 200 characters.

## Vendor Contact

This is the name of the vendor contact person. The system will automatically fill in the Contact 1 field that appears in the vendor record, although you can change it. You

can also choose Vendor Contact from the pull-down menu (which lists all five contact names that appear in the vendor record).

### **Order Delivery Type**

This is the format in which the order is sent to the vendor. For example, the format can be a list of orders or a letter for an individual order. The system will automatically fill in the Order Delivery Type that appears in the vendor record, although you can change it. If you select LI (for List) then the Letter Type and Send Letter by fields will not appear in the window because they are no longer relevant.

### **Letter Type**

This field is active if you select LE (for Letter) for the Order Delivery Type. For Letter Type, select the order slip that should be printed. Note that the letter type must be compatible with the option selected for the Send Letter by field because, for example, the letter type may have a command in its template to send the letter by e-mail.

### **Send Letter by**

Select the manner in which you want the order slip sent to the vendor. Note that your choice must be compatible with the option selected for the "Letter type" field. For example, if you choose an order slip whose template includes the command to send the slip by e-mail, make sure that the Send Letter by option is E-mail, too.

### **Delivery Type**

This is the way in which the material is sent from the vendor to your library.

### **Claim Date (for Monographs)**

Unless you enter your own date, the system will calculate the claim date when the order is sent, according to the following algorithm:

Monograph orders:

Z68-ORDER-DATE + Z70- DELIVERY-DELAY (according to the material delivery type).

Standing orders:

Z68-ORDER-DATE + Z68-MMAX-NO-ARRIVAL-DAYS

Serial orders:

Z68-ORDER-DATE + Z70-DELIVERY-DELAY (according to the material delivery type).

Thereafter, the system will continue to update the claim date automatically if the order's claims are being handled by batch claiming through the Claim Report and Letters for Monograph Orders (acq-12) service. Note that for Serial and Standing orders, the claims are sent manually for each separate issue. When the order's claims are being handled manually, (by clicking the New Claim button on the Order Claim List), then the claim date will be updated only if the Expected Arrival Date field on the Claim Form is changed.

**Batch Claiming (for Monographs)**

If you select this option, the system will send claims for this order when the Claim Report and Letters for Monograph Orders (acq-12) service is run. If you do not select this option, then the only way to send a claim for this order is to manually send one by clicking the New Claim button on the Order Claim List window. To save the value you have entered for this Batch Claiming field and to copy it to each new order form that you open, click the **Save Def(aults)** button.

**Rush**

If this is a rush order, select this option. To save the Rush indicator and copy it to each new Order form that you open, click the **Save Def(aults)** button. Depending on your GUI client setup, if the Rush box is checked, a notification will be displayed when Material Arrival is performed.

**Subscription Start/End (for Serials and Standing Orders)**

Enter the dates between which the library will be receiving the serial.

**Max. Arrival Days (for Standing Order)**

This is the maximum number of days that can elapse from the time you received the last volume. If you have not yet received any volumes, then this is the maximum number of days that can elapse from the time you sent the order to the vendor. A report of Standing Orders that need claims sent to the supplier can be printed. This report can be printed using the Standing Orders to Claim service in the Acquisitions Services menu. To save the value you have entered for this field and to copy it to each new order form that you open, click the **Save Def(aults)** button.

**Budget Cycle (for Serials and Standing Orders)**

This defines the cycle of annual budgets that will be encumbered for the subscription in the following way: If you enter "1", then each annual budget will be encumbered in turn, as the new budgets are opened. If you enter "2", then every other annual budget will be encumbered; enter "3" to encumber every third annual budget, and so on. For example, if the selected budget is BIOLOGY-2000 and the Budget Period is "2", then the BIOLOGY-2000 budget will be encumbered for the subscription, and the annual budget BIOLOGY-2001 will not be encumbered at all. (BIOLOGY-2000 in effect covers two years.) The next budget that will be encumbered for the subscription is BIOLOGY-2002 (after running the Renew Order Encumbrances service).

**Renewal Date (for Serials and Standing Orders)**

This is the date by which the subscription should be renewed or canceled.

### 5.3.4 Quantity and Price Tab

When you select the Quantity and Price tab, the following screen is displayed.

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Quantity: [dropdown arrow]

Number of Units: [25]

Unit Price: [25] Total Price: [50.00]

Quantity Note: [text area]

Calculate Price

Estimated Price: [input field]

Currency: [USD]

List Price: [50.00]

Terms Sign (+/-): [-] Terms Percent: [0.00]

Final Price: [50.00] Local Price: [50.00]

Price Note: [text area]

[Update] [Save Def.] [Refresh] [Cancel]

#### Order Quantity Information:

Order Quantity Information:

#### Number of Units

Enter the number of units ordered. This will be printed on the order slip. To save the value you have entered for this field and to copy it to each new order form that you open, click the **Save Def**(aults) button.

#### Unit Price

Enter the price per unit.

#### Total Price

If the unit price was entered, the system will automatically calculate the total price by multiplying the number of units by the unit price.

#### Quantity Note

This note will be printed on the order slip. You can use the note to add remarks regarding the copies or volumes you are ordering. You can enter up to 200 characters.

#### Calculate Price

If the Unit Price or Number of Units is changed, users can check the new Calculate Price checkbox and click **Update** or **Refresh**. This automatically recalculates the price information fields and the correct values are populated in all price fields. If Unit Price or Number of Units is changed and the Calculate Price checkbox is cleared, the old price information remains (there is no automatic update).

#### Create Item Records

This check box is only visible for monograph orders. If you want the system to automatically create item records for each copy ordered of a monograph, make sure there is a check mark in the box. If you do not want item records created automatically, clear the check mark.

### **Item Collection**

This field is only visible for monograph orders. When a new item is created and the Create Item Records check box is selected, you can determine the Item Collection using this menu.

Estimated Price Information:

### **Currency**

Select the currency in which you will be invoiced by the vendor. The first currency defined in the vendor record will be entered as the default. Click the arrow to select one of the vendor currencies that was defined in the Vendor Information form.

Up-to-date and extensive lists of currencies and their codes are available on the Web.

### **List Price**

Enter an estimate of what the order will cost so that an encumbrance for the item can be debited from the budget. The price entered should be in the vendor's currency. The Total Price is automatically copied if this field is left blank.

### **Terms Sign and Terms Percent**

The Term Percent fields of the Vendor form and the Term Percent fields of the Order form allow values of 3 digits plus two decimal places [nnn.nn]. This allows percentages to be expressed of up to 100.00%.

The following error is reported if the terms sign is "-" and TERMS-PERCENT is greater than 100: "Terms Percent must not be greater than 100.00 for reduction".

If your system is set not to allow you to work with final price zero, then you cannot assign a 100% reduction for the Acquisition method "P - Purchase" because the final price is zero. In the event that an order's Acquisition Method is PF, the system allows you to bypass this check. For example, when the Term sign is "-" and the Terms Percent is 100, an error message is not reported.

### **Final Price**

Final price = list price +/- terms

If the budget(s) associated with this order already have encumbrances, then if the final price is changed later, the system will automatically change the encumbrances accordingly.

### **Local Price**

The local price will be calculated by the system as follows: Price in vendor currency X Terms X Currency exchange rate = Price in local currency

### **Price Note**

You can enter up to 200 characters.

### **Encumber Budget**

This field is only visible when adding a new order. If you want to encumber a single budget for this order, enter the budget code here. To choose from a list, click the button to the right of the field.



If you want to encumber more than one budget, do not fill in this field. Instead, use the Order Budget tab (select the Encumber node from the Order tab).

## 5.4 Sending Orders to Vendors

There are two ways in which an order can be sent to a Vendor:

- By clicking the **Send** button on the Order List.
- By using the service Send List of Orders to a Vendor (acq-14).

### 5.4.1 Send Button

When you click the **Send** button on the Order List, one of the following actions can occur, depending on definitions set in various records of the system:

- The order can be printed out and then manually sent to the vendor. This will happen if the Order Delivery Type is LE (Letter). The system will print/e-mail the order and change the status to SV (sent to vendor).
- If you are sending the letter by e-mail, make sure that:
  - The print.ini file is properly defined.
  - There is an e-mail address in the vendor's record.

Otherwise, the letter will be written in a print file.

- The order will be included in a list of orders if the Order Delivery Type is LI (List). Clicking the **Send** button will change the order status to RSV (ready to send to vendor). The list of orders is sent later when you run the Send List of Orders to Vendor service. After running this service, the order status will become SV (sent to vendor).
- The order can be sent by EDI to the vendor. This will happen if the vendor has been defined as an EDI vendor, the Order Delivery Type has been set to LE, and Send Letter by EDI has been entered on the Vendor tab of the Order form.

See the Bulk Ordering chapter on page 75 for help on how to define an EDI vendor.

- If the Order Delivery Type is ED (for EDI), clicking the Send button will change the order status to RSV (ready to send to vendor).

The order can be included in a file in the EDItEUR format and sent to the vendor by EDI when you run the "Send EDI Orders" service. After running this service, the order status will become SV (sent to vendor).

## 5.5 Encumbrances for Order

There are two ways in which a budget may be encumbered.

- Via the *Quantity and Price* tab of the order form, present when first creating the order, as described above.
- Via the *Encumber* node in the navigation pane.

To encumber a budget for a specific order, select the Encumber node under the Order tab. The Order Budget screen will be displayed in the right pane.

The screenshot shows the 'Order Budget' screen. At the top, there is a table with two columns: 'Budget number' and 'Enc/Active Amount'. The first row is highlighted in blue and contains 'GEN-2003' and '59.99 (0.00)'. To the right of the table are four buttons: 'Add Budget', 'Encumber', 'Delete Budget', and 'Balance'. Below the table is a form with the following fields:

Budget Code to Add:	<input type="text"/>
Encumbrance:	<input type="text" value="0.00"/>
Encumbrance Percent:	<input type="text" value="0"/>
Estimated Cost of Order:	<input type="text" value="59.99"/>
Local Cost of Order:	<input type="text" value="269.96"/>
Currency of Order:	<input type="text" value="USD"/>
Total Encumbrance:	<input type="text" value="59.99"/>

This screen shows in green text the budgets that will be encumbered for this order. You can assign one or more budgets to this order. In this way, several budgets can encumber various amounts toward the total sum of the order.

Budgets that were encumbered in previous years are shown in red.

The Enc/Active Amount column displays the Encumbrance Sum, broken down into two parts:

- The first part is the original encumbrance amount that is based on the estimated price on the Order Form.
- The second part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete".)

### **5.5.1 Buttons**

The buttons available on this screen are:

#### **Add Budget**

To assign a new budget for this order, fill in the Budget Code to Add field and click the Add Budget button.

#### **Encumber**

To indicate the amount for which a particular budget will be encumbered, highlight the budget, then enter the amount in the field called "Encumbrance" and click the Encumber button.

#### **Delete Budget**

To delete a budget from the list, highlight the budget and click Delete.

#### **Balance**

To view the balance of the selected budget, click Balance.

#### **Close**

After you have made all desired changes to the screen, click Close.

### **5.5.2 Fields**

#### **Budget Code to Add**

This is the unique code identifying the budget. Click the arrow to the right of the field to choose from a list of budgets.

#### **Encumbrance**

This is the amount for which the highlighted budget will be encumbered. You can fill in the actual amount in this field or leave this field blank and enter a percentage of the estimated price in the Encumbrance Percent field.

#### **Encumbrance Percent**

This is the percentage of the estimated price for which the selected budget will be encumbered. If you fill in this field, then leave the Encumbrance field blank.

#### **Estimated Cost, Local Cost and Currency**

This information is for reference only; it cannot be changed on this screen.

#### **Total Encumbrance**

If one or more budgets have been assigned to pay for the order, this field shows the total amount that has so far been encumbered by the budget(s).

## **5.6 Items/Subscription**

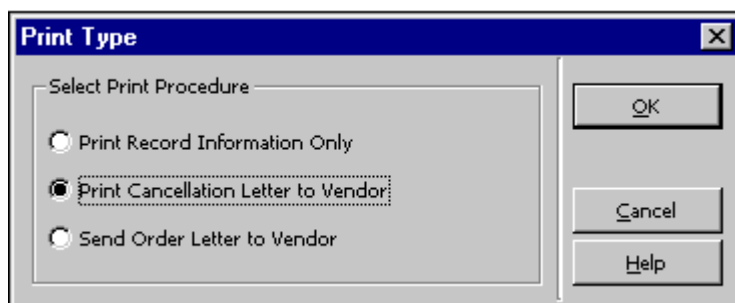
You can add items to an order, in this case, a link from the item record to the order is automatically created. To add items to specific order, select the Items/Subscription node under the Order tab.

The Items List screen will be displayed in the right upper pane for monograph orders.

The Subscription List screen will be displayed in the right upper pane for serials orders.

## 5.7 Canceling Orders

You can cancel an order by clicking the **Print/Cancel** button in the Order List and selecting the "Print Cancellation Letter to Vendor" option.



The order status will change to "LC". The cancellation letter will always be printed as an individual hard-copy letter.

You can also cancel an order by opening the Order Form and editing the Order Status field. Select one of the following statuses:

- VC (Vendor canceled)
- LC (Library canceled)
- CNB (Canceled - no budget)

These statuses automatically cancel the budget encumbrance. If the status is changed back to a status that indicates that an order can be sent, the budget encumbrance is re-activated.

## 5.8 Deleting Orders

There are two methods for deleting orders from the system:

1. Via the Order List
2. Via the New and Canceled Order Search List

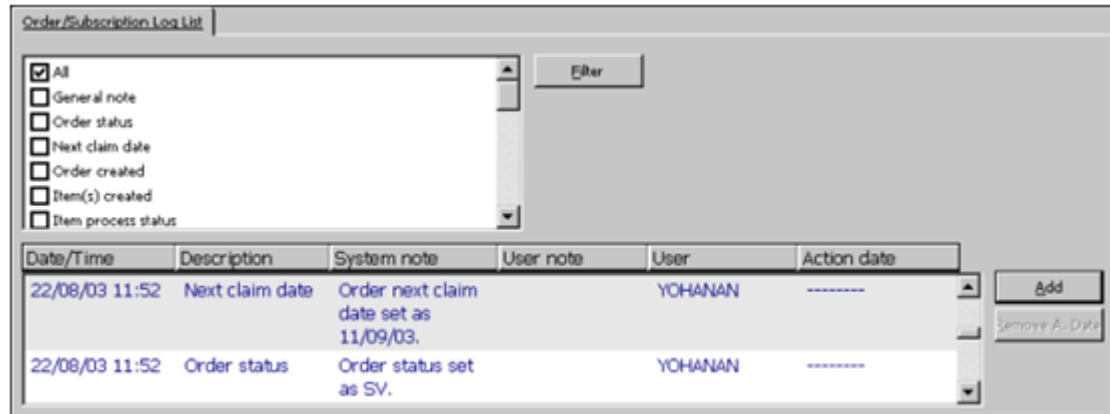
This option allows deletion only for orders with statuses of: New; LC (Library Canceled); VC (Vendor Canceled) and CNB (Canceled, No Budget).

### 5.8.1 Delete an Order Via the Order List

You can delete an order by selecting that order in the Order List Record form and clicking the Delete button. If there are Items/Arrivals/Claims/Invoices attached to the order, the system asks you to re-confirm the deletion.

## 5.9 Order Log

The Order Log keeps track of various order-related activities that have occurred, such as a change in the Order Status or the Next Claim Date. The Order Log List is accessible by selecting the Order Log node from the Order Tab.



### 5.9.1 Order Log List

The following buttons are available on the Order Log List screen:

#### Filter

You can filter the transactions in the list by means of the check boxes above the list of log transactions. It is possible to check more than one filter.

Checking the All box overrides any other filter selected previously. On the other hand, checking any filter other than All overrides the selection of the All filter.

#### Add

You can manually add a transaction to the Subscription Log. When you click **Add**, the lower pane Order/Subscription Log will be displayed and you can enter the details of the new transaction.

#### Remove Action Date

You can remove a previously entered Action Date by selecting the relevant log transaction and clicking this button.

### 5.9.2 Order/Subscription Log

The Order/Subscription Log pane displays details relating to a transaction log highlighted in the Order/Subscription Log List in the upper pane. You can manually add a new transaction log or update details of the highlighted log.

### Action Date

If you manually add a log, you can select the date for this action. An Order Log transaction with an Action Date can be retrieved by the Acquisitions service, Order Log Report (acq-22).

### Transaction Type

To manually add a transaction to the Order Log, select the desired type from the expand list.

There are 4 types of Serial orders and subscriptions that will never be automatically generated by the system:

- Transaction No. 00 - General note that will appear in the Order Log and nowhere else.
- Transaction No. 95 - Subscription History note.
- Transaction No. 98 - Response from vendor, allows you to manually assign a response from the vendor (up to 2000 characters).
- Transaction No. 99 - Note to vendor (up to 2000 characters) that will be printed out on an Order Slip and an Order List. This is in addition to the Note to Vendor (up to 100 characters) that can be entered on the Order Form.

Note: The Acquisitions Order Log will include Subscription Log information only if the order number is entered in the Subscription Record. Otherwise, the Subscription transaction will be written only in the Subscription Log.

### Log Text

When you type an entry, you can create a line break at any time by pressing Ctrl+Enter.

The transactions displayed in the expand list can be entered manually and are determined in tab45.Ing Column 3. You can also determine, in tab45.Ing Column 2, which log transactions will be active/inactive.

**System Librarians only**

### Note

When an order record is moved from one ADM record to another (using the SEARCH Nav. Map), all its related order-log records are also moved and a new order-log record is created under the new ADM record to indicate the action date and the old order-number/ADM-number from which the logs were taken.

### 5.9.3 Action Log Messages

The Action Log Messages can be accessed via the Administration tab.

Date/Time	Description	Details	User	Action date	User Note
14/08/03 15:49	General note		YOHANAN	17/08/03	reminder
17/07/03 12:17	General note		YOHANAN	01/08/03	call the vendor and ask....
31/03/03 08:49	General note		YOHANAN	04/04/03	try again to see if it had arrived
31/03/03 08:48	General note		YOHANAN	02/04/03	It should have arrived
30/03/03 16:29	General note		YOHANAN	31/03/03	Check action message
13/03/03 11:48	General note		YOHANAN	29/03/03	123
13/03/03 11:48	General note		YOHANAN	29/03/03	Don't forget to

The Action Log Messages window displays all log transactions that match the following condition:

The Action Date is later than the Open Date but is not later than the Current Date, that is, the Action date is before or the same as the date on which the Log Message window is opened.

Use this screen to display all transactions for the current date and earlier.

The **Order** button allows you to jump from a log message to its related order.

#### Note

This window can also be used to display all responses from a vendor received via EDI. When an EDI response from a vendor is loaded into your system, a transaction of type 94 (EDI response from vendor) is automatically created and its Action Date is set to zero. The EDI Log transactions will be displayed in the Action Log Messages.

The sort routine for the list is the same as the sort routine for the Order Log list.

## 5.10 ACQ Request from Web OPAC

The Web OPAC allows the submitting of an acquisition request from the library Web OPAC interface.

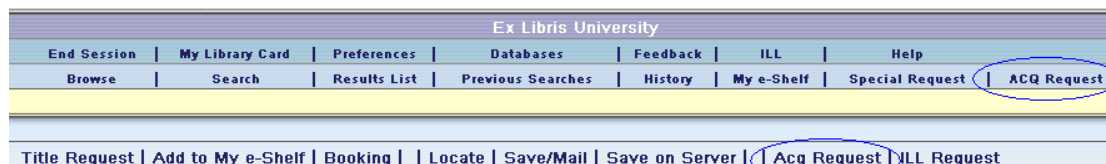
### 5.10.1 Prerequisites for Patron Record

In order to allow a patron to submit an ACQ request via the OPAC, the patron must have the followings settings in the patron record:

- Acquisition Request permission in the patron's profile record (see figure below).
- Patron Home Library must be populated with a valid sublibrary code.

### 5.10.2 Submitting an ACQ Request

An ACQ Request can be submitted by a patron who is signed in by using one of the ACQ Request links available in the Web OPAC:



- **ACQ Request link from the upper bar menu** – Opens a blank ACQ Request form. This link should be used when the patron wishes to request a non-periodical item that was not found in the online catalog or is missing from the shelf. The patron must provide as much information as possible, including the item's BIB information and the reason for requesting this material.
- **ACQ Request link at the lower pane menu** – Available in the Full View of a document. This feature is used by a patron who has performed a search in the local or external database, found the material in question, and decides to submit an acquisition request for the found title. An ACQ Request form is opened with the BIB information already displayed on the page and cannot be modified. The patron then fills in the reason for requesting the material.

#### Notes:



- 1) An ACQ Request can also be submitted through MetaLib and use SFX to connect directly to the services of the Aleph Web OPAC using PDS (SSO - Single Sign On).
- 2) For libraries that have more than one BIB library, there is an option to configure the OPAC ACQ Confirmation page so that the patron can select the BIB library in which the BIB record is created. The locate procedure activated at the selected BIB library. For set up details, refers to *Aleph 20.1 System Librarian's Guide – Web OPAC*.

### 5.10.3 Local Own Check Procedure

Once the ACQ request form is submitted, the system activates the “locate similar record in local database” function for blank ACQ requests and for titles found in an external base. This function is inactive for titles found in a local base. The base that is used for this locate action is the BIB library where the ACQ request's BIB document is about to be created.

The ACQ request BIB document is created in the BIB library to which the patron's ADM library is attached. For a library with more than a single BIB library, there is an option to adjust the OPAC HTML ACQ requests page so that the patron picks the desired BIB library in which the ACQ request and locate action are placed. For more information, refer to the **ACQ Request for Library with more than One BIB Library** section of the *System Librarian's Guide – Web OPAC*.

The ‘locate similar title’ function that is activated for blank ACQ requests and requests made for titles found in an external base, can result in one of the following:

- **If the title is not found in the local base** – A confirmation message is displayed, “ACQ Request was submitted successfully”.
- **If the title is found in the local base** – A message is pop-up informing the patron that a match title has been found in the local database. The patron is required to click **Go** or **Cancel**. If **Cancel** is clicked, the ACQ Request is not registered and the action is aborted. If **Go** is clicked, a confirmation message is displayed, “ACQ Request was submitted successfully”.
- **If multiple matching records are found for the requested title** – All found titles are listed and the following message is displayed, “Multiple matching records were found for your query. Select desired record and submit ACQ request”. The ACQ request is not registered. The patron is expected to select a specific title and re-submit the ACQ request.

Once an ACQ Request is successfully submitted, the system creates a new order record for the requested title. If there are existing BIB and ADM records for the title, the system will append their order record. If there are no BIB or ADM records for the title, the system creates new BIB/ADM record. For more information, refer to the **Applying ADM Filter in OPAC-ACQ Request** section of the *System Librarian's Guide – Web OPAC*.

The newly created order is populated with the followings information:

- Order status – OPAC New Order (ONW)
- The patron's home library is set in the order's sublibrary field.
- Order note – The "Reason" entered in the Acquisition Request Form is registered in the order's "Note" field.

- Order Group – If the user selected "Order Group" in the Acquisition Request Form, it is entered in the order's "Order Group" field.
- The patron that submitted the ACQ Request is registered in the order's Initiator ID field.
- The order type is always set to Monograph.
- If anew BIB record is created as part of the ACQ request summation, it is assigned with STA\$\$aSUPPRESSED so that it is not displayed in the general Web OPAC Catalog.

The GUI-ACQ- Order Index and the OPAC Request List enable the retrieving and handling of ACQ requests (orders with ONW status). The ONW orders are initially created with minimum information. The orders lack information such as Vendor details. Staff users are expected to review those orders, verify them, and process the order.

For more information, see section the OPAC Request List and Bulk Ordering sections.

#### 5.10.4 Web OPAC – Patron's Library Card

The Web OPAC library card reports the patron ACQ Requests. It includes orders initiated by the patron via WEB OPAC and orders initiated by staff via the GUI on behalf of the patron (the patron ID is populated in the order's Initiator ID).

There are four relevant entries for ACQ Requests in Web OPAC library card:

- **Total ACQ Requests** – Number of all orders initiated by/for the patron.
- **Active ACQ Requests** – Number of orders initiated by/for the patron whose status is not “Closed” or "Library Cancelled".
- **Cancelled ACQ Requests** – Orders initiated by/for the patron with “Library Cancelled” status (rejected requests).
- **Recently Closed ACQ Requests** – Orders initiated by/for the patron with “Closed” status. This section is divided by the number of days in which the orders are already closed.

ILL Total Requests	( requests out of allowed )
ILL Active Requests	( requests out of allowed )
ILL Recently Closed	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Total acq requests	<a href="#">35</a>
Active acq requests	<a href="#">21</a>
Cancelled acq requests	<a href="#">10</a>
Recently acq closed requests	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Title Level Requests	<a href="#">1</a>

Each of the above entries links to the list of orders. Each line in the list enables the viewing of the details of each order.

## 5.11 OPAC Request List

The OPAC Request List enables the user to start handling the OPAC ACQ requests.

OPAC acquisitions requests are requests for purchasing library material which are initiated by the patrons via the OPAC acquisitions Request service.

Staff users are expected to review OPAC acquisitions requests, verify them, and process the order. This includes the options to "Reject" or "Approve" OPAC acquisitions requests, and fill in missing information.

The OPAC Request List is accessed via the OPAC Request List node of ACQ-GUI-Order Search tab of the Acquisitions module..

The screenshot displays the OPAC Request List interface. The top section, titled "OPAC Request", contains search filters: Index (set to ON), Sublibrary (set to WID), Order Group, "From" Open Date (21/09/2008), and "To" Open Date (00/00/0000). There are buttons for "Refresh Filter" and "Clear Filter". Below the filters is a table with the following data:

Index Term	Order No.	Title	Sublibrary	Requester Name	Open Date	Order Group
51792	51792	Great Minds	WID	Aagaard, Krista	September/21/2008	
51793	51793	History of Art	WID	Aakre, Krissy	September/21/2008	
51794	51794	Adventures in Africa	WID	Abramov, Buster	September/21/2008	
51796	51796	Modern Agriculture	WID	Abramek, Felice	September/21/2008	

To the right of the table are buttons for "Print", "Select", "Approve Order", and "Reject Order". Below the table is the "Order Details" section, which has tabs for "Order Info", "Bib Info", "Encumbrance", and "Patron". The "Patron" tab is selected, showing the following information:

**Patron Name** Aagaard, Krista  
**Patron ID** 00000045  
**Patron Type**  
**Patron Status** Faculty  
**Expiry Date** June/26/2009  
**Patron Note**  
**Patron Address** Hill Avenue  
Boston, MA 02017-0001

The OPAC Request List groups all orders with OPAC New Request status (ONW status) in one list and enables the user to approve or reject them.

The OPAC Request list is avail for authorized users that are assigned with the Acquisitions/Order index: OPAC Request List user's access right.

The staff user can browse the index by:

- BIB indexes (e.g. title, Author, ISBN and any other BIB information defined in acquisitions BIB indexes)
- Order Number
- Requester ID – Patron ID of the one who initiated the request
- Requester Name- Patron name of the one who initiated the request

In addition, there is an option to filter the OPAC Request list by Sub-library, Order Group, and order's "From-To Open Dates".

The lower pane of the "OPAC Request" index contains read-only order details. This includes information regarding the patron who initiated the request (patron's global and local information and address information).

### **Available Actions**

The following buttons are available:

- Print Order
- Select
- Approve Order
- Reject Order

### **Print Order Information Slip**

This action is valid only for a single line selection. It prints the order information slip for the highlighted entry.

### **Select Action**

This action is valid only for a single line selection. The action transfers the user to the Order Tab and displays the order of the selected entry. The user can then perform the different functions related to a single order. For example, the user may select a single OPAC acquisitions request and update order information (such as vendor, price information, and assign "Additional Order No. 1").

### **Approve Order/s Action**

Authorized staff user have the option to select one or more entries in the list (the SHIFT and CTRL keys can be used for selecting more than one order) and click the **Approve Order** button. This action marks the patron's acquisitions request as "approved", after which the request is individually handled by the staff user or processed in a bulk mode. Upon clicking the **Approve** button, the order status is changed from OPAC New Request (ONW) to NEW and the code "OPAC" is set in the order's "Additional order number 1" field. No additional updates or checks are made in the order record.

The "Approve" action is permitted only for staff users that are assigned with the "Acquisitions/Ordering: Approve or Cancel OPAC Request" user's access right.

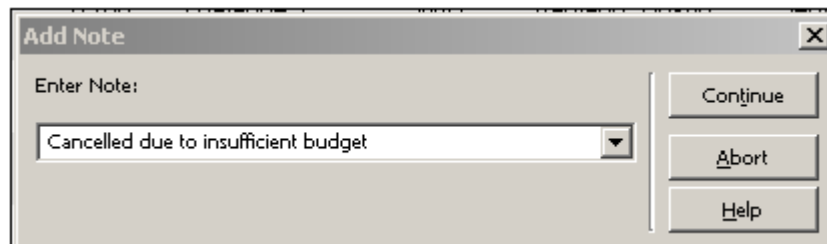
### **Reject Order/s Action**

Authorized staff has the option to select one or more entries in the list (the SHIFT and CTRL keys can be used for selecting more than one order) and click the **Reject Order** button. This button is used to reject the patron's acquisitions request.

The "Reject Order" action is permitted only to staff users that are assigned with the "Acquisitions/Ordering: Approve or Cancel OPAC Request" user's access right.

Upon clicking the **Reject Order** button, a dialog box is displayed showing the reason for this request (the current Order Note field). The user is capable of adding a free text

note detailing the reason for rejecting the acquisitions request. There is also an option to select a typical reason from a drop-down menu.



When the **Continue** button is clicked at the "Add Note" form the following actions occur:

- The order status is changed from OPAC New Request (ONW) to Library Cancelled (LC).
- The "Reject Note" (if it exists) is populated in the order's note field. If the Reject Note text is selected from the drop-down list (and not typed in by the user), it overrides the data which is currently populated in the order's note field. The text registered in the order's note can be viewed by the patron via the OPAC Library Card – "Cancelled ACQ Requests".
- No additional updates or checks are made on the order record.

**Note:** The above suggested flow of handling OPAC acquisitions requests can be the first step in handling orders in a bulk mode. An approved OPAC acquisitions request might lack order mandatory information (like vendor and quantity information). Such information can be filled in either by individually handling each order or in a bulk mode. For more information on the order bulk handling process, refer to the Bulk Ordering and Bulk Arrival sections.

## 5.12 Bulk Ordering

The Bulk Ordering List enables the user to retrieve new orders which need to be validated, complete missing order data, and send them in a bulk mode to a vendor.

### 5.12.1 Bulk Ordering List

The Bulk Ordering List enables the user to retrieve new acquisitions orders, handle them in a bulk mode, and send them to the vendor with a common order number (Additional Order Number 1 field) assigned to all grouped orders.

The Bulk Ordering enables retrieving and handling new orders created via acquisitions loaders (e.g. the batch service: General ADM and Orders Creation acq-24) and approved OPAC requests. If the data of such orders is not complete, the Bulk Ordering process can be used for filling in missing data and sending the orders as a bulk to the vendor.

The "Bulk Ordering" list is accessed via the "Bulk Ordering" node of Order Search tab in the Acquisitions module..

**Bulk Ordering List**

Index:  IndexText:  Refresh Filter

Sublibrary:  Clear Filter

Order Group:

"From" Open Date:  "To" Open Date:

Order No.	Doc No.	Title	Vendor	Sublibrary	Requester Name	Order Type
51792	000063004	Great Minds	21NM	WID	Aagaard, Krista	M
51793	000063005	History of Art	21NM	WID	Aakre, Krissy	M
51794	000063006	Adventures in Africa	21NM	WID	Abramov, Buster	M
51796	000063007	Modern Agriculture	21NM	WID	Abramek, Felice	M

Print Order  
Select  
Order  
Order All

---

**Order Details**

Order Info | Bib Info | Encumbrance | Patron

Patron Name Aagaard, Krista  
Patron ID 00000045  
Patron Type  
Patron Status Faculty  
Expiry Date June/26/2009  
Patron Note  
Patron Address Hill Avenue  
Boston MA 90917 909 17

The Bulk Ordering list is available for authorized users that are assigned with the Acquisitions/Order index: Bulk Ordering List user's access right.

The "Index" field enables the user to retrieve new orders by:

- **ADD-ORDER-NUM** – Retrieve orders with NEW status which have a common "Additional order number 1". The "Additional order number 1" should be specified in the Index Text field. This retrieval can be used, for example, to gather new orders created by the General ADM and Orders Creation- acq-24 batch service. (All orders created by acq-24 are assigned with a common "Additional Order Number 1".)
- **OPAC-REQUEST** – Retrieve orders with NEW status which were initiated via OPAC and have been approved by staff (Z68-STATUS=NEW and Z68-ORDER-NUMBER-1=OPAC). The index text field should be left empty.

In addition, there is an option to filter the search by Order Group, Sub-library and order's "From-To Open Dates".

The lower pane of the Bulk Ordering List contains read-only order details. This includes information regarding the patron who initiated the request (patron's global, local, and address information).

### Available Actions

The following buttons are available:

- **Print Order**

- Select
- Order
- Order All

### Print Order Information Slip

This action is valid only for a single line selection. It prints the order information slip for the highlighted entry.

### Select Action

This action is valid only for a single line selection. The action transfers the user to the Order Tab and displays the order for the highlighted entry. The user can then perform the different functions related to a single order.

### Order and 'Order All' Actions

The **Order** and **Order All** buttons enables activating the bulk ordering process.

When clicking **Order**, the user has the option to select multi-lines. (The SHIFT and CTRL keys can be used for selecting more than one entry.)

When clicking **Order All**, the system activates the bulk ordering process for all displayed orders.

Once the **Order** or **Order All** button is clicked, the Multi Order Form is opened.

### 5.12.2 The Multi Order Form

The Multi-Order Form is a single order form for all the selected orders of the previous Bulk Ordering list window. It enables handling large amounts of orders as if they were one order without having to register separate order form for each of them.

The screenshot shows a 'Multi Order Form' dialog box with the following fields and values:

- Vendor:**
  - Vendor Code: AAPG
  - Vendor Name: AMERICAN ASSOCIATION OF PETROLEUM
- Order Information:**
  - Handle Multi Order As: Sent to vendor
  - Additional Order No.1: BF1254
  - Additional Order No.2: (empty)
  - Material Type: M
  - Material Format: PRN
  - Acquisition Method: P
  - Order Group: (empty)
  - Number of Units: 1
  - Quantity Note: (empty)
  - Create Item Records
  - Encumber Budget: BIO-2009
  - Total Price: 0.00

Buttons: OK, Cancel, Help

The user is expected to populate the Multi-Order Form fields.

The data you enter in this form's fields are assigned to the related orders; overriding any other data which might already populate these fields. If you leave one of the non-mandatory fields empty and the order already contain data for this field, the original order data remains.

The Multi Order Form can be activated in two modes. The mode is selected in the **Handle Orders As** field. The possible modes are:

- **Send Orders to Vendor** – Upon selecting this mode, in the next step of processing the Multi Order, the Multi Order List is produced to be sent to the vendor. The orders status is set to “Sent to Vendor”.
- **Ready Send to Vendor** – Upon selecting this mode, the Multi Order List is not sent out to the vendor when the Multi Order Process is completed. The orders status is set to “Ready Send to Vendor”. The dispatch of orders should be carried out by the Send List of Order to Vendor (acq-14) acquisitions batch service.

**NOTE:** If the Multi Order Form is displayed as a result of retrieving orders by “Additional Order Number 1” (ADD-ORDER-NUM), the “Additional Order Number 1” of the Multi Order Form is read-only, containing “Additional Order Number 1” which is already assigned to the group of orders.

If the Multi Order Form is displayed as a result of retrieving OPAC Request (OPAC-REQUEST), the **Additional Order Number 1** field is enabled and mandatory. The purpose of this field is to assign a common order number ("Additional Order Number 1") to a group of orders which do not yet have a common order number and are about to be handled in bulk mode.

The "Additional Order Number 2" field is disabled for libraries which are set to work with a unique “Additional Order Number 2” field. (unique\_order\_number\_2 of aleph\_start is set to Y).

Note that the currency for all orders is taken from Vendor's Currency 1 field.

In the Multi Order form there is also a check box for **Create Item Records** which is mostly relevant for Monograph orders. If you want the system to automatically create item records for each copy of, put a check mark in the box.

When the **OK** button is clicked, all related orders are updated. The total price of the Multi Order is calculated based on price info entered in each order. A message with the cumulative price is issued and you can choose to stop or to continue.

If the 'Handle Order As' field is set as 'Send to Vendor', a Multi Order List is printed (template file name: acq-multi-order-slip.xsl) to be sent to the vendor, and the orders status is changed from NEW to SV (sent to Vendor). If the 'Handle Order As' field is set as 'Ready Send to Vendor' the orders are set as 'Ready Send to Vendor' (order status RSV) without sending them out to the vendor. The 'Multi Order List' for vendor is not produced. The orders Delivery Type field will set to 'List'. The dispatch of orders to the vendor should be carried out by the ACQ batch service, Send List of Order to Vendor (acq-14).



**Note:** All orders that were created and sent by the multi order process are checked in the Batch Claiming check box. Also, the Delivery Type is taken from the Delivery 1 field of the vendor record and the Claim Date is calculated according to the Delivery Delay 1 field of the vendor record.

If the "Create Items" checkbox is selected, then the Multi Item Form is opened and the process continues.

If the "Create Items" checkbox is not selected, then the 'Acquisition Multi Order Information' slip is printed (template file name: acq-multi-order-info.xsl) and the multi order process ends. The 'Acquisition Multi Order Information' slip lists all the orders accumulated during the multi order process.

### 5.13 The Multi Item Form

Sublibrary	Collection	No units
LAM	GEN	5

Sublibrary:

Collection:  No. Units:

Ordered Units:  Total Units:

Buttons: OK, Add, Delete, Close, Help

Use the Multi Item Form to split the copies between sublibraries and collections. For example, if you entered five at the **Number of Units** field of the Multi Order form (that is, 5 copies are expected for each order), use the Multi Item Form to distribute the copies between sublibraries and collections. For example, 2 copies to sublibrary LAW collection General and 3 copies to sublibrary MED collection Reference.

As soon as you click **OK**, items are created and the 'Acquisition Multi Order Information' slip is printed (template file name: acq-multi-order-info.xsl). This information slip lists all order commutated within the multi order process.

**Note:** Bulk ordering ends at this stage. There is an option to register Monograph and Standing orders arrivals in bulk mode. For more information regarding Bulk Arrival, refer to section Bulk Arrival.

## 6 EDI

This chapter includes the following sections:

- EDI Setup
- EDI Order Record
- Claim Record via EDI
- Order Cancellation
- Send Outgoing EDI Message (edi-11)
- Load EDI Messages
- Specifications of ALEPH Requirements for EDI

EDI stands for Electronic Data Interchange, which is a standard for the electronic exchange between computer systems of business documents, such as invoices and purchase orders. EDI is a component of the Acquisitions/Serials module in ALEPH.

Several standards exist for producing and sending EDI messages. ALEPH 500 works with the UN/EDIFACT (D96.A) EANCOM standard. UN/EDIFACT (United Nations Electronic Data Interchange for Administration, Commerce and Transport) comprises a set of internationally agreed standards, directories and guidelines for the electronic interchange of data (ISO 9735). EANCOM® is a detailed implementation guideline of the UN/EDIFACT standard messages. For more information, see <http://www.unece.org/trade/untdid/welcome.htm>.

EDItEUR is a subset of UN/EDIFACT, selected and accommodated for the commerce in books and serials by the international group that coordinates the development of the standards infrastructure for electronic commerce in the book and serials industries.

EDItEUR is sponsored by the European Bureau of Library, Information and Documentation Associations, the Federation of European Publishers, and the European Booksellers Federation. EDItEUR has members in USA, Japan, South Africa and Israel. It co-ordinates EDI message development and implementation usage as well as projects on bibliographic data and electronic publishing standards. Its Web site is <http://www.editeur.org/>

ALEPH supports the following EDI message types.

#### **Outgoing Messages from the library to vendors:**

- Purchase order (online and batch) - EDI message type: ORDERS.
- Order cancellation (online) - EDI message type: ORDCHG.
- Order claims for various order types: monographs (online and batch), serials (online) and standing orders (online) - EDI message type: OSTENQ.
- Serial issues claims (online and batch) - EDI message type: OSTENQ.

#### **Incoming messages from vendors to the library:**

- Serials and monographs invoice - EDI message type: INVOIC.
- Orders/claims response for serials and monographs - EDI message type: ORDRSP.

- Serial Issues Arrival Registration - EDI message type: DESADV

## 6.1 EDI Setup

This setup is a prerequisite for sending or receiving EDI messages.

The EDI application is available when both the library and the vendor are defined in the system as EDI-enabled. This means that:

- The EDI-enabled library is defined in tab35 of the ADM library (XXX50).
- The vendor EDI definitions are recorded in the vendor file (Z70), using the Vendor form of the Acquisitions/Serials GUI.
- The EDI Vendor FTP details are recorded in the vendor address file (Z72) using the EDI Address tab of the Vendor Addresses form of the Acquisitions/Serials GUI.
- To enable the processing of incoming EDI files, the files are located in `./xxx50/edi/in/edi_incoming`.
- Special attributes that are needed by a specific EDI vendor for the outgoing processing of EDI messages are set in the ADM library table: `edi_out_attr`.
- For incoming messages, the special attributes are defined in the ADM library table: `edi_in_attr`.
- EDI orders, message and log counters are defined in UTIL G/2 (database definitions - Display/Update library parameters) of the ADM library (XXX50).

### 6.1.1 Editing tab35 for EDI

When an outgoing EDI process is activated, every sublibrary can have different EDI ID numbers for different vendors. In the event that a number of different sublibraries share the same EDI ID numbers, you create a separate line for each sublibrary

The parameters for each branch library are defined in tab35 of the ADM library and each sublibrary's VAT number registered therein. In the event that your Acquisitions library system is set to work with Order Units, note that every order unit can have different EDI ID numbers.

Edit tab35 to define customer information related to EDI.

An abbreviated example from tab35 is shown below:

```

! 1                2                3                4                5
6
!                7                8
!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!-
!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!-
!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
WID  AACU                IOWA-SER                091
IL 111 222 331                yifat.lulav@exlibris.com
USM50 INGRAM                USM50-EDI                091
IL 111 222 331                shirly.mizrahi@exlibris.com

```

- **Column 1:** Sublibrary or Order Unit code. Enter up to five characters.
- **Column 2:** Vendor code. Enter up to 20 characters
- **Column 3:** Customer's EDI code. Enter up to 20 characters. The EDI code type is defined in column 4.
- **Column 4:** Customer's EDI code type. Enter one of the three-character options listed below:
  - 31B for US-SAN
  - 014 for EAN-13
  - 091 for ID assigned by supplier
  - 092 for ID assigned by customer
- **Column 5:** Not in use.
- **Column 6:** Not in use.
- **Column 7:** Optional. Library Value Added Tax (VAT) number for taxation handling. Enter up to 30 characters.
- **Column 8:** E-mail address of the person or department that should receive messages about errors in processing outgoing messages. Enter up to 50 characters.

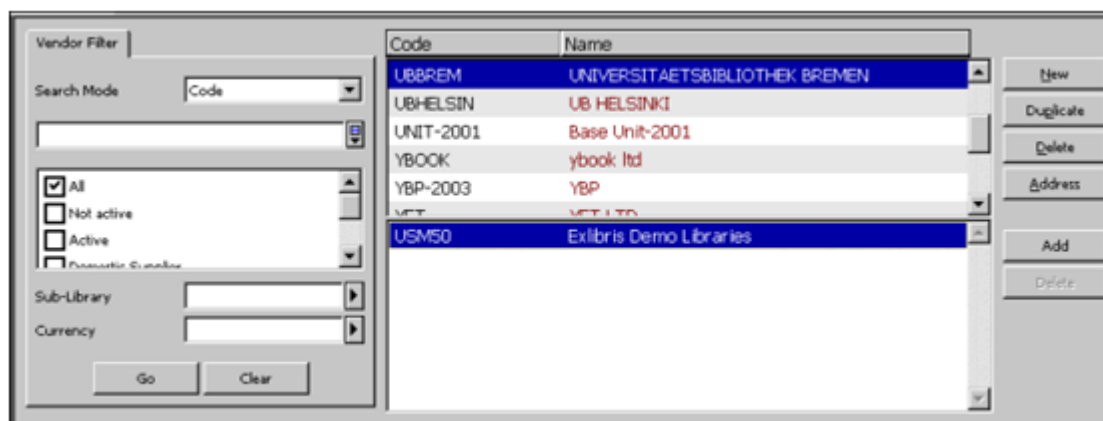
#### Note

When you run the Send List of Orders to a Vendor (acq-14) service, in the Sublibrary field, if you choose *All* or more than one sublibrary, check that `tab35` includes a line set up for the active ADM library, as shown in the second line of the above example.

### 6.1.2 Vendor Record for EDI

This section explains how to customize a vendor record for EDI messaging and shows the relevant fields in the Vendor Information Form. To change a vendor record for EDI, follow these steps:

1. In the Acquisitions/Serials GUI, select the Navigation Tree of the Administration Tab and click the Vendors root.
2. Highlight the desired vendor and update the fields of the Vendor Information form in the bottom pane. If the vendor you want is not on the list, click **New**. The Vendor Information form appears:



3. On the Vendor Information form, click the Vendor Information Tab 1 and fill in the relevant fields (see Vendor Information form, Vendor Information Tab 1 below).
4. On the Vendor Information form, click the Vendor Information Tab 2 and fill in the relevant fields (see Vendor Information form, Vendor Information Tab 2 below).
5. When you have finished filling in the Vendor Information form, click **Update/Add**.

### Vendor Information Form, Vendor Information Tab 1

#### Vendor EDI Code

Enter the Vendor's EDI code. The Vendor's EDI code can be up to 35 characters in length.

#### Note

This is not the same as the Customer's EDI code entered in column 3 of tab35.

#### EDI for Order Only

This checkbox denotes whether claims or order cancellations are sent in a format other than EDI.

When the check box is marked the claims or order cancellations are sent in a format other than EDI.

When the check box is cleared, claims or order cancellation are sent in EDI format.

### Vendor EDI Type

Enter the vendor's EDI code type. These types must be supported by EDIitEUR. Enter one of the three-character options listed below.

- 31B for US SAN
- 014 for EAN-13
- 091 for ID assigned by supplier
- 092 for ID assigned by customer

### Note

Help for other fields of the Vendor Information form, Vendor Information Tab 1 is provided in the *Vendors* chapter.

### Vendor Information Form, Vendor Information Tab 2

The screenshot shows a software interface for 'Vendor Information Form, Vendor Information Tab 2'. At the top, there are four tabs: '1. Vendor Info 1', '2. Vendor Info 2' (which is selected), '3. Vendor Info 3', and '4. Subbranches'. The form contains several input fields and dropdown menus. On the right side, there are two buttons: 'Add' and 'Cancel'. The fields are as follows:

- Account No. (M): [Text input field]
- Account No. (S): [Text input field]
- Vendor's Bank Acct.: [Text input field]
- Currency 1: [Dropdown menu]
- Currency 2: [Dropdown menu]
- Currency 3: [Dropdown menu]
- Currency 4: [Dropdown menu]
- Terms Sign: [Text input field with a '-' sign]
- Terms Percent: [Text input field with '0.00']
- Order Delivery: [Dropdown menu]
- Letter Format: [Text input field with '00']
- Letter Send Method: [Dropdown menu]
- List Format: [Text input field with '00']
- List Send Method: [Dropdown menu]

### Currency 1-4

This is a three-character code that identifies the currency in a unique manner. The EDI vendor's currency code must match the ISO 4217 list.

### Order Delivery

The way in which your library produces an order letter to the vendor. The options are:

- LE - single letter
- LI - List of orders

## Letter Send Method

The method your library uses to send order slips to vendors. Select EDI if you want both orders and claims to be sent by EDI.

## List Send Method

The method your library uses to send order lists to vendors. Select EDI if you want both orders and claims to be sent by EDI

If you want orders and claims sent by EDI to be printed, then set the **Letter and List Send Method** to **print/email**, and select the **EDI for Order Only** check box.

### Note

Help for the other fields of the Account tab is provided in the *Vendors* chapter.

### 6.1.3 Vendor Address

The vendor's EDI address is the vendor's FTP address for EDI use.

Highlight the Vendor you want and click **Address**. Then click the fifth tab: **EDI Address**:

The screenshot shows a software window titled "Vendor Addresses" with five tabs: "1. Order Address", "2. Claim Address", "3. Payment Address", "4. Return Address", and "5. EDI Address". The "5. EDI Address" tab is selected. The form contains the following fields and values:

- Name: SWETS EDI
- Address: swets.com
- AFCL14
- \*\*\*\*\*
- incoming
- City: (empty)
- State: (empty)
- Country: (empty)
- Postal Code: (empty)
- Phone Number: (empty)
- Fax Number: (empty)
- E-mail: (empty)
- IP/URL Address: (empty)
- Note: (empty)

Buttons: Update, Cancel, Help

- Address field - line 1: IP address or its alias.

- Address field - line 2: User name.
- Address field - line 3: Password
- Address field - line 4: Directory name in the ftp server.

#### 6.1.4 Incoming Files Location

As well as defining the vendor's EDI address, you must define (in agreement with the vendors) a directory to which the vendors send, via FTP, EDI files for your library. The recommended directory is `./xxx50/edi/in/edi_incoming`. However, if you decide on a different location, you must move the files as soon as possible to `./xxx50/edi/in/edi_incoming`.

#### 6.1.5 Editing `edi_out_attr`

`edi_out_attr` is a table for defining special attributes of outgoing EDI messages as needed for specific vendors. The first field defines the Vendor code. The second field contains up to 100 switches, each 1 character in length. The third field identifies the label from `tab_character_conversion_line` that determine the program and the tables for the needed character conversion.

The following is a description of the different switches:

- EDI-OUT-REMOTE-FILE-NAME
  - 0 (default) = ALEPH's format. `edi.YYYYMMDD.HHMMSS.n.xxxxx`.  
Where `xxxxx` is the sub-library code or the active-library code.  
Sub-library code for orders from a single sub-library, claims or cancellations.  
Active-library code for orders from multiple sub-libraries.
  - 1 = Blackwell format of remote file name to be sent through FTP.  
The format is: `EPInn.XXXXXXX.DDDMMYY.R`  
`DDMMYY` is the date, `nn` is the sequence number of the file sent during the same day, `XXXXXX` are the first 6 characters of `Z70-ACCOUNT-M`, and `n` is the number of orders. The rest of the characters are constant.  
<http://www.blackwell.com/popUps/btsFTP.asp>
  - 2 = EBSCO format. "CLAIMS.FIL"
  - 3 = Ingram format. This format is suitable for VMS computers. Eight numeric characters (taken from the clock) and three constant characters - "epo" for ORDERS, "epc" for OSTENQ and "eph" for ORDCHG.
  - 4 = Harrassowitz format.  
`YYYYMMDDHHMMSS.EDI_VENDOR_CODE.edi.xxxxxx`  
`EDI_VENDOR_CODE` is the edi vendor code (`Z70-EDI-VENDOR-CODE`) and `xxxxxx` is the message type (orders, ostenq, or ordchg)
  - 5 = Brodart format. Aleph's format followed by ".ord" for orders.



Additional values to this switch (6-9) can be easily added. Each value corresponds to a different program.

- EDI-OUT-FTP-MODE
  - A (default) = ASCII mode is used to send outgoing messages. The EDI file includes many lines, one line for each segment.
  - B = Binary mode is used to send outgoing messages. The EDI file includes one long line.
- EDI-OUT-ORDER-NUMBER-1
  - 0 (default) = Z68-ORDER-NUMBER-1 is not added to the EDI ORDERS message as a second order number.
  - 1 = Z68-ORDER-NUMBER-1 is added to the EDI ORDERS message as a second order number.
- EDI-OUT-ORDER-NUMBER-2
  - 0 (default) = Z68-ORDER-NUMBER-2 is not added to the EDI ORDERS message as a third order number.
  - 1 = Z68-ORDER-NUMBER-2 is added to the EDI ORDERS message as a third order number.
- EDI-OUT-FTP-PASSIVE
  - N (default) = "passive" command is not inserted in the batch file for ftp delivery.
  - Y = "passive" command is inserted in the batch file.
- EDI-OUT-FTP-SEND-COMMAND
  - A (default) = APPEND command does not overwrite the file on the remote computer if the remote file has the same name as the new file. If the new file has a different name than the files on the remote computer, no file is overwritten.
  - P = PUT command overwrites a file on the remote computer if the remote file has the same name as the new one.
- EDI-OUT-BUDGET
  - Y (default) = Budget code is sent in relevant EDI outgoing messages.
  - N = Budget code is not sent in EDI messages.

The following is an example of the setup:

1	2	3
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!		
BLACKWELL	1A11	UTF_TO_8859_1

### 6.1.6 Editing edi\_in\_attr

edi\_in\_attr is an ADM library table for defining special attributes of incoming EDI messages as needed for specific vendors. The first field defines the Vendor code. The second field contains up to 100 switches each 1 character in length. The third field identifies the label from tab\_character\_conversion\_line that determines the program and the tables for the needed character conversion.

The following is a description of the different switches:

- 1 EDI-IN-FTX-ONLY
  - N (default) = In serial INVOIC messages FTX, IMD, and DTM tags is loaded into Z75-I-NOTE depending on the available room.
  - Y = Only FTX is loaded into Z75-I-NOTE.
- 2 EDI-IN-ADDED-AMOUNT-SEP
  - N (default) = In INVOIC messages (serial as well as monograph), the added amount is divided between the lines.
  - Y = The added amount is stored separately in an extra line.

The following is an example of the setup:

1	2	3
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!		
BLACKWELL	YN	UTF_TO_8859_1

### 6.1.7 EDI Counters in UTIL G/2

The following EDI counters must be set in UTIL G/2 (database definitions - Display/Update library parameters) of the ADM library (XXX50):

1. last-edi-order - keeps track of the number of orders (EDI outgoing message type: ORDERS) that have been sent from the library to any of the vendors by EDI.
2. last-edi-claim - keeps track of the number of claims (EDI outgoing message type: OSTENQ) that have been sent from the library to any of the vendors by EDI.
3. last-edi-order-change - keeps track of the number of order changes (EDI outgoing message type: ORDCHG) that have been sent from the library to any of the vendors by EDI.
4. last-edi-message - keeps track of the number of outgoing EDI messages that have been sent from the library.
5. last-edi-log-no - keeps track of logs that have been created due to the loading of incoming EDI messages. Following are two examples:
  - Loading of serials invoice (EDI message type INVOIC) into ALEPH.

- Loading of claims response or order status reports (EDI message type ORDRSP).

*last-edi-log-no* can be used to retrieve the EDI error messages that have been recorded during the loading of the data into ALEPH. To access the EDI Load Log, in the Acquisitions/Serials GUI, from the Navigation Tree of the Administration Tab, select the EDI Log Load root.

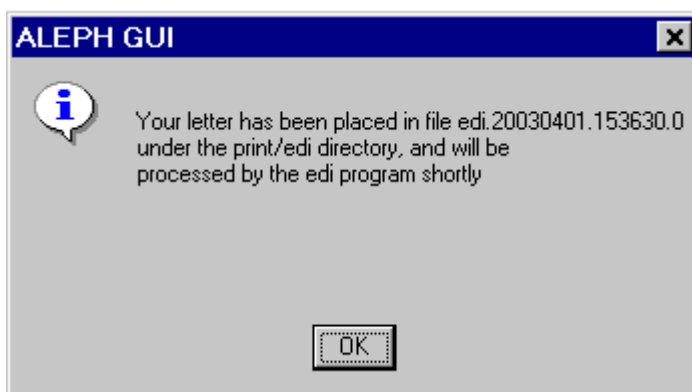
Note that no prefix should be defined for this counter.

## 6.2 EDI Order Record

After you have performed the prerequisite setup (as described in EDI Setup), you can dispatch orders by EDI.

To edit the order record so that it contains the information needed for sending by EDI, follow these steps:

1. Retrieve the Order List. Highlight an order and click **Modify**. To create a new order, click **Add**. In either case, the Order Form is displayed.
2. In the Order Form, click the **Order Information** tab and fill in the relevant fields as usual (the unit price value in orders sent by EDI must be numeric only).
3. In the Order Form, click the **Vendor** tab and fill in the relevant fields. When you have finished, click **OK**. The order is now ready to be sent by EDI.
4. Click **Send**. There are two possible outcomes:
  - If the Order Delivery Type is set to LE (letter), you receive a pop-up message informing you that the order (in ALEPH XML format) has been placed in  
./xxx50/print/edi:



The order status is changed to SV (sent to vendor).

- If the Order Delivery Type is set to LI (list), you receive a pop-up message informing you that the EDI messages will be produced when the batch service has been run:



The order status is changed to RSV (Ready Sent to Vendor).

5. Next, from the **Services** menu, point to **Orders and Claims** and select **Send List of Orders to a Vendor (acq-14)**.
6. Select one sublibrary only (which is sending the list of orders). Set a time for the service to run and click **Submit**. acq-14 produces a file with a list of orders in ALEPH XML format which is placed in the `./XXX50/print/edi` directory.

#### Note

When choosing *All* to include orders of all sublibraries, or orders of more than one sublibrary sent by EDI, check that `tab35` has a line set up for the active ADM library (see `tab35` on page 81).

7. Send all the EDI orders (LI or LE) by submitting the Send Outgoing EDI messages (edi-11) service. From the Services menu, point to EDI and click Send Outgoing EDI messages (edi-11). edi-11 produces EDI files from the ALEPH XML format files and sends them to the EDI vendor.

### Order Form, Vendor Tab

The following fields are relevant for EDI:

## Vendor Code

Select a vendor that is defined as an EDI vendor.

## Order Delivery Type

The manner in which your library produces an order letter to the vendor. The options are:

- LE - Single order
- LI - List of orders

Both delivery types, letters and lists, can be sent to the vendor in an EDI format, provided EDI is set in the Send Letter by field.

## Send Letter by

Select **EDI**.

This field is available only when LE is selected in the Order Delivery Type field. The content of this field is taken by default from the Letter Send Method field of the relevant Vendor record. However, you can change the value of the field, meaning even if the vendor is defined as an EDI vendor you can still send him letters or e-mail messages if you wish. If LI (list) is selected in the Order Delivery Type field, then the Send Letter by field does not appear and the list is sent to the vendor as specified in the List Send Method field of the relevant Vendor record.

### Note

For help on other options, see the Orders chapter on page 43.

## 6.3 Claim Record via EDI

Claims for orders and issues can be sent out by EDI via the Acquisitions/Serials GUI online or through batch procedures.

### Note

A claim can only be sent by EDI if the corresponding order has been sent by EDI.

### 6.3.1 Online Claims for Orders

Before making an online claim, make sure that in the Vendor's record, the EDI For Order Only option is not selected.

To send a claim letter by EDI, follow these steps:

1. In the Order List window click **Claims**.
2. After you have finished writing the claim, click **Send**. You receive a pop-up message telling you that the claim letter (in ALEPH XML format) has been placed in `./xxx50/print/edi`.

3. From the Services menu, point to EDI and select the Send Outgoing EDI messages (edi-11) service to open it. Enter the time you want the service to run and click **Submit**. This service produces the EDI file out of the XML file and sends it to the EDI vendor.

### 6.3.2 Batch Claims for Orders

You can use the Claim Report and Letters for Monograph Orders (acq-12) to produce claims. When the Send Outgoing EDI Messages (edi-11) service is run, if the order has been sent by EDI, the system consults the EDI For Order Only field in the Vendor's record.

- If EDI For Order Only is not selected, an EDI CLAIM file will be sent to the vendor
- If EDI For Order Only is selected, the claim will not be sent by an EDI CLAIM file.

### 6.3.3 Online Claims for Serials

To set up an online claim for a serial, follow these steps:

#### Note

Before making an online claim, make sure that in the Vendor's record, the EDI For Order Only option is not selected.

1. From the Items List window of the Serials module, click **Claims**.
2. In the Format field select one of the EDI options:
  - Option 90- missing issue
  - Option 91- wrong issue supplied
  - Option 92- damaged copy
  - Option 93 - too many copies received
  - Option 94 - insufficient copies received
  - Option 95 - other reason

If one or more options are not available in the Format field, add the option/s to the SERIAL-CLAIM-FORMAT section of the pc\_tab\_exp\_field.lng table in the ADM library.

For example:

```
SERIAL-CLAIM-FORMAT      L EDI claim - missing issue      90
```

#### Note

The serial claim formats 90 to 95 (inclusive) are saved for EDI and cannot be used for other purposes.

3. After you have finished writing the claim, click **Send**. You receive a pop-up message telling you that the claim letter (in ALEPH XML format) has been placed in the `./XXX50/print/edi` directory.
4. From the Services menu, point to EDI and select the Send Outgoing EDI Messages (edi-11) service to open it. Enter the time you want the service to run and click **Submit**. This service produces the EDI file out of the XML file and sends it to the EDI vendor.

### 6.3.4 Batch Claims for Serials

You can use the Print Claim Letters (serial-44) service to generate claims for serials. When activating the Send Outgoing EDI messages (edi-11) service, if the order has been sent by EDI, the system consults the EDI For Order Only field in the Vendor's record.

- If EDI For Order Only is not selected, an EDI CLAIM file will be sent to the vendor
- If EDI For Order Only is selected, the claim will not be sent by an EDI CLAIM file.
- Order Cancellation

### 6.3.5 Cancellation Letters

A cancellation can only be sent by EDI if the corresponding order has been sent by EDI and if the EDI For Order Only check box in the Vendor's record is empty.

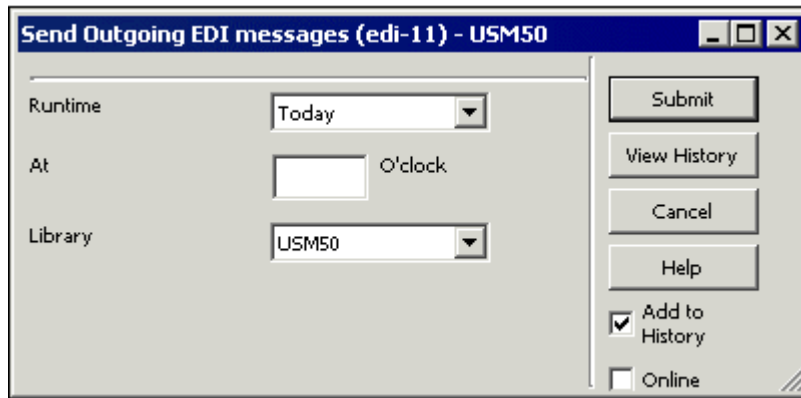
Click **Print/Cancel** in the Order List of Admin Record form and select **Print cancellation letter to vendor**. The order status changes to LC (library canceled).

Each time you produce a cancellation letter for an order that has been sent by EDI, you get a pop-up message telling you that the cancellation letter (in ALEPH XML format) has been placed in `./XXX50/print/edi`.

After that, submit the Send Outgoing EDI messages (edi-11) service to produce the EDI file out of the XML file and send it to the EDI vendor.

## 6.4 Send Outgoing EDI Message (edi-11)

Use the Send Outgoing EDI Messages (edi-11) service to send all outgoing EDI messages to vendors:



The edi-11 batch process scans all XML files that have been produced (orders, order claims, serial issues and cancellations). These files are placed by the system initially in the `./xxx50/print/edi` directory.

If the process determines that the file has all the information needed for an EDI communication, it produces an EDI file and copies the original file to the `./xxx50/edi/out/xml_processed` directory.

If the process detects a problem in the XML file, the file is copied to the `./xxx50/edi/out/xml_rejected` directory and the process is stopped.

The EDI files that have just been created out of each of the files located in `./xxx50/edi/out/xml_processed` are located in `./xxx50/edi/out/edi_outgoing`.

edi-11 attempts to send each of the EDI files to the vendor. When the transfer of an EDI file is successful, it is moved to the `./xxx50/edi/out/edi_sent` directory.

If the transfer of an EDI file to the vendor fails, that EDI file is moved to the `./xxx50/edi/out/xml_rejected` directory.

This function can be identified in the Batch Log and Batch Queue by the procedure name `p_edi_11`.

## 6.5 Load EDI Messages

ALEPH supports the following incoming EDI messages:

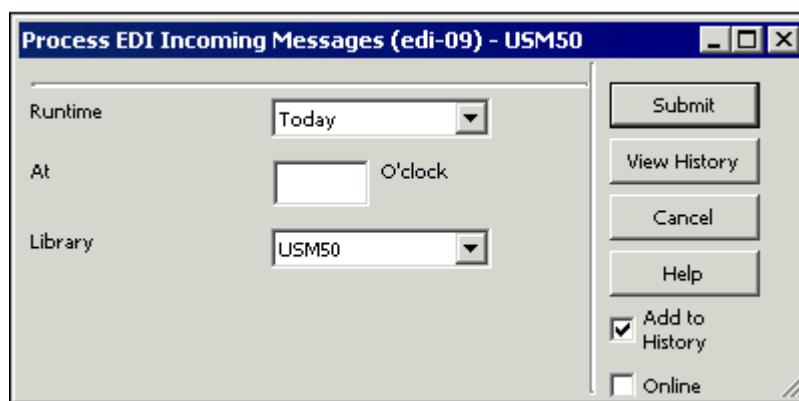
- Serials and Monographs Invoice - EDI message type: INVOIC.
- Orders/Claims response for Serials and Monographs- EDI message type: ORDRSP

### Note:

When you load incoming data into ALEPH, the ALEPH order number (Z68-ORDER-NUMBER) must be indicated. This data must be contained in the EDI segment RFF+LI.



- In order to load EDI invoices into ALEPH, do the following:
  1. Carry out the prerequisite EDI setup. All EDI incoming files must be located in the directory `./xxx50/edi/in/edi_incoming`.
  2. If the FTP directory that was defined for the vendors is not `./xxx50/edi/in/edi_incoming`, move all the EDI incoming files to this directory manually.
  3. Activate the Process EDI Incoming Messages (edi-09) Acquisitions/Serials GUI service.



This function scans all the new incoming EDI files that are located in your server under the `./xxx50/edi/in/edi_incoming` directory and converts them into ALEPH XML files. If the conversion is successful, files with the same name and an xml extension are created in `./xxx50/edi/in/xml_incoming`, and the original EDI files are moved to `./xxx50/edi/in/edi_processed` along with a log file (.log) that indicates any problems during the processing. If the conversion is unsuccessful, the original EDI files are moved to `./usm50/edi/in/xml_rejected` along with a log file (.log).

Optional: Note that when Invoice is loaded by EDI, there is an option to activate “EDI Invoice Load – Preview” (edi-12). It should be run after edi-09 and before edi-10.

The new edi-12 service looks for INVOICE files in the `./xxx50/edi/in/xml_incoming` directory and performs a preview mode load into Aleph. Other types of incoming EDI messages (such as “serials check-in”) are not processed by edi-12.

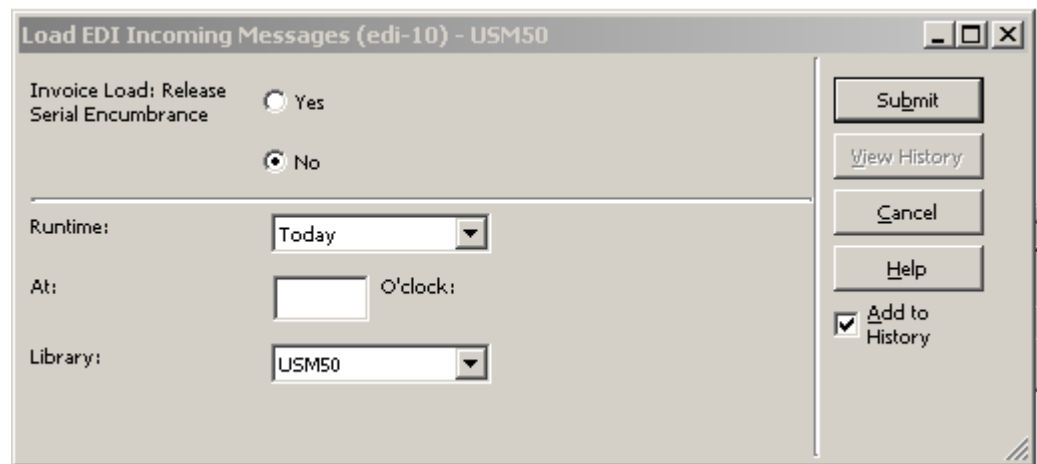
Upon submitting edi-12, the invoice load activates all actions without actually updating the general invoice, line item, budget transaction, order, and log.

The output file reports the predicted inconsistencies such as an insufficient budget for an order.

The edi xml file which is processed is not moved to `./xxx50/edi/in/xml_processed`. It remains at `./xxx50/edi/in/xml_incoming` (ready for the next execution by edi-10).

The purpose of this feature is to alert you to possible actions and errors that may occur when actually updating the database.

#### 4. Run the Load EDI Incoming Messages (edi-10) service



This function scans the files in the `xxx50/edi/in/xml_incoming` directory and loads them into Aleph. If the load is successful, the XML file is moved to the `xxx50/edi/in/xml_processed` directory. The loading of each EDI file is recorded in the EDI Load Log (see below).

Load EDI Incoming Messages (edi-10) service includes the option to release the encumbrance of serials and standing orders to which the EDI invoice load is performed. This feature is controlled by the **Invoice Load: Release Serial Encumbrance** field.

The Invoice Load: Release Serial Encumbrance field is relevant only for loading invoice line items for serial and standing orders.

Selecting "Yes" releases the "unused" encumbrance amount back to the budget of the fiscal year (similar to the way monograph orders are handled when an invoice is registered). The Serial/Standing order invoice status stays "incomplete" to allow the registration of invoices in coming years. Use this option when future invoices are not expected to be received for the order in the current fiscal year and redundant encumbrance amounts can be released back to the budget for other usages.

Selecting "No" causes the "unused" amount to remain at the encumbrance active sum. The Serial/Standing order invoice status stays "incomplete".

Note that this field is relevant only when the same budget is used for both order encumbrance and invoice line item.

## 6.6 EDI Load Log

Every run of edi-10 is assigned a number that comes from the last-edi-log-no sequence of the ADM library counter (UTIL G/2). To view the log of each run by its log number via the EDI Load Log, in the Acquisitions/Serials GUI, from the Navigation Tree of the Administration Tab, select the EDI Log Load root.

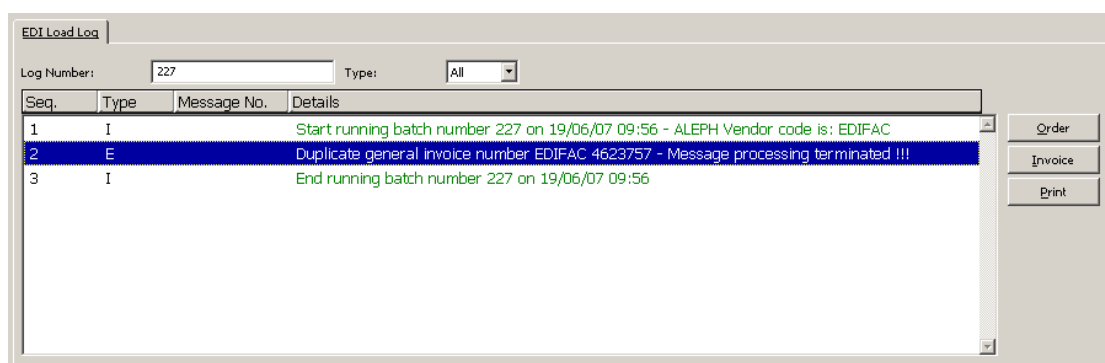
edi-10 creates at least two entries (Z74) out of the EDI Load Log (start date and end date). Additional log records can be created in various cases, such as a missing order number, duplicate general invoice, and so on.

In the event that the vendor code of the loaded EDI file is not found within ALEPH, edi-10 does not carry out the loading process at all and an EDI Load Log (Z74) is not created.

The EDI Load Log records each EDI file that is loaded into ALEPH and shows all transactions accrued during the load. Each transaction can be of the following types:

- I = Informs that the transaction was carried out successfully.
- W = The transaction was carried out successfully, but the system issued a warning that the system found a mismatch. For example ISBN is missing from the order record
- E = The transaction was not carried out. For example in a situation where the invoice number appearing in the loaded file already exists in the system.

Set your run number in the Batch Number field at the top of the EDI Load Log window:



The highest run number is the default for this field.

You can link a line to an order or an invoice, by clicking the relevant button: **Order** or **Invoice**.

You can sort, for display purposes, the log records appearing in the EDI Load Log pane according to the various types, by selecting the required types from the Type box.

For display purposes, you can sort the log records appearing in the EDI Load Log pane according to the various types. Select the required type from the Type box.

### 6.6.1 Loading an Incoming EDI Invoice into ALEPH

When the p-edi-10 procedure is completed, general invoices (Z77) and line items (Z75) are created for the orders (Z68). The budget transactions (Z601) of the related orders are updated and the orders' invoice statuses (Z68-INVOICE-STATUS) are changed (if required). The new invoices can be displayed and updated via the Acquisitions/Serials GUI as well as all other manually entered invoices.

#### Note

When starting to implement this function and after installing a new service pack or upgrading to new version, it is highly recommended to back up (using p\_file\_03) the following records: Z77, Z75, Z68, and Z601. Once the job is running smoothly, it is not necessary to back up the data each time you run this function.

### 6.6.2 Loading Incoming EDI Order Responses into ALEPH

The system creates an order log (Z71) of messages of type 94 (EDI response from vendor) for each order with a corresponding response loaded by the edi-10 service.

In addition an EDI load log (Z74) is generated with transaction type I (info)

In order to view the order log (Z71) of messages of type 94, check that you have the following setting in the ADM tab45.lng table :

```
94 Y N LEdi response from vendor
```

To view all loaded orders/claims responses, select the Navigation Tree of the Administration Tab and click Action Log Messages (see below).

#### Action Log Message

In general (not specifically for EDI), the Action Log Messages window displays all order transactions, to be handled or taken note of, for the period up to and including that day's date.

For EDI purposes, the Action Log Messages window displays all responses from a vendor received via EDI. This means you do not have to search each order log in order to find the log transaction triggered by the loading of the EDI claim/order response.

When an EDI response from a vendor is loaded into your system, a type 94 entry (EDI Response from Vendor) is automatically created and its Action Date is set to zero. The EDI Log entries are displayed in the Action Log Messages window.

Click **Order** to go from each log message to its related order.

The sort routine of the list is the same as the sort routine of the Order Log list (it is taken from the following `pc_server_defaults` environments:  
`acq_user_z71_sort_routine AND acq_user_z71_sort_order`).

### 6.6.3 Registering Serial Issue Arrival

When the p-edi-10 procedure is completed, serial issue arrival is registered, the arrival date of the issue is updated and the issue processing status is changed to blank. In addition, a subscription log of type 34 (Issue arrived/not arrived) is registered for each issue the arrival was registered for. The Subscription log message can be displayed from the Serial functional tree, Subscription root, [G] Log node.

An EDI load log is generated with transaction type I (info).

## 6.7 Specifications of ALEPH Requirements for EDI

It is essential that the specifications listed here are stated explicitly in all EDI-related agreements between ALEPH customers and third party vendors.

### 6.7.1 Mapping of EDItEUR messages sent by ALEPH

This section maps EDI segments that are used by ALEPH when producing outgoing EDI messages.

#### **ORDERS books version 1.2 – 11 September 2001**

Code	Tag
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
RFF	VA, API
CUX	
LIN	
PIA	IB
IMD	170, 110, 109, 50, 11, 10
QTY	
FTX	
PRI	AAB
CUX	
RFF	LCO, LI, BFN
LOC	7 (for target ID); 20 (for sublibrary name)
NAD	
TDT	
UNS	
CNT	

Code	Tag
UNT	
UNZ	

**ORDCHG (for cancellation only) Books version 1.2 – 11 September, 2001**

Code	Tag
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
RFF	VA, API
CUX	
LIN	DE 1229 = "2".
PIA	DE 4347= "5", CE 7143="IB"
IMD	009, 010, 011, 050,
RFF	LI, SLI, BFN
UNS	
CNT	
UNT	
UNZ	

**OSTENQ Books Version 1.2 - 11 September 2001**

Code	Tag
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
DOC	
LIN	
PIA	DE 4347= "5", CE 7143="IB"
IMD	009, 010, 011, 050
RFF	LI, ACT, SLI
QTY	CE 6063 = "21"
FTX	not in EDItEUR guidelines. The structure is as in ORDERS L-4-29 using C108 TEXT LITERAL
UNS	
CNT	
UNT	
UNZ	

### **OSTENQ Serials version 1.3 - 20 December 2000**

<b>Code</b>	<b>Tag</b>
UNA	
UNB	
UNH	
BGM	
DTM	
NAD	BY, SU
DOC	
LIN	
PIA	DE 4347= "5", CE 7143="IS"
IMD	009, 010, 011, 050, 080
STS	DE 9011 = "CSD", DE 9013 = 55, 56E, 58E, 59E, 218, 239
RFF	SNA, SNL, ACT
QTY	CE 6063 = "21"
FTX	not in EDItEUR guidelines. The structure is as in ORDERS L-4-29 using C108 TEXT LITERAL
UNS	
CNT	
UNT	
UNZ	

#### **6.7.2 Requirements for EDI messages sent to ALEPH**

This section details the specifications that are used by ALEPH when translating an incoming message from EDI format into ALEPH standard format.

If not stated otherwise, ALEPH accepts all codes specified in the EDItEUR guidelines.

#### **DESADV**

Serials

PIA – SI code for SICI number.

#### **ORDRSP**

Books

BGM – 231 or 23C codes for quick distinction as books message.

IMD – only the subset for brief description in both the numeric and alpha codes is implemented.

RFF – in the line section of the message, LI code (not ON), that signifies buyer's original order number, is a must for ALEPH 500. In addition, SLI (supplier's order number) can be sent for better future communication. However, if LI is not available,

SLI code is a must, if former messages sent to the library used this SLI number so ALEPH500 already saved it.

RFF – if the ORDRSP message is a response to a claim and not to an order, in the line section of the message, ACT code must appear with the buyer's original claim number including the claim sequence number. The original claim number was sent to the vendor under ACT code in the OSTENQ message.

#### Serials

BGM – 23S code for quick distinction as serials message.

IMD – both the numeric and alpha codes are acceptable.

RFF – in the line part of the message, LI code (not ON), that signifies buyer's original order number, is a must for ALEPH500. In addition, SNA (agent's subscription number) or SNP (publisher's subscription number) can be sent for better future communication. However, if LI is not available, SNA or SNP code is a must.

RFF – if the ORDRSP message is a response to a claim and not to an order, in the line section of the message, ACT code must appear with the buyer's original claim number including the claim sequence number. The original claim number was sent to the vendor under ACT code in the OSTENQ message.

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## INVOIC

### Books

MOA - on line level 203 or 128 amount.

MOA - on invoice level (summary section) 9 total payable amount, 124 VAT amount, 176 total tax amount (if there are other taxes beside VAT) and 8 (header section) allowance or charge amount for the invoice as a whole.

RFF – in the line section of the message, LI code (not ON code), that signifies buyer's original order number, is a must for ALEPH500. In addition, SLI (supplier's order number) can be sent for better future communication. However, if LI is not available, SLI code is a must, if former messages sent to the library used this SLI number so ALEPH500 already saved it.

### Serials

BGM - JINV or JCRN in component data element 1000 for quick distinction as serials message.



MOA - on line level 203 amount.

MOA - on invoice level (summary section) 9 total payable amount, 124 amount for VAT, 176 total tax amount (if there are other taxes beside VAT) and 8 (header section) allowance or charge amount for the invoice as a whole.

RFF – in the line part of the message, LI code (not ON code), that signifies buyer's original order number, is a must for ALEPH500. In addition, SNA (agent's subscription number) can be sent for better future communication. However, if LI is not available, SNA code is a must.

## 7 Invoices

There are two ways to register an invoice:

- Order Path
- Invoice Path

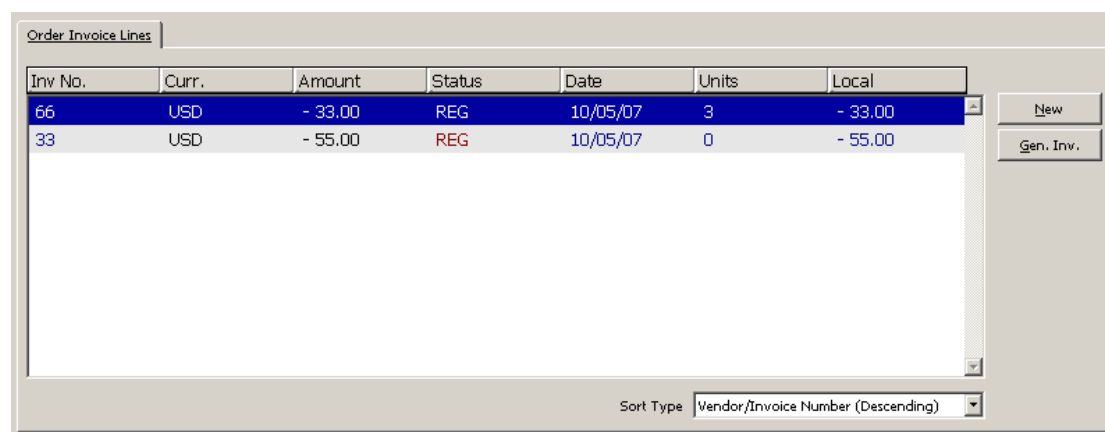
Use the Order Path when you want to register an invoice for one specific order.

Use the Invoice Path when you want to register an invoice for different orders.

There is also an option to create general invoices and line items for Serials orders by loading EDI files from EDI vendors. For more information about this option, see chapter 6 EDI on page 79. The Bulk Arrival process also enables registering general invoice and line items for arrived material. For more information about this option, see section [8.3 Bulk Arrival](#) on page [120](#).

### 7.1 Order Path

Retrieve an order using the Order bar. Highlight the order on the Order List and then select the Invoice node from the Order tab; the Order Invoice Lines tab will be displayed:



Inv No.	Curr.	Amount	Status	Date	Units	Local
66	USD	- 33.00	REG	10/05/07	3	- 33.00
33	USD	- 55.00	REG	10/05/07	0	- 55.00

This screen shows the list of invoices that have been registered for a specific order and enables you to update an invoice or create a new invoice line together with a new general invoice. To modify the details of a line item invoice, highlight the desired line and update the lower pane form.

## New

To register the details for a new line item invoice, click **New**. If a General Invoice does not already exist, one will be created for you.

## Gen Inv

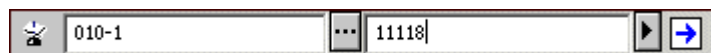
To view or update the existing General Invoice and its line items, highlight a line item and click **Gen Inv**. You will be transferred to the Invoice Tab, which provides access to the General Invoice form and the Line Item form.

## 7.2 Invoice Path


This section explains the Invoice Path and includes the following screens:

- General Invoice Form
- Invoice Line Items
- Line Item Form
- Budget List of Invoice

To register an invoice, use the Invoice Bar, which allows you to retrieve a general Invoice and its line items or to create a new invoice.



In the leftmost field, select the Vendor Code from the Vendor List or type in the desired vendor code.

In the adjacent field, select the desired invoice number or type it in. To add a new invoice for the selected vendor, type in the new general invoice number, click 

The General Invoice Form will be displayed in the upper pane.

### 7.2.1 General Invoice Form

This form enables you to register information about a General Invoice. The following read-only information is displayed at the head of the form: Line Items (display the number of line items that are attached to the general invoice), Total Amount of the General Invoice and Total Amount of all attached Line Items.

The General Invoice Form has two panes:

1. The upper pane, which is divided into two tabs: Invoice tab and Payment tab.
2. The lower pane, which is divided into five tabs which display read-only information regarding vendor and vendor addresses.

## Buttons

The following buttons are available on this screen:

### Update

When you are finished filling in the form, click **Update**.

### Refresh

To have the system recalculate the Total Amount and the Local Amount, reset the Total Amount to zero and click **Refresh**.

### Delete

To delete a General Invoice along with all its Line Items, click **Delete**. You will be asked if you are sure you want to delete.

### Change Invoice Number

This button enables the user to change the General Invoice Number. Clicking this button will open the Invoice Number window in which the new number should be entered. If one of the following records is connected to the General Invoice, the action will also update them: Budget Transaction, Line Items and Item Record.

### Print

Lets you print the invoice information, including invoice line information and budget information.

### Cancel

The system will cancel the transaction.

### Invoice Tab

Vendor Code:	20CENTURY	Invoice Number:	254139	Update		
Net Amount:	100.00	Refers to Invoice:		Invoice Date:	18/06/2007	Refresh
Shipment Amount:	5.00	Type:	REG	Received Date:	22/06/2007	Delete
Overhead Amount:	2.00	Status:	REG	Shipment Date:	18/06/2007	Change Inv. No
Insurance Amount:	3.00	Currency:	USD	VAT Recipient:		Print
Discount Amount:	0.00	Explicit Ratio:	0.000000	VAT Percent:	0.00	Cancel
Total Amount:	110.00	<input checked="" type="radio"/> Debit <input type="radio"/> Credit		VAT Amount:	13.75	
Total, Incl. VAT:	123.75			<input type="checkbox"/> VAT Per Line Item:		
Local Amount:	123.75			<input checked="" type="checkbox"/> Add VAT to Total Amount		
Note:						

### Vendor Code

The Vendor Code will be filled in automatically by the system.

### Invoice Number

Enter the Invoice Number as assigned by the vendor. You can enter up to 15 characters.

### Net Amount

Enter the amount specified on the invoice for this order.

**Refers to Invoice**

If there is an original invoice to which the current invoice refers, enter its number here.

**Invoice Date**

Mandatory. This is the date on which the General Invoice was prepared by the vendor.

**Shipment Amount**

Optional.

**Type**

Select the invoice type. The type can be REG (regular), PRO (proforma), or DEP (deposit). If left blank, the invoice type defaults to REG. The list can be enriched by your system librarian. The invoice type is for information purposes only; all invoice types are handled in the same manner by the system.

**Received Date**

This is the date on which the General Invoice was received or registered by the library. If the date is left blank, the system will automatically fill in the current date.

**Overhead Amount**

Optional.

**Status**

The status can be REG (regular) or SUP (supplemental). If left blank, the status defaults to REG. Additional Invoice Status can be set by your system librarian. This status is for information purposes; both statuses are handled in the same manner by the system.

**Shipment Date**

This is the date on which the invoice was sent by the vendor to the library. If the date is left blank, the system will automatically fill in the same date as the invoice date.

**Insurance Amount**

Optional.

**Currency**

Mandatory. Choose the currency used for the invoice. The first currency defined in the vendor record will be entered as the default.

**VAT Recipient**

Choose the body that should receive the Value Added Tax. The list of VAT recipients can be set by your system librarian.

**Discount Amount**

Optional.

**Explicit Ratio**

If the vendor defines an explicit currency ratio, enter it here. The system will calculate the local price accordingly. If no ratio is entered, the system will consult the currency table.

**VAT Percent**

Optional. This field can be edited only when the VAT per Line field is set to No (unchecked). If you wish, you can enter the percent of the Total Amount that should go to the VAT Recipient and the system will automatically calculate the VAT Amount. The VAT Amount is included in the Total Amount. (For example, if the Total Amount is \$117, and you enter 17% for the VAT percent, then the system will calculate the VAT Amount to be \$17.)

When the VAT per Line field is set to Yes (checked), the VAT Percent field becomes inactive and the VAT amount is calculated from the VAT amounts of all attached line items only.

**Total Amount**

If you leave this field blank, the system will automatically fill in the Total Amount in the vendor's currency, based on the Net Amount plus additional charges or minus discounts.

**Note**

The system takes the difference between the Net Amount and the Total Amount (the difference being the added charges and discounts) and adds it proportionally to all the orders linked to the invoice. If you do not want the charges distributed proportionally to all the orders, then you must manually enter the Total Amount, making sure that it is the same as the Net Amount.

**Debit/Credit**

Indicate whether this is a Debit Invoice or a Credit Invoice.

**VAT Amount**

Optional. This field can be edited only when the VAT per Line field is set to No (unchecked). The VAT amount is the amount that should go to the VAT recipient. The VAT Amount is included in the Total Amount.

When the VAT per Line field is set to No, the VAT amount of the general invoice is the value which is indicated in this field and VAT values of all attached line items are calculated according to the VAT percent of the general invoice.

When the VAT per Line field is set to Yes (checked), the VAT Amount field becomes inactive. It is calculated from the VAT amounts of all attached line items.

**Local Amount**

The system will automatically calculate this information based on the effective currency exchange rate or based on the explicit currency ratio value. This information is for display only. It cannot be changed on this screen.

**VAT per Line**

The VAT per Line field can be either Yes (checked) or No (unchecked). Its default value is No.

When set to Yes, this means that the VAT values of the line items can be set individually for each line item and the VAT amount of the general invoice is calculated from the VAT amounts of all attached line items.

When set to No, this means that the VAT amount of the general invoice is as indicated in the VAT Amount field and the VAT values of all attached line items are calculated according to the VAT percent of the general invoice.

### **Add VAT to Total Amount**

This checkbox indicates the VAT calculation method set for the General Invoice.

Add VAT to Total Amount can be either Yes (checked) or No (unchecked). Its default value is No.

When set to Yes, the VAT amount is added to the Invoice Total Amount. The total amount with the VAT is reported in the field Total, Incl. VAT.

When set to No, the VAT amount is not added to the Invoice Total Amount. The Total Amount field has the same value as the Total, Incl. VAT field.

The VAT calculation method cannot be changed after the General Invoice is written. The Invoice Line Items inherit the VAT calculation method set for the General Invoice and cannot be different.

### **Note**

You can enter a note up to 60 characters in length.

## **Payment Tab**

### **Payment Date**

Enter the date on which the General Invoice was paid. (Leave zeroes if the invoice is not yet paid.)

### **Check Number**

Enter the number of the check that was used to pay the General Invoice. (Leave this field blank if the invoice is not yet paid.)

### **Amount**

Enter the Amount that was or will be paid.

If the Amount field is left empty but the Payment Date field is filled and the Payment Status is P (paid), the Amount will be taken from the Total Amount field of the Invoice tab in the General Invoice form.

### **Status**

Choose the appropriate payment status. Standard payment statuses include:

- N - not ready to be paid
- R - ready to be paid
- Y - payment authorization given

- P - paid

More payment statuses can be set by your system librarian. Your system librarian can also determine the default payment status when a general invoice is created and which payment status will freeze the invoice. This means that all operations in the General Invoice and related line items (except for changes in payment status) are not allowed.

### Approval Dept.

From the pull-down list choose the approval department for this General Invoice. The list of approval departments can be set by your system librarian, who can also set a default approval department so that this field will be automatically filled in by the system. This field can be used as a filter when running the service: Invoice Report (acq-10).

### Approval Number

You can either manually type in an approval number for this General Invoice or assign a system approval number by running the service Invoice Report (acq-10). This field can also be used as a filter when running the service: Invoice Report (acq-10).

### Invoice Line Items

In order to register a new line item in the General Invoice or to update an existing line item, select the Line Items node of the Invoice Tab. The Invoice Line Items tab will be displayed in the upper pane.

No.	Order Number	Object Code	Units in Inv	Net amount	Total amount	Units in or Budget
1	51070	BOOK	1	- 10.00	- 11.00	1 ART-2003
2	50802	SER	1	- 125.00	- 137.50	1 SCI-3-2003

This screen lists all invoice line items that are attached to a specific General Invoice. The following read-only information is displayed at the head of the form: Line Items (display the number of line items that are attached to the general invoice), Total Amount of the General Invoice and Total Amount of all attached Line Items.

To modify an existing line item, highlight its line and update its details in the Line Item form of the lower pane.

The following buttons are available:

#### Add

To add a new line item, click **Add**. In the window that appears enter the order number to which you want to add a line item. Select Ignore to add a line item not connected to an order. This will activate the Line Item Form in the lower pane.

#### Delete



To remove a line item from the list, highlight the line item and click **Delete**.

### **Order**

To jump to the order list of the order associated with a line item, highlight the line item and click **Order**. This button will be inactive when the highlighted line item is not connected to an order.

### **Line Item Form**

The screen is divided into two main tabs:

- Line Item Form
- Order Info

The short bibliographic information related to the linked order record is displayed at the top of the lower pane:



The Order Info. tab in the lower pane also displays read-only information related to the order: Order Information, Bibliographic Information, Invoice, Expenditure and Encumbrance.

The Invoice Line Item Expand tab enables you to register an entry for an individual order (Line Item) in the General Invoice. If a General Invoice does not already exist, one will be created for you, based on the information you provide in the following fields: Type, Status, Currency, Invoice Date, Received Date, Shipment Date and Approval Dept. If a General Invoice already exists, these fields will not appear on this Line Item form.

Buttons on this screen include:

### **Add/Update**

When you are finished filling in the form, click **OK**.

### **Refresh**

If you wish to have the system calculate and display the added amount, total amount and local amount (based on the effective currency exchange rates), click **Refresh**.

### **Budgets**

To view or assign the budgets that will pay for this invoice, highlight the order and click **Budgets**.

## **Fields**

### **Note**

Part of the fields are displayed when a new line is added (this is not the case when you update an existing line item).

Following is the help for each field.

**Vendor Code**

The system will automatically fill in the Vendor Code.

**Estimated Price**

Optional. Enter the Estimated Price for this Invoice Line Item. As a default, the system automatically fills in the value that has been entered in the Final Price field on the Quantity & Price tab of the Order Form.

**Net Amount**

Enter the Net Amount of the order in the vendor's currency.

**Added Amount**

The system will automatically calculate this information by taking the Added Amounts in the General Invoice and distributing them proportionally to the individual orders. The amount shown here is in the vendor's currency.

**Total Amount**

The system will automatically calculate this information by adding the Net Amount and the Added Amount. The Total Amount is in the vendor's currency. If the Total Amount is changed later, and the order has a budget assigned to it, the budget will be debited accordingly.

**Local Amount**

The system will automatically calculate this information based on the effective currency exchange rate. This information is for display only. It cannot be changed on this screen.

**Number of Units**

Enter the number of units being invoiced. As a default, the system will automatically fill in the value that was entered in the Number of Units field on the Quantity & Price tab of the Order Form. In case there are more line items for this order, the number of units is set as the remaining number of units from the order and other line items.

**Invoice Number**

The system will automatically fill in the Invoice Number.

**Credit/Debit**

Indicate whether this is a Debit invoice or a Credit line item invoice.

**Currency**

Choose the Currency used for the invoice.

**Object Code**

Select the appropriate Object Code for this line item. If the use of an object code is mandatory (depending on your system setup), an Object Code must be assigned to the Invoice and must match the assigned budget's object codes.

**VAT Percent**

Optional. If the VAT per Line check box of the General Invoice is set to NO (unchecked), this field will become inactive. If the VAT per Line check box of the General Invoice is set to YES (checked), this field can be edited and you can calculate the VAT amount by entering a VAT percent in this field.

### **VAT Amount**

Optional. If the VAT per Line check box of the General Invoice is set to NO (unchecked), this field will become inactive. If the VAT per Line check box of the General Invoice is set to YES, (checked), this field can be edited and the VAT Amount can be entered manually or calculated from the total amount by entering a VAT Percent.

### **Note**

You can enter a line item note up to 200 characters in length.

### **Check Subs. Date Overlap**

(Only for Serials and Standing Orders Line Items)

If the check box is marked, the Subs. From/To Dates fields are mandatory and the coverage period is checked against other invoice line items of the same order to see if there is a date overlap. If the check box is not marked, you will not have to fill in the Subs. From/To Dates fields and the system will not check whether there is an overlap of dates.

#### **System Librarians only**

The default value (checked or non-checked) for this check box is determined in acq.ini.

### **Subs. From/To Date**

(Only for Serials and Standing Orders Line Items) Enter the subs. coverage period of the invoice. These fields are mandatory only when the Check Subs.Date Overlap field is checked.

### **Order Completely Invoiced**

This field is relevant only for invoice line items of monograph orders. Check this field if the invoice is complete, that is, you do not expect another invoice for the order. Mark the box by clicking it. If you expect to receive additional invoices for this order, leave the box blank. For incomplete invoices, the system continues to debit the encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

The option to check/uncheck this box is only available when adding a new Line Item. When modifying, the check box is not displayed. To modify an invoice status, use the Invoice Status Complete check box of the Order Information tab in the Order Form.

### **Release Reminded Encumbrance**

This field is relevant only for invoice line items of serial and standing orders.

Selecting this check box releases the "unused" encumbrance amount back to the budget of the fiscal year (similar to the way monograph orders are handled when invoice is registered). The Serial/Standing order invoice status stays "incomplete" to allow registration of invoices in coming years. Use this option when future invoices

are not expected to be received for the order in the current fiscal year and redundant encumbrance amounts can be released back to the budget for other usages.

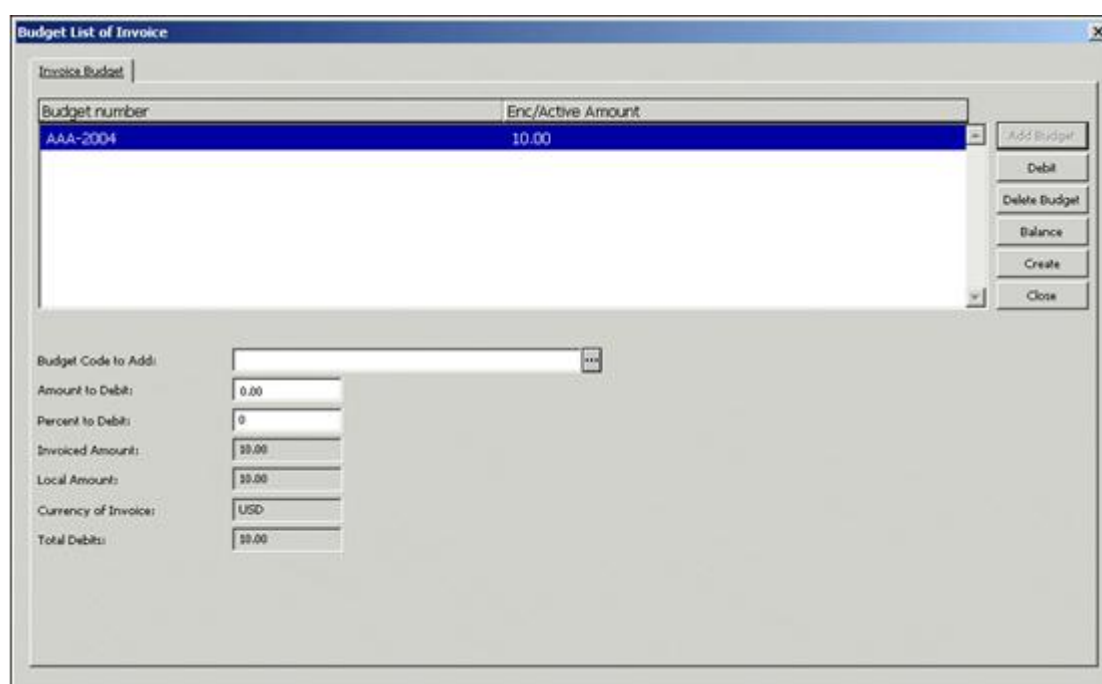
Leaving this check box cleared causes the "unused" amount to remain at the encumbrance active sum. The Serial/Standing order invoice status stays "incomplete".

Note that this field is relevant only when the same budget is used for both: order encumbrance and invoice line item.

The option to select/clear this check box is only available when adding a new line item. When modifying an existing line item, the check box is not displayed.

### **Budget List of Invoice**

When you click the **Budgets** button on the Line Item Form, the screen below is displayed.



Budget number	Enc/Active Amount
AAA-2004	10.00

Budget Code to Add:

Amount to Debit:

Percent to Debit:

Invoiced Amount:

Local Amount:

Currency of Invoice:

Total Debits:

This screen lists the budgets that will pay for the invoice of this order. You can assign one or more budgets. In this way, several budgets can pay various amounts toward the total sum of the order.

The Enc/Active Amount column displays the Encumbrance Sum, broken down into two parts:

- The first part is the original encumbrance amount that is based on the estimated price on the Order Form.
- The second part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete".)

## Buttons

The buttons available on this screen are:

### **Add Budget**

To assign a new budget for this invoice, fill in the field called Budget Code to add and then click the **Add Budget** button.

### **Debit**

To indicate the amount that a particular budget will be debited, highlight the budget, then enter the amount in the field called Amount to Debit and click the **Debit** button.

### **Delete Budget**

To delete a budget from the list, highlight the budget and click **Delete**.

### **Balance**

To view the balance of the selected budget, click **Balance**.

### **Create**

This button enables you to recreate the budget from the order's encumbrance.

If budget creation from encumbrance fails, a message will be displayed giving details of all errors.

For example: In a system that works with object-code: Budget creation fails when the Budget's Object Code does not match the Line Item's Object Code. A message will be displayed showing that there is no match between the object codes.

### **Close**

After you have made all desired changes to the screen, click Close.

## Fields

### **Budget Code to Add**

This is the unique code identifying the budget. Click the arrow to the right of the field to choose from a list of budgets.

### **Amount to Debit**

This is the amount that will be debited from the highlighted budget. You can fill in the actual amount in this field or leave this field blank and enter a percentage of the estimated price in the Encumbrance Percent field.

### **Percent to Debit**

This is a percentage of the amount that will be debited from the highlighted budget. If you fill in this field, then leave the Encumbrance field blank.

### **Invoiced Amount, Local Amount, Currency of Invoice**

The information in these three fields is for reference only; it can not be changed on this screen.

### **Total Debits**

If one or more budgets have been assigned to pay the invoice, this field shows the total amount that has so far been debited.

### 7.3 General Invoice Payment Log

The Invoice Payment Log keeps track of various updates made in the General Invoice Payment status. The Invoice Payment Log is accessible by selecting the Invoice Payment Log node from the Invoice tab.

Invoice Payment Logs can be automatically registered when the following actions are performed:

- General invoice payment status is initially set
- Payment status is updated
- General invoice is "Paid"

In addition, the user may add a manual log containing a free-text note related to the general invoice.

#### 7.3.1 The Invoice Log List

Order/Subscription/Invoice Log List

All  
 General Invoice Note  
 General Invoice Payment Status

Filter

Date/Time	Description	System note	User note	User
October/22/2008 09:54	General Invoice Payment Status	General Invoice is paid. Paid amount 150.00. Payment Date October/22/2008. Check Number 254198		MASTER
October/22/2008 09:54	General note		Must be paid immediately	MASTER
October/22/2008 09:54	General Invoice Payment Status	Payment status changed from Not approved to Payment authorized		MASTER
October/22/2008 09:53	General Invoice Payment Status	Payment status is set to Not approved		MASTER

Add  
Remove A. Date

The following buttons are available on the Invoice Log List screen:

#### Filter

You can filter the transactions in the list by selecting one or more of the check boxes above the list of log transactions and clicking **Filter**.

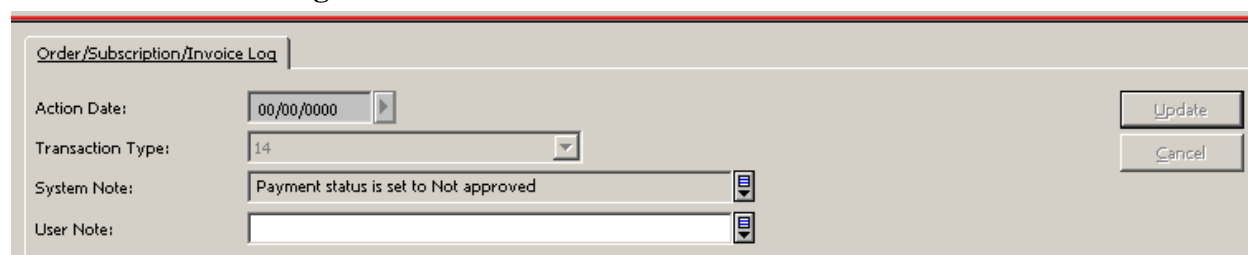
## Add

You can manually add a General Invoice Note transaction. When you click **Add**, the lower pane Order/Subscription/Invoice Log is enabled; you can select Transaction Type: General Invoice Note and type in a free-text note in the User Note field. This note is recorded as a new transaction.

## Remove Action Date

You can remove a previously entered Action Date by selecting the relevant log transaction and clicking the **Remove Action Date** button.

## 7.3.2 The Invoice Log



The Order/Subscription/Invoice Log pane displays details relating to the transaction log highlighted in the Order/Subscription/Invoice Log List in the upper pane. You can manually add a new transaction log or update details of the highlighted log.

### Action Date

If you manually add a General Invoice Note type log, you can select the date for this action. The Action Date can be removed by using the **Remove Action Date** button in the upper pane.

### Transaction Type

To manually add a transaction to the Invoice Log, click the **Add** button in the upper pane, select the desired transaction type from the expand list, and type in text in the User Note field.. For Invoice Logs, it is recommended to add a General Invoice Note type manual log. All other transaction types are valid only for order and subscription logs (not for invoice logs).

### System Note

A read-only field that displays the text of system generated logs.

### User Note

A user free-text note that can be used to create a user manual log (General Invoice Note) and for adding user notes for a system generated log.

### Note

tab45.lng sets the configuration for acquisitions log.

To enable the Invoice Payment Log, activate transaction 13 and 14 as in the following sample of ./xxx50/tab/tab45.lng:

```
-1-2-3-----4-----
```

## 8 Arrivals

This chapter includes the following sections:

- [Arrival List of Orders](#)
- [Arrival Form](#)
- [Bulk Arrival](#)

To register the arrival of units for Monograph orders (type M) or Standing orders (type O), select the Arrival node in the Order Tab. For the check in process of Serials orders (type S), refer to the Issue Check In section of the Serials chapter.

In addition, depending on how your system librarian has set up the Acquisitions/Serials module, while generating a line item in the invoice function you will be asked whether you would like to record the material as "arrived". (See the [Invoice] section of the Arrival Form section of the *Aleph 20.01 System Librarians Guide - Acquisitions* [8.2](#) for more information about setting up arrival registration.)

### 8.1 Arrival List of Orders

When you click the Arrival node, the Arrival List is displayed in the upper pane:

No. units arrived	Arrival date	Note
8	08/09/03	Expecting 2 more units

This screen shows the number of units ordered, the number of units that have been reported as having arrived so far, and lists the number of units that have arrived on specific dates. To change the details about units that have already arrived, highlight the appropriate line and update the arrival details in the Arrival Form of the lower pane.

### Buttons

The following buttons are available on this screen:

#### Add



To report the arrival of units, click **Add**. The Arrival Form will be displayed for you to edit.

### **Delete**

To remove a line from the table that shows the number of units arrived and the date on which they arrived, click **Delete**.

### **Print**

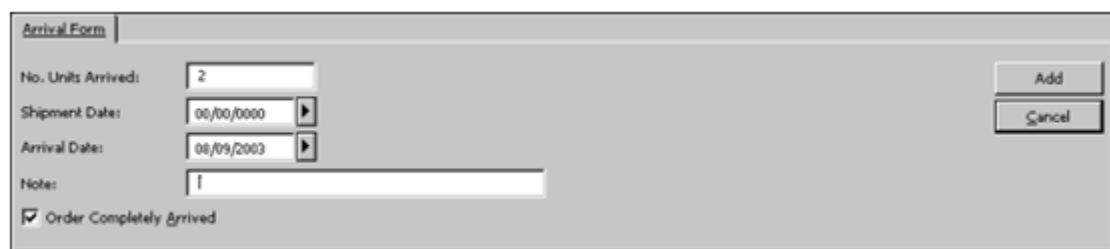
To print an Arrival Slip, highlight an entry and click **Print**.

## **8.2 Arrival Form**

When you click the **Add** button on the Arrival List, the Arrival Form (shown below) is activated in the lower pane. This screen enables you to register a new arrival of unit/units or to modify the details of units that have already arrived.

When you are finished filling in the form, click **Add**.

If you change the details about units that have already arrived, click **Update**.



## **Fields**

### **No. Units Arrived**

Enter the number of units that have just arrived. The system automatically enters the default value, which is taken from the *Number of units* field of the Order Form.

### **Shipment Date**

This field is optional. Enter the date on which the vendor sent the units to your library.

### **Arrival Date**

Enter the date on which the units arrived. If left blank, the current date is filled in automatically.

### **Note**

You can enter a note up to 60 characters in length.

### **Order Completely Arrived**

- For order type O (standing order), this option is always disabled.
- For order type M (monograph):
  - If all units for this order have arrived, select this option.
  - If you expect more units to arrive, do not select this option.

If one of the checked-in items has been requested and the system librarian has set up the client station that way, a message pops up indicating that a request is pending for this item. In addition, when the arrival form is printed, a message indicating that the arrived items are requested is included in the form.

### **Auto Update Exp. Arrival Date**

If you want the next claim date to be calculated, then select this option. In this event, the Claim date is calculated as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

If you do not select this option, then the Expected Arrival Date field is available for you to update the expected arrival date of the order manually.

When a new arrival is registered, this field is selected by default when the Arrival form window is opened. It must be noted that when changing an existing arrival, the Auto Update Exp. Arrival Date check box is not selected by default, as is the case when a new arrival is registered.

### **Expected Arrival Date**

If the Automatic Update of the Expected Arrival Date option is not selected, you can enter the date you expect the order to arrive. This date is used by the system when claims are processed automatically (batch). If the Automatic Update of the Expected Arrival Date option is selected, then this field will be read-only and the expected date of arrival will be calculated by the system as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

## **8.3 Bulk Arrival**

The Bulk Arrival is a process that supports registering arrival in a bulk mode for Monograph and Standing Orders. This includes the option to register an invoice for the arrived items.

### **8.3.1 The Bulk Arrival List**

The Bulk Arrival list is accessed via the Bulk Arrival node in the Order Search tab of the Acquisitions module.

**Bulk Arrival List**

Additional Order No.1:  Sublibrary:

Vendor:  Invoice No.:

"From" Order Date:  "To" Order Date:

Order No.	Add.Order No 1	No. Units	Title	Requester Name	Order Vendor	Invoice No.
51608	200912	2	Great minds.	Aaberg, Oscar	AAH	
51609	200912	1	Modern Architecture 1980-2009.	Aadland, Dustin	AAH	
51610	200912	5	The History of Art.	Aagaard, Krista	AAH	
51611	200912	3	Adventures in Africa.	Abadie, Willie	AAH	

---

**Order Details**

Order Info | Bib Info | Patron

Order Number 51608  
 Sub Library Main Library  
 Order Unit Main Library (Slavic)  
 Order Type Monograph  
 Order Status Sent to vendor  
 Order Status Date 20/12/2009  
 Material Type Serial  
 Arrival Status Non Arrived  
 Invoice Status Non Invoiced  
 Method of Acquisitions Gift

The Bulk Arrival list is available only for authorized users that are assigned with the Acquisitions/Order index: Bulk Arrival List user's access right. It displays Monograph and Standing Orders which have been already sent to a vendor and are not marked as "Completely Arrived".

The user can use the Bulk arrival List filters in order to retrieve the orders record for arrivals that should be registered. Available filters are Additional Order Number 1, Vendor Code, Invoice Number, Sublibrary, and From-To Order Dates.

For example, the "Order Additional Number 1" filter can be used to retrieve a group of orders with a common order number which were sent to the vendor as a bulk order.

The Invoice Number filter works in conjunction with the Vendor filter. Activating both Vendor and Invoice Number filters provides the option to easily retrieve all invoice related orders and register arrival in bulk mode.

Note that when activating the Vendor filter (without Invoice Number filter), the system applies to the vendor assigned to the order record. When activating both Vendor filter and Invoice Number filter, the system applies to the vendor assigned to the general invoice and list relevant attached orders.

The lower pane of the Bulk Arrival List contains read-only order details. This includes information regarding the patron initiated the request (patron's global, local, and address information).

### **Available Actions**

The following buttons are available:

- Print order
- Select
- Arrive
- Arrive All

### Print Order Information slip

This action is valid only for a single line selection. It prints the order information for the highlighted entry.

### Select Action

This action is valid only for a single line selection. The action transfers the user to the Order Tab and displays the order for the highlighted entry. The user can then perform the different functions related to a single order.

### Arrive and Arrive All Actions

Clicking the **Arrive** and **Arrive All** buttons enable activating the bulk arrival process.

When clicking the **Arrive** button, the user has the option to select multi-lines. (The SHIFT and CTRL keys can be used for selecting more than one entry).

When clicking the **Arrive All** button, the system activates the bulk ordering process for all displayed orders.

Once the **Arrive** or **Arrive All** button is clicked, the Multi Arrival Form is opened.

## 8.3.2 Multi Arrival Form

The screenshot shows a dialog box titled "Multi Arrival Form". It has a standard Windows-style title bar with a close button (X). The form contains the following fields and controls:

- Shipment Date:** A text box containing "00/00/0000" with a right-pointing arrow button.
- Arrival Date:** A text box containing "18/09/2008" with a right-pointing arrow button.
- Note:** A text box with a list icon on the right side.
- Print Arrival Slips:** A checked checkbox.
- Create Invoice:** A checked checkbox.
- Payment Status:** A text box containing "N" with a right-pointing arrow button.
- Buttons:** On the right side, there are three buttons: "OK", "Cancel", and "Help".

The Multi Arrival enables registering arrival for all orders selected in the previous Bulk Arrival List. It also offers an option to create general invoice and line items for arrived items.

The form fields:

**Shipment date:** The date items were shipped (can be left zeros)

**Arrival date:** The date on which items arrived (Default current date).

**Note:** Arrival note that is assigned to all arrived transactions (can be left empty).

**Print Arrival Slips checkbox:** Indicates whether or not arrival slips should be printed (template file name: acq-arrival-slip.xml).

**Create Invoice checkbox:** Indicate whether or not General Invoice and Line items should be created for the orders that are being registered as "arrived". Invoice line items are created only for orders that currently have no invoice line items.

**Payment Status:** If "Create Invoice" is checked, the **Payment Status** field is enabled to allow the user to select the general invoice payment status.

When the form is submitted, the relevant staff user's access rights are checked. This includes user privileges for registering material arrival, printing arrival slip, creating invoice and line items, updating invoice payment status, etc.

In case when the staff user is not authorized for one or more of those actions, the user's access right block message is displayed and the arrival and invoice actions are blocked (no Aleph data is updated).

If the action is submitted by an authorized user, the following actions occur:

- Arrival record is created for each order in the group of orders, and other Aleph corresponding records are created or updated.
- The Multi-Arrival Form is closed and the user is prompted with the Bulk Arrival Report window which reports the result of the bulk arrival action.
- If the "Print Arrival Slips" checkbox is selected, the arrival slips are produced when the Bulk Arrival Report window is closed.

### 8.3.3 The Aleph Data Update

Following are the acquisitions components that are affected/might be affected by the bulk arrival action:

- Arrivals
- Orders
- Items
- General invoice
- Line items
- Budget Transaction

#### Arrival Records

Arrival record (Z78) is created for each order in the group of orders. In the Arrival record, the arrival status of all related Monograph orders is marked as "Completely Arrived" (Standing Orders are not marked as "Completely Arrived").

The "Number of Units Arrived" of the Arrival record is set as the order record's Number of Units.

The Arrival Shipment Date, Arrival Date and Arrival Note fields are set as defined in the Multi Arrival Form.

General details regarding the newly created arrival records are included in the Bulk Arrival Results window.

## **Orders Records**

The related order records (Z68) are updated as if manual arrival has been registered for the orders. This includes the following:

The Arrival Status of Monograph orders is set as "Complete". The Arrival Status of Standing Order is not touched.

If "Create Invoice" is called and invoice line item has been successfully created, then the Monograph Order's Invoice Status is set to "Complete". The Invoice Status of Standing Order is not touched.

The Order Status might be affected depending on the actions made on the order. For example, monograph orders status is updated to "Closed" if both order Invoice Status and Arrival Status are "Complete" and General Invoice Payment status is "Paid".

## **Items Records**

The Items (Z30) records which are related to the arrived orders might be affected as if manual arrival has been registered. For example, the Item Process Status value can be updated according to the library policy as defined in ./tab/xxx50/tab/tab42.lng.

## **General Invoice, Line Items and Budget Transactions**

If the "Create Invoice" field of the Multi Arrival Form is checked, the system attempts to create a single General Invoice record (Z77) for all related orders.

The general invoice includes line items records (Z75) for each arrived order. If the orders were already assigned to a budget transaction (Z601), then a new budget transaction of type Invoice is created.

## **General Invoice Creation**

A new general invoice record (Z77) is created for all detected orders. Most of the general invoice data is populated in the same way as when an invoice is created for a single order via Invoice under the Order tab in the Acquisitions module. The following general invoice fields are handled differently:

- The General Invoice Number is assigned using the ADM library counter set in g/2: last-invoice-no
- The Invoice Vendor and the Invoice Currency are set as in the related orders. If the group of orders is assigned to various vendors or currencies, the vendor/currency code is assigned according to the "first" order.
- The Invoice Payment status is set as defined in the Multi-Arrival Form.

General details regarding the success or failure of general invoice creation are included in the Bulk Arrival Report window.

## **Invoice Line Items Creation**

A new invoice line item record (Z75) is created for each order that currently has no invoice line item.

The line item data is populated similar to the manner in which a line item is created for a single order via GUI-ACQ-Order tab-Invoice.

If an order already has an invoice line item record, then line item is not created.

General details regarding success or failure of line items creation are included in the Bulk Arrival Report window.

### **Budget Transaction Creation**

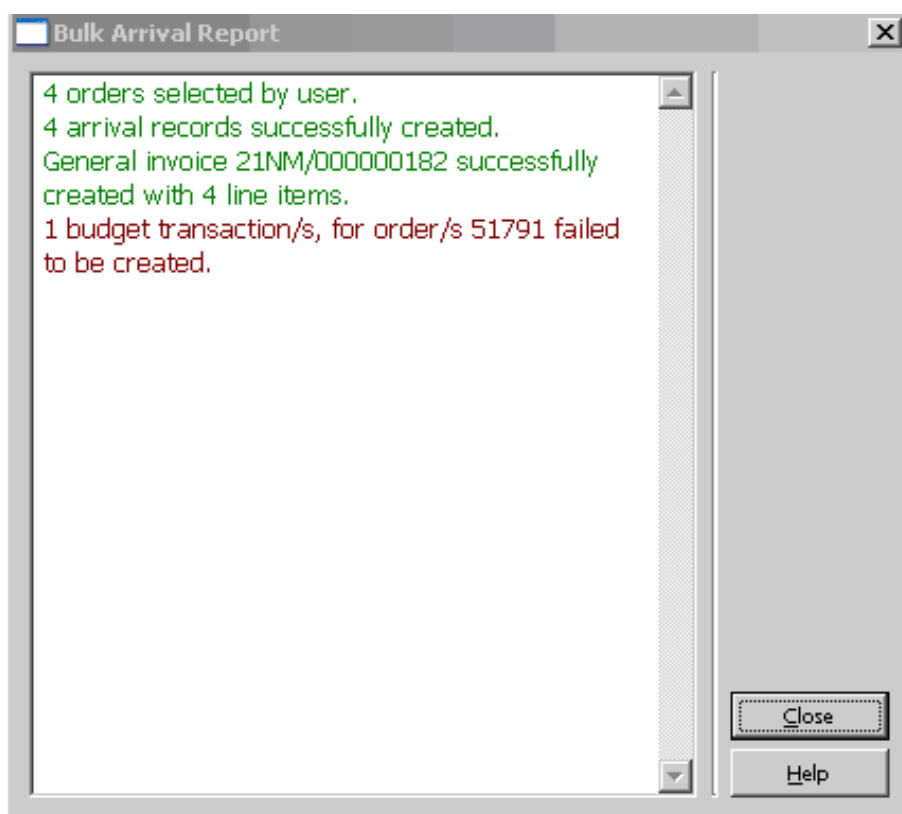
A budget transaction record of type Invoice (Z601) is created for each order that has a budget transaction of Encumbrance type. The system performs checks the same as when the budget is manually assigned to cover an invoice line item (budget code, monetary coverage, dates, object codes, etc.). If the check fails, the line item is created but without creating a budget transaction of type Invoice.

If the order has no related budget transaction, a new budget transaction is not created.

General details regarding success or failure of budget transaction creation is included in the Bulk Arrival Report window.

### **8.3.4 The Bulk Arrival Report Window**

After the Multi Arrival Form is submitted and the above updates of Aleph data are performed, the Bulk Arrival Result window is displayed.



This window includes brief information of successful and failed actions. The information is read-only and can be printed using F11 key. Successful actions are reported in green text. Failures actions are reported in red text.

The Information will include details regarding:

- Total number of retrieved orders
- Total number of arrival records (successful and failed actions)

- General Invoice Number and line items (successful and failed actions)
- Failed budget transactions

When the **OK** button is clicked, the Bulk Arrival Result window is closed. If the Print Arrival Slips checkbox is selected, the arrival slips are produced.

The Bulk arrival action is completed.

## 9 Claims

This chapter includes the following sections:

- Batch Claiming
- Manual Claiming

Claims are usually sent to the vendor when an ordered item does not arrive when expected.

You can send claims to vendors for Monograph orders by using the "Claim Report & Letters for Monograph Orders" (acq-12) service. Claims for standing orders are sent using the "Claim Report for Standing Orders" (acq-11) service.

Alternately, you can send claims manually, one at a time, by clicking the Claims node on the Order tab (also available for Serials and Standing Orders).

The procedures that must be followed for claiming depend, first of all, on the information provided on the Order Form when the order was first created.

Following is an example of the Vendor tab of the Order Form:

The two relevant fields are Claim Date and Batch Claiming.

### **Claim Date (for Monographs)**

Unless you enter your own date, the system calculates the claim date when the order is sent, according to the material delivery type and its delay as defined in the vendor record. Thereafter, the system will continue to update the claim date automatically if



the order's claims are being handled by batch claiming through the "Claim Report & Letters for Monograph Orders" (acq-12) service. If the order's claims are being handled manually (by clicking the New Claim button on the Order Claim List), then the claim date will be updated only if specifically requested by the librarian on the Claim form.

In addition to the claim date that is being updated from time to time, the system stores the Original Estimated Date of Arrival (Original EDA), which is the same as the first claim date.

The Original EDA can be viewed in the Order Display tab of the Order Form (shown below).

The screenshot shows a software interface with a tabbed menu at the top: "1. Order Display", "2. General", "3. Vendor", and "4. Quantity and Price". Below this is a sub-menu: "Order Info", "Bib Info", "Invoice", "Expenditure", and "Encumbrance". The main content area displays the following information:

- Arrival Status Non Arrived
- Invoice Status Partial
- Method of Acquisitions Purchase
- Order ISBN/ISSN 0-8707-0008-1
- Borrower ID 0245
- Borrower Name ABBOTT, EMMA ELIZABETH
- Borrower Notification None
- Vendor A.V.
- Vendor Note
- Number of Units 1
- Next Claim Date 28/09/2003
- Original EDA 04/08/2003** (highlighted with a red box)
- Quantity note
- Listed Price 10.00
- Estimated Price 8.80 US Dollar
- Estimated Local Price 39.60
- Price Note

### **Batch Claiming Option (for Monographs)**

If you select the Batch Claiming option on the Vendor tab of the Order Form, the system will send claims for this order when the Claim Report & Letters for Monograph Orders (acq-12) service is run. If you do not select this option, then the only way to send a claim for this order is to send it manually by clicking the New Claim button on the Order Claim List.

## **9.1 Batch Claiming**

If the Batch Claiming box is checked on the vendor Tab of the Order Form, the system will include the order in the "Claim Report & Letters for Monograph Orders" (acq-12) service.

When this service is run, the system will calculate the new claim date according to either the value entered in the "Number of days until next claim" field in the "Claim Report & Letters for Monograph Orders" (acq-12) service, or, if this value is zero, by the vendor's defaults (based on delivery type and delay days).

The Claim Report that is produced by the "Claim Report & Letters for Monograph Orders" (acq-12) service will produce two printouts. One printout will list all orders for which the "batch claiming" check box was checked, while the other printout will list all orders for which the "batch claiming" check box was NOT checked.

The "Claim Report & Letters for Monograph Orders" (acq-12) service also produces claim letters. The templates that define these letters are located in the library's `form_eng` directory. In that directory, both `acq-first-claim-00` and `acq-additional-claim-00` are used by the batch function.

## 9.2 Manual Claiming

In order to send an individual claim, select the Claims node in the Order Tab. Any previously sent claims for an order will be listed on the Order Claim List in the upper pane:

Claim Date	Claim Text	Print Date	Print Format	Reply Date	Reply Text
17/07/03	Please send the unit	17/07/03	01	17/07/03	NYP

To send a new claim, from the Order Claim List, click **New Claim**. This activates the Claim form (Claim Expand) in the lower pane:

This form enables you to register a claim for an order. You can also use this form to change the details for a claim that you have already registered.

When you have finished filling in the form, click **Add**. If you are changing the details about a claim that is registered, click **Update**.

### Key to Fields

#### Send Claim

Select this option if you want to send the claim (via e-mail/EDI/print). You can use this field as well to resend a claim that was sent in the past. Do not select this option if you want to update a claim without sending it.

**Letter Format**

Select a letter format type from the pull-down list. The format is relevant only when the claim is sent via e-mail or print (not relevant for an EDI claim).

**Claim Date**

Enter the date that is valid for the claim. The default date is the current date.

**Claim Text**

Type any comments you want to add to your claim.

**Reply Date**

If you have received a reply from the vendor, enter the reply date.

**Vendor Reply**

If you have received a reply from the vendor, type it in or select standard text from the pull-down list.

**Automatic Update of Expected Arrival Date**

This field is displayed for all order types.

If you want the next claim date to be calculated, then select this option. In this case, the Claim date will be calculated as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

If you do not select this option, then the Expected Arrival Date field is available for you to update the expected arrival date of the order manually.

When a new claim is added, this field is selected by default when the Claim form window is opened.

**Expected Arrival Date**

This field is displayed for all order types.

If the Automatic Update of the Expected Arrival Date option is not selected, you can enter the date you expect the order to arrive. This date is used by the system when claims are processed automatically (by batch). If the Automatic Update of the Expected Arrival Date option is selected, then this field will be read-only and the expected date of arrival will be calculated by the system as follows:

For Monograph Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type)

For Standing Orders:

Current date + Z68-MAX-NO-ARRIVAL-DAYS

For Serial Orders:

Current date + Z70-DELIVERY-DELAY (according to the material delivery type).

## 10 Payments

This chapter includes the following sections:

- General Invoice Payment Status
- User Authorizations
- Invoice Report

General Invoice payments are handled through the Payment tab of the General Invoice.

### 10.1 General Invoice Payment Status

Standard payment statuses are:

N - not ready to be paid

R - ready to be paid

Y - payment authorization given

P - paid

More payment statuses can be set by your system librarian, who also determines the default payment status when a general invoice is created and which payment statuses freeze the invoice. This means that all operations in the General Invoice and related line items (except for changes in payment status) are not allowed.

When the payment status of the General Invoice is changed, the system changes all linked item debits. If all invoices of an order are paid and the material arrival status is complete, the system will change the status of the order to Closed (CLS).

### 10.2 User Authorizations

The relevant user's authorizations (and all user authorizations) for functions in the General Invoice are set in the Access Rights window, invoked via the Staff Privileges window.

Under Acquisitions access rights, there are authorizations that refer to the Invoice Payment Status. This means that the user can be denied or allowed the ability to activate functions in a General Invoice and related line items based on the Invoice Payment Status.

For example: In order to update a payment status to Y (payment authorization given) and to be authorized to update an invoice with payment status Y and all its related line items, the user must have the following access right: Update "Payment Authorization Given" general invoice and/or its line items (INVOICE-HEAD-P-S-Y ).

As soon as a new payment status is set in tab48.lng, a new access right can be also set for the new payment status. For example: If the new payment status code is "C"

(Check before Payment), add the following line to `alephe table user_function.lng` table:

```
ACQ L Acquisitions INVOICE-HEAD-P-S-C L
```

Update "Check before Payment" general invoice and/or its line items.

In addition, column 4 of `tab48.lng` defines which `user_function` routines should be used in addition to the standard checks for different payment statuses. Multiple Invoice Payment Statuses can use the same authorization. If Col.4 is left blank, no additional check is made, and the `user_function` authorization for ACQ Update Invoice Payment Status suffices.

## 10.3 Invoice Report

Besides the option to change the payment status for each invoice separately via the Payment tab of the General Invoice, you can also change the payment status for a group of invoices by running the *Invoice Report (acq-10)*. One of the available Invoice Report actions is to change the payment status of a retrieved group of general invoices. The group can be retrieved by the common approval number. A report will be produced showing the invoices that were changed. For more details, see the Help section of the Invoice Report.

## 11 Reports

This chapter includes the following sections:

- Types of Reports
- Example for Using the General Retrieval Form (acq-02-01)

Acquisitions reports are available from the Services/Retrieve and Print Acquisitions Records menu of the Acquisitions/Serials module. Once you have logged on to the module, you must choose an administrative library.

Reports are created in a two-step process:

### Step 1:

Retrieve the record numbers of acquisitions orders that meet various criteria. An output file will be created that lists record numbers without the detailed information for each record. The output file can be found in the `ALEPHE_SCRATCH` directory.

### Step 2:

To see the actual contents of the records, you must use the Print Acquisitions Records (acq-03) service.

## 11.1 Types of Reports

Using the Acquisitions Services you can retrieve orders meeting the following criteria:

- Partially-filled orders (acq-02-02)

- Monograph orders - status "New" (acq-02-03)
- Orders for which there is no invoice (acq-02-04)
- Orders having a particular order status (acq-02-05)
- Orders that were canceled by vendor (acq-02-06)
- Orders meeting any of more than 40 different criteria which you can define using the General Retrieval Form (acq-02-01). The complete list of criteria and detailed help for filling in the form are available in the General Retrieval Form (acq-02-01) service's online help.

## 11.2 Example for Using the General Retrieval Form (acq-02-01)

This example shows how to produce a report of newly arrived orders during a specified period of time for a particular library, sublibrary, or group of sublibraries.

1. From the Main Menu, select **Services**.
2. From the Retrieve and Print Acquisitions Records section, select General Retrieval Form (acq-02-01).
3. Fill in the Output File field, for example, acq\_arrival1.
4. In the next section, fill in the Retrieve by fields. Select the following filters with the following parameters:
  - Retrieve by: Sublibrary: Type up to five sublibraries in the next 1-5 fields, for example, UEDUC ULAW ULINC
  - Retrieve by: Arrival Date: Type range of dates (yyyymmdd) during which material has arrived, in the next 1-2 fields, for example, 20040301 20040531
  - Retrieve by: Arrival Status: Up to two arrival statuses can be entered in the next 1-2 fields:
    - C-complete arrival.
    - P- partial arrival.
    - N-no items have arrived,

For our example, enter C-complete arrival.

5. Click the **Submit** button.

6. From the Services menu / Retrieve and Print Acquisitions Records section, select Print Acquisition Records (acq-03).
7. In the Input File field, enter the name of the output file from the previous batch, for example, acq\_arrival1. Fill in the Output File field, for example, print\_arrival. The output file can be found in the library's PRINT directory.
8. In the Report Format field, select the format for the printout.
9. Click the **Submit** button.
10. To print the report, use the Task Manager option from the ALEPH menu on the Main Menu.

The above-mentioned values of example fields will provide a list of all newly arrived material by arrival status C (complete) for UEDUC, ULAW and ULINC for the time period of 1 March 2004 until 31 May 2004.

## **12 Acquisitions Services**

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### **Orders and Claims**

- Order Log Report (acq-22)
- Claim Report and Letters for Monograph Orders (acq-12)
- Claim Report for Standing Orders (acq-11)
- Claim Report for Serials Orders (acq-19)
- Send List of Orders to a Vendor (acq-14)

### **Retrieve and Print Acquisitions Records**

- Partially-Filled Monograph Orders (acq-02-02)
- Monograph Orders - Status "New" (acq-02-03)
- No Invoice (acq-02-04)
- Order Status (acq-02-05)
- Order Canceled by Vendor (acq-02-06)
- General Retrieval Form (acq-02-01)
- Print Acquisitions Records (acq-03)

## **Budget Management**

- Open Annual Budget (acq-05)
- Renew Order Encumbrance for Monograph (acq-06-a)
- Renew Order Encumbrance for Serials and Standing Orders (acq-06-b)
- Transfer Remaining Balance (acq-07)
- Update Local Price of Budget Transaction (acq-08)
- Deactivate Encumbrance (acq-09)
- Budget Summary (acq-16)
- List of Orders per Budget (acq-17)

## **Currency**

- Currency Report (acq-01)
- Upload Currency Ratios (acq-20)

## **EDI**

- Send Outgoing EDI Messages (edi-11)
- Process EDI Incoming Messages (edi-09)
- Load EDI Incoming Messages (edi-10)

## **Other**

- Invoice Report (acq-10)
- Rebuild Acquisitions Order Index (acq-04)
- Subscription Renewal Letters (acq-23)
- Banner/FRS Export (acq-21)
- Vendor Address Data Update Report (acq-60)
- Update Vendor Code in Order and Subscription Records (acq-26)
- General ADM and Orders Creation (acq-24)
- Load Invoice and Line Items (acq-32)
- Update Invoice from External Finance System (acq-29)



## **Statistics**

- Statistics by Dates - Material/Month (acq-25)

## **General**

- Print Trigger Report (com-01)
- Build Word Indexes for a Record (manage-111)
- Restart Server (sys-01)
- Rebuild Print Templates Package (sys-02)

## **12.1 Manage Database Tables**

The services in this section are explained in further detail in the Web Guide Services chapter of the Circulation module.

## **12.2 Orders and Claims**

### **Order Log Report (acq-22)**

This service generates a report containing information about orders. It extracts information from the order log (Z71) and places it in the output file together with additional information such as document titles and ISBN/ISSN.

### **Claim Report and Letters for Monograph Orders (acq-12)**

This service generates a report listing monographs that have not yet arrived and claim letters to be sent to the vendor. The report produces two printouts: one of which lists all orders for which the Batch Claiming check box in the Order Form was chosen, while the other lists all orders for which the Batch Claiming check box was not chosen. The system automatically adds *x* as a suffix to the file name of the printout of orders which the Batch Claiming flag hasn't been checked.

For standing orders, a claim report can be generated using the Claim Report for Standing Orders (acq-11) service. Claim letters can then be sent manually by using the Claim button in the Order List of Admin. Record window.

For Serials, the Print Serials Claim Letters (serial-44) service is activated from the Serials Services menu.

### **Claim Report for Standing Orders (acq-11)**

This function creates a report of standing orders for which the Expected Arrival Date is earlier than the current date and the volumes have not been received yet. This information can then be used to send claims to vendors. Claim letters can then be sent manually by clicking the Claim button in the Order List of Admin. Record window.

### **Claim Report for Serials Orders (acq-19)**

This service produces a report of serial orders for which the Expected Arrival Date is earlier than the current date and the issues have not been checked in yet. The process

can be used only if no item has been checked in yet. When the first item arrives, you can also use the Serials functions Print Claim Letters (serial-44).

Claim letters for serials can then be sent manually by clicking the Claim button in the Order List of Admin. Record window.

For Standing Orders, you can produce a claim report by using the Claim Report for Standing Orders service (acq-11).

### **Send List of Orders to a Vendor (acq-14)**

This service enables you to send a vendor a letter with a list of orders. All orders whose 'Order Delivery Type' is LI (List) and whose status is RSV (Ready Send to Vendor) will be included in this service.

## **12.3 Retrieve and Print Acquisitions Records**

### **Partially-Filled Monograph Orders (acq-02-02)**

This service retrieves the record numbers of Acquisitions monograph orders that have not been received from the vendor or have only been partially filled by the vendor and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Monograph Orders - Status "New" (acq-02-03)**

This service retrieves the record numbers of monograph orders whose status is NEW, and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **No Invoice (acq-02-04)**

This service retrieves record numbers of Acquisitions orders for which an invoice either has not been received or has been partially received and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Order Status (acq-02-05)**

This service retrieves record numbers for orders with a given status and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Order Canceled by Vendor (acq-02-06)**

This service retrieves record numbers for orders that have been canceled by the vendor (order status VC) and writes them to an output file. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **General Retrieval Form (acq-02-01)**

This service retrieves the record numbers of Acquisitions orders according to a number of different filters of your choice. An output file will be created that lists record numbers without the detailed information for each record. To produce a report from this file, use the Print Acquisitions Records (acq-03) service.

### **Print Acquisitions Records (acq-03)**

This service saves in a file or prints out Acquisitions records that have been found using one of the services that retrieve Acquisitions record numbers.

## 12.4 Budget Management

### Open Annual Budget (acq-05)

This service creates new annual budgets for those budgets that are defined as "annual" and use the name format "code-YEAR" (for example, Books-2002). The new budgets will retain the same code with a new suffix for the new year (for example, Books-2003). If a budget is already in the system (for the new year) it will not be opened, but it will still appear in the output report.

If an annual budget has an annual parent budget, then the new budget created for the requested year will have a parent budget code ending with the new year; otherwise (if the parent budget is not annual), it will not be changed in the new budget. Note that the existence of the renewed parent budget code is NOT checked by the system.

### Renew Order Encumbrance for Monograph (acq-06-a)

Before running this service, you must first run the service Open Annual Budgets (acq-05).

This service renews order encumbrances for Monograph Orders and checks for annual budgets that have been encumbered for each order. It works for orders with a status of:

- RSV = Ready to send to vendor
- SV = Sent to vendor
- WB = Waiting for budget confirmation
- WP = Waiting for processing

It does not work with orders which have a status of NEW = New.

If the encumbrance for the order is still active (in other words, the invoices are incomplete), the encumbrance will be assigned to the new year's budget.

### Renew Order Encumbrance for Serials and Standing Orders (acq-06-b)

Before running this service, you must first run the service Open Annual Budgets (acq-05).

This service renews order encumbrances for Serials and Standing Orders and checks for annual budgets that have been encumbered for each order whose order status is SV - Sent to Vendor. If the encumbrance for the order is still active (in other words, the invoices are incomplete), the encumbrance will be assigned to the new year's budget. This service produce a report that includes a list of all renewed encumbrances. The service offers the user to select on which base the new year order's encumbrance amount should be renewed: Last year's encumbrance or Last year's payment amount.

### **Transfer Remaining Balance (acq-07)**

Before running this service, you must first run the service Open Annual Budgets (acq-05).

This service transfers the funds remaining in the annual budgets at the end of the year to the new year's annual budgets. The status of the old budget is then changed to NA, non-active. The service only works with budgets that are defined as "annual" and use the name format "code-YEAR" (for example, BoOKs-2002). Negative budget balances can also be transferred.

### **Update Local Price of Budget Transaction (acq-08)**

This service updates the local price of a budget transaction. The system uses the closer backward ratio date relevant to the budget transaction date. This comprises all transaction types, including ENC (encumbrance) and INV (invoice).

#### **When to run this service:**

Run this service if you have changed or added a currency ratio for a specific date. Also, use this service after conversion (if necessary), to create local amounts.

It is recommended not to run acq-08 at sites where the budget transactions tables (Z601) have a currency ratio of zero and there are no currency exchange tables for all of the previous years. The system will not have a proper ratio to use for these past transactions.

### **Deactivate Encumbrance (acq-09)**

This service examines all orders together with their invoices. For each order that has received all its invoices, the Active Sum of the Encumbrance (which shows how much of the encumbrance is still outstanding) is set to zero. This, in effect, deactivates the encumbrance.

#### **When to run this service:**

This service is not used in the normal, day-to-day operation of the system. However, it is used for conversions.

It is recommended not to run acq-09 at sites where the budget transactions tables (Z601) have a currency ratio of zero and there are no currency exchange tables for all of the previous years. The system will not have a proper ratio to use for these past transactions.

### **Budget Summary (acq-16)**

This service produces a report that summarizes the budgets that meet selected criteria. The report includes the allocations, transfers, encumbrances, invoices not paid, payments, estimated and actual balance and the maximum over-commitments and over-expenditures set for the budget.

### **List of Orders per Budget (acq-17)**

This service prints a list of all orders for which the selected budget has been encumbered.

### **Automatic Transfer of Orders from Budget to Budget (acq-31)**

This service transfers orders from one budget to another, that is, it transfers the active and original encumbrances of the orders specified in the input file. Note that the output files created by one of the services that retrieve acquisitions records can also be used as input files for this batch process.

Orders of all statuses except closed (CLS), library canceled (LC), and vendor canceled (VC) statuses can be handled by this process.

Different checks are performed by the service on the budget and on the order levels.

Two output files are created by this service:

- A file containing orders that have not passed the checks and that have been rejected. In this case the reason for the failure is specified in the file for each order.
- A file containing orders that have passed the checks and that have been transferred.

You can produce a preliminary report before actually transferring the encumbrances. This can be done by selecting "No" in the Update Database field.

## 12.5 Currency

### Currency Report (acq-01)

This service prints a report that shows the dates on which ratios were assigned to currencies and the actual ratios assigned. The report can include up to ten currencies.

### Upload Currency Ratios (acq-20)

This service uploads currency ratios. It uses a file named `currency.dat`, which must be in the library's file directory (`XXX50/files/currency.dat`). The file must be in the format:

```
CCC YYYYMMDD R.RRR
```

For example:

```
USD 20020526 4.614
```

## 12.6 EDI

### Send Outgoing EDI Messages (edi-11)

This service sends EDI messages to vendors. It collects all of the XML files that have been produced (orders, order claims, serial issues, and cancellations).

### Process EDI Incoming Messages (edi-09)

This service loads new incoming EDI files that are located in your server under `./xxx50/edi/in/incoming` and converts the EDI structure format into ALEPH XML files. If the conversion into XML is successful, a file with an `.xml` extension is created in the `./xxx50/edi/in/xml_incoming` directory.

### Load EDI Incoming Messages (edi-10)

This service processes the XML files that have been created by the Process EDI Incoming Messages (edi-09) service.

## 12.7 Other

### Invoice Report (acq-10)

This service performs one of the following two actions and produces two output reports.

1. Assign approval numbers to all general invoices that are retrieved by the service and produce a report showing the invoices that were assigned.

Select "Yes" in the Update Database field and "No" in the Retrieve Using Approval Number field. The service will automatically assign an approval number to all reported invoices. The payment status of the retrieved invoices will be changed according to the Change Status To field.

2. The approval number is taken from the system counter last-invoice-app-no in the UTIL G/2 counter of the ADM library.
3. Change payment status of a retrieved group of general invoices.
4. Select Yes in the field Update Database and Yes in the field Retrieve Using Approval Number. Enter an approval number in the Approval Number field.

The group of general invoices will be retrieved by the common approval number. The payment status of the retrieved invoices will be changed according to the Change Status To field. A report will be produced showing the invoices that were changed. This report can then be given to the appropriate authority to ensure that payment is made.

This service produces two output files: Invoice Report and Summary Report.

### Invoice Report

A report per invoice or per group of invoices organized by vendor and currency. This depends on your selection in the Report per Single Invoice field. The Invoice Report includes:

- **All general invoices reported** There is a line for each invoice, stating the invoice's number, total amount and date, and whether there is a balance between the general invoice and its line items.
- **Division of budgets per vendor** There is a line for each budget, stating the budget code, budget sum and local sum. If your acquisitions system is set to work with object codes, there will also be a breakdown per object code.
- **Division of budgets for each invoice** There is a section for each general invoice, stating the invoice number, date, total price and local price, with a line for each budget, stating the

budget code, budget sum and local sum. If your acquisitions system is set to work with object codes, there will also be a breakdown per object code.

The Invoice Report uses the XSL templates invoice-report.xsl and invoice-report-05.xsl.

### **Summary Report**

The summary report includes all invoices handled by acq-10 in the local currency. Note that there is one summary report that is produced together with either the invoice report per single invoice or the invoice report by vendor and currency.

The output is a table organized by invoice number, including vendor code, vendor name, invoice date, amount, and so on. It also lists the budget usage per each invoice in an object code sensitive manner. The total local price for all participating invoices appears at the bottom of the summary. The summary report includes only local prices since it can be comprised of invoices that are in different currencies

The summary report uses the XSL template invoice-report-summary.xsl.

### **Rebuild ILL and Acquisitions Order Index (acq-04)**

This service rebuilds the following three indexes:

1. Acquisitions order index
2. ILL incoming requests index
3. ILL outgoing requests index

Each index file will be deleted and recreated by reading all Acquisitions order/ILL request records.

### **Subscription Renewal Letters (acq-23)**

This service sends a letter to a vendor that contains a list of serials subscriptions and/or standing orders to be renewed.

The service runs on orders of type S (serials) and/or type O (standing orders) with an order status of SV (sent to vendor) and checks each order's renewal date against the dates defined in the From/To Order Renewal Date fields.

If there is a match, the order is included in the letter and the order's Renewal Date field is updated in relation to the Budget Cycle field. However, if the system determines that this new renewal date is later than the date in the Subscription End field, then this specific order will not be renewed and therefore will also not be included in the renewal letter.

### **Banner/FRS Export (acq-21)**

This service produces a partly specialized export format for integrating ALEPH with BANNER budget management systems or FRS. The interface between ALEPH and BANNER/FRS transfers invoice information so that the general invoice can be paid and the library accounts can be debited. This means that information from Z77

(General Invoice) and Z75 (Line Items) must be sent as well as Z601 (Budget Transaction).

The report retrieves a file of general invoices with its linked item invoices (Z77's and linked Z75's), based on the following parameters:

- The date the General Invoice was received (registered) (Z77-I-REC-DATE)
- Invoice Status (Z77-I-STATUS): Usually, only invoice statuses REG or SUP should be retrieved.
- Invoice Payment Status = Y (Z77-P-STATUS)
- Order Number 3 (Z68-ORDER-NUMBER-2): All line items (Z75) linked to a general invoice (Z77) have the same order number 3 attached to their order (Z68). The system checks the first line item linked to the general invoice to see if it matches the requested order number 3.
- After retrieval, the system can change the payment status to P to indicate that the invoice was retrieved.

#### **Vendor Address Data Update Report (acq-60)**

This service prints out all Vendor Address Data (Z72) that was changed or updated within a date range.

#### **General ADM and Orders Creation (acq-24)**

This service creates multi-ADM records and orders from a file. For example, this service can be used when a vendor provides you with a CD-ROM containing titles, prices and bibliographic information for possible orders.

In addition, it could optionally assign a vendor to an order (depending on the parameter "Use ISBN to assign vendor" - Yes/No). If No is chosen, ADM records and orders are created with a specified sublibrary/order unit and 'Additional order number 1' that can be used for retrieving the newly created orders for further processing via the Bulk Ordering screen under the Search Tab. If Yes is chosen, a vendor is assigned to created orders, together with other relevant parameters, including Method of Acquisition, Order Status and Estimated Date of Arrival. The details of the vendor (Vendor Code and Vendor Prefix) are extracted from the Bibliographic record: Vendor code is built from the ISBN - subfield \$\$a of field 020 (USMARC) or subfield \$\$a of field 010 (UNIMARC), and Vendor prefix is built from subfield \$\$b of field 260 (USMARC) or subfield \$\$c of field 210 (UNIMARC).

The system takes into account 13-digit ISBNs in order to find a matching vendor (Z70).

#### **Note**

For the purpose of vendor prefix extraction, valid ISBNs are currently those with country/language group 0 or 1 (first digit). Also note that the orders will be created with the material type code *M*. This code must therefore be defined in `pc_tab_exp_field.lng` as a valid order material type



Before running this service, you must load new Bibliographic records using the service: Load Catalog Records (p-manage-18). The output of p-manage-18 should be used as the input for this service.

### **Update Vendor Code in Order and Subscription Records (acq-26)**

This service updates or replaces the vendor code in order records (Z68) and subscription records (Z16). The service is useful when, for example, a vendor ceases operations or is merged with another vendor.

#### **The following order records are processed by this service:**

- Orders that have the same sublibrary in the Sublibrary field (Z68-SUB-LIBRARY) as those selected in the sublibrary filter.
- Records in which the Vendor Code (Z68-VENDOR-CODE) equals the code selected in the Old Vendor Code field.
- Records in which the Order Status (Z68-ORDER-STATUS) is NOT one of the following: CLS (closed), VC (vendor canceled) or LC (library canceled).

#### **The following subscription records are processed by this service:**

- Subscriptions that have the same sublibrary in the Sublibrary field (Z16-SUB-LIBRARY) as that selected in the sublibrary filter.
- Those in which the Vendor Code field (Z16-VENDOR-CODE) equals the code selected in the Old Vendor Code field.
- Records in which the To Date field (Z16-COPY-TO-DATE) is LATER than the current date.

### **Replace Vendor - Close and Open Orders and Subscriptions (acq-27)**

This new service changes vendors for standing orders, serial orders, and related subscriptions that fall within the current budget year

(z68\_subscription\_budget\_period=1).

The batch service closes orders and related subscriptions and opens new orders and subscriptions, by duplicating the closed orders and subscriptions, and taking new information from the parameters entered by the staff user.

The input file can either include ADM numbers + order sequences + ADM library or a single ADM number + order sequence.

This service produces the following output:

- A file with cancellation letters to vendors, provided that the Produce Orders Cancellation Letter option is set to **Yes**.

- A report listing the orders that were not handled and the reason. Here are the reasons:
  - The order does not fall within the current budget year (that is, `z68_subscription_budget_period` is different from 1)
  - The end date of the subscription order is earlier than the starting date (`z68-subscription-date-to` is earlier than `z68-subscription-date-from`).
  - The order does not exist
  - The order is for Monographs

Note that this service does not check the order status. Accordingly, do not run this service on orders with the statuses: VC (Vendor Canceled); LC (Library Canceled); REJ (Rejected);CLS (Order closed).

### **Change Order Status and EDA in Order Records (acq-28)**

This service updates the order status and/or EDA for a group of orders. The batch service uses an input file of ADM number + Order sequence + ADM library.

The service has the following parameters:

Input File, New Order Status, Update EDA? (Y,N), New EDA.

### **Load Invoice and Line Items (acq-32)**

This service enables loading invoice data into Aleph and updating all corresponding records. The batch input file is a XML structured file that includes general invoice and line item information. For Monograph and Standing Orders, this batch allows updating order's arrival information.

The load of the invoice information might affect the following components as if a manual creation of the General Invoice and Line Items had been done by an operator: General Invoice (z77), Invoice Line Items (Z75), Order (Z68), Monograph and Standing Orders Arrival (Z78), Budget Transactions (z601), and Items (Z30).

### **Update Invoice from External Finance System (acq-29)**

This service enables the updating of ALEPH General Invoice payment information based on an input file provided in XML format. You may get financial information regarding your ALEPH General Invoices from an external system and load the payment information into the ALEPH records. The update of the invoice affects the following components as if a manual update of the General Invoice Payment tab has been done by an operator: General Invoice (z77), Budget Transactions (z601), and Orders (z68).

## 12.8 Statistics

### Statistics by Dates - Material/Month (acq-25)

This service produces an Acquisitions statistics report with the following columns: Material Type, Month, Purchase Method (Purchase, Approval, Gift, etc.).

## 12.9 General

### Print Trigger Report (com-01)

This service produces a printout of triggers.

### Build Word Indexes for a Record (manage-111)

This service creates keywords from various fields of the following Oracle tables:

- Vendor (Z70)
- Vendor Address (Z72)
- Global Patron (Z303)
- Patron Address (Z304)
- Reading Room (Z310)
- Budget (Z76)

The keyword index that is created enables the user to search for records by keywords.

### Restart Server (sys-01)

This service stops a server and restarts it. The server that is stopped is selected by the user and can be the `pc_server`, the `www_server` or the `oclc_server`. When run, the service will stop the existing server running on the default port and start a new one on the same port. If a port is specified, only that port will be restarted.

### Rebuild Print Templates Package (sys-02)

This service rebuilds the `html.pck` file after you edit a form or a letter in the `form_eng` directory. For any changes to these files to appear, run this service.

### Record Keys Conversion (manage-70)

This service converts record keys. It takes the input file that contains record keys of one type (for example, BIB numbers) and, for each value it contains, lists the corresponding key of another type (for example, Order number).

### Sort Printouts (print-50)

This service rearranges printouts, grouping together printouts from different files based on a common value they have in one or more XML tag of the printout file. The XML tags that will be used to check for common values are given as input parameters of this batch. The printout files that will be scanned for regrouping have a common print ID which is specified as an input parameter of the service.



# Staff User's Guide – Aleph ADM

Version 22

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# 1 ALEPHADM Overview

The ALEPH integrated library system can be adapted to very different library policies and needs. Most of the configuration setup is made in ALEPH tables. The ALEPHADM module enables you to access and modify these tables through a Windows interface. Almost any parameter that can be set in ALEPH tables can be reset, controlled and changed by using ALEPHADM.

ALEPHADM lets you open, view, edit, save and print tables. The module will keep track of all versions of a table including the information about what was changed, by whom and when. You can make global and individual changes in the setup of the different available libraries and databases. It gives you the possibility of preparing reports and customizing INI files. You can use it for global changes when adapting the system from one language to another or from one terminology to another. You can also configure many other parameters for the various ALEPH modules, such as:

- Handling of tables
- Handling of libraries
- Handling of INI files
- Handling of languages
- Handling of error messages
- Configuration setup for printing, display, and so on.

## 1.1 Working Without a Mouse

The following table shows the default shortcut keys in the ALEPHADM GUI. These shortcut keys can be customized.

Function	Shortcut Key
Add new line	Ctrl+N
Application Configuration	Ctrl+I
Check In	Alt+I
Close Table Help	Alt+F4
Common Dictionary	Ctrl+D
Copy line	Ctrl+C
Cut line	Ctrl+X
Delete line	Delete
Find Next	F3
Find in table	Alt+3
Font Configuration	Ctrl+F
Insert empty line	Ctrl+I
Interface Languages	Ctrl+B
Language Manager	Ctrl+L
Language Report	Ctrl+G
Libraries Manager	Ctrl+M
Line Down	Ctrl+W
Line Up	Ctrl+U
New Tables Editor	Ctrl+E

Function	Shortcut Key
Open	Ctrl+O
Paste line	Ctrl+V
Print	Ctrl+P
Print Configuration	Ctrl+T
Profile Manager	Shift+M
Report	Ctrl+J
Restore	Ctrl+Z
Save	Ctrl+S
Select All Items	Ctrl+A
Table Help	Alt+P
Task Manager	Alt+T
Tables Navigator	Ctrl+Q
View Key	Ctrl+K
View Source	Ctrl+R

## 2 Handling of Server Tables

This chapter includes the following sections:

- Tables Navigator
- Display of Tables
- Tables History Management
- Error Tables Dictionary

In the ALEPH system, library parameter and configuration tables are housed mainly in library sub-directories on the server. Tables that function on a higher level than library or are shared by several libraries are in alephe and pop-up messages in \$aleph\_root/error\_lng.

These table files stored on the server cannot be directly modified by a user from his workstation. A user must load a file from the server to his PC in order to handle it. After editing the file, he sends it back to the server in order to save changes there. ALEPHADM is the appropriate interface for this task.


When opening a table, you must decide whether you want to save changes or just open the table for viewing without being able to make or save changes.

### 2.1 Tables Navigator

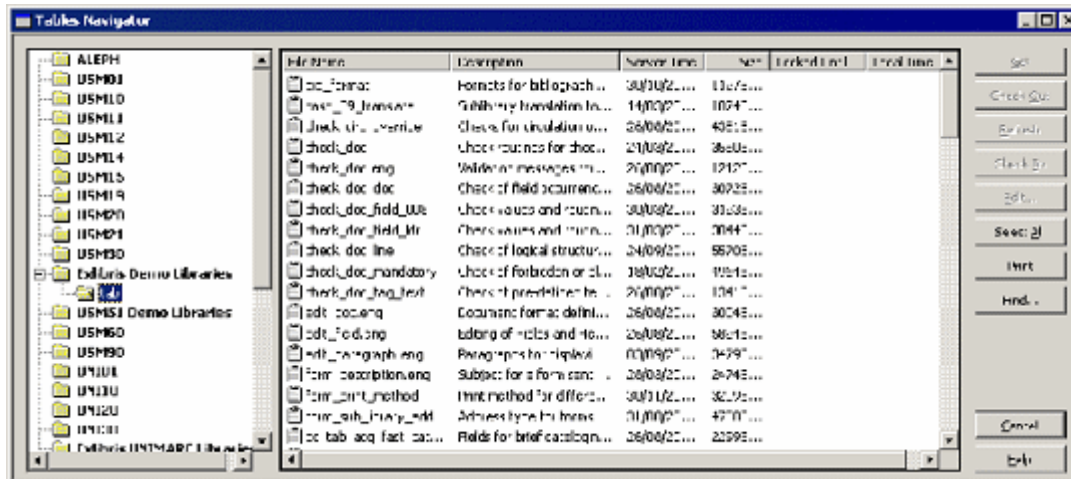
Use the Tables Navigator to load from, edit and save tables. The Tables Navigator offers you access to one table per open window. Several windows can be displayed simultaneously. You can choose between read-only and write mode and different display modes.

To access the Tables Navigator:

From the main menu, open by clicking the main menu at Tables> Tables Navigator

(Ctrl + Q) or click the  icon. The Tables Navigator window opens:





This window contains three work areas. Going from left-to-right, these areas are:

- Library selection
- Table selection
- Command buttons

### **Library Selection**

In the Library selection section you choose the library and directory you want to work on.

### **Table Selection**

In the Table selection section you choose the table you want to work on. The list in this section depends on the library and the directory chosen (see the ALEPHADM System Librarian chapter on `tab_alephadm.lng`).

### **Command Buttons**

To update a table, follow these steps:

1. Double-click the name of the file containing the table you want to update. You are asked if you want to check out the file in order to be able to edit it. Click Yes to proceed to editing mode.
2. Edit the table.
3. After you have modified the table, go to the Tables Navigator and click Check In. This sends the table back to the server and overwrites the previous version of the table file.

### **Get**

The **Get** button copies the most recent version of a file from the server to your workstation.

## Check Out

**Check Out** takes a file and locks it on the server for all other users accessing the table through ALEPHADM. The table is not locked for users who access it directly on the server.

The lock is in force for a set amount of time. Lock info shows until the time the file is checked out and therefore locked. Lock time is set in `alephe/pc_server_defaults`. The variable is `file_lock_period`.

## Refresh

You can extend the lock time by clicking Refresh as long as the light in the lower left corner of the Table window is green or yellow. The time counter begins a new countdown.

## Check In

Once you have finished your editing you send the file back to the server by clicking **Check In**. This saves the file and replaces the old version of the file on the server. If you do not check in the file before the lock time runs out, the file status reverts to read-only mode. The light in the lower left corner turns red. All changes are lost.

## Edit

Edit opens the table in a separate window. **Edit** is active only if you have previously used the **Get** or the **Check Out** command.

## Select All

Clicking this button selects all tables from the subdirectory that you chose in the Library selection section.

## Print

Clicking the **Print** button prints the list of files displayed in the Tables selection section on the Tables Navigator. If you want to print the contents of a file that was opened in a Tables window, use the Print icon on the icon bar at the top of the ALEPHADM window or the command File > Print.

## Find

**Find** facilitates finding a table by a text string in the table name or the table description. After an initial hit, the button changes to **Find Next**.

## Find Next

**Find Next** lets you search for more occurrences of the same string in all columns of the Tables Navigator.

### 2.1.1 Open Read-only from the Server

To open a table from the server and view it without effecting changes:

1. Highlight the table and click **Get**.
2. Click **Edit** (or double-click the table name). The system asks you if you want to check out the file.

3. Click **No** to open it in read-only mode. You can identify this mode by the red light in the lower left-hand corner of the window.

### 2.1.2 Open for Editing from the Server

To open a table from the server and save changes, highlight a table and click **Check Out**. **Check Out** takes the file and locks it on the server for other users for a fixed period of time. Lock info shows up to what time the file is checked out and therefore locked. Lock time is set in `pc_server_defaults: file_lock_period`. As long as the file is still checked out, it is marked with a check.

File Name	Server Time	Locked Until	Local Time
<input checked="" type="checkbox"/> edit_field.eng	26/08/2003 ...	17:12 14/10/2004	14/10/2004 14:25
<input type="checkbox"/> edit_paragraph.eng	03/09/2003 ...		

If the file has already been checked out, clicking **Edit** causes the table to be opened in the editing mode. You can identify this mode by the green light in the lower left corner of the window. Three minutes before the lock time runs out, the green light turns yellow. You can extend the time available by clicking **Refresh** as long as the light is green or yellow. The time counter starts a new countdown.

### 2.1.3 Save to Server

After having checked out a table, and after you have finished your editing, you should send the file back to the server by clicking **Check In**. This replaces the old version of the file on the server. If you do not check in the file and the check out time runs out, the file status reverts to read-only mode. The light in the lower left corner turns red. All changes are lost.

### 2.1.4 Save to Workstation

The process of saving a table to your workstation is governed by the same rules as saving to the server except that instead of using the "Check In"-function, you should use the command **File > Save**. The table is stored locally under the subdirectory containing your profile. (`..\alephadm\files\<<library>\tab`). A backup version is stored in a subdirectory below this one, (`..\alephadm\files\<<library>\tab\backup`), if the table is loaded from the server to the workstation for a second time or if it is saved locally. In this case, the latest version replaces the one in the tab sub-directory which is moved to the backup sub-directory.

### 2.1.5 Open Read-only from the Workstation

If you want to open a table that was saved locally and view it without effecting changes, use the command **File > New Tables Editor**. An empty window is opened and you can load a table from your workstation. Choose a table in the appropriate subdirectory by using **File > Open**. In this case, you do not need to start the Tables Navigator.

### 2.1.6 Open for Editing from the Workstation

If, in the Tables selection window, you double-click a table that has not been checked out yet, you are asked if you want to check it out. If you want to edit and be able to save afterwards, click **Yes**. If you only want to view it, click **No**.

## 2.2 Display of Tables

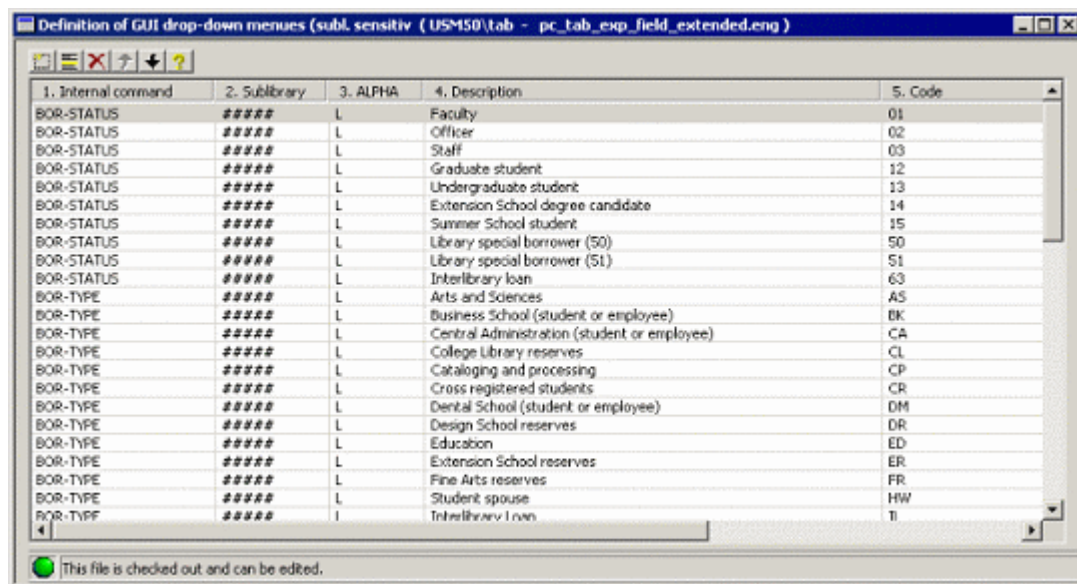
To display a table, you must open it in a Tables Window. You can choose between three table views:

- Table view
- Form view
- Source view

The first is a grid-only type, the second is a combination of grid and form and the third is a plain text, notepad view.

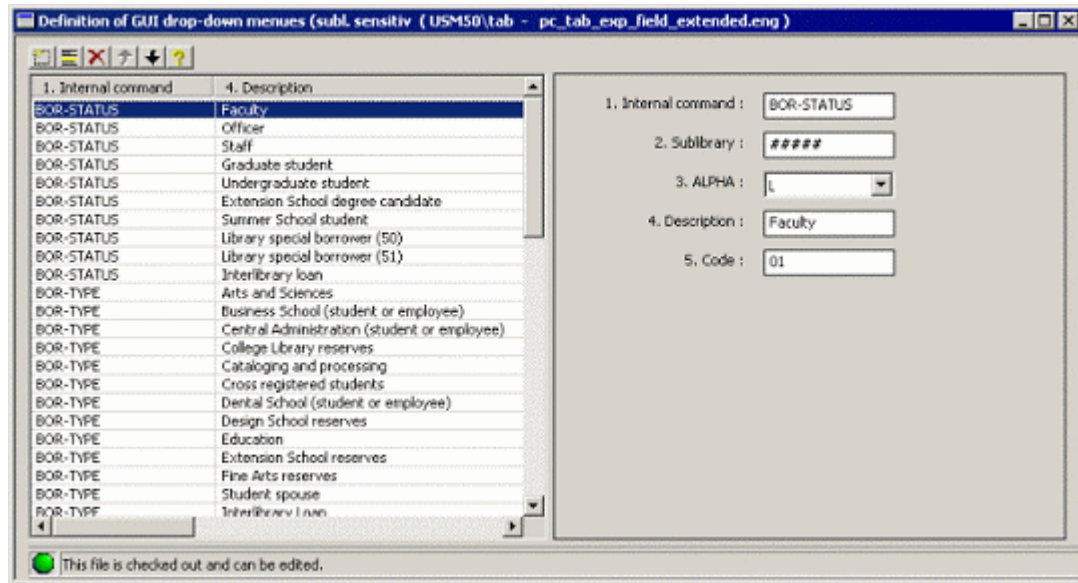
### 2.2.1 Table View / Form View

Table view shows all lines of a table in a spreadsheet layout. To see a table in Table view, go to **Edit > View Tables As** and choose **Table**.





1. Internal command	2. Sublibrary	3. ALPHA	4. Description	5. Code
BOR-STATUS	*****	L	Faculty	01
BOR-STATUS	*****	L	Officer	02
BOR-STATUS	*****	L	Staff	03
BOR-STATUS	*****	L	Graduate student	12
BOR-STATUS	*****	L	Undergraduate student	13
BOR-STATUS	*****	L	Extension School degree candidate	14
BOR-STATUS	*****	L	Summer School student	15
BOR-STATUS	*****	L	Library special borrower (50)	50
BOR-STATUS	*****	L	Library special borrower (51)	51
BOR-STATUS	*****	L	Interlibrary loan	63
BOR-TYPE	*****	L	Arts and Sciences	A5
BOR-TYPE	*****	L	Business School (student or employee)	BK
BOR-TYPE	*****	L	Central Administration (student or employee)	CA
BOR-TYPE	*****	L	College Library reserves	CL
BOR-TYPE	*****	L	Cataloging and processing	CP
BOR-TYPE	*****	L	Cross registered students	CR
BOR-TYPE	*****	L	Dental School (student or employee)	DM
BOR-TYPE	*****	L	Design School reserves	DR
BOR-TYPE	*****	L	Education	ED
BOR-TYPE	*****	L	Extension School reserves	ER
BOR-TYPE	*****	L	Fine Arts reserves	FR
BOR-TYPE	*****	L	Student spouse	HW
BOR-TYFF	*****	L	Interlibrary loan	TI

Form view divides the window into two parts. On the left side of the window, the first few columns (depending on their widths), are displayed in a grid view. On the right side of the window, all fields are listed with their respective descriptions. The value displayed for each field is according to the highlighted line on the left side of the window. To see a table in Form view, go to **Edit > View Tables As** and choose **Form**.










You can toggle between these two view modes by clicking their respective icons.

Click  for Table View and  for Form View.

In both these modes, there is a toolbar on the top of the window. If the table is not checked out, or if the locked time expires, all toolbar buttons are inactive.

The toolbar buttons effect the following changes:

	Adds a new line at the end of the table
	Inserts a new line before the highlighted line
	Deletes a highlighted line
	Moves a highlighted line one line up
	Moves a highlighted line one line down
	Opens a general table help window (like F1)
	Extends lock time when a yellow light appears (like the Refresh button)

If the file has been opened in **View** mode, you cannot make changes. You can identify this mode by the red light in the lower left corner of the window. The yellow light icon is only displayed if the light in the lower left corner of the editing window is turning yellow.

### Help and Hints for Tables:

There are three kinds of help available to explain details of an open table.

## Hint

A hint pops up when the cursor rests for several seconds on the column heading in Table view and on the field label in Form view. The hint disappears after a few seconds.

## Column-specific Help

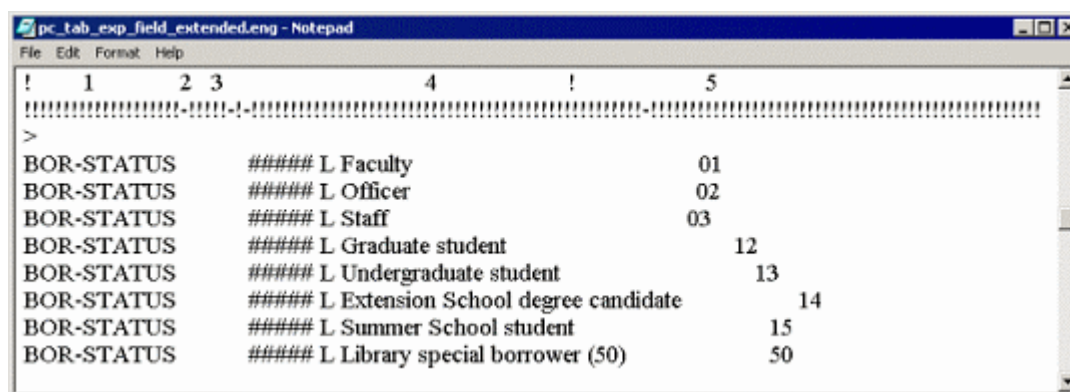
Right-click the column heading in table view and the field label in form view to open the column-specific help. The Escape key closes the column-specific help window.

## General Help

General help for an open table will pop up in a window when pressing F1. The Escape key closes the general help window.

### 2.2.2 Source View

To view a table in plain text, open it with **Edit > View Tables As** and choose one of the aforementioned options. Then use the command **File/View Source**. This opens the table in a Notepad window:



```
! 1 2 3 4 ! 5
-----!-----!-----!-----!-----!-----
>
BOR-STATUS ##### L Faculty 01
BOR-STATUS ##### L Officer 02
BOR-STATUS ##### L Staff 03
BOR-STATUS ##### L Graduate student 12
BOR-STATUS ##### L Undergraduate student 13
BOR-STATUS ##### L Extension School degree candidate 14
BOR-STATUS ##### L Summer School student 15
BOR-STATUS ##### L Library special borrower (50) 50
```

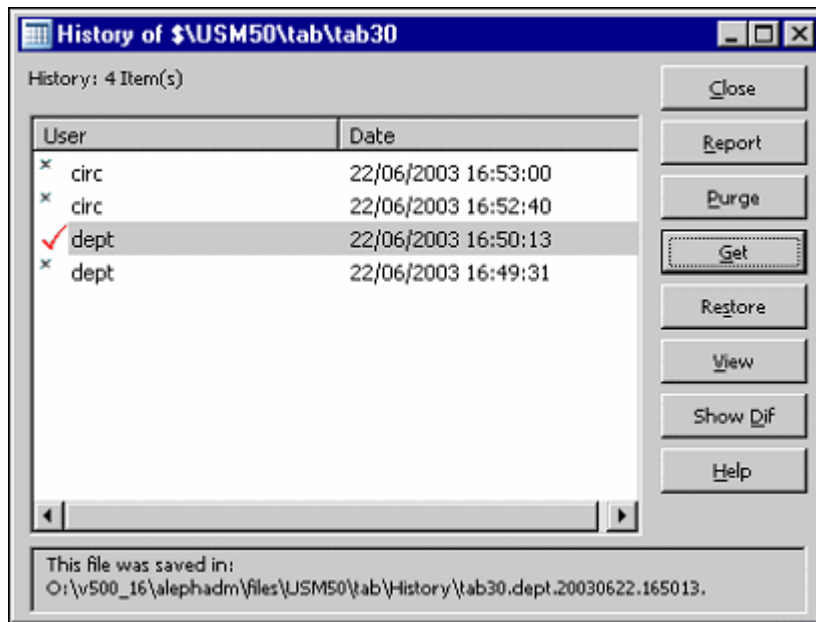
## 2.3 Tables History Management

Monitoring and tracking changes is facilitated by using the History and Diff Log functionalities.

To use the History and Diff Log functions, you must activate the History option. This is done from the main menu by clicking **Tables/Activate History**. This has to be done before effecting changes in tables so that ALEPH can keep track of them.

### 2.3.1 Tables History

The **Show History** command lets you access older versions of tables. You can use the From/To Date and/or the User filters to limit the range of versions you want to display. If you want unlimited range, that is, all versions of a table, click **OK**. You can see a list of all older versions of a table showing user names and time-stamps:



### Report

The **Report** button allows you to decide where your report should be sent (printer, file or clipboard).

### Purge

The **Purge** button lets you purge any number of older file versions on the server.

### Get

The **Get** button loads the highlighted version of the file from the server to client.

### Restore

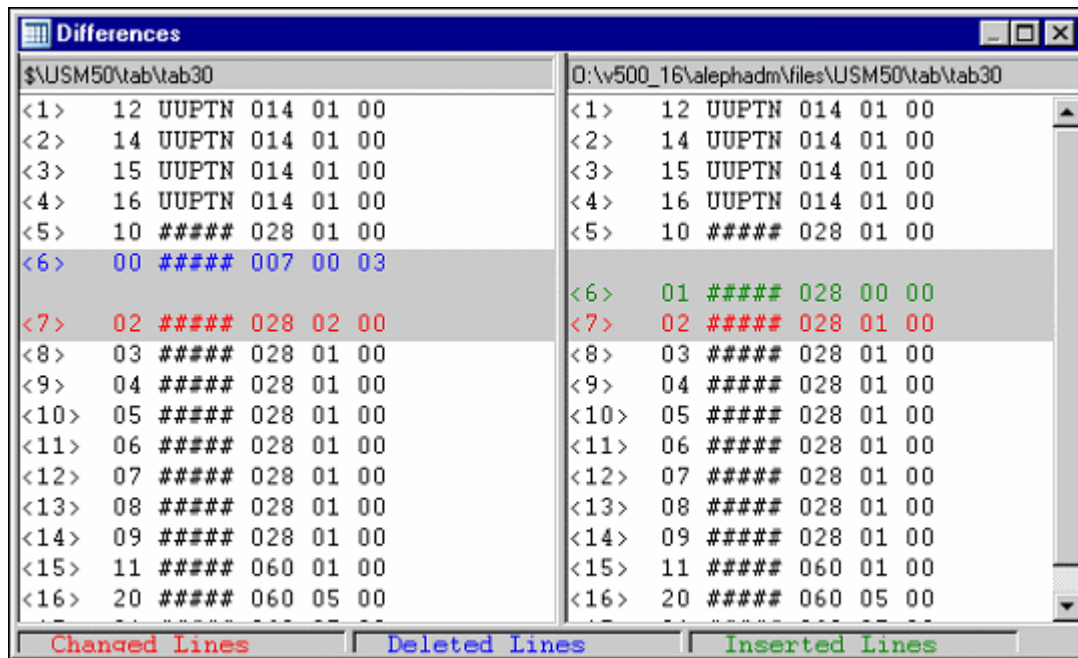
The **Restore** button replaces the current version of the table with the highlighted version. The replaced version will then appear in the history window.

### View

The **View** button opens the highlighted table in a new window.

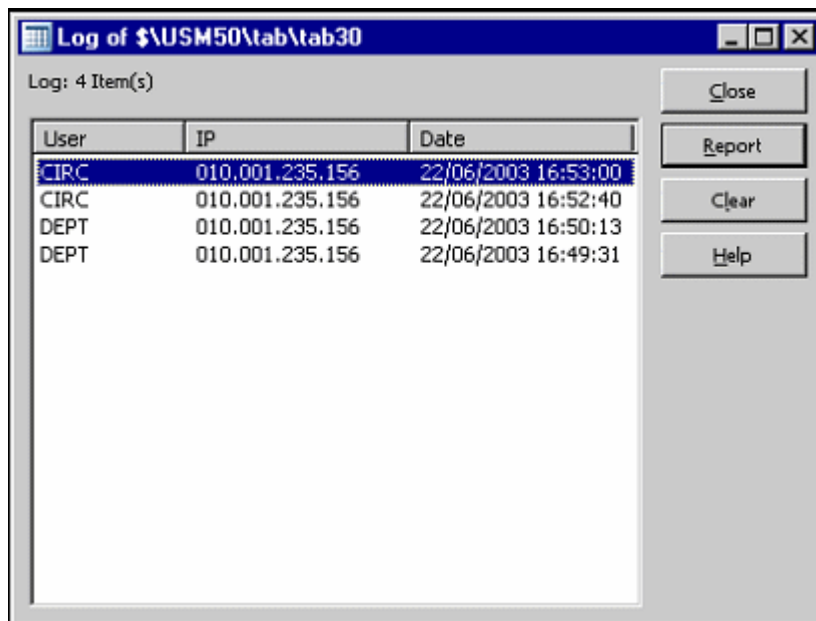
### Show Dif

The **Show Dif** button shows you the differences between the current and the highlighted versions:



## 2.4 Tables Log

Show Log shows you the User name, IP address and time-stamp of every Check In action.



### Close

The **Close** button closes the Log window.

### Report

The **Report** button allows you to decide where your report should be sent (printer, file or clipboard). You can choose between Printer, File and Clipboard.



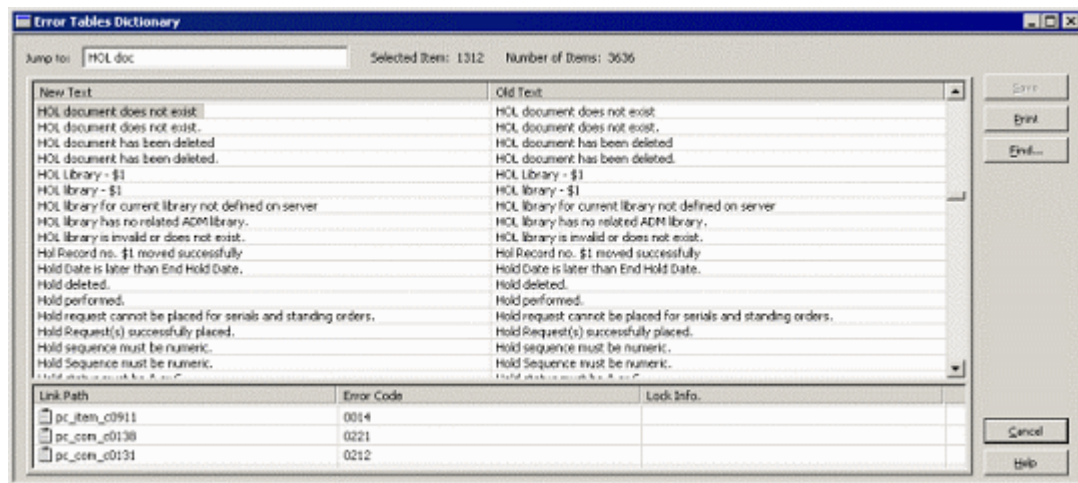
## Clear

The **Clear** button lets you clear items from the Log list. You can choose how many items you want to delete.

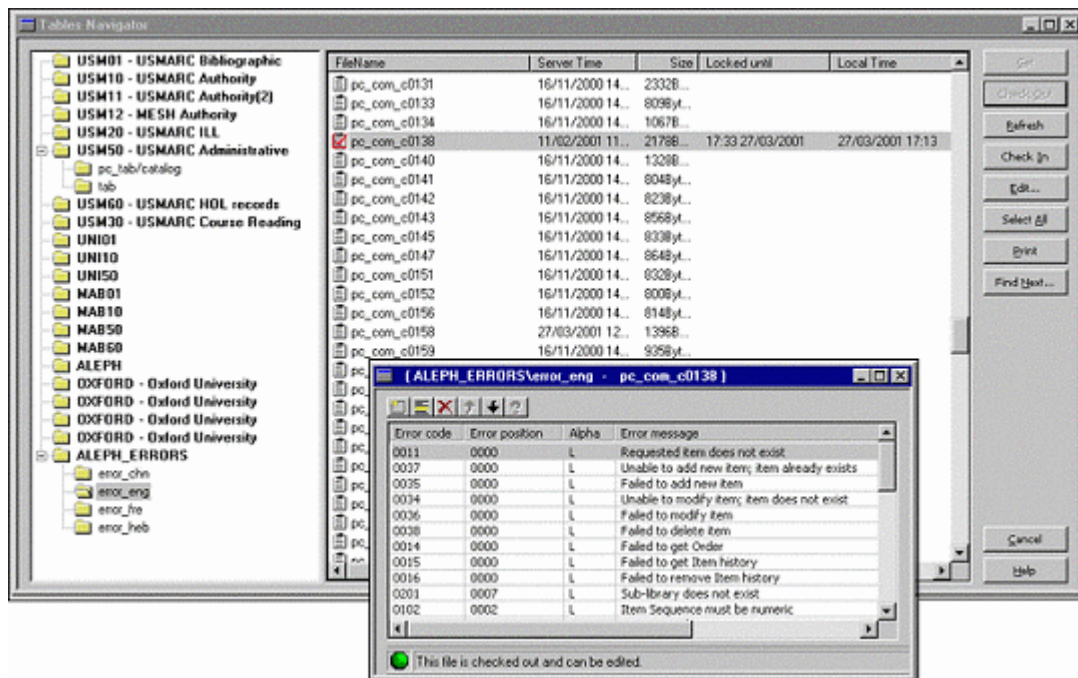
## 2.5 Error Tables Dictionary


This function is part of ALEPHADM language handling. Contrary to the other language handling functions which influence the client only, the Error Tables Dictionary function affects server tables.


The Error Tables Dictionary shows you all error messages from all modules together and lets you edit them. It also shows the filename where the message is written for each error message.



The error files are in the server's \$aleph\_root/error\_lng directory. They can be accessed one by one in individual windows by using the Tables Navigator.



If you have checked out a file and thereby locked it, you see this icon  next to the filename.

If another user has checked out this same file and thereby locked it, you will see this icon  next to the filename.

### 3 Handling of Client Tables

Every ALEPH client has a set of subdirectories with tables containing various definitions. Client tables from the files and tab subdirectories are accessible through the ALEPHADM module. They can be recognized by their .dat or .ini extensions. These tables are used to set different parameters pertaining to the client and can be adapted by each user when configuring his workstation.

#### 3.1 Handling of Libraries

The Libraries Manager lets you handle the list of libraries that can be used in the client. It also lets you determine and view which libraries each ALEPH client module uses. You access it through the menu Configuration / Libraries Manager. Four tabs display the current permitted libraries, a list of all available libraries, Bases for Locate and Bases for Search.

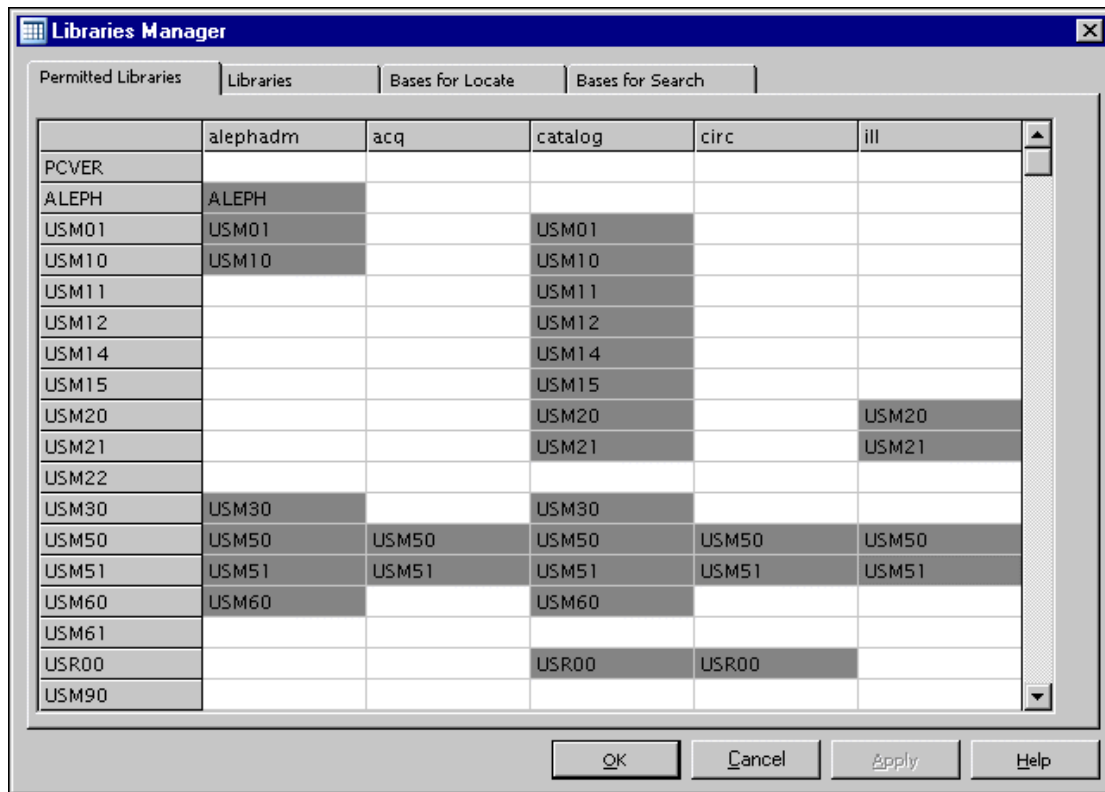
##### Note

In order to be able to handle libraries, you have to use the "default" profile when opening the ALEPHADM module.



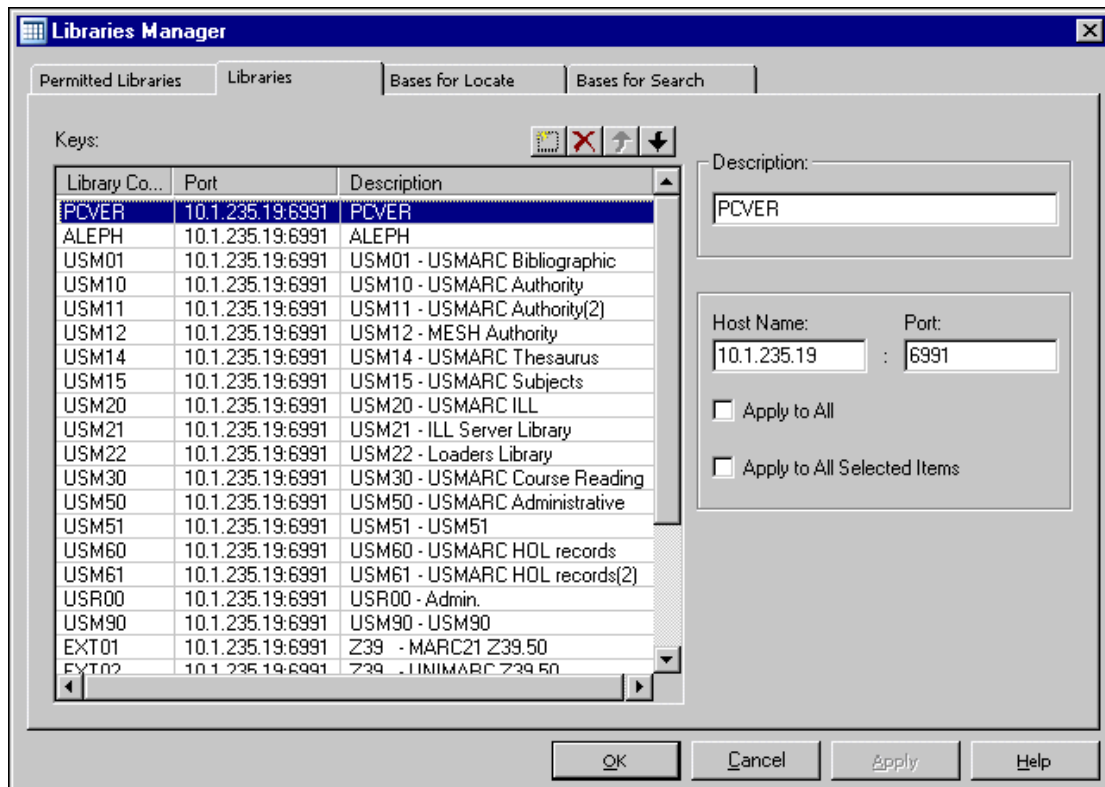
##### 3.1.1 Permitted Libraries

"Permitted Libraries for Client" defines which libraries can be accessed from each module. You can add or remove a library by double-clicking the appropriate cell:



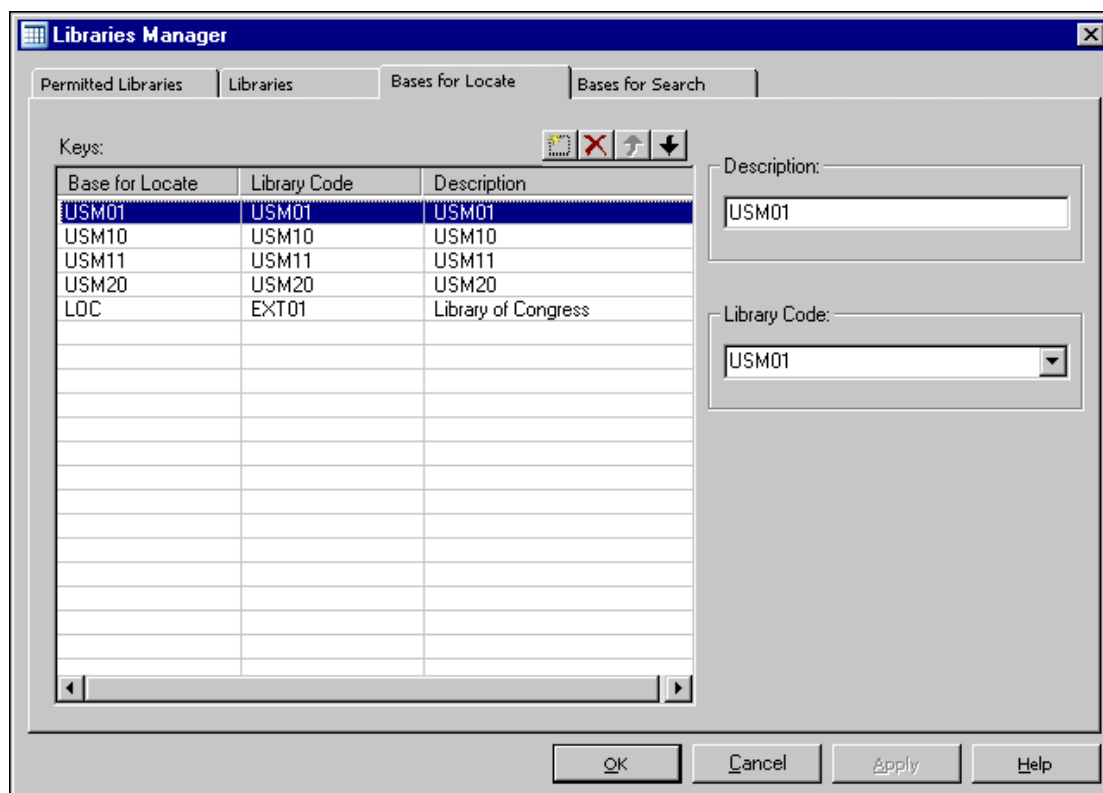
### 3.1.2 Libraries

"Libraries" defines the location and PC server port for all the libraries that are accessible through the client. You can change an entry for one library and apply it to selected libraries or to all of them. You can add or delete a library or move it up or down by using the toolbar. The permitted libraries are listed in the order shown here:



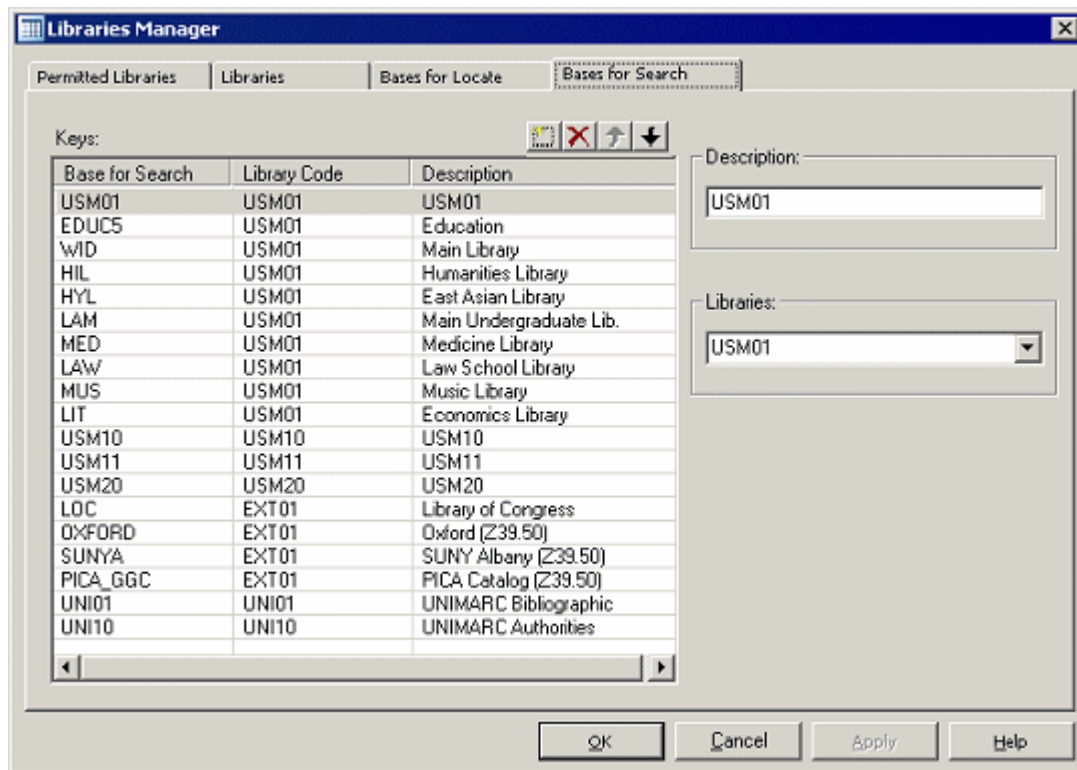
### 3.1.3 Bases for Locate

The "Locate" function is available in the Cataloging and Circulation modules. It is used to find matching records in remote databases. The choice of databases is taken from the list displayed in "Bases for Locate". Each base listed must also be listed in the server's `tab_base.<lng>` table. The information displayed in Bases for Locate is stored in `ALEPHCOM\tab\locate.dat`:



### 3.1.4 Bases for Search

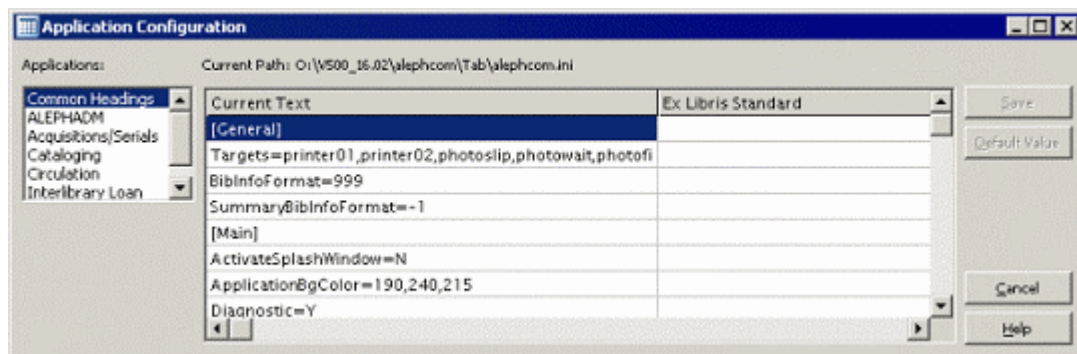
The list of bases for the GUI search determines which Bases are offered in the Search module when you use the Connect to menu option. The setup of this list can also be updated through the Search module from the Main Menu in Search using Options > Database. Each base must also be listed in the server's `tab_base.<lng>` table. The information displayed in Bases for Search is stored in `Sear\tab\base.dat`:



## 3.2 Handling of ini Files

### 3.2.1 Application Configuration

The Application Configuration shows you the standard values and the actual setup of INI files for each module.



The following INI files are viewed and edited in the Application Configuration.

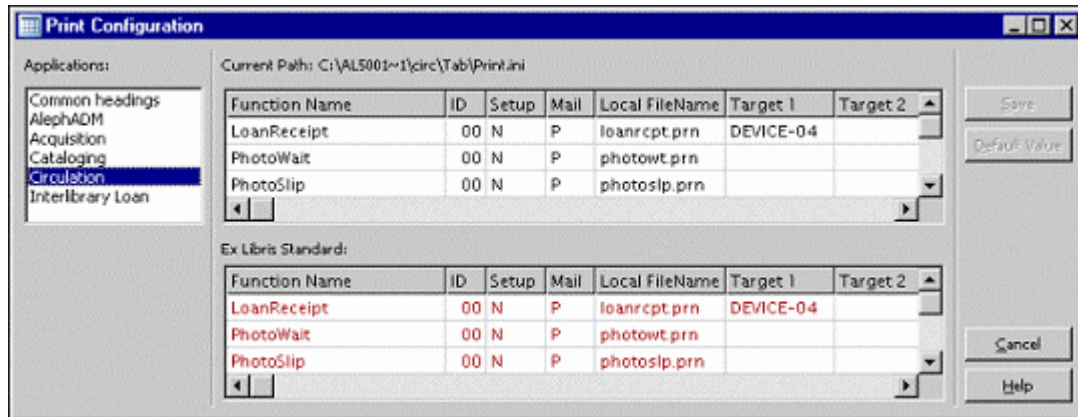
- alephcom.ini
- alephadm.ini
- acq.ini
- catalog.ini
- circ.ini

To edit a field, place the cursor on it and double-click. Lines with a field whose value was changed are highlighted in gray. The original is always retained in the right-hand

column. Clicking the "Default value" button brings back the original value of the highlighted line.

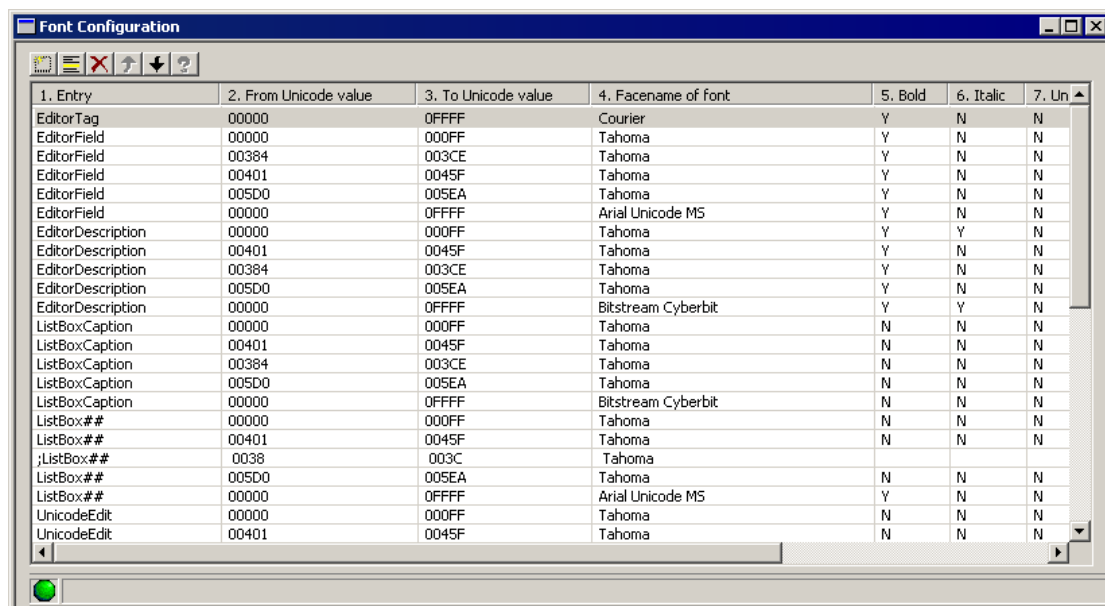
### 3.2.2 Print Configuration

In the Print Configuration, you determine the print settings for each module separately. To edit a field, place the cursor on it and double-click. Lines with a field whose value has been changed are highlighted in gray:



### 3.2.3 Font Configuration

The Font configuration options show you the file \alephcom\tab\font.ini in a table-view editing window:



Although this looks like a checked out server table, it is not. You can effect changes and save the file with the command **File / Save**.

### 3.2.4 Report

After the client installation is updated from the source, the Report shows the differences between the current and previous Application.INI and/or Print.INI.

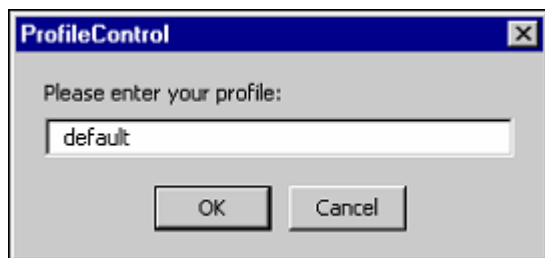
The files that are actually compared are:

X:\AL500 16\module\tab\module.ini and  
X:\AL500 16\module.sav\tab\module.ini

If there were no changes the Report remains empty.

### 3.2.5 Profile Manager

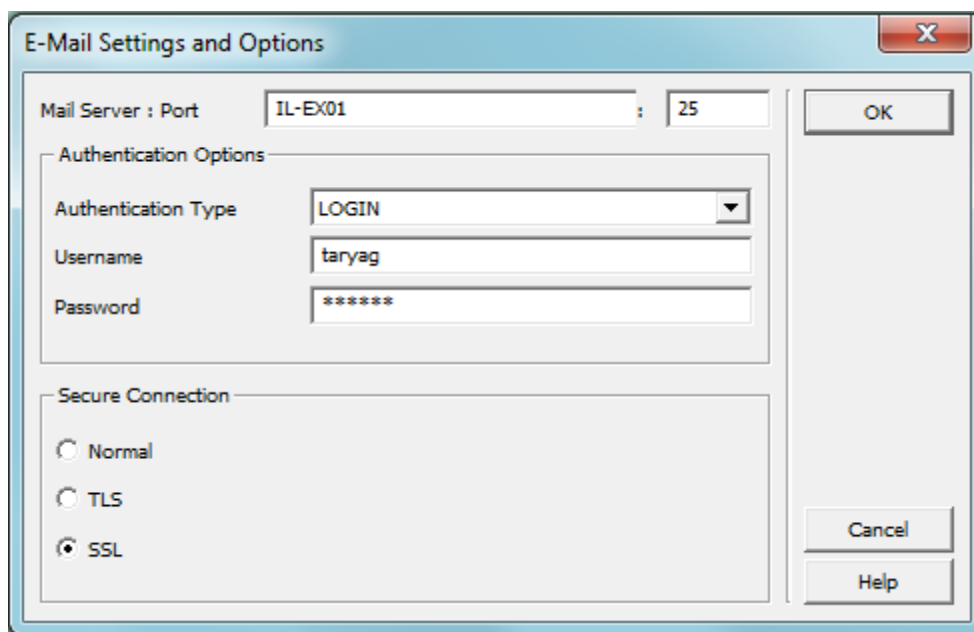
In a network installation, the Profile Manager lets you define users and their profile paths. You can add, delete and modify each entry. In order to be able to activate the Profile Manager before profiles have been defined, you have to access the system with the "default" profile:



### 3.2.6 E-Mail Settings

The E-Mail Settings and Options dialog box can be used to configure the following e-mail parameters:

- Mail Server address and port.
- Authentication method – The supported methods are PLAIN and LOGIN.
- User Name and Password – The user name and password that are to be used if an authentication method is defined.
- Secure Connection – The supported methods are TLS and SSL.



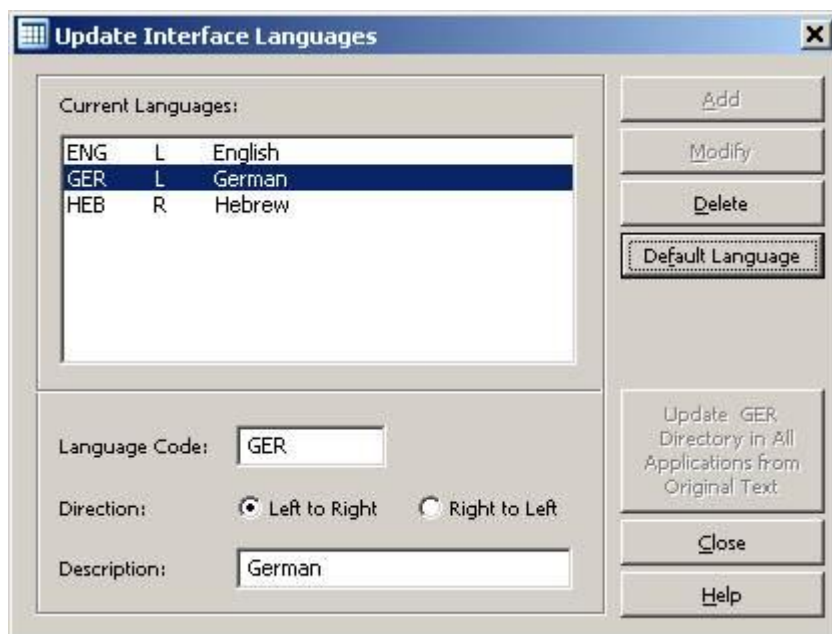
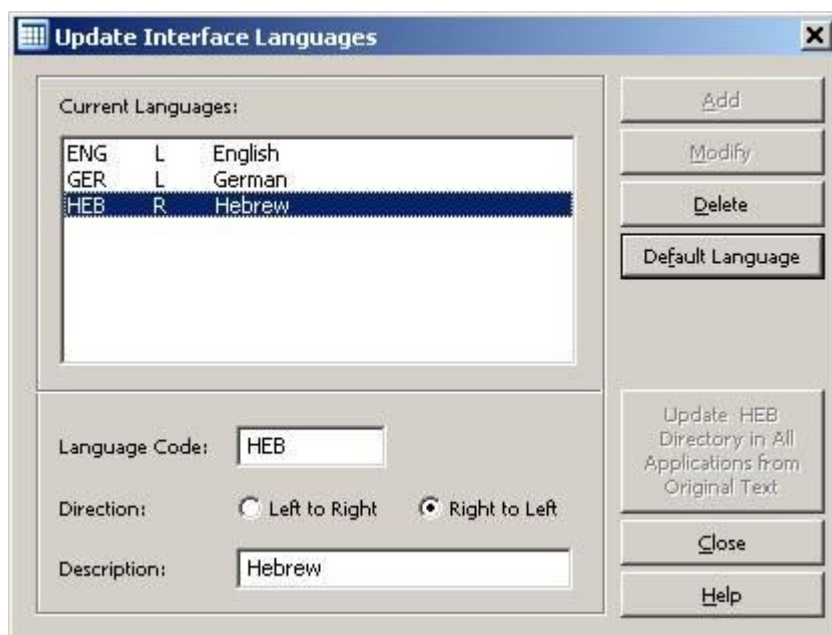
### 3.3 Handling of Languages

The ALEPHADM client is used to configure settings for appearance and functionality for the various ALEPH client modules.

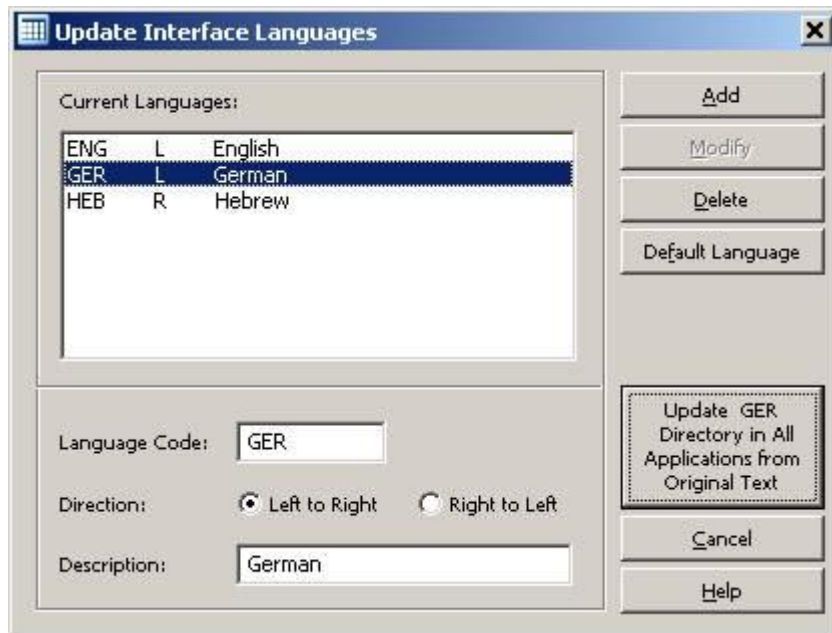
#### 3.3.1 Interface Languages

##### Setting the Interface Language

The Conversation Languages command lets you set the interface languages that are available in Aleph. You can add, modify or delete a language or set any language as the default:







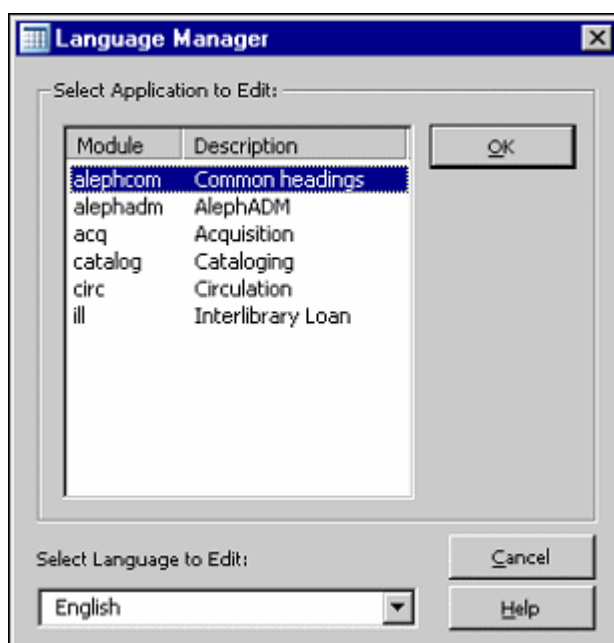
When choosing the 'Update GER Directory in All Applications from Original Text' option, the German files are synchronized with xxx\_ger master directories. All other languages are synchronized with xxx master directories.

### **Retaining Customized Text When Updating**

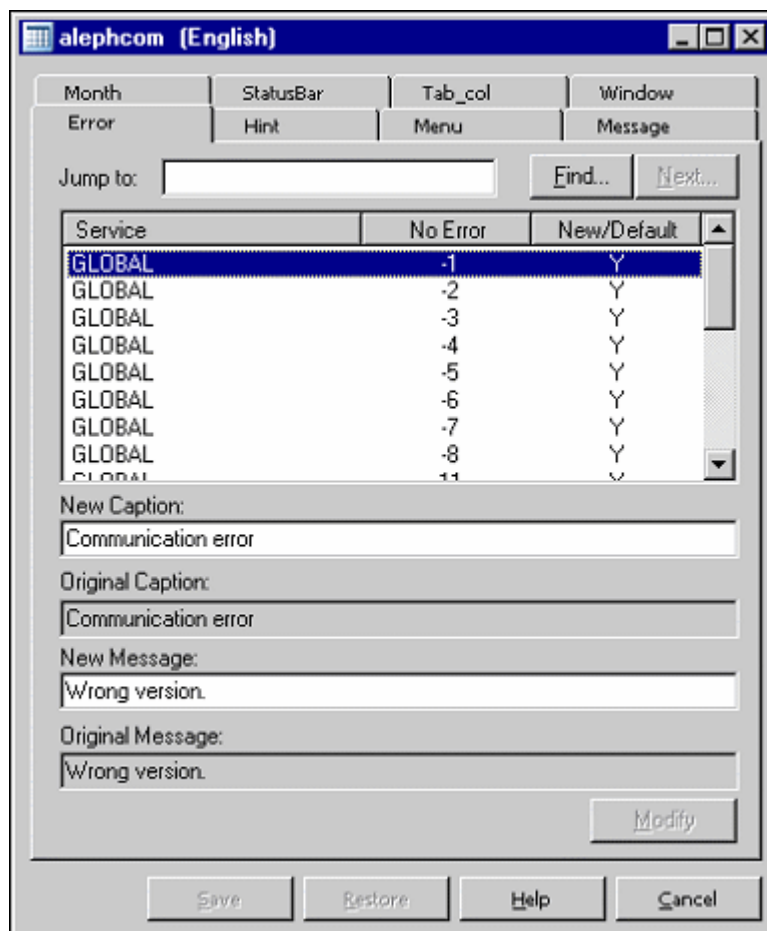
When you update from an older to a newer version of ALEPH, you may want to keep those parts of your text that you customized. Old lines (shown without hashes) in tables are retained and new lines are added (in English, as default):

### **3.3.2 Language Manager**

The Language Manager lets you choose the module and the language files that you want to work with. You can also change all text entries in each of the modules according to the language you choose:



The Language Manager shows you which module, which language, and which part of the text you are working on. You always see the original and the new text:



### Modifying

Changes in each line of the text are retained by clicking **Modify**.

### Saving

After making changes in the text and clicking **Modify**, you can save all changes by clicking **Save**.

### Restoring

If you want to undo your saved changes, you can go back to the situation before saving by clicking **Restore**.

If you want to use new terminology for a specific expression, you can change the terms globally using the Language Manager.

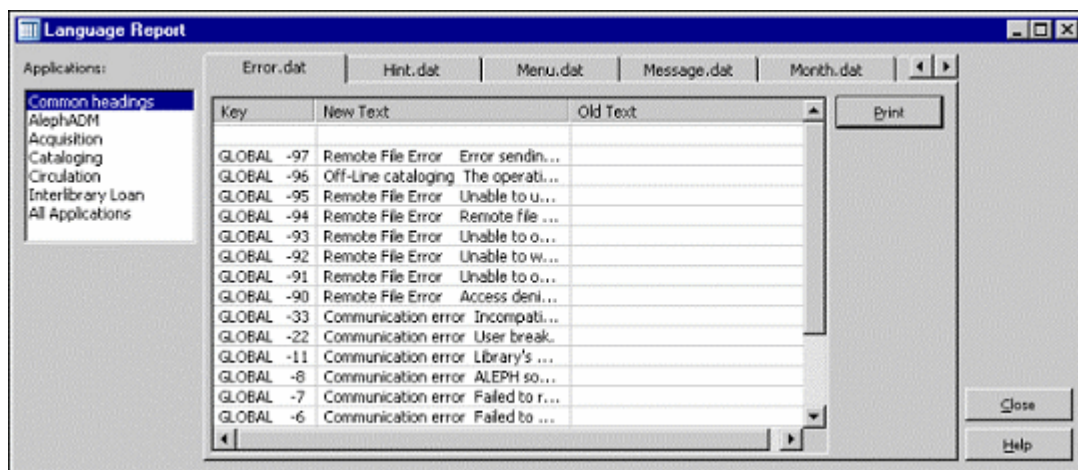
### 3.3.3 Language Report

After the client installation is updated from source, the Language Report shows the differences between the current and previous version's Ex Libris standard. Changes that were made with the Language Manager are not included in the Language Report.

- error.dat

- hint.dat
- menu.dat
- message.dat
- month.dat
- statusbr.dat
- tab\_col.dat
- window.dat

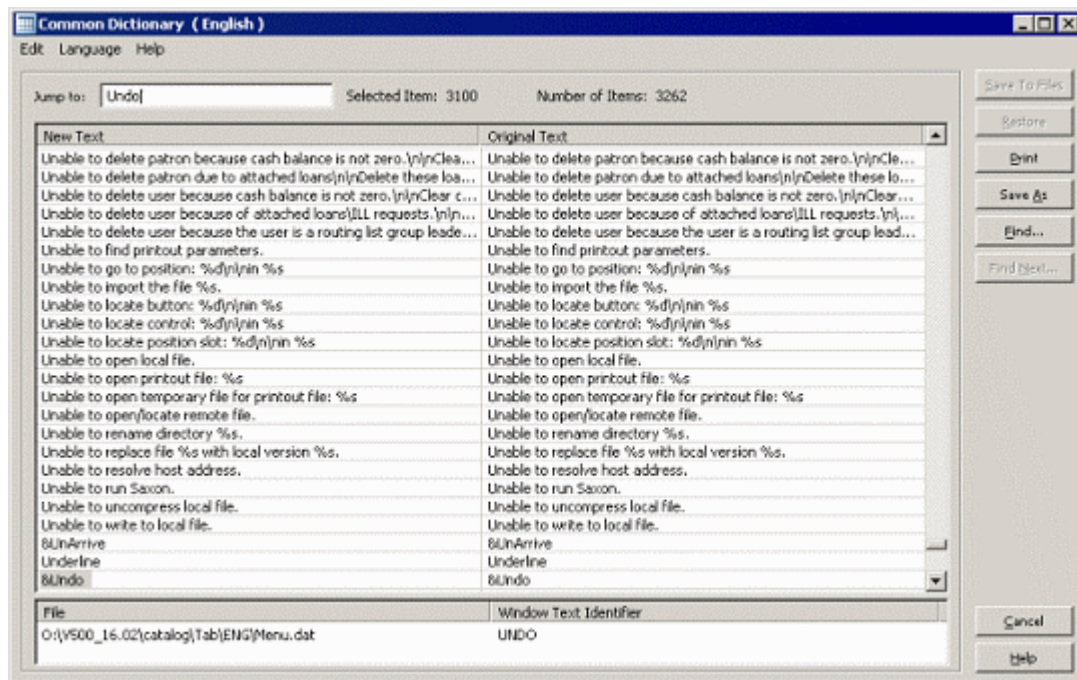
They can be found in: \<module>\Tab\xxx\\*.dat and \<module.sav>\Tab\xxx\\*.dat.



You can view and print text for each module separately or for all the modules together. If there were no changes, the Report remains empty.

### 3.3.4 Common Dictionary

The Common Dictionary displays all text strings of all modules in alphabetical order. There is one Common Dictionary per language. You can look for any letter string. You can change all entries and save your changes. The Common Dictionary also shows you the filenames with their paths where the text string is to be found.



- To save your changes, click **Save To Files**.
- To undo the last save, click **Restore** to go back to the former version of the text.
- To save the New Text column to a \*.TXT file, click **Save As**. The default path and filename is Alephadm\Bin\CommonDictionary.TXT.
- To send the list to a printer, click **Print**.
- To search for a letter string in the New Text column, click **Find**. After you find the first match, **Find Next...** becomes active.



# Staff User's Guide – Authorities

Version 22

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# 1 Authorities Overview

Authority records are a means of achieving consistency of headings, particularly those relating to author, subject and series titles. Authority records can also serve as an aid to searching the bibliographic database.

In ALEPH, authority records are cataloged and stored in a separate database - the authority database. An installation can have one or more AUTHORITY databases linked to its bibliographic database/s. Generally, a separate authority database is recommended for different authorities. For example, MeSH and LC authorities should each have their own database. This is recommended because different authorities may share terms.

ALEPH supports MARC 21, UNIMARC and MAB authority formats. In fact, since the system is table-driven, most types of authorities can be used. This manual focuses on the MARC 21 authority format. In principle, the functionality and setup is the same for all authority formats.

The next six chapters each focus on different aspects of the use of the authority database in ALEPH. These chapters build upon each other, adding additional facets:

- 2 The Authority Database. This chapter describes the authority database with sections on the authority record and the authority database indexes, and on how links (for example, related, narrower and broader terms) are created between authority records.
- 3 Authority Control. This section describes the link between the bibliographic and the authority databases, including update of bibliographic records and enrichment of the bibliographic headings and word files.
- 4 Authority Database as Search Aid. This chapter describes how the authority database can be used as an aid in searching the bibliographic database. It includes the following topics:
  - Display of/navigation from linked authority records from a bibliographic heading.
  - 'Jumping' from the authority database to the bibliographic database.
- 5 Multilingual Authorities. This section describes how the authority database is set up as a multilingual authority database.
- 6 Batch Loading of Records to the Authority Database. This section describes how the Load Authority Records (manage-31) service accepts an input file of authority records and uses them to update the authority database.

- 7 Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries. This section describes how the p\_manage\_102 and the p\_manage\_103 services can be used to accomplish faster enrichment and correction of the bibliographic database based on the authority records of the authority database.

## 2 The Authority Database

This chapter includes the following sections:

- The Authority Record
- Authority Database Indexes
- Authority Database Links
- Authority Database Setup

### 2.1 The Authority Record

The authority record is cataloged using the MARC 21 Authority Format with some additional ALEPH proprietary fields. The following table depicts the most important fields:

Field	Description
Leader (LDR)(Record Label in UNIMARC)	A fixed field that comprises the first 24 character positions (00-23) of each record and provides information for the processing of the record.
008	<p>The appropriate codes are important:</p> <ul style="list-style-type: none"> <li>• Pos.14 - Are the headings appropriate for use as main/added entries?</li> <li>• Pos.15 - Are the headings appropriate for use as subject entries?</li> <li>• Pos.16 - Are the headings appropriate for use as series entries? <ul style="list-style-type: none"> <li>○ a = yes</li> <li>○ b = no</li> </ul> </li> </ul> <p>The system uses these codes to determine whether or not an authority record should be used if the code is set in the <code>tab_aut</code> table (see Authority Control Setup on page 34). The system uses a and c for headings update. This functionality is relevant only for MARC 21 libraries.</p>

<b>Field</b>	<b>Description</b>
1XX (2XX in UNIMARC)	The preferred term ("established heading"). A record should have only one 1XX field (except for multilingual authority records).
4XX	Non-preferred terms. Note that 1XX and 4XX terms must be unique within the authority database. Ambiguous headings (the same 4XX field in different authority records) are problematic. For more details, see Ambiguous Headings on page 28.
5XX	Related term. The type of relationship is defined in subfield w (or subfield 5 in UNIMARC). Additional information on the creation of links between authority records based on the 5XX fields can be found in Authority Database Links on page 9.
UPD	UPD is a special ALEPH field that determines whether or not the authority record can be used to automatically update bibliographic records. The content of the field: <ul style="list-style-type: none"> <li>• Y=automatically update the bibliographic record</li> <li>• N=do not update the bibliographic record</li> </ul> If the authority record has no UPD field the default is UPD=Y
COR	COR is a special ALEPH field that is automatically added to an authority record when the preferred term is changed. If the original preferred term is not kept in the authority record, the link to the bibliographic records (that contain the original preferred term) is lost. See Changing the Preferred Term: the COR Field on page 27 for more details.

Authority records can either be cataloged manually or imported from external sources using standard loader procedures (online and batch).

## 2.2 Authority Database Indexes

The authority database can be searched like any other ALEPH database. A variety of indexes (headings, words and direct indexes) can be created. Authority database headings indexes are also used by catalogers when searching the authority database from the Cataloging module. If necessary, additional indexes can be defined especially for this purpose.

An authority database for MARC 21 or UNIMARC subjects and names typically has the following headings files:

### MARC 21

Personal names	created from 100, 400
Corporate names	created from 110, 410
Meeting names	created from 111, 411

Uniform titles	created from 130, 430
Topical terms	created from 150, 450
Geographic names	created from 151, 451
Genre terms	created from 155, 455

## UNIMARC

Personal names	created from 200, 400
Corporate body names	created from 210, 410
Territorial or geographic names	created from 215, 415
Family names	created from 220, 420
Uniform titles	created from 230, 430
Name/Titles	created from 240, 440
Name/Collective uniform titles	created from 245, 445
Topical subjects	created from 250, 450

If you want the indexes to include related terms (5XX field), separate indexes without these fields should be created for searching and copying from the authority database in the cataloging module. This is because ALEPH requires that only one authority record be linked to a heading in order to display information concerning the authority term (for example, preferred/non-preferred) and in order to automatically insert the preferred term if a non-preferred term is selected.

### 2.2.1 The "GEN" Index

In addition to the indexes created for searching the authority database, the system requires a "general" headings index (GEN), for creating the links between the bibliographic and authority databases. This index should include preferred (1XX) and non-preferred terms (4XX and COR). Related terms (5XX) fields should not be included, as each term must link back to a single authority record.

## 2.3 Authority Database Links

You can create links between related authority records. In MARC 21 and UNIMARC, the 5XX field is used for creating links and the type of relationship is defined in subfield w (subfield 5 in UNIMARC) of the field. In ALEPH the type of relationship can be defined in a special table and additional types, apart from those available in the MARC standard, can be added (refer to Authority Database Links Using tab07 on page 14)

The links between records can be used to navigate the authority database; they can also be used to navigate the bibliographic database (see The Authority Database as Search Aid on page 49).

If the `tab07` table is used (refer to Authority Database Links Using `tab07` on page 14), then the relationships between terms do not have to be entered in both authority records (that is, both sides of the relationship). It is sufficient to enter the related term in one of the records and, based on this, the system creates both sides of the link. Authority records in which the relationship has been entered in both records can also be used. In this case, the `tab07` table is not needed. Note that the `tab07` table is required only for multilingual authority libraries.

The links between authority records based on the `tab07` table are created by the *Links Between Records* (p-manage-12) service. The links are also created as records are added and updated in the authority database. Note, however, that for the link to be created, the authority record to which the related term points must already be in the database. This means that the database must either be built following the hierarchy of the relationships, or that all terms (1XX fields in MARC 21, 2XX for UNIMARC) must be entered before related terms are entered. If the `tab07` table is used, it is recommended to rebuild the authority database links periodically by running this service.

**Note**

When a term is changed, the system will not automatically update the authority records in which the term is a related term. If a term appears in many authority records it may be useful to use Global Changes (p-manage-21) to change a term in multiple records.

**Examples:**

The three following authority records have related terms. Note that related terms, (550 with no subfield w or subfield 5 for UNIMARC) are entered in this example in both records; while broader terms (550 subfield w-g (subfield 5g for UNIMARC)) are entered in the case of a broader-narrower type relationship in only one record. This is typical of Library of Congress authority records:

<i>Leader</i>	<b>LDR</b>	—	—	^ ^ ^ ^ ^ n z ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ n ^ ^ 4500
<i>Control No.</i>	<u>001</u>	—	—	000002769
<i>Date and Time</i>	<u>005</u>	—	—	20010717152603.0
<i>Fixed Data</i>	<u>008</u>	—	—	010717nabaccnnaaan      ^ b ^   n c           d
<i>LC Control No.</i>	<u>010</u>	—	<u>a</u>	sh 85000529 ^
<i>Catalog Source</i>	<u>040</u>	—	<u>a</u>	DLC
			<u>c</u>	DLC
			<u>d</u>	DLC
<i>LC Class. No.</i>	<u>053</u>	—	<u>a</u>	S592.57
			<u>b</u>	S592.575
<i>Topical Term</i>	<u>150</u>	<u>0</u>	<u>a</u>	Acid soils
<i>See1.Trac.Topic</i>	<u>450</u>	<u>0</u>	<u>a</u>	Acidic soils
<i>SAF.Trac.Topic</i>	<u>550</u>	<u>0</u>	<u>a</u>	Soils
			<u>w</u>	g
<i>SAF.Trac.Topic</i>	<u>550</u>	<u>0</u>	<u>a</u>	Soil acidity
<i>update</i>	<u>UPD</u>	—	<u>a</u>	Y

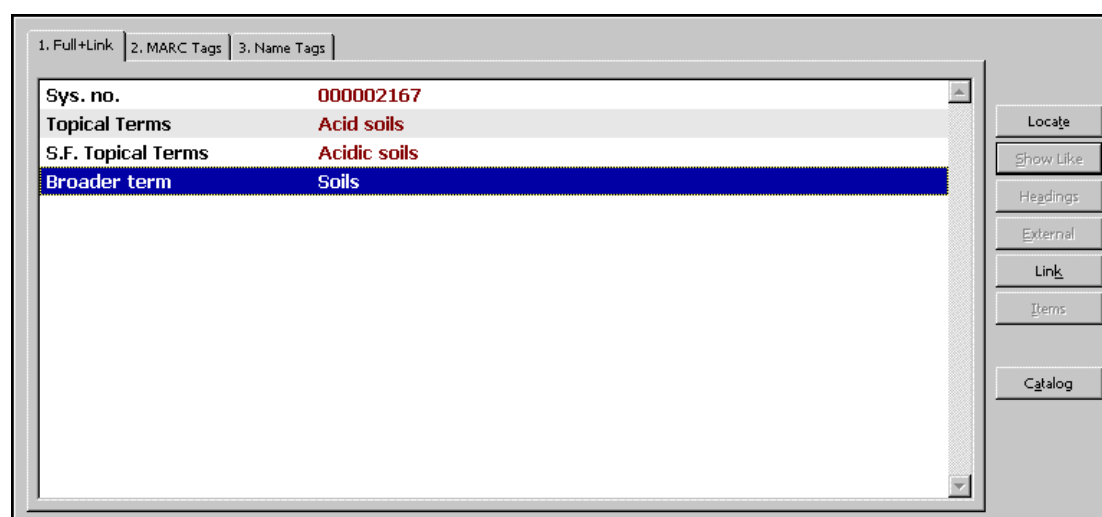
## Example 2:

<i>Leader</i>	<b>LDR</b>	—	—	^^^^nz^^^^^^^^^^^^^^n^^4500
<i>Control No.</i>	<u>001</u>	—	—	000002770
<i>Date and time</i>	<u>005</u>	—	—	20010717152856.0
<i>Fixed Data</i>	<u>008</u>	—	—	010717nabaccnnaaan         ^b^ nc     d
<i>Topical Term</i>	<u>150</u>	<u>0</u>	<u>a</u>	Soils

## Example 3:

<i>Leader</i>	<b>LDR</b>	—	—	^^^^nz^^^^^^^^^^^^^^n^^4500
<i>Control No.</i>	<u>001</u>	—	—	000002771
<i>Date and time</i>	<u>005</u>	—	—	20010717153141.0
<i>Fixed Data</i>	<u>008</u>	—	—	010717nabaccnnaaan         ^b^ nc     d
<i>Topical Term</i>	<u>150</u>	<u>0</u>	<u>a</u>	Soil acidity
<i>SAF.Trac.Topic</i>	<u>550</u>	<u>0</u>	<u>a</u>	Acid soil

In the Search function, the links are displayed as follows:



When the link button is clicked, the system displays the linked authority record.

A similar display is available in the Web OPAC of the authority database.

When cataloging a 5XX field, you can check whether or not the 5XX field (*See also* from tracing field) cataloged in the authority record has a corresponding entry in the "GEN" index. If there is no matching heading in the "GEN" index, an error message is displayed. If the 5XX field has a corresponding entry, the program also checks if this entry derives from a 1XX Heading field or from a *See from* tracing field (4XX). If the matching heading derives from a *See from* (4XX), then an error message is displayed (the program is called `check_doc_aut_5xx`, see the Cataloging module System Librarian chapter - Check Routines for Check Record for setup of the check routines).  
Authority Database Setup

### 2.3.1 Authority Database Indexes

**Note:**

The following section is primarily of interest to System Librarian's.

The authority database indexes are defined in `tab00.lng`, `tab11_acc`, `tab11_word` and `tab11_ind`.

The `tab00.lng` table defines the various indexes (headings, words and direct indexes). The following are samples for all types of available indexes:

Words:

H WRD	W-001	00	18	Words
H WPE	W-002	00	20	W-person
H WCO	W-003	00	21	W-corp
H WME	W-004	00	22	W-meet
H WUT	W-005	00	23	W-uni.ti
H WPL	W-006	00	24	W-place
H WPU	W-007	00	25	W-publ.
H WSU	W-008	00	26	W-subj.

Headings:

H PER	ACC	11 00	00	Personal names
H TOP	ACC	11 00	00	LCSH
H COR	ACC	11 00	00	Corporate names
H MET	ACC	11 00	00	Meeting names
H TIT	ACC	11 00	00	Uniform titles
H GEO	ACC	11 00	00	Geographic names
H SBD	ACC	11 00	00	Subdivisions
H LCN	ACC	11 00	00	Class numbers
H GEN	ACC	11 00	00	General
H Z0101	ACC	12 00	00	General (Brief rec.)
H GXX	ACC	11 00	00	General (Secondary)

Direct indexes:

H LCC	IND	21 00	00	LCCN
H CNO	IND	21 00	00	Control Number

The `tab11_word` table defines which fields are sent to the word indexes. Following is an example for MARC 21 format:

100##	adq	01	WRD	WPE	WNA
110##	abcd	01	WRD	WCO	WNA
111##	acde	01	WRD	WME	WNA
130##		01	WRD	WTI	WNA
150##		01	WRD	WST	WSU
151##		01	WRD	WSU	WSG
155##		01	WRD	WGE	WSU

Following is an example for UNIMARC format:

200##	afg	01	WRD	WPE
200##	afg	01	WNA	
210##	abeg	03	WRD	WCO
210##	abef	03	WNA	



220##

af

01

WRD WFA

The tab11\_acc table defines which fields are sent to the headings indexes. Following is an example for MARC 21 format:

100##	PER	-wi	
110##	COR	-wi	
111##	MET	-wi	
130##	TIT	-wi	2
150##	TOP	-6	
151##	GEO	-wi	
400##	PER	-wi	
410##	COR	-wi	
411##	MET	-wi	
430##	TIT	-wi	
450##	TOP	-wi56	
451##	GEO	-wi	
100##	GEN	-6	
110##	GEN	-6	
111##	GEN	-6	
130##	GEN	-6	2
150##	GEN	-6	
151##	GEN	-6	
400##	GEN	-wi56	
410##	GEN	-wi56	
411##	GEN	-wi56	
430##	GEN	-wi56	
450##	GEN	-wi56	
451##	GEN	-wi56	
COR##	GEN	-wi056	
5####	GXX	-wi056	

Following is an example for UNIMARC format:

200##	PER	-0235678
200##	SUB	-0234678
210##	COR	-0234678
210##	SUB	-0234678
400##	PER	-0235678
410##	COR	-0235678
200##	GEN	
210##	GEN	
400##	GEN	-0235678
410##	GEN	-0235678

### Notes for tab11\_acc:

1. If the headings files are also used for search/copy in the Cataloging module, do not send 5XX fields, as terms should link back to one authority record.
2. Send all 1XX, 4XX and COR fields to the GEN headings index. Do not send 5XX fields to the GEN headings index, as terms must link back to one authority record.

3. For the implementation of the `check_doc_aut_5xx` program that checks whether or not the 5XX field (*See also* from tracing field) cataloged in the authority record has a corresponding entry in the "GEN" index, note that the 5XX fields should be sent to the "GXX" headings index (as shown in the above sample). The `check_doc_aut_5xx` compares the entries in this index with the entries in the "GEN" index.
  
4. For the generation of brief records (Z0101) from the authority library, send all the 1xx and 4xx fields to the Z0101 headings index.

The `tab11_ind` table defines which fields are sent to the direct indexes. Following is an example for MARC 21 format:

```
010##           LCC   a
035##           CNO
```

Following is an example for UNIMARC format:

```
680##           LCC
675##           UDC
676##           DDC
```

### 2.3.2 Authority Database Links Using `tab07`

#### Note:

The following section is primarily of interest to System Librarian's.

This section contains the setup needed for the creation of authority links when the `tab07` table is used.

#### **tab\_z103**

In order to create links between authority records the following line must be present in `tab_z103` in the authority library:

```
update_z103_aut
```

#### **tab07**

This table defines links between authority headings for the creation of Z103 link records.

#### Note

The building of the Z103 links between authority records is required only for multilingual authority libraries. When cataloging in a multilingual authority library it suffices to add 5XX references in one language only. Using this table, the system builds Z103 links, to "add" the 5XX in all its language manifestations. The additional 5XX fields are not actually present in the authority record, but when the record is displayed, they are included (through the Z103 links).

In addition, libraries can opt to use the tab07 and the Z103 links in order to build reciprocal 5XX references. According to the table setup, if you have a 5XX in one record, the Z103 can create the reciprocal reference in the other record. In this way, if you enter "broader term" references, the "narrower term" references will be automatically generated. For example, LCSH authority records include 550 fields for broader terms only (\$\$wg). If the library wants to show references in the opposite direction (to narrower terms), this can be done using this table.

**Structure of the table:**

- Col. 1 Field code
- Col. 2 Subfield to strip or include in finding a match
- Col. 3 Headings list used for searching for the heading.

**Note**

The headings file should include all 1XX fields but no 5XX fields - that is, the terms in the headings file must point back to a single authority record. For this reason, the 'GEN' headings file is generally used.

- Col. 4 Subfield which contains link type
- Col. 5 Link type code
- Col. 6 Type of ALEPH link to build. This code is used to distinguish between the types of links in the formatting tables.
- Col. 7 Reciprocal link. If the related terms are entered in only one record, a reciprocal link should be defined.

**Example of tab07 (MARC 21)**

510##	GEN	w a	ET	LT
510##	GEN	w b	LT	ET
511##	GEN	w a	ET	LT
511##	GEN	w b	LT	ET
550##	GEN	w g	BT	NT
550##	GEN	w h	NT	BT
550##	GEN		RT	

**Note**

In the sample authority records above, related terms are entered in both records. For this reason 'RT' type relations are defined for only one side. However, since only broader terms are entered, 550 records with subfield w-g have a reciprocal relationship defined.

**Example of tab07 in UNIMARC Format:**

500##	abcdfgxyz	GEN	5 g	BT	NT
500##	abcdfgxyz	GEN	5 h	NT	BT
500##	abcdfgxyz	GEN	5 b	LT	ET
500##	abcdfgxyz	GEN	5 a	ET	LT
500##	abcdfgxyz	GEN	5 z	RT	
500##	abcdfgxyz	GEN	5 e	PS	
500##	abcdfgxyz	GEN	5 f	RN	

### 2.3.3 Authority Record Display

**Note:**

The following section is primarily of interest to System Librarian's.

Authority records can be displayed using the same tables as bibliographic records. This section illustrates special aspects of authority record display in the "FULL" display of the record.

**edit\_doc\_999**

The following is an example of `edit_doc_999` for an authority record (MARC 21):

```
## SYS                D LSys. no.                Y      E
## 1####             D LHeading                Y Z    E
## 260##             D LSub. CSR                Y      E
## 360##             D LSub. CSAR               Y      E
## 4####             D LSeen from                Y      E
!## 5##### w g      D LB.term                Y Z    E
!## 5##### w h      D LN.term                Y Z    E
## 5##### w -       D LSee also              Y Z    E
## 663##             D LName Complex SA Ref Y      E
## 664##             D LName Complex SeeRef Y      E
## 665##             D LHistory Reference    Y      E
## 666##             D LExplanatory Ref.        Y      E
## 64#### a f        D LSeries-f              Y      E
## 64#### a t        D LSeries-t              Y      E
## 64#### a s        D LSeries-s              Y      E
## UPD##             D LUpdate Flag          Y      E
## BT                D LBroader term         Y Q    E
## NT                D LNarrower term        Y Q    E
## RT                D LRelated term         Y Q    E
## ET                D LEarlier term         Y Q    E
## LT                D LLater term           Y Q    E
```

In addition to the regular field codes, enter authority record links, using the codes defined in columns 6 and 7 of tab07. In column 10 of `edit_doc_999`, enter "Q" as the type of link.

**Note**

The 5XX fields are commented out. If both the links (for example, BT, NT, etc.) and 5XX fields are displayed, the terms are duplicated.

## 3 Authority Control

This chapter presents the following topics:

- Uses of the Authority Database
- The Authority Control Process
- Subdivisions

- Ambiguous Headings
- Authority Control Setup
- Background Processes in Authority Control
- Authority Control Reports

### 3.1 Uses of the Authority Database

The authority database is used in the following ways:

1. Bibliographic record cataloging. The authority database can be consulted during cataloging. Headings can be selected and copied into the bibliographic record.
2. Bibliographic record update. Optionally, the system can automatically update bibliographic records so that non-preferred terms (or "unestablished headings") are replaced by the preferred term (or "established heading").
3. Searching the bibliographic database. The authority database can be used to enrich the access points (headings and words) to bibliographic records. This means that end users can search using non-preferred terms. To read about additional aspects of using the authority database to search the bibliographic database, see *The Authority Database as Search Aid* on page 49.

#### 3.1.1 Search and Copy in Cataloging

You can search the local database, "Search field headings of current library" (F3), or search additional databases, "Search field headings of other library" (Ctrl+F3), from the cataloging draft form. In the latter case, the database searched is generally an authority database. Refer to *Authority Database Indexes* on page 8.

These options are explained in section 5.2 in the *Cataloging* chapter of the user guide.

#### 3.1.2 Update of Bibliographic Records

If the UPD field in the authority record is "Y", the system automatically updates the bibliographic record from a non-preferred term to a preferred term.

In the following example, if the UPD field in the authority record for American Bible Society is set to 'Y' and the bibliographic record contains the following field:

```
710      $$aA.B.S.
```

the system replaces this field with the preferred term when the record is sent to the server:

710 \$\$aAmerican Bible Society

When the system updates the bibliographic record, it replaces the non-preferred terms with the complete preferred term from the authority record, retaining any additional subdivisions (see Subdivisions on page 27) that are present in the original field. A special table adds end-punctuation (see Addition of End Punctuation to Authority Controlled Headings on page 41).

When a bibliographic record field is updated, in addition to updating the content of the field the system will also correct the field tag and indicators if they are different than those of the authority record. For example, if the authority record has 451 as a see-reference to a 110 field, and the heading in the bibliographic library originates from a 651 field, the system will correct the contents of the field, and also will correct the bibliographic tag to 610 (including the indicators).

For example:

**Authority record:**

<i>Corporate Name</i>	<u>110</u>	<u>2</u>	<u>a</u>	Connecticut College.
			<u>b</u>	Arboretum
<i>See1.Trac.Geo.A</i>	<u>451</u>	<u>—</u>	<u>a</u>	Connecticut College Arboretum

**Original bibliographic record:**

<i>Subject-Geo.Trm</i>	<u>651</u>	<u>0</u>	<u>a</u>	Connecticut College Arboretum
------------------------	------------	----------	----------	-------------------------------

**Corrected bibliographic record:**

<i>Subject-Corp.N.</i>	<u>610</u>	<u>20</u>	<u>a</u>	Connecticut College.
			<u>b</u>	Arboretum

The correction is performed differently in the following cases:

When the updated bibliographic tag is a 6XX field, the second indicator of the bibliographic record will be preserved. The second indicator in the bibliographic record indicates the Thesaurus, and is not used in the authority record. The second and third positions of the tag and the first indicator will be corrected.

When updating bibliographic 650 or 655 fields, the indicators are retained.

When the bibliographic tag 130, 630 or 730 is updated from an authority 130, the second indicator of the authority tag (number of non-filing characters) is moved to the first indicator of the bibliographic tag. The second indicator of the bibliographic tags is left blank, except for the following cases:

For the 630 field the second indicator (Thesaurus) is retained.

For the 730 field, if the second indicator is 2 indicates that the entry is an analytic entry), then it is retained.

When the updated bibliographic tag is 610 is updated from a 151/410 combination, the 610 tag will not be updated.

When updating a bibliographic 24X, 255, or 440 field, the tag and indicators of the fields will not be updated.

When the updated bibliographic tag is 043,072,080 both the tag and the indicators are retained.

When a local field is updated, in other words it contains a 9, such as in 9XX or 69X, the tag and the indicators are retained. If the tag is a regular tag but at least one of the indicators is alphabetic, the tag will be updated, if necessary, but the indicators will be left unchanged.

### 3.1.3 Enrichment of the Bibliographic Headings Files

Here is a MARC 21 authority record for the American Bible Society.

<i>Leader</i>	<b>LDR</b>	—	—	^^^^nz^^a^^^^^^n^^^^^^
<i>Control No.</i>	<b>001</b>	—	—	000002170
<i>Date and Time</i>	<b>005</b>	—	—	20030109121202.0
<i>Fixed Data</i>	<b>008</b>	—	—	020813na acannaabn a^ana
<i>LC Control No.</i>	<b>010</b>	—	a	n 80057270
<i>Catalog. Source</i>	<b>040</b>	—	a	DLC
<i>Corporate Name</i>	<b>110</b>	2	a	American Bible Society
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Beikoku Seisho Kaisha
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Jam`iyat al-Tawr`ah al-Am irik`an iyah
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Ta Mei-kuo sheng ching hui
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	ABS
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	A.B.S.
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Beikoku Seisho Ky`okai
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Hevrat Amerikah shel Sifre kodesh
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Sociedad B`iblica Americana
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Amerikan Kitabimukaddes ,Sirketi
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Phrakhritsathamsam`akhom`Am`erikan
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Phrakhritsatathamsam`akhom`Am`erikan
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Phrakhritsatham Sam`akhom`Am`erikan
<i>See1.Trac.Cor.N</i>	<b>410</b>	2	a	Amerikanik`e Vivlik`e Hetaireia
<i>Sourc.Dat.Found</i>	<b>670</b>	—	a	Its Instituted, 1816.
<i>Sourc.Dat.Found</i>	<b>670</b>	—	a	Dios habla hoy, c1983

Once the system uses this record to enrich the bibliographic headings files, the user can find all non-preferred terms in the bibliographic headings even though they are not in the records themselves.

For example, if you browse the headings list for *Beikoku Seisho Kaisha*, the system displays the following:

<b>Type word or phrase:</b>	<input type="text" value="Beikoku"/>
<b>Select index to browse:</b>	<input type="text" value="Author"/>
<input type="button" value="Go"/>	<input type="button" value="Clear"/>

**Browse List: Authors**

No. of Recs	Brief Recs	
2	<input type="button" value="Brief Recs"/>	<a href="#">Beijing yu yan xue yuan</a>
		<a href="#">Beikoku Seisho Kaisha - [LC Authority Record]</a> See: <a href="#">American Bible Society</a>
		<a href="#">Beikoku Seisho Kyokai - [LC Authority Record]</a> See: <a href="#">American Bible Society</a>
2	<input type="button" value="Brief Recs"/>	<a href="#">Beker, Johan Christiaan 1924-</a>
1	<input type="button" value="Brief Recs"/>	<a href="#">Bell, Florence Eveleen Eleanore Olliffe, Lady, 1851-1930</a>
1	<input type="button" value="Brief Recs"/>	<a href="#">Bell, Gertrude Lowthian, 1868-1926</a>

The user can access the records with the preferred term by clicking the cross-reference.

### 3.1.4 Enrichment of Bibliographic Word Files

Optionally, the system can create words from non-preferred terms. This option is based on a special expand program (see Enrichment of Word Files on page 38).

This option enables the user to perform a keyword search with non-preferred terms. For example, here is a keyword search for *beikoku*:

<a href="#">Basic Search</a>   <a href="#">Multi-field</a>   <a href="#">Multi-base</a>   <a href="#">Advanced Search</a>	
<b>Basic Search</b>	
<b>Type word or phrase</b>	<input type="text" value="Beikoku"/>
<b>Field to search</b>	<input type="text" value="All Fields"/>
<b>Words adjacent?</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Go"/>	<input type="button" value="Clear"/>

This search locates records with the corporate author: *American Bible Society*:



## Full View of Record

**Choose format:** [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

### Record 000001 out of 1

<b>System no.</b>	000032022
<b>Title</b>	<a href="#">Bible. O.T. Hebrew. 1928..</a>
<b>Title</b>	<a href="#">Torah Nevi'im u-Khetuvim 'im targum Anglit = The holy Bible, Hebrew text and English version / mugah 'al yede Y. M. Rubin.</a>
<b>Imprint</b>	<a href="#">New York : Star Hebrew Book Company, 1928.</a>
<b>Description</b>	4 v. : ill. ; 25 cm.
<b>Title Subject</b>	<a href="#">Bible. O.T. -- Commentaries.</a>
<b>Added entry</b>	<a href="#">Rubin, I.</a>
<b>Added entry</b>	<a href="#">American Bible Society.</a>
<b>Added entry</b>	<a href="#">Bible. O.T. English. 1928.</a>

## 3.2 The Authority Control Process

This section describes how the authority control process works.

### 3.2.1 The BIB-AUT Link - ue\_08

The link between the bibliographic database and the authority database is created via the bibliographic headings file.

When a new heading is created in the bibliographic database the system searches for a matching heading in the general headings file (GEN) of the authority database. If a match is found, the system uses the authority record (found via the authority database's headings file) to enrich the bibliographic database's heading file by adding to it the preferred term and all non-preferred terms.

A special process called ue\_08 performs this function. This process must be working in the background in the bibliographic library. After a heading has been checked by ue\_08 it is marked as either being linked to an authority record or, if no matching authority record has been found, as having been processed by ue\_08.

### 3.2.2 Authority Recheck for Selected Headings

You can set selected headings that have already been checked and marked as linked to an authority record to NEW. You can also set headings as having been processed by ue\_08 if no matching authority record has been found. This triggers the ue\_08 process to handle these headings again.

To perform this action, choose a heading in the Browse List of headings of the GUI Search function and click **AUT Recheck**:

Base:   Include Expanded AUT Data

Headings List:   Include BIB/HOL data

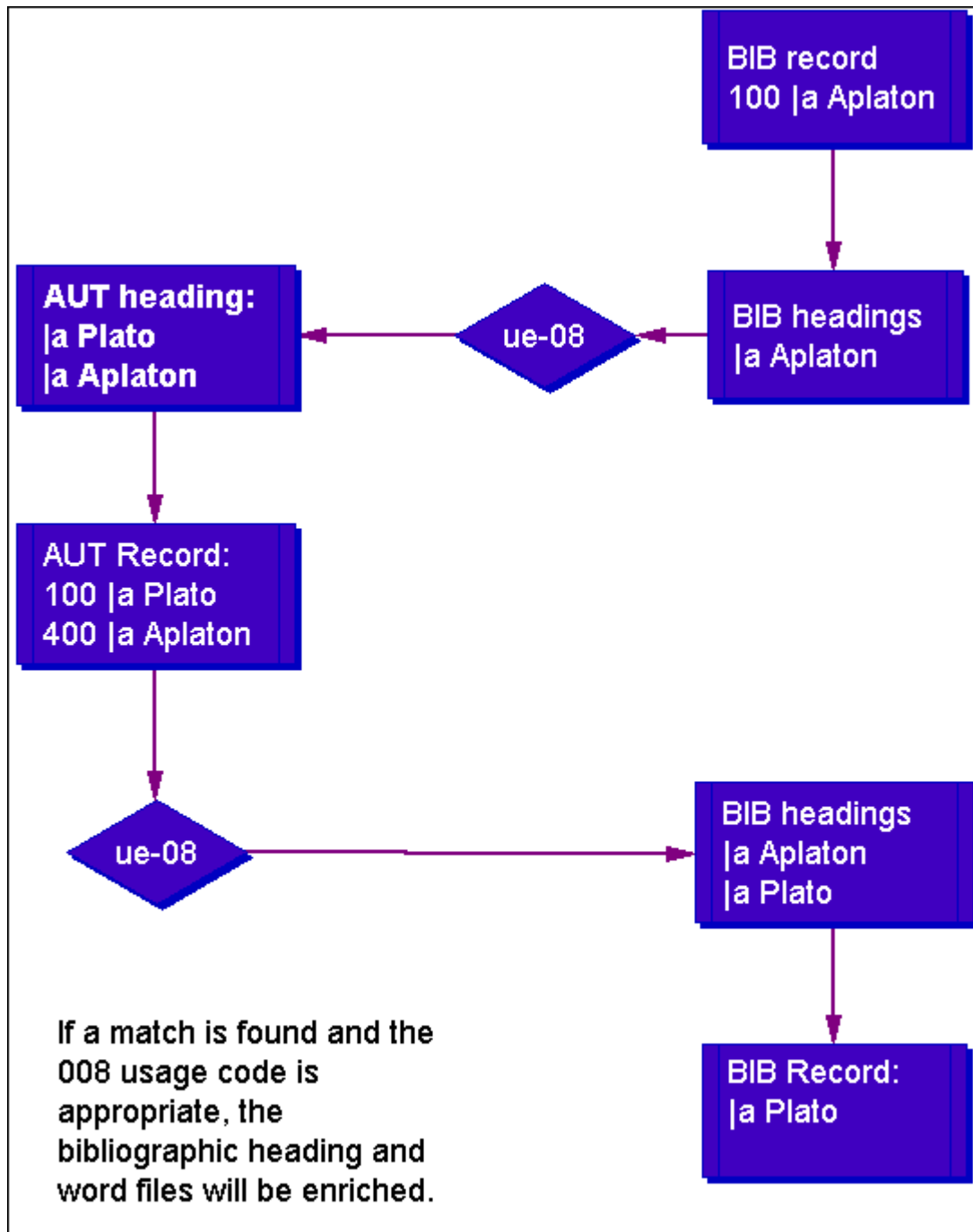
Enter Starting Text:  ...

Enter Include Text:

# Docs	Ref.	Headings	Auth. info.
1		Shakers	
1		Shakespeare B. Company (Brescia, Italy)	
1		Shakespeare Association of America	
1		Shakespeare, J. H. (John Howard), 1857-1928	
50+		Shakespeare, William, 1564-1616	
1		Shakey Jake	
	+	Shakham, Natan	USMARC AUT (USM10), 40010, aa , UPD=Y
1		Shakhmatov, A. A. (Aleksei Aleksandrovich), 1864-1920	
1		Shakhmatov, M. V. (Mstislav V.), b. 1888	
	+	Shakhovskaya, Zinaida Alekseevna, knizhna	USMARC AUT (USM10), 4001

Expand  
Save As Set  
Correct Heading  
Correct Display  
**AUT Recheck**  
Show  
Brief Recs  
Catalog

The selected headings are set to NEW and the Auth.info which is displayed next to a heading that is linked to authority record is removed. In the event that the heading has any reference headings, they are also set to NEW:



### 3.2.3 Finding a Match

The match between the bibliographic heading and the authority heading is based on the normalized form and the filing form of the headings. These must be identical in both libraries. This means that the normalization and the filing forms of the headings index in the bibliographic database must be created in the same way as the normalization and filing forms of the general (GEN) headings index in the authority database.

## Note

The system strips end subfield punctuation when headings are created so this punctuation is not considered in the match. The following punctuation is stripped:

Sign	name
:	colon
,	comma
.	period
=	equal sign
;	semi colon
/	slash

For example, the field:

```
100      $$aGrey Owl,  $$d1888-1938.
```

creates the heading:

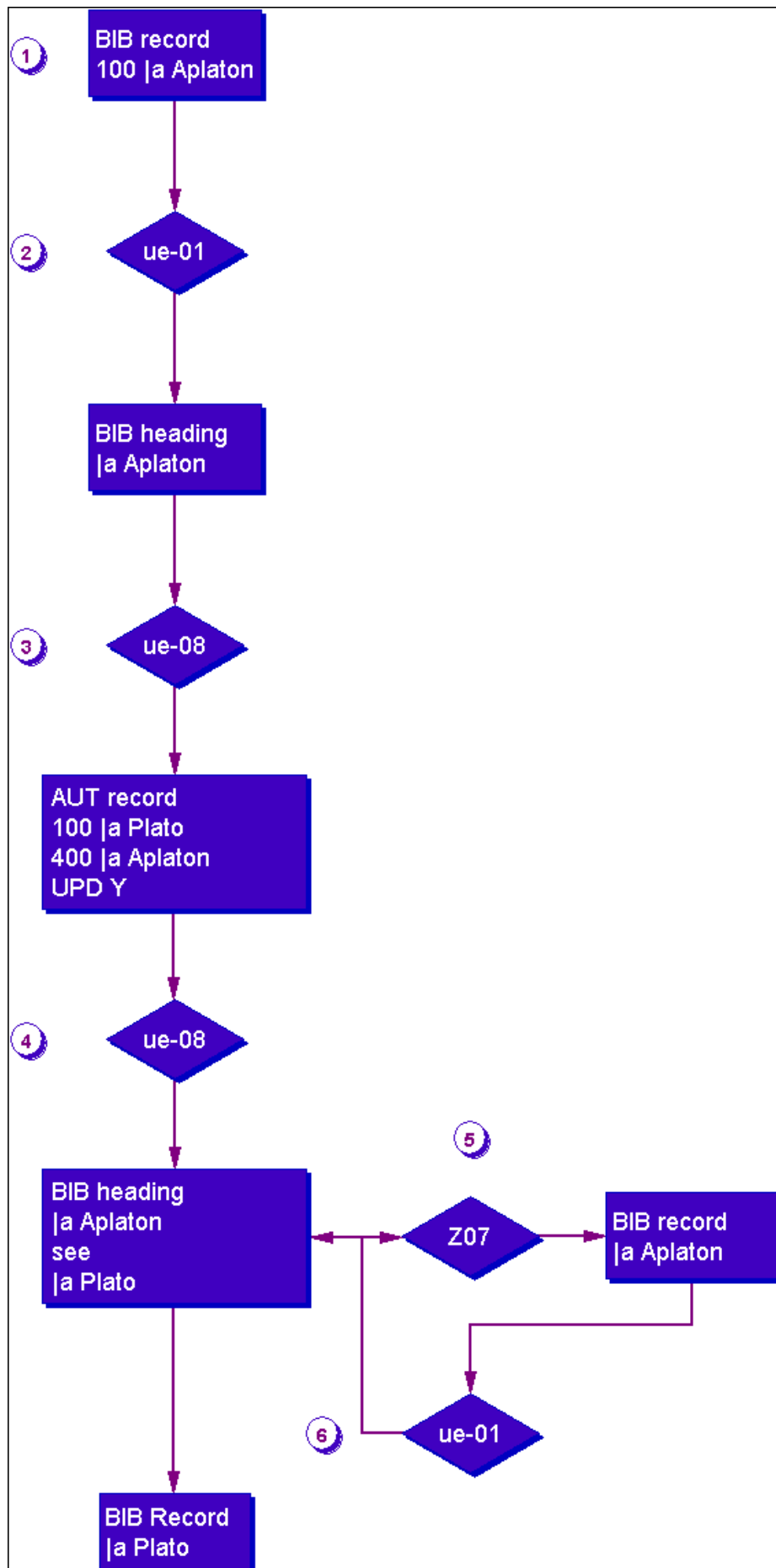
```
$$aGrey Owl $$d1888-1938
```

A special table is used to insert missing subfield punctuation into the updated bibliographic heading (refer to Addition of End Punctuation to Authority Controlled Headings on page 41).

### 3.2.4 Update Bibliographic Records

The ue\_08 procedure does not update bibliographic records. The procedure identifies records that are candidates for update (it creates Z07 records) and sends a message to the indexing procedure (ue\_01) that these records should be re-indexed. The ue\_01 process calls up the UE\_01 section of the tab\_fix table of the bibliographic library. The fix\_doc\_ref\_1 program is the fix program that updates the bibliographic records - this program needs to be defined under the UE\_01 section for the correction of the records. In addition, the ue\_01 process also indexes non-preferred terms in the word files.

As part of the enrichment process (done by ue\_08), the headings in the bibliographic database are marked as being either preferred or non-preferred terms. Based on the UPD field in the authority record, they are also identified as terms that can or cannot be used to update the bibliographic record. In other words, the update of the bibliographic record is carried out from the bibliographic headings file and not directly from the authority record.



1. A bibliographic record is indexed (by ue-01).
2. If no corresponding bibliographic heading exists, a new bibliographic heading is created, in which event, steps 3-6 occur.
3. The bibliographic heading is checked against the authority database (by ue-08).
4. The bibliographic heading is linked to the authority database record (ue-08) and cross-references are created in the bibliographic headings.
5. Bibliographic records linked to the bibliographic heading are registered for re-indexing (Z07).
6. Bibliographic records are re-indexed (ue-01) and corrected when required (fix\_doc\_ref\_1).

The option not to write Z07s can be used after loading bibliographic and authority records that have undergone authority processing; in this case, the bibliographic records presumably would not contain non-preferred headings and writing Z07s is superfluous. This option can also be set to 'N', if the library has used the p\_manage\_102 service to enrich the bibliographic headings list from the authority database records (see Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries on page 69. In addition, the option can be set to 'N' in sites where all the records in the authority database have the UPD flag set to 'N'.

### **3.2.5 Update the Authority Database (ue-11)**

The ue\_08 procedure only works on new headings added to the bibliographic database. However, the authority database may also undergo changes. These include the addition of new records and updates to existing records (deletion, addition of new non-preferred terms, change of preferred term). These changes will probably affect the bibliographic database. The ue\_11 process sends and receives messages (Z105) between databases. In the authority mechanism, it is used to reflect changes made to the authority record in the bibliographic database. When authority records are updated the system sends a message to the library defined in the authority library's tab\_z105. A special process called ue\_11, that must be working in the background in the z105\_library (USR00), sends the message.

The ue\_11 process must be working in the background in the library defined for the z105\_library variable in the aleph\_start file. If the variable is set as follows:

```
setenv    z105_library    USR00
```

then ue\_11 must be run in the USR00 library.

### 3.2.6 Changing the Preferred Term: the COR Field

The authority library's `tab_fix` table must have the following line:

```
INS fix_doc_preferred
```

in order to trigger the automatic creation of a COR field with the original term when the preferred term of the authority record is changed. This is necessary so that the link with bibliographic records (that have the original preferred term) is retained. The COR field is treated by the system as another non-preferred term (see Update of Authority Records on page 40).

## 3.3 Subdivisions

Subdivisions are used to add specificity or depth to a particular subject heading term. There are several types of subdivisions. The following are the standard subdivisions for MARC 21 subject headings:

- \$v - Form subdivision
- \$x - General subdivision
- \$y - Chronological subdivision
- \$z - Geographic subdivision

You can set up the system to strip these subdivisions (subfields \$\$v, \$x, \$y and \$z) from the bibliographic heading in order to find the more general term in cases where there is no match between the original subject heading from the bibliographic library and the headings in the authority library.

If a match is found, the preferred and non-preferred forms of this "general" heading are added to the bibliographic headings list. These headings are not linked to any bibliographic records. In the case of logical bases, the system analyzes whether or not the heading should be included in the base.

In addition, if the bibliographic heading contained the non-preferred form of the heading and if the conditions for bibliographic updated exist (UPD field is 'Y' and `fix_doc_ref_1` has been defined in the `tab_fix` table), then the bibliographic record is updated as in the following example:

Authority record:

```
150 $$aFighting dogs
450 $$aPit dogs
```

Bibliographic record:

```
65010 $$aPit dogs $$zItaly
```

The bibliographic record is updated as follows:

65010 \$\$aFighting dogs \$\$zItaly

The bibliographic headings list is, in addition, enriched with the following entries:

- Fighting dogs
- Pit dogs (see fighting dogs)

For more information about `fix_foc_ref_1`, refer to the *System Librarian's Guide - Cataloging*.

To see the setup needed for the stripping of the subdivisions refer to Stripping Subdivisions and Subject List Enhancement on page 42.

### 3.4 Ambiguous Headings

#### 3.4.1 Ambiguous Headings within a Single Authority Database

Ambiguous headings must be unique. You do this by adding an identifier to the text of the heading to make it unique. In ALEPH versions previous to 16, we suggested that this be done by adding a subfield 9 with the preferred term (subfield 9 is a local MARC tag and can be stripped upon export). Using the example above, this would be done as follows:

```
110    $$a African Literature Association
410    $$a ALA $$9 (African Literature Association)

110    $$a American Library Association
410    $$a ALA $$9 (American Library Association)

110    $$a Automobile Legal Association
410    $$a ALA $$9 (Automobile Legal Association)
```

From version 16 there is an automatic process available, called `fix_doc_aut_duplicate`, which performs the following:

- When a 4xx field is found to be a duplicate of the 4xx or 1xx field of another record, the 1xx field is appended to the 4xx field, using \$\$7; that is, the 4xx field is changed as follows:

*4xx [original subfields and text] \$\$7 [text of 1xx (subfields are stripped)].*

The `fix_doc_aut_duplicate` routine is based on checking the 4xx field against the ACC (Z01 headings) lists named GEN and DUP; therefore these lists must be present in the authority library.s tab00 and tab01 tables. The 4#### field must be sent to the DUP list, with the 7 subfield stripped.

The 7 or 9 subfield can be displayed or suppressed in the headings index. This is controlled by the formatting tables ('H' or 'C' type line in `edit_field`).

Changing the authority record headings in this way does, of course, affect the automatic update of bibliographic records. For example, if a bibliographic record has the following field:



ALEPH will not find a matching authority record heading (because all records will have 7 or 9 subfield). In such cases, the record has to be updated manually by selecting the appropriate term. The library can locate such cases by running the List Unauthorized Headings (p\_auth\_03) service. This report lists headings that have not been authorized, meaning there is no match in the designated authority library.

Note that for both methodologies, the headings with the additional subfield are scattered in unpredictable ways through the browse list. In order to control the filing of these headings, you can use the add\_prefix\_hash routine. This procedure adds a hash (#) sign immediately after the subfield code specified in the parameters column. The hash sign brings to the top of the list those headings with the added subfield in the correct sort order, while other headings will be sorted immediately after. Following is an example of the sorting that will be performed:

```

$$aALA $$7African Literature Association
$$aALA $$7American Library Association
$$aALA $$7Stiftelsen Anpassning till liv och arbete
$$aALA Auto & Travel Club.

```

In order to sort the headings derived from the fix\_doc\_aut\_duplicate program correctly, the following setup should be defined in tab\_filing:

```

!1 2          3          4
!!-!-!!!!!!-
!!!!!!!!!!!!
01 N add_prefix_hash      7

```

This filing routine, add\_prefix\_hash, adds a hash (#) sign to the subfield specified in the parameters column of the tab\_filing table. The hash (#) sign is added immediately after the subfield code. For example:

*\$\$a [original heading]\$\$7#[text of added by fix\_doc\_aut\_duplicate].*

Note that the addition of the hash sign is only for filing purposes, and that both the record and the display of the heading are not altered.

Also note that the add\_prefix\_hash routine needs to be defined in the tab\_filing table before running del\_subfield\_code (this is a routine that deletes the subfields' code).

Without this setup, the heading will not be sorted correctly:

```

410 2  $$aALA $$7African Literature Association
410 2  $$aALA $$7American Library Association
110 2  $$aALA Auto & Travel Club.
410 2  $$aALA $$7Stiftelsen Anpassning till liv och arbete

```

add\_prefix\_hash corrects the sorting to:

```

410 2  $$aALA $$7African Literature Association
410 2  $$aALA $$7American Library Association
410 2  $$aALA $$7Stiftelsen Anpassning till liv och arbete

```

### 3.4.2 Ambiguous Headings from Different Authority Databases

The bibliographic database can be linked to more than one authority database. These authority databases may use the same terms, in which case they are ambiguous headings. This is a problem only if the library wants to have a headings file that combines headings from more than one authority database - for example, a combined Library of Congress and MeSH subjects index.

The solution, once again, is to make the headings unique.

This has been implemented for MeSH where MeSH is an additional authority database and may share terms with the main authority database. A special fix procedure adds subfield 2 (the "Source of heading or term") to all MeSH headings in the authority and bibliographic databases (see MeSH as Additional Authority Database on page 40).

\$\$2MeSH

Example:

MeSH Authority record:

150      \$\$aOncology \$\$2MeSH  
450      \$\$aCancer \$\$2MeSH

LC Authority record

150      \$\$aCancer  
450      \$\$aOncology

Bibliographic record:

65012    \$\$aOncology \$\$2MeSH

The LC-MeSH combined subject headings index in the bibliographic database looks like this:

Cancer  
Cancer (MeSH)  
    See Oncology

## 3.5 Conflicting Authority Headings and the Category Mechanism

### 3.5.1 Conflicting Headings

In the Bibliographic and Authority libraries a new heading is created when the content of the field being indexed does not match a heading that already exists in the headings index (title, authors, subjects, and so on). In the Authority Control process (described in section [3.2 The Authority Control Process](#) on page 21) the system matches a new heading created in the Bibliographic record against headings in the "GEN" index in the Authority library. The match is based on the normalized text of the headings.

This means that two headings with identical normalized text will match even if they derive from tags (fields) of a different nature. For example:

A bibliographic record may have the topical term “Chess” in the 650 tag. The heading “Chess”, created from this tag in the subject headings index, will match the AUT library’s GEN index heading “Chess”, which was derived from a personal name ‘see from’ tag in the following authority record:

<i>Personal Name</i>	<u>100</u>	<u>1</u>	<u>a</u>	Chess, Henry L.
<i>See.Trac.Per.A</i>	<u>400</u>	<u>1</u>	<u>a</u>	Chess

If the UPD of the authority record “Chess” is “Y”, the subject “Chess” in 650 will be replaced by “Chess, Henry L.”

ALEPH has a mechanism to prevent matching across different types of headings. This mechanism takes into account the nature or “category” of the tag from which the heading is derived, both when the headings are created in the BIB library, and when they are matched from BIB to AUT in the authority control process.

The “Category Mechanism” is not mandatory, but it is recommended, especially if your records adhere to MARC 21 cataloging standards. This mechanism was introduced in version 18; its implementation is optional.

### 3.5.2 The Category Mechanism

The Category Mechanism is based on adding the last two numbers of the tag to the headings record (Z01). This ensures that two headings with identical text will be considered as two separate entries in the headings list, and will not be matched in the authority control process with identical text that derived from a field of a different category.

The Z01-CATEGORY field in the headings supports the category mechanism. The field includes three positions. The two first positions contain the second and third positions of the tag from which the heading was derived. The third position of the field is not functionally implemented but it might be used in the future in order to enable an additional level of categorization. For libraries which do not use the category mechanism, the content of Z01-CATEGORY will be ‘ZZZ’.

Following is an example of two authority records that will link correctly to the BIB headings, when the second and third tag positions are taken into account.

<i>Personal Name</i>	<u>100</u>	<u>1</u>	<u>a</u>	Chess, Henry L.
<i>See.Trac.Per.A</i>	<u>400</u>	<u>1</u>	<u>a</u>	Chess

The headings created from the 100 and 400 tags will have the category ‘00’. The AUT GEN headings will only match bibliographic headings that are created from the 100, 600, 700 and 800 tags.

And:

<i>Topical Term</i>	<u>150</u>	—	<u>a</u>	Chess
<i>SAF.Trac.Topic</i>	<u>550</u>	—	<u>w</u>	g
			<u>a</u>	Board games
<i>SAF.Trac.Topic</i>	<u>550</u>	—	<u>w</u>	g
			<u>a</u>	Mathematical recreations

The heading derived from the 150 field will have the category '50'. The AUT's GEN heading will only match with bibliographic headings created from the 650 tag.

Based on the above example, a bibliographic heading derived from the '650 0\$aChess' field will not match the authority heading derived from the authority '400 \$aChess' field.

Note that last two numbers of MARC 21 tags in the BIB and AUT records do not always match even if they are the same category. For example 240 and 440 in the bibliographic record should match with 130/430 in the authority record. This means that while the categories mechanism will prevent mismatches, not all possible matches will be enabled. This problem can be minimized by the setup of the categories mechanism. Refer to the section "Categories Mechanism Set-up" for more details.

### 3.5.3 COR Fields

When a heading field in the authority library is updated, the system generates a "COR" field. This field contains the original term. This is necessary so that the bibliographic record field will be updated by the authority control process. The bibliographic records that have the original preferred term are corrected because the COR field is treated by the system as a non-preferred term.

Headings derived from COR fields will also contain category specification, which will be added by the system in subfield 0 based on the tag from which the COR field derived.

This is required in order to preserve the link with the bibliographic record that contains what is now a non-preferred term. This is especially important if there is a change in the second and third positions of the tag.

The category of the heading, including those headings derived from the COR field, is displayed under the 'Aut. Info.' column of the Browse list. This is especially important for the COR field where the category is not implicit in the tag.

For example:

<i>Original pref.</i>	COR	a	Trees INC.
		0	10

Above is an example of a COR field created for the 100 tag. The category is in subfield \$0. For libraries which do not use the category mechanism, the content of subfield \$0 will be 'ZZZ'.

### 3.5.4 Category Mechanism Setup

#### Note:

The following section is primarily of interest to System Librarian's.

The table, tab\_acc\_category, determines whether or not the 'Categories' mechanism is used for a particular field tag. It resides in the \$data\_tab of both the bibliographic and the authority libraries. The table contains two columns: The first column is a five-character column that contains the tag. The second column is a one-character column that determines whether the category is used or not. If the table is not present in the

system, then the categories mechanism will not be used. If a field is not included in the table, then the headings derived from the field will be built without category.

These are the available values for the second column:

**0** (or blank): The system will not use the Categories mechanism. All headings created from this field will have the Z01-CATEGORY set to 'ZZZ', and the BIB-AUT match will continue working as it did previous to version 18.

**1**: The system will take into account the second and third positions of the tags for a heading's uniqueness and matching algorithms. Note that if this option is selected, when upgrading from a version previous to version 18, it is necessary to rebuild the headings index in both bibliographic and authority libraries.

**2**: For future use. This option will enable possible addition of a second level of categorization in the future.

For sites with standard authority control the following setup is recommended:

#### **For the Authority Library:**

100## 1  
110## 1  
111## 1  
  
148## 1  
130## 0  
  
150## 1  
  
151## 1  
155## 1  
400## 1  
410## 1  
411## 1  
430## 0  
  
450## 1  
  
451## 1  
  
455## 1  
  
500## 1  
  
510## 1  
  
511## 1  
  
530## 0  
  
550## 1  
  
551## 1

#### **For the Bibliographic Library**

100## 1  
110## 1  
111## 1  
130## 0  
  
240## 0  
  
245## 0

246## 0  
247## 0  
440## 0  
600## 1  
610## 1  
611## 1  
630## 0  
648## 1  
650## 1  
651## 1  
  
655## 1  
700## 1  
710## 1  
711## 1  
730## 0  
  
740## 0  
  
800## 1  
810## 1  
811## 1  
830## 0

### **Explanation of the setup:**

As noted above, there is a problem with using the tag to indicate the category of the field. In MARC 21, the tags of the bibliographic and authority fields from the same category are not always the same. This is true for titles – in authority records they are entered in the 130/430 tags; in the bibliographic record controlled titles are added in the 130, 240, 440, 730, and 830 tags. If the category based on the tag is added to these fields, titles from 240 and 440 will not match with titles from the authority 130 field. In order to enable a match on these tags, the `tab_acc_category` table above has all title fields set to 0. This means that the category will not be added and identical titles from the 240 tag in the BIB and 130 in the AUT will match. Since other types of headings are set to use the categories mechanism, mismatches should not occur.

The setup above enables matches between varying title tags. However, it does not provide a solution for possible geographic names, where a 151 authority field can match the bibliographic 110 and 710 fields (“51” will not match “10”).

## **3.6 Authority Control Setup**

### **Note:**

The following sections are primarily of interest to System Librarian’s.

### **3.6.1 BIB-AUT Links**

The following tables control the authority-bibliographic links:

`tab00.lng` and `tab11_acc`

These tables define the bibliographic headings files:

`tab00.lng`:

H	AUT	ACC	01 00	00	Authors
H	SUB	ACC	11 00	00	Non Specified Subjects
H	SUL	ACC	11 00	00	LC Subjects
H	SUM	ACC	11 00	00	MeSH Subjects

#### tab11\_acc:

100##	AUT	-e468
110##	AUT	-e468
650#0	SUL	-68
650#2	SUM	-68
650##	SUB	-68

Note: Do not use hash signs (##) for field codes. Use them only for indicators.

#### Tab\_aut

This table defines which headings indexes in the bibliographic library should be subject to authority control. This table also designates - per headings index - which authority database should be checked for a match.

Structure of the table:

- Col. 1 - Headings list code in bibliographic library
- Col. 2 - Usage code from tag 008 of the authority library:
  - 1 - pos. 14 (Main heading)
  - 2 - pos. 15 (Subject)
  - 3 - pos. 16 (Series);
- Col. 3 - Code of 1st authority library
- Col. 4 - Code of 2nd authority library
- Col. 5 - Code of 3rd authority library
- Col. 6 - Code of 4th authority library

Following is a sample of the table:

AUT	1	USM10
SUB	2	USM10 USM12

SBD 2 USM10  
SLC 2 USM10

In the above sample, the bibliographic database SUB headings index is linked to two authority databases; USM10, Library of Congress and USM12, MeSH.

Note the following:

- If the second column is used and the library is a MARC 21 library, the system checks the appropriate codes in the 008 field of the authority database.
- When a match is not found in the library defined in col. 3, then the library in col. 4 is checked, and so on.
- Since SUB is a combined LC and MeSH subjects heading index, it is linked to both USM10 (LC) and USM12 (MeSH)

## **tab20**

This table defines which fields from the authority record are used to enrich the bibliographic database's headings.

Structure of the table:

Line One

- Col. 1 - Line number
  - 1= heading
- Col. 2 - Source heading code in the bibliographic library. This is the heading file for which ue\_08 tries to find a match in the authority database.
- Col. 3 - Target heading code in the bibliographic library. This is the headings file ue\_08 enriches.
- Col. 4 - Authority record field text to match to bibliographic heading.
- Col. 5 - Subfield filter (used mainly for MARC 21 multilingual authorities).
- Col. 6 - Subfield text -- col. 5 and 6 together filter the Authority record field, depending on particular subfield + content.



- Col. 7 - Subfields to take or strip from the authority record field as the basis for the creation of the bibliographic heading.
- Col. 8 - Indicator (first or second) to use for stripping initial non-filing text in MARC 21.

(Note: Indexes assigned in Col. 2 and Col. 3 of tab20 should match the indexes used by the library in tab00.lng, tab01.lng, and tab11\_acc).

#### Line Two

- Col. 1 - Line number
  - 2=cross reference
- Col. 4 - Authority record field for building Reference.
- Col. 7 - Subfields to take or strip for match.
- Col. 9 - Type of reference (always SEEF).

Following is a sample of the table:

1	2	3	4	5	6	7	8	9
!	-	!	!	!	!	-	!	-
1	AUT	AUT	100##			-8	0	
2			COR##				0	SEEF
1	AUT	AUT	100##			-8	0	
2			400##			-8	0	SEEF
1	SUM	SUM	150##				0	
2			450##			-8	0	SEEF
1	SUM	SUM	150##				0	
2			COR##			-8	0	SEEF
1	SUM	SUB	150##				0	
2			450##			-8	0	SEEF
1	SUM	SUB	150##				0	
2			COR##			-8	0	SEEF

Note:

- The COR field should be treated as a non-preferred term - each authority field should be repeated for the 4XX and COR fields.
- In the above example, MeSH subject headings are sent to two headings files - SUM and SUB. The source for the match is the specific headings file but both the specific (SUM) and the common (SUB) headings files are enriched.
- In the above example, MARC 21 1XX fields should be replaced with 2XX fields for UNIMARC.

### 3.6.2 Enrichment of Word Files

#### tab\_expand

The bibliographic indexing is enriched when the bibliographic record is indexed. Enrichment of the word files is optional and is based on defining the following expand program:

```
WORD          expand_doc_bib_accref
```

This expand program adds all non-preferred terms to the bibliographic record (virtually). When the record is re-indexed after ue\_08 has created the BIB-AUT link, non-preferred terms are added to the word files. The non-preferred terms are "added" to the bibliographic record using the same tag as the preferred term.

The way the expand file works can be demonstrated by adding it to the U39-DOC section in tab\_expand and then displaying a bibliographic record with a heading that is linked to an authority record:

```
U39-DOC      expand_doc_bib_accref
```

If the bibliographic record with "American Bible Society" is displayed, the expanded non-preferred terms can be seen:

```
300  L  $$aliii, 1434 p. $$bmaps. $$c25 cm.
500  L  $$a"Verzeichnis der Masoretischen Termini": 4 p. inserted.
546  L  $$aPrefaces and introductions in German, English, and Latin.
500  L  $$aVocalized text.
7001 L  $$aKittel, Rudolf, $$d1853-1929
7001 L  $$aBaumgartner, Walter, $$d1887-
7001 L  $$aKahle, Paul, $$d1875-1964
7102 L  $$aAmerican Bible Society (field in record)
```

Expanded fields:

```
7102 L  $$aBeikoku Seisho Kaisha
7102 L  $$aJam??aiyat al-Tawr?aah al-Am?airik?aan?aiyah
7102 L  $$aTa Mei-kuo sheng ching hui
```

```

7102 L $$aABS
7102 L $$aA.B.S
7102 L $$aSociedad B?aiblica Americana
7102 L $$aBeikoku Seisho Ky?aokai
7102 L $$a?oHevrat Ameri?okah shel Sifre ?okodesh
7102 L $$aAmerikan Kitab?mukaddes ?Sirketi
7102 L $$aPhrakhritsathamsam?aakhom ?Am?aerikan
7102 L $$aPhrakhritsatathamsam?aakhom ?Am?aerikan
7102 L $$aPhrakhritsatham Sam?aakhom ?Am?aerikan

```

The `expand_doc_bib_aut_700` expand program for MAB customers expands fields 800 (classification) and 803 (description) from the classification authority base (for example, `nnn13`) in order to enrich the bibliographic record.

### 3.6.3 Display of Cross-references in the Web OPAC

The text for the authority library name is taken from line 93nn in the table `www_f_heading` in the `$aleph_root/error_lng` directory, where nn is the number of the authority library. For example, the text "LC Authority Record" is taken from line 9310 when the LC authority library is in USM10 (UNI10 for UNIMARC) and the text "MeSH Authority Record" is taken from line 9312 when the MeSH authority library is in USM12:

```

9310 L [LC Authority Record]
9312 L [MeSH Authority Record]

```

For an example of this usage, see [Enrichment of the Bibliographic Headings Files](#) on page 19.

### 3.6.4 Update of Bibliographic Records

#### tab01

Column 7 in `tab01` defines which headings file is used to update the bibliographic record, in order to trigger a correction in a bibliographic record field where there is a heading which is a non-preferred term. Example:

```

D 100      00 0000   AUT   100   LPersonal Name ME
D 650 0    00 0000   SUL   650   LSubject-Topical-LC
D 650 1    00 0000   SUB   650   Lsubject-Topical
D 650 2    00 0000   SUM   650   LSubject-MeSH
D 65000    00 0000   SUL   650   LSubject-Topical-LC
D 65001    00 0000   SUB   650   Lsubject-Topical
D 65002    00 0000   SUM   650   LSubject-MeSH
D 65010    00 0000   SUL   650   LSubject-Topical-LC
D 65011    00 0000   SUB   650   Lsubject-Topical
D 65012    00 0000   SUM   650   LSubject-MeSH
D 65020    00 0000   SUL   650   LSubject-Topical-LC
D 65021    00 0000   SUB   650   Lsubject-Topical
D 65022    00 0000   SUM   650   LSubject-MeSH

```

Note:

- In order to update a field from a specific headings file, use indicators in this table. Note that a hash sign cannot be used, and this means that all variations must be entered. This enables you to update LC subjects from the LC subjects (650#0) and MeSH subjects from the MeSH headings (650#2).
- In addition to this table, the authority record must have UPD=Y (lack of a UPD field is the same as UPD=Y).

### 3.6.5 Update of Authority Records

#### tab\_z105

This table defines to which bibliographic database/s the authority database will send a message when an authority record is added or updated. The table must be defined in the authority database.

Example:

```
UPDATE-DOC 4 USM01 CEN01
```

In this example, the authority database is sending an update message to the USM01 and CEN01 bibliographic databases. The update message is a Z105 record.

The UE\_11 procedure must be working in the background in the library defined for the z105\_library variable in the aleph\_start file. If the variable is set as follows:

```
setenv z105_library USR00
```

Then the ue\_11 needs to be run in the USR00 library.

#### The 'COR' Field - tab\_fix

In order for the system to automatically create a COR field when the preferred term is changed the following line must be defined in tab\_fix:

```
INS fix_doc_preferred
```

Note that if you load authority records, the fix should also be defined for the loader program. For example:

```
OCLC fix_doc_preferred
```

### 3.6.6 MeSH as Additional Authority Database

If the library wants to have a combined headings list controlled from MeSH and an additional authority database (for example, LC), the following must be defined so that the source is added to MeSH authority and bibliographic headings:

tab\_fix in the authority library:

```
INS fix_doc_aut_mesh
```

OCLC fix\_doc\_aut\_mesh

tab\_fix in the bibliographic library:

INS fix\_doc\_sub  
OCLC fix\_doc\_sub

The `fix_doc_aut_mesh` adds subfield \$\$2[MeSH] to fields 1xx, 4xx, 5xx and COR of authority records from the MeSH authority database.

The `fix_doc_sub` program adds subfield \$\$2[MeSH] to fields 6xx of the bibliographic records. The subfield is only added when the second indicator of the field is 2 (Medical Subject Headings).

### 3.6.7 Addition of End Punctuation to Authority Controlled Headings

The `tab_subfield_punctuation` in the `tab` directory of the bibliographic library is used to define subfield punctuation for fields. Punctuation for fields is necessary when the system automatically updates the bibliographic record from a linked authority record. When the bibliographic record is updated from the authority database, the system always uses the preferred term (1XX) from the authority record. Originally, the bibliographic record may have more data than the authority record. This data should be retained. In MARC, authority records do not have end punctuation, whereas bibliographic records do. The `tab_subfield_punctuation` table is used to add end punctuation to the updated field. The table also can be used to add punctuation between the end of the preferred term from the authority record and the additional subfields retained from the bibliographic record (for example, between subfield \$a - personal name - and subfield \$t - title of MARC 21 600 field).

The following is a sample of the `tab_subfield_punctuation` table:

```
! 2      3 4 5          6
!-!!!!-!-!-!!!!!!-!!!!!!
A 1#### a   .       .
A 1#### d   .       -.
A 100## a 4 ,
A 100## d 4 ,
A 110## b   .       .
```

#### Key to `tab_subfield_punctuation`:

- **Column 1 - Program code**  
Always use "A".
- **Column 2 - Tag and indicators**  
Contains the field tag with indicators for which subfield punctuation is being defined. Use the hash (#) as a placeholder for undefined indicators.
- **Column 3 - Subfield Code**  
Enter the subfield to which the end punctuation is going to be added.
- **Column 4 - Following subfield Code**

Enter the subfield that follows after the end punctuation added to the subfield defined in the previous column.

- **Column 5 - Punctuation to Add**

Enter the punctuation signs that should be added to the subfield.

- **Column 6 - If Punctuation**

This column is used to determine whether or not the punctuation defined in column 5 is added to the field. If the field already ends with the punctuation defined in column 6, punctuation from column 5 is not added.

### 3.6.8 Subject Subdivisions

The bibliographic database often has subject headings that exist only with subdivisions, whereas the authority database does not have records for subjects with every possible subdivision. The authority record of the heading without subdivisions might include cross-reference and note information that is important, and the library might want to include these headings in the bibliographic library's headings list. We will call this type of heading, which is not linked to document records, and which exists only because there is an occurrence of the same heading with a subdivision, a *general heading*.

You can set up the system to strip subdivisions (subfields \$\$v, \$x, \$y and \$z) from the bibliographic heading in order to find the more general term.

This section explains how to set up your system so that general headings will be included in the headings list, and will be displayed when relevant to the logical base being searched.

#### **Stripping Subdivisions and Subject List Enhancement**

Headings enhancement in a standard ALEPH installation is achieved by matching a heading with an authority record. Using this one-on-one exact lookup, a heading that has subdivisions will never find a match in the non-subdivided authority records. ALEPH setup and processes include an option for enrichment of the bibliographic library's headings that will include these headings. The result of this process is the creation of a heading record in the bibliographic database, using the general heading found in the authority database. The heading includes a link to the authority record, and cross-references are created (when relevant).

Although the mechanisms are built into the system, they depend on the configuration of `tab11_acc`, `tab00.lng`, `tab_xyz` and `tab20` in the bibliographic library.

The main principle involved in the setup is that the library must set up special Z01 headings lists, which includes, in addition to the heading in its full form, headings that are stripped of subdivisions. We call this an XYZ index. Libraries that have more than one authority database (for example, LC and MeSH) will have to set up two separate lists, defining the code of each list.

In the following examples, we assume that there are separate databases (Authority Libraries) for LC and MeSH, but some of examples only show LC as the example.



SUL   SULX  
SUM   SUMX

**tab20**

tab20 defines the rules by which a headings index is enriched from an Authority record, creating headings for cross-references and for general headings:

The XYZ index must be defined in the tab20 table feeding back to the headings index as in the following sample lines:



```

! 2      3      4      5      6      7      8 9
!-!!!!!!-!!!!!!-!!!!!!-!-!!!!!!-!!!!!!-!!!!!!-!-!!!!!!
1 SULX  SUL    150##                                0

2                450## w !!!n                -wi5                0 SEEF

1 SULX  SUL    150##                                0
2                450## w !!!                -wi5                0 SEEF

1 SULX  SUL    150##                                0
2                450## w -                -wi5                0 SEEF

1 SULX  SUL    151##                                0
2                451## w !!!n                -wi5                0 SEEF

```

.../...

The XYZ headings list is intended for internal purposes, but functions in the same manner as all headings lists, and can be used for browse searches. The BIB records are actually indexed there.

To sum up, through this setup, the following is accomplished:

The system matches the *general* authority heading from the XYZ index against the authority database. Using the `tab20` table, this heading (and its cross-references) is added to the Subjects Index List (SUL).

### **Filtering Headings List for Logical Bases**

The inclusion of *general headings* in the bibliographic library's headings list raises a problem that is related to logical bases. The Browse list that is displayed when searching on a logical base includes only *relevant* headings (that is, headings which have links to documents that are included in the logical base). General headings and their cross-references never have related documents and theoretically would never be displayed. Therefore, there is additional functionality in the system for including or excluding these headings when Browse is performed in a logical base.

The logical bases include *general* headings via the following mechanisms:

Logical bases that use Z0102 are automatically filtered because of the Z0102 mechanism.

For logical bases that do not use Z0102, if the bibliographic heading has an authority link, but does not have attached records, and if the heading does not have `vxyz` subfields, the system searches for the same heading on the XYZ headings index. Because the XYZ heading has related documents, the system can determine if the XYZ heading would be included in the logical base. If so, then the parallel heading in the regular subject headings list is displayed in the base. Otherwise, it is not displayed.

**Note concerning *general* headings that have `vxyz` subfields**  
 In `tab11_acc`, you can define various permutations to create headings with `vxyz` in the

XYZ list. Some of these headings will find a match in the authority library and will be written in the BIB library's Browse list, through enrichment and tab20.

The logical base mechanism checks a *general* heading (that does not have linked BIB records) in the "XYZ" index only if the heading does not have *vxyz* subfields. Therefore, *general* headings with subdivisions will not be displayed in a logical base.

### 3.6.9 Multiple Authority Libraries

If you want to set up multiple authorities, you must designate a preferred authority library. You set this in `tab_aut` in the `tab` directory of the bibliographic library. Here is an example:

```
! 1      2      3      4      5      6
!!!!-!-!!!!-!!!!-!!!!-!!!!-!!!!
SUB    2 USM10 USM12
```

The above setting denotes that the USM10 Authority record is preferred over the USM12 record.

To define the actual preference, use the BLK relation type in the `library_relation` table in the `/alephe/tab`:

```
!1      2      3      4      5      6
!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!>

BLK USM10 USM12
```

The above setting de-activates the non-preferred AUT record for future use.

### 3.7 Synchronization of 1XX and 5XX in Authority Records

The fix routine, `fix_doc_aut_5xx`, is set in the authority library. This fix ensures that when you update the 1XX field (Preferred term) in the AUT record, the 5XX fields (See-Also terms) in related AUT records are also updated. This occurs only for headings with subfield \$\$9A (Kanji+Katakana).

AUT records might contain several 5XX fields; however, Aleph updates only the relevant fields.

The subfields listed in column 3 of `tab_fix` are not updated by the fix. It is recommended that you list the subfields that define the relationship of the 5XX to the heading (for example, subfields *i*, *w*, 4, and 6) in column 3.

The following is an example in `./usm10/tab/tab_fix`:

```
! 1                      2                      3
!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
UE_01  fix_doc_aut_5xx                  46wi
```

Links between AUT records are recorded in Oracle table Z103 according to the relations defined in tab07. The fix routine finds the linked AUT records and the relevant 5XX fields (the terms that caused the original relation between the AUT records) using the Z103 table. To determine the relevant 5XX fields, a hard-coded text comparison is used. The comparison determines if the text of the original value of the 5XX fields (contained in a COR field) contain exactly the same text as the 1XX fields and have \$\$9A (Kanji + Katakana reading) in the linked record. If they do, the fix routine updates the 1XX fields with the change to the 5XX field. The comparison takes into account the full authority heading (subfields \$\$a, \$\$A, \$\$b, etc) and subfield \$\$9A.

**Notes:**

- sub-field names are case sensitive.
- The subfields listed in tab\_fix column 3 of fix\_doc\_aut\_5xx routine and COR\$\$0 are not used for the comparison.
- The subfields listed in tab\_fix column 3 of fix\_doc\_aut\_5xx routine are not used when updating 5XX as a result of 1XX update.

The following is a summary of the fix routine action:

1. In the AUT record, 1XX is modified and a COR field is created containing the original 1XX content. (Note that depending on your setup, the COR field can be manually created by copying 1XX and subfield \$\$9A or automatically, by setting fix\_doc\_preferred in tab\_fix.)
2. Using Z103 links, the system detects the related AUT records and uses a text comparison to determine which 5XX lines are identical and should be replaced.
3. The 5XX fields in the AUT records whose contents are identical to the COR value of the updated AUT record are replaced by the string contained in 1XX.

For example:

**AUT record 000000001:**

001 000000001  
100 \$\$aABC\$\$9A

**AUT record 000000002:**

001 000000002  
100 \$\$aEFG\$\$9A  
500 \$\$aABC\$\$9A\$\$wr

In the above records, ABC and EFG represent the Kanji+Katakana heading.

Field 100 of AUT record 000000001 is changed by the user from ABC to XYZ. The COR field is assigned with the previous term – ABC:

**AUT record 000000001:**

001 000000001  
100 \$\$aXYZ\$\$9A  
COR \$\$aABC\$\$9A

fix\_doc\_aut\_5xx then automatically updates the relevant field 500 of AUT record 000000002 to XYZ:

```
001 000000002
100 $$aEFG$$9A
500 $$aXYZ$$9A$$wr
```

**Note:**

Subfield 500\$\$w (which is listed in column3 of tab\_fix) remains unchanged. It is not used for comparing the COR field of record 000000001 with field 500 of record 000000002 or for updating field 500.

### 3.8 Background Processes in Authority Control

There are several background processes that must be run:

In the z105\_library (USR00) - ue\_11

In the authority library - ue\_01

In the bibliographic library - ue\_01 and ue\_08, and ue\_08 must work in C mode, and with Y for Write Z07s for related bibliographic records.

### 3.9 Authority Control Reports

Your BIB library can set up alternate AUT libraries for the authority control of a single browse list. The BLK line in the library\_relation table in /alephe/tab is used by the system to define the preferred authority library. When a link in a BIB heading is changed from the non-preferred AUT library to the preferred AUT library, positions 14-16 of the non-preferred AUT record's 008 field are changed to "bbb", effectively deactivating the record for future use.

To see the setup needed for multiple authority libraries, refer to Multiple Authority Libraries on page 46.

#### 3.9.1 List Headings Having Multiple Document Records (p\_auth\_04)

This is a report of headings that are linked to more than one authority record. The report is designed to "uncover" ambiguous headings. The report is only meaningful when run on the authority library.

#### 3.9.2 List Unauthorized Headings (p\_auth\_03)

This report lists bibliographic headings that have not been authorized - meaning there is no match in the designated authority library. To be meaningful, the report should only be run on headings that have authority control (that is, they are defined in tab\_aut). The report is run in the bibliographic library and can be run with date and headings index code parameters to limit output.

### 3.9.3 Print Catalog Records with "SEEF" (Non-preferred) Headings (p\_print\_05)

This report checks the bibliographic library for records that use the non-preferred rather than the preferred form of a heading. This happens only if the Authority record has UPD=N, in which case the bibliographic record is not updated, and the non-preferred heading remains in the record.

## 4 The Authority Database as Search Aid

This section describes how the authority database may be used as a tool in searching the bibliographic database beyond the enrichment of the headings and word files. It contains the following subjects:

- Display of Authority Record from Bibliographic Headings
- Jumping from the Authority Database to the Bibliographic Database
- Untraced References
- The Authority Database as Search Aid - Setup
- Enrichment and Display of 4XX and 5XX Fields from AUT

### 4.1 Display of Authority Record from Bibliographic Headings

The user can display the authority record linked to a bibliographic heading by clicking the text "LC Authority Record". The system will then display the authority record:

Browse List: General Subjects			Cross-references - General Subjects - Acid soils	
No. of Recs	Brief Recs			
2	<a href="#">Brief Recs</a>	<a href="#">Acculturation</a>	Click on "Heading" to display the Browse List.	
1		<a href="#">Acid soils - [LC Authority Record]</a>	Click on the text to create a set of related records.	
		<a href="#">Acidic soils - [LC Authority Record]</a>		
		See: <a href="#">Acid soils</a>		
2	<a href="#">Brief Recs</a>	<a href="#">Acknowledgments -- Islamic Empire</a>	<b>Sys. no.</b>	000002167
1	<a href="#">Brief Recs</a>	<a href="#">Acrobatics</a>	<b>Heading</b>	<a href="#">Acid soils</a>
2	<a href="#">Brief Recs</a>	<a href="#">Actions and defenses -- Egypt</a>	<b>Seen from</b>	Acidic soils
2	<a href="#">Brief Recs</a>	<a href="#">Actors in art</a>	<b>Broader term</b>	<a href="#">Soils</a>
1		<a href="#">Adair County (Ky.) -- Genealogy -- Peri</a>		
1		<a href="#">Adair County (Ky.) -- History -- Periodicals</a>		

From the authority record, the user can move around the bibliographic database. Clicking the caption of the field (such as *Heading*, *See also*) displays the list of headings. Clicking the field (if it is underlined) creates a set of records in the Bibliographic database that use the term. ALEPH uses the term as the basis for a FIND type search in the bibliographic headings file. In the example above, the non-preferred term *Acidic soils* is not underlined because it is not used by any bibliographic records.

The library can modify the display of the authority record in a table that can be

defined for each authority database linked to the bibliographic database. It is possible to suppress the display of non-preferred and/or related terms in the authority record that are not used by any bibliographic records (for example, suppress related terms that have no linked records in the bibliographic database). This is the reason why, in the example above, *See also soil acidity* does not appear - it is not actually used by any bibliographic record.

## 4.2 Jumping From the Authority Database to the Bibliographic Database

The user can search the authority database and then "jump" to the bibliographic database by creating a set of bibliographic records that use a specified term.

This function is available from the FULL display of the authority record in the Web OPAC. Once a user has located an authority term that interests him, he can click the "Heading" (1XX field) to create a set of bibliographic records that utilizes the term:

### Full View of Record

**Choose format:** [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

**Record 000002 out of 2**

<b>Sys. no.</b>	000002167
<b>Topical Terms</b>	● <a href="#">Acid soils</a>
<b>S.F. Topical Terms</b>	● <a href="#">Acidic soils</a>

When the user clicks *Acid soils*, the following window is displayed:

## ALEPH Services

### Find text selection in the bibliographic library

<input type="button" value="Go"/>	USM01 AUT: Acid Soils
<input type="button" value="Go"/>	USM01 SUB: Acid Soils

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You can select the bibliographic headings file to be searched for the term. In this example, when the Local Subjects index is invoked, ALEPH creates a set of records in the bibliographic database that uses the term "Acid soils" as a subject.

### 4.3 Untraced References

Untraced References from the authority library can be added to the headings list of the bibliographic library. Untraced references are headings that are not authorized for use as headings in the bibliographic library and are not used by other headings as "see from" entries. They can be used to provide a reference note to the user (that is, to guide the user to established headings). In MARC 21 format, code b in position 09 of the 008 field indicates that the 100 - 151 field contains an unestablished heading that is not traced. In UNIMARC format, the LDR field must contain value z at position 6 and the 100 field must contain value x in position 8.

Bibliographic headings that originate from untraced references are not updated/added by the UE\_08 process used for standard authority control (the enrichment cannot be based on a match since the untraced reference is not approved for use as a heading in the bibliographic library). This type of record is copied to the bibliographic headings list by the "Update Untraced References" (p-manage-105) service. This service is available from the Build Indexes to the Catalog option of the Services menu of the Cataloging module (available when the user connects to an authority library). The service creates entries in the bibliographic headings list for those authority records in which position 09 of the 008 MARC 21 field is set to "b" or position 6 of the LDR UNIMARC field is set to "z" and position 8 of the 100 UNIMARC field is set to "x". This job must be run each time an untraced reference is added or updated in the authority database (it is suggested to run it on a weekly basis). The service deletes all existing untraced types of headings and rebuilds them including new additions and updates. The enrichment is based on the definitions of standard authority tables (`tab_aut` and `tab20`). In the OPAC and in the Search function, the untraced references are displayed with regular headings (without documents attached). In the following example, *De la* is an untraced reference.

#### Note

Position 09 of the 008 field in the authority record for the untraced reference is set to "b".

<i>Leader</i>	<b>LDR</b>	— —	^^^^nz^^^^^^^^^^^^^^n^^4500
<i>Update</i>	<b>UPD</b>	— —	a N
<i>Fixed Data</i>	<b>008</b>	— —	010612nab <b>b</b> ccnaabn     ^^b^ nc    d
<i>Personal Name</i>	<b>100</b>	0 —	a De la
<i>Gen.Exp.Rel.Nam</i>	<b>666</b>	— —	a Names beginning with this prefix are also entered under La (e.g. La Bretèque, Pierre de) or under the name following the prefix (e.g. Torre, Marie de la)

The reference is added to the browse list of the bibliographic library:

<b>Browse List: Authors</b>		
<b>No. of Recs</b>	<b>Brief Recs</b>	
3	<a href="#">Brief Recs</a>	<a href="#">De Jong, Gordon F.</a>
		<a href="#">De la - [LC Authority Record]</a>
2	<a href="#">Brief Recs</a>	<a href="#">De Zoete and Gorton, London</a>
2	<a href="#">Brief Recs</a>	<a href="#">Dean, Harry 1864-</a>

Similar to standard headings associated with authority records, this record is displayed in a separate window when clicking the authority link:

**Cross-references - Authors - De la**

Click on "Heading" to display the Browse List.  
Click on the text to create a set of related records.

<b>Sys. no.</b>	000002043
<b>Heading</b>	De la
<b>Explanatory Ref.</b>	Names beginning with this prefix are also entered under La (e.g. La Bretèque, Pierre de) or under the name following the prefix (e.g. Torre, Marie de la)
<b>Update Flag</b>	N

## 4.4 The Authority Database as Search Aid - Setup

### 4.4.1 Displaying the Authority Record from the Bibliographic Heading

#### **edit\_doc\_999\_aut\_AUTLIBRARY.lng**

Every authority database to which the bibliographic database is linked should have an "edit\_doc\_999\_aut\_AUTLIBRARY.lng" table defined for the display of the FULL authority record when it is expanded from the bibliographic heading. For example, if the bibliographic database USM01 is linked to two authority databases, USM10 and USM11, the following tables should be defined in the tab directory of USM01:

- edit\_doc\_999\_aut\_usm10.lng
- edit\_doc\_999\_aut\_usm11.lng

Example (for MARC21):

```
!1 2 3 4 5 6 7 8 9 0 11 2 13 4
!!--!!!!!---!!!!!!!!!!!!!--!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!--!-!-!!!-!-!!!!!--!
## SYS D L Sys. no. Y E
## 1#### D L Heading Y Z E
## 260## D L Sub. CSR Y E
```



```

## 360##          D LSub.  CSAR          Y      E
## 4####          D LSeen from          Y      E
## 5#### w g      D LBroader term      Y X    E
## 5#### w h      D LNarrower term     Y X    E
## 5#### w -      D LSee also          Y X    E
## 663##          D LName Complex SA Ref Y      E
## 664##          D LName Complex SeeRef Y      E
## 665##          D LHistory Reference  Y      E
## 666##          D LExplanatory Ref.   Y      E
## 64#### a f      D LSeries-f          Y      E
## 64#### a t      D LSeries-t          Y      E
## 64#### a s      D LSeries-s          Y      E
## 7####          D LLink              Y      E

```

**Note:**

- The table has the same characteristics as the "edit\_doc\_999" table. One special feature is a special type of link in column 10 - "X". "X" informs the system to suppress the display of the term if it is not in use in the bibliographic database.
- Note that unlike edit\_doc\_999 of the authority database, the table does not include the linking fields. It includes the 5XX fields. A special expand procedure will add the relevant 5XX fields based on the authority record links (necessary if the related term is entered in only one side) - see the following section.

**tab\_expand**

expand\_doc\_aut\_aut is an expand program that adds all related terms to the authority record. This is necessary when "related" 5XX or RT fields are not entered in both records but only in one of the records, and when the library has built reciprocal relations using tab07. The expand program is based on the links that are created between authority records (see Authority Database Links Using tab07 on page 14).

The following line should be defined in tab\_expand of the authority library so that when the authority record is displayed from the bibliographic database, all related terms appear including those that do not represent a link from another record. Enter "Y" in column 3:

```

!      1              2              3
!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
WEB-ACCREf expand_doc_aut_aut          Y

```

Note that this expand file is hard-coded for the Search function and does not need to be added in the table.

**4.4.2 Navigating from the Display of the Authority Record**

**tab11\_aut (in the bibliographic library)**

As described in Display of Authority Record from Bibliographic Headings on page 49, when the authority record is displayed, the user can navigate through the

bibliographic database using the authority record fields. This navigation is based on the bibliographic headings files.

The `tab11_aut` table is used to define the headings files that the system uses to create hypertext links to `FIND` and `BROWSE` from the authority record. This allows the user to move around the bibliographic database using the authority record fields.

The following is a sample of the `tab11_aut` table:

100##	AUT
100##	SUB
110##	AUT
110##	SUB
111##	AUT
111##	SUB
130##	TIT
130##	SRS
130##	SUB
150##	SUB
150##	SUL
150##	MLT
151##	SUB

#### Key to the `tab11_aut` table:

- Column 1 - Field Tag  
Contains the field from the authority record. Note that if an authority term is linked to more than one headings file (personal names, 100, can be used for both authors and subjects), several lines can be created for the field. The system runs the search from the current headings file. # can be used for the third to fifth positions to indicate truncation of numeric additions to the field code (for example, 100# for 1000, 1001, 1003).
- Column 2 to 3 - Not in use
- Column 4 - Index Code Bibliographic headings file in which Browse/Find is activated.
- Column 5 - Subfield(s)  
Subfields to include/strip from the authority record field for Search. The system looks for the exact text of the field in the headings file. Blank indicates entire field. Use minus sign (-) followed by subfields to define subfields to be stripped or list the subfields to be indexed;

#### 4.4.3 Untraced References - Configuration

For the enrichment of the bibliographic headings list with untraced references from the authority database, position 09 of the 008 MARC 21 field must be sent to the UTR word index in the authority library. The index code must be present in the `tab00.lng` table of the library's tab directory:

H	UTR	W-017	00	00	Untraced Refs.
---	-----	-------	----	----	----------------

Position 09 of the field must be sent to this index in the tab11\_word table of the library's tab directory:

```
008                                F09-01                                01      UTR
```

For UNIMARC, position 6 of the LDR must field be sent to the UTR word index in the authority library and position 8 of the 100 field must be sent to the UTR2 index in the authority library. The index codes must be present in the tab00.lng table of the library's tab directory:

```
H UTR      W-010      00      0000      Untraced references
H UTR2     W-011      00      0000      Untraced references2
```

The relevant positions of the LDR and 100 fields must be sent to this index in the tab11\_word table of the library's tab directory:

```
LDR                                F06-01                                01      UTR
100##                               F11-01                                01      UTR2
```

Since untraced references are not expanded through the UE\_08 process, new entries in the authority database are imported into the bibliographic headings list by running the "Update Untraced References" (p-manage-105) service. This service is available from the Build Indexes to the Catalog option of the Services menu of the Cataloging module (available when the user connects to an authority library).

## 4.5 Enrichment and Display of 4xx and 5xx Fields from aut

In MARC 21, subfield \$w, 4th position (that is, \$wxxx4) - of both 4XX and 5XX - contains a code that enables the generation or suppression of a cross-reference from 4XX or 5XX fields. If the fourth position of subfield \$w contains a blank or contains an 'n' (or the subfield does not exist), then the cross-reference is generated and the fields are shown in all relevant places: browse list, expanded authority record, under the heading in the brief record, and so on. If the fourth position of subfield \$w contains something different, then the cross-reference is suppressed.

To support this, you use the filter columns in the edit\_doc\_999\_aut\_xxx10.lng table for the display and in the tab20 table for the enrichment definitions. The following is an example of the lines for the edit\_doc\_999\_aut\_xxx10.lng table:

```
## 4##### w !!!n      D LSeen from      Y      E
## 4##### w !!! *    D LSeen from      Y      E
## 4##### w -        D LSeen from      Y      E
## 5##### w g!!n     D LBroader term   Y X     E
## 5##### w g!! *   D LBroader term   Y X     E
## 5##### w h!!n    D LNarrower term  Y X     E
## 5##### w h!! *   D LNarrower term  Y X     E
## 5##### w h      D LNarrower term  Y X     E
## 5##### w g      D LBroader term   Y X     E
## 5##### w -      D LSee also      Y      E
```

The following is a sample of the lines that should appear in the tab20 table for the enrichment definitions:

```

1 AUT    AUT    100##          -wi          0
2          400## w !!!n    -wi5        0 SEEF
1 AUT    AUT    100##          -wi          0
2          400## w !!!    -wi5        0 SEEF
1 AUT    AUT    100##          -wi          0
2          400## w -      -wi5        0 SEEF

```

## 5 Multilingual Authority Database

This chapter includes the following sections:

- Multilingual Authority Records
- Multilingual Authority Indexes and Record Display
- Bibliographic Database Records and Update of Bibliographic Records
- The BIB-AUT Link and the Multilingual Authority Database
- Multilingual Authority Setup

### Note

At the time of writing, the Multilingual Authority Database only works with MARC 21 format. In addition, note that Multilingual databases can only work as local databases and cannot be set as remote databases.

An ALEPH 500 authority database can work with multilingual authority records. Maintaining a MARC 21 multilingual authority database offers users several advantages:

- Enrichment of bibliographic access points (headings and words). A user can search for records using terms from different languages.
- Language-specific user interface can include language specificity for indexes and the display of records. This means, for example, that in the French interface, a user searches only French indexes and in the records, the system displays the French term even though the record itself was cataloged with the English term.

A multilingual authority database can be maintained for a variety of authorities. The examples below are thesaurus records.

### 5.1 Multilingual Authority Records

A multilingual authority record in ALEPH is identical to a regular authority record with the following exceptions:

In a multilingual authority record the preferred term is duplicated for each language. Non-preferred terms are entered as necessary for each language.

The language code for all preferred, non-preferred and related terms is entered in subfield \$\$9.

As in regular authority records, you may enter related terms in only one of the related authority records and in addition, in only one language. Based on the links created between the authority records, the system is able to display the term in a specified language.

Example of a multilingual record:

<i>Leader</i>	<a href="#">LDR</a>	—	—	00000cz^^^2200181n^^4500
<i>Topical Term</i>	<a href="#">150</a>	—	<a href="#">a</a>	προσβαση στης καταρτιση
			<a href="#">9</a>	gre
<i>Topical Term</i>	<a href="#">150</a>	—	<a href="#">a</a>	acesso à formaçã
			<a href="#">9</a>	por
<i>Topical Term</i>	<a href="#">150</a>	—	<a href="#">a</a>	accesso alla formazione
			<a href="#">9</a>	ita
<i>Topical Term</i>	<a href="#">150</a>	—	<a href="#">a</a>	acceso a la formaci3n
			<a href="#">9</a>	spa
<i>Topical Term</i>	<a href="#">150</a>	—	<a href="#">a</a>	Ausbildungszugang
			<a href="#">9</a>	ger
<i>Topical Term</i>	<a href="#">150</a>	—	<a href="#">a</a>	accès à la formation
			<a href="#">9</a>	fre
<i>Topical Term</i>	<a href="#">150</a>	—	<a href="#">a</a>	access to training
			<a href="#">9</a>	eng
<i>See1.Trac.Topic</i>	<a href="#">450</a>	—	<a href="#">a</a>	admission to training
			<a href="#">9</a>	eng
<i>See1.Trac.Topic</i>	<a href="#">450</a>	—	<a href="#">a</a>	ammissione alla formazione
			<a href="#">9</a>	ita
<i>See1.Trac.Topic</i>	<a href="#">450</a>	—	<a href="#">a</a>	admisión a la formaci3n
			<a href="#">9</a>	spa
<i>See1.Trac.Topic</i>	<a href="#">450</a>	—	<a href="#">a</a>	admission aux cours

## 5.2 Multilingual Authority Indexes and Record Display

In a multilingual authority database, the library may be interested in creating separate indexes per language. This can be done by filtering the indexing by the language code in subfield 9 (see AUT Library on page 60).

If you have created a separate index for each language and for the Search Other Database option in the Cataloging module, the library can define a language-specific index for Search. Note that this definition is not sensitive to interface language. In other words, a French cataloger using the French interface cannot use the French headings while an English cataloger is using the English headings.

The authority record display can also be filtered by the language code. For example, this is the display of the authority record from the example described above, with its links, with only French:

1. Full+Link	2. MARC Tags	3. Name Tags
System number	000001637	
French term	accès à la formation	
French see ref.	admission aux cours	
See also (French)	politique de formation	
See also (French)	accès à l'éducation	
See also (French)	examen d'entrée	

### 5.3 Bibliographic Database Records and Update of Bibliographic Records

Records in the bibliographic database that are linked to a multilingual authority database should be cataloged with the term in only one of the languages used by the authority database. The language code must be entered in subfield 9.

Example:

<i>Leader</i>	<b>LDR</b>	—	—	▲^^^^nam^^22^^^^^^u^4500
<i>Control No.</i>	<u>001</u>	—	—	000006112
<i>Fixed Data</i>	<u>008</u>	—	—	010717s1990^^^^^^^^^^^^^^^^r^^^^^000^0^eng^d
<i>Catal. Source</i>	<u>040</u>	—	<u>a</u>	RUG
<i>Personal Name</i>	<u>100</u>	<u>1</u>	<u>a</u>	Sajer, Guy
<i>Main Title</i>	<u>245</u>	<u>10</u>	<u>a</u>	Training and access to training
<i>Imprint</i>	<u>260</u>	—	<u>a</u>	Chicago
			<u>b</u>	De Paul University
			<u>c</u>	1990
<i>Local subject</i>	<u>690</u>	—	<u>a</u>	access to training
			<u>9</u>	eng

If a non-preferred term is used, the system updates the bibliographic record using the preferred term of the same language.

### 5.4 The bib-aut Link and the Multilingual Authority Database

The links between the bibliographic database and a multilingual authority database work as described above with some additional features.

#### 5.4.1 Enrichment of Headings and Word Files

In addition to enriching the bibliographic headings and word files with non-preferred terms, the system adds all language versions.

Select index to browse:

**Browse List: MultiLingual Subject**

No. of Recs	Brief Recs	Entry
1		<a href="#">accès à la formation fre</a> - [Multilingual Thesaurus Record]
1		<a href="#">accès à l'éducation fre</a> - [Multilingual Thesaurus Record]
1		<a href="#">acceso a la educación spa</a> - [Multilingual Thesaurus Record]
1		<a href="#">acceso a la formación spa</a> - [Multilingual Thesaurus Record]
1		<a href="#">access to education eng</a> - [Multilingual Thesaurus Record]
1		<a href="#">access to training eng</a> - [Multilingual Thesaurus Record]
1		<a href="#">accesso alla formazione ita</a> - [Multilingual Thesaurus Record]
1		<a href="#">accesso all'istruzione ita</a> - [Multilingual Thesaurus Record]
1		<a href="#">acesso à educação por</a> - [Multilingual Thesaurus Record]
1		<a href="#">acesso à formação por</a> - [Multilingual Thesaurus Record]

In the example above, the headings file includes all languages. You can define separate headings and word files for each language (see Bibliographic Database on page 61).

#### 5.4.2 Enrichment of Bibliographic Display

Based on the enrichment of the bibliographic headings file, you can expand to the bibliographic record all language versions for the term that is used in the bibliographic record. In the display tables, it is possible to filter the display by the language code in subfield 9. As shown in the example in Multilingual Authority Indexes and Record Display on page 57, you can, for example, display the French term in the French interface and the English term in the English interface.

#### 5.4.3 Display of Authority Record from Bibliographic Headings

When the authority record is displayed from the bibliographic headings, the system displays related terms in all languages. Once again, this display can be filtered using the language code in subfield 9 so that each language interface displays terms in the interface language.

<b>Sys. no.</b>	000001637
<b>English Heading</b>	<u>access to training -- eng</u>
<b>French Heading</b>	<u>accès à la formation -- fre</u>
<b>German Heading</b>	<u>Ausbildungszugang -- ger</u>
<b>Greek Heading</b>	<u>προσβαση στην καταρτιση -- gre</u>
<b>Portuguese Heading</b>	<u>acesso à formação -- por</u>
<b>Italian Heading</b>	<u>accesso alla formazione -- ita</u>
<b>Spanish Heading</b>	<u>acceso a la formación -- spa</u>
<b>English SF Hdg.</b>	<u>admission to training -- eng</u>
<b>French SF Hdg.</b>	<u>admission aux cours -- fre</u>
<b>German SF Hdg.</b>	<u>Kurszulassung -- ger</u>
<b>Portuguese SF Hdg.</b>	<u>admissão aos cursos -- por</u>
<b>Italian SF Hdg.</b>	<u>ammissione alla formazione -- ita</u>
<b>Spanish SF Hdg.</b>	<u>admisión a la formación -- spa</u>
<b>See also</b>	<u>access to education -- eng</u>
<b>See also</b>	<u>accès à l'éducation -- fre</u>
<b>See also</b>	<u>acceso a la educación -- spa</u>
<b>See also</b>	<u>accesso all'istruzione -- ita</u>

## 5.5 Multilingual Authority Setup

### Note:

The following sections are primarily of interest to System Librarian's.

The tables below have already been mentioned in Authority Control Setup on page 34 and Untraced References on page 51. The following sections point out the special aspects of multilingual authority setup.

### 5.5.1 AUT Library

#### tab100

The variable AUT-TYPE should be set to "M" - that is, multilingual. This is necessary so that the system enriches the bibliographic headings files with all language versions.

#### Indexes

The library may want to define indexes per language (especially if each language has its own user interface).

An example of a definition in `tab00.lng`:

```
H DES ACC 11 00 00 Descriptors
H DESE ACC 11 00 00 Descriptor ENG
```



H DESF ACC 11 00 00 Descriptor FRE

And in tab11\_acc:

```
150##          DES
150##          9 eng  DESE
150##          9 fre  DESF
```

### Authority Record Display (edit\_doc\_999)

The following is an example of the table as defined for the French interface:

```
!!-!!!!-!-!!!!!!-!-!-!!!!!!-!-!-!!!!-!-!!!!-!
## SYS          D LSys. no.          Y      E
## 1##### 9 fre  D LHeading          Y Z    E
## 260##      D LSub. CSR            Y      E
## 360##      D LSub. CSAR           Y      E
## 45#### 9 fre  D LSeen from          Y      E
## 5##### 9 fre  D Lrelated term       Y Z    E
## 663##      D LName CSAR          Y      E
## 664##      D LName CSR            Y      E
## 665##      D LHist. Ref.         Y      E
## 666##      D LExpl.Ref.          Y      E
## 64#### a f   D LSeries-f            Y      E
## 64#### a t   D LSeries-t            Y      E
## 64#### a s   D LSeries-s            Y      E
## 7#####      D LLink              Y      E
## UPD##      D LUpdate Flag        Y      E
## BT      9 fre  D LB.term            Y L    E
## NT      9 fre  D LN.term            Y L    E

## RT      9 fre  D LR.term            Y L    E
```

### Notes:

- All fields are filtered by the language code in subfields.
- There is a limitation in that the display can be filtered by only one subfield. This means that the 5XX fields cannot be filtered both by language and by subfield w, which indicates the type of relationship.

### tab\_expand

The following expand file must be present in the tab\_expand of the authority database, so that when the authority record is displayed from the bibliographic headings file, the system adds related terms in all languages (as noted above it is sufficient to enter related terms in only one language).

```
WEB-ACCREF expand_doc_aut_aut
```

## 5.5.2 Bibliographic Database

### Indexes

The library may want to have indexes per language (especially if each language has

its own user interface). A common headings file for all languages must be defined.

An example of a definition in `tab00.lng`:

```
H DES ACC 11 00 00 Descriptors
H DESE ACC 11 00 00 Main Descriptor ENG
H DESF ACC 11 00 00 Add. Descriptor FRE
```

And in `tab11_acc`:

```
650## DES
650## 9 eng DESE
650## 9 fre DESF
```

### **tab20/tab\_aut**

If separate indexes are defined for each language, these indexes must be defined in `tab20` so that they are enriched from the authority record:

```
1 DES DES 150## 0
2 450 0 SEEF

1 DES DES 150## 0
2 COR 0 SEEF

1 DES DESE 150## 9 eng 0
2 450 0 SEEF

1 DES DESE 150## 9 eng 0
2 COR 0 SEEF

1 DES DESF 150## 9 fre 0
2 450 0 SEEF

1 DES DESF 150## 9 fre 0
2 450 0 SEEF
```

Note that the source code is always the common headings file to which all languages are sent. Only this code must be present in `tab_aut`:

```
DES USM11
```

### **tab\_expand**

The following line is necessary so that ALEPH links the bibliographic record to headings in all the languages:

```
ACC expand_doc_bib_multi_lng
```

The following lines are necessary to display, in each language interface, the term in the language of the interface.

```
WEB-FULL expand_doc_bib_multi_lng
GUI-DOC expand_doc_bib_multi_lng
```

This means that all languages are expanded to the bibliographic record. The display is limited to the specific language in `edit_doc_999` of each language. For example, `edit_doc_999.eng`:

**tab01**

This table is used to indicate which headings file should be used to update the bibliographic record if a non-preferred term has been used. The headings file should be the common language headings file to which all languages are sent. The system updates the bibliographic record using the preferred term of the language code indicated in subfield 9 of the field.

```
D 650 00 0000 DES 650 Ldescriptor
```

**edit\_doc\_999\_aut\_XXXXX**

edit\_doc\_999\_aut\_XXXXX (where XXXXX is replaced by the authority library code for example, USM10) is used to define the display of the authority record when accessed from the bibliographic headings. The authority record fields can be filtered using the language code in subfield 9.

```
!1 2 3 4 5 6 7 8 9 0 11 2 13 4
!!-!!!!!!-!-!!!!!!-!-!-!!!!!!-!-!-!!!!!!-!-!-!!!!!!-!
## SYS D LSys. no. Y E
## 1##### 9 eng D LHeading Y E
## 4##### 9 eng D LSeen from Y E
## 5##### 9 eng D LRelated term Y E
```

**Notes:**

- All fields are filtered by the language code in subfields
- There is a limitation in that the display can be filtered by one subfield only. This means that the 5XX field cannot be filtered both by language and by subfield w, which indicates the type of relationship.

## 6 Batch Loading of Records to the Authority Database

This chapter includes the following sections:

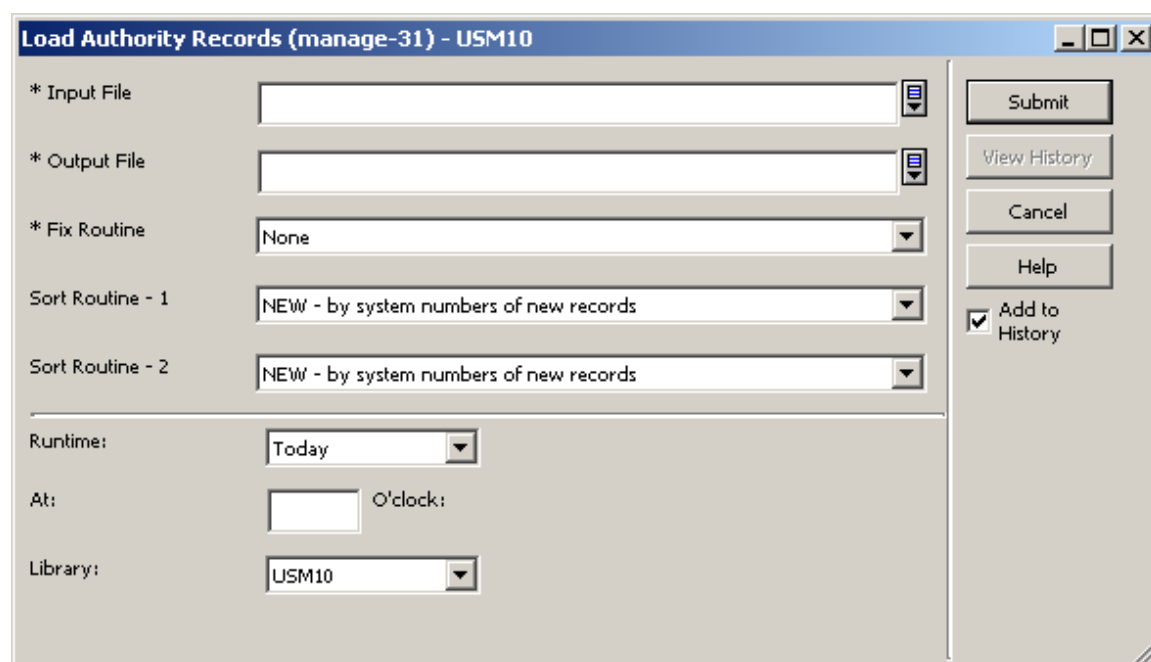
- Overview
- Algorithm
- Report
- Running the Report
- Setup

### 6.1 Overview

The Load Authority Records service (manage-31) accepts an input file of LC authority records in ALEPH sequential format and uses them to update the authority database. "Update" can include the following: deletion of an existing record, update of an existing record or the addition of a new record. Records that were modified or

created locally are not updated unless they contain a 010 tag with \$\$aTEMP.

At present, the Load Authority Records (manage-31) service is accessed from the Services Menu of the Cataloging module under the Load Catalog Records submenu. Note that the service is only displayed when connected to an authority library:



This service performs the following functions:

**Adds new records to the database.**

**Replaces existing records (update):** Records are replaced for update purposes. If the record was modified locally, it will not be replaced by the service.

**Deletes records from the authority database.**

**Reports deleted records.** The system gives a report of records that have been deleted.

**Reports when replacing records:** The system checks for changes in these 008 fixed field positions:

- 008/06 (Geographic) any change
- 008/32 (Unique) changes from "b" to "a"

This report can be placed in the "rejected records" report as a separate section.

**Checks for duplicates.** After every update (new record or updated record), the system must check for duplicate terms - every 1xx and 4xx term must be unique. Non-

unique terms are reported and records with duplicate terms are "blocked" by changing the usage codes of 008 pos. 14,15,16 to uppercase ("a" to "A"; "b" to "B"; and "c" to "C"). A blocked authority record is not linked to the bibliographic database.

**Rejects and reports** - In certain cases, records are rejected and placed in a special "rejected" database.

## 6.2 Algorithm

The Load Authority Records (manage-31) service has the following algorithm:

1. Compare the records in the input file and the records in the database based on the 010 field - Library of Congress control number - \$\$a
  - d - delete the matched record from the database
  - c - check if 040 \$\$d = XxXXX (Note: there may be multiple \$\$d's - any \$\$d XxXXX is considered). If it does, then reject the record and report - if not, replace the current record.
- n - treat like c
3. If no match is found using the 010, the system goes on to check for a match based on the preferred term - that is, the 1xx field of the record.
4. If a match is not found, the system checks pos. 5 of the leader:
  - n - add to the database as new record
  - d - reject and report
  - c - treat like nIf a match is found and the record in the database has 010 \$\$aTEMP (that is, it is a temporarily created local AUT record), pos. 5 of the leader is checked:
  - d - reject record and report
  - c - replace current record
  - n - replace current record
5. If a match is found and there is no 010 \$\$aTEMP, reject the record and report.

## 6.3 Report

The system reports the following situations. Each case is identified by a separate code.

### 6.3.1 Rejected Records

05 - The record was rejected; a match was found on the 010 field but \$\$d=XxXXX; LDR (05) = "n".

07 - The record was rejected; a match was found on the 010 field but \$\$d=XxXXX; LDR (05) = "c".

06 - The record was rejected; no match was found but its LDR (05) = "d".

04 - The record was rejected; a match was found on the preferred heading but 010 is not \$\$aTEMP (that is, this is a local record).

03 - The record was rejected. A match was found on the preferred term (010 = \$\$aTEMP); but system LDR (05) = "d".

### **6.3.2 Deleted Records**

13 - The record has been deleted from the database. A match was found on the 010 field and the LDR (pos. 05) was "d". The report includes field 682.

## **6.4 Updated Records**

16 - The record updated an existing record; there was a change in the 008 field.

22 - The record updated an existing record but the system found a duplicate heading; there was a change in the 008 field.

25 - The record updated an existing record but a duplicate heading was found.

24 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); but the system found a duplicate heading; LDR (05) = "c".

20 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); but the system found a duplicate heading; LDR (05) = "n".

18 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); there was a change in 008; LDR (05) = "c".

11 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); there was a change in 008; LDR (05) = "n".

26 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); but the system found a duplicate heading; there was a change in 008; LDR (05) = "c".

27 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); but the system found a duplicate heading; there was a change in 008; LDR (05) = "n".

### 6.4.1 New Records

21 - A new record was added but a duplicate heading was found; LDR (05) = "n".

23 - A new record was added but a duplicate heading was found; LDR (05) = "c".

### 6.4.2 No Problems Found

15 - The record updated an existing record.

08 - A new record was added; LDR (05) = "c".

14 - A new record was added; LDR (05) = "n".

17 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); LDR (05) = "c".

19 - The record updated an existing record based on a preferred term (010 = \$\$aTEMP); LDR (05) = "n".

### 6.4.3 Report Format

The report includes the system numbers of new and updated records in the authority database, together with those of rejected records that have been loaded to the "reject" database. The first system number is for an existing record that was updated or for which a match was found) and the second is for new or rejected records.

#### Examples:

```
000080237:000000182:                                :04:010 not = TEMP
```

In this case, a match has been found on system no. 80237 based on the preferred term, but since 010 was not "TEMP", the record has been rejected. The record has been loaded to the reject database as system number 182.

```
000079159:000000000:sh 98001899                :15:Record Corrected
```

In this case, an existing record has been updated. The system also prints the contents of the 010 field on which the match was made.

The report can be sorted as follows:

- NEW - sort by the system number of new records created in the AUT database.
- MATCH - sort by the system number of records that have been updated in the AUT database.
- TYPE - sort by the type of update.

Up to two sorts are possible when the service is run; each sort creates its own report. For example:

```
csh -f p_manage_31 XXX10,test2,test2out,,,,,MATCH,TYPE
```

creates two reports (test2out and test2out-2); one sorted by the matching record, and the other sorted by the type of update.

## 6.5 Running the Report

Use the following command to run the report:

```
>> ap
>> csh -f p_manage_31 AUT library,input file,output
file,,,,,sorttype,sorttype
```

### Notes

There must be five commas between the output file name and the sort types. The code of the library should be in uppercase.

For example:

```
>> ap
>> csh -f p_manage_31 XXX10,inaut,outaut,,,,,NEW,TYPE
```

The input file must be in ALEPH sequential format and must be in the scratch directory of the authority library in which the procedure is run. The output file is created in the scratch directory.

## 6.6 Setup

### Note:

The following sections are primarily of interest to System Librarian's.

### 6.6.1 Setup for "Reject Library"

An ALEPH library for rejected records should be created. The library must be defined as the reject library in a special type of relationship in `library_relations` - "ERR".

For example:

```
ERR XXX10 XXX19
ERR XXX12 XXX19
```

In this example, XXX19 is the reject library for two authority libraries - XXX10 and XXX12.



### 6.6.2 tab\_fix

Several fix programs work with the authority update program. These programs should be defined under the P-31 routine of the tab\_fix table.

At present, the following fix programs should be defined in the tab\_fix table of the authority library:

**fix\_doc\_preferred** - this fix program adds a "COR" field if the preferred term has been changed.

**fix\_doc\_aut\_mesh** - this fix program is for a MeSH authority library only. \$\$2[MeSH] is added to the terms.

For example:

```
P-31 fix_doc_preferred
P-31 fix_doc_aut_mesh
```

### 6.6.3 LCC Direct Index

The system matches the 010 field using the LCC direct index. The following line must be defined in tab11\_ind:

```
010#                LCC    a
```

## 7 Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries

The p\_manage\_102 and p\_manage\_103 services are batch processes that can be used to replace the background running of the ue\_08 process (see The Authority Control Process on page 21). You use these processes to accomplish faster enrichment and correction of the bibliographic database based in the authority records of the authority database during the initial upload of the databases or when large quantities of authority records are imported into the system.

The processes:

1. **p\_manage\_102:** This process is used to pre-enrich the bibliographic browse headings index based on the authority database. The job should be run from the bibliographic library.

Parameters: bibliographic library, authority library, delete flag, from document number, to document number, filtering program, number of processes.

The filtering program parameter is used for filtering out specific authority records from building bibliographic headings, based on data in the AUT record.

Two programs are currently available for this parameter:

- 1xxt - Ignores the authority record if the 1XX field has subfield \$\$t.
- 4xx - Ignores the authority record if the record does not have at least one 4XX field.

If the parameter is left blank, then bibliographic headings are built out of all the authority records in the authorities database.

The p\_manage\_102 job should be run for all the authority libraries that are used for enrichment and correction of the bibliographic library.

Note that for the first authority library, the service should be run with the delete flag set to Y, or otherwise the existing headings will be kept.

After running p\_manage\_102, the regular browse headings index should be built (p\_manage\_02) without deleting existing indexes.

Since all headings from the authority database were marked with the authority library during the p\_manage\_102 process, new headings, which originated from the regular indexing of the bibliographic records - p\_manage\_02 - do not have a matching record in the authority database and should be set to -CHK-. For this reason, the Update Headings Index batch process should run with the "Insert -CHK- in New Headings" parameter set to Y (yes), in order that the Z01-AUT-LIBRARY field of the headings should be -CHK-.

2. **p\_manage\_103:** Since p\_manage\_02 does not trigger Z07 records, this process should be used for triggering a Z07 record to enable re-indexing of the records which are linked to non-preferred headings.

Parameters: bibliographic library, from document number, to document number, number of processes.



# Staff User's Guide – Cataloging

Version 22

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# 1 Cataloging Overview

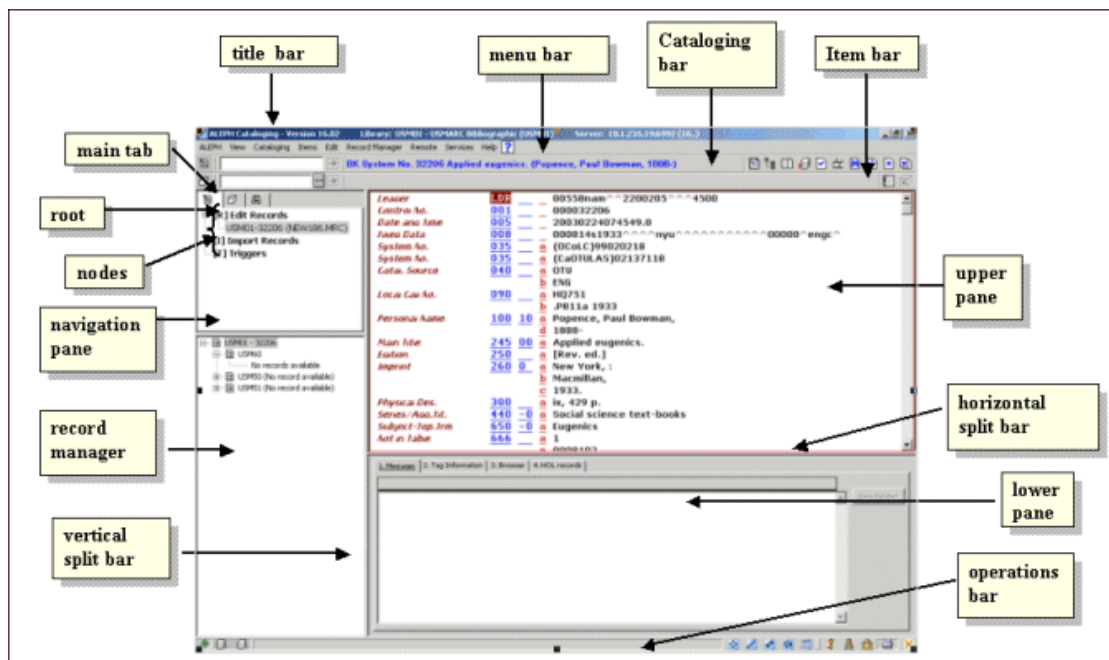
You can use the Cataloging tab of the ALEPH Cataloging module to create, edit, and delete cataloging records. This overview includes the following sections:

- Offline Cataloging
- Passwords and Authorizations
- The Cataloging GUI
- The Cataloging Process
- Type of Records
- Working Without a Mouse

## 1.1 The Cataloging GUI

The Cataloging GUI has been designed with an emphasis on usability and ease of access to cataloging functions.

Here is an example of a Cataloging GUI screen displaying the Catalog Editor:

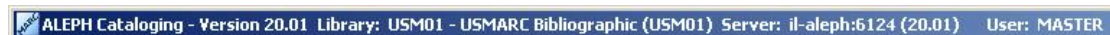


The various screen elements in the Cataloging GUI (as shown above) are explained in the following sections.

### 1.1.1 Toolbars

#### Title bar

The title bar shows the name of the program. It also displays status messages relating to the program and to user commands:



### Menu bar

The menu bar is laid out conventionally:




Place the cursor over the menu name (for example, Cataloging) to reveal the related menu commands.

### Cataloging bar

The Cataloging bar contains brief information about the record being edited, such as record format, system number and title:



To retrieve a record from the database, enter the system number of the record in the field, and click , or press Enter.

### Open Template



Click the Open Template icon from the Cataloging bar to select a predefined template for the creation of a new record.

### Overview Tree



Click the Overview Tree icon to view the records in the system that are related to the cataloging record being edited. The information is displayed in tree structure.

### Split Editor Mode



Click the Split Editor Mode icon to split the Catalog Editor into two sections for viewing and/or editing two cataloging records simultaneously.

### Full Screen



Click the Full Screen icon to display as much as possible of the cataloging record currently being edited on the screen. This option can also be used to display as much as possible of the lower pane.

### Save on Server and Local Drive



Click the Save on Server and Local Drive icon to save on the server any changes you have made to the record displayed in the Catalog Editor. The record will also be saved on your local drive.

### Check Record



Click the Check Record icon to check the current record.

### Activate Keyboard



Click the Activate Keyboard icon to activate a keyboard that enables you to enter characters that are not integrated into your standard keyboard.

### View in Search



Click the View in Search icon to transfer to the Search function to see the Full View of the record displayed in the Catalog Editor.

### Open Acquisitions Record



Click the Open Acquisitions Record icon to see ordering information for the current bibliographic record. You will be transferred automatically to the Acquisitions/Serials module.

### Close Record



Click the Close Record icon to close the record that is currently displayed in the upper pane of the Cataloging tab.

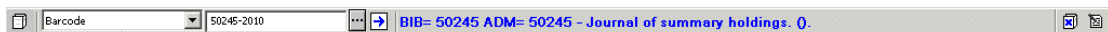
### Close All Records





Click the Close All Records icon to close all the records that are currently open.

### Item Bar

The Item bar contains brief information about a selected item, such as title, author, and barcode number:



To display an item record select a search parameter (such as BIB Sys. No., ADM Sys. No., Barcode, Call Number, and so on) from the drop-down menu on the left. Type the appropriate number in the adjacent field. You can click  to retrieve a Call Number from the Call Number List window.

Click  or press Enter.

The Item bar contains the following icons:

**Clear Item**



Click the Clear Item icon to clear the loaded item and empty the item tree and its panes.

**Edit BIB Record**



Click the Edit BIB Record icon to be transferred to the BIB record that the item record is linked to.

**1.1.2 Panes**

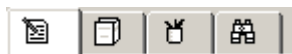
**Navigation Pane**

The navigation pane contains the following:





- main tab
- navigation tree

**Main Tab**

The main tab consists of a row of icons that correspond to the major activities in Cataloging:



Clicking an icon invokes the interface associated with that icon. For example, clicking the Items icon invokes an interface for conducting item-related activities.

Name	Icon
Cataloging	
Item	
Administration	
Search	

**Cataloging Tab Navigation Tree**

The Navigation tree contains the following nodes:

- **Edit records:** the list of records that have been called up on the workstation displays; select a record to display it in the cataloging draft view in the right pane. See Editing Records on page 28 for details on the editing functions.
- **Import records:** changes the right panes to importing records mode. See Importing Records on page 105 for details on importing records.
- **Triggers:** changes the right pane to trigger list mode. See General Chapter, Triggers section for details on the triggers functions.

## 1.2 Working Without a Mouse

You can advance from one pane to another by using the following shortcut keys:

Shortcut Keys	Lets you do this
TAB	move to the next control in the dialog box.
Shift+TAB	move to the previous control in the dialog box.
Ctrl+TAB	move from the first control in the top toolbar to the lower pane.
Ctrl+Alt+TAB	move from the right lower pane to the first control in the top toolbar.
Ctrl+1	move to the left pane, containing a navigation tree.
Ctrl+2	move to the right upper pane or to the left editor window in multiple view in Cataloging, or to the right upper pane if there is a single editor window.
Ctrl+Shift+2	move to the right editor window in multiple view in Cataloging.
Ctrl+3	move to the right lower pane.
Ctrl+4	move to the left lower pane, containing a navigation tree.
Ctrl+5	move to the first edit or combo field in first line of the top toolbar.
Ctrl+6	move to the first edit or combo field in the second line of the top toolbar.

Note that a frame appears around the active pane.

### Shortcut Keys Available in the Cataloging GUI

The following table shows the default shortcut keys. These shortcut keys can be customized.

Shortcut Key	Action
Ctrl+K	Activate Keyboard
Ctrl+W	Check Field
Ctrl+U	Check Record
Ctrl+C	Copy
Ctrl+T	Copy Field(s)
Ctrl+D	Copy Record
Ctrl+S	Copy Subfield(s)
Ctrl+X	Cut
Ctrl+F5	Delete Field(s)

<b>Shortcut Key</b>	<b>Action</b>
Ctrl+R	Delete Record
Ctrl+F7	Delete Subfield(s)
Ctrl+N	Duplicate Record
Ctrl+F12	Enter Text Mode
F11	Enter Unicode Value
Ctrl+E	Expand from Template
F5	New Field (Choose from List)
F6	New Field (User-Defined)
F7	New Subfield
Ctrl+F	Open Form
Ctrl+A	Open Template
Ctrl+V	Paste
Alt+T	Paste Field(s)
Alt+D	Paste Record
Alt+S	Paste Subfield(s)
Ctrl+P	Print
Ctrl+G	Records Navigation in record tree pane
Ctrl+Y	Redo
Ctrl+L	Save on Server and Local Drive
F3	Search Field Heading of Current Library
Ctrl+F3	Search Field Heading of Other Library
F4	Search Subfield Heading of Current Library
Ctrl+F4	Search Subfield Heading of Other Library
Ctrl+F8	Search Subfield Options
Ctrl+M	Sort Record
Ctrl+B	Switch to Admin
F8	Switch to Item Tab
F2	Switch to Record Tab
F9	Switch to Search Tab
Ctrl+Z	Undo
Ctrl+O	View in Web OPAC

The F1 shortcut key for Help is hard-coded and cannot be customized:

### **1.3 Cataloging Process**

You can catalog in ALEPH either in free format or via pre-designed forms. Because of the variable content of records and the need to provide for different types of materials, the system does not impose any restrictions and enables free cataloging. Therefore the cataloger may enter as little or as much information as he needs.

To facilitate the cataloging process, ALEPH incorporates:



- Pre-designed forms, including forms for fixed-length fields (for example, for the 008 MARC 21 field and for the 100 UNIMARC field).
- Pre-designed templates for the body of the record.
- Comprehensive help, which is available on tags and subfields at all times during data entry.
- Check routines which are user-defined and site-specific.

## 1.4 Type of Records

The Cataloging module in ALEPH supports four types of records:

- Bibliographic records
- Authority records
- Holdings records
- Administrative records

The first three types can be created, updated and deleted through the Cataloging module. An administrative record is for internal use and is automatically created by the system. It is unusual to edit or update an administrative record through the Cataloging module.

**Bibliographic records:** A bibliographic record commonly includes titles, names, subjects, notes, publication data, and information about the physical description of an item.

**Authority records:** Authority records contain authoritative information concerning: the standard forms of names and subjects to be used as access points on bibliographic records; the forms of these names and subjects that should be used as references to the standard forms; the interrelationships among these forms.

**Holdings records:** Holdings records contain holdings and location information for bibliographic items.

**Administrative records:** Administrative records, commonly referred to as ADM records, are linked to bibliographic records. Attached to the administrative record are: item level information; acquisitions; circulation; and item-specific copy and arrival data. The administrative record can also be used to store the 853/853X fields that are used to define publication prediction and to create issues for serials.

## 1.5 Passwords and Authorizations

Cataloging functions require a password and are limited to authorized users. Password authorization can be given per function or globally for all functions (see the Staff Privileges user guide module) .

Update access to all types of MARC records is controlled by a special ALEPH field, the OWN field. This field works in accordance with the password information defined for the user (see "OWN" Field on page 99).

Also at the record level, catalogers are assigned allowed and denied tags for editing.

## 1.6 Offline Cataloging

The Offline Cataloging option enables you to work with the Cataloging tab and catalog records without having a server connection. You can access functions such as Tag Information and Open Form that rely on data that has already been downloaded onto your local PC. Other functions that rely on the server, such as searching field headings, checking the record or the values entered in a form, are unavailable until the server connection is restored.

### Note

When working in offline cataloging mode, you must save the records on your local drive. When the server connection is restored, the cataloged records must be sent to the server for the database update.


You can switch manually to the offline cataloging mode by clicking the Offline Cataloging option on the Cataloging menu. To restore online cataloging, click again the Offline Cataloging option from the Cataloging menu.

## 2 Home Library

This chapter includes the following sections:

- Connecting Automatically to a Home Library
- Importing Library Tables
- Automatic Import of Updated Tables

Although you can work with records from several libraries at the same time, you must first connect to a Home Library. Thereafter, when you open a new record, it is marked as belonging to the Home Library, and when you call up a record number from the server, it is retrieved from the Home Library.

1. To activate the 'Choose a Library' function and connect to a home library, right-click the  icon at the bottom right of the screen or select the 'Connect to' option from the ALEPH menu. The following menu is displayed:

- USM01 - USMARC Bibliographic
- USM10 - USMARC Authority
- USM12 - MESH Authority
- USM30 - USMARC Course Reading
- USM40 - USMARC ILL
- USM50 - USMARC Administrative
- USM60 - USMARC HOL records
- MAB01 - MAB Bibliographic
- MAB10 - MAB Authority (PND)
- MAB11 - MAB Authority (GKD)
- MAB12 - MAB Authority (SWD)
- MAB13 - MAB Authority (LocNot)
- MAB14 - MAB Thesaurus
- MAB15 - MAB Thesaurus Head.
- MAB30 - MAB Course Reading
- MAB40 - MAB ILL
- MAB50 - MAB Administrative
- MAB60 - MAB HOL records
- Z39 - USMARC

2. Use the up and down arrow keys to highlight the desired database or point to it with the mouse pointer and double-click.

## 2.1 Connecting Automatically to a Home Library

You can set the system to connect automatically to a particular Home Library as soon as you enter the Cataloging module. To do this, follow these steps:

1. Go to the CATALOG/TAB directory of the client and open the PER\_LIB.INI file located there. It lists valid libraries. Make sure that the library you want to be automatically connected to appears at the top of the list.
2. Go to the ALEPHCOM/TAB directory of the client and open the ALEPHCOM.INI file. Make sure that the DataBaseAutoSelect flag is set to **Y**.

## 2.2 Importing Library Tables

When you connect to a Home Library, the system checks to make sure that the Cataloging module is using the most recent version of the database tables.

If the tables have been changed since the last time you connected to the library, you will be asked if you want to load the library tables now. It is recommended that you choose 'Yes'. This will ensure the correct functioning of several features, such as the cataloging templates, the forms, and the Help screens.

If you choose 'No', you can load the library tables later by connecting again to the library.

## 2.3 Automatic Import of Updated Tables

You may set the system to automatically load updated tables when you enter the Cataloging module, without a message being displayed.

To automatically load updated tables, go to the ALEPHCOM/TAB directory of the client and open the ALEPHCOM.INI file located there. Make sure that the AlwaysImportFiles flag (under [Package]) is set to Y.

Next time you connect to a Home Library, if the tables have been updated, they will be automatically loaded to the client.

## 3 Creating Records

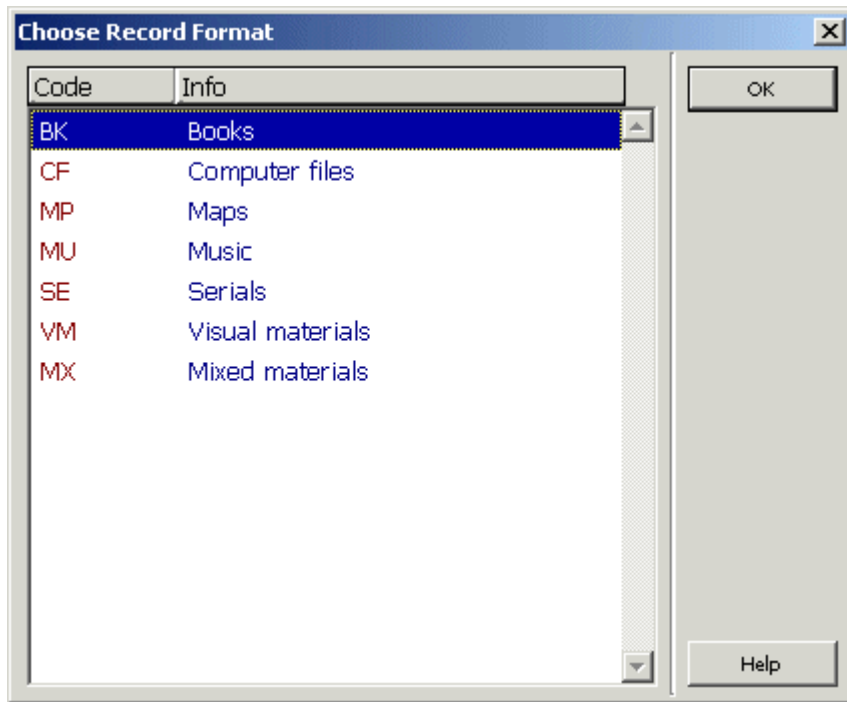
There are a variety of ways to create a new record:

- Open New Record
- Open Template
- Duplicate Unopened Local Record
- Duplicate Any Open Record
- Create Administrative (ADM) Records
- Create Holdings (HOL) Records

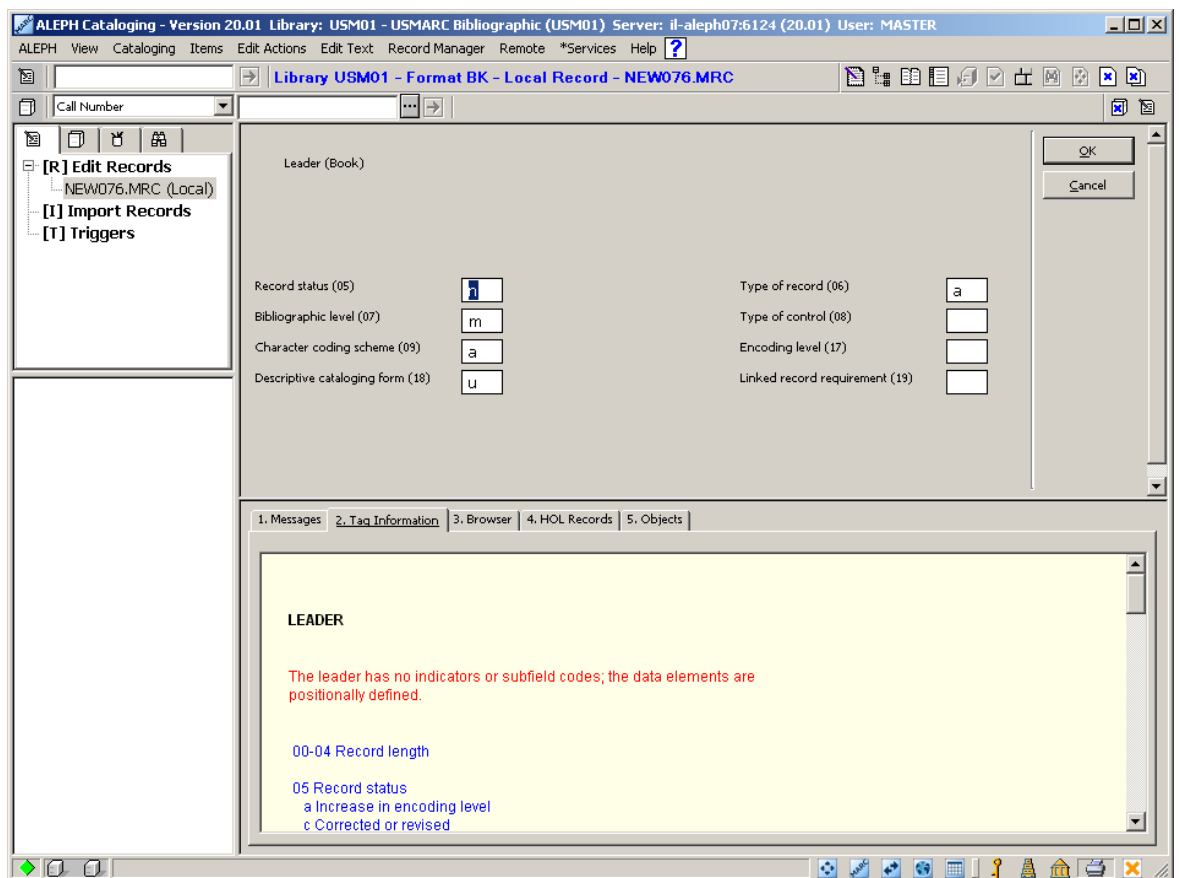
### 3.1 Open New Record

This function enables you to create a new record from scratch. To do this, follow the steps below:

1. Select New Record from the Cataloging menu.
2. Highlight the appropriate format for your record from the Choose Record Format dialog box (that is, book, serial, and so on), and click **OK**. A form for the leader (LDR field) is displayed in the upper pane:



The Tag Information tab of the lower pane provides a guide to the valid values for filling in the form:

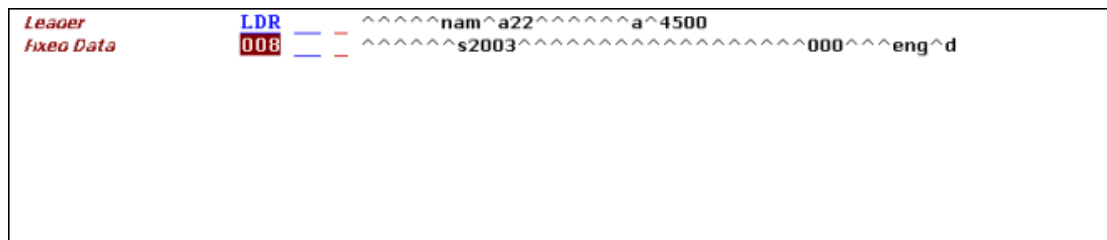


After you finish editing the form, click **OK**. If the form has been set to be verified for correctness, the system checks for potential errors.

If errors have been found, the error messages are shown in the Messages tab of the lower pane. The system displays a prompt informing you that checking the field reported warnings and asks if you are sure that you want to close the form.

You can define default fields for new records. If a field with a form has been defined as a default field, then the form of the field is displayed after closing the form for the LDR. For example, in MARC 21 format libraries, it is common to define the 008 field (Fixed length data elements) as a default field for all new records. In this case, after closing the form for the leader, the form for the 008 field is displayed. If the field does not have a form, it is added empty to the cataloging draft for the cataloger to fill in.

Following the editing of the forms, a new record is created with default-required fields (that is, the 008 field in MARC 21) and the required leader. The new record is displayed in the Catalog Editor (upper pane).




The record automatically receives a temporary filename that begins with the prefix "NEW" and a number.

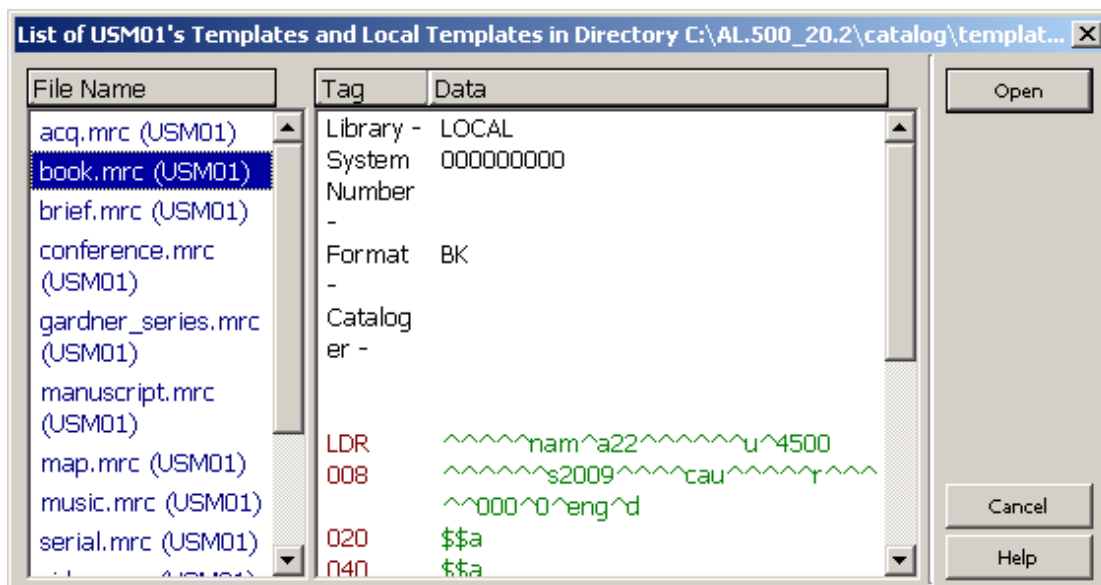
You can continue adding fields and subfields to the record (see Editing Records on page 28).

## 3.2 Open Template

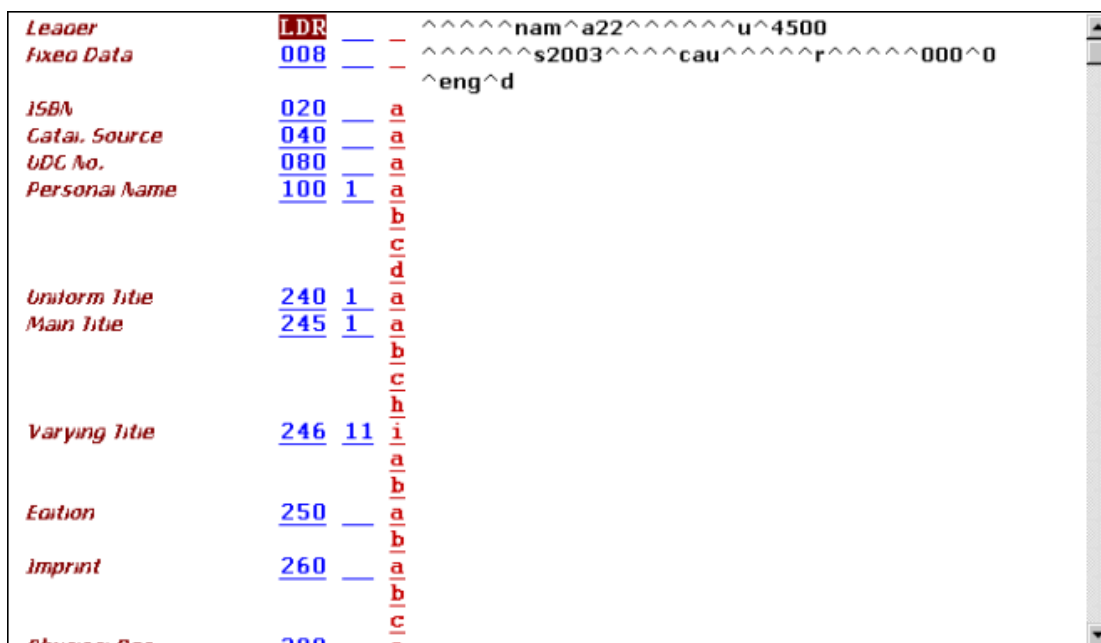
This function enables you to create a new record based on a pre-defined template. To do this, follow these steps:

1. Select the **Open Template** option from the Cataloging menu or click the  icon from the Cataloging bar.

Select the appropriate template from the List of Templates dialog box. Different templates can be created and used for various physical formats (for example, the MARC 21 formats), types of materials (for example, books, serials), and so on (see Creating Templates on page 104).



2. A new record is created with a full range of available fields. The content of each field is often blank. The template determines the text and subfields that are included. For more information see Creating Templates on page 104. You can now continue editing records. The Tag Information tab of the lower pane provides a guide on the use of valid indicators, subfield codes and values for the highlighted field.
3. You can fill in the content of a field or subfield by typing directly, by searching field or subfield headings, or by searching subfield options.

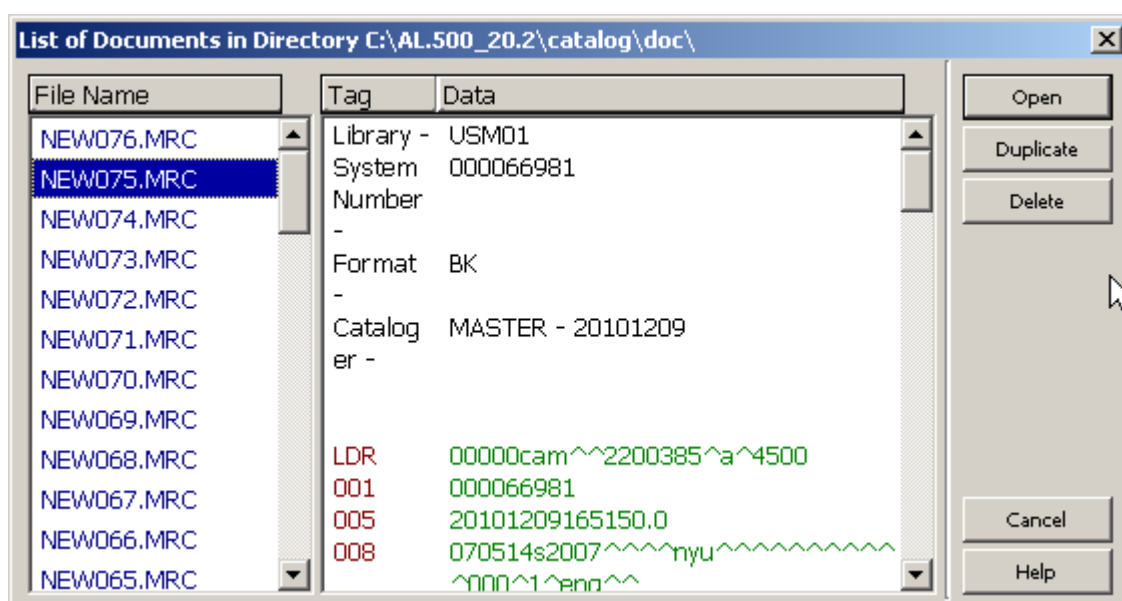


The record automatically receives a temporary filename that begins with the prefix "NEW" and a number.

### 3.3 Duplicate Unopened Local Record

This function enables you to create a new record by duplicating an unopened one that is located on your local drive. To do this, follow these steps:

1. Select Open Record on the Local Drive from the Cataloging menu.
2. A list of records is displayed. Highlight your desired record. A preview of the contents of the record is displayed on the right side of the window.



3. Click the Duplicate button on the list of records. A copy is made of the highlighted record and a new local filename is assigned with the prefix "NEW". You can now edit the copied record.

### 3.4 Duplicate any Open Record

This function enables you to copy the currently displayed record and then edit the copy. The new record is located on your local drive and a new local filename is assigned with the prefix "NEW".

To use this function with the currently displayed record, use the Ctrl+N shortcut key or select Duplicate Record from the Cataloging menu.

Depending on how your System Librarian has set up the Duplicate Record function, you may be able to choose the library in which you want the new record saved.

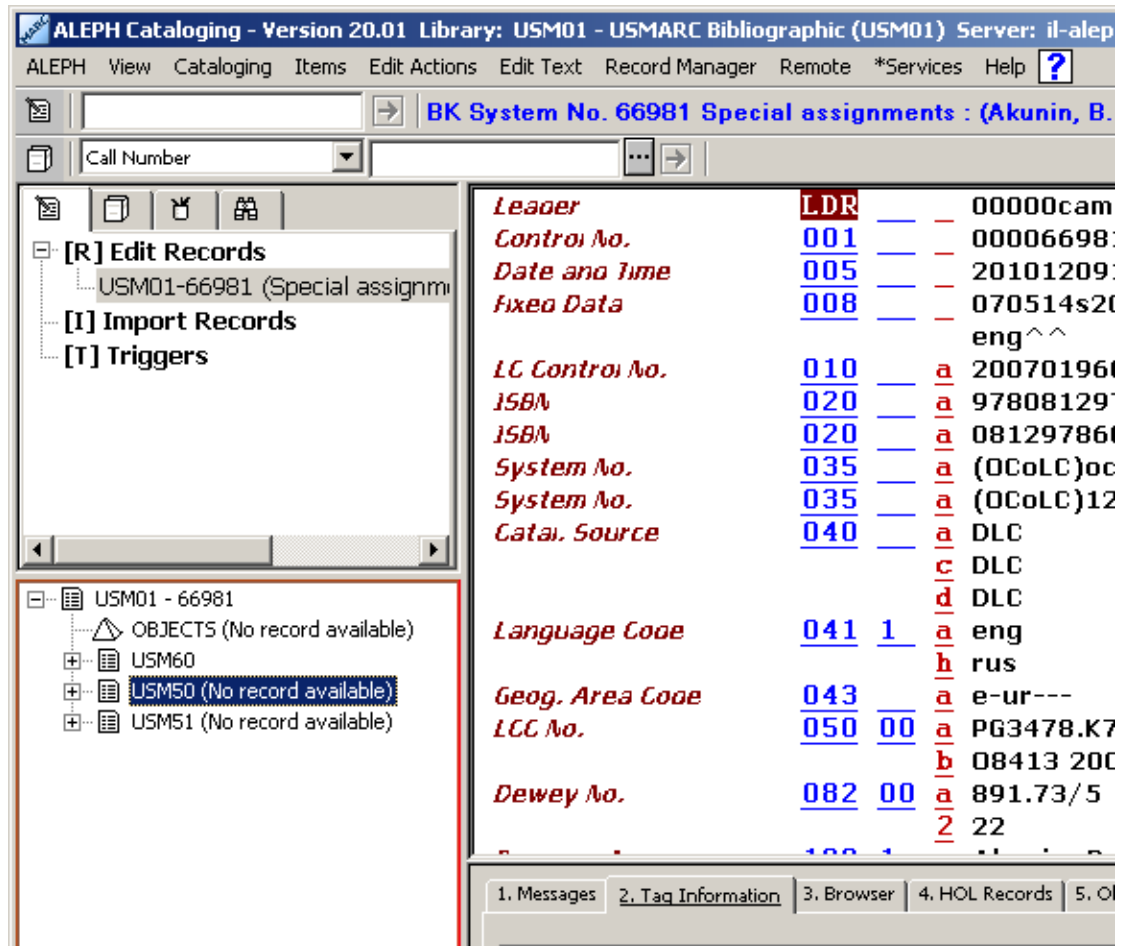
This can be defined in the CATALOG.INI file in the CATALOG/TAB directory by customizing the [DuplicateRecord] section.



### 3.5 Create Administrative (ADM) Records

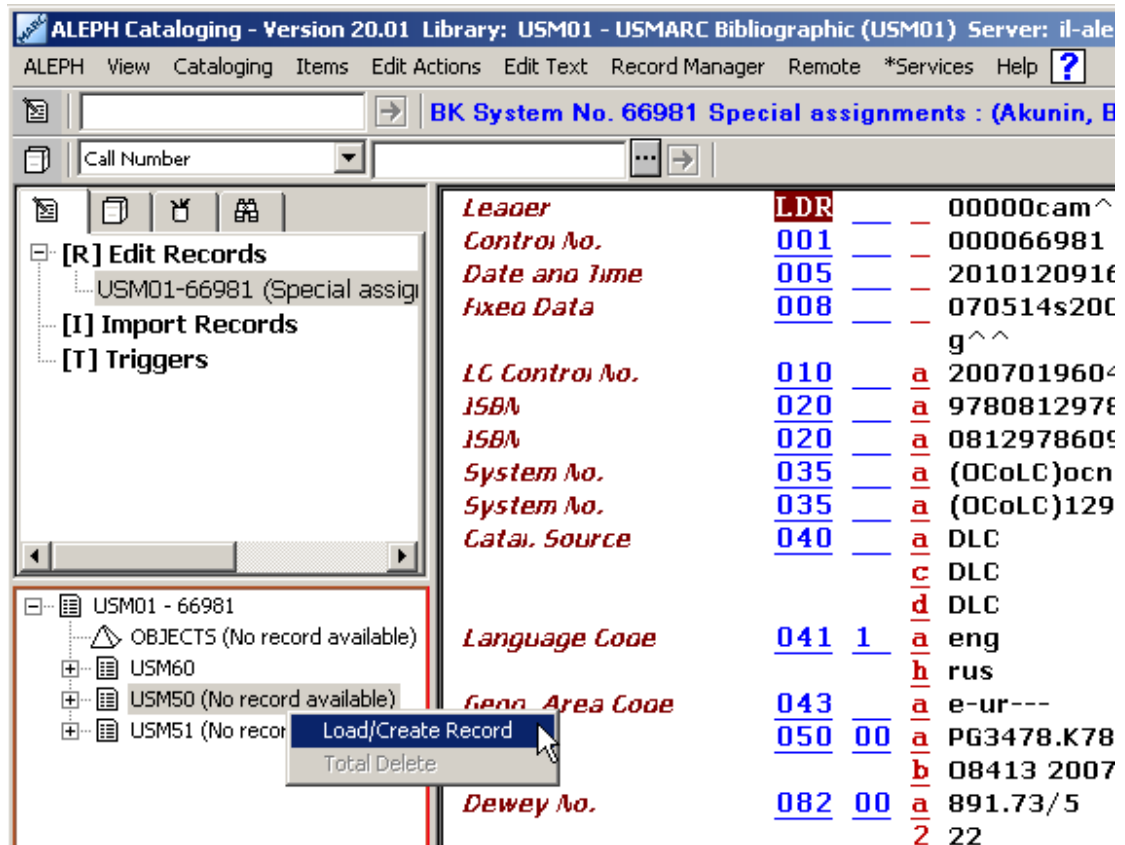
Administrative (ADM) records can be created through the Record Manager of the Cataloging tab (lower section of the left pane).

If no administrative record is linked to the bibliographic record, the message "No record available" is displayed next to the administrative library node.



To create an administrative record follow these steps:

1. Highlight the administrative library node.
2. Choose the Load/Create Record option from the Record Manager menu or by selecting the same option when right-clicking on the administrative library node:



This option automatically creates the administrative record and displays it for editing.

### 3.6 Create Holdings (HOL) Records

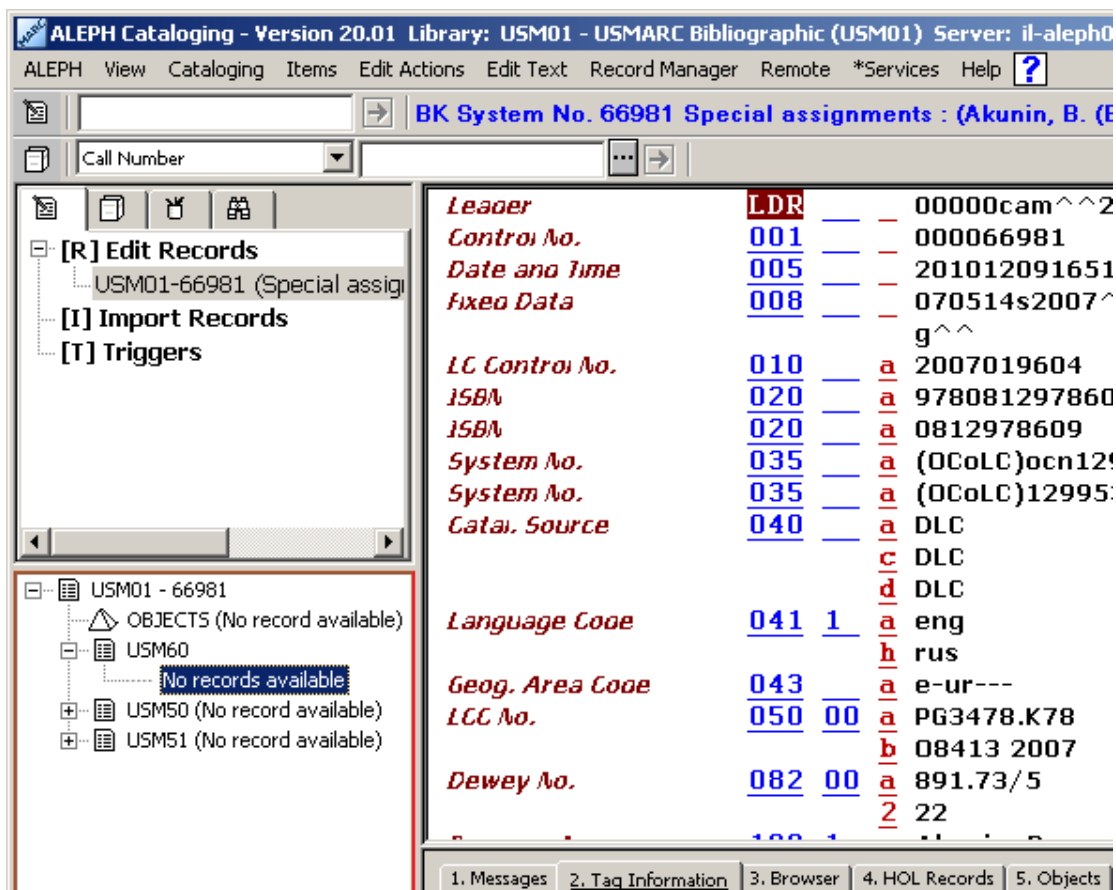
There are two different ways to create holdings records for the current bibliographic record:

- Through the Record Manager
- Through the HOL Records tab of the lower pane

#### 3.6.1 Create Holdings Records Through the Record Manager

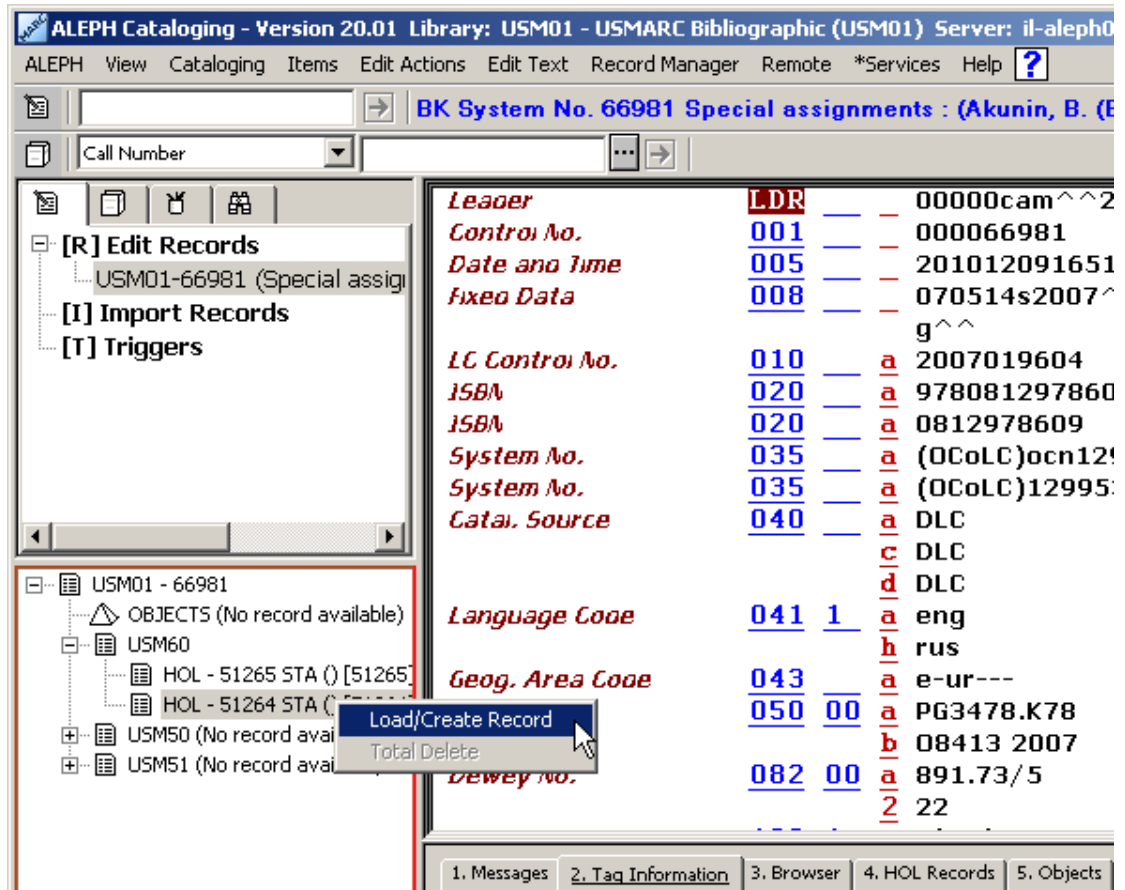
Holdings records can be created through the Record Manager of the Cataloging tab (lower section of the left pane).

If there are no holdings records linked to the bibliographic record, the message "No record available" is displayed under the holdings library node.



To create holdings records follow these steps:

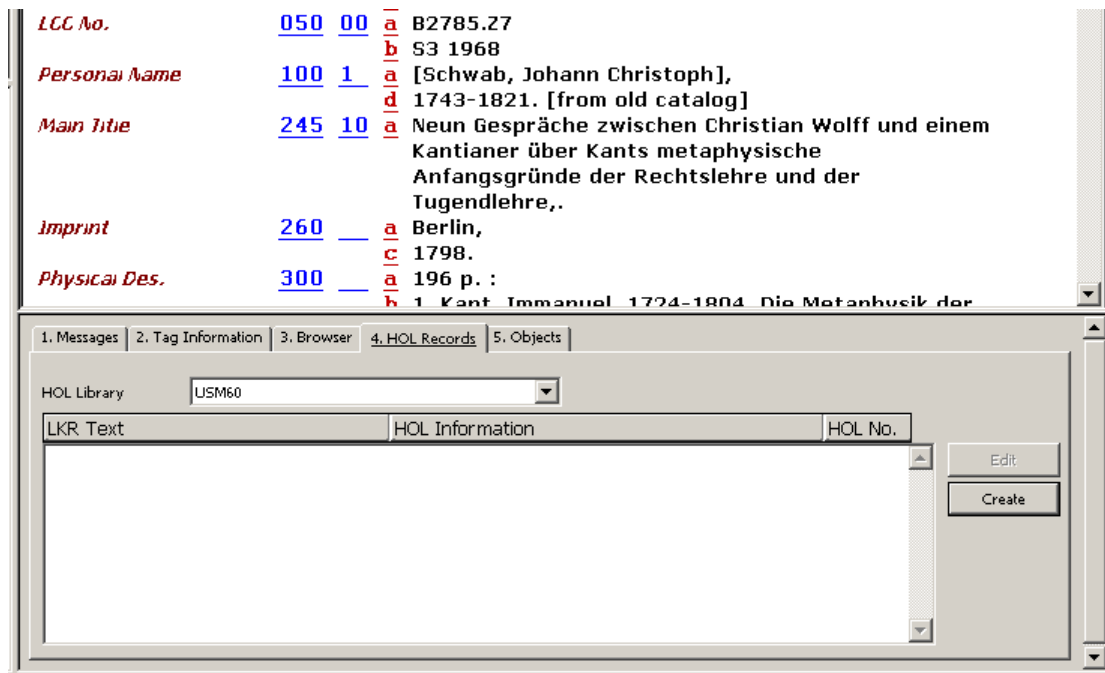
1. Highlight the holdings library node.
2. Choose the Load/Create Record option from the Record Manager menu or select the same option when right-clicking on the administrative library node:



This option automatically creates a holdings record and displays it for editing. This action can be repeated to create more than one holdings record.

### 3.6.2 Create Holdings Records Through the HOL Records Tab

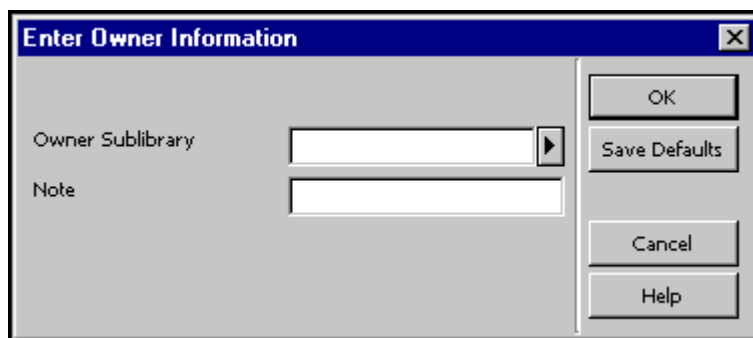
Holdings records can also be created from the Holdings Record tab of the lower pane:



The HOL Records tab lists the holdings records linked to the record displayed in the Catalog Editor. This tab also enables you to access a selected record for editing and to create new holdings records.

To create a new holdings record, click **Create**. The new record is automatically created. To edit the new record, click **Edit**.

Note that if the Activate flag of the [HolOwnTextDefaults] section of the catalog.ini file is set to Y, when holdings records are created through either method the Enter Owner Information window is displayed:



This window enables you to define the owner of the holdings record, that is, the sublibrary to which the record belongs. In addition, you can add a note. When you have finished filling in the form, click **OK**. The information is automatically stored in the OWN field of the holdings record in the following format:

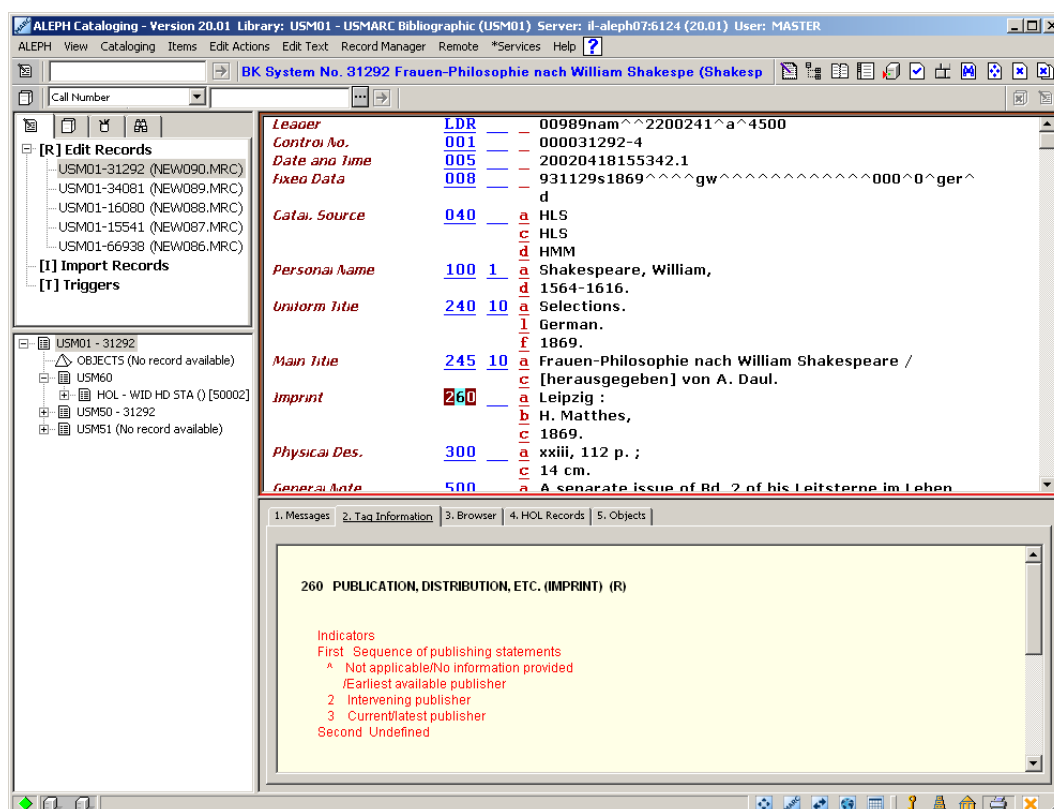
```
OWN $$a[sublibrary code]
    $$n[note]
```

You can use the Save Default button to save the information about the owner and apply it to each new holdings record that is created. To save the owner information, click **Save Defaults** before clicking **OK**.

Refer to "OWN" Field on page 99 for more details on the OWN field.

## 4 Editing Records

Cataloging records are edited through the Edit Records subfunction. You access this option by selecting the Edit Records node from the Cataloging tab. The screen below shows a sample catalog record in the Edit Records environment. It is provided for you to refer to while reading the sections of this chapter.



Note that the Catalog Editor (upper pane) must be in focus for editing purposes.

When records are opened for editing through the Edit Records option of the Cataloging tab, they are listed under the Edit Record node of the Navigation Tree.

Records saved on the server are listed in the following format:

Library code - system number (Local number).

For example:

USM01-3563 (NEW870.MRC)

Local records are listed in the following format:

Local number (Local).

For example:

NEW871.MRC (Local)

After performing changes to either type of records, their representation is changed by a preceding asterisk, for example:

\* USM01-3563 (NEW870.MRC)  
\* NEW871.MRC (Local)

## 4.1 Moving Around a Record

**Up/Down arrows** - moves up/down one line

**Left/Right arrows** - moves left/right one space

**Tab** - moves from field to field

**PageUp** - moves up one page

**PageDn** - moves down one page

**Home** - moves to the beginning of the line where the cursor is positioned

**End** - moves to the end of the line where the cursor is positioned

**Ctrl+Home** - moves to the beginning of the record

**Ctrl+End** - moves to the end of the record

## 4.2 Editing Portions of a Field

### Editing the tag

The tag works in overwrite mode only. To change the tag, simply type over it. To delete a character, use the spacebar (not the delete key).

### Editing the indicator

The indicator works in overwrite mode only. To change the indicator, simply type over it. To delete a character, use the spacebar (not the delete key).

### Editing the subfield code

The subfield code works in overwrite mode only. To change the code, simply type over it. It is not possible to delete a character with either the spacebar or the delete key. To delete a subfield, use the shortcut key Ctrl+F7 or select Delete Subfield from the Delete submenu of the Edit Text menu. This will delete both the subfield code and its contents.

### Editing the contents

The contents area is set to work in insert mode. To work in overwrite mode, press the Insert key. Note, however, that when using the spacebar while working in insert mode to enter a blank space, you may enter only one blank space at a time; you are prevented from inserting a number of blank spaces in a row.

To delete a single character while working in insert mode, use the Delete key (not the spacebar). To delete a group of characters, select the text, then use the Delete key or the spacebar.



You may select text to be deleted or copied by pressing the left mouse button and dragging the mouse cursor over the desired text.

To cut text, use the shortcut key Ctrl+X or select Cut from the Cut submenu of the Edit text menu. To copy text, use the shortcut key Ctrl+C or select Copy from the Copy submenu of the Edit text menu. To paste text, use the shortcut key Ctrl+V or select Paste from the Paste submenu of the Edit text menu.

Note that you cannot enter consecutive dollar signs (\$\$) as the system uses two consecutive dollar signs to define subfields. Consecutive dollar signs should be entered with spaces in between. However, two consecutive dollar signs (\$\$) can be used to enter new subfields without opening a new subfield code line by using the New Subfield option from the Edit text menu.

Additionally, note that fields are limited in ALEPH to 2000 bytes. Records are limited to 5000 subfields and to 45000 bytes.

For this reason, when cataloging online, the system does not allow the user to enter more than 2000 bytes per field. When long fields are imported into ALEPH, if the text for a single field is more than 2000 bytes, the system splits the text into separate (repeated) fields. Split fields are prefaced by \$\$9. For export purposes, you can use this method to catalog long fields.

## 4.3 Available Editing Functions

### 4.3.1 Table of Available Editing Functions

The table below contains the full list of available editing functions. More complicated functions, for example Fix Record and Derive New Record, are described in more detail immediately after the table.

Function	Shortcut Key	Description
Undo	Ctrl+Z	This function enables you to reverse your last action. Each click reverses one more action.
Redo	Ctrl+Y	This function enables you to restore the last action that was undone by using the Undo function.
Open Form	Ctrl+F	Opens a form that enables you to edit the contents of a field. If no form is available, the system will open the subfield(s) for you to edit directly in the catalog record.
Expand from Template	Ctrl+E	Adds fields and subfields from a template to your current record.
Help on Field	None	This function enables you to select automatically the Tag Information tab from the lower pane. The Tag Information tab provides a guide to the use of valid indicators, subfield codes and values for the field selected in the upper pane. To receive help on a field, place your

<b>Function</b>	<b>Shortcut Key</b>	<b>Description</b>
		cursor on the field of interest. The tab will automatically display the relevant tag information.
Locate Similar Record	None	Finds records in your local database or in another database that are similar to the one currently being edited.
Record's Triggers	None	A trigger is a reminder to perform a task related to the record. This function enables you to view, add and delete triggers from the Cataloging module that relate to the record currently being edited. These triggers may include messages produced by the system regarding errors found when the Check Record function was used.
Change Record's Format	None	This function enables you to change the record's format. Changing the record's format will also change the forms (for entering field data) and the checks that are performed on the record.
Enter Unicode Values	F11	This function enables you to enter unicode values for characters not present in your keyboard. The unicode values can be entered after selecting the Enter Unicode Values option from the Edit text menu or using the F11 shortcut key, and to finish, you must select the Enter Unicode Values option again or use the F11 shortcut key. The status bar displays a message to indicate that the user is currently working with the Enter Unicode Values option.
Select HOL Record	None	The Select HOL Record option enables you to select automatically the HOL Records tab from the lower pane. This tab lists the holdings records linked to the record displayed in the Catalog Editor. This tab also enables you to access a selected record for editing and to create new holdings records.
New Field (choose from list)	F5	Enables you to add a new field by choosing from a list of fields.
New Field (user-defined)	F6	Enables you to add a field whose tag, indicator and subfields you may define by yourself.
Change Direction	None	This option enables you to change the text direction of the current field. To configure this functionality, refer to the REQ_LNG.DAT file which is located under the .\alephcom\tab<lng> directory. Note that when working in Combined Character mode, this option is enabled only when right-to-left languages support is installed on your computer.

<b>Function</b>	<b>Shortcut Key</b>	<b>Description</b>
New Subfield	F7	Opens a new subfield below the current subfield.
Search Field Headings of Current Library	F3	This option enables you to add contents to a field by choosing from a list of headings in your current library.
Search Field Headings of Other Library	Ctrl + F3	This option enables you to add contents to a field by choosing from a list of headings in a library other than the home library to which you are currently connected.
Search Subfield Headings of Current Library	F4	This option enables you to add contents to a subfield by choosing from a list of headings in your current library.
Search Subfield Headings of Other Library	Ctrl + F4	This option enables you to add contents to a subfield by choosing from a list of headings in a library other than the home library to which you are currently connected.
Search Subfield Options	Ctrl + F8	This option enables you to choose subfield text from a list of options defined by the library.
Browse URL	None	This option enables you to check the URL cataloged in subfield \$u of the current field.
Cut	Ctrl+X	This function enables you to move the selected text to the Windows clipboard. This can be used for deleting text. Since the text is moved into the clipboard, it is also possible to paste the text somewhere else in the record or to another record.
Cut Subfield(s)	None	This function enables you to move the selected subfield(s) to the Windows clipboard. This option can be used for deleting the subfield(s). Since the subfield is moved into the clipboard, it is also possible to use this option together with the Paste subfield option in order to move the subfield(s) from one place to another (cut-and-paste).
Cut Field(s)	None	This function enables you to move the selected field(s) to the Windows clipboard. This option can be used for deleting the field(s). Since the field is moved into the clipboard, it is also possible to use this option together with the Paste field option in order to move the field(s) from one place to another (cut-and-paste).

<b>Function</b>	<b>Shortcut Key</b>	<b>Description</b>
Copy	Ctrl+C	Copies highlighted text into the Windows clipboard.
Copy Subfields	Ctrl+S	Copies the selected subfield(s) into the Windows clipboard. Both the subfield code(s) and contents will be copied.
Copy Field(s)	Ctrl+T	Copies the selected field(s) into the Windows clipboard. The tag(s), indicators, subfield codes and the contents will all be copied.
Copy Record	Ctrl+D	Copies the entire contents of the current record into the Windows clipboard. Used with Paste Record, this option can be used to merge records.
Paste	Ctrl+V	Inserts the copied text.
Paste Subfield(s)	Alt+S	Inserts the copied subfield(s) below the current subfield. Both the subfield code(s) and the contents will be pasted.
Paste Field(s)	Alt+T	Inserts the copied field(s) below the current field. The field's tag(s), indicator(s), letters of the subfields and the contents will all be pasted.
Paste Record	Alt+D	Pastes the entire contents of the copied record into the current record. This option can be used to merge records. Note that duplicated fields will appear one after the other if a sorting procedure is defined by your system librarian for the pasting routine.
Delete Subfield	Ctrl+F7	<p>To delete a subfield, place the cursor anywhere in the desired subfield (either in the subfield or in the contents of the subfield). Then use the shortcut key Ctrl+F7 or select Delete Subfield(s) from the Delete submenu from the Edit text menu.</p> <p>To delete a group of subfields from the field, highlight the desired subfields to select them. Then use the shortcut key Ctrl+F7 or select Delete Subfield(s) from the Delete submenu from the Edit text menu.</p> <p>Note that if only an "a" subfield is remaining, you can delete its contents, but not the letter "a". If any other subfield is the only remaining subfield - for example, only a "c" subfield remains - you can delete both the subfield code and its contents. In their place, an "a" subfield with empty contents is displayed.</p>
Delete Field	Ctrl+F5	<p>Deletes the current field.</p> <p>To delete a field, place the cursor anywhere in the desired</p>

Function	Shortcut Key	Description
		<p>field (on the tag, the indicator, the code of any subfield, or the contents of any subfield).</p> <p>To delete a group of fields, highlight the desired fields to select them. Then use the shortcut key Ctrl+F5 or select Delete Field(s) from the Delete submenu of the Edit text menu.</p>
Delete Record from Server	Ctrl+R	<p>Deletes the current record from the server. Note that the record will not actually be deleted, but all fields except the LDR field will be removed. In addition, all links from the record to the OPAC indexes will also be removed. It is possible to set up the system so that when a cataloger tries to delete a record, the system will check to see if there are any links from the record to another record or if there are any associated items, subscriptions, orders, loans, photocopy requests or hold requests.</p>
Show Hidden Characters	Alt+F2	<p>Displays a bubble above the inserted text in the record, showing the text with hidden characters (including directionality characters) but not combined characters. Note that this functionality is available only when combined character functionality is supported.</p>
Find	None	<p>This function enables you to find text in the current record. You can find text with the same capitalization style as the text you type and whole words instead of parts of words.</p>
Replace	None	<p>This function enables you to find and replace in the current record a character string with another string wherever the first string appears in the record. This option has two replace modes. In the first mode, all replacements are done automatically (Replace All). In the second mode, each replacement requires you to press the Replace button. You can find and replace whole words instead of parts of words and find and replace text with the same capitalization style as the text you type.</p>
Check Field	Ctrl+W	<p>For the current field, this function:</p> <ul style="list-style-type: none"> <li>• Checks that the indicators and/or subfield codes are valid for the tag.</li> <li>• Checks that mandatory subfields are present.</li> <li>• Checks that non-repeatable subfields are not repeated.</li> </ul>

Function	Shortcut Key	Description														
		<ul style="list-style-type: none"> <li>• Checks dependencies between the selected field and other fields in the record.</li> <li>• Checks whether or not a new record will be opened in the headings list.</li> <li>• Checks whether or not a duplicate record will be opened in the Direct (Z11) Index.</li> </ul>														
Check Record	Ctrl+U	<p>For the current record, this function:</p> <ul style="list-style-type: none"> <li>• Checks that the indicators and/or subfield codes are valid for the tag.</li> <li>• Checks that the required fields and subfields are present.</li> <li>• Checks that non-repeatable fields and subfields are not repeated.</li> <li>• Checks that all dependent fields are present.</li> <li>• Checks whether or not a new entry will be opened in the headings list.</li> <li>• Checks whether or not a duplicate record will be opened in the Direct (Z11) Index.</li> </ul>														
Expand from item barcode		<p>Right-click the LKR field or select <b>Expand from item barcode</b> from the Edit Actions menu to activate this function. The Open Article Record dialog box is displayed in which you can enter an item's barcode. The subfields of the LKR field in the BIB record are filled with the item information from the Item record, as follows:</p> <table border="1" data-bbox="603 1563 1353 2011"> <thead> <tr> <th data-bbox="603 1563 976 1630">LKR Subfield</th> <th data-bbox="979 1563 1353 1630">Item Record</th> </tr> </thead> <tbody> <tr> <td data-bbox="603 1635 976 1691">LKR\$\$y</td> <td data-bbox="979 1635 1353 1691">item chronology level i</td> </tr> <tr> <td data-bbox="603 1695 976 1751">LKR\$\$j</td> <td data-bbox="979 1695 1353 1751">item chronology level j</td> </tr> <tr> <td data-bbox="603 1756 976 1812">LKR\$\$w</td> <td data-bbox="979 1756 1353 1812">item chronology level k</td> </tr> <tr> <td data-bbox="603 1816 976 1872">LKR\$\$o</td> <td data-bbox="979 1816 1353 1872">item chronology level l</td> </tr> <tr> <td data-bbox="603 1877 976 1933">LKR\$\$q</td> <td data-bbox="979 1877 1353 1933">item chronology level m</td> </tr> <tr> <td data-bbox="603 1937 976 1993">LKR\$\$v</td> <td data-bbox="979 1937 1353 1993">item enumeration level a</td> </tr> </tbody> </table>	LKR Subfield	Item Record	LKR\$\$y	item chronology level i	LKR\$\$j	item chronology level j	LKR\$\$w	item chronology level k	LKR\$\$o	item chronology level l	LKR\$\$q	item chronology level m	LKR\$\$v	item enumeration level a
LKR Subfield	Item Record															
LKR\$\$y	item chronology level i															
LKR\$\$j	item chronology level j															
LKR\$\$w	item chronology level k															
LKR\$\$o	item chronology level l															
LKR\$\$q	item chronology level m															
LKR\$\$v	item enumeration level a															

Function	Shortcut Key	Description														
		<table border="1" data-bbox="603 297 1353 752"> <tr> <td>LKR\$\$i</td> <td>item enumeration level b</td> </tr> <tr> <td>LKR\$\$p</td> <td>item enumeration level c</td> </tr> <tr> <td>LKR\$\$d</td> <td>item enumeration level d</td> </tr> <tr> <td>LKR\$\$e</td> <td>item enumeration level e</td> </tr> <tr> <td>LKR\$\$f</td> <td>item enumeration level f</td> </tr> <tr> <td>LKR\$\$g</td> <td>item enumeration level g</td> </tr> <tr> <td>LKR\$\$h</td> <td>item enumeration level h</td> </tr> </table> <p data-bbox="603 768 1353 842">In addition, subfield 245\$\$a is filled with the item's description.</p> <p data-bbox="603 869 1353 943">Expand from Item Barcode does not affect other LKR subfields.</p> <p data-bbox="603 969 1353 1189">Note that the LKR filters are applied for all LKR subfields only if Z103X (the extended linkage mechanism between document) is applied. If Z103X is not applied, the following LKR subfields are not taken into account when linking the BIB record to specific items: d, e, f, g, h, w, o, and q.</p> <p data-bbox="603 1216 1353 1397">Usage example: You want to link a BIB record that represents the issue title to items that are attached to a different BIB record that represents the journal title. The link between the two BIB records is set as in the following example.</p> <div data-bbox="603 1424 1155 1771" style="border: 1px solid black; padding: 5px;"> <pre> 245  0  a  Journal of Biology. Vol. 18 No. 1. LKR   -  a  ANA       b  000056972       l  USM01       n  Journal of Biology.       m  Journal of Biology.       y  2011       v  18       i  1       j  Jan </pre> </div> <p data-bbox="603 1798 1353 1980">This example shows the links between the issue title Journal of Biology. Vol.18 No.1 (Jan 2011) part a to the item record that is related to the journal title Journal of Biology. LKR subfields y, v, i, and j are created by the Expand from Item Barcode option.</p>	LKR\$\$i	item enumeration level b	LKR\$\$p	item enumeration level c	LKR\$\$d	item enumeration level d	LKR\$\$e	item enumeration level e	LKR\$\$f	item enumeration level f	LKR\$\$g	item enumeration level g	LKR\$\$h	item enumeration level h
LKR\$\$i	item enumeration level b															
LKR\$\$p	item enumeration level c															
LKR\$\$d	item enumeration level d															
LKR\$\$e	item enumeration level e															
LKR\$\$f	item enumeration level f															
LKR\$\$g	item enumeration level g															
LKR\$\$h	item enumeration level h															

<b>Function</b>	<b>Shortcut Key</b>	<b>Description</b>
Sort Record	Ctrl+M	Sorts the fields of the current record according to the order defined in the ALEPH table of codes. However, for MARC 21 libraries, within the 5xx, 6xx, 7xx, 8xx, and UNIMARC 6xx groups of fields, the order of the fields remains as they were entered by the cataloger. Fields that do not have any content are deleted. In an authority library, all fields are sorted according to the order defined in the ALEPH table of codes (tab01.lng).
Fix Record	None	Automatically fixes the current record according to standard library-defined procedures which make changes such as: <ul style="list-style-type: none"> <li>• Inserting punctuation into the catalog record.</li> <li>• Changing tags, for example, for translation from MARC 21 codes to UNIMARC codes.</li> </ul>
Derive New Record	None	Enables you to use fix routines in order to create a new record rather than fix the current one. For example, you can create an authority record based on the current bibliographic record.  Routines that have been set to fix the current record appear under the Fix record option. Routines that have been set to create a new record appear under the Derive new record option.
View Record's Catalogers	None	This option enables you to view the list of catalogers who have edited the selected record. The Cataloger Level of each person is given, along with the date and hour that each cataloger edited the record.
View Local Owner	None	This option supports Local Owner functionality (Central-Local Cataloging). In standard applications, this option is not applicable.
Enter Text Mode	Ctrl+F12	This option functions as a toggle switch. When it is activated (either via the menu or via a shortcut key - Ctrl+F12), the system is ready to receive input. The input is displayed on the status bar as it is typed in. The input is in the form of command-like language. Refer to the Enter Text Mode section below for more details.
Preview Publication Schedule	None	This option enables you to preview the publication schedule for serials records based on the fields 853/854/855 and 853X/854X/855X of the holdings or administrative record. For more details refer to the Serials



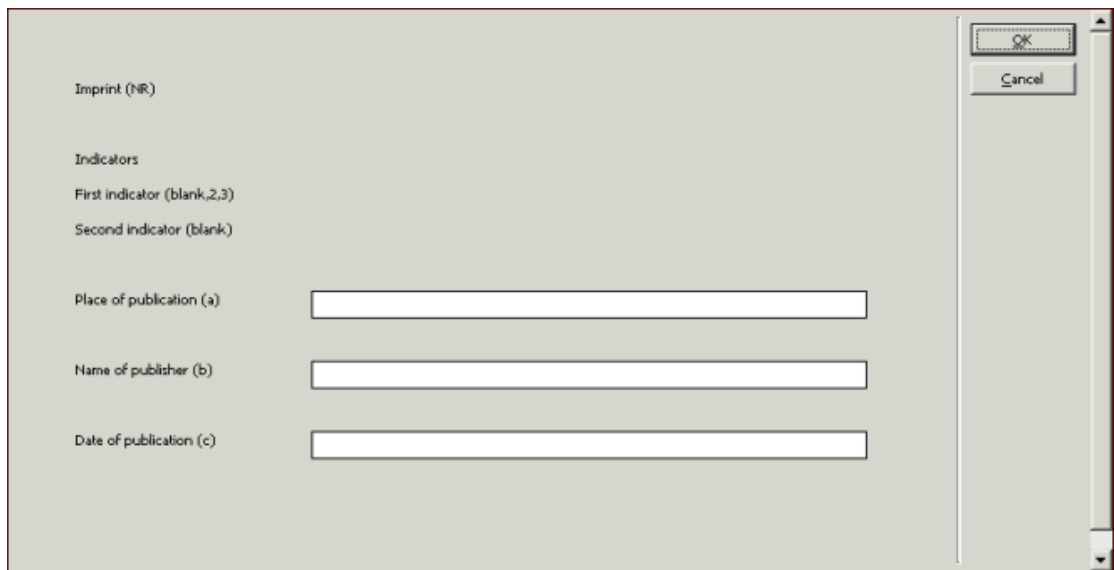
<b>Function</b>	<b>Shortcut Key</b>	<b>Description</b>
		chapter.
Reverse Record Orientation	Ctrl+Shift	If the CtrlShiftReverseScreen flag in the ALEPHCOM/TAB/ALEPHCOM.INI file is set to Y, then while you are working with the catalog record, you can press Ctrl+Shift to reverse the orientation of the record (left-to-right / right-to-left). This is especially useful when entering script that is written from right-to-left.
Display Unicode Value	None	If the ShowUnicodeValue in the Catalog/Tab/Catalog.ini file is set to Y, when placing the mouse pointer over a character in the catalog record - after about two seconds - a ToolTip appears above the character displaying the character's Unicode value identified by the hexadecimal representation of its Unicode number prefixed with a U, for example, U+0041 for "A".
View Records History	None	This option enables you to view the history of the record. The history is saved only for fields that have been defined by the system administrator.

## Opening Forms

A form enables you to edit the contents of a field. If no form is available, the system will open the subfield(s) for you to edit directly in the catalog record. To open a form, follow these steps:

1. Place the cursor on the field you want to edit. From the Edit actions menu, select the Open Form option or use the shortcut key Ctrl+F.

The form for editing the field will be displayed. The form lists the subfields and provides spaces for you to type in the contents. The form below is an example of the form for the MARC 21 field for the imprint (260):

The image shows a software form for editing the MARC 21 field for the imprint (260). The form is titled "Imprint (NR)" and is organized into several sections. At the top, there is a section for "Indicators" with two subfields: "First indicator (blank,2,3)" and "Second indicator (blank)". Below this, there are three input fields, each with a label to its left: "Place of publication (a)", "Name of publisher (b)", and "Date of publication (c)". Each input field is a simple rectangular text box. In the top right corner of the form, there are two buttons: "OK" and "Cancel". The form is displayed in a window with a scroll bar on the right side.

2. Edit the contents of the field. You may move from space to space by using the tab key. Note that the spaces of the form are of fixed length; you may not enter text that is longer than the space provided on the form. Click OK.

The contents of the field will be automatically inserted into the cataloging record.

For fixed-length fields, each line of the form is not a separate subfield, but rather part of one field. A single string of text is created from the data you enter, with fixed locations for each data element.

The form below is an example of the form for the 008 MARC 21 field:

008 Fixed length data elements (BOOKS)

Date entered on file (00-05)	<input type="text"/>	Type of date (06)	<input type="text" value="s"/>
Date 1 (07-10)	<input type="text" value="2003"/>	Date 2 (11-14)	<input type="text"/>
Publication Place (15-17)	<input type="text" value="cau"/>	Illustration codes (18-21)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Target audience (22)	<input type="text"/>	Form of item (23)	<input type="text" value="r"/>
Nature of contents (24-27)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Govt. publication (28)	<input type="text"/>
Conference publ. (29)	<input type="text" value="0"/>	Festschrift (30)	<input type="text" value="0"/>
Index (31)	<input type="text" value="0"/>	Unspecified (32)	<input type="text"/>
Literary form (33)	<input type="text" value="0"/>	Biography (34)	<input type="text"/>
Language (35-37)	<input type="text" value="eng"/>	Modified record (38)	<input type="text"/>
Cataloging source (39)	<input type="text" value="d"/>		

OK  
Cancel

The Tag Information tab of the lower pane provides a guide for filling in the form, advising you on the use of valid indicators, subfield codes and values for the current field:

008 Fixed length data elements (BOOKS)

Date entered on file (00-05)	<input type="text"/>	Type of date (06)	<input type="text" value="s"/>
Date 1 (07-10)	<input type="text" value="2010"/>	Date 2 (11-14)	<input type="text"/>
Publication Place (15-17)	<input type="text" value="XX"/> ...	Illustration codes (18-21)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Target audience (22)	<input type="text"/>	Form of item (23)	<input type="text" value="r"/>
Nature of contents (24-27)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Govt. publication (28)	<input type="text"/>
Conference publ. (29)	<input type="text" value="0"/>	Festschrift (30)	<input type="text" value="0"/>
Index (31)	<input type="text" value="0"/>	Unspecified (32)	<input type="text"/>
Literary form (33)	<input type="text" value="0"/>	Biography (34)	<input type="text"/>
Language (35-37)	<input type="text" value="eng"/> ...	Modified record (38)	<input type="text"/>
Cataloging source (39)	<input type="text" value="d"/>		

OK  
Cancel

---

1. Messages   2. **Tag Information**   3. Browser   4. HOL Records   5. Objects

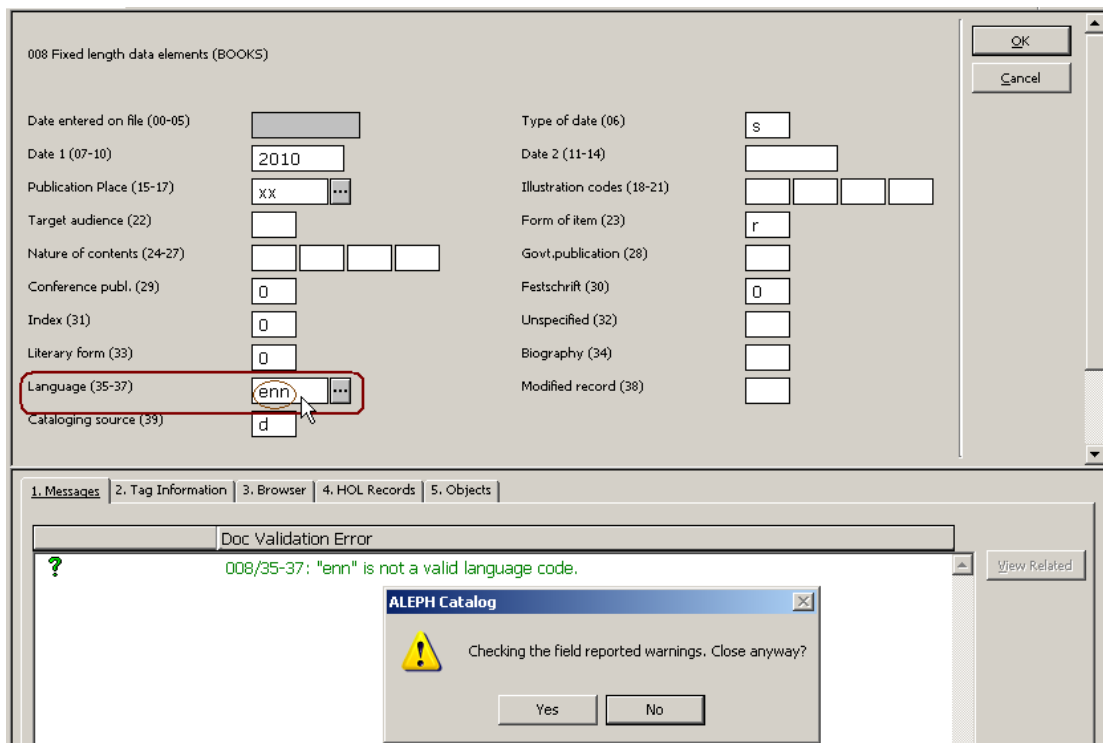
**008 BOOKS**

**00-05 Date entered on file**

**06 Type of date/publication status**

- b No dates given; B.C. date involved
- c Continuing resource currently published
- d Continuing resource ceased publication
- e Detailed date
- i Inclusive dates of collection

If the form has been set to be verified for correctness, after you click OK, the system checks for potential errors. If errors are found, the error messages are shown in the Messages tab of the lower pane. The system displays warnings and asks you if you are sure that you want to close the form.

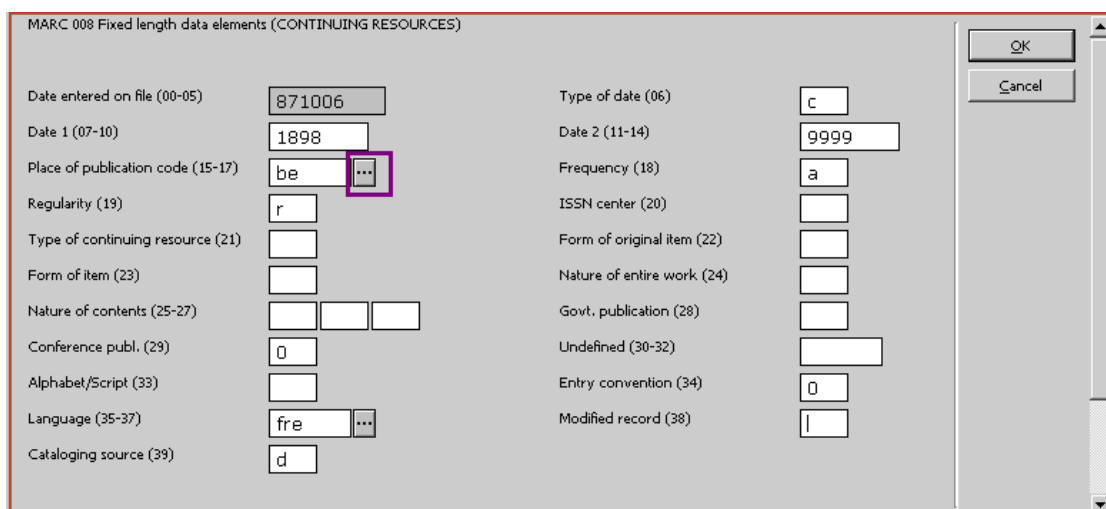


If you click **No**, you can go back to correct the form. Click **OK** when you have finished correcting the form.

### List of Values in Fixed-Length Fields Forms

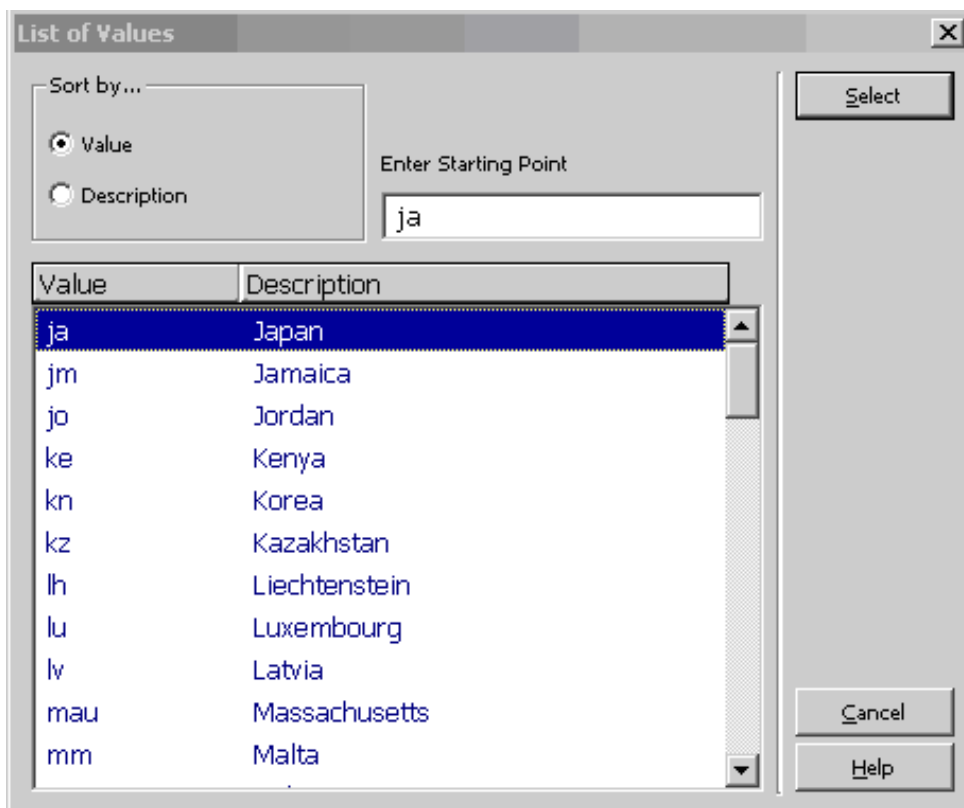
Depending on your system set-up, the cataloging forms of fixed-length fields can contain an option to display a list of valid values for certain positions. Each library decides for which forms and for which positions the Valid Value dialog box should be available.

Below is a sample of the MARC 008 Fixed Length Form with an expand button next to the Place of Publication Code field (008 positions 15-17):



Clicking the expand button displays the List of Valid Values dialog box, which contains a list of pre-defined values and descriptions for certain tags and positions.

Below is a sample of List of Values for tag 008 positions 15-17: Place of Publication:



The content of the List of Values is determined by the library's setup. The list can be sorted by value or description.

Users can jump to a particular point in the list (value or description) by typing in text in the space provided.

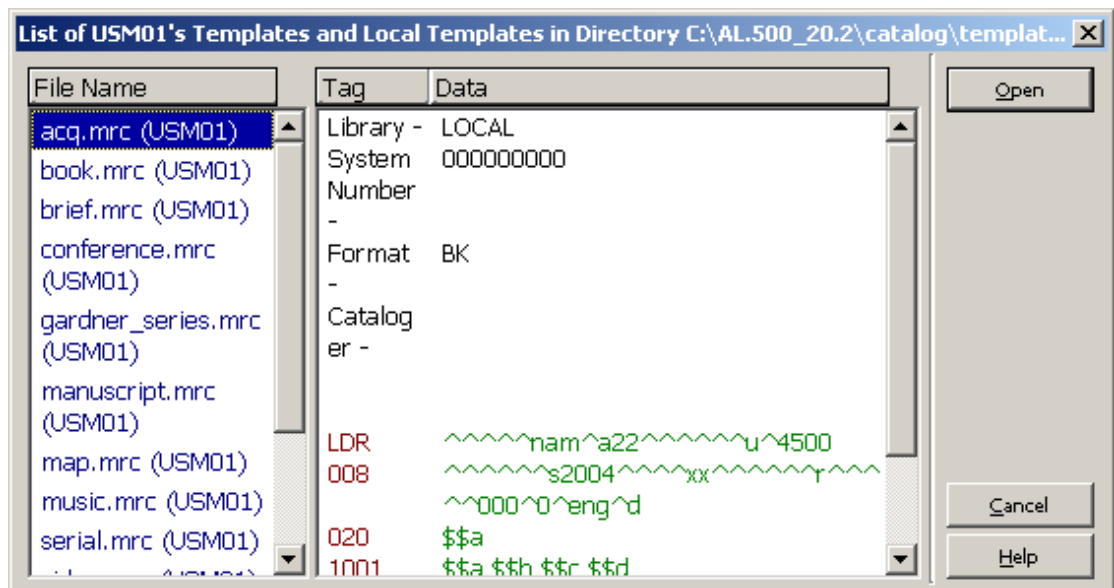
To select a value from the list, highlight the entry and click **Select**.

The selected value is populated in the relevant position of the fixed-length field form.

### **Expand from Template**

The Expand from Template function adds fields and subfields from a template to your current record. To do this, follow these steps:

1. From the Edit Actions menu, select the Expand from Template option or use the shortcut key Ctrl+E. A pop-up dialog box will be displayed, from which you can select the template of your choice.



2. Select an appropriate template from the pop-up dialog box and click the Open button.

The current record will be enhanced with the fields and subfields in the template.

Note that the subfields are not sorted in alphanumeric order. For example, if a subfield is repeated, the subfield is placed at the end of the field. In other words, \$a\$a\$b\$c are sorted as follows: \$a\$b\$c\$a and not \$a\$a\$b\$c.

### Help on Field

When you are positioned on a field or subfield, the Tag Information tab on the lower pane provides a guide to using the field. This tab gives a description of the currently highlighted field, along with information regarding the indicators, valid subfields, and a description of the subfields. It also specifies which fields and subfields are repeatable. An example for MARC 21 tag 260 is shown below.

<i>LCC No.</i>	<u>050</u>	<u>00</u>	<u>a</u>	HG555
			<u>b</u>	.W44
<i>Dewey No.</i>	<u>082</u>	<u>00</u>	<u>a</u>	332.4/22
<i>Personal Name</i>	<u>100</u>	<u>1</u>	<u>a</u>	Weinstein, Allen.
<i>Main Title</i>	<u>245</u>	<u>10</u>	<u>a</u>	Prelude to Populism :
			<u>b</u>	origins of the silver issue, 1867-1878.
<i>Imprint</i>	<u>260</u>		<u>a</u>	New Haven, :
			<u>b</u>	Yale University Press,
			<u>c</u>	1970.
<i>Physical Des.</i>	<u>300</u>		<u>a</u>	x, 433 p. ;
			<u>c</u>	22 cm.
<i>Series/Adj. Tit.</i>	<u>440</u>	<u>0</u>	<u>a</u>	Yale historical publications. Miscellany,
			<u>aa</u>	

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**260 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) (R)**

Indicators  
 First Sequence of publishing statements  
   ^ Not applicable/No information provided  
   /Earliest available publisher  
   2 Intervening publisher  
   3 Current/latest publisher  
 Second Undefined

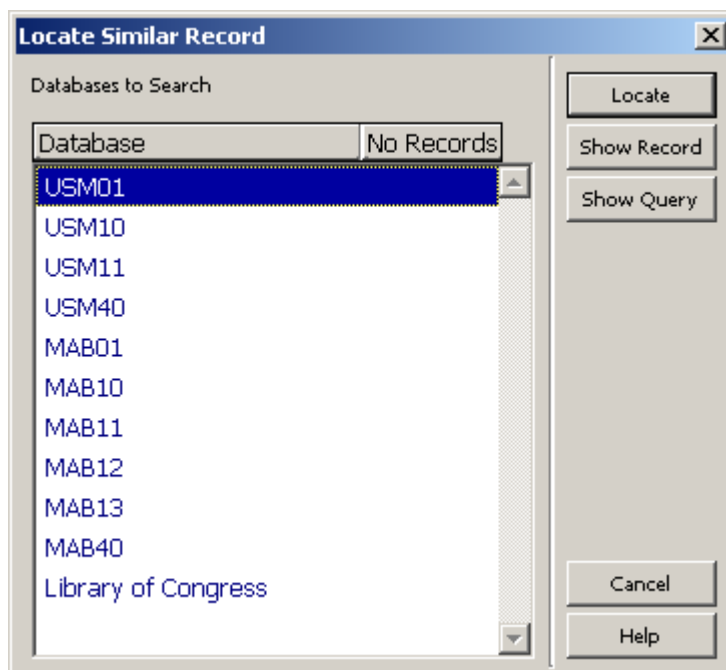
Subfield Codes  
   \$a Place of publication, distribution, etc. (R)  
   \$b Name of publisher, distributor, etc. (R)  
   \$c Date of publication, distribution, etc. (R)  
   \$d Plates of publisher's number for music (Pre-AACR 2)[LOCAL] (R)  
   \$e Place of manufacture (R)  
   \$f Manufacturer (R)  
   \$g Date of manufacture (R)

Note that the Help on Field option from the Edit Actions menu enables you to select automatically the Tag Information tab when other tabs are in focus.

### Locate Similar Record

The Locate Similar Record function finds records in another database or in the local database similar to the one you are currently editing. To locate similar records, follow these steps:

1. On the Edit Actions menu, select the Locate Similar Record option.  
     The Locate Similar Record window will be displayed.



2. Highlight the desired database(s) and click **Locate**.

The right column of the window, No. Records, displays the number of hits for each database. To see the records, select one of the databases and click the Show Record button.

If only one similar record was found, a window with the record in Full format will be displayed. You can either view or merge the record with the one you are currently editing by clicking **Select**.

The MergeRecord variable in the catalog.ini file of the catalog/tab directory specifies whether or not the located record should be automatically merged with the current record.

If the variable is set to **Y**, the selected similar record is merged automatically with the current record without a message being displayed. If the variable is set to **N**, the cataloging draft of the selected similar record will be displayed.

If the variable is set to **Q**, a message is displayed asking whether the records should be merged. Clicking the Yes button will merge the records; clicking the No button will display the catalog card of the selected record.

If more than one record was found, a window with the list of the records in Brief format will be displayed. Highlighting a record and clicking **Full View** will display the selected record in Full format. From both windows, you can either View or Merge the record with the one you are currently editing by clicking **Select**.

More than one record can be selected at the same time by pressing the Ctrl key while pointing at the pertinent records and clicking the left mouse button. In this case, even if the MergeRecord variable is set to Y or Q, when clicking **Select** the cataloging cards of the selected records are displayed without merging.



To see the Find command performed by the Locate function, click the Show Request button. The system will display a message containing the search request (for example, wau= Auster, Paul and wti= chance and music).

## Record's Triggers

A trigger is a reminder to perform a task related to the record. To view, add or delete triggers for the current record, select the Record's trigger option from the Edit Actions menu. The List of Triggers for Record window will be displayed.

Date	Department	Text
12/12/2010	CAT	Field 1001 : "\$\$aWeinstein, Allen." is a new heading in the AUT list.
12/12/2010	CAT	Field 1001 : "\$\$aWeinstein, Allen." is a new heading, and is not in authority database.
12/12/2010	CAT	Field 440 0 : "\$\$aYale historical publications. Miscell" is a new heading in the TIT list.
12/12/2010	CAT	Field 440 0 : "\$\$aYale historical publications. Miscell" is a new heading in the SRS list.
12/12/2010	CAT	Field 440 0 : "\$\$aYale historical publications. Miscell" is a new heading, and is not in authority database.

Trigger Information for Record

Open Date: 12/12/2010

Trigger Date: 12/12/2010

Department: CAT

Trigger Text: Field 1001 : "\$\$aWeinstein, Allen." is a

## Adding Triggers

To add a trigger to the list, follow these steps:

1. Click **New**.
2. The Open Date field will be automatically filled in by the system. It contains the date on which the trigger is defined.
3. Fill in the Trigger Date field. This is the date on which you should perform a particular task related to the record. By default, it is set to the current date.
4. If needed, fill in the optional Department field.
5. Fill in the Trigger Text field. Enter information reminding you of the task that must be performed.
6. Click **Add**.

## Modifying Triggers

To modify a trigger from the list, follow these steps:

1. Highlight the appropriate trigger from the list (in the upper pane).
2. Change the trigger's date, department or text (in the lower pane).
3. Click **Update**. The trigger is automatically updated.

### Deleting Triggers

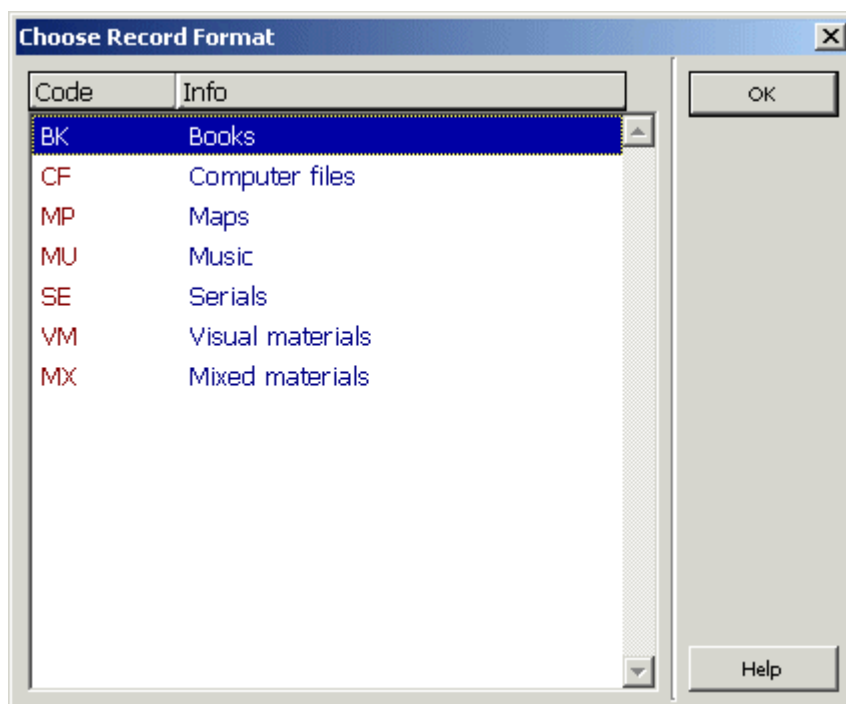
To delete a trigger from the list, follow these steps:

1. Highlight the appropriate trigger from the list.
2. Click **Delete**. The trigger will be removed from the list.

### Change the Record's Format

This function changes the record's current format. The Change Record's Format option will also change the forms (for editing fields) and the checks that are performed on the record. To do this, follow these steps:

1. From the Edit Actions menu, select the Change Record's Format option. The Choose Record Format window will be displayed.

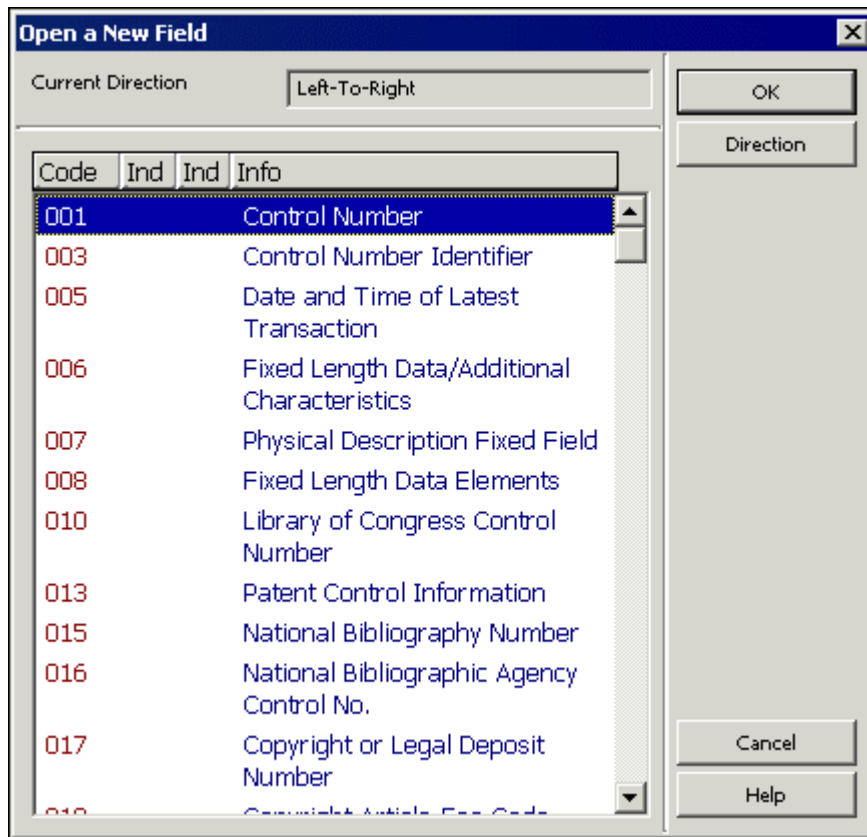


2. Highlight the format of your choice and click **OK**.

The new format will appear on the cataloging bar. Forms and checks that are format-sensitive will match the new format of the record.

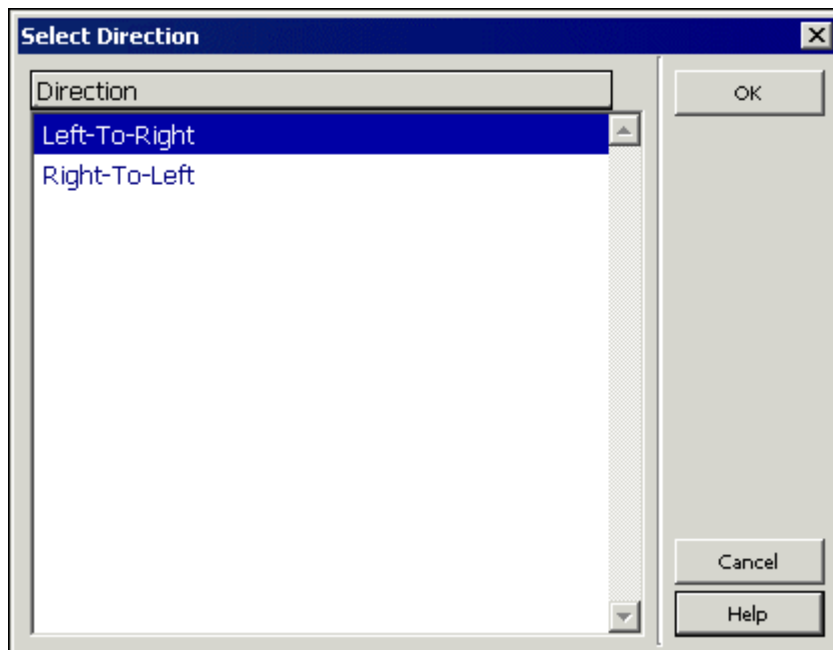
### Add New Fields From a List

You can open a new field below the current field by selecting a field from a standard library-defined list. To do this, use the shortcut key F5 or choose the New Field (choose from list) option from the Edit Text menu. The dialog box with the list of fields will pop up.



To add a new field, press the first character of the field code to jump to the relevant section of codes. Then highlight the desired field and click **OK**. If subfields have been defined, the tag and its subfields will be displayed. If subfields have not been defined, by default only subfield "a" will be displayed.

Click **Direction** to change the text direction of the field, after highlighting the desired field to select it. Select the desired direction (Left-to-Right /Right-to-Left) from the dialog box that pops up and click **OK**.



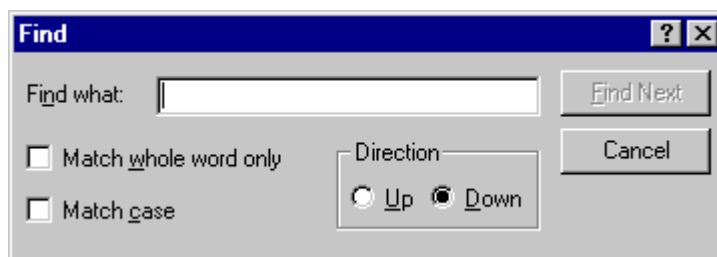
## Search Headings and Options

Several types of search functions are available to help you fill in the contents of a field.

### Find

To find specific text on the current record:

1. Select the Find option from the Edit Text menu. The Find window pops up:



2. In the "Find what" field, type the text you want to find in the record. To find only text with the same capitalization style as the text you type, select the "Match case" checkbox. To find only whole words instead of parts of words, select the "Match whole word only" check box.
3. Click **Find Next**.

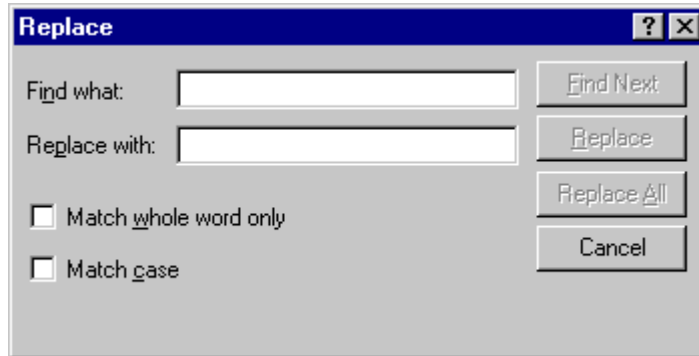
To find more occurrences of the text, click **Find Next** again.

The direction of the Find command in the record is defined according to the selected option in the Direction section of the window (Up or Down).

## Replace

To find and replace text with another string:

1. Select the Replace option from the Edit Text menu. The Replace window pops up:




2. In the "Find what" field, type the text you want to replace in the record. To find only text with the same capitalization style as the text you type, select the "Match case" checkbox. To find only whole words instead of parts of words, select the "Match whole word only" checkbox.
3. In the "Replace with" field type the replacement text.

The **Find Next** button is used to find the selected text ("Find what" string). The **Replace** button replaces the first occurrence of the text with the new string. The **Replace All** button replaces automatically all occurrences of the text in the record with the new string.

## Check Field and Check Record

To check the current field, place the cursor on the tag of the relevant field or in the contents area and select the Check Field option from the Edit Actions menu or use the shortcut key Ctrl+W.

To check the current record, select the Check Record option from the Edit actions menu or click the Check Record icon  from the Cataloging bar.

Upon completion of either check, the system displays the potential problems in the Messages tab of the lower pane. If no problems are found, the Messages tab is left empty.

<i>Leader</i>	<b>LDR</b>	---	----	^^^^^nam^a22^^^^^^u^4500
<i>Control No.</i>	<b>001</b>	---	----	000032252
<i>Date and Time</i>	<b>005</b>	---	----	20030302114644.0
<i>Fixed Data</i>	<b>008</b>	---	----	030302s2001^^^^^cau^^^^^^r^^^^^^000^0^eng^d
<i>ISBN</i>	<b>020</b>	---	a	0804739552 (paper: alk. paper)
<i>Main Title</i>	<b>245</b>	<b>10</b>	a	Futures :
			b	of Jacques Derrida /
			c	edited by Richard Rand.
<i>A.E. Pers. Name</i>	<b>700</b>	<b>1</b>	a	Rand, Richard,
			d	1939-
<i>A.E. Pers. Name</i>	<b>700</b>	<b>1</b>	a	Derrida, Jacques

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Doc Validation Error

? Required 260 field is either missing or duplicated

? Use 245 0# when there is NO main entry (1XX).

View Related

The View Related button becomes enabled when the highlighted message is related to a check routine that performs checks associated with another record connected to the one that is being checked. For example, whether or not a duplicate record is opened in the Direct (Z11) Index. When clicking on the View Related button, the system retrieves the related record, in the example below, the record that contains the direct index that appears as duplicate in the current record.

An example of the messages window is shown below:

<i>Leader</i>	<b>LDR</b>	---	----	00000cam^^22003254a^4500
<i>Date and Time</i>	<b>005</b>	---	----	20070409103211.0
<i>Fixed Data</i>	<b>008</b>	---	----	001002s2001^^^^^cau^^^^^^b^^^^^^110^0^eng^^
<i>ISBN</i>	<b>020</b>	---	a	0804739552 (alk. paper)
<i>ISBN</i>	<b>020</b>	---	a	0804739560 (paper : alk. paper)
<i>Dewey No.</i>	<b>082</b>	<b>00</b>	a	801/.95/092
			2	21
<i>Main Title</i>	<b>245</b>	<b>00</b>	a	Futures :
			b	of Jacques Derrida /
			c	edited by Richard Rand.
<i>Imprint</i>	<b>260</b>	---	a	Stanford, Calif. :
			b	Stanford University Press,
			c	2001.
<i>Physical Des.</i>	<b>300</b>	---	a	x, 252 p. ;
			c	23 cm.
<i>Subject-P.Name</i>	<b>600</b>	<b>10</b>	a	Derrida, Jacques
			v	ConWresses.
<i>Subject-Top.Trm</i>	<b>650</b>	<b>0</b>	a	Deconstruction
			v	Congresses

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Doc Validation Error

? Field 60010 : "\$aDerrida, Jacques\$\$vConWresses." is a new heading in the SUB list.

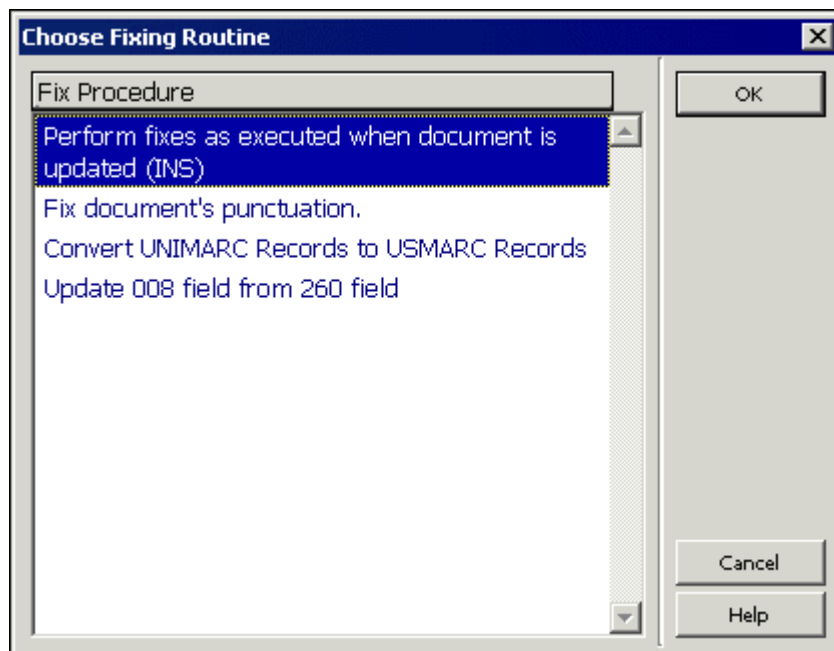
? Field 60010 : "\$aDerrida, Jacques\$\$vConWresses." is a new heading in the SUL list.

View Related

### Fix Record and Derive New Record

The Fix Record option automatically fixes the current record according to standard library-defined procedures (fix routines). The Derive New Record function enables you to use fix routines in order to create a new record rather than fix the current one. The Fix Record and Derive New Record options are available from the Edit Actions menu.

Routines that have been set to fix the current record appear under the Fix Record option. Routines that have been set to create a new record appear under the Derive New Record option. For both functions, the fixing procedures are listed in the Choose Fixing Routine window:



### **View Record's Catalogers**

This option enables you to view the list of catalogers who have edited the current record. To do this, select the View Record's Catalogers option from the Edit actions menu. A window will be displayed listing all the catalogers who have edited the selected record. The cataloger level of each person is given, along with the cataloging hour and date:

Cataloger	Level	Date	Hour
		09/10/10	17:46
MASTER	99	22/08/12	08:57
ALEPH	99	22/08/12	10:32
MASTER	99	22/08/12	10:34

### Edit Text Mode

This option functions as a toggle switch. When it is activated (either via the Edit Actions menu or via a shortcut key - Ctrl + F12), the system is ready to receive input. The input is displayed on the status bar as it is typed in.

The input is in the form of command-like language. Examples:

1. search tag=100
2. search sf=a
3. search text=revolution

In the first example above, "search" is the operation code, "tag" is the parameter (that is, which element to search for), and "100" is the value (in this case, the tag) to be searched for.

When the typing of the text is finished, the Enter Text Mode option should be activated once again in order to end the text mode, execute the command and return to the regular edit mode.

The following rules apply to the Text Mode mechanism:

- Currently the only operation code supported is "search" for tags ("tag"), subfields ("sf") and text ("text").
- The operation code and parameter(s) are not case-sensitive.




- There must be at least one space between the operation code and the parameter(s).
- No spaces are allowed on both sides of the "=" sign positioned between a parameter and its value.
- When searching for text, the search is not case-sensitive. In addition, if the text contains spaces, type "^" (caret) instead of a space.
- When searching for a tag or text, the record is scanned cyclically. That is, if the tag or text is not found till the end of the record, the search continues from the beginning of the record up to the cursor's location.
- When searching for a tag, use a hash ("#") as a wildcard. That is, to search for "10010" or "10000" enter "100##"; to search for "200" or "220" enter "2##".
- When searching for a subfield, the search scope is from the location of the cursor up to the end of the current tag.

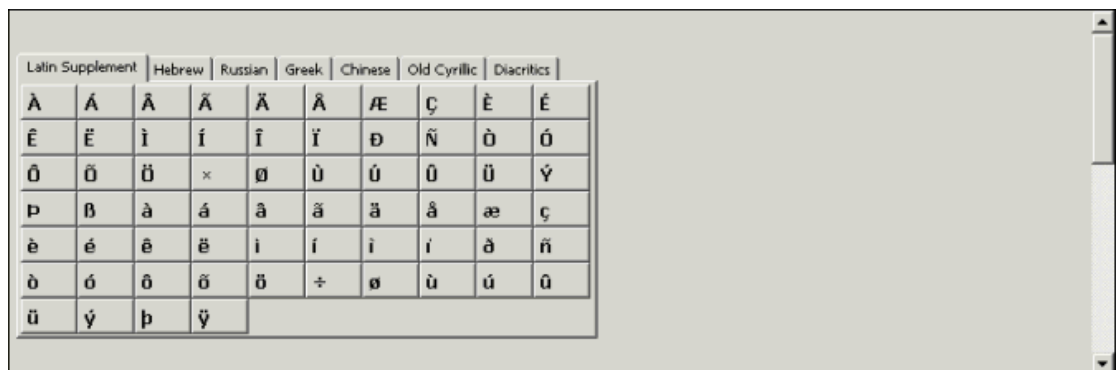
## 4.4 ALEPH Keyboard

The ALEPH Keyboard is a utility that displays a virtual keyboard on your screen. It enables you to insert characters that are not present in your workstation's standard keyboard.

According to the configuration settings, the ALEPH Keyboard can be divided into tabs, each one displaying a group of characters.

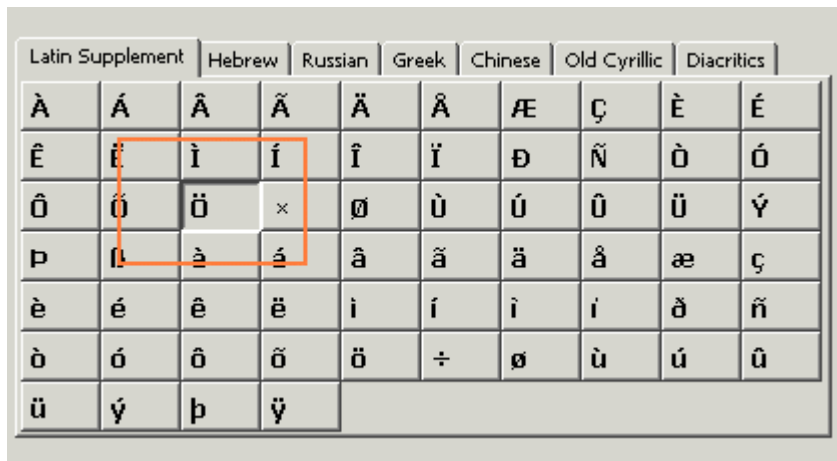
To use the ALEPH Keyboard in the Cataloging module, follow the process described in this step-by-step example:

1. From the Cataloging menu, select the **Activate Keyboard** option, or use the shortcut key Ctrl+K, or click the Activate Keyboard icon  from the Cataloging bar. The ALEPH Keyboard is displayed in the lower pane:

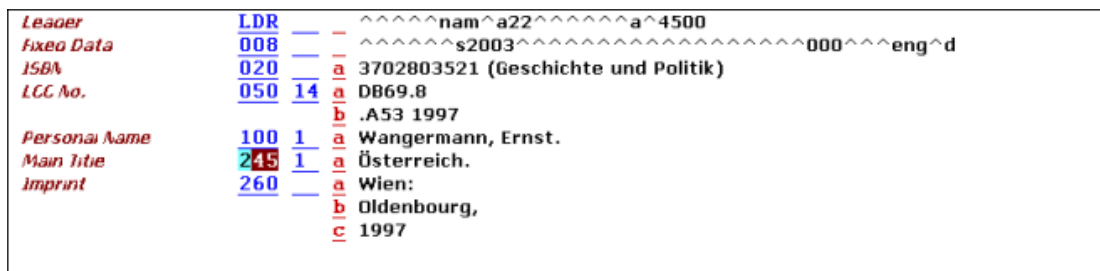



- Choose the appropriate tab and type text by clicking on the corresponding on-screen character keys. The characters selected from the keyboard are automatically inserted into the cataloging record being edited. These characters are added to the record at the cursor's last position.

In the example below, the title of a book in German is *Österreich*. The first character of the title contains a diacritic, an "O" with an umlaut. When the Ö is typed from the ALEPH Keyboard, as shown below:



it is automatically inserted into the cataloging record (in this case, in the 245 field before the letters *sterreich*:

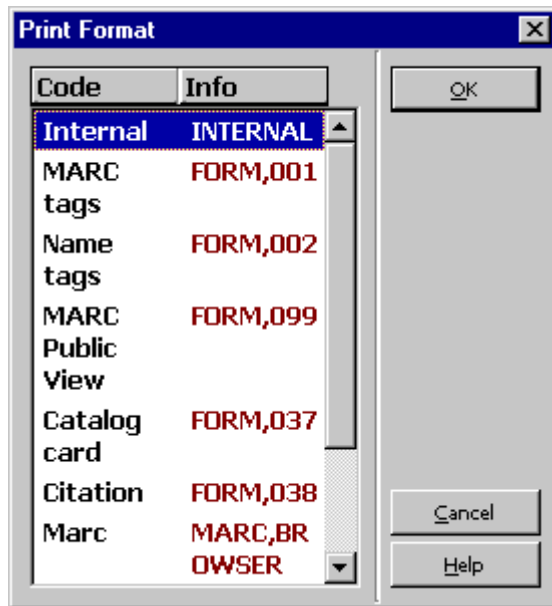


Deactivate the ALEPH Keyboard by clicking **Close**, or by selecting the **Activate Keyboard** option from the **Cataloging** menu, or by clicking the **Activate Keyboard** icon  from the **Cataloging bar**.

## 4.5 Printing a Record

This function enables you to print the currently displayed record. To do so, follow these steps:

1. Use the shortcut key Ctrl+P or select Print from the Cataloging menu. The Print Format dialog box is displayed:




2. Select by highlighting the appropriate printing format for your record from the Print Format dialog box (that is, MARC Tags, Name tags, and so on). The record will be printed in the selected format.

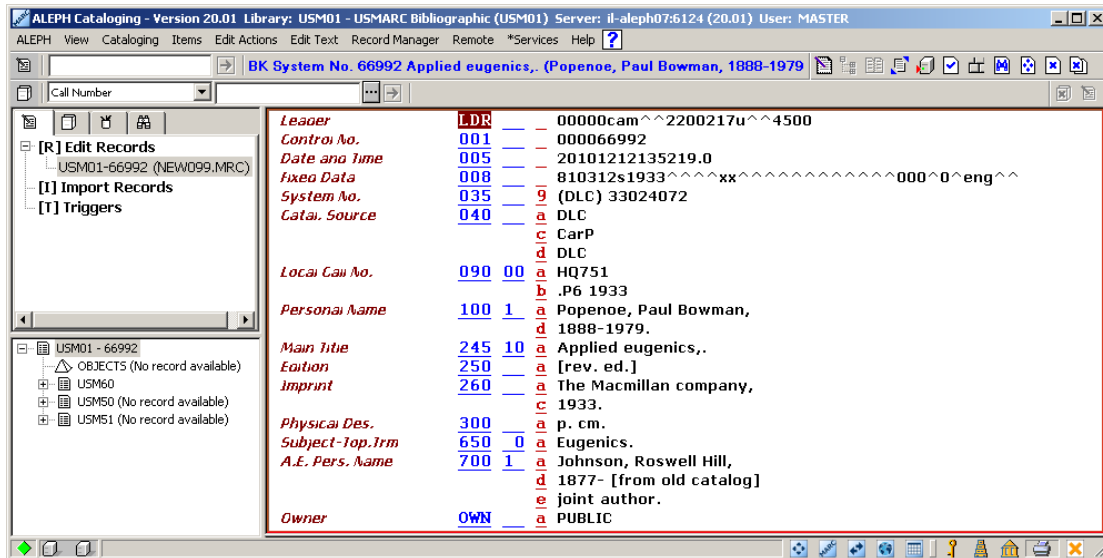
## 4.6 Different Ways to View a Catalog Record

### 4.6.1 Full Screen

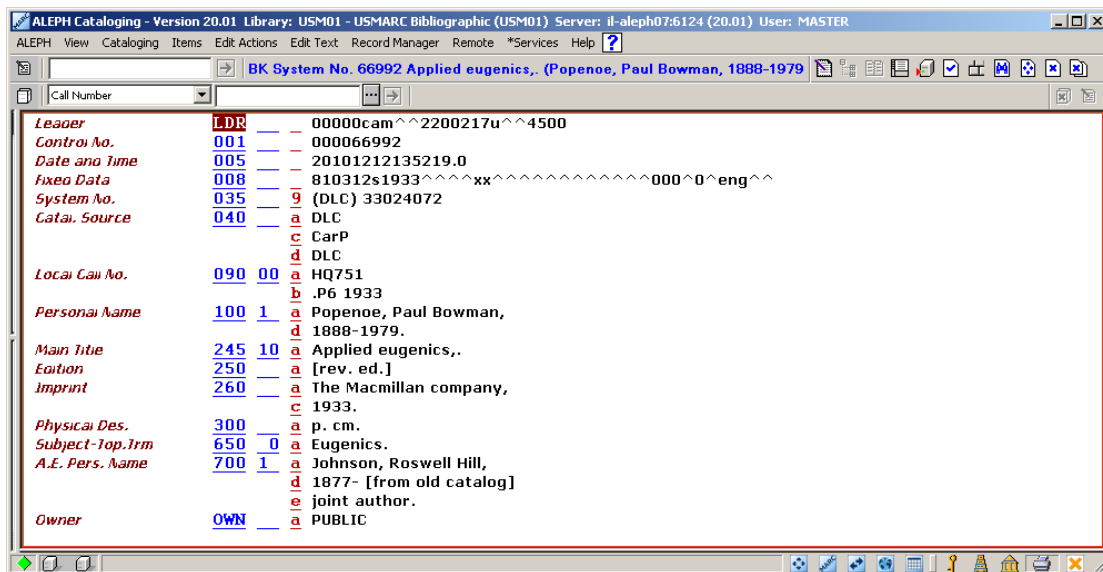
The Full Screen option enables you to display as much as possible on the screen of the cataloging record currently being edited.

The full screen option is only available for the Edit Records node. If you click the Full Screen button, work on a record and then move to another node (such as Triggers), the full screen option will be overridden and the normal screen option presented.

To view the current cataloging record in Full Screen mode, select the Full Screen option from the View menu or click the Full Screen icon  from the Cataloging bar. When this option is selected, the lower pane is not displayed and the cataloging record takes up the upper and lower pane:




If the option is selected once again, the navigation pane is not shown and the cataloging record takes up the whole screen:



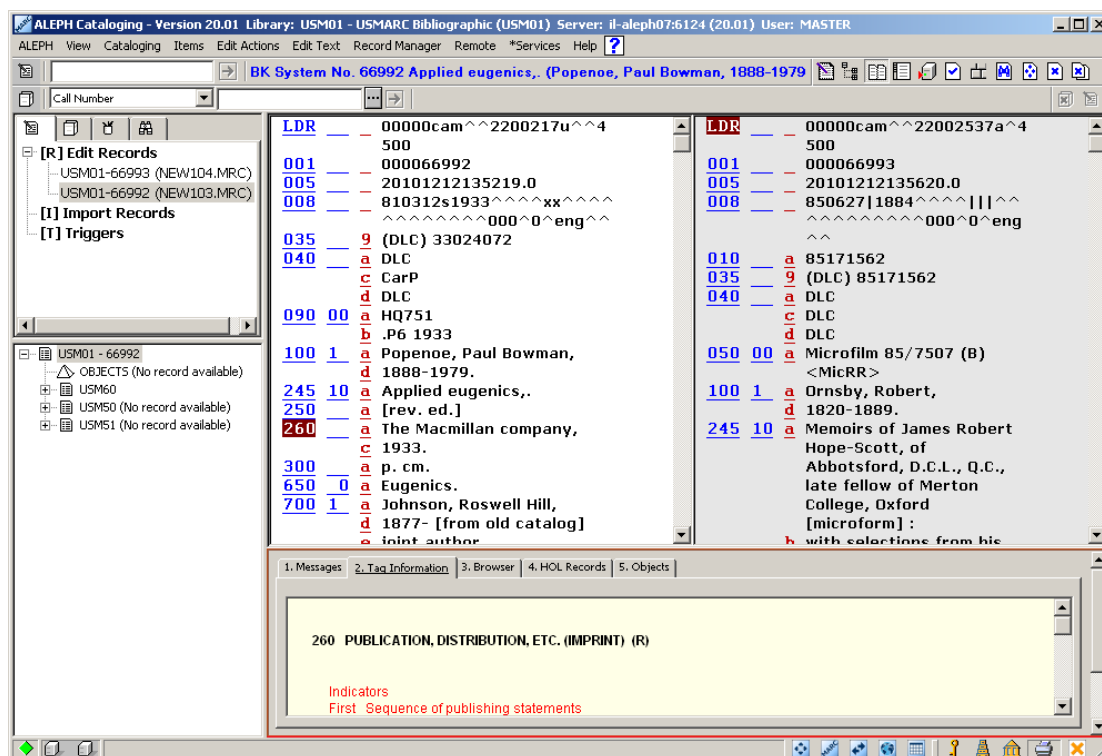
To turn off the Full Screen mode and switch to the previous view, select again the Full Screen option from the View menu or click the Full Screen icon from the Cataloging bar.

#### 4.6.2 Split Editor Mode

Split Editor Mode enables you to split the Catalog Editor into two sections for viewing and/or editing two cataloging records simultaneously.

To switch into the Split Editor mode, select the Split Editor Mode option from the Cataloging menu or click the Split Editor Mode icon  from the Cataloging bar.

To view a record in a particular section, first highlight the desired section from the upper pane and then either open a new record by calling it up from the Cataloging bar or by selecting an already opened record from the list of records displayed under the Edit Records node of the Navigation Tree in the Cataloging tab. The following is an example of the Split Editor mode:

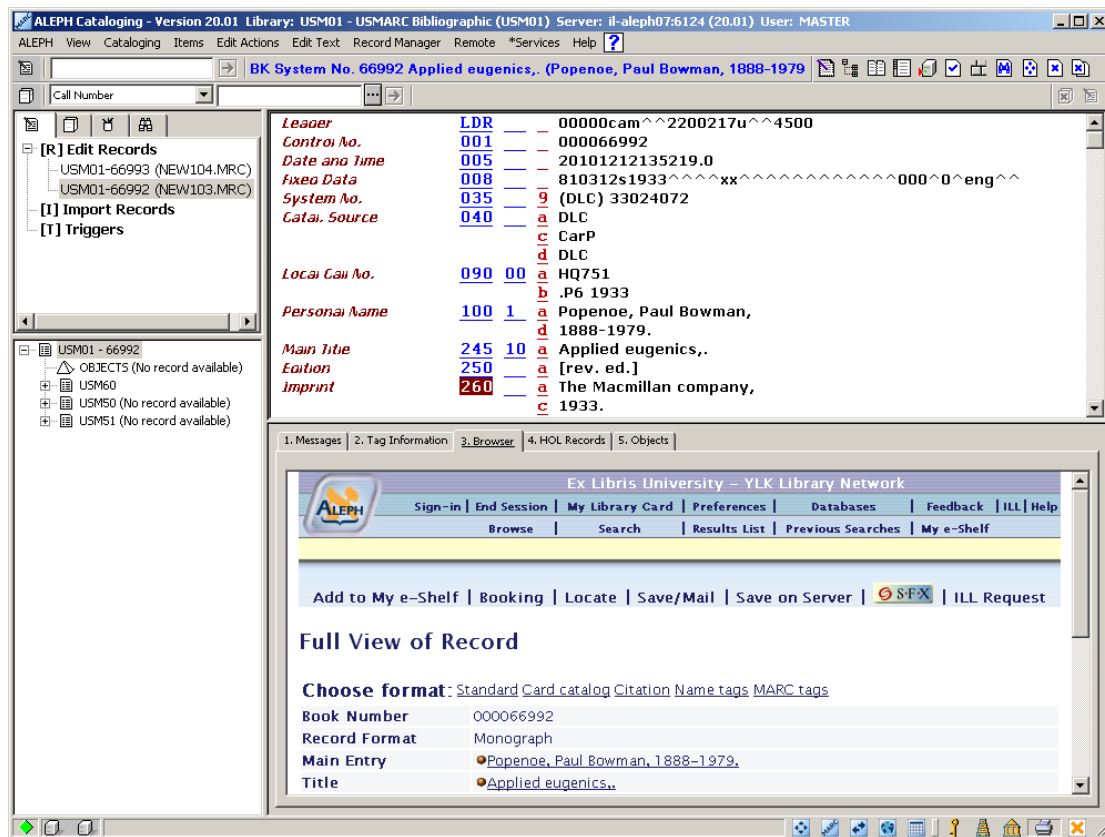


Click **Records Navigation** from the **Cataloging** menu (or press its assigned shortcut key, for example, **Ctrl + G**) to cycle through open records (in the record tree). This allows you to edit the next open record and to highlight its node in the Record tree as the currently edited record.

To turn off **Split Editor Mode** and switch to the previous view, click again **Split Editor Mode** from the **Cataloging** menu or click the **Split Editor Mode** button from the Cataloging bar.

### 4.6.3 View in Web OPAC

This option lets you view the record that is being edited in Web OPAC format. The record is shown in the Browser tab of the lower pane in the Cataloging tab after the View in Web OPAC option has been selected from the Cataloging menu or when you use the Ctrl + O hotkey:



The record is displayed as it is in the database and might not reflect the specific state of editing registered in the cataloging draft (upper pane). This option is only available for records that have already been sent to the server.

## 4.7 Closing Records

You can find two commands for closing records under the Cataloging menu. They are:

Function	Shortcut Key	Description
Close All Records	None	This option enables you to close all the records that are currently opened. The list of opened records appears under the Edit Records node of the Navigation Tree in the Cataloging tab.
Close Record	None	This option enables you to close the record that is currently displayed in the upper pane.

## 5 Search Headings and Options

Several types of search functions are available to help you fill in the contents of a field:

- Browse URL
- Search Field Headings of Current Base
- Search Field Headings of Other Base
- Search Subfield Headings of Current Base
- Search Subfield Headings of Other Base
- Search Subfield Options

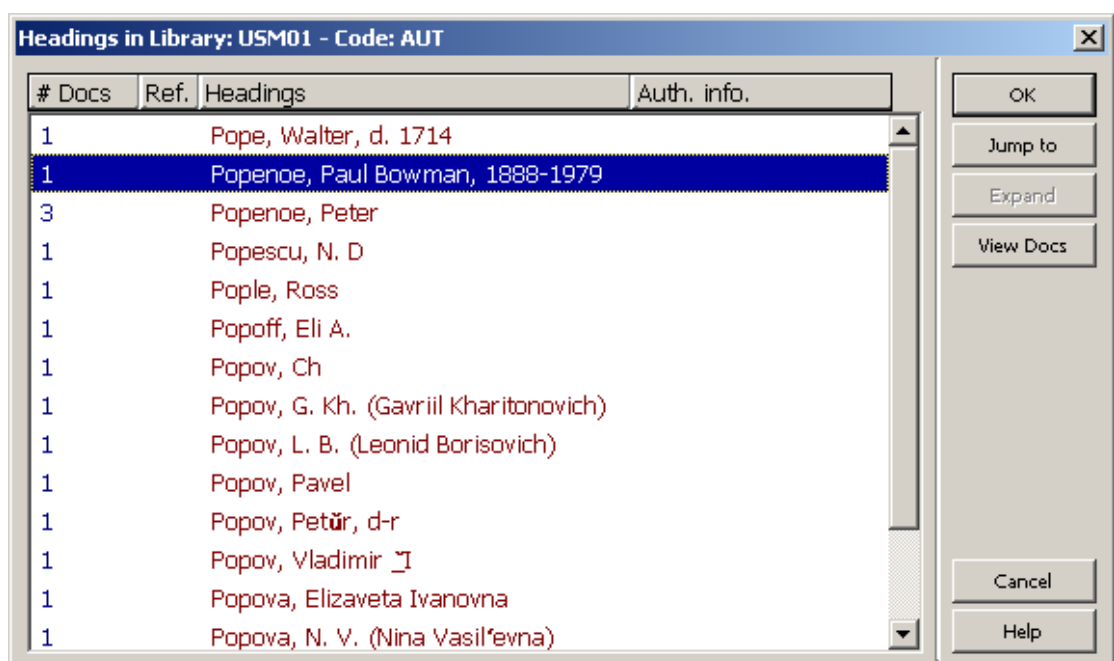
The ability to search headings speeds up data entry and ensures consistency of cataloging standards by allowing you to select previously used text which you can use as the basis for data entry in your catalog record. You can also add data from a library/base other than the home library/base to which you are currently connected, for example, from an authority library or from any other database defined by the system librarian.

## 5.1 Search Field Headings of Current Library

When adding contents to a field of a bibliographic record, you may choose from a list of headings in your current library. To do this, follow these steps:

1. Place your cursor on the tag of the relevant field or in the contents area, and enter the initial text of the field.
2. Press the F3 shortcut key or choose the Search Field Headings of Current Base option from the Search submenu of the Edit Actions menu.

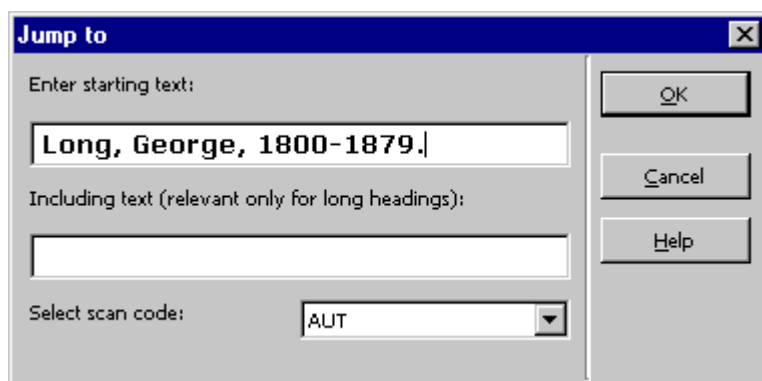
A pop-up dialog box appears with headings for the relevant field.



Highlight the desired heading and click OK.

The highlighted heading is copied into the contents area of the field. If the heading also has information for individual subfields attached to it, all the subfields are copied into the contents area of the record. If the selected heading is a "See From" reference, then the actual heading from the authority record is inserted in the catalog draft. For example, if "Aplaton" is selected, the preferred term - "Plato" - is inserted into the contents area of the field (this occurs only if the UPD field of the authority record is set to **Y**). If the selected heading is not in the authority database, then it is inserted as is.

To search another portion of the Headings List, click **Jump to**. Enter the starting text for the desired heading (note that the original heading is displayed automatically in the "Enter starting text" field. To jump to the desired heading, overwrite the original text with the new text) and click **OK**.



The list is redisplayed from the text requested; you can now highlight the selected heading and copy it to the catalog draft.

You can change the scan code on-the-fly through the "Jump to" window. To do this, select a new scan code from the pull-down menu, enter the starting text for the heading and click **OK**. The new Headings list is displayed.

You can also use the "Including text" field to jump more efficiently in the case of long headings. For example, if you reach a section of long headings with the same initial text, then by using the "Including text" field, you can enter the text specific to the desired heading and when clicking the **OK** button, the list will be redisplayed and the relevant heading will be highlighted.

### 5.1.1 Expand

Headings (preferred or non-preferred) that have an associated Authority record display Authority information (for example, authority library code, field code, usage codes, UPD field) in the Authority Information column in the List of Headings dialog box. Note that if the heading in the authority database is an ambiguous heading, the Authority Information column contains ??? (three question marks). A plus sign (+) in the Ref. Column indicates that the heading is a non-preferred term. In both cases, non-preferred or preferred, when clicking the Expand button, the associated Authority record is displayed in Full format. If you want to edit or view the catalog card of the



retrieved Authority record, then click **Select**. The catalog draft of the Authority record is displayed.

### **5.1.2 View Docs**

Clicking the **View Docs** button allows you to view all the records related to the selected heading.

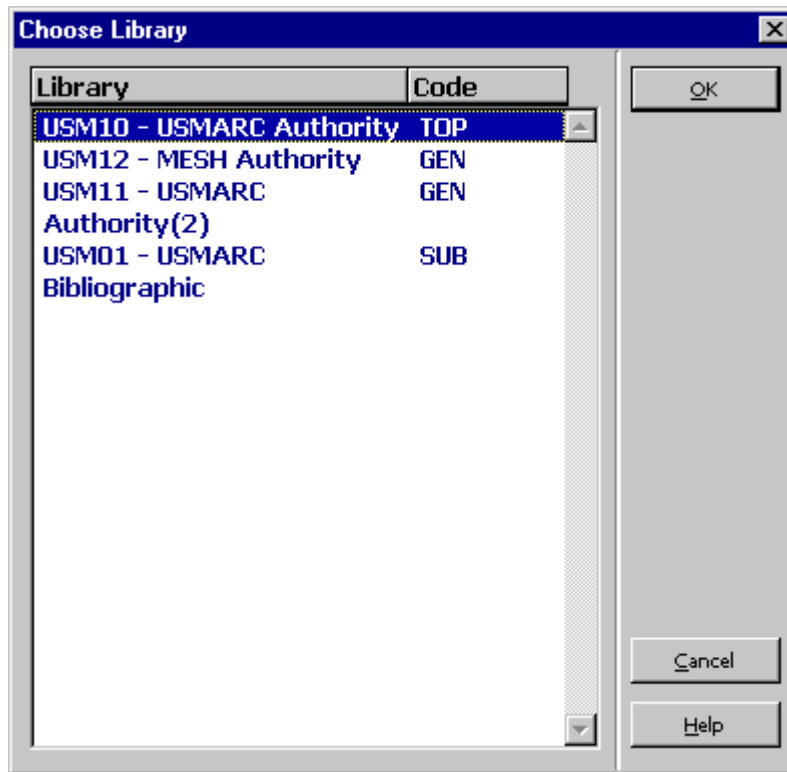
If only one record is related to the heading, a window with the record in Full format is displayed. You can view the catalog draft or edit the record by clicking **Select**.

If more than one record is related to the heading, a window with the list of the records in Brief format is displayed. To display the selected record in Full format, highlight a record and click **View Full**. From both windows, you can either view the catalog draft or edit the record by clicking **Select**.

## **5.2 Search Field Headings of Other Base**

When adding contents to a field of a bibliographic record, you may choose from a list of headings in a library/base other than the home library/base to which you are currently connected. For example, you could search Authority libraries. To do so:

1. Place your cursor on the tag of the relevant field or in the contents area, and enter the initial text of the field.
2. Press the Ctrl+F3 shortcut key or choose the Search field headings of the Other Base option from the Search submenu of the Edit Actions menu.
3. If more than one base is available, a pop-up library list appears. Highlight the desired base and click **OK**.



A pop-up dialog box appears with headings for the relevant field.

4. Highlight the desired heading and click **OK**.

The highlighted heading is copied into the contents area of the field. If the heading also has information for individual subfields attached to it, all the subfields are copied into the contents area of the record. If the selected heading is a "See From" reference, then the actual heading from the authority record is inserted into the catalog draft. For example, if "Aplaton" is selected, the preferred term - "Plato" - is inserted into the contents area of the field (this occurs only if the UPD field of the authority record is set to **Y**).

To search another portion of the Headings List, click **Jump to**. Enter the starting text for the desired heading and click **OK**.

The list is redisplayed from the text requested; you can now highlight the selected heading and copy it to the catalog draft.

You can also change the scan code on-the-fly through the Jump to window. To do this, select a new scan code from the pull-down menu, enter the starting text for the heading and click **OK**. The new Headings list is displayed.

You can also use the "Including text" field to jump more efficiently in the case of long headings. For example, if you reach a section of long headings with the same initial text, then by using the "Including text" field, you can enter the text specific to the desired heading. Click **OK** to redisplay the list and highlight the relevant heading.

Note that you can specify a base more than once to enable the user to select more than

one scan code for the field or subfield option. This option can also include a selection of codes from the local home library/base.

### 5.3 Search Subfield Headings of Current Base

When adding contents to a subfield of a bibliographic record, you can choose from a list of headings in your current base. For example, you could search for publishers for the MARC 21 field 260, subfield b. To do so:

1. Place your cursor on the tag of the relevant subfield code or in the contents area and enter the initial text of the subfield.
2. Press the F4 shortcut key or choose the Search subfield heading of the Current Base option from the Search submenu in the Edit Actions menu.

A pop-up dialog box appears with headings for the relevant subfield.

3. Highlight the desired heading and click **OK**. The highlighted heading is copied into the contents area of the subfield.

To search another portion of the Headings List, click "Jump to". Enter the starting text for the desired heading and click **OK**.

The list redisplay from the text requested; you can now highlight the selected heading and copy it to the catalog draft.

You can also change the scan code on-the-fly through the Jump to window. To do so, select a new scan code from the pull-down menu, enter the starting text for the heading and click **OK**. The new Headings list is displayed.

You can also use the "Including text" field to jump more efficiently in the case of long headings. For example, if you reach a section of long headings with the same initial text, by using the "Including text" field you can enter the text specific to the desired heading. Click **OK** to redisplay the list and highlight the relevant heading.

Note that when there is more than one subfield in the Search subfield heading of the current/other base window, all of the text in the subfields will be retrieved. You can edit it later.

### 5.4 Search Subfield Headings of other Base

When adding contents to a subfield of a bibliographic record, you may choose from a list of headings in a library/base other than the home library/base to which you are currently connected. For example, you could search for publishers in the MARC 21 field 260, subfield b. To do so:

1. Place your cursor on the tag of the relevant subfield code or in the contents area and enter the initial text of the subfield.
2. Press the Ctrl + F4 shortcut key or choose the Search subfield headings of other base option from the Search submenu in the Edit Actions menu.
3. If more than one base is available, a pop-up base list appear. Highlight the desired base and click **OK**.

A pop-up dialog box appears with headings for the relevant subfield.

4. Highlight the desired heading and click **OK**.

The highlighted heading is copied into the contents area of the subfield.

To search another portion of the Headings List, click **Jump to**. Enter the starting text for the desired heading and click **OK**.

The list is redisplayed from the text requested; you can now highlight the selected heading and copy it to the catalog draft.

You can also change the scan code on-the-fly through the Jump to window. To do this, select a new scan code from the pull-down menu, enter the starting text for the heading and click **OK**. The new Headings list is displayed.

You can also use the "Including text" field to jump more efficiently in the case of long headings. For example, if you reach a section of long headings with the same initial text, then by using the "Including text" field, you can enter the text specific to the desired heading. Click **OK** to redisplay the list and highlight the relevant heading.

Note that you can specify a base more than once to enable the user to select more than one scan code for the field or subfield option. This option can also include a selection of codes from the local home library/base.

## 5.5 Search Subfield Options

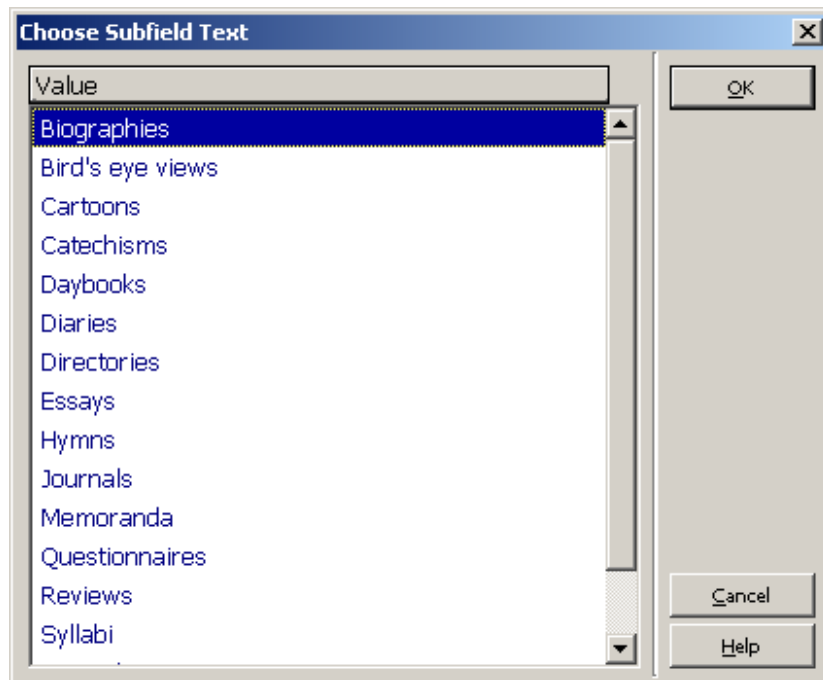
For a select number of subfields, you can choose text from a list of options that have been defined by your local library. To do this, follow these steps:

1. Place the cursor on the subfield of interest.
2. Press the Ctrl + F8 shortcut key or select Search Subfield Options from the Search submenu of the Edit Actions menu.

A pop-up dialog box appears with choices of text for the relevant subfield.

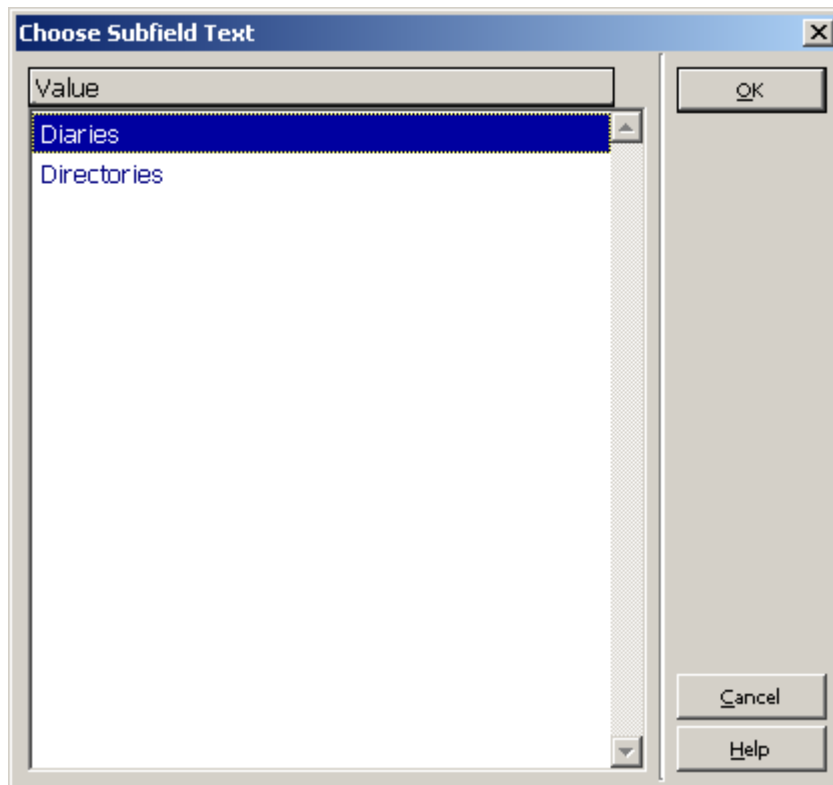
3. Highlight the desired text and click **OK**.

An example of the options defined for subfield 'a' of the field 655 MARC 21 is shown below:



The highlighted text is copied into the contents area of the subfield.

For subfields that have a list of options defined, you can also type the beginning of the text and press the Tab key. If the string is unique, the system automatically fills in the text. On the other hand, if the text is not unique, for example, "Di" for MARC 21 field 655, subfield a, the options window displays all options that match the string enabling you to choose your desired option. An example for the options that start with "Di" for subfield 'a' of the field 655 MARC 21 is shown below:



For this to work, the cursor must be at the end of the text string (that is, not in the middle of the string). Note that this feature is case-sensitive.

For the "Tab" mechanism functionality, the TabCompletion flag of the catalog.ini file must be set to **Y**.

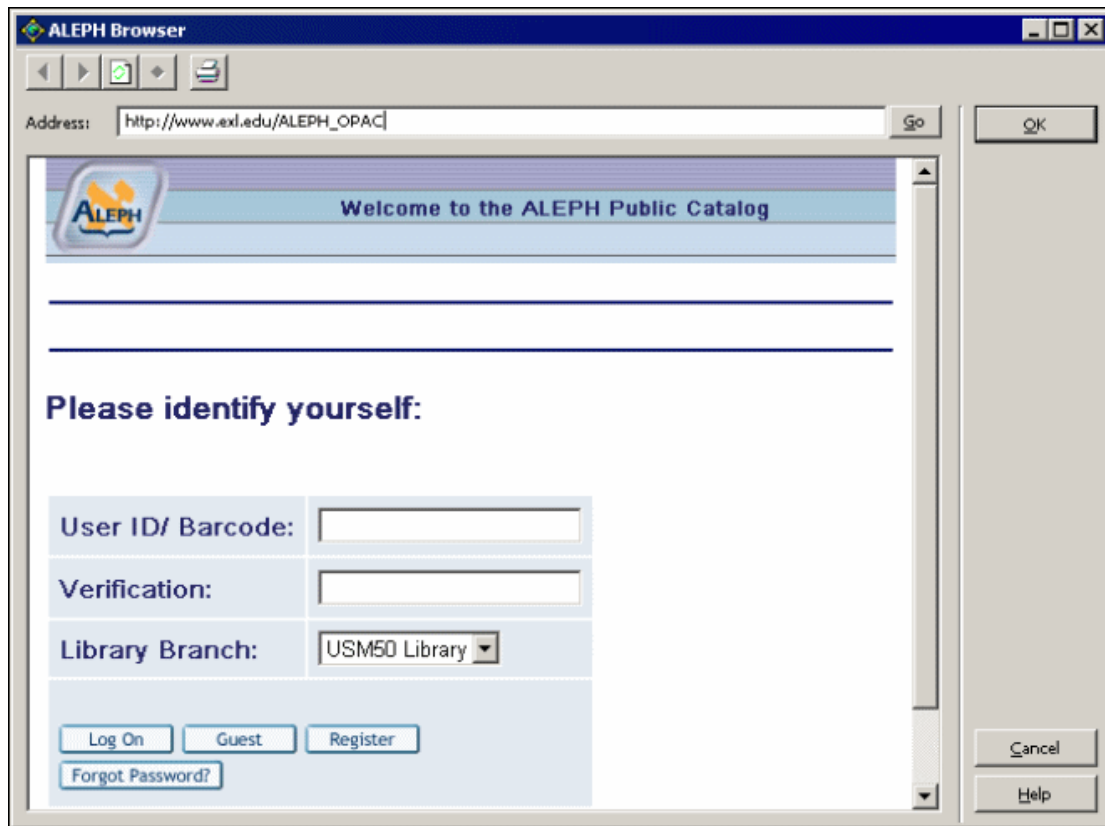
## 5.6 Browse URL

In some cataloging fields, subfield \$u is used to store the URL (Uniform Resource Locator). You may want to check the URL before saving or updating the record. To do so, follow these steps:

1. Place the cursor on the field of interest (for example, the 856 field).
2. Select the Browse URL option from the Search submenu of the Edit Actions menu. The ALEPH Browser is displayed.

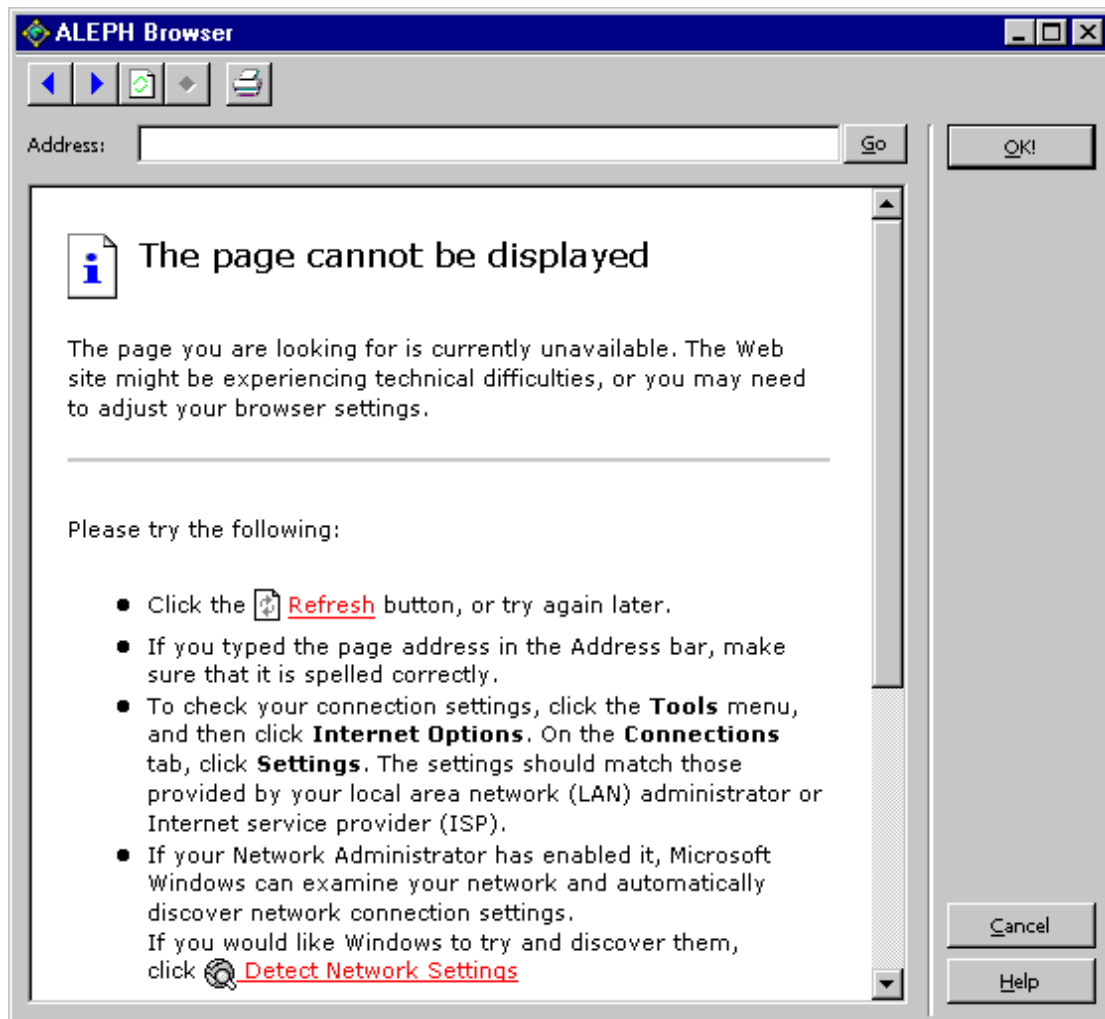
The ALEPH Browser searches automatically for the address defined in subfield \$u of the selected field and displays the corresponding page.

Following is a sample page displayed by the ALEPH Browser:



If the address is incorrect or if you want to try a different URL, type the new address - for example, <http://www.exlibris.co.il> - in the Address bar, and then click the **Go** button. The new page is displayed. If this is the address that should be cataloged, you can click **OK** to copy the new URL into the contents area of subfield \$u.

Note that if the selected field does not have subfield \$u, then the ALEPH Browser opens up without any address in the Address bar and the standard message-page appears, which specifies: "The page cannot be displayed."



In addition, you can use the browser's buttons for standard browsing, as follows:

- To return to the last page you viewed, click the *Back* button (the blue arrow pointing to the left icon).
- To view the page you viewed before clicking the *Back* button, click the *Forward* button (the blue arrow pointing to the right icon).
- To make sure you have the latest version of the page, click the *Refresh* button (the white page icon).
- To print the current page, click the *Print* button (the printer icon).

## 6 Saving Records

There are three options for saving records:

- Save Record on Local Drive



- Save All on Local Drive
- Save on Server and Local Drive

Note that the options above are only enabled when the Catalog Editor (upper pane - the record being edited) is highlighted.

## **6.1 Save Record on Local Drive**

You may want to save records on your local drive either to continue working on them later or because communication links with the server have been severed. The Save on Local Drive option will save your record on your PC's hard disk, making it unavailable for anyone else to find in the OPAC.

To save the current record on your local drive, select the Save on Local Drive option from the Cataloging menu.

The record will be saved, but you will not receive a message informing you that it has been saved. You may immediately continue editing the record. No updates will be registered unless the record is saved again.

Local records can be saved automatically by defining the interval (in minutes) between "autosaves" through the AutoSaveTimeout variable in the catalog.ini file of the catalog/tab directory. If the variable is set to zero, the local record is not saved automatically.

## **6.2 Save All on Local Drive**


The Save All on Local Drive option is similar to Save on Local Drive, except that it saves every record that is open on your cataloging client. To save all open records on your local drive, select the Save All on Local Drive option from the Cataloging menu.

The records will be saved but you will not receive a message informing you that they have been saved. You may immediately continue editing the records. No updates will be registered unless the record is saved again.

Local records can be saved automatically by defining the interval (in minutes) between "autosaves" through the AutoSaveTimeout variable in the catalog.ini file of the catalog/tab directory. If the variable is set to zero, the local record is not saved automatically.

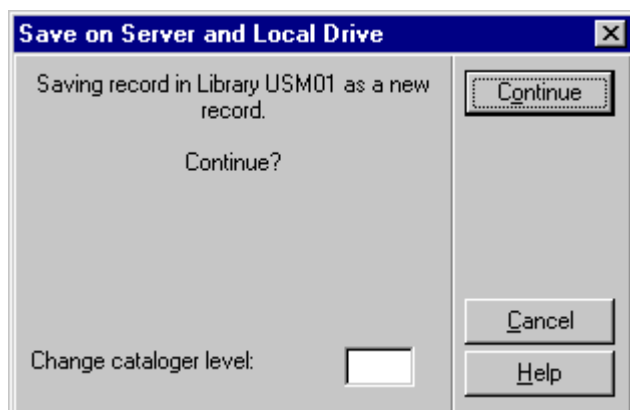
## **6.3 Save on Server and Local Drive**

The Save on Server and Local drive option updates the server database and assigns a system number to new records (as opposed to their current local number). This option will also save the selected record on your local drive.

To save the current record on the server and in your local drive, select the Save on Server and Local drive option from the Cataloging menu or click the  icon from the Cataloging bar. You can also use the Ctrl+L shortcut key.

If the record originated on your local drive and has not yet been assigned a system number, using this function will assign a system number to the record.

You will receive a prompt asking if you do, in fact, want to save the record.



If you do want to save the record now, click **Continue**.

The prompt also enables you to change the cataloger level. This is useful if you want to close a record to catalogers at your level and pass it on to catalogers of a higher level, or to open a record to catalogers of a lower level. If you leave this field blank, the system will automatically assign your cataloger level to the record.

The system follows certain rules about which person's changes will be saved on the server:

1. A lower-level cataloger cannot overwrite records that were saved by a higher-level cataloger.
2. The system can be set up so that if two catalogers have called up the same record at the same time, if one cataloger has updated the record in the database, the other cataloger cannot send his update. A message appears, informing the cataloger that the record was updated in the interim by another user, giving the cataloger's username and the time of update, and a prompt appears, so that the cataloger can recall the updated record from the server. In order to block the update in this manner, check number 0221 ('Record was updated by another user') must be set to "M" in check\_doc\_mandatory.

From the Messages tab of the lower pane (after closing the Record Check Warnings/Errors window), the View Related button can be used to retrieve the updated copy of the record and the cataloger is now enabled to add his changes to the most updated version of the record.

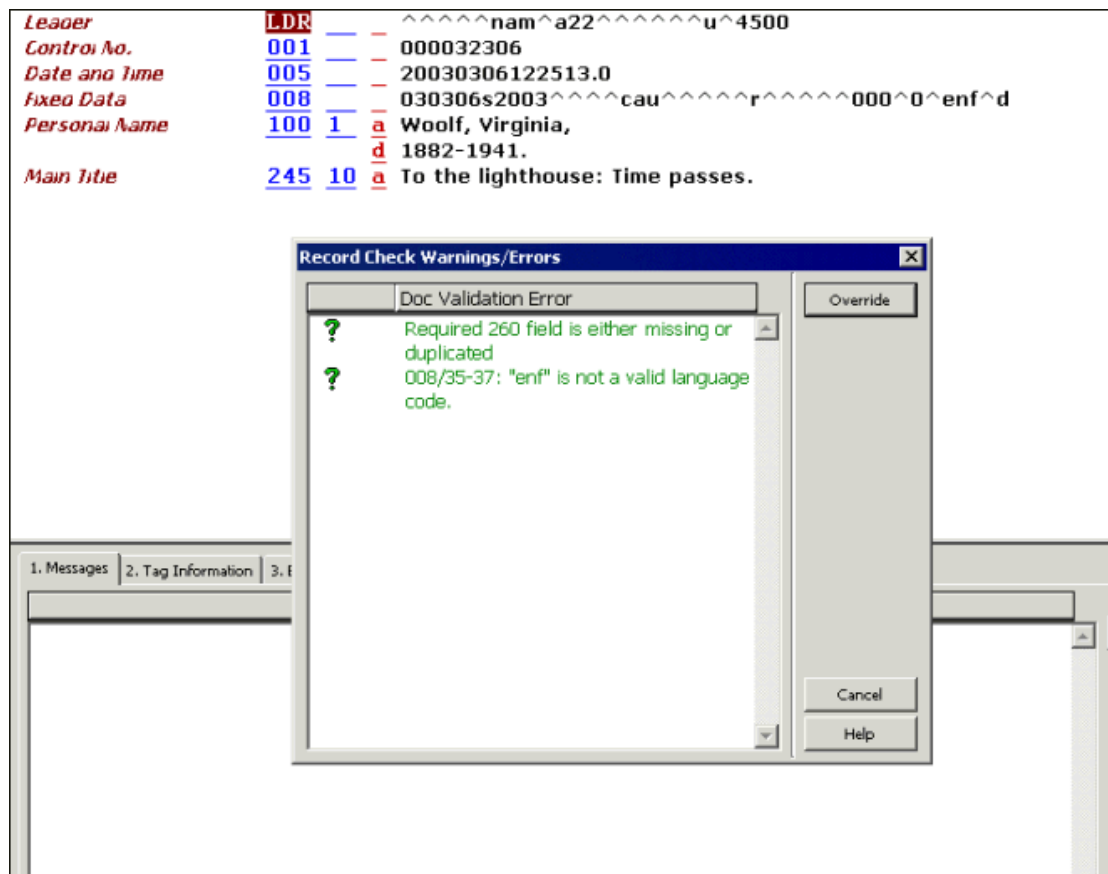
In addition, if the record was updated by one of the system processes (for example, indexing), the changes made by the user are not automatically saved on the server. Instead, a message informing him that the record was updated by the system is displayed. As with the previous message, the View Related button from the messages window can be used to retrieve the most updated copy of the record.

3. Update authorization can be set, based on the OWN field of the record. If the OWN field (Cat. OWN permission) of the user is equal to the OWN field of the record; or if the OWN field of the user is 'GLOBAL'; or if the content of the OWN field of the record is 'PUBLIC'; then the cataloger will be allowed to update the record.
4. Update permission can be denied for specific fields.

### Note

When a record is saved on the server, fields that do not have any content are deleted.

Before updating the database, the system automatically checks the current record. Upon completion of the check, you will receive a list of potential problems.



This window lists two types of errors:

- Forbidden errors (in red text with an exclamation mark). The record cannot be saved if there are any forbidden errors. Click **Cancel** to continue editing the record.
- Triggers (in green text with a question mark). The record can be saved if there are triggers and the override button appears on the window. To save the record, click **Override** or click **Cancel** to continue editing the record.

If the **Cancel** button is selected, the Record Check/Warnings Errors window is closed and the list of potential errors is displayed in the Messages tab of the lower pane.

## 7 Open Existing Records

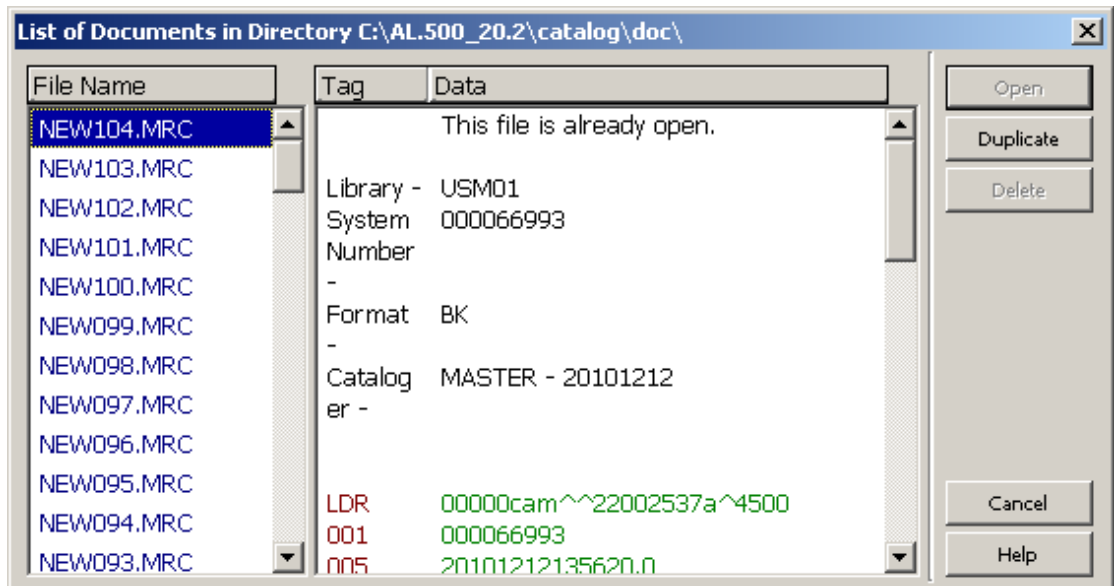
Existing records can be called up for re-editing. There are a number of ways to call up existing records:

- Open Record on Local Drive
- Load Record from Server
- Push from the Search Tab
- Load ADM Record from Server
- Load HOL Record from Server

### 7.1 Open Record on Local Drive

Local records may be called up for re-editing or saving on the server. To open a record located on your local drive, follow these steps:


1. From the Cataloging menu, select the Open Record on Local Drive option. This option opens a list of all local records:

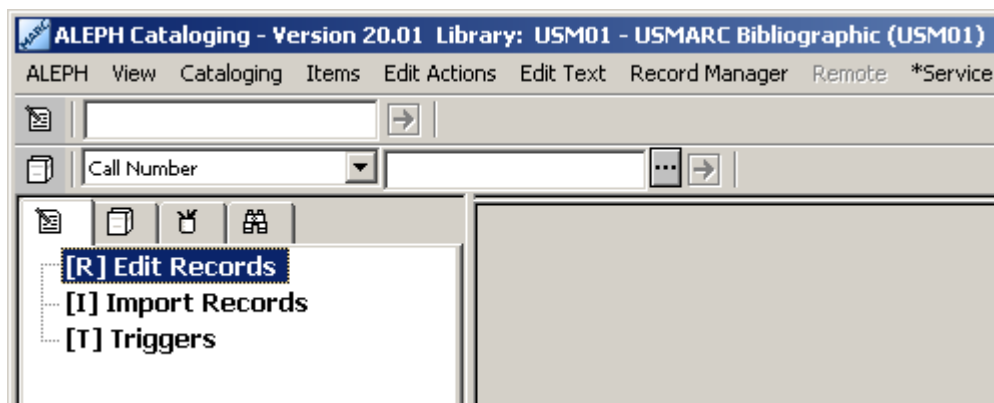


- From the pop-up dialog box, highlight the record of your choice and click the Open button. The record is displayed in the Catalog Editor (the upper pane of the Cataloging tab). You can now re-edit or save the record on the server (See Editing Records on page 28 or Saving Records on page 70).

## 7.2 Load Record from Server

To retrieve a record that is located on the server, follow these steps:

- Enter the system number of the record in the System Number field of the Cataloging bar and click the arrow :



- A copy of the record is made on your local drive and is displayed in the Catalog Editor (upper pane) for editing (see Editing Records on page 28).
- The record is given a temporary, local filename that begins with the prefix "NEW" and a number.

## 7.3 Push from the Search Tab

You can transfer a record from the Search tab of the Cataloging module to the Cataloging tab in order to re-edit the record.

To do so, from the Full display of the record, click **Cataloging**. The full display of the record is available in the lower pane of the Show subfunction of the Search tab.

The screenshot shows two panes of a library cataloging interface. The upper pane, titled '1. Brief List', displays a search result for a book. The lower pane, titled '1. Full+Link', displays the full record details for the selected book. The 'Cataloging' button in the lower pane is highlighted with a red box.

Doc no.	Call No	Author	Title	Year
1/1	B2785.Z7 S3 1968	Schwab, Johann Christoph,	Neun Gespräche zwischen Christian Wolff und einem Kantianer über Kants metaphysische Anfangsgründe der Rechtslehre und der Tugendlehre /	1968

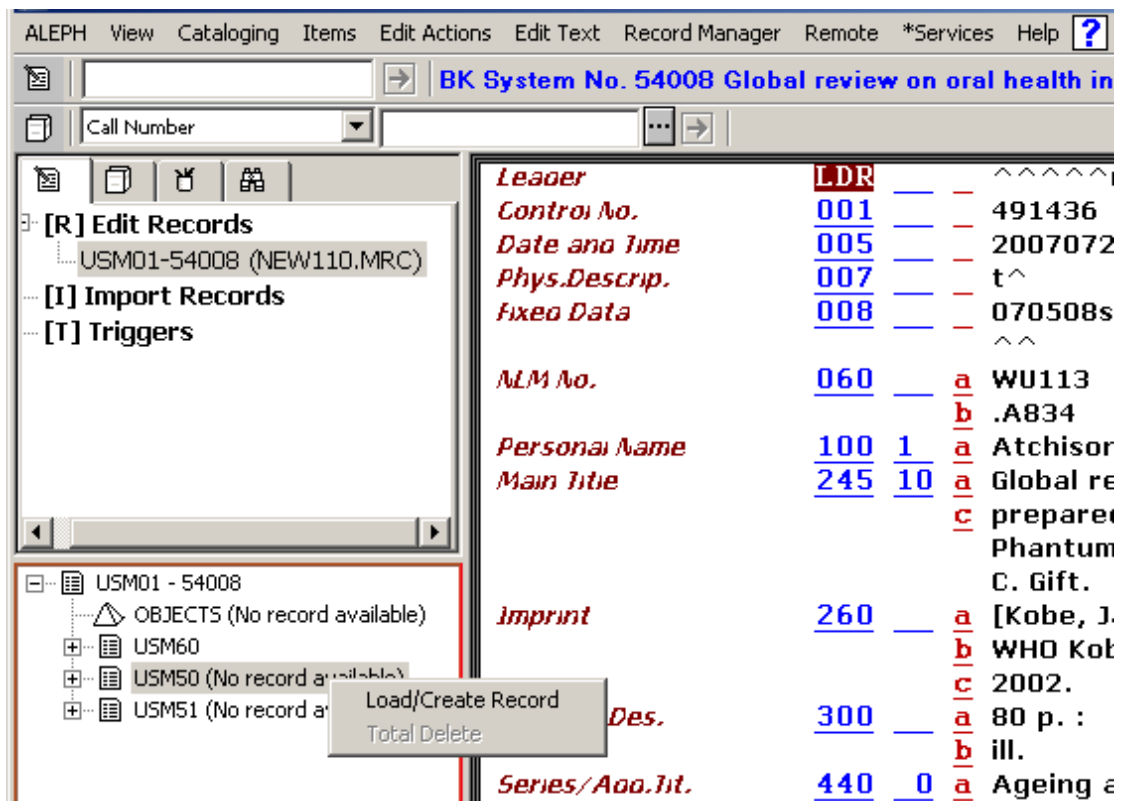
  

Book Number	000016196
LC No.	B2785.Z7 S3 1968
LC No.	B2785.427 S3 1798a
Main Entry	Schwab, Johann Christoph,1743-1821.
Main Entry	13 0001134
Title	Neun Gespräche zwischen Christian Wolff und einem Kantianer über Kants metaphysische Anfangsgründe der Rechtslehre und der Tugendlehre / mit einer Vorrede / von Friedrich Nicolae.
Imprint	Bruxelles [i.e. Brussels] : Culture et civilisation, 1968.
Descr.	196 p.
Series	Aetas Kantiana ; v. 199
Gen. Note	Cf. Holzmann. Anon.
Bib. Hist.	Facsimile reprint of ed. Berlin, 1798.
Publication	Bibliographical features

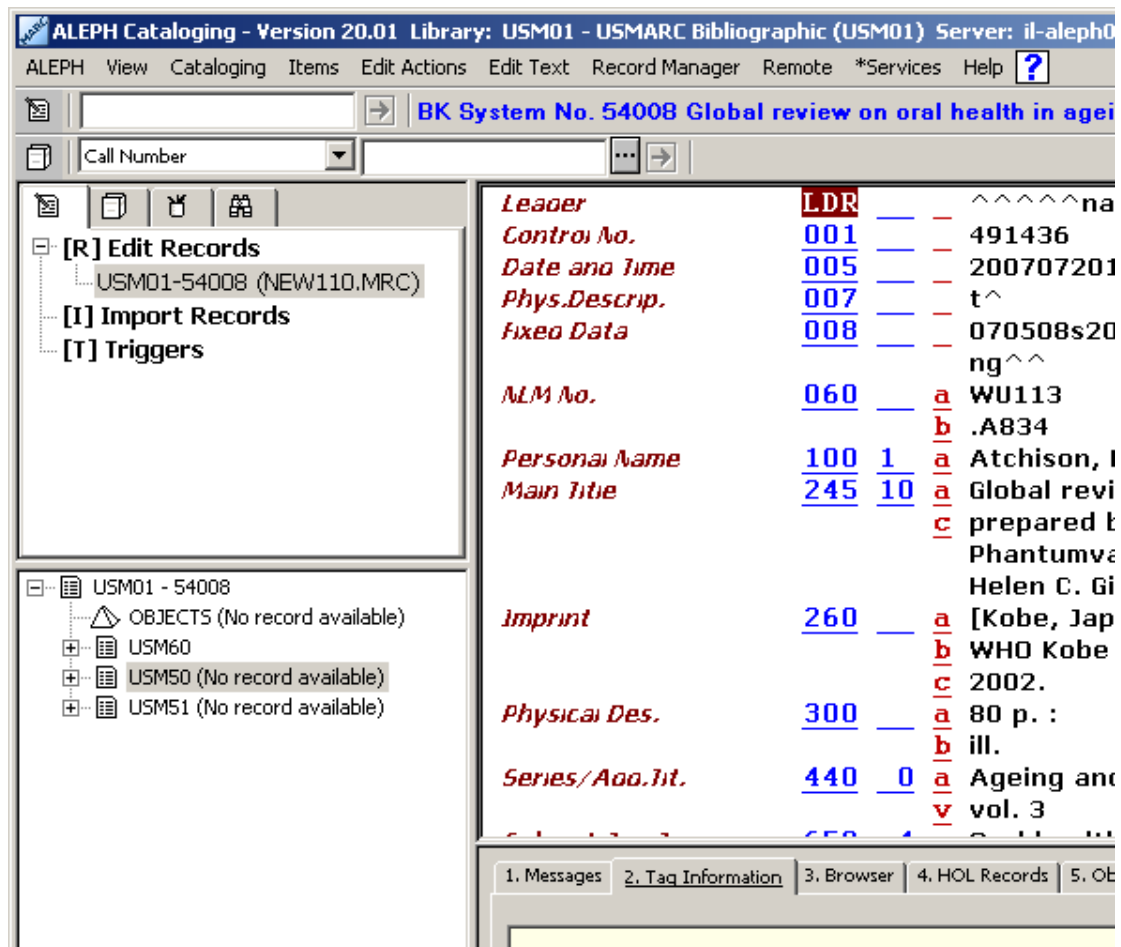
The selected record is transferred to the Cataloging tab and is displayed in the Catalog Editor (upper pane) for further editing.

## 7.4 Load ADM Record from Server

To retrieve the administrative record linked to the current bibliographic record, highlight the administrative library node from the Record Manager pane (lower section of the left pane) and choose the Load/Create Record option from the Record Manager menu or select the same option when right-clicking on the desired node. The associated ADM record is displayed in the Catalog Editor (upper pane):



If no administrative record is linked to the bibliographic record, the message *No record available* is displayed in the administrative node (beside the library code). You can highlight the administrative library node and select the Load/Create Record option to create a new administrative - ADM - record automatically:



## 7.5 Load HOL Record from Server

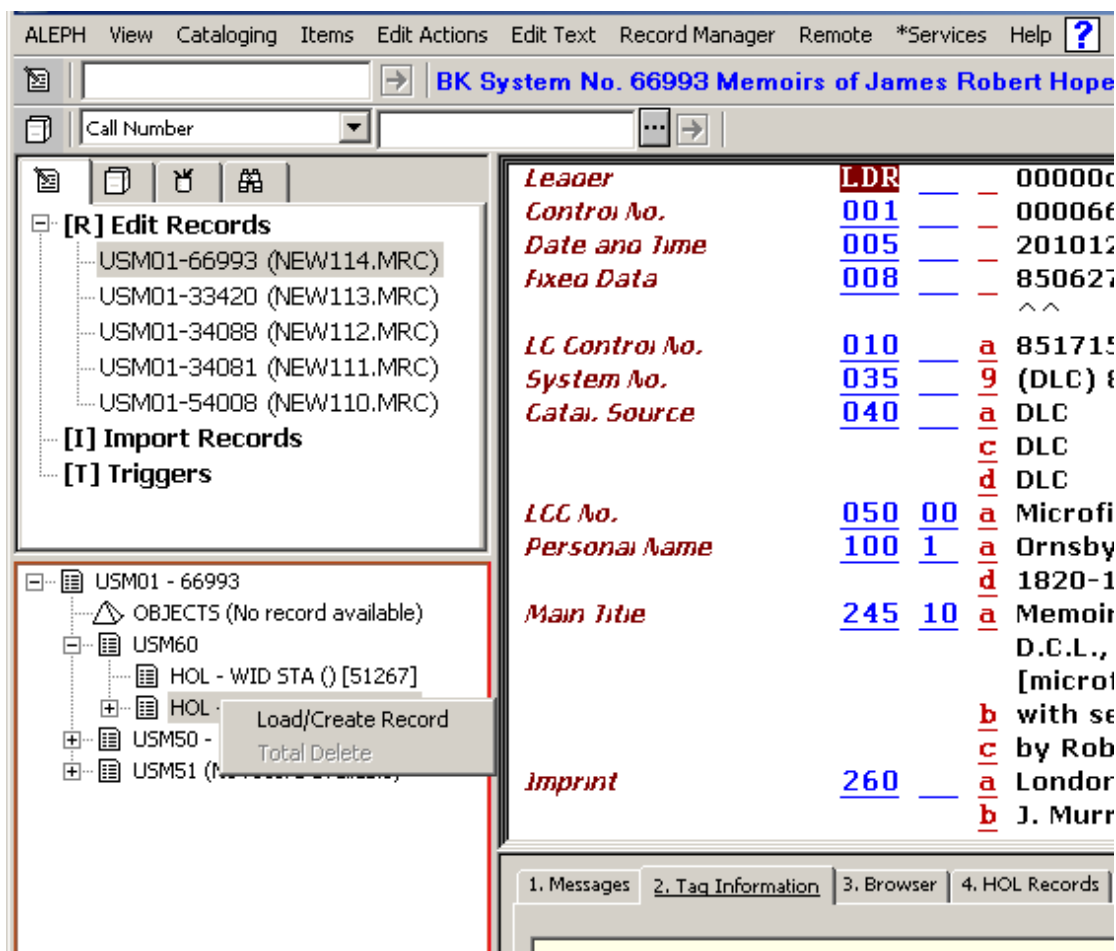
There are two different ways to retrieve a holdings record attached to the current bibliographic record:

- Through the Record Manager
- Through the HOL Records tab of the lower pane

### 7.5.1 Load HOL Through the Record Manager

To retrieve a holdings record through the Record Manager, highlight the desired record (leaf) under the holdings node and choose the Load/Create Record option from the Record Manager menu or select the same option when right-clicking on the desired leaf. The associated holdings record is displayed in the Catalog Editor (upper pane):

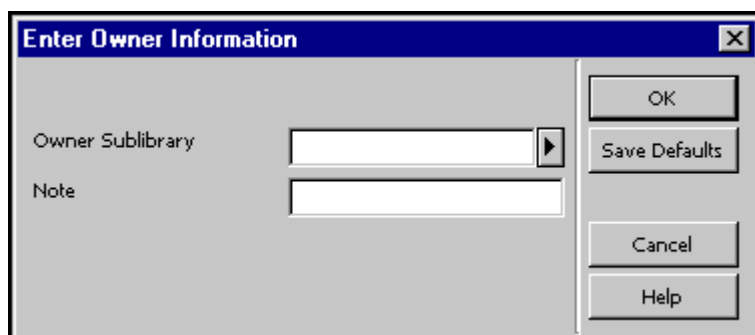




The record is displayed in the Catalog Editor (upper pane) for further editing.

You can add new holdings records by highlighting the holdings library node and selecting the Load/Create Record option. The new record is created automatically and displayed in the Catalog Editor for further editing.

If the Activate flag of the [HolOwnTextDefaults] section of the catalog.ini file is set to Y, when holdings records are created the Enter Owner Information window is displayed.



This window enables you to define the owner of the holdings record, that is, the sublibrary to which the record belongs. In addition, you can add a note. When you are

finished filling in the form, click **OK**. The information is automatically stored in the OWN field of the holdings record in the following format:

OWN \$\$a[sublibrary code]

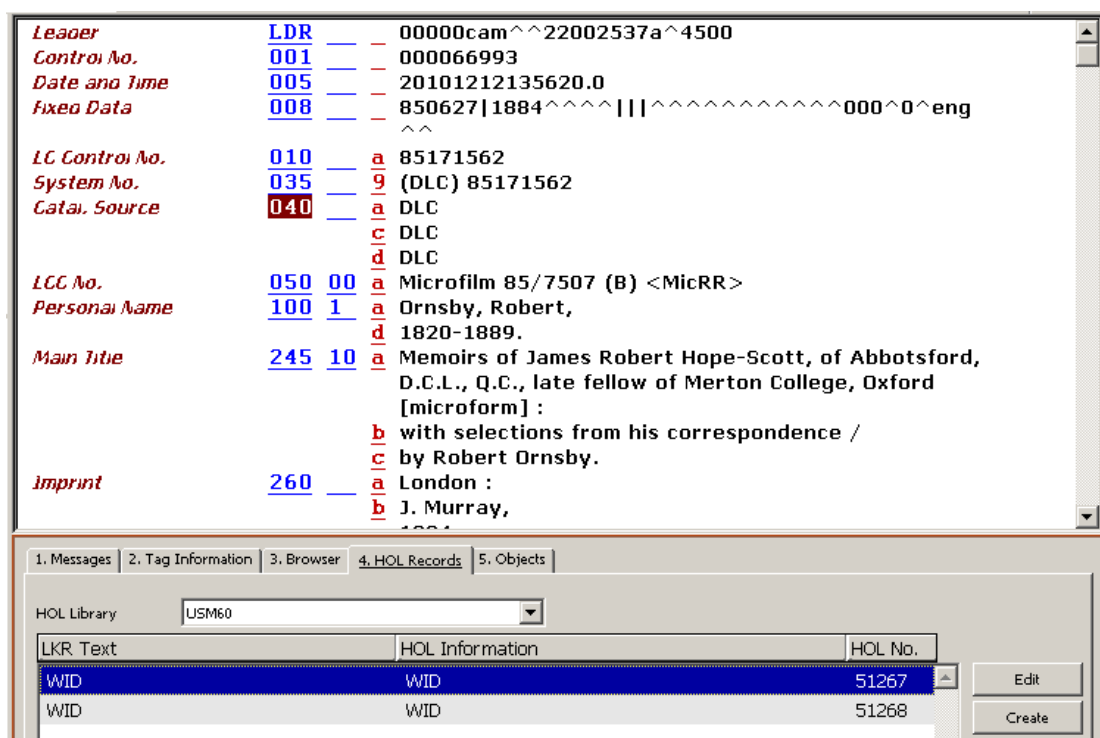
\$\$n[note]

The Save Default button can be used to save the information about the owner and apply it to each new holdings record that is created. To save the owner information, click the Save Defaults button before clicking **OK**.

Refer to "OWN" Field on page 99 for more details on the OWN field.

## 7.5.2 Load HOL Through the HOL Records Tab

To retrieve a holdings record through the HOL Records tab, select the HOL Records tab from the lower pane or choose the Select HOL Record option from the Edit Actions menu that automatically displays the HOL Records tab:



The HOL Records tab lists the holdings records linked to the record displayed in the Catalog Editor. This tab also enables you to access a selected record for editing and to create new holdings records.

To load a holdings record, highlight the selected record from the list and click **Edit**. The record is loaded and displayed in the Catalog Editor for you to edit. To create a new holdings record, click **Create**. The new record is automatically created. Note that as stated above, if the Activate flag of the [HolOwnTextDefaults] section of the catalog.ini file is set to Y, when holdings records are created, the Enter

Owner Information window is displayed. Refer to the above section for more details on this option.

To edit the new record, click **Edit**.

## 8 Locking Records

This chapter includes the following sections:

- Impact on Other Uses
- Unlocking Records
- Automatic Unlocking

The system does not allow a cataloger to save a record to the server if another cataloger has retrieved and saved it before the first cataloger.

In addition to this automatic security, you can lock a record so that only your changes can be saved on the server until you unlock the record. No one else can save this edited version on the server. Note that you can only lock a record that has a system number assigned to it.

To lock the current record, choose the Lock Record option from the Cataloging menu. The record will be locked and the phrase "Locked by current user" is displayed in the Cataloging bar. You can immediately continue editing the record:

The screenshot shows the ALEPH cataloging interface. The title bar reads "ALEPH View Cataloging Items Edit RecordManager Remote Services Help ?". The main window title is "[Locked by current user] System No. 32206 - Format BK - Applied eugenics. (I)".

On the left, a tree view shows the following options:

- [R] Edit Records
  - USM01-32206 (NEW192.MRC)
- [I] Import Records
- [T] Triggers

Below the tree view, a list of records is shown:

- USM01 - 32206
- USM60
- USM50 - 53502
- USM51 (No record available)

The main display area shows the following record details:

<i>System No.</i>	<u>035</u>	<u>a</u>	(CaOTULAS)02137118
<i>Catal. Source</i>	<u>040</u>	<u>a</u>	OTU
		<u>b</u>	ENG
<i>Local Call No.</i>	<u>090</u>	<u>a</u>	HQ751
		<u>b</u>	.P811a 1933
<i>Personal Name</i>	<u>100</u>	<u>1</u>	Popence, Paul Bowman,
		<u>a</u>	1888-
		<u>d</u>	
<i>Main Title</i>	<u>245</u>	<u>10</u>	Applied eugenics.
<i>Edition</i>	<u>250</u>	<u>a</u>	[Rev. ed.]
<i>Imprint</i>	<u>260</u>	<u>a</u>	New York, :
		<u>b</u>	Macmillan,
		<u>c</u>	1933.
<i>Physical Des.</i>	<u>300</u>	<u>a</u>	ix, 429 p.
<i>Series/Adj. Tit.</i>	<u>440</u>	<u>0</u>	Social science text-books
<i>Subject-Top. Term</i>	<u>650</u>	<u>0</u>	Eugenics
<i>A.E. Pers. Name</i>	<u>700</u>	<u>1</u>	Johnson, Roswell Hill,
		<u>a</u>	1877-,
		<u>d</u>	
		<u>e</u>	jt. author

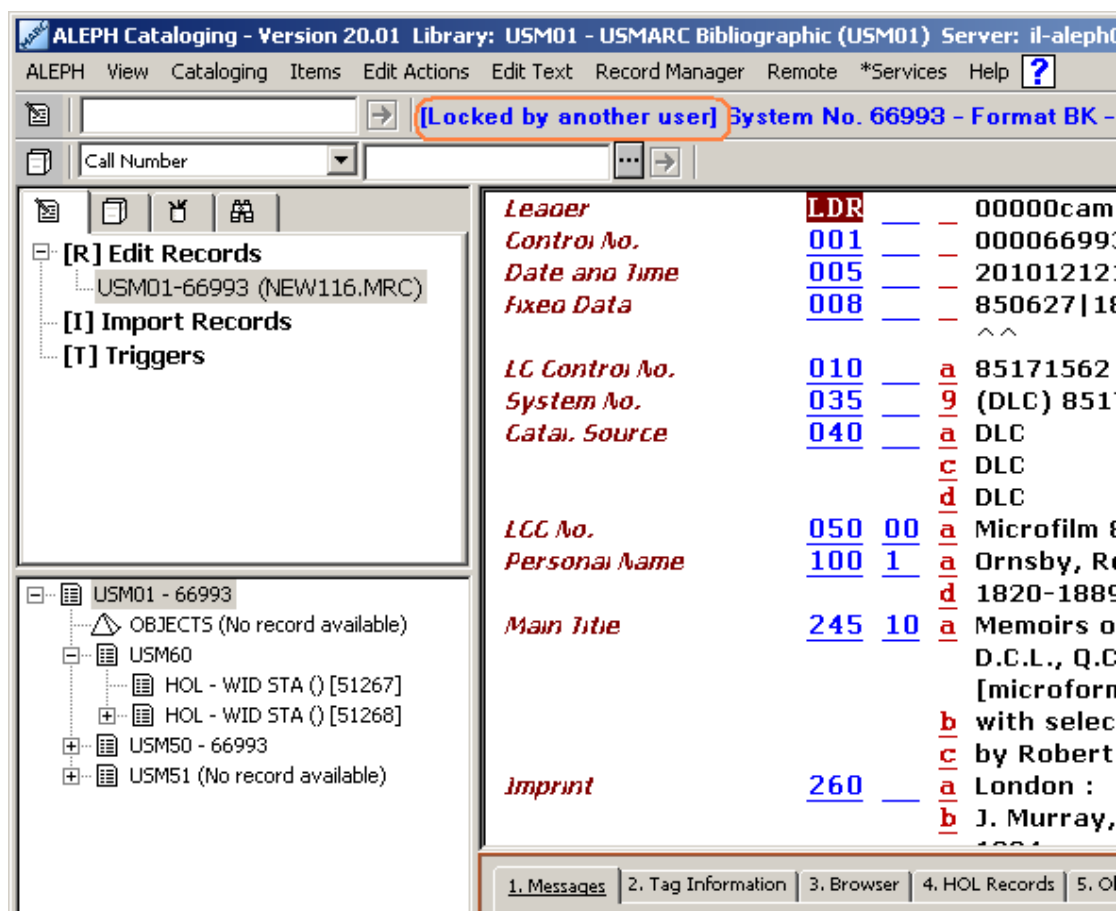
At the bottom, there are tabs for "1. Messages", "2. Tag Information", "3. Browser", and "4. HOL Records".

## 8.1 Impact on Other Users

Note that when you lock a record, someone else may call up the record from the server. When a cataloger loads a locked record from the server, a warning message will be displayed.



He may read the record, and even edit it, but he will not be able to save any changes on the server while the record is locked. In addition to the warning message displayed when the record is first called up, the phrase *Locked by another user* is displayed in the Cataloging bar:



## 8.2 Unlocking Records

To unlock a record that you have previously locked, choose the Unlock Record from the Cataloging menu. The record will be unlocked and the message in the Cataloging bar informing you that it was locked disappears.

If you save changes on the server and then unlock the record, the other cataloger will not be able to save his changes on the server. (This is due to the design of the system, that ensures that if you update a record while someone else is holding it, his changes will not be saved). If, however, you unlock the record without saving any changes on the server, the other user may then save his changes on the server.

### 8.3 Automatic Unlocking

Locked records are automatically unlocked after a period defined by your system librarian. When the cataloger activates any functions that involve the server (such as Save on Server, Fix, Sort or Check), the record will be locked for an additional period. For example, if the locking period is one hour and the user activates the Fix function after 20 minutes, the record will be locked for a total of 1 hour and 20 minutes.

## 9 Deleting Records

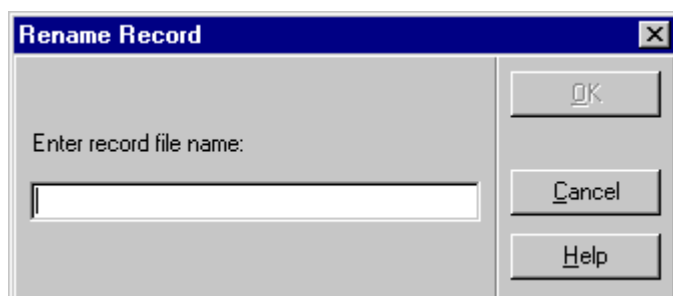
There are four options for deleting records:

- Delete New\* Records from Local Drive
- Delete Record from Local Drive
- Delete Record from Server
- Total Delete

### 9.1 Delete New\* Records from Local Drive

This function deletes all records whose filenames begin with the prefix "New...." from your local drive.

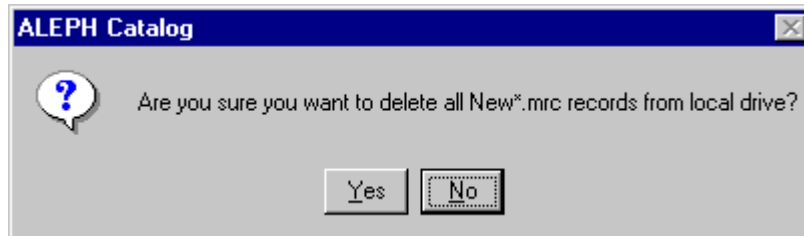
If there is a "New..." file that you do not want to delete, first call up the record from your local drive and rename it by choosing the Rename on Local Drive option from the Cataloging menu. A pop-up dialog box will be displayed for you to fill in the new name for the record.



Enter the new file name and click **OK**. The record will be saved on your local drive under the new name and will not be deleted by the Delete New\* records function.

You may now delete the New\* records from your local driver. To do this, follow these steps:

1. Choose the Delete New\* Records option from the Cataloging menu. You will receive a prompt asking if you are sure you want to delete.



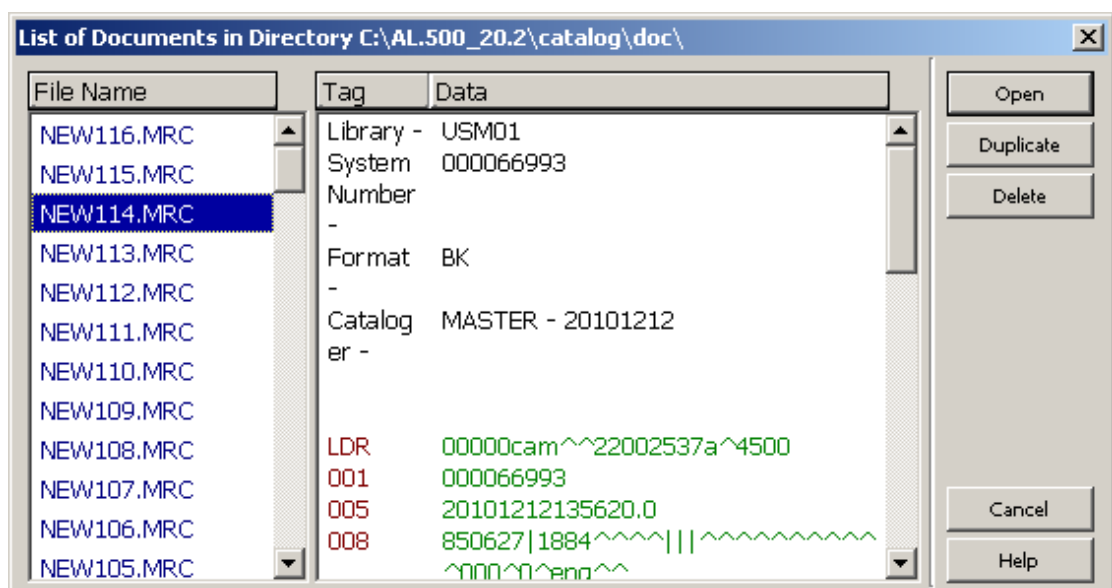
2. Click **Yes**. All "New..." records will then be deleted without a further message.

New records can be deleted automatically by the system by setting the interval (in days) for records that have not been updated/created to be deleted. The interval can be set through the DeleteTempDocumentsInterval variable of the catalog.ini file of the catalog/tab directory.

## 9.2 Delete Record from Local Drive

To delete a record from your local drive, follow these steps:

1. Select the Open Record on Local Drive option from the Cataloging menu. This option opens the dialog box that lists all local records.




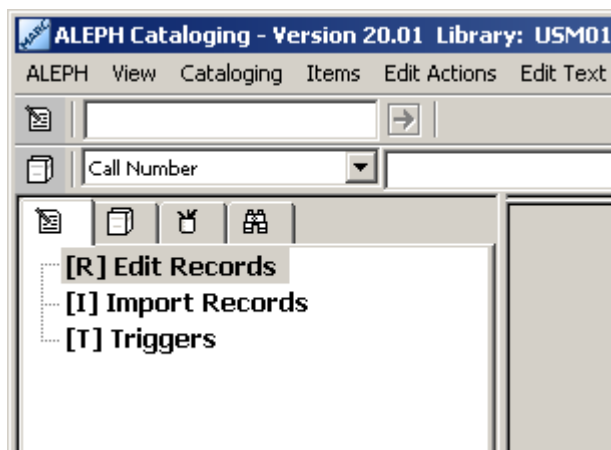
2. Highlight the desired record and click **Delete**. You will receive a prompt asking if you are sure you want to delete the record. If you want to delete the record, click **Yes**.

The selected record will be deleted without any further messages.

### 9.3 Delete Record from Server

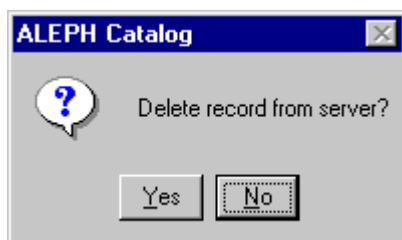
To delete a record from the server, follow these steps:

1. Enter the system number of the record to be deleted in the System Number field of the Cataloging bar and click the arrow .



Skip this step if the record you wish to delete is the one currently being displayed.

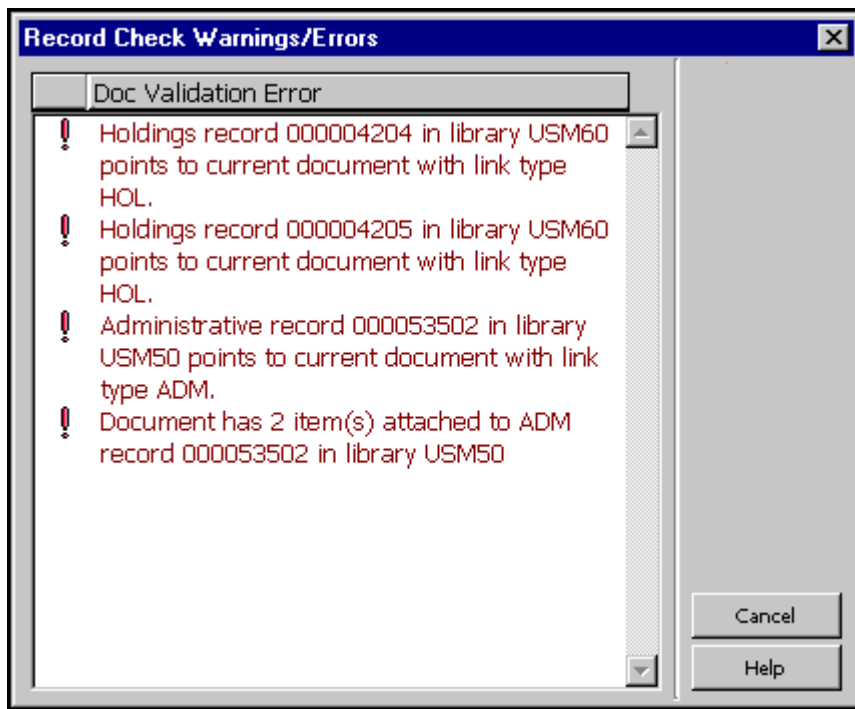
2. From the Edit Text menu, choose the Delete submenu and select the Delete Record From Server option. You will receive a prompt asking if you are sure you want to delete:



3. Click **Yes**. The record will not actually be deleted, but all fields except the LDR field will be removed. In addition, all links from the record to the OPAC/Search indexes will also be removed.

- Note that some sites need to inform utilities with which they are associated that bibliographic records have been deleted from their catalog. They do this by sending the record with a deleted status (in the leader) to the utility. Therefore, the Delete Record from Server cannot be used since all the fields except the leader are deleted. For this site, it is possible to add an STA \$\$aDELETED field that indicates that the record is "deleted" without deleting all the fields in the record. In spite of the fact that the indexable fields remain in the record, index entries for them are removed to prevent the display of these records from the Web OPAC and Search function.

You can set up the system so that when you try to delete a record, the system will check if there are any links from the record to another record, or if there are any associated items, subscriptions, or orders. Upon completion of the check, if there are any links, you will receive a message listing them and you will be unable to delete the record.



In this case, click **Cancel**. The Record Check/Warnings Errors window is closed and the list of associated records is displayed in the Messages tab of the lower pane.



<i>Personal Name</i>	<a href="#">100</a>	<a href="#">1</a>	<a href="#">a</a>	Popence, Paul Bowman,
			<a href="#">d</a>	1888-
<i>Main Title</i>	<a href="#">245</a>	<a href="#">10</a>	<a href="#">a</a>	Applied eugenics.
<i>Edition</i>	<a href="#">250</a>		<a href="#">a</a>	[Rev. ed.]
<i>Imprint</i>	<a href="#">260</a>		<a href="#">a</a>	New York, :
			<a href="#">b</a>	Macmillan,
			<a href="#">c</a>	1933.
<i>Physical Des.</i>	<a href="#">300</a>		<a href="#">a</a>	ix, 429 p.
<i>Series/Adj.Tit.</i>	<a href="#">440</a>	<a href="#">0</a>	<a href="#">a</a>	Social science text-books
<i>Subject-Top.Trm</i>	<a href="#">650</a>	<a href="#">0</a>	<a href="#">a</a>	Eugenics
<i>A.E. Pers. Name</i>	<a href="#">700</a>	<a href="#">1</a>	<a href="#">a</a>	Johnson, Roswell Hill,
			<a href="#">d</a>	1877-
			<a href="#">e</a>	jt. author

1. Messages | 2. Tag Information | 3. Browser | 4. HOL Records

Doc Validation Error

- Holdings record 000004204 in library USM50 points to current document with link type HOL.
- Holdings record 000004205 in library USM50 points to current document with link type HOL.
- Administrative record 000053502 in library USM50 points to current document with link type ADM.
- Document has 2 item(s) attached to ADM record 000053502 in library USM50

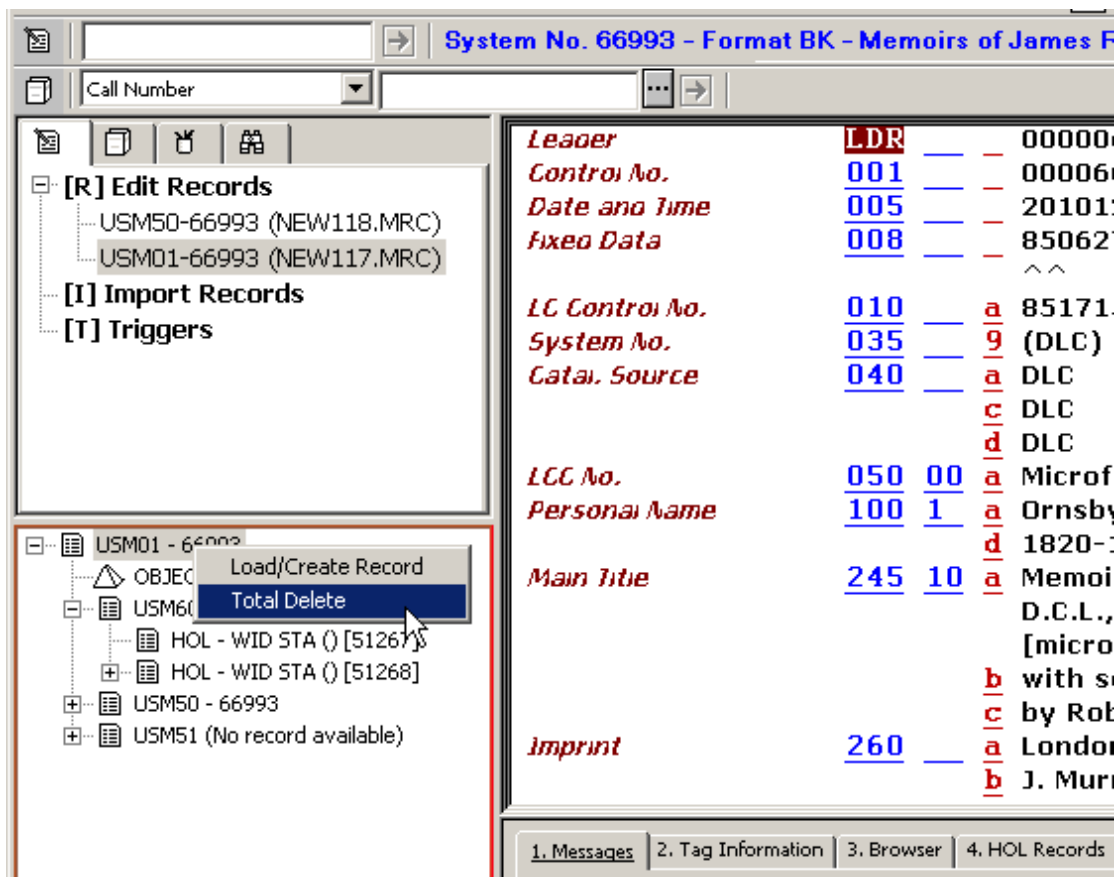
View Related

For linked holdings and administrative records, you can use the View Related button to retrieve the selected record.

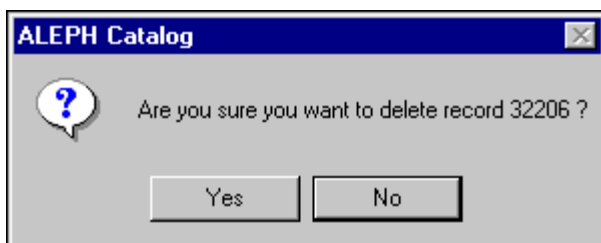
Additionally, you can set up the system so that when you try to delete an authority record, the system checks if there are any bibliographic records linked to the heading of the authority record to be deleted. Upon completion of the check, if there are any bibliographic records linked to the heading, you receive a message listing up to three bibliographic records attached; if more records are attached, you receive a message informing you that more bibliographic records are linked to the record.

## 9.4 Total Delete

You can delete Bibliographic records from the server through the Record Manager (lower section of the left pane) by selecting the Total Delete option from the Record Manager menu or by selecting the same option when right-clicking on the bibliographic node:



You receive a prompt asking if you are sure you want to delete the record:



Note that the Total Delete option deletes not only the bibliographic record but also deletes **all** associated records. Similar to the Delete from Server option, you can set up the system so that, when you try to delete a record using this method, the system checks if there are any links from the record to another record, or if there are any associated items, subscriptions, or orders. Upon completion of the check, if there are any links, you receive a message listing them and - depending on the setup - you will be unable to delete the record.

Whenever a record is totally deleted, whether it is done via the GUI or during a batch process or by any other program, the following rules apply:

- The following record fields are always retained: LDR, DEL, FMT, SYS, 005 and CAT.
- The SID field is retained if the value of the tab100 variable UNION-LIBRARY is other than 0.

- A DEL field is added to the record with a single subfield *a*, whose value is *Y*.
- Section DEL of `tab_fix` is run on the record.

## 10 Special Fields

This section covers special fields and ALEPH-specific fields:

- External link - Field 856
- LKR Field
- "OWN" Field
- 852 - Location Field
- 853 and 853X - Publication Schedule
- Z30 Item's Permanent Location
- STA Status

### 10.1 External Link - Field 856

The 856 field contains the information needed to locate and access an electronic resource relevant to the record. The external link can be to any machine that is served by an HTTP daemon.

Following is the list of subfields that are used by ALEPH to create the link:

Subfield	Description
a	Host name (the IP address for files that are NOT in the local PC directory system. For example: www.scj.albany.edu)
d	Path or directory (contains the path, the series of logical directory and subdirectory names where the file is stored). Note that when adding a link to a file, the path must include the string 'file:\\' at the beginning.
f	Filename (contains the name of the file as it exists in the directory/subdirectory indicated in subfield \$d).
p	Port number (to be used with the host name for files that are NOT in the local PC directory system). If no port is specified, the default is 80.
u	Uniform Resource Identifier (contains the URI). If subfield \$u is present, it overrides the information stored in subfields \$a, \$d, \$f, \$p.

Note that if needed, both the field and/or subfield \$u can be repeated.

Special ALEPH subfields in the 856 field are:

Subfield	Description
----------	-------------

4	<p>A copyright message is displayed when executing the 856 external link through the Web OPAC. If subfield \$4 is added to the field, the message is not displayed.</p> <p>Note that if the show_copyrights flag in the www_server.conf file is set to N, then the copyrights message is not displayed, even if the records do not contain subfield \$4.</p>
9	<p>Code for type of program (for example, "htm" for HTML files; "doc" for Word files). This subfield is needed for display from the Search module. Assigns "HTM" by default if the subfield is not present.</p>

URLs can be defined in fields other than field 856. Subfield \$u (URI) can also be defined for the following fields:

In bibliographic records:

505 (Formatted Contents Note)  
506 (Restrictions on Access Note)  
514 (Data Quality Note)  
520 (Summary, Etc.)  
530 (Additional Physical Form Available Note)  
540 (Terms Governing the Use and Reproduction Note)  
545 (Biographical or Historical Data)  
552 (Entity and Attribute Information Note)  
555 (Cumulative Index/Finding Aids Note)  
563 (Binding Information)  
583 (Action Note)

In authority records:

670 (Source Data Found)  
678 (Biographical or historical data)

### Define Application

In addition, you must define the application to be invoked for running the program or displaying the file. For the Search function (tab), this is done in the ALEPHCOM.INI file, which is located in the ALEPHCOM/TAB directory. The relevant section in the ALEPHCOM.INI file is called [External].

## 10.2 LKR field

The ALEPH system holds information in different types of records and different types of "libraries" (databases). For example, a standard system has a bibliographic database for storing bibliographic data, and an administrative database for storing administrative data.

The total picture of a record is dependent on the links between the other records in the system. The LKR field is an ALEPH field used to create these links.

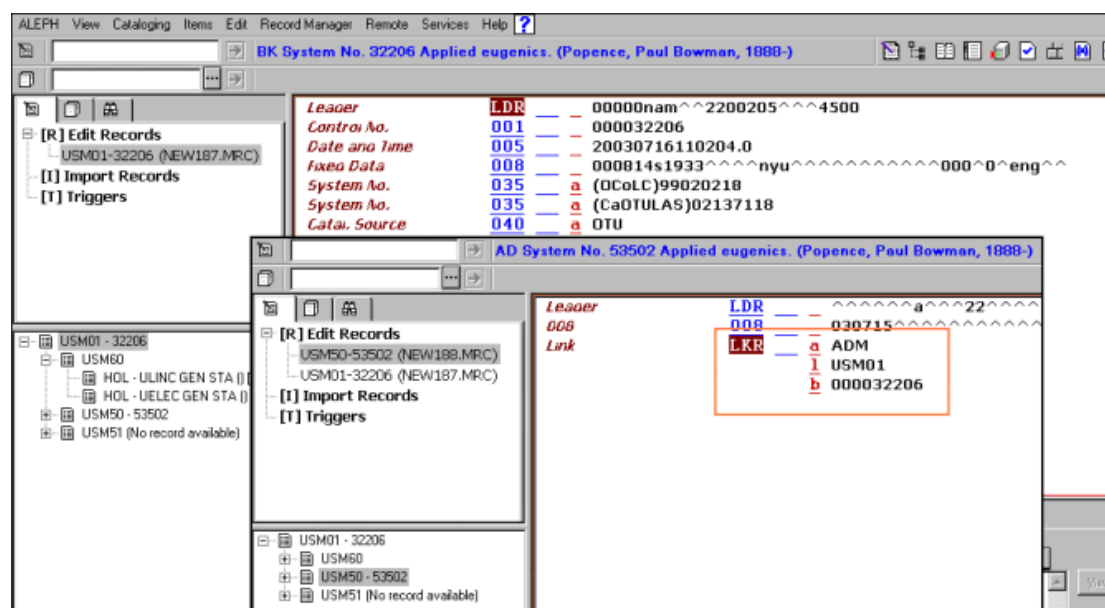
Links in ALEPH can either be system-generated (for example, links of copies to a bibliographic record), or user-generated (for example, links between two

bibliographic records and/or a bibliographic record and items that belong to another bibliographic record).

### System-generated Links

When creating a holdings or an administrative record for the bibliographic record in the Catalog Editor, the new record automatically includes the LKR field.

The following is an example of an LKR field for an administrative record. Note that subfield \$a of the LKR field (administrative record) is set to ADM and subfield \$b contains the system number of the bibliographic record.



Subfield \$a of the LKR field of holdings records is set to HOL.

### User-generated Links

You can use the LKR field to create links from one bibliographic record to another, for example, for analytical purposes, for changed titles for serial publications, and so on. The available types of links and the values that must be entered to generate these links are shown in the table below. Note that the LKR field is only cataloged in one of the records; the system creates the other side of the link.

Subfield	Description	
a	Value	Use
	UP	An up link to another bibliographic record. A record can have only one link of this type. A DN link is automatically built in the opposite direction.
	DN	A down link to another bibliographic record. Multiple links are possible. An UP link is automatically built in the opposite direction.
	PAR	A parallel link from one bibliographic record to another. A PAR link is automatically built in the opposite direction.

	ANA	The ANA link creates both ITM and UP-DN type links. In other words, it creates a link between the two bibliographic records and to the item/s.  * Note that subfield \$b for this type of link contains the system number of the bibliographic record to which the record is linked (unlike the ITM type link).
	ITM	The ITM link creates a link between one bibliographic record and the items of another bibliographic record. The item filter fields (\$y, \$v, \$p \$i, \$d, \$e, \$f, \$g, \$h, \$j, \$w, \$o and \$q must be used for this type of link. *Note that subfield \$b for this type of link contains the ADM system number.
b	System number of the linked record (the target record)	
i	Issue link	
k	Pages	
l	Library where target record is located	
m	Down link note	
n	Up link note	
p	Part link	
r	MARC tag link	
s	Sort sequence; can be alphanumeric	
v	Volume link	
y	Year link	
d	Fourth level of enumeration  *Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.	
e	Fifth level of enumeration  *Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.	
f	Sixth level of enumeration  *Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.	
g	Alternative Volume link  *Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.	

h	<p>Alternative Issue link</p> <p>*Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z10X is defined.</p>
j	<p>Second level of chronology</p> <p>*Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.</p>
w	<p>Third level of chronology</p> <p>*Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.</p>
o	<p>Fourth level of chronology</p> <p>*Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.</p>
q	<p>Alternative chronology</p> <p>*Note that this filter is applicable only when update_z103_lkr_extended program is used in tab_z103 table, and Z103X is defined.</p>

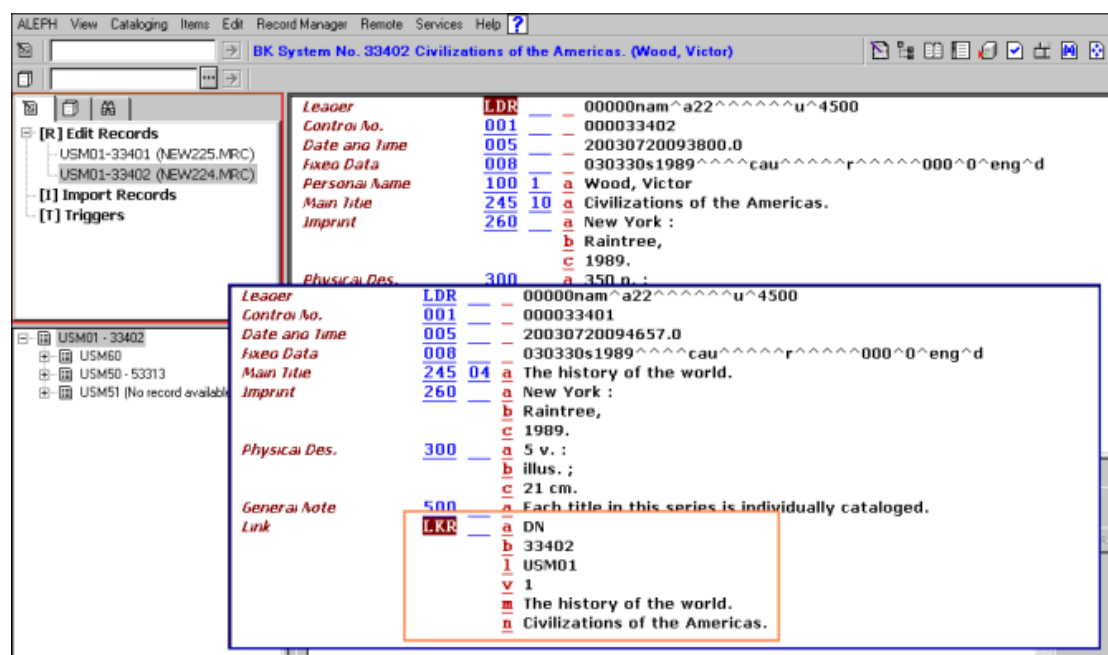
## Up and Down Links

The DN (down) link creates a down link from the record that has the LKR field to the record to which it is linked. An UP (up) link is created automatically from the linked record back to the record with the LKR field.

The UP (up) link creates an up link from the record that has the LKR field to the record to which it is linked. A DN (down) link is created automatically from the linked record back to the record with the LKR field.

Note that it is standard to catalog LKRs of type DN to create the UP-DN relationship and not the opposite (in other words, LKR of type UP).

The following is an example of a DN link:



The LKR field enables access from one record to the other. The following is the Web OPAC display of the cataloging records shown above:

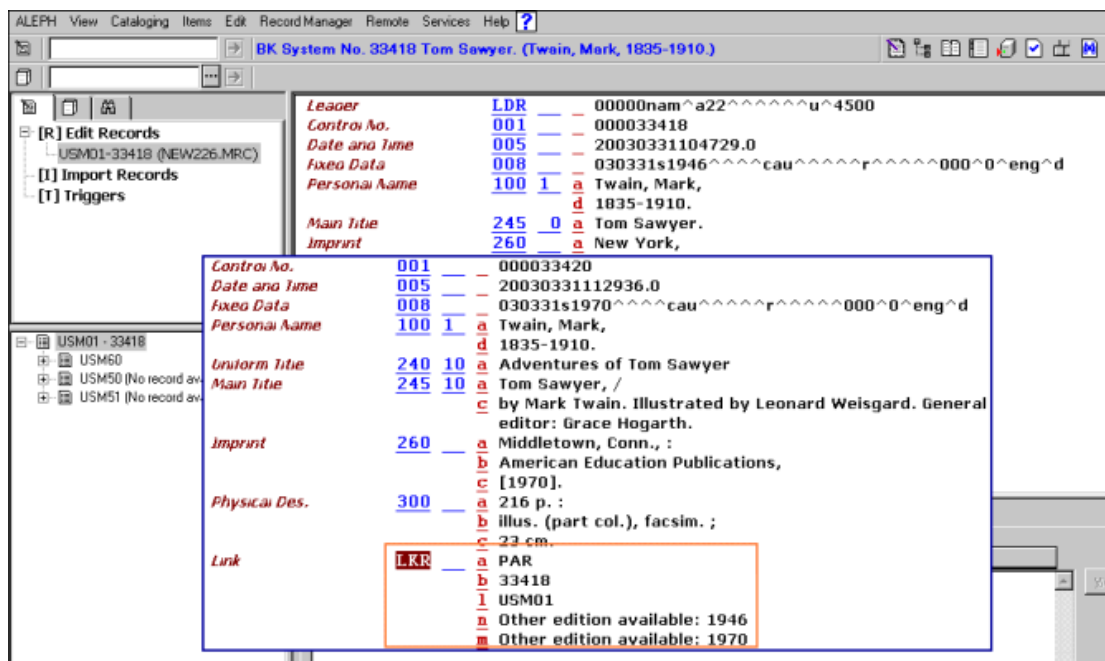




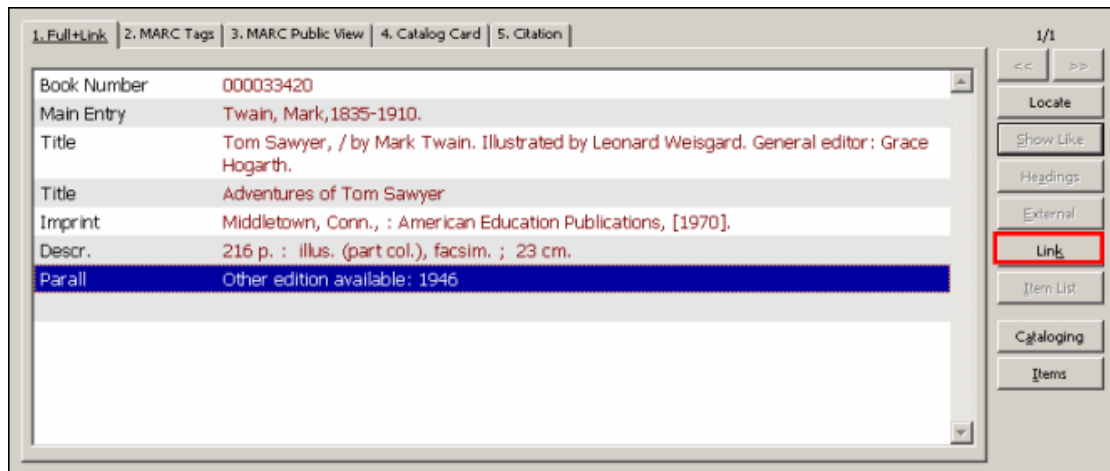
## Parallel Links

The PAR (parallel) link creates a parallel link from one record to another.

The following is an example of a PAR link:



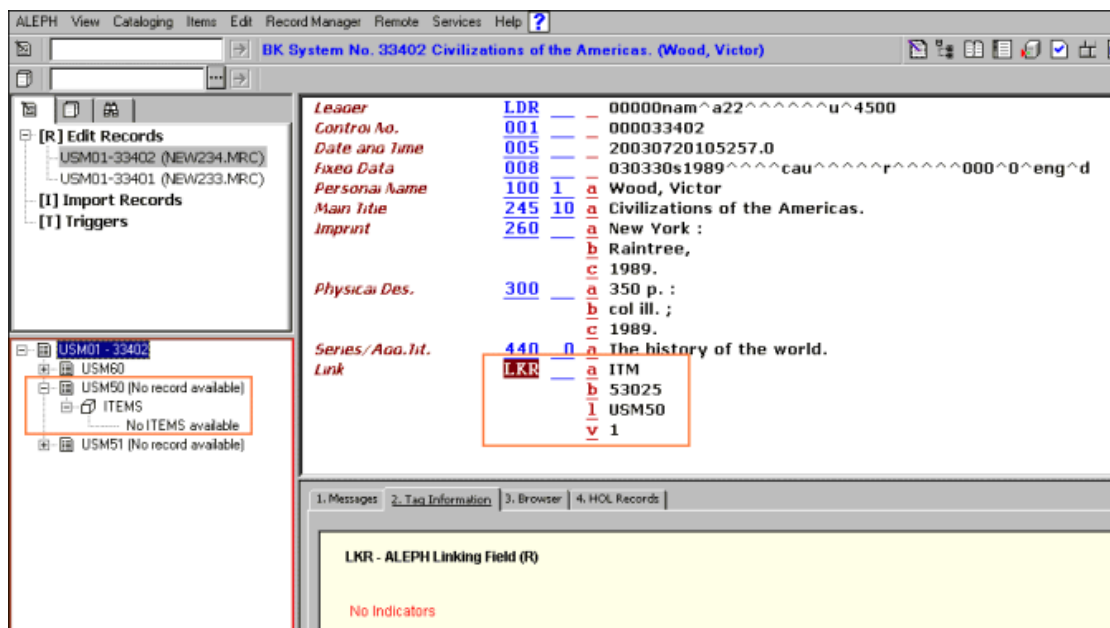
The records above are displayed in the Search function as follows:



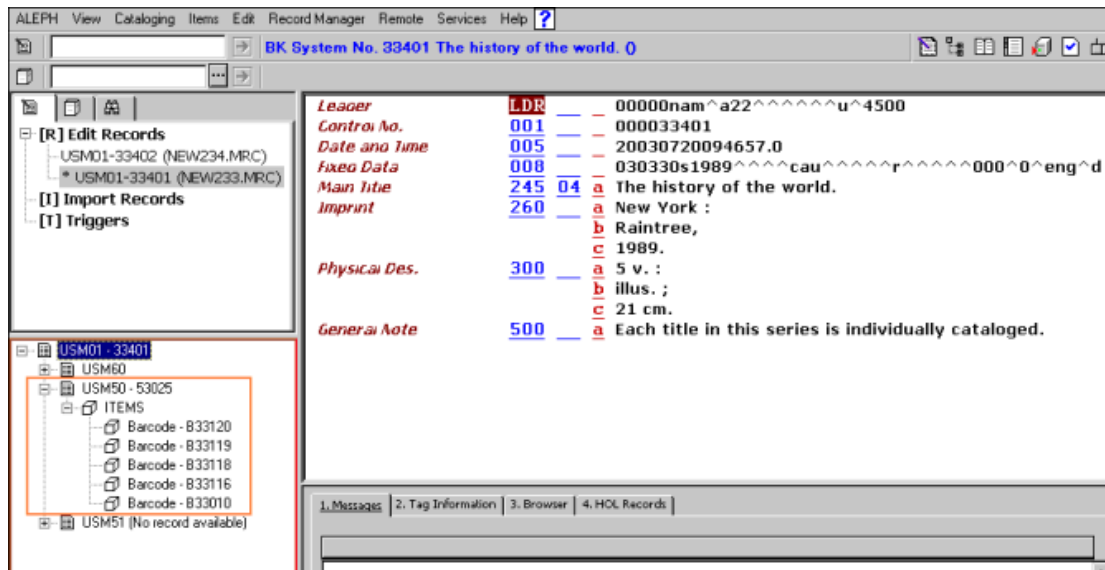
### ITM Links

The ITM link creates a link between a bibliographic record and the items of another bibliographic record.

The following is an example of an ITM link. In this example, *Civilizations of the Americas* is the first volume of the series *The History of the World*. The items for all volumes are managed under the record for *The History of the World*.



In the above example, you can see via the Record Manager that the record does not have any attached items. In addition, note that subfield \$b contains the system number of the administrative record attached to the bibliographic record for *The History of the World* and subfield \$v (volume) is used as an item filter. In other words, as shown below, the record *The History of the World* has five items attached but only Volume 1 is linked to the record for *Civilizations of the Americas*.



In the Web OPAC, *Civilizations of the Americas* is displayed as follows:

### Full View of Record

**Choose format:** [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

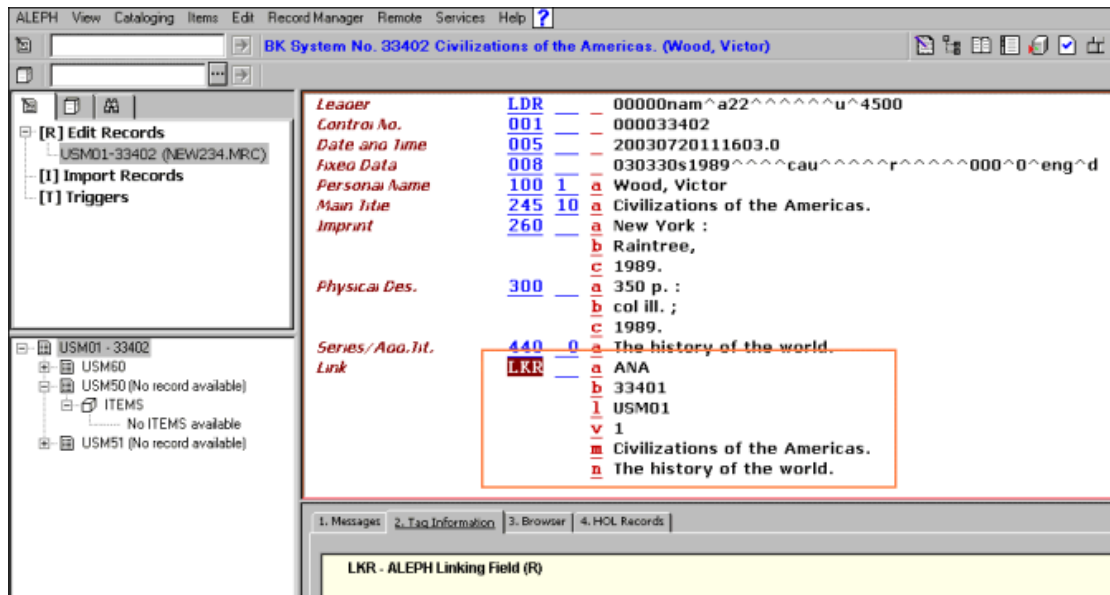
**Record 000001 out of 1**

<b>Book Number</b>	000033402
<b>Record Format</b>	Monograph
<b>Main Entry</b>	● <a href="#">Wood, Victor</a>
<b>Title</b>	● <a href="#">Civilizations of the Americas.</a>
<b>Imprint</b>	New York : Raintree, 1989.
<b>Descr.</b>	350 p. : col ill. ; 1989.
<b>Series</b>	● <a href="#">The history of the world.</a>
<b>Holdings</b>	<a href="#">All items</a>

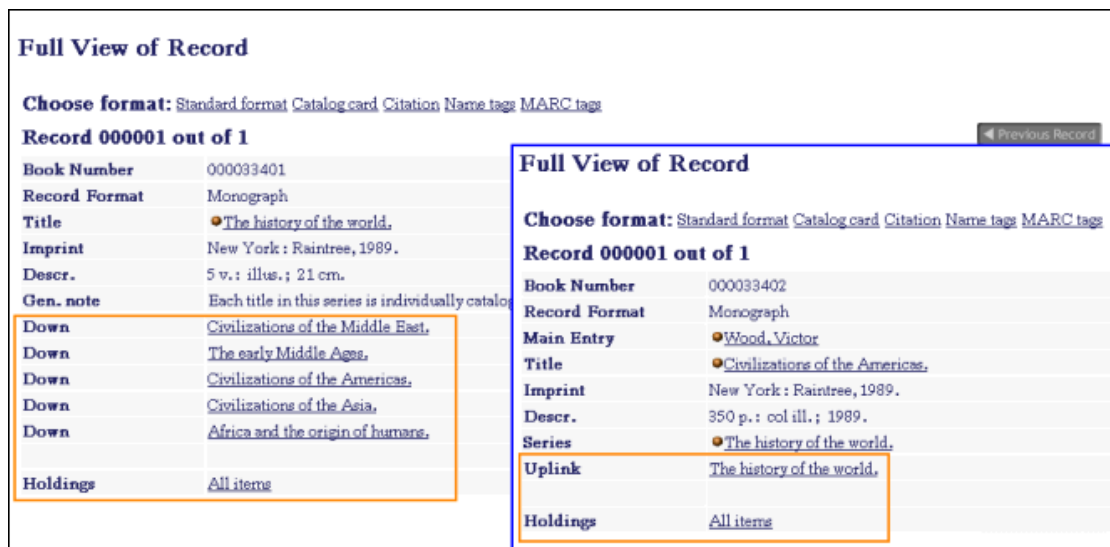
### Analytic Links

The ANA (analytic) link creates a link between two bibliographic records and the items of one of the records. This type of link creates both ITM and UP-DN links.

The following is an example of an ITM link. In this example, *Civilizations of the Americas* is the first volume of the series *The History of the World*. The items for all volumes are managed under the record for *The History of the World*.



In the above example, you can see via the Record Manager that the record does not have items attached. In addition, note that subfield \$b contains the system number of the bibliographic record for *The History of the World* and subfield \$v (volume) is used as an item filter. Following is the Web OPAC display for *The History of the World* and for *Civilizations of the Americas*.



Note that values entered in subfield \$a must be in uppercase.

It is possible to set up the system to check the validity of the library and document number in the LKR field. To do this, the System Librarian must include the "check\_doc\_lkr" program in the standard check routines setup.

## 10.3 "OWN" Field

The OWN field is a special ALEPH field that can be used in different ways:

- It can be used to control update access to all types of MARC records.
- It can be used in holdings records to define the "owner" of the record.
- It can be used as a filter for displaying Holdings records in the record manager and in the *HOL records* tab in the screen's lower pane.

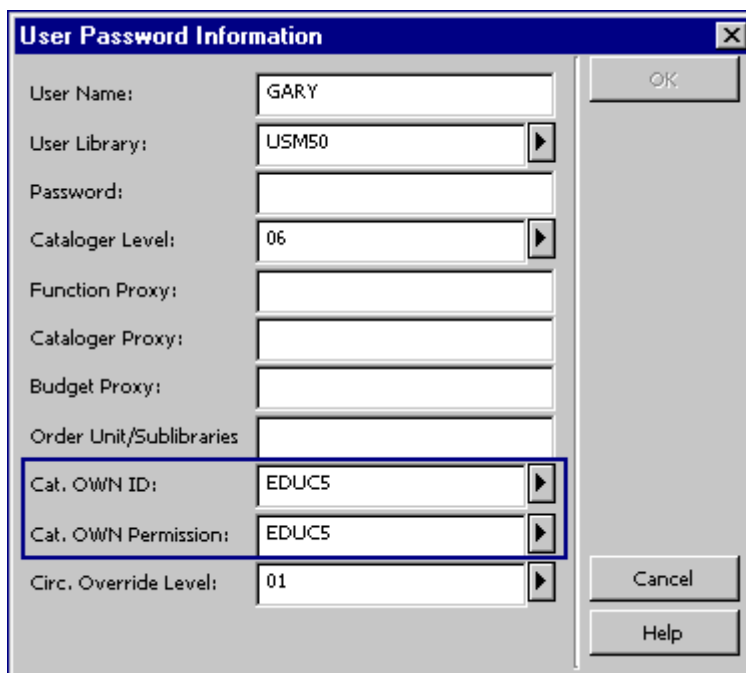
### 10.3.1 OWN - Access Control Usage

The OWN field can be used to control update access to all types of MARC records (BIB, HOL, ADM, AUT). The user is checked for access/update permission according to the contents of the record's OWN field(s).

Select the Cat. Own ID from the list, by clicking the arrow to the right of the field.

Access permission is defined through the Privileges function by assigning the cataloger the following:

1. A default value for the OWN field of new records created by the cataloger (Cat. OWN ID)
2. A default value that will be checked against the OWN field(s) of the records accessed by the cataloger for update authorization (Cat. OWN Permission). The following is an example of the OWN values assigned to the cataloger Gary:



The screenshot shows a dialog box titled "User Password Information" with the following fields and values:

User Name:	GARY
User Library:	USM50
Password:	
Cataloger Level:	06
Function Proxy:	
Cataloger Proxy:	
Budget Proxy:	
Order Unit/Sublibraries:	
Cat. OWN ID:	EDUC5
Cat. OWN Permission:	EDUC5
Circ. Override Level:	01

Buttons: OK, Cancel, Help

## Cat. OWN ID

The Cat. OWN ID defines the default value for the OWN field of new records. The following is an example of a record cataloged by Gary:

<i>Leader</i>	<b>LDR</b>	—	—	00000cam^^2200337^a^4500
<i>Control No.</i>	<b>001</b>	—	—	12152408
<i>Date and Time</i>	<b>005</b>	—	—	20031109120439.0
<i>Fixed Data</i>	<b>008</b>	—	—	000823s1998^^^at^a^^^^^^^^^^^^00100^eng^^
<i>LC Control No.</i>	<b>010</b>	—	<b>a</b>	00341137
<i>ISBN</i>	<b>020</b>	—	<b>a</b>	0958584214
<i>Main Title</i>	<b>245</b>	<b>00</b>	<b>a</b>	Ad news, 1928-1998 : <b>b</b> the legends of advertising.
<i>Imprint</i>	<b>260</b>	—	<b>a</b>	Surry Hills, N.S.W. : <b>b</b> Yaffa Pub. Group, <b>c</b> [1998].
<i>Physical Des.</i>	<b>300</b>	—	<b>a</b>	130 p. : <b>b</b> ill. (some col.) ; <b>c</b> 35 cm.
<i>General Note</i>	<b>500</b>	—	<b>a</b>	Cover title.
<i>General Note</i>	<b>500</b>	—	<b>a</b>	Includes index.
<i>Subject-Top Term</i>	<b>650</b>	<b>0</b>	<b>a</b>	Advertising <b>z</b> Australia <b>x</b> History
<i>Owner</i>	<b>OWN</b>	—	<b>a</b>	EDUC5

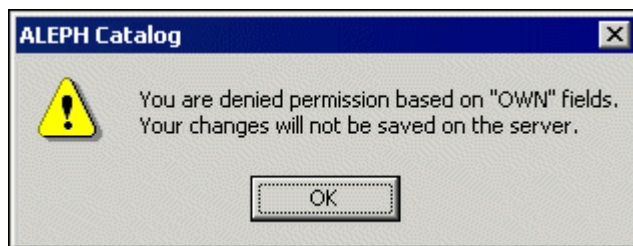
The OWN field is automatically added to the record by a fix program (fix\_doc\_own\_1).

### Cat. OWN Permission

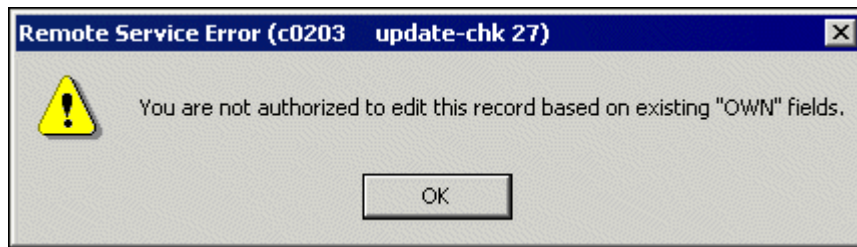
The Cat. OWN Permission is the cataloger's value checked against the OWN field(s) of the record accessed by the user.

Authorization to update a record is given when the Cat. OWN Permission of the cataloger is equal to any of the OWN fields of the record.

When a user who is not allowed to update a record retrieves the record from the server, the following is displayed:



When a user who is not allowed to update a record tries to update the record, the following is displayed:



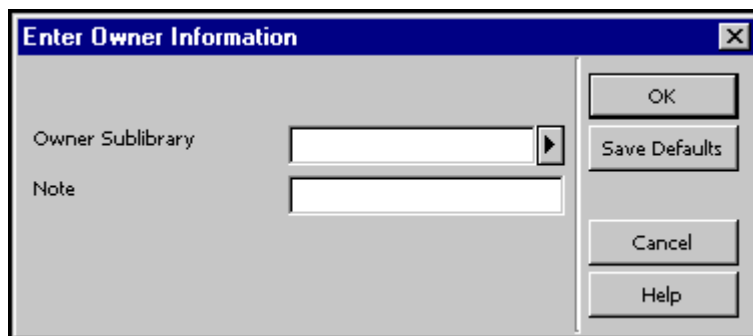
If a catalog proxy is assigned to the user, then the OWN values for the user are taken from the proxy's record.

Note that the system librarian can assign a group of allowed OWN values for a cataloger (see Cataloging "OWN" Permissions).

### 10.3.2 OWN - Holdings "owner"

The OWN field can be used in holdings records to define the "owner" of the record, in other words, the library/sublibrary to which the record belongs.

If the Activate flag of the [HolOwnTextDefaults] section of the catalog.ini file is set to Y, when holdings records are created the Enter Owner Information window is displayed.



This window enables you to define the owner of the holdings record, that is, the sublibrary to which the record belongs. You can also add a note. When you have finished filling in the form, click **OK**. The information is automatically stored in the OWN field of the holdings record in the following format:

```
OWN  $$a[sublibrary code]
     $$n[note]
```

The **Save Default** button can be used to save the information about the owner and apply it to each new holdings record that is created. To save the owner information, click the Save Defaults button before clicking **OK**.

## 10.4 852 Location Field

The MARC 21 field 852 is defined to contain information in as much detail as is needed to locate an item.

A variable in tab100 of the administrative and holdings libraries (X852-ITEM-OVERRIDE) determines whether or not the holdings record is the master record for location information. If the variable is set to Y, the system will always override the location information (sublibrary, collection, call number and call number type) in the item using the location information from the holdings record (field 852). This will happen unless the item record is designated as having a temporary location.

The following information will be overridden:

- Item sublibrary by subfield \$b of the 852 field.
- Item collection by subfield \$c of the 852 field.
- Item call number type by the first indicator of 852 field.
- Item call number by subfields \$h, \$i, \$j, \$k, \$l, and \$m of the 852 field.
- Item copy number by subfield \$t if the subfield contains a copy number and not a range of numbers for copies.

In addition, when a holdings record is created based on data in an item or subscription record, the 852 field, subfields \$b (sublibrary) and \$c (collection) will be automatically generated. If the bibliographic record to which the holdings record is linked has call number information, then the system will also create subfields \$h (classification part) and \$i (item part).

If the variable CREATE-852-HOL in the tab100 table of the holdings library is set to Y when a holdings record is created, data from the bibliographic record is used as the default for the contents of the 852 (Location) field. The data is taken from one of the following MARC 21 fields of the bibliographic record, and preferences are set in descending order:

"099##"  
"098##"  
"090##"  
"092##"  
"096##"  
"050##"  
"055##"  
"060##"  
"070##"  
"082##"  
"086##"

- For "099##" OR "098##" OR "086##" subfield \$a is copied to subfield \$h of the new 852 field.
- For all other fields, subfield \$a is copied to subfield \$h, and subfield \$b is copied to subfield \$i.
- For "090##" and "050##" the first indicator is set to 0.



- For "092###" and "082###" the first indicator is set to 1.
- For "096###" and "060###" the first indicator is set to 2.
- For "099###" OR "098###" the first indicator is set to 8.
- For "055###" and "070###" the first indicator is set to 7.
- For "086###" if the first indicator of the field is 0, then the first indicator of the new 852 field is set to 3, otherwise the first indicator of the field is set to 8.

## 10.5 853/4/5 and 853x/854x/855x Publication Prediction

The 853/4/5 and 853X/854X/855X fields of the administrative or holdings record are used to define publication prediction and to create issues for serials. Refer to the Serials module in the ALEPH User Guide for an explanation of these fields.

## 10.6 Z30 Item's Permanent Location

When temporary changes are made to an item's information, the original information of the item is stored in the Z30 field of the administrative record (ADM). The data is automatically stored by the system in this field when the item's information is changed. The Z30 field is used by the system to restore the original information when the librarian uses the Restore Item Information function.

Following is the structure of the Z30 field of the administrative record:

```
$1 - Item sequence number
$2 - Sublibrary
$3 - Collection
$4 - Call number
$5 - Item status
$6 - Item process status
$7 - Second call number
$8 - Material type
$9 - Temporary location flag
```

## 10.7 STA Status

The STA field is an ALEPH field that contains information on the status of the record. For example, you could add an STA field to mark catalog records that are provisional by adding the following field:

```
STA $$aPROVISIONAL
```

This field can then be indexed and records with this status can be retrieved later on for further processing.

The STA status is a free-text field that can be user-defined to suit the needs of specific sites. However, there are two exceptions:

STA \$\$aDELETED  
STA \$\$aSUPPRESSED

The STA \$\$aDELETED field can be added to records that are considered "deleted" records. When records are deleted using the Delete Record from Server option from the Cataloging modules, all fields in the record are deleted except the LDR field. The STA \$\$aDELETED field can be used to indicate that the record is "deleted" but without deleting all the fields in the record. In spite of the fact that the indexable fields remain in the record, index entries for them are removed to prevent the display of these records in the Web OPAC and in the Search function of the GUI.

The STA \$\$aSUPPRESSED field can be used to prevent the public from seeing the records to which the field is added. This field does not prevent index entries from being generated. To prevent the public from seeing these entries, it is necessary to explicitly exclude the STA \$\$aSUPPRESSED field through the standard logical bases mechanism.

Expand programs that, for example, expand holdings records into associated bibliographic records skip those holdings records in which the STA \$\$aSUPPRESSED field is present.

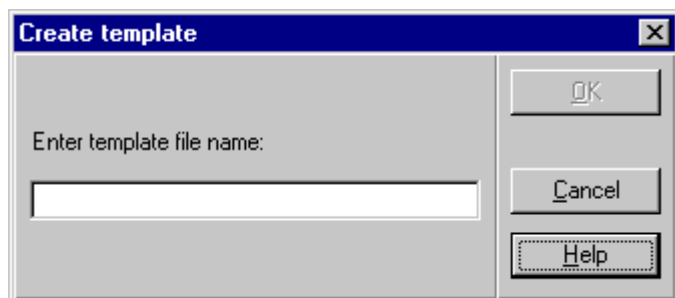
## 11 Creating Templates

New records can be created based on pre-defined templates. There are two types of templates:

- Local Templates
- Library Dependent Templates (saved on server)

### 11.1 Local Templates

Cataloging templates can be created based on the record currently displayed in the Catalog Editor (upper pane of the Edit Records function). To create them, choose the Create Template on Local Drive option from the Cataloging menu. A pop-up dialog box is displayed for you to fill in the name of the new template:



Click **OK**. You receive a message informing you that the template has been created. The template is saved in the list of templates (accessible through the Open Template option on the Cataloging menu. Note that the template is only available for the station from which it was created).

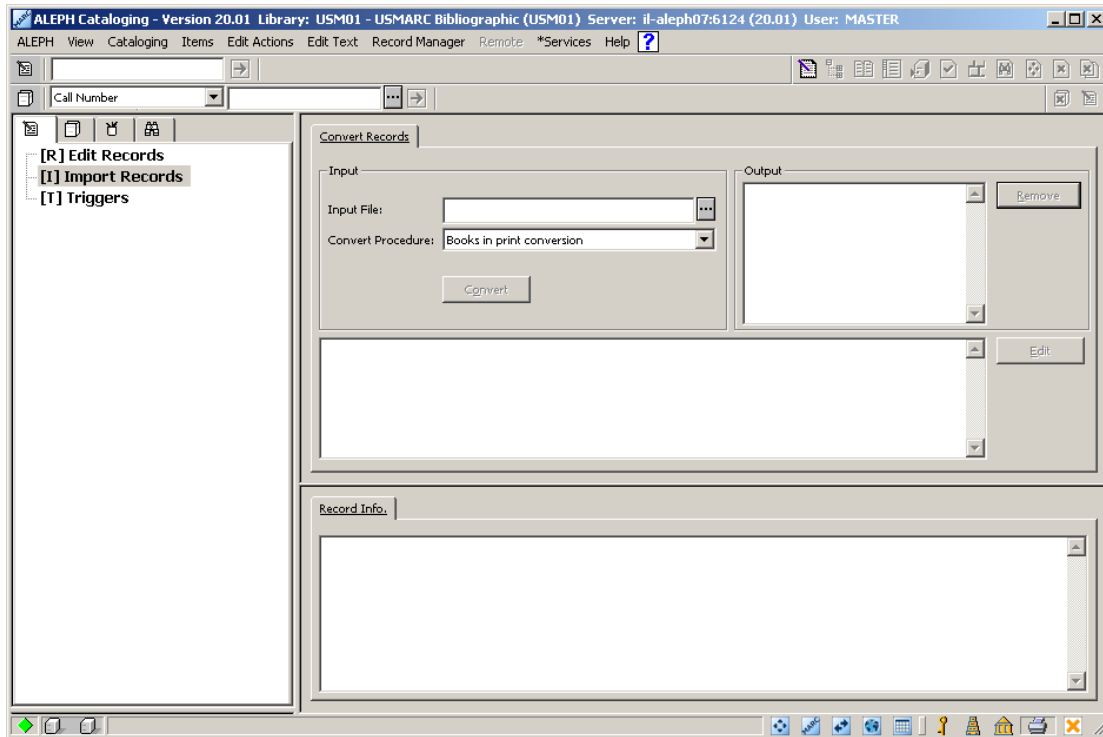
Local templates are stored in the Catalog/Templates directory on your PC. To remove a local template, search for the template under this directory and delete the file.

## 11.2 Library-dependent Templates (Saved on Server)

You can define library-specific templates. These templates are created by your system librarian and are saved in the library's cataloging directory. When you open a template on the Cataloging module, in addition to the local templates, templates from the home library to which you are connected will be listed in the List of Templates window. For example, if you are connected to a bibliographic library, only templates defined for this database will be shown in the List of Templates window. If you are connected to the authority database, only templates belonging to this library will be listed. All users connected to a library will be able to work with the templates defined for the library by your system librarian.

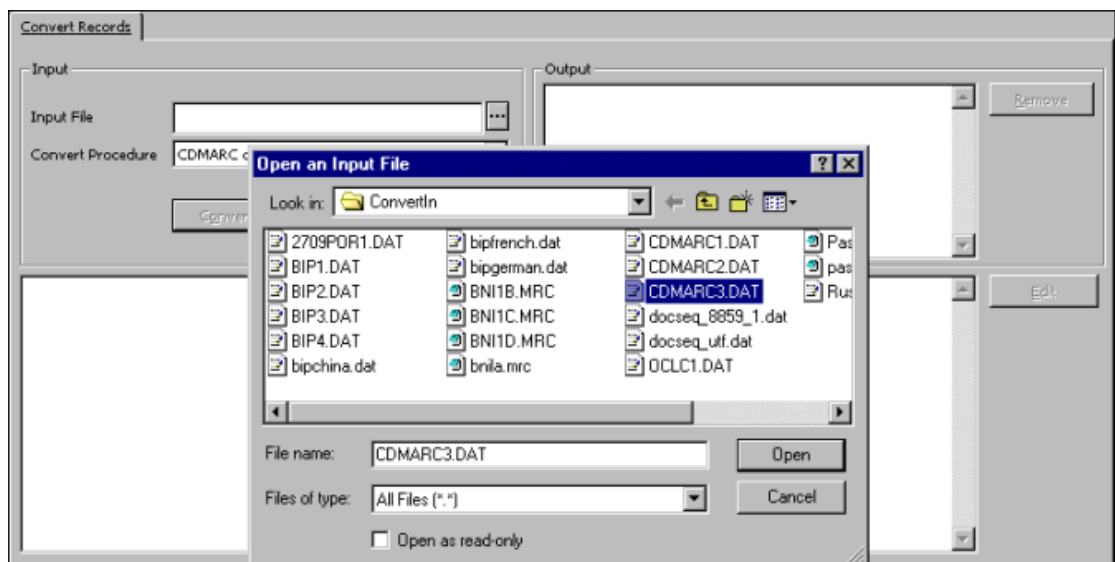
## 12 Importing Records

You can convert external records into ALEPH format and import them into your system. You do this using the Import Records subfunction. This option is accessed by selecting the Import Records node from the Cataloging tab:

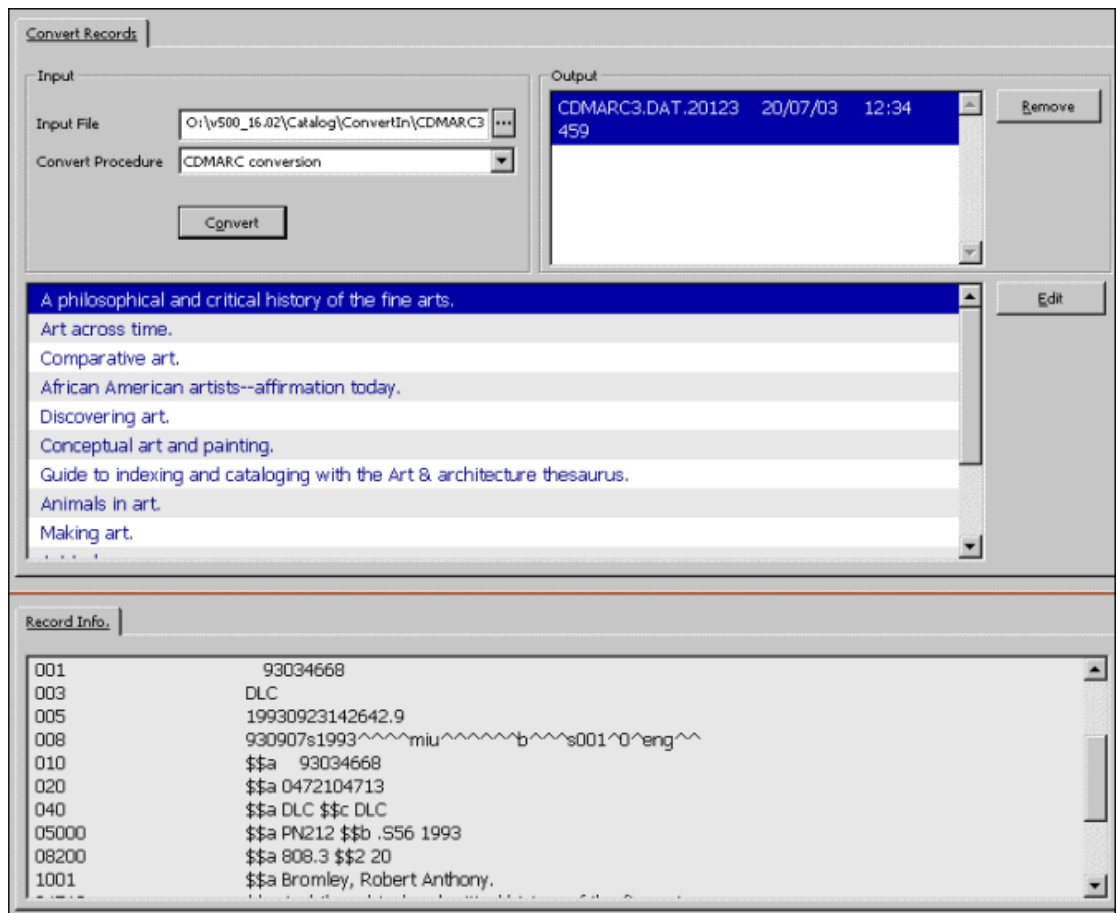


To convert and import records, follow the steps below:

1. Enter the name of the file you want to convert in the Input File field of the upper pane, or click the button at the right side of the field to select the drive, directory and filename of the file from the Open an Input File window:



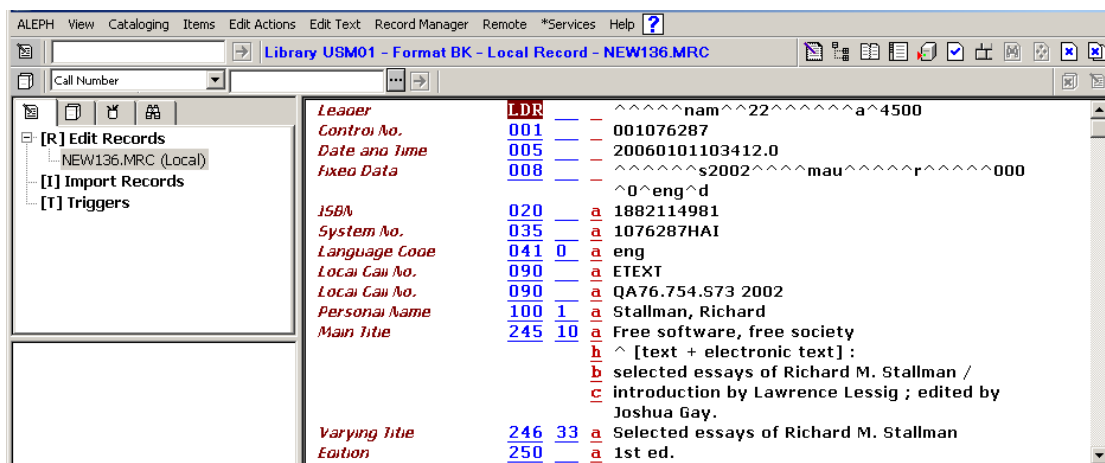
2. Select the conversion program to be used to convert the file from the Convert Procedure drop-down menu and click **Convert**. A new file with the converted records is created:



The filename of the new converted file is displayed in the Output files list of the upper pane.

The list of converted records is also displayed in the upper pane. The contents of the currently highlighted record are displayed in the lower pane.

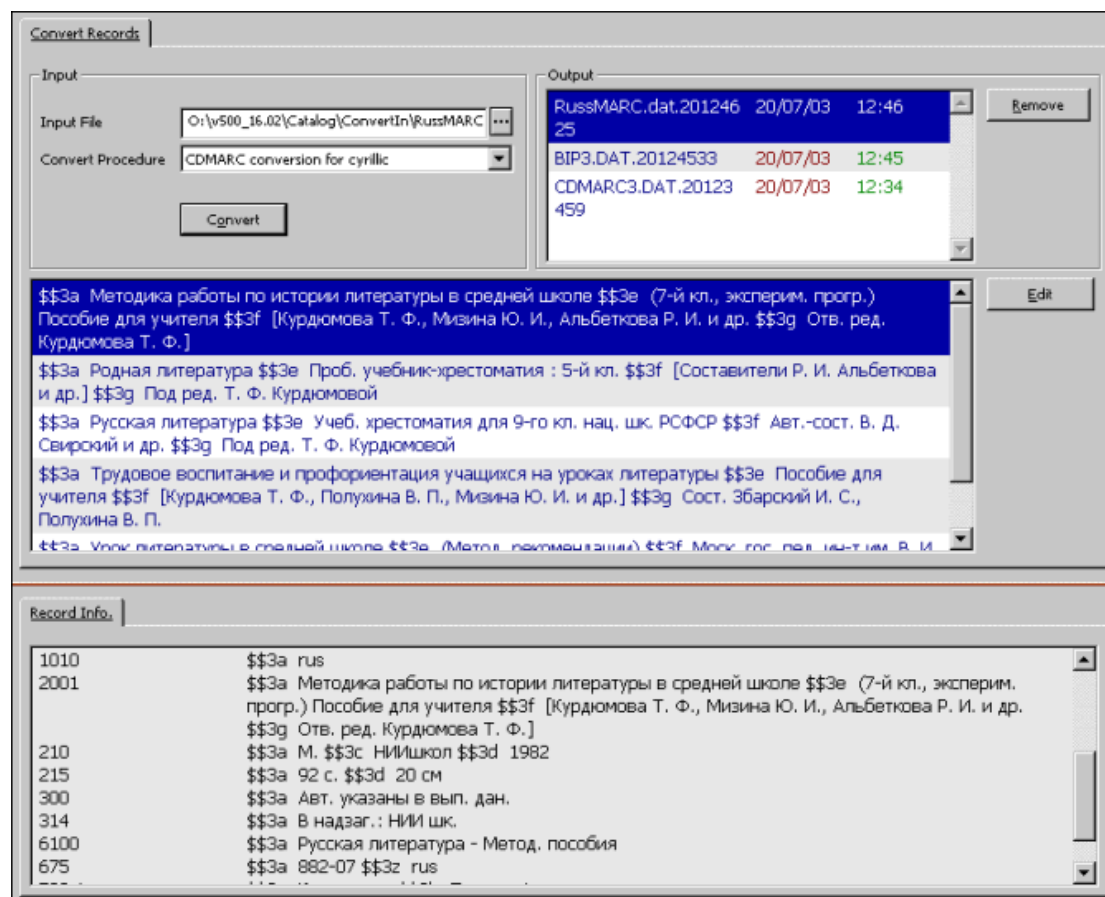
If you want to edit a record after the conversion, highlight the desired record and click Edit. The system automatically switches to the Edit Records subfunction of the Cataloging tab. A copy of the converted record is displayed in the upper pane, ready for you to edit:



Note that more than one record can be selected at the same time by pressing the Ctrl

key while pointing at the pertinent records and clicking the left mouse button. When multiple records are selected for editing, the lower pane is left empty. After you click Edit, the system transfers the records to the Edit Records subfunction for further editing.

If you do not want to edit the records immediately, you can edit converted records later by accessing the Import Records function once again. Converted files are kept unless the Remove button is clicked. In the following example, there are four different files with converted records:



To view the records in a file, select the file from the Output list. To remove a file, click **Remove**.

## 13 Overview Tree


This chapter includes the following sections:

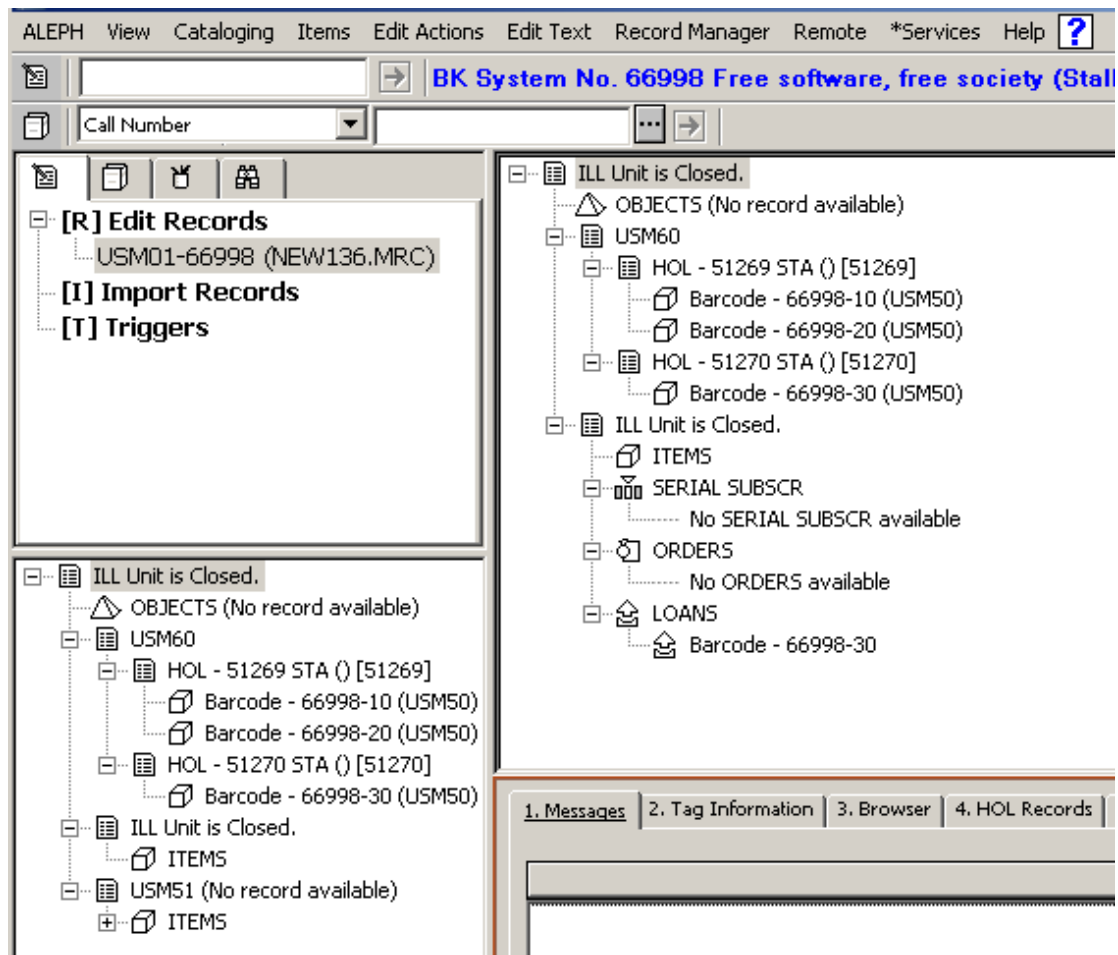
- Full Screen
- Split Mode

The Overview Tree shows the records in the system that are related to the cataloging record being edited (which is shown in the Catalog Editor - upper pane). For example, it displays the holdings records, the administrative record, and the items,

subscriptions, orders and loans attached to the selected cataloging record. The information is displayed in tree structure.

In a multi-ADM environment, the ADM and HOL libraries displayed in the tree are filtered according to the ADM library assigned to the connected staff user. For example: if the connected staff user is assigned to XXX50 ADM library, the ADM library displayed in the tree will be XXX50. If the connected staff user is a super staff user and is therefore assigned ADMIN in the User Library field (details available from your project manager or support desk), then all the ADM libraries which are related to the BIB library will be displayed.


To view the Overview Tree of a record, call up the desired record and select the Overview Tree option from the Cataloging menu or click the Overview Tree icon  from the Cataloging bar. The Overview Tree is displayed in the upper pane as follows:

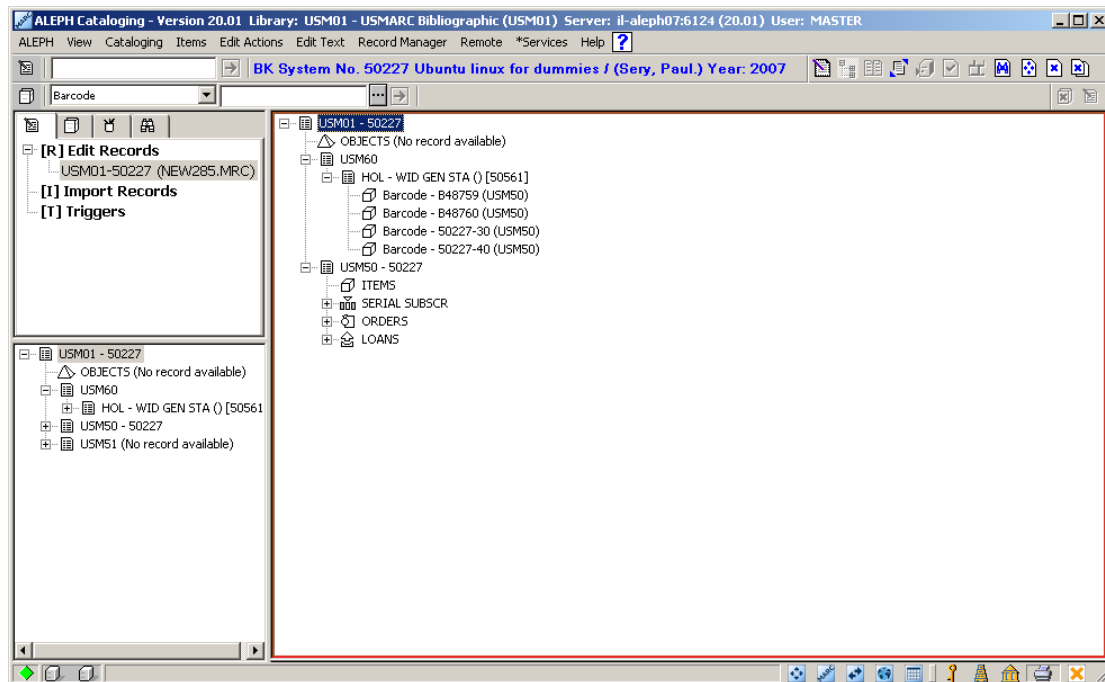


To close the Overview Tree and switch back to the cataloging record, select again the Overview Tree option from the Cataloging menu or click the Overview Tree icon from the Cataloging bar.

## 13.1 Full Screen

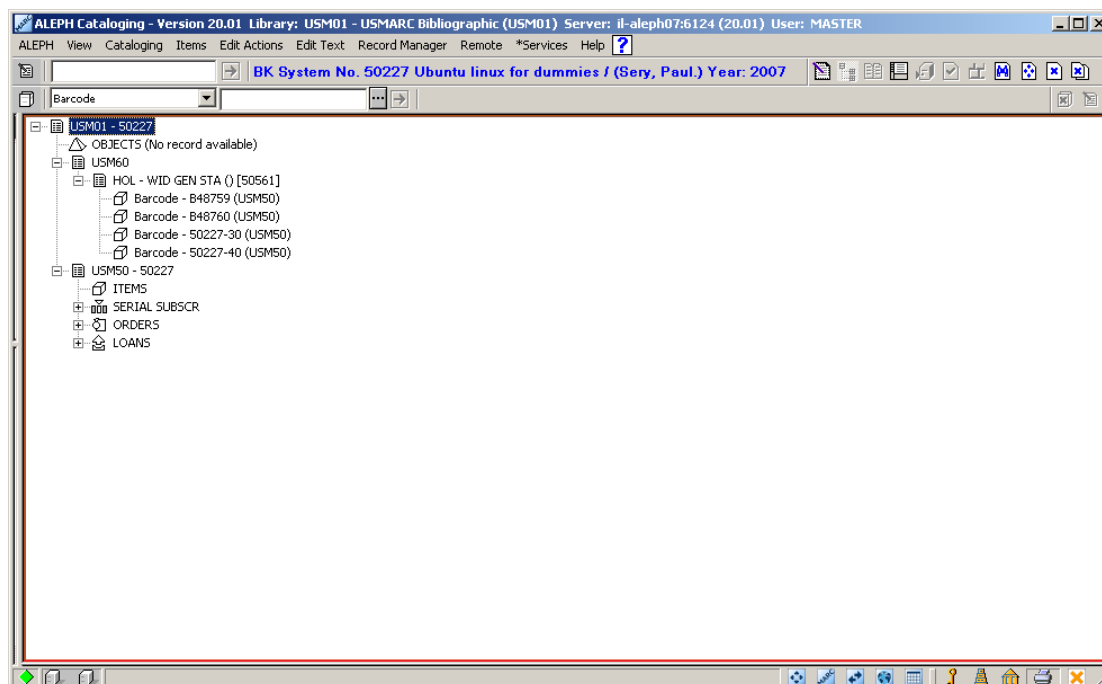
The Full Screen option enables you to display as much as possible on the screen of the Overview Tree.

To view the current tree in Full Screen mode, select the Full Screen option from the Cataloging menu or click the Full Screen icon  from the Cataloging bar. When this option is selected, the lower pane is not shown and the Overview Tree takes up the upper and lower pane:



If the option is selected once again, the navigation pane is not shown and the Overview Tree takes up the whole screen:




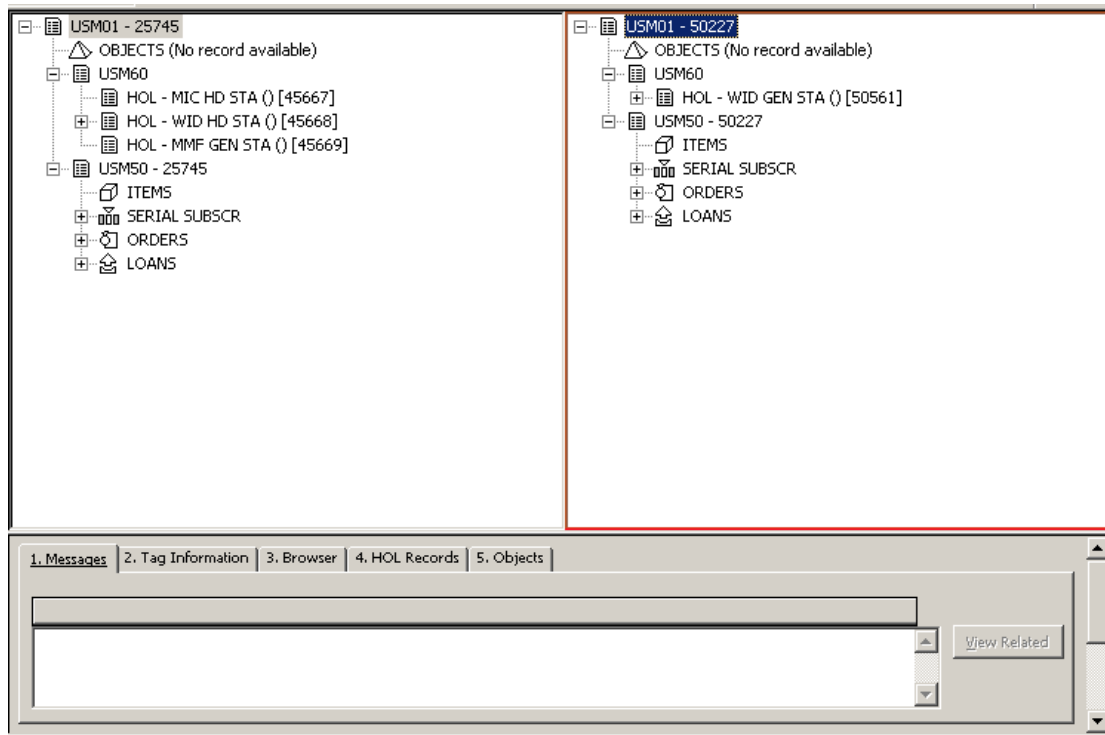


To turn off the Full Screen mode and switch to the standard view, select again the Full Screen option from the Cataloging menu or click the Full Screen icon from the Cataloging bar.

## 13.2 Split Mode

The Split Editor Mode option enables you to split the Catalog Editor into two sections for viewing and/or editing two cataloging records simultaneously. It also enables you to view the Overview Tree of two records at a time.

To switch to Split Editor Mode, select the Split Editor Mode option from the Cataloging menu or click the Split Editor Mode icon  from the Cataloging bar:



While the two trees are displayed, you can move item and/or acquisition orders and/or serial subscription records from one administrative record to the other. You do this by drag-and-drop or by cutting and pasting (pressing Ctrl+X, then Ctrl+V) from one tree to the other. You can also move an administrative record from one bibliographic record to another administrative record of a different bibliographic record. The function moves all items, subscriptions and orders. It also moves all holdings records which are connected to the items and subscriptions.

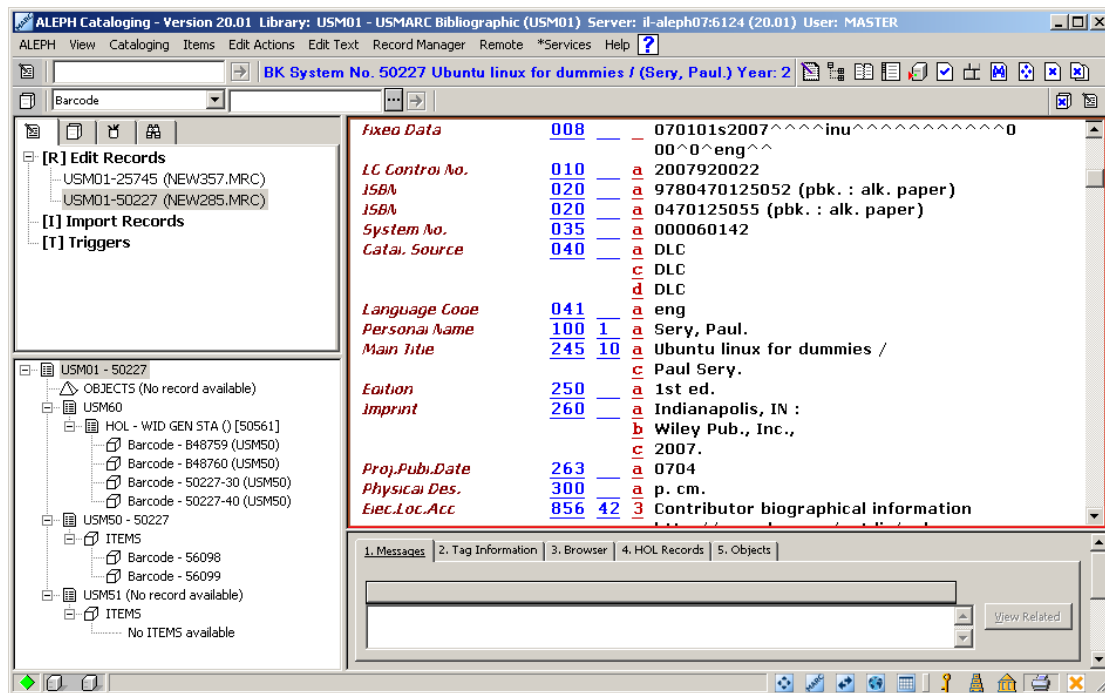
You can also move the following:

- A holdings record to another bibliographic record including attached items
- Items from one holdings record to another.

To turn off the Split Editor Mode and switch to the previous view, select again the Split Editor Mode option from the Cataloging menu or click the Split Editor Mode icon from the Cataloging bar.

## 14 Record Manager

The Record Manager (lower section of the left pane) displays information regarding the record currently being edited in the Catalog Editor (upper pane of the Cataloging tab). The information is displayed in tree structure after opening a record from the server or after saving a new record. Note that the pane is left empty when editing records that have not been sent to server.



The purposes of the Record Manager are the following:

- The Record Manager shows the records in the system that are related to the record currently being edited. For example, it displays the administrative record, the items and the holdings records attached to the selected bibliographic record. Note that the display in the Record Manager is limited to 800 lines.
- The Record Manager provides access to the records associated to the record currently being edited. This is done by selecting the desired node and choosing the Load/Create Record option from the Record Manager menu or by selecting the same option when right-clicking on the desired node.
  - To edit the administrative cataloging record, highlight the administrative node and click **Load/Create Record**.
  - To edit a holdings cataloging record, highlight the desired record (leaf) under the holdings node and click **Load/Create Record**.
- The Record Manager enables the creation of administrative and holdings records.

If no administrative record is linked to the bibliographic record, the message "No record available" is displayed. As explained above, when the Load/Create Record option is selected while highlighting the node of the administrative library, the administrative record linked to the current bibliographic record is retrieved and displayed for editing. If no

administrative record is available, this option automatically creates the record and displays it for editing.

For holdings records, when the Load/Create Record option is selected while highlighting the node of the holdings library, a new holdings leaf is displayed under the node. In other words, a new record is created and displayed in the Catalog Editor for editing.

- The Record Manager provides access to the Items function (Items tab) of the Cataloging module. The Items node is displayed under the administrative library node (for example, USM50). Double-clicking the Items node enables you to view and/or add information about copies to the current record. You will be transferred automatically to the Items function (Items tab) of the Cataloging module. The Items node also lists the items available for the current record. Double-clicking an item transfers you to the Items tab and it enables you to view the specific copy information of the selected item.

Note that if no administrative record is linked to the current record, when double-clicking the Items node, an administrative record is automatically created.

In a multi ADM environment the ADM and HOL libraries displayed in the tree are filtered according to the ADM library assigned to the connected staff user. For example, if the connected staff user is assigned to XXX50 ADM library, the ADM library displayed in the tree will be XXX50. If the connected staff user is a super staff user and is assigned ADMIN in the User Library field (details available from your project manager or support desk), then all the ADM libraries which are related to the BIB library will be displayed.

## **15 Cataloging Services**

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### **15.1 Retrieve Catalog Records**

#### **15.1.1 Retrieve Catalog Records (ret-01)**

This service enables you to retrieve particular records. The document numbers can be saved in a file and afterwards printed out. To see the entire record, use one of the "Print" services.

### **15.1.2 Retrieve Records Using CCL (ret-03)**

This service retrieves records using CCL - Common Command Language.

### **15.1.3 Retrieve Records by Direct Index (ret-06)**

This service retrieves records based on an input file of direct index values. For example, the input file may be a list of ISBN or ISSN numbers. The output file will include the record numbers of the matching bibliographic records.

### **15.1.4 Retrieve Catalog Records by Date (ret-04)**

This service enables you to retrieve records that were created or updated on a specific date. It retrieves records based on the Z13 or short doc record.

The document numbers are saved in two different files, one including only new records created on the specific date (called <name>.open) and the other including only records that were updated on the specific date (called <name>.update). These two files are used as input files in the various print batch services. The output files can be found in the \$alephe/scratch directory. If no name has been specified, then the selected date from the "date" field is used as a prefix for the files (yyyymmdd).

### **15.1.5 Cross Files (ret-10)**

This service crosses two input files using Boolean operators. The input files must be files that resulted from one of the retrieve services. The service produces a new output file that includes the results of the Boolean operation.

### **15.1.6 Print Catalog Records - Custom Format (print-01)**

This service enables you to save in a file or print out the entire record for a group of documents that have been found using the "Retrieve Catalog Records" service (ret-01) (and perhaps also sorted using the "Sort Catalog Records" service (ret-21)), or saved in the Search GUI or Web OPAC using the "Save on Server" function.

### **15.1.7 Print Catalog Records - Columnar Format (print-08)**

This service enables you to see columns of information for records that have been found using the "Retrieve Catalog Records" service (ret-01) (and perhaps also sorted using the "Sort Catalog Records" service (ret-21)). The information can be saved in a file or printed out.

### **15.1.8 Print Catalog (print-04)**

This service enables you to print catalog records, one after the other, on regular-sized sheets of paper that can then be bound together and used for reference.

### **15.1.9 Print Catalog Records with "Non-preferred" Headings (print-05)**

This service retrieves and prints catalog records that are potentially incorrect, based on the fact that they include a heading field that is a cross-reference to another heading in the headings list. For example, this service might produce bibliographic records that have "Clemens" as the author, in spite of the fact that in the author headings list "Clemens" has a "see" reference to "Twain".

### **15.1.10 Print Bibliography (print-09)**

This service enables you to print catalog records organized in the manner of a bibliography. Note that the output consists of raw XML only - that is, it requires formatting by an external program. Examples of uses for this service are:

- A catalog of new acquisitions, over a time period, sequenced by class mark
- A catalog of AV materials in the library
- A national bibliography
- An index to journal articles

The companion service, "Print Index" (p-print-10) prepares indices to the bibliography. The records in the bibliography and indices are sequenced according to a headings (ACC/Z01) list. The system actually checks each heading in the list, choosing the catalog records that are contained in the input file for inclusion in the bibliography. If no records are chosen for a heading, the heading itself is also not printed. The system can also print all "see" headings that are related to printed headings.

The resulting print file is intended for regular-sized sheets of paper that can be bound together in book format.

This service adds sequential numbering to the records chosen, in order to enable printing indices, using p\_print\_10. This sequential number is made up of two parts: subfield "a" contains the volume number (that is, this particular run and section), and subfield "n" contains the running number within the volume. The entries in the indices (such as author, title, subject, and so on) use this running number to refer to the entry in the bibliographic list. In this manner, the indices can be minimal, printing the heading followed by the sequence number. The sequential number will be added to the relevant bibliographic records in the tag set in this service.

### **15.1.11 Print Index for Bibliography (print-10)**

This is a companion service to "Print Bibliography" (p-print-09). It generates indices for the bibliography. Examples of use for this utility are: indexing by authors; indexing by titles; indexing by subjects, where the basic bibliography is in some other sequence (such as classification).

The heading is printed, followed by the sequential number of the related bibliographic

records. This sequential number has been added to both the record and the output file when the "Print Bibliography" service (print-09) was run.

For example, the Author Index would appear like this:

```
Amado, Jorge 664
Amaral, Ricardo 318 319 320 343
```

In this manner, the indices are minimal.

The output in raw XML can be formatted by an external program.

#### **15.1.12 Download Machine-Readable Records (print-03)**

This service enables you to save in a file or print out bibliographic information for records that have been found using, for example:

- The Find function from the Web OPAC
- One of the Retrieve services, such as "Retrieve Catalog Records" (ret-01)

(and perhaps also sorted using the "Sort Records" (ret-21) service). You can choose to display all the fields of a record or selected fields by entering 'ALL' (in ALEPH Sequential format only).

#### **15.1.13 Upload Remote Records via Z39.50 (print-30)**

This service enables you to upload BIB and Holding information from Aleph to external database, such as KERIS (Union Catalog for Korean academic libraries), using Z39.50 gate.

When this procedure is run, new and/or updated BIB documents and their related holding information are sent to the remote database using Z39.50 gate.

For more information, refer to the Upload BIB and Holding information from Aleph to KERIS section in the *Aleph 20.01 System Librarian Guide-Cataloging*.

#### **15.1.14 URL Check (print-11)**

This service checks subfield \$u of the following fields in order to determine the validity of an external URI/URL link.

The fields are:

- 505 (Formatted Contents Note)
- 506 (Restrictions on Access Note)
- 514 (Data Quality Note)
- 520 (Summary, Etc.)

- 530 (Additional Physical Form Available Note)
- 540 (Terms Governing Use and Reproduction Note)
- 545 (Biographical or Historical Note)
- 552 (Entity and Attribute Information Note)
- 555 (Cumulative Index/Finding Aids Note)
- 563 (Binding Information)
- 583 (Action Note)
- 856 (Electronic Location and Access)

#### **15.1.15 Sort Catalog Records (ret-21)**

This service takes an input file of document numbers and sorts them. You can define the text by which the file will be sorted.

#### **15.1.16 Export Holdings Records (export-02)**

The Export Holdings Records (export-02) service can be used to export holdings records. The service retrieves and builds a file of records for export based on librarian input in field XPR in the holdings record. Note that this service is only available after connection to a holdings library (for example, USM60).

## **15.2 Load Catalog Records**

### **15.2.1 Convert MARC Records (file-01) - Step 1**

This function is step 1 of a process to convert records from MARC format to the ALEPH sequential format. Step 1 breaks down the input file into individual records that will be converted by step 2.

### **15.2.2 Convert MARC Records (file-02) - Step 2**

This function is step 2 of a process to convert records from MARC format to the ALEPH sequential format.

### **15.2.3 Convert ALEPH Sequential to MARC Communication Format (file-12)**

This function enables you to convert ALEPH sequential to MARC communication format.



#### **15.2.4 Modify Cataloging Records File (file-08)**

This service allows the user to modify a file of records in ALEPH sequential format according to a user-specified processing script. The service takes as input a file of MARC records that have been converted to ALEPH sequential format (for example, by using the Convert MARC Records - Step 1 and Step 2 services). It produces two output files. One file consists of "output" records meant for further processing or loading into the system. The other file will contain records that have been rejected based on criteria specified in the processing script.

This service can be step 3 of a process to convert records from MARC format to the ALEPH sequential format. The previous steps would be "Convert MARC Records - Step 1" (p\_file\_01) and "Convert MARC Records - Step 2" (p\_file\_02). The output can be loaded into an ALEPH database using p\_manage\_18.

#### **15.2.5 Convert SWETS Records (file-05)**

SWETS records list the table of contents of journals. This function converts records from the SWETS format to the ALEPH sequential format.

#### **15.2.6 Fix and Check Catalog Records (manage-25)**

This function can be used to fix and check catalog records.

#### **15.2.7 Fix Catalog Records (manage-37)**

This function can be used to fix catalog records.

#### **15.2.8 Character Conversion (manage-22)**

This service converts characters from one mapping to another. The conversion table must be located in the \$alephe/unicode directory. This service is usually used for converting data files for import/export.

#### **15.2.9 Load Catalog Records (manage-18)**

This service loads catalog records into the system. These records may be MARC or MAB2 records which have been converted into ALEPH Sequential Format, or records which you have retrieved using the "Retrieve Catalog Records" function or other available retrieve functions of ALEPH.

#### **15.2.10 Load Catalog Records - Parallel Load (manage-180)**

This service loads catalog records into the system. These records may be MARC or MAB2 records which have been converted into ALEPH Sequential Format, or records which you have retrieved using the "Retrieve Catalog Records" function or other available retrieve functions of ALEPH. This service is similar to the Load Catalog Records (manage-18) service. The difference is that this service has two additional parameters: *Delete Interim Cycle Files* and *Processes to Create*.

The Delete Interim Cycle Files parameter controls the deletion of the cycle files. This service has two stages:

- Reading the input file and splitting it into cycles with pre-assigned document numbers.
- Loading the cycle files in parallel mode.

#### **15.2.11 Check Input File Against Database (manage-36)**

This service splits an input file of documents into three output files according to user defined matching criteria.

This function produces the following output files:

- First file contains new records (no matching records were found in the database)
- Second file contains matched records (based on a unique identifier).
- Third file contains matched records, which cannot be associated with one single record in the database (multi-match)

Specifications for the match performed by these functions are defined in the library's `tab/tab_match` table.

#### **15.2.12 Generic Vendor Records Loader (file-96)**

This service loads MARC records, creates associated holdings, item, order, and budget transaction records, and encumbers the appropriate fund.

#### **15.2.13 Advanced Generic Vendor Records Loader (file-90)**

This service loads MARC records, creates associated holdings, item, order, and budget transaction records and encumbers the appropriate fund.

This is done using the vendor input file with the ability to merge duplicate bibliographical and holding records and identify records which match multiple existing records.

#### **15.2.14 Load MARCIVE Records (file-99)**

The MARCIVE document loader is a service designed to be run by libraries on a periodic basis as they receive MARCIVE data files. These files are normally received on a weekly basis and then updated on a monthly basis. There are two types of MARCIVE government document record files:

- Weekly shipping lists - brief cataloging of the documents which the library receives from the GPO.

- Monthly full cataloging - full government document MARC cataloging, which may or may not correspond to the shipping list records.

#### **15.2.15 Load BNA Records (file-98)**

This is a process to convert and load BNA records. BNA records are MARC records for both U.S./Canadian and U.K./European editions of English language titles provided by Blackwell's technical services. There are three types of BNA records:

1. Packing List Records: MARC-formatted records, containing a brief bibliographic description.
2. MARC Records: Cataloging records derived from LC MARC, CAN MARC, or UK MARC records are provided for both U.S./Canadian and U.K./European English language titles.
3. MARC-PLUS Records: Cataloging records as described above with the addition of 9xx fields containing Approval profile data, book invoice data, and fund data, are provided for both U.S./Canadian and U.K./European English language titles.

#### **15.2.16 Pre-process Input File of Records Before Load (manage-39)**

The purpose of this process is to filter an input file of records before loading them to the database (using, for example, the Load Catalog Records - manage-18 - service), when the input file includes records that are identified as "unwanted" in LDR/22, or includes records that are duplicated within the file.

This service splits the input file of documents into three output files:

1. The first file (Output File) contains records which can be submitted to the batch load process.
2. The second file (Duplicate Records File) contains the second and higher iterations of duplicate records. This file should be submitted to the batch load process after the first file, so that they can find a match, and go through match/merge procedures.
3. The third file (Discarded Records File) contains records that should not be loaded.

#### **15.2.17 Create Holdings and Item Records Using Bibliographic Data (manage-50)**

This service can be used to create ALEPH holdings and item (Z30) records. The information used to generate the holdings and item records is taken from fields embedded in bibliographic records that have already been loaded into an ALEPH BIB library (for example, using p-manage-18).

### **15.2.18 Merge Records (manage-38)**

This service is used to merge catalog records according to merge programs defined in the tab\_merge table. It produces a report of the merged records. This service should be run before loading catalog records into the database. The input file can contain one of the output files produced by p-manage-36 (Match Records).

### **15.2.19 Load OCLC Records (file-93)**

This service loads OCLC records in batch mode into the system without making use of the OCLC Server. This service can load both bibliographic and authority records. The service creates an output file that can be found later in the library's PRINT directory. The file has the same name as the input file.

The output file contains the following information:

Administrative library, OWN Field, Open Date, Log No., Action (Success, Failed or Information), Message information.

This information is also saved in the Loader Logger (Z73 Oracle table).

### **15.2.20 Produce Report for Loader Logger (file-94)**

This service produces a report of records loaded into ALEPH using the OCLC and MARCIVE loaders.

The information generated in the report comes from the Loader Logger (Z73 Oracle table.)

## **15.3 Build Indexes to the Catalog**

### **15.3.1 Rebuild Word Index (manage-01) Target**

This service rebuilds the Word Index of the database. It locks the ALEPH system and should only be run when the library is closed.

### **15.3.2 Update Direct Index (manage-05)**

This service updates the Direct Index of the database. It locks the ALEPH system and should only be run when the library is closed.

### **15.3.3 Update Headings Index (manage-02)**

This service updates the Headings Index of the database. This procedure locks the library and should only be run when the library is closed.

Note that whenever you run this service with the Duplicate Mode set to No, you must run the Alphabetize Long Headings (manage-17) service in order to have correct alphabetization of long headings.

#### **15.3.4 Update Sort Index (manage-27)**

This service updates the Sort Index of the database. This procedure locks the library and should only be run when the library is closed.

#### **15.3.5 Alphabetize Headings - Setup (manage-16)**

This setup service alphabetizes the headings according to the rules for alphabetization that are kept in the `tab00.lng` table and the `tab_filing` table.

These rules create a "filing text" by which the heading is alphabetized. The headings are then alphabetized according to the first 69 characters of the filing text of each entry.

The Alphabetize Long Headings (manage-17) service alphabetizes those headings whose filing texts are longer than 69 characters.

After you run this service, always run the Alphabetize Long Headings (manage-17) service. This service locks the library and should only be run when the library is closed.

#### **15.3.6 Alphabetize Long Headings (manage-17)**

This service alphabetizes those headings whose filing texts are longer than 69 characters. This service locks the library and should only be run when the library is closed.

#### **15.3.7 Update Short Bibliographic Records (manage-07)**

This service updates the Short Bibliographic Records or/and Z00R records of the database. This service locks the ALEPH system and should only be run when the library is closed.

#### **15.3.8 Update Indexes for Selected Records (manage-40)**

This service writes the requested document numbers in the Z07 Oracle table, after which the records are re-indexed through the library's usual updating process (`ue_01`).

#### **15.3.9 Build Counters for Logical Bases (manage-32)**

This service builds the counters for logical bases. It should be run after building a Headings index (manage-02), if your database setup is configured for using this counter.

#### **15.3.10 Update Brief Records (manage-35)**

This service updates and creates brief records. It locks the ALEPH system and should only be run when the library is closed.

### **15.3.11 Create Links Between Records (manage-12)**

This function creates links between records of the database. It locks the library and should only be run when the library is closed.

## **15.4 Catalog Maintenance Reports**

### **15.4.1 Delete Unlinked Headings (manage-15)**

If you have connected to a bibliographic library, this service deletes headings that are not linked to bibliographic records. If you have connected to an authority library, this service deletes headings that are not linked to authority records.

### **15.4.2 List Unauthorized Headings (auth-03)**

This service generates a report listing the headings in the bibliographic library that are not linked to headings in the authority library.

### **15.4.3 Detect Similar Headings (manage-26)**

This service detects similar headings whose filing texts are identical. It detects headings that are probably the same except for punctuation.

This service can run on all the indexes (Check All Headings option) or on a specified code (Check Headings by Code + Choosing a Code).

### **15.4.4 List Headings Having Multiple Document Records (auth-04)**

This service creates a report that lists the bibliographic and/or authority headings present in more than one record.

Note that since ALEPH requires that only one authority record be linked to a heading, this report can be especially useful in the authority database.

## **15.5 Catalog Maintenance Procedures**

### **15.5.1 Fix and Check Catalog Records (manage-25)**

This function can be used to fix and check catalog records.

### **15.5.2 Delete Unlinked Headings (manage-15)**

If you have connected to a bibliographic library, this service deletes headings that are not linked to bibliographic records. If you have connected to an authority library, this function deletes headings that are not linked to authority records.

### **15.5.3 Alphabetize Long Headings (manage-17)**

This service alphabetizes those headings whose filing texts are longer than 69 characters. This service locks the library and should only be run when the library is closed.

### **15.5.4 Global Changes (manage-21)**

This service enables you to make a change in all catalog records that meet your selection criteria. Alternatively, you may choose NOT to change the records at this time, but only to produce a report of records that are eligible to be changed according to the criteria you enter in this form.

### **15.5.5 Delete "CAT" Fields (manage-13)**

This service updates records by deleting the "CAT" fields that are no longer needed. The "CAT" field contains information about the date and time of the record creation or update (\$\$c, \$\$h) and cataloger username (\$\$a).

### **15.5.6 Create/Update Z106 Table for "CAT" Field (manage-19)**

This service creates or updates the Z106 Oracle database table that contains information about the "CAT" field of a record. You can then use SQL commands to retrieve records that were created or updated by a particular cataloger.

### **15.5.7 Delete Bibliographic Records Including Related ADM/HOL Records (manage-33)**

This service deletes bibliographic records found using one of the retrieve functions (for example, using the "Retrieve Catalog Records" batch process). This service also delete all records (for example, items, orders, loans, holds, and so on) linked to these bibliographic records.

### **15.5.8 Copy Tags to Linked Records (manage-55)**

This service can be used to copy tags from one library type to another (the tags are copied from the selected records to the associated records in the target library). This service can be used, for example, to transfer holdings information from the bibliographic record to the linked holdings record.

### 15.5.9 Load PALAS Shelfmark (manage-45)

This batch service inserts a shelfmark into the \$\$ 852 j field of a holdings record. The shelfmarks are generated in a file by the PALAS system. The job accepts as a parameter a file name located in \$data\_scratch. Each line in the file contains the holdings record number, a comma, and the shelfmark.

Example: *000001234,YA.1998.b.4722*

### 15.5.10 Update Cataloging Records (file-95)

This service updates existing Cataloging records in the database with input records in MARC format.

The incoming record must include the record's system number in the 001 field and a field from the record in the database that is to be matched.

The program supports the following functions:

- MAT (MATCH) - matches the line in the input file with a line in the record. The match is on the tag and indicators as well as on the contents. The matched field is deleted after matching if the database is updated.
- ADD (ADD) - adds the new field if the line is matched.

## 15.6 Union Catalog / Union View

### Note

All changes in Z120 are automatically transferred to Z127 by one of the Z127 triggers.

### 15.6.1 Create Equivalencies Table (union-01)

This service builds empty equivalencies records (Z120) for each bibliographic record.

The equivalencies table (Z120) stores record equivalencies - that is, it stores a list of system numbers of records that the equivalency algorithm determines to be equivalent. The data in this Oracle table is used to create de-duplicated search results and merged display.

### 15.6.2 Populate Equivalencies Table (union-02)

This service populates empty equivalencies records (Z120).



Empty equivalencies records are built for each bibliographic record by the Create Equivalencies Table (union-01) service after initial conversion and data load.

### **15.6.3 Rebuild Record Equivalencies (union-04)**

This service rebuilds record equivalencies for records that have equivalencies records (Z120) flagged **N** for update.

The equivalencies table is populated by the Populate Equivalencies Table (union-02) service. This service sets the Update flag to **C** (checked). When records are changed, deleted or added, the old equivalencies cannot be kept and the equivalencies table for these records must be updated. For this reason, new/updated records are flagged **N** for update. This service updates the equivalencies table for these records.

### **15.6.4 Convert Records (union-03)**

The Convert Records (union-03) service converts files of incoming records for further load to the Union Catalog. There are three stages to record conversion:

- Conversion from the incoming format into ALEPH sequential
- Field-by-field data conversion or enrichment
- Record validation

### **15.6.5 Load Records to Union Catalog (union-13)**

The Load Records to Union Catalog (union-13) service takes records that have already been converted, fixed and validated, and loads them into the ALEPH Union Catalog database. The records for load are taken from the converted directory of the contributing library or organization (input stream). The load process itself does the following; loads new records, overlays or deletes existing records, indexes new and updated records, and builds empty equivalencies records (Z120) or flags existing equivalencies tables for update.

### **15.6.6 Purge Identical Records (union-07)**

This service finds duplicate SID fields and selects the most recent using the 005 field. Earlier versions of the same record are purged (removed completely from the database). If 005 fields are equal, the record with the newest system number is selected.

We recommend that you run this service following the first load of records into the union catalog after your site has gone into production.

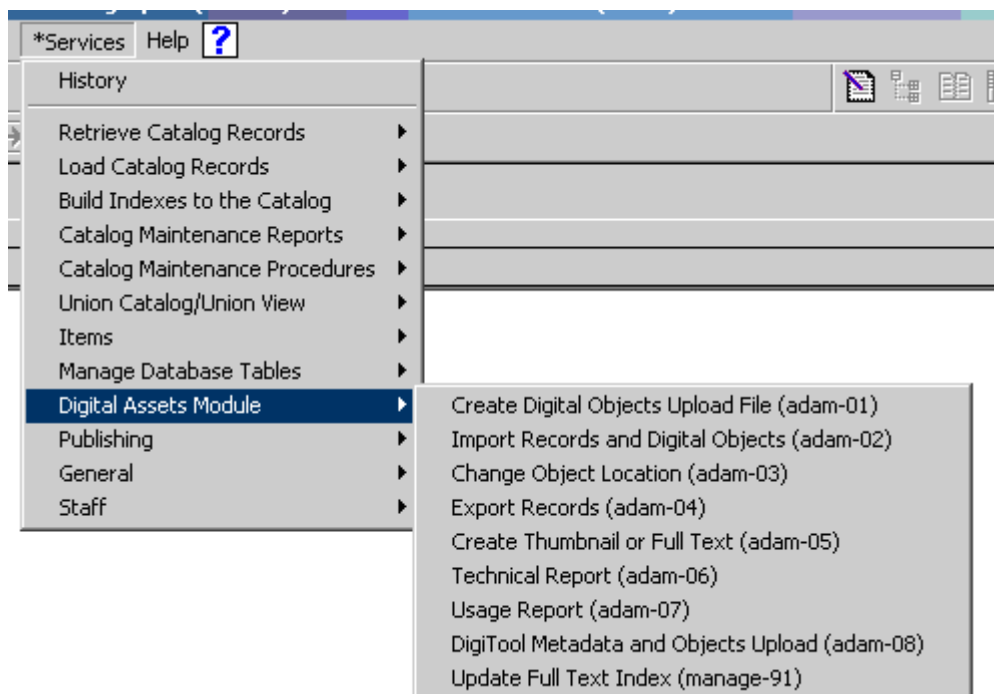
## 15.7 Manage Database Tables

The services in this section are explained in detail in the Services chapter of the *Circulation Staff User Guide*.

## 15.8 Digital Asset Module

ALEPH offers various batch services to import and export digital objects and metadata. While descriptive metadata (bibliographic) is stored as part of the bibliographic record (Z00), the technical metadata is stored in its own Oracle table (Z403).

Both import and export are based on XML files that contain specific sections for descriptive metadata and technical metadata. To upload objects into the system, usually, you need to run two services (adam-01 and adam-02). Both are part of the services menu:



### 15.8.1 Create Digital Objects Upload File (adam-01)

This service is used to create an XML file that is required to upload files into the system that do not have descriptive metadata (bibliographic records) or technical metadata (Z403).

The XML file created by this service contains descriptive and technical metadata generated by using a template (z403\_template.xml) that has to be manipulated by the user. The XML file created by this service can be taken to load objects and metadata into the system using the adam-02 service.

A sample XML template to be edited by the user can be found in the tab directory of USM01.

The XML file contains different sections for descriptive (<record>) and technical metadata (<z403>).

The following is an example of the XML file:

```
<file>
<record>
  <leader>^^^^^nam^^^^^^^^^^a^4500</leader>
  <controlfield tag="FMT">VM</controlfield>
  <controlfield tag="008">^^^^^^b^^^^^000^^^und^d
  </controlfield>
  <datafield tag="100" ind1="0" ind2=" ">
    <subfield code="a">Michelangelo Buonarroti</subfield>
    <subfield code="d">1475-1564</subfield>
  </datafield>
  <datafield tag="650" ind1=" " ind2="0">
    <subfield code="a">Painting, Italian</subfield>
  </datafield>
</record>

<Z403>
  <Z403>
    <Z403-OBJECT-STORAGE>
      <Z403-MEDIA-TYPE>IMAGE_JPG</Z403-MEDIA-TYPE>
    </Z403-OBJECT-STORAGE>
    <Z403-USAGE-TYPE>VIEW</Z403-USAGE-TYPE>
    <Z403-NOTE></Z403-NOTE>
    <Z403-COPYRIGHT>
      <Z403-COPYRIGHT-FLAG>Y</Z403-COPYRIGHT-FLAG>
      <Z403-COPYRIGHT-NO-COPIES>000</Z403-COPYRIGHT-NO-COPIES>
      <Z403-COPYRIGHT-TYPE></Z403-COPYRIGHT-TYPE>
      <Z403-COPYRIGHT-OWNER>PUBLIC</Z403-COPYRIGHT-OWNER>
      <Z403-COPYRIGHT-CHECK></Z403-COPYRIGHT-CHECK>
    </Z403-COPYRIGHT>
  </Z403>
</file>
```

When adam-01 is run, another XML file is generated that contains the descriptive and technical metadata and a relative path to the digital objects.

This XML file has the same name as the directory it is in, plus the `.xml` file extension. For example, if the directory that contains the objects and the template is named `createxml`, the XML file resulting after adam-01 has been run will be `createxml.xml`.

This XML file can be used for the actual upload with the service adam-02.

Note that the XML file will contain the digital object's filename as title if no explicit title is specified in the `<record>` section of the template.

The No. of Created Bibliographic Records parameter determines the number of bibliographic records that will be created.

The "One record per object" option creates a metadata record (in other words a bibliographic record) for each digital object.

The "Single record for all objects" option creates a single metadata record for all digital objects processed by the service.

### 15.8.2 Import Records and Digital Objects (adam-02)

This service takes the XML file generated with adam-01 or any other XML file with appropriate format and content and uploads it into the system. This service creates records in Z00 (bibliographic) and Z403 (technical metadata) according to the definitions in the XML file.

Note that the XML file to be loaded is required to have the same name of the directory plus the `.xml` file extension, otherwise it will not be loaded. If the XML file was created using adam-01, it will already have this format.

Note in addition that if the Z403-TITLE field is not filled, the system takes the content of Z13-TITLE instead. The Z13 record is automatically created during the load of the descriptive metadata (Z00) according to standard configuration (tab22).

You can upload digital objects to existing bibliographic records without changing the descriptive metadata (bibliographic). To do this, edit the XML file generated with adam-01 or delivered in an appropriate format and leave all field tags in the `<record>` section empty and add the following line to the `<record>` section in the template.

```
<controlfield tag "SYS">NNNNNNNN</controlfield>
```

NNNNNNNN is a variable for the record's system number. For example,

```
<controlfield tag "SYS">000050018</controlfield>
```

 will upload objects to the bibliographic record #000050018.

Note that if the system number does not exist in the catalog, no objects will be uploaded.

### 15.8.3 Export Records (adam-04)

This batch service exports Z00 (descriptive) and Z403 (technical metadata) Oracle records in the defined XML format that is similar to the XML format that is used for import. In addition it allows you to export not only the metadata but also the object itself.

You can limit this service to a range of records contained in an input file created by the ret-01 service.

Note that the output directory is always located as a subdirectory under the library's export directory.

### 15.8.4 Change Object Location (adam-03)

Digital objects are stored in a defined storage directory on the server. If you want to move objects from one directory to another directory, for example, when adding another disc to the server, you can use this batch server to physically transfer the objects to a new destination directory. Simply enter the source directory that contains the objects that should be transferred, the destination directory that is designed to be the new storage directory for the objects and the library on which you wish to run the service.

### **15.8.5 Create Thumbnail or Full Text (adam-05)**

Thumbnails for image objects and full text for text objects can either be created by using the functions in the objects lists or by using this service. Use this service to create thumbnail and full text when working with a large amount of new records instead of updating the objects one by one.

To run this service you can define a range of records or use an input file that may be created by ret-01.

### **15.8.6 Technical report (adam-06)**

This batch service is used to create a statistical report. It counts all Z403 records and prints a summary. This summary includes the following information.

- Number of objects, total
- Number of objects per usage type
- Number of objects per ADM
- Storage, total
- Storage per directory
- Storage per extension

### **15.8.7 Usage Report (adam-07)**

This service is designed for monitoring of user accesses. It generates a detailed breakdown of accesses sorted by various criteria. You can limit this report to a range of dates.

### **15.8.8 DigiTool Metadata and Objects Upload (adam-08)**

This service is used for converting and loading metadata and objects which have been provided from DigiTool and harvested in ALEPH by using ALEPH daemon ue\_13 (OAI harvester). This service is limited to load objects which have Usage Type VIEW and their corresponding metadata is provided in MARC21 or Dublin Core XML format.

Thumbnails and Full text Index Files can be generated by this service.

### **15.8.9 Retrieve ADAM Records (adam-10)**

This service enables you to retrieve ADAM records based on the contents of specific ADAM record fields. You can also retrieve ADAM records that have no linked digital objects and also digital objects that have duplicate ADAM records.

The service produces an output file that contains ADAM record (Z403) keys. This file can be used as an input file for the Delete ADAM Records (p\_adam\_11) service and as an additional filter for a new run of the Retrieve ADAM Records (Z403) (adam-10) service.

### **15.8.10 Delete ADAM Records and Related Objects (adam-11)**

This service enables you to delete ADAM records and their corresponding digital objects that are stored in the local file system.

If the input file contains ADAM record keys for which the Usage Type is VIEW, the corresponding thumbnails and index files are also deleted.

#### **15.8.11 Update Full Text Index (manage-91)**

This service updates the Full Text Index of the database. This procedure locks the ALEPH system and should only be run when the library is closed.

There are two options for running the service:

- Rebuild entire Full Text index rebuilds the entire Full Text index, dropping and rebuilding the tables.
- Update Full Text index updates the Full Text index without dropping the tables.

## **15.9 Publishing**

### **15.9.1 Initial Publishing Process (publish-04)**

This service is used in order to perform initial extract of ALEPH catalog records for publishing purposes. The extracted records are stored in the Z00P Oracle table.

### **15.9.2 Delete ALEPH Published Records (publish-05)**

This service is used in order to delete ALEPH published records that were extracted from the ALEPH catalog for publishing purposes. The extracted records are stored in the Z00P Oracle table. This service can be used in order to delete Z00P records.

### **15.9.3 Create Tar File for ALEPH Published Records (publish-06)**

This service can be used in order to create a tar file of ALEPH extracted records. This file can be later transferred to a different publishing platform.

## **15.10 General**

### **15.10.1 Print Trigger Report (com-01)**

This service produces a printout of triggers.

### **15.10.2 Count of New and Updated Catalog Records - by Cataloger (com-02)**

This service produces a report that contains the number of new and updated catalog records by cataloger.

### **15.10.3 Report of New and Updated Catalog Records - by Cataloger (com-03)**

This service produces a report that contains the number of new and updated records based on CAT Fields.

### **15.10.4 Restart Server (sys-01)**

This service stops a server and restarts it. The server that is stopped is selected by the user and can be the `pc_server`, `www_server` or the `oclc_server`. When run, the service will stop the existing server running on the default port and start a new one on the same port. If a port is specified, only that port will be restarted.

### **15.10.5 Rebuild Print Templates Package (sys-02)**

This service rebuilds the `html.pck` file after you edit a form or a letter in the `form_eng` directory. In order that any changes to these files appear, you must run this service.

### **15.10.6 Update Tables Package (sys-03)**

This service updates the packaged file of tables (`pc_cat.pck`) in the library's `catalog` directory. When a user connects to a home library in the Cataloging module, the system compares the tables on the client with the date of the `pc_cat.pck` package on the server. If the dates are different and the `AlwaysImportFiles` flag in `alephcom.ini` (under [Package]) is set to "N", then the user is prompted to update the tables on the client. If the dates are different and the `AlwaysImportFiles` flag is set to "Y", then the tables are imported automatically. Among other tables/files, the catalog directory contains cataloging forms (for example, `008_bk.lng` for MARC 21), cataloging templates (for example, `008_bk.lng` for MARC 21), help files (in the HTML subdirectory), codes for the FMT field (`formats.lng`), field contents for fixed text fields (`tag_text.dat`), lists of valid tags and aliases (`codes.lng`), and so on.

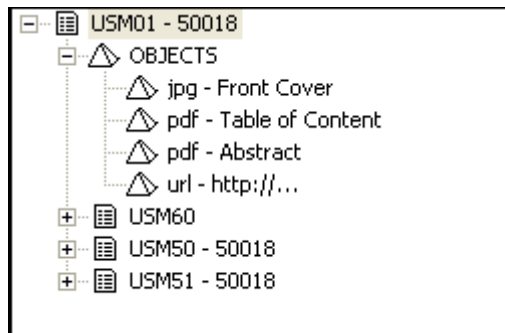
### **15.10.7 Record Keys Conversion (manage-70)**

This service converts record keys. It takes the input file that contains record keys of one type (for example, BIB numbers) and, for each value it contains, lists the corresponding key of another type (for example, Order number).

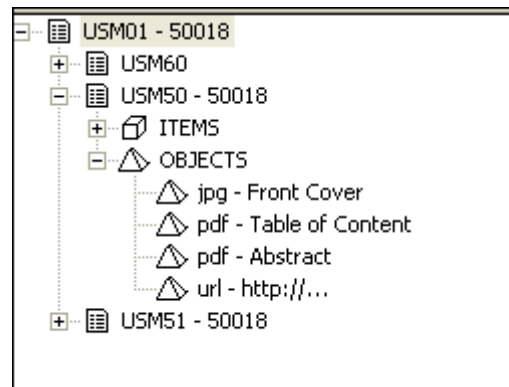
## **16 Managing Digital Objects with ADAM**

You can use the ALEPH Digital Asset Module (ADAM) to attach digital objects, such as images, audio, video, and full-text, to BIB records. Objects attached to bibliographic records are listed in the tree structure of the Record Manager (lower section of the left pane) as a subtree to either the BIB or the ADM record. Your system librarian defines whether an object is listed as part of the BIB record or as part of the ADM record.

## Objects listed under BIB Record

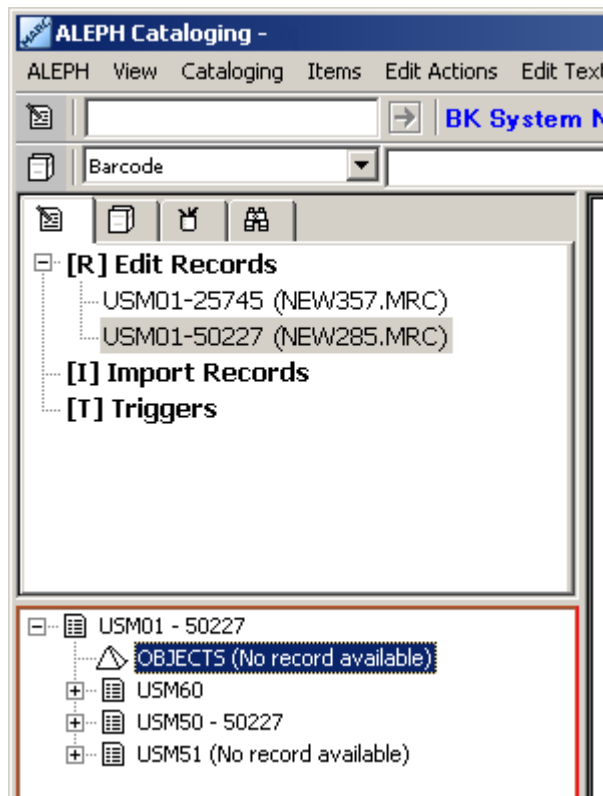


## Objects listed under ADM Record



## 16.1 Creating New Objects

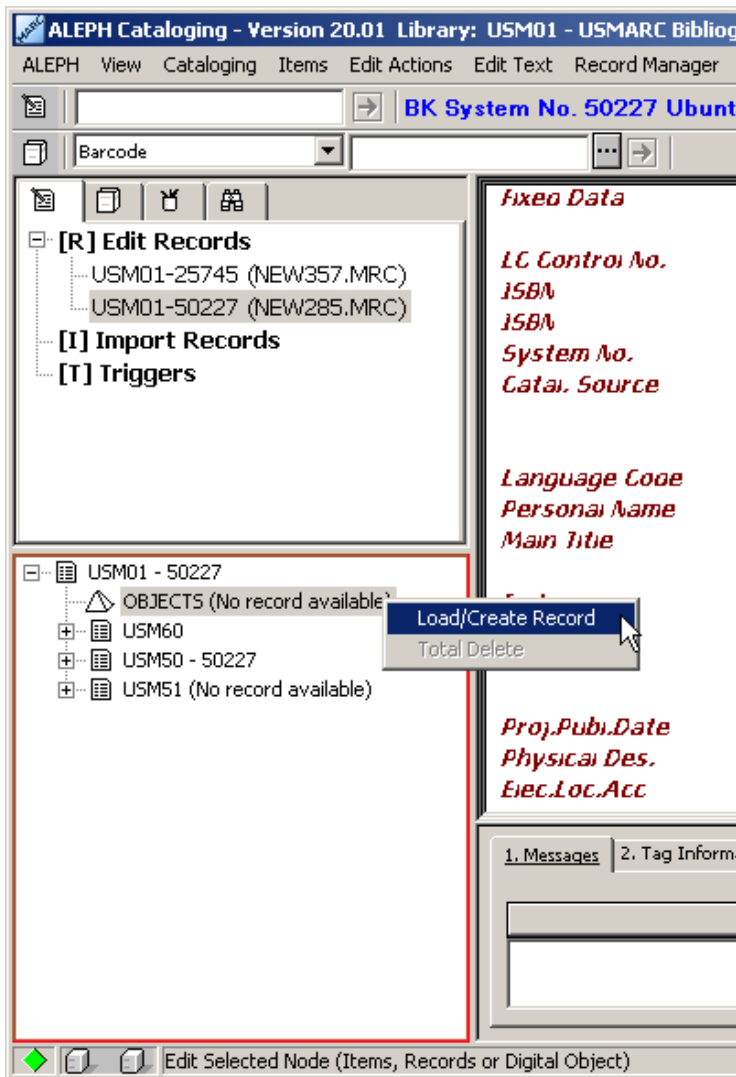
You can create Object records through the Record Manager of the Cataloging tab. If no object is attached to a BIB record, a *No Record available* message is displayed next to the object node:



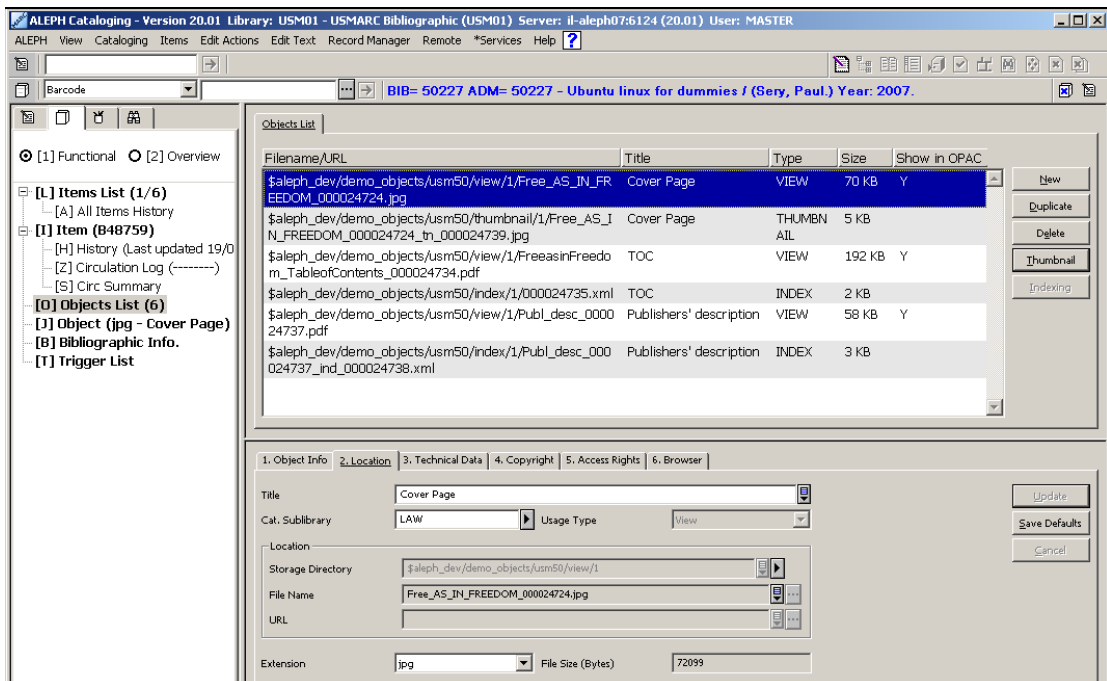
To create an object record, follow these steps:

1. Highlight the object node
2. Choose the Load/Create Record option from the Record Manager menu or by selecting the same option when right-clicking on the object node, or double-click the object node:





The Objects List opens:



There is no Aleph related limitation to the total disk space for digital objects. However, there may be operating system limits. There is no Aleph limit to the number of objects, but the size of one object is limited to 2 GB.

## 16.2 Objects List

The Objects List, shown above, displays the objects attached to a particular bibliographic record and enables access to various object related functions.

The following are the buttons available on this screen:

### **New**

Click **New** to add a new object. The Object Form in the lower pane will be activated.

### **Duplicate**

Click **Duplicate** to copy the highlighted object record. The Object Form in the lower pane will be activated and will display the details to be for you to edit.

### **Delete**

To delete an object, highlight the desired object and click **Delete**. You will receive a prompt asking you if you are sure you want to delete. Click **Yes** if you are sure you want to delete.

### Note

The **Delete** option does not only delete the object's record but also the object itself if it is stored in a directory of the file system.

### **Thumbnail**

Click **Thumbnail** to create a thumbnail for image objects. A routine that automatically creates thumbnails will be started and as soon as it has finished you will see the thumbnail as an additional object that will be display in the Brief View of the OPAC and so on.

### **Indexing**

Click **Indexing** to create an index for textual objects. This starts a routine that automatically converts doc and PDF to an indexable format, making the content of the text object available for full text search.

Note that the 'Character Set' for object of INDEX type must be UTF-8. When object of type INDEX contains non-UTF-8 characters, correct error message is shown.

## 16.3 Object Forms

All object tabs except the Object Info tab and the Browser Tab contain three buttons.

### **Update / Add**

Click **Update** to save all changes you have made to the object record on the specific tab.

The **Add** button appears instead of the **Update** button if you have selected the **New** button of the Objects List to add a new digital object.

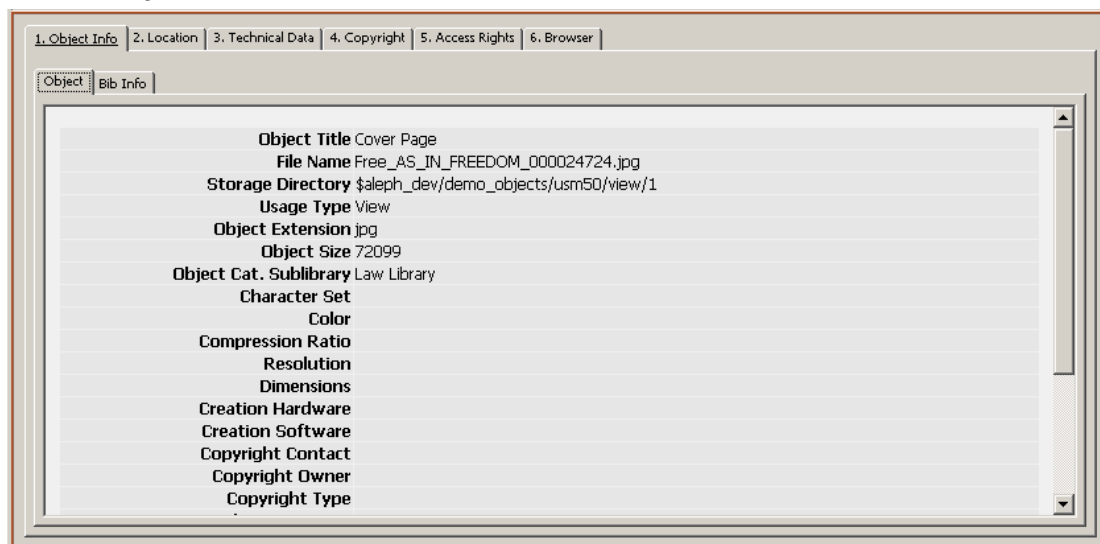
### **Save Defaults**

When you click Save Defaults, the information entered in any fields of the current tab will be automatically used as default values when creating new item records (until you save another setup as the default). If you would like to clear all saved default values select Delete Item Defaults from the ALEPH menu.

### Cancel

Click **Cancel** to discontinue the work in the lower pane and to return to the upper pane.

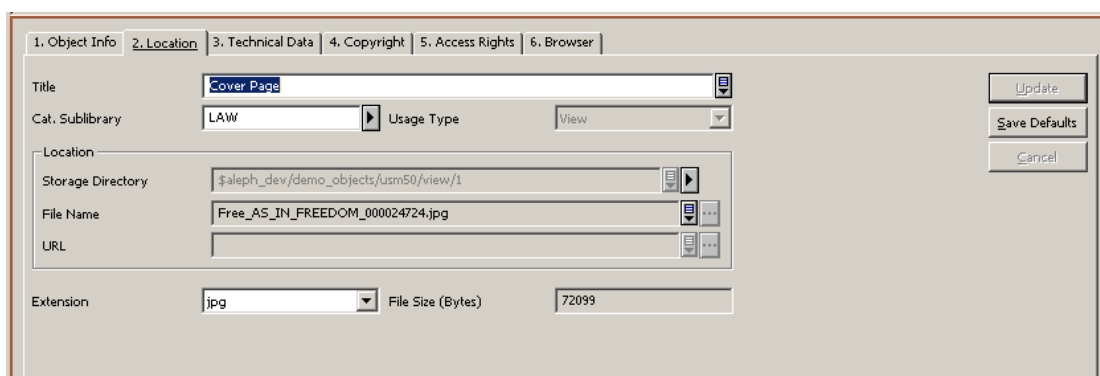
## 16.3.1 Object Info Tab



The Object Info Tab displays a summary of the object's metadata and some basic information on the bibliographic record to which the object is attached.

The **Object Info** tab is disabled when you create a new object until it is saved using the **Add** button.

## 16.3.2 Location Tab



When you create a new object using the **New** or **Duplicate** buttons of the Objects List the Location Tab is activated in the lower pane. This tab is used to enter/update an object's title, source and target information of the object's file, the object's owner and a usage type.

### Title

The title information is optional. You can enter a title for the object that will be displayed in the object node of the Record Manager or the OPAC. If this field is left blank, the content of the BIB record's title field (245##) is used automatically as the object's title.

### **Cat. Sublibrary**

The Cat. Sublibrary field is optional. It contains the code of the sublibrary that owns the digital object. This information is relevant for access and management of the object. The directory that will be offered for the storage of the digital object is dependant on this entry. A check routine ensures that a valid sublibrary is chosen.

Type or choose from the drop-down list. The following options are available.

- Blank - The object is not related to any specific ADM or sublibrary.
- ADM - If the field contains the library code of an ADM-library the object is related to this library.
- Sublibrary - The object is related to a specific sublibrary if the field contains a sublibrary code

### **Usage Type**

The Usage Type is mandatory. It defines the context of the object's usage. For all textual and image objects that are designed to be displayed in the OPAC, select Usage Type View.

Note that the Usage Types Index and Indexing Text are used for XML objects created by the system's full text indexing routine. If you have an XML object to be indexed by the system, it must be formatted appropriately. Following is an example.

```
<?xml version="1.0" encoding="UTF-8" ?>
- <INDEX>
    <txt>Sample of xml format internally generated for
indexing of text objects</txt>
    <txt>This is the XML-format that is used by the system for
indexing</txt>
    <txt>... </txt>
    <txt>...</txt>
    <txt>...</txt>
    <txt>...</txt>
    <txt>...</txt>
</INDEX>
```

Objects created by the Indexing or Thumbnail routine of the Objects List are assigned automatically to the THUMBNAIL or INDEX usage types respectively.

Note that only thumbnails created with the **Thumbnail** button of the object list contain a clickable link to the digital object from which the thumbnail was derived.

### **Storage Directory**

The field storage directory is mandatory and contains information about the directory that is used for storage of the digital objects. It names the path to which the digital objects will be copied.

Note that the content of this field is dependant on the sublibrary chosen. All possible storage directories belonging to the sublibrary chosen will be displayed in the list.

### **File Name**

This field is mandatory if you are uploading a file from a local or network drive. Enter the name of the file of the digital object that you are attaching.

### URL

The URL is mandatory if you are uploading a file that is accessible through a URL. Enter the URL pointing to the file on its remote server.

### Extension

The Extension is mandatory. It is generated automatically but you can change it by selecting another entry from the drop-down list.

### File Size (Bytes)

The File Size contains the object's size in bytes and is filled automatically by the system during the upload of the file to the server.

## 16.3.3 The Technical Data Tab

The screenshot shows a software interface with a tabbed menu at the top. The third tab, '3. Technical Data', is active. Below the tabs are several input fields and buttons. The fields are arranged in two columns. The left column contains: 'Character Set' (a dropdown menu), 'Color' (a text box with 'true color 24 bit'), 'Compression Ratio' (a text box with '10:1'), 'Creation Date' (a text box with '01/10/2004' and a calendar icon), and five 'Note' fields (Note 1 to Note 5, each with a text box and a small icon). The right column contains: 'Resolution' (a dropdown menu), 'Dimensions' (a text box), 'Creation Hardware' (a text box with 'ImageWare Bookeye'), and 'Creation Software' (a text box with 'ImageWare BCS2'). On the far right, there are three buttons: 'Update', 'Save Defaults', and 'Cancel'.

### Character Set

The Character Set is recommended for textual objects that will be further used for full-text indexing. In other cases it is optional. It contains the character set of the document. This information will be used to start the appropriate routine for character conversion for full-text indexes. This field is only used for text objects such as PDF or Word. Note that the 'Character Set' for object of INDEX type must be UTF-8. When object of type INDEX contains non-UTF-8 characters, correct error message is shown.

### Resolution

The Resolution is optional. You can enter a description the resolution of image objects.

### Color

The Color is optional. You can enter a description the color of image objects.

### Dimensions

Dimensions is optional. You can enter information on the object's dimensions for image objects.

### Compression Ratio

The Compression Ratio is optional. You can enter the compression ratio of the digital object.

### Creation Hardware

The Creation Hardware is optional. You can enter a description of the hardware that was used to create a digital object.

### Creation Date

The Creation Date is optional. You can enter the date on which the digital object was created.

### Creation Software

The Creation Software is optional. You can enter the name of the software that was used to create the digital object.

### Note 1 – 5

The Note field is optional. The Note fields allow creating notes on the object. You can use this field also to enter additional local technical metadata.

## 16.3.4 The Copyright Tab



The screenshot shows a web-based interface for editing metadata. At the top, there are six tabs: 1. Object Info, 2. Location, 3. Technical Data, 4. Copyright (selected), 5. Access Rights, and 6. Browser. Below the tabs, the Copyright tab contains several fields: 'Copyright Contact' with a text input containing 'NATBUILD' and a dialog button; 'Copyright Owner' with a dropdown menu showing 'Public'; 'Copyright Type' with a dropdown menu showing 'Registered'; 'Copyright Notice Type' with a dropdown menu showing 'Free for all'; and 'Copyright Note' with a text area and a list icon. At the bottom left, there is a checked checkbox labeled 'Copyright Notice'. On the right side, there are three buttons: 'Update', 'Save Defaults', and 'Cancel'.

### Copyright Contact

The Copyright Contact is optional. You can enter a description of the copyright contact of a digital object. Click the dialog button at the end of the line to open the ALEPH vendors list in order to choose a vendor as copyright contact.

### Copyright Owner

The Copyright Owner is optional. You can select a Copyright Owner from the drop-down list or enter text.

### Copyright Type

The Copyright Type is optional. You can select a copyright type from the drop-down list.

### Copyright Notice Type

The Copyright Notice Type is optional. It specifies, what type of copyright notice will be displayed, if the Copyright Notice check box (see below) is active. You can only select a copyright notice type from the drop-down list.

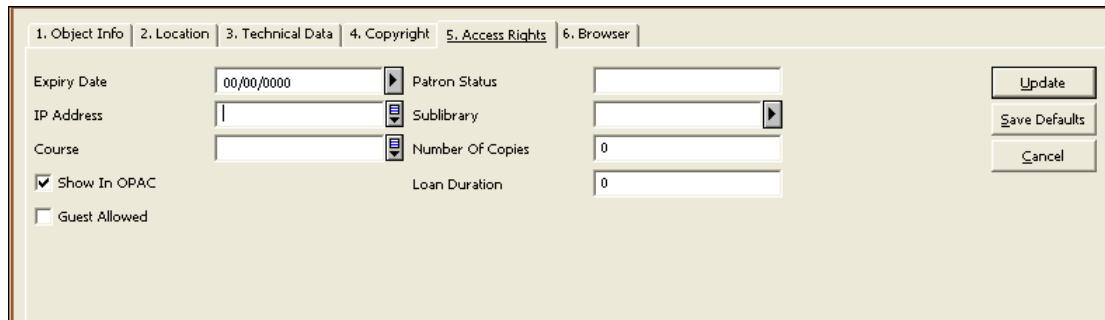
### Copyright Note

The Copyright Note is optional. Use this field to add a note to the copyright information.

### Copyright Notice

Select the Copyright Notice option to define whether or not a copyright notice for an object is displayed in the OPAC.

### 16.3.5 The Access Rights Tab



#### **Expiry Date**

The Expiry Date is optional. Use this field to define a date on which the use of the object expires. Use the dd/mm/yyyy date format. Select a date from the pop-out calendar or enter the date manually.

#### **Patron Status**

The Patron Status is optional. You can enter up to 10 user statuses (each status is two digits) separated by a comma. Object access is checked in relation to the Patron Status and Sublibrary (see below).

Note that the check for Patron Status is not yet available in this version, but you can enter patron statuses that will be checked by future versions.

#### **IP Address**

The IP Address is optional. It is used to limit object access based on the patron's IP Address. The addresses can be truncated by using the asterisk (\*).

You can enter more than one IP address, separated by a blank space (up to 200 characters in total).

You may use a hyphen (-) to set a range of permitted addresses. For example: 191.206.064.12-191.206.127.32. The range may include an asterisk (\*) as a wildcard which can be set in at the end of the range (for example 191.206.064.\*-191.206.127.\*) or in the middle (for example 191.206.\*.78-191.206.\*.95).

#### **Sublibrary**

The Sublibrary is optional. Select a sublibrary from the drop-down list.

The object's access rights are checked against the patron's sublibrary assignment. If the patron does not have a record for the selected sublibrary, he will not be able to view the object.

#### **Course**

The Course is optional. Use this field to restrict the display of an object based on course. If the course and the patron ID do not match, the patron will not be able to view the object.

You can enter up to ten courses, separated by a blank.

#### **Number of Copies**

The Number of Copies is optional. This field defines a limit of concurrent views for one object.

#### **Loan Duration**

The Loan Duration is currently not in use. It will be supported in future versions.

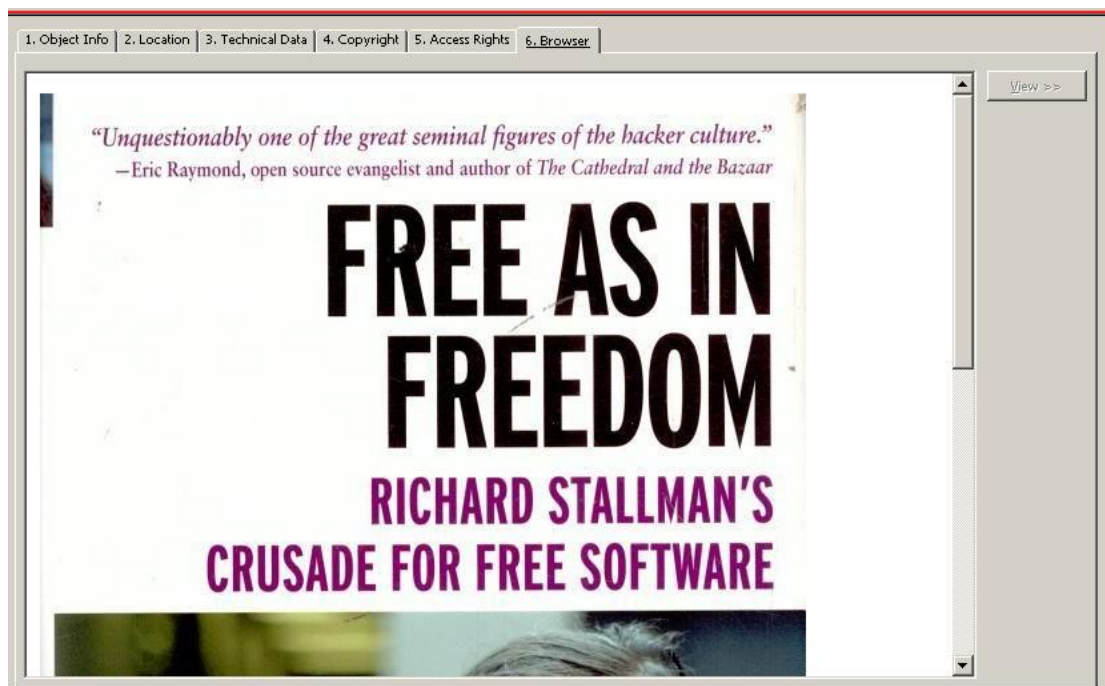
#### **Show in OPAC**

Select this option if you want an object to be displayed in the OPAC subject to the other access restrictions defined above. If you leave this option clear, the object will not be shown in the OPAC under any circumstances.

### **Guest Allowed**

Select this option if you want non-registered users to be able to view the object. If you leave this option clear, the object will only be available for users who have signed in.

## **16.3.6 The Browser Tab**



This tab enables you to view the selected object in your default Web browser. In order to view the object, click **View**. In some instances, the object is automatically displayed without requiring you to click the **View** button. This option is determined by the System Librarian according to the type and size of the objects.

## **16.4 Search for digital objects**

The objects are all linked to a bibliographic record in your BIB library, which contains the descriptive metadata. Hence, the same searches as in the BIB library are available.

### **16.4.1 Full text search**

Full text search allows you to search for all terms in documents which are registered as objects and for which you have performed full text indexing. To search the full text index, from the Object List, click **Indexing** (see [16.2 Objects List](#) on page [136](#)).

You can also use truncation but keep in mind that you must use the ,%' character to truncate when searching in full text.



## 16.5 ADAM Scan Interface

The purpose of the ADAM scan interface is the implementation of an automated workflow in order to enrich the libraries' catalogue with digital objects information and appropriate metadata by using the ALEPH Digital Assets Module (ADAM). The ALEPH Scan Interface enables the creation of scan jobs for items directly from the ALEPH GUI Client.

Scan jobs which have been created in ALEPH can be requested from external systems, e.g. scan software applications, in order to create the scans. For this purpose, the external system requests information about the scan jobs via Web-Services (ALEPH-X-Server, OAI) and is provided with the relevant information, including bibliographic information, item and owner information, and scan parameters.

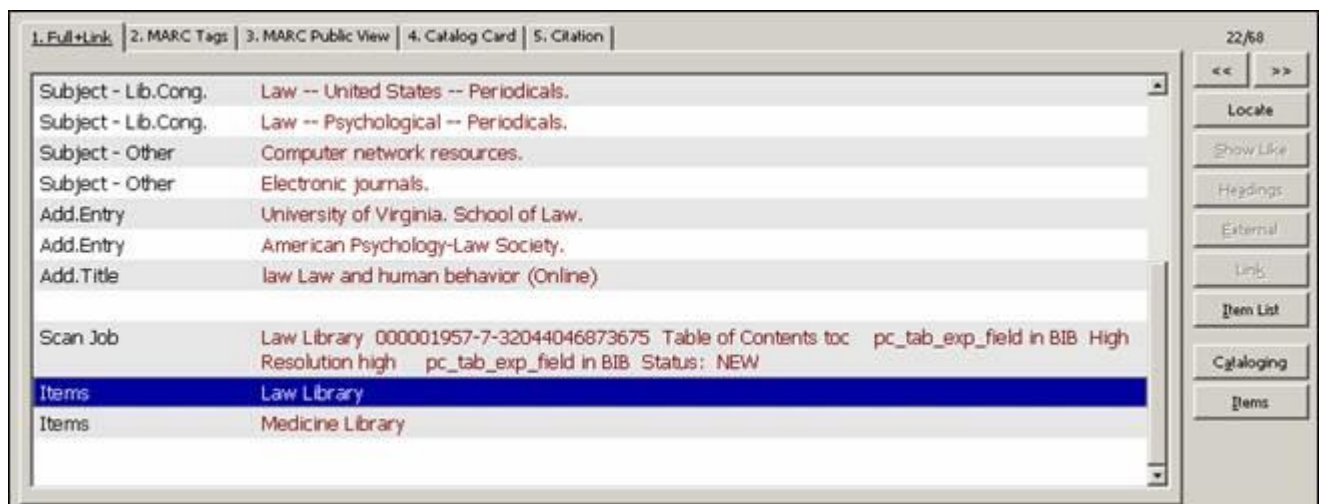
Images or text file scans which have been created from external systems can be loaded into ALEPH, as long as they are delivered in XML format (Dublin Core or MARC) and include the following identifiers:

- Identifier of the ALEPH bibliographic record to which the item that has been scanned is linked (e.g. 001)
- Identifier of the Scan Job in order to validate that the scan has been created

Furthermore, scans which have been created may be delivered to DigiTool. If so, the enrichment of the ALEPH catalogue can be automated by using the DigiTool/ADAM-interface.

### Workflow

The Search tab bibliographic record full view shows information about digital object scans which already exist and scan jobs which are in process.



If you want to create a new scan job, click “Item List”. ALEPH shows either a global items list (ITMG) which includes items from all sublibraries, or a sublibrary specific item list which includes items from one sublibrary only (ITM).

Desc.	Sublibrar	Coll.	Call num	Due Date	Status	Loans	Requests	Barcode
v.9 (1985)	Law Library	General	K 12 .A914	On Shelf	Restrict ed loan	1		320440 468736 75
v.8 (1984)	Law Library	General	K 12 .A914	On Shelf	Regular loan			320440 576960 23
v.7 (1983)	Law Library	General	K 12 .A914	On Shelf	Regular loan			320440 576960 31
v.6 (1982)	Law Library	General	K 12 .A914	On Shelf	Restrict ed loan	1		320440 497261 77
v.5 (1981)	Law Library	General	K 12 .A914	On Shelf	Regular loan			320440 576960 49
v.4 (1980)	Law Library	General	K 12 .A914	On Shelf	Regular loan			320440 576960 56

Click on 'New Scan' and enter the following parameters for the scan job:

- Information about the creator of the scan job
- Details of the object to be scanned

Once created, a scan job cannot be deleted or changed. The scan parameters are saved in the bibliographic record, tag "SCJ".

In an ALEPH consortium, the management of scan jobs is part of the central system. Libraries have to create scan jobs for specific items in the central catalogue. Each scan job which has been initiated from local libraries' staff is saved in the bibliographic record of the central catalogue (tag "SCJ"). Thus, the system checks if scan jobs already exist and if so, gives a message. The check is performed according to the subfields a, b, c and d of field "SCJ".

Within an ALEPH consortium, the local library is able to see existing scan jobs from other libraries. Scan jobs are part of the replication process, which means the information is available in both central view and local view.



# Staff User's Guide – Circulation

Version 22

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# 1 Circulation Overview

This chapter includes the following topics:

- The Circulation GUI
- Working Without a Mouse
- Relationship to Web OPAC
- Sublibraries

The ALEPH Circulation module enables you to register and monitor the various circulation activities of the library (loans, returns, holds, photocopy requests), according to each library's policies.

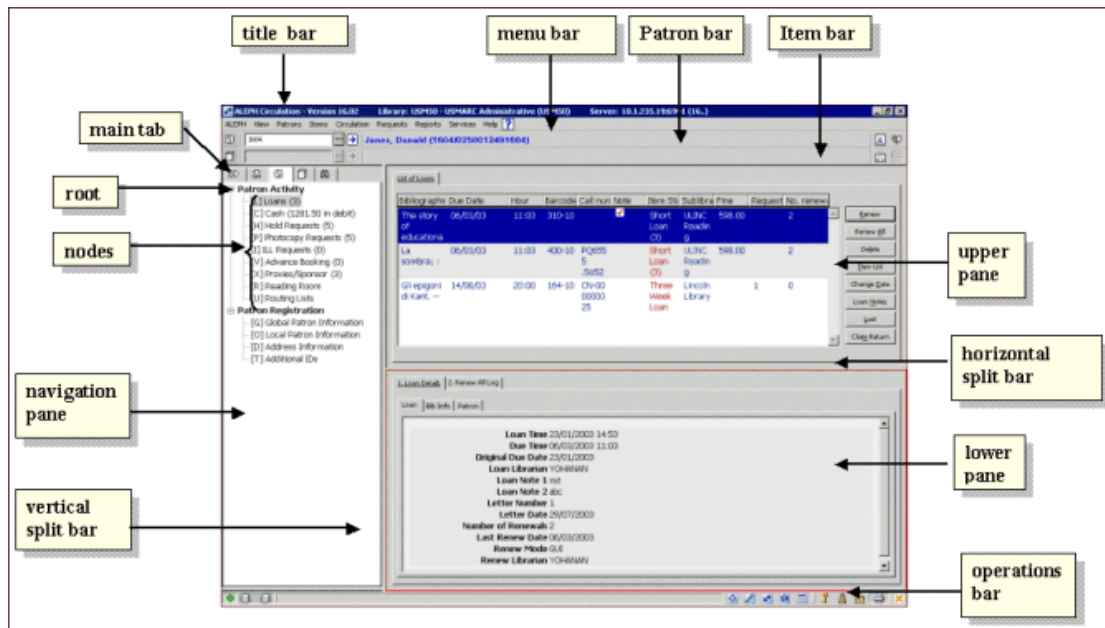
The system supports different circulation periods, based on the status of an **item**, the status of a **patron** and **due date** formulas. These three elements can be defined by the library to suit its circulation policies and can be changed as the need arises.

When an item is loaned, the system checks both the item and the patron. If there are any restrictions on either one, the librarian is notified. When an item is returned, the system checks whether there is an outstanding hold or photocopy request and whether the item was returned late.

## 1.1 The Circulation GUI

The Circulation GUI has been designed with an emphasis on usability and ease of access to circulation functions. Item, patron and loan information are interlinked and can be accessed with a minimum of cursor movement. Multiple panes containing relevant information for each function can be displayed simultaneously.

Here is an example of a Circulation GUI screen displaying Patron information:



The various screen elements in the Circulation GUI (as shown above) are explained in the following sections.

### 1.1.1 Toolbars

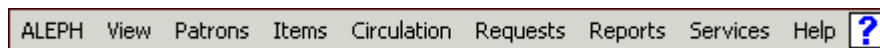
#### Title bar

The title bar shows the name of the program. It also displays status messages relating to the program and to user commands:



#### Menu Bar

The menu bar is laid out conventionally:



Place the pointer over the menu name (for example, Items) to reveal the related menu commands.

#### Patron Bar


The Patron bar contains brief information about the selected patron, such as patron name and patron ID:



To display a patron record, enter the patron ID or barcode in the box, and click , or press Enter.

#### Patron List



Click the  icon from the Patron bar to invoke the Patron List window which allows you to find a patron's administrative record.

---

On the far right of the Patron bar, two icons are located, the New Patron icon, and the Patron Profile icon.

### New Patron icon



Click the New Patron icon to invoke the Global Patron Information window, or the Patron Registration form (depending on setup), which enable you to enter a new patron record.

### Patron Profile

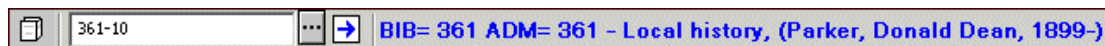



Click the Patron Profile icon to invoke the Patron Profile list, which enables you to create or modify a group profile.

---

### Item Bar

The Item bar contains brief information about a selected item, such as title, author, and barcode number:




To display an Item record, enter the item barcode or call number in the box, and click , or press Enter.

The Item bar contains two icons, the Catalog Record and Create Item icon and the Full Screen icon.

### Call Number List



Click the  icon from the Item bar to invoke the Item List by Call Number window, which allows you to find an administrative record using its Call Number.

### Catalog Record and Create Item



Click the Catalog Record and Create Item icon from the Item bar to invoke the Catalog Record and Create Item window, which allows you to catalog a new item with minimum information.

## Full Screen



Click the Full Screen icon from the Item bar to activate the Full Screen mode. Note that this functionality is only relevant for Show screens in the Search tab. In all other instances, this icon is inactive.

---

Clicking an icon invokes the corresponding screen.

### 1.1.2 Panes

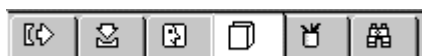
#### Navigation Pane

The navigation pane contains the following:

- main tab
- navigation tree

#### Main Tab

The main tab consists of a row of icons that correspond to the major activities in Circulation:



Clicking an icon invokes the interface associated with that icon. For example, clicking the Loan icon invokes an interface for conducting loan-related activities.

Name	Icon
Loan	
Return	
Patron	
Item	
Admin	
Search	

## 1.2 Working without a Mouse

You can advance from one pane to another by using the following shortcut keys:

Shortcut Keys	Lets you do this
TAB	move to the next control in the dialog box.



Shift+TAB	move to the previous control in the dialog box.
Ctrl+TAB	move from the first control in the top toolbar to the lower pane.
Ctrl+Alt+TAB	move from the lower pane to the first control in the top toolbar.
Ctrl+1	move to the left pane, containing a tree.
Ctrl+2	move to the right upper pane.
Ctrl+3	move to the right lower pane.
Ctrl+4	move to the navigation tree (left lower pane) in Cataloging.
Ctrl+5	move to the first edit or combo field in the first line of the top toolbar.
Ctrl+6	move to the first edit or combo field in the second line of the top toolbar.

Note that a frame appears around the active pane.

### Shortcut Keys Available in the Circulation GUI

The following table shows the default shortcut keys. These shortcut keys can be customized.

Function	Shortcut key
Catalog Record and Create Item	CTRL+F8
Create Hold Request	CTRL+R
Create Photocopy Request	CTRL+P
Delete Hold Request by Barcode	CTRL+D
Delete Patron	CTRL+U
Duplicate Patron	CTRL+F10
End Patron Session / End Item Session / End Loan Session / End Return Session	F4
New Patron	CTRL+F7
Print Letter - Hold Request Filled	CTRL+L
Print Letter - Hold Request Not Filled	CTRL+W
Reserve Items	F3
Switch to Item	F8
Switch to Loan	F5
Switch to Patron	F7
Switch to Return	F6
Switch to Search	F9
Switch to Admin	Ctrl+[B]

The following shortcut keys are hard coded and cannot be customized:

Action	Shortcut key
All Lists - Print List	F11
Date Edit and Time Edit - Reset Dates	F12
Help	F1

### 1.3 Relationship with Web OPAC

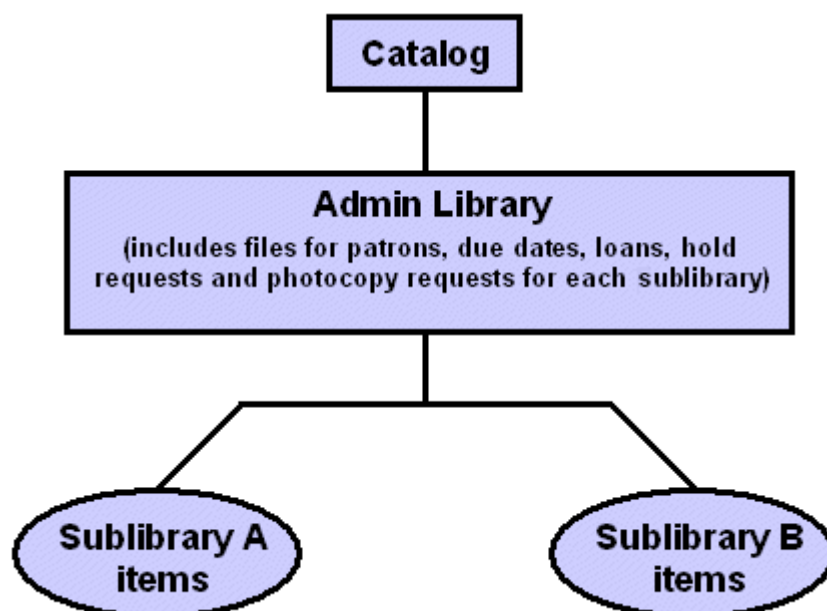
The Circulation and Web OPAC modules are interconnected. Circulation information relevant to each item (if on loan, expected return date, number of hold requests) can be viewed in the Web OPAC. Each patron can use the Web OPAC to see a list of all his loans and hold requests; to renew loans; to check his cash transactions and to place hold requests or photocopy requests. A new patron can register through the Web OPAC.

The patron and the library staff can communicate through message fields. The patron reads and writes messages in the Web OPAC, and the library staff reads and writes messages in the GUI.

### 1.4 Sublibraries

Circulation activities are linked to the Administrative library. Within one administrative library, several sublibraries or branches can be defined and circulation activities can be handled separately for each sublibrary. In this case, the password of the circulation librarian must be defined at the sublibrary level.

Circulation is handled at the level of items. Every item belongs to a sublibrary. The relationships between the Administrative library, sublibraries and items is shown below.



## 2 Patron Overview

This chapter includes the following sections:

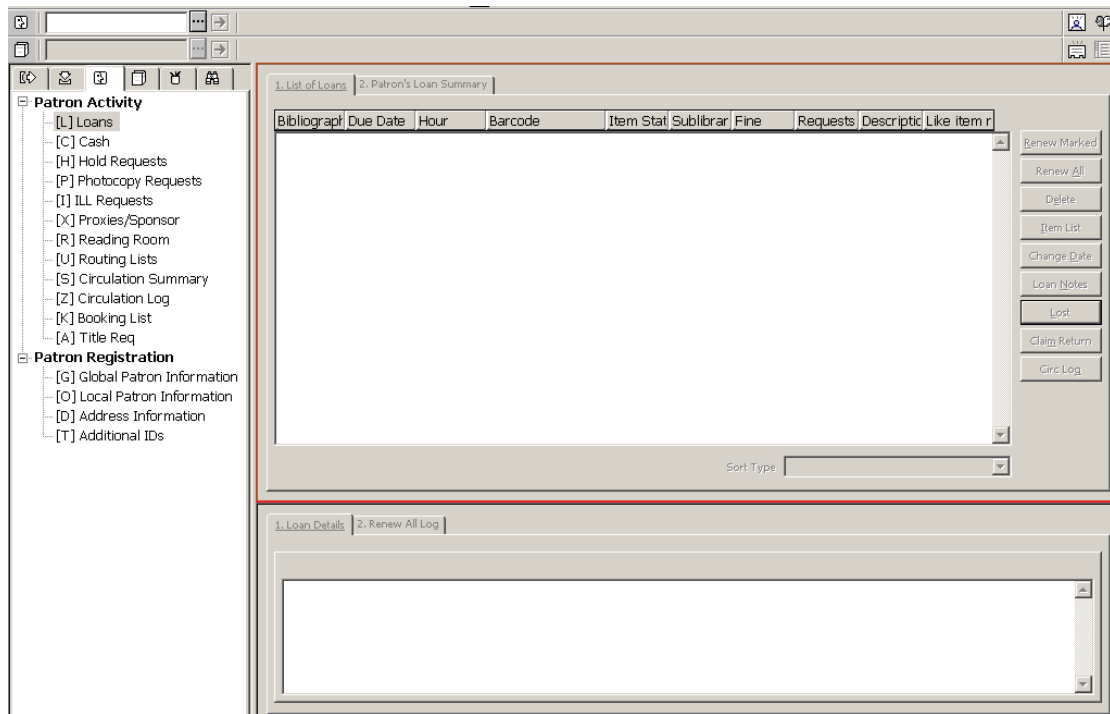
- What is a Patron?
- The Patron Tab
- The Patron Bar
- Creating a New Patron
- Opening a Patron Record
- Updating a Patron Record
- Duplicating a Patron Record
- Deleting a Patron Record
- Closing a Session with a Patron
- Global Patron Information
- Local Patron Information
- Address Information
- Additional IDs
  - Patron Profiles

### 2.1 What is a Patron?

In the ALEPH 500 system, a patron consists of several records that contain all the information pertaining to him.

- A global record contains personal information such as name and date of birth, as well as all patron ID information.
- One or more local records - A local record is always attached to a global record. The local record represents the patron in his capacity as a patron of a specific sublibrary.
- One or more address records - An address record is always attached to a global record. Each address record stores one of the patron's addresses. Different types of address records can be the student's dormitory address or his parents' address.

In order to work with any patron's record, to open a session with a patron, select the Patron tab:



## **The Patron Tab**

The Patron tab is comprised of the Patron Activity root with nine nodes and the Patron Registration root with four nodes.

### Patron Activity

- Loans
- Cash - lists all transactions for which the patron is charged a fee, as well as free transactions, credits due to the patron and the history of paid transactions.
- Hold Requests
- Photocopy Requests
- ILL Requests
- Proxies/Sponsor
- Reading Room
- Routing Lists
- Circulation Summary
- Circulation Log
- Bookings

### Patron Registration






- Global Patron Information

- Local Patron Information
- Address Information
- Additional IDs

## **The Patron Bar**




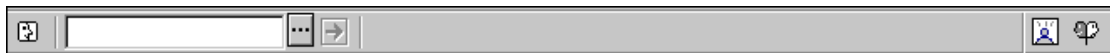
The Patron bar includes the following six elements:

1. The Patron icon .
2. The Patron field where you enter the patron ID or patron barcode.
3. The list  button.
4. The arrow  button sends the value entered in the Patron field to the server.
5. The display area shows the patron's name and ID/barcode.
6. The New Patron  and Patron Profile  icons on the far right.

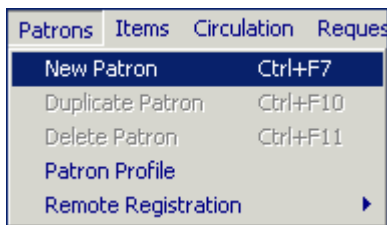
The Patron Bar is only active when either the Patron Tab or the Loan Tab are open.

### **2.1.1 Creating a New Patron**

Click the New Patron icon  on the Patron Bar to create a new patron.



An empty Global Patron Information form will be displayed. This form is also available by using the Ctrl+F7 hotkey or by selecting the menu entry Patrons / New Patron.



### **2.1.2 Regular Patron Registration**

If the FastPatronRegistration flag in the Circ.ini file is set to N, the Global Patron Registration form will be displayed. This form has two tabs: Patron Information (1) and Patron Information (2).

**Global Patron Information**

1. Patron Information (1)      2. Patron Information (2)

Open Date: 08/10/07      Update Date: 08/10/07     

Patron ID:       Pincode:      

Barcode:       Barcode Verification:

Name:

Salutation:

Title:       Date of Birth: 00/00/0000

Gender:       Place of Birth:

ILL Unit:       Title Request Limit: 0000

ILL Total Limit: 0000      Language:

ILL Active Limit: 0000      Budget:

Sponsor's ID:       Profile:

Primary ID:       Home Library:

Proxy Type: 00      Dispatch Library:

Mail Attachment:        Data Export Consent

Send All Letters to Patron

Receive SMS

**Global Patron Information**

1. Patron Information (1)      2. Patron Information (2)

Block 1: 00

Block 2: 00

Block 3: 00

Note 1:

Note 2:

Note 3:

Additional Note 1:

Additional Note 2:

"Patron Loader" Protected Fields:

- Complete Record
- Patron Addresses
- E-mail Address
- Patron Status
- Expiration Date

Fill in the details and click **Update**. For a complete explanation of the Global Patron Information form, see Opening a Patron Record on page 25.

### 2.1.3 Fast Patron Registration

If the FastPatronRegistration flag in the Circ.ini file is set to Y, the following Patron Registration Form will be displayed.

The screenshot shows a 'Patron Registration Form' window. It has a title bar with a close button. The form is organized into several sections. The top section has 'Barcode:', 'Barcode Verification:', 'Additional ID:', 'Add. ID Verification:', 'Patron ID:', and 'Pincode:'. Below these are 'Name:' (with a dropdown icon) and 'Address:' (with four text boxes). The 'E-mail:' field has a yellow 'X' icon. The 'Zip Code:' field is followed by 'Date of Birth:' (with a date picker showing '00/00/0000'). 'Gender:' is a dropdown menu, and 'Place of Birth:' is a text box. 'Telephone 1:' and 'Telephone 2:' are text boxes. There is a checkbox for 'Receive SMS' and an 'SMS Number:' text box. Below these are 'Patron Sublibrary:', 'Patron Status:', 'Patron Type:', 'Language:', 'Home Library:', 'Profile:', and 'ILL Unit:', each with a dropdown arrow. At the bottom are 'Global Note 1:', 'Global Note 2:', and 'Global Note 3:', each with a text box and a dropdown arrow. On the right side, there are four buttons: 'Update', 'Save Defaults', 'Cancel', and 'Help'.

This form registers a new patron in the system. The form contains fields pertaining to local patron information and address information, in addition to global patron information fields such as ID, barcode, name and date of birth.

The form contains full information on one address (including e-mail, zip code and telephone numbers), and local patron information such as patron sublibrary and status (for the Z305 record). The form does not contain fields relating to proxies and blocks (delinquencies).

The form's buttons are:

#### **Update**

If you have update privileges, you may change the information on this form. To do so, make your changes and click the Update button. (If you do not have update privileges, any changes you make will not be saved when you click the Update button.)

#### **Save Defaults**

Clicking this button will save the following values as defaults:

1. Patron Sublibrary
2. Language

3. Home Library

4. ILL Library

The next time the form is opened, the values that were in these fields when **Save Defaults** was clicked will be automatically loaded.

The form's editable fields are:

#### **Additional ID**

The field is optional. The Additional ID may be up to 20 alphanumeric characters. Which additional ID this field relates to is set by the system librarian.

#### **Add. ID Verification**

The field is optional, unless the 'Additional ID' field has been filled in and the system has been defined to require verification for this ID. The additional ID verification field can be up to 20 alphanumeric characters.

#### **Barcode**

This field is mandatory. The Barcode may be up to 20 alphanumeric characters. Depending on the way your system administrator set up the system, you might be able to leave the Barcode field blank, and the system will fill in a value according to a predefined counter.

#### **Barcode Verification**

This field is mandatory. It is the security code attached to the barcode.

Depending on the way your System Librarian set up the system, you might be able to leave the Barcode Verification field blank, and the system will fill in a value according to a predefined counter.

#### **Patron ID**

This field is mandatory. The Patron ID may be up to 12 alphanumeric characters and must be a unique value.

Depending on the way your System Librarian set up the system, you might be able to leave the Patron ID field blank, and the system will fill in a value according to a predefined counter.

#### **Pincode**

This field is mandatory. The Pincode is used for verification, providing an additional security check beyond that provided by the Patron ID or Barcode. It is one of the parameters used by the system to identify the patron when signing in to the Web OPAC.

Depending on the way your System Librarian set up the system, you might be able to leave the Pincode field blank, and the system will fill in a value according to a predefined counter.



## **Name**

This field is mandatory. The name field needs to be entered as:

```
Last Name <comma> First Name
```

The Name field is stored as:

```
Last Name <space> First Name
```

If you want the name in the address record to be built as: First Name <space> Last Name, specify the following line in `pc_server_defaults` :

```
setenv fix_address_name Y
```

The following is an example with this setting:

```
Smith, John
```

becomes in the address record:

```
John Smith
```


## **Address**

Fill in the patron's address information.

## **E-mail**

Fill in the patron's e-mail information.



Click  to send an e-mail message to the patron. The patron's e-mail address will automatically be inserted in the To field.

## **Zip Code**

Fill in the patron's zip code.

## **Date of Birth**

Fill in the patron's date of birth.

## **Gender**

This field is optional. Select the gender of the patron.

## **Place of Birth**

This field is optional. Type the patron's place of birth.

## **Telephone 1 and Telephone 2**

Fill in the patron's phone numbers.

## **Receive SMS**

Checking this box will enable the patron to receive SMS (Short Message Service) messages from the library when the library administrator has chosen to allow SMS messaging. Sending the SMS depends also on an SMS number being registered in the SMS Number field.

**SMS Number**

Type in the number to which SMS messages will be sent if the 'Receive SMS' check box has been checked.

**Patron Sublibrary**

This field is mandatory. The sublibrary entered in this field will be the sublibrary for which a local patron record (Z305) will be created for the new patron.

**Patron Status**

This field is mandatory. The status entered in this field will be the patron's status in the local patron record (Z305) that will be created for the new patron.

**Patron Type**

Select from a drop-down list of allowed patron types for the sublibrary in which the patron is being registered. System defaults will be used if no value is entered.

**Language**

This is the language to be used for correspondence with the patron.

**Home Library**

This is the patron's preferred sublibrary. The Home Library is taken as a default pickup sublibrary for hold and photocopy requests. If no Home Library is chosen, the default pickup sublibrary will be the item's sublibrary.

**Profile**

The Profile includes the definition for the set of logical bases to which the user is denied access and various privileges in the Web OPAC. If this field is left blank, the system will use the "ALEPH" profile.

**ILL Library**

Choose the sublibrary that should fill the patron's interlibrary loan requests. If this field is left blank, the patron will not have the right to place an ILL request.

**Global Notes**

You may enter any additional information, such as special status (foreign exchange student), special interests, and so on. You may enter up to 100 characters in each field.

After the Update button is clicked, all of the patron's records (Z303/Z304/Z305/Z308) will be created. The records are created based on the values supplied in the form and the default values described below.

When a new patron has been registered, the record is automatically displayed in the Patron panes (for verification and for adding local records).

### 2.1.4 Remote Patron Registration

The Remote Registration option enables creation of a new patron by copying patron data from another library. Copying patron information which already exists in another library saves the time required for data entry.

This option is relevant in two cases: in a single ALEPH application that has multiple administrative libraries, some of which are set up as having "non-shared" patrons; or multiple ALEPH applications running under the same version, who wish to facilitate sharing of patron data.

In both cases, the system copies data to create a new global record and ID records. The patron's barcode will be used in common in all libraries. If the barcode is changed at a future time, it must be separately changed in each library.

Automatic creation (by copying) of the patron's address records and generation of a local "ALEPH" record depend on setup.

Other optional features (that is features that depend on the setup) are the ability to perform checks on the patron's global record at the remote library (and override the checks that are displayed), and the ability to automatically register the patron's remote "home library" in a note field.


## 2.2 Opening a Patron Record

Enter a patron's ID, barcode or additional ID (corresponding to the ID types 00,01 and 02 or other) in the Patron bar's Patron field.



and click .

There are several ways to do this:

- Type the ID or barcode in the Patron field.
- Scan in the barcode.
- Select a patron from the Patron List. The Patron List is invoked by clicking the Patron List icon  on the Patron bar.

## 2.2.1 The Patron List

Patron ID	Patron Name	Patron Barcode
00116829	OPTIMA HEALTH-ELLIOT HOSPITAL HEALTH SCIENCES LIBRARY ILL 1 ELLIOT WAY MANCHESTER, NH	B-017481
00033315	Orach, NORBERT 6 Frost Street Arlington MA 02474	B-035331
00400433	Oral Medicine	B-016328
00282364	ORAL ROBERTS	B-014574

The Patron List offers a number of options to search for patrons:

### Sort by

It is possible to sort the list by patron name, patron ID or patron barcode number.

### Display Local Patrons Only

To display only those patrons that have local records, that is for specific sublibraries, select this option. To display all patrons leave this option blank.

**Note:** Whether or not patrons whose only local record is ALEPH are considered to be local patrons depends on your system's setup.

### Enter Starting Point

Jump to a particular point in the list by typing in text in the space provided and pressing Enter. Text for Patron ID and Barcode can only be entered in capital letters.

### **Buttons on the Patron List**

The following buttons are available on this screen:

#### Select

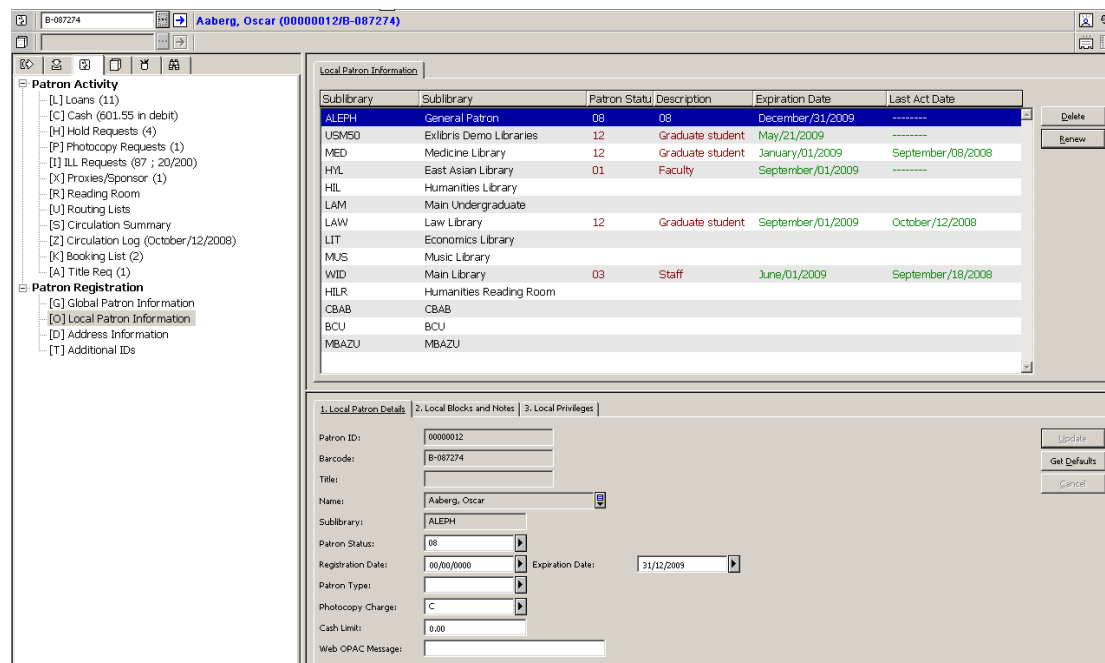
To select a patron, highlight the entry and click the Select button.

#### Keywords

Click Keywords and enter a text string to retrieve patrons whose names or addresses include the keyword(s) entered. Once a patron has been called up the screen will be populated with the patron's information. This information remains on the screen until the end of the patron's session.

## New Patron

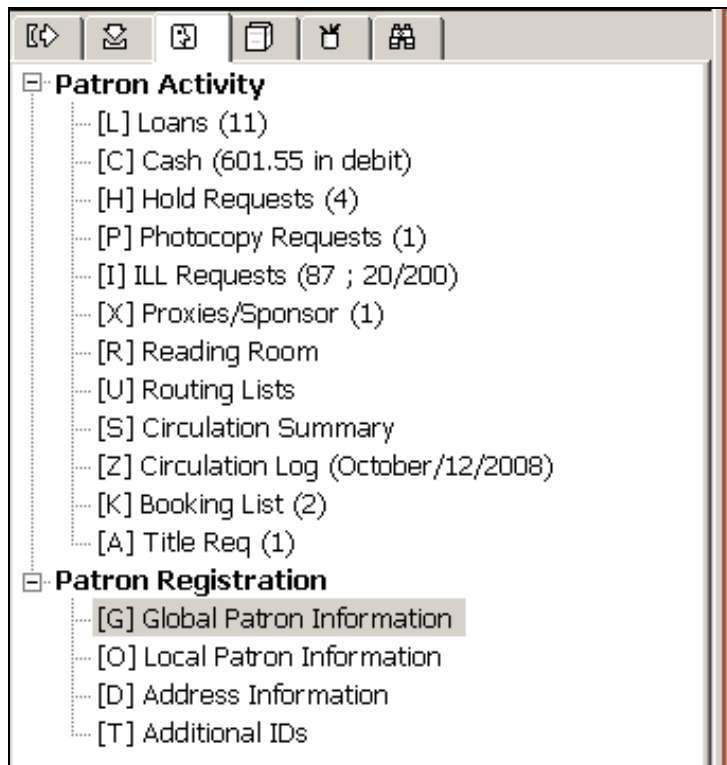
This button opens a Patron Registration Form, allowing you to register a new patron according to the regular library settings. At the end of the registration process the patron list will be closed. The button is displayed only if the patron list was opened by using the patron bar's ellipsis button.



The patron's name, patron ID and barcode will appear on the Patron bar. Additionally, if blocks/notes exist, an indication appears on the Patron bar.



The patron's current cash balance; number of current loans, hold requests, photocopy requests, ILL requests, advance bookings and reading room items; and the number of the patron's proxies and sponsors will appear on the Patron tab.



The upper pane displays an overview of the patron's data. In the example below, the Local Patron Information node was selected from the Patron tab. The Local Patron Information tab is displayed in the upper pane:

The screenshot shows the 'Local Patron Information' tab. It contains a table with the following data:

Sublibrary	Sublibrary	Patron Status	Description	Expiration Date	Last Act Date
ALEPH	General Patron	08	Research	29/09/04	19/12/01
USM50	Exlibris Demo Libraries	08	Research	22/08/06	06/03/03
UARC	Archives Library	08	Research	10/11/03	04/11/01
UEDUC	Education Library	08	Research	10/07/08	14/05/03
UELEC	Electronic Resources	03	Academic Staff	20/09/03	20/09/00
URLEC	UELEC Reading Room				
UGDOC	Government Documents				

Buttons for 'Delete' and 'Renew' are visible on the right side of the table.

The lower pane displays detailed information of the line that is highlighted in the upper pane. This information can be edited and updated. In the example below, the Local Patron Details tab is shown:

1. Local Patron Details		2. Local Blocks and Notes		3. Local Privileges	
Patron ID:	<input type="text" value="1604"/>			<input type="button" value="Update"/>	
Barcode:	<input type="text" value="0250013491604"/>			<input type="button" value="Get Defaults"/>	
Title:	<input type="text" value="Dr."/>			<input type="button" value="Cancel"/>	
Name:	<input type="text" value="Jones, Donald"/>				
Sublibrary:	<input type="text" value="ALEPH"/>				
Patron Status:	<input type="text" value="08"/>				
Expiration Date:	<input type="text" value="29/09/2004"/>				
Patron Type:	<input type="text" value="PR"/>				
Photocopy Charge:	<input type="text" value="F"/>				
Cash Limit:	<input type="text" value="100000.00"/>				
Web OPAC Message:	<input type="text" value="z305 note ALEPH"/>				

## 2.3 Updating a Patron Record

Open a patron record as described in Opening a Patron Record on page 25. Enter your changes in any of the tabs. After making the changes, click Update to save them. Note that generally changes are only made in the lower pane.

**For the System Librarian:** Note that in addition to the regular permissions required for updating a patron record, the permissions also depend on the tab100 USER-PERMISSION variable.

## 2.4 Duplicating a Patron Record

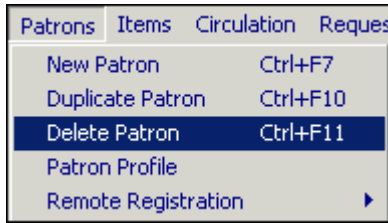
To duplicate a patron record, highlight the Duplicate Patron entry under the Patrons main menu or use the Ctrl+F10 hotkey.



The Global Patron Information form will be displayed for you to edit.

## 2.5 Deleting a Patron Record

To delete a patron record, highlight the Delete Patron entry under the Patrons main menu or use the Ctrl+U shortcut key.



You will receive a prompt asking if you are sure you want to delete.

The system will not delete a patron who owes money, has outstanding loans or outstanding ILL requests (requests that are not closed or cancelled). In the case of outstanding loans, you must first delete the loan transactions and then delete the patron record. In the case of outstanding ILL requests, you must first close or cancel the request and then delete the patron record. If all of the patron's ILL requests are non-active, the patron will be deleted and the patron's ID in the ILL records will be substituted with the string DELETED.

If all the patron's cash transactions have been paid or cancelled, the patron will be deleted and the patron ID in the closed cash transaction records will be removed.

If a patron has Hold/Photocopy Requests, the system will warn you, but you can still delete the patron record.

When the patron record is deleted, all of the information about the patron (address, hold and photocopy requests, privileges, and so on) is deleted from all of the related libraries and sublibraries.

Note: in a Multi-ADM environment, the patron record (Z303 record) of a patron registered to an ADM library participating in a shared environment will be deleted unless this patron has Z305 records in another ADM library. In the case that the patron has Z305 records in another ADM library, only the local information (Z305 records) of the active library will be deleted. The Global Patron Information (Z303 record) will be deleted only after the patron's Z305 records in all other ADM libraries have been deleted.

## 2.6 Closing a Session with a Patron

When you have finished working with the current patron, press F4 to end the session. This will clear all information about the patron from the screen.

Entering and sending a new patron ID/barcode to the server also closes the previous patron's session.



## 2.7 Global Patron Information

The Global Patron Information pane has two tabs: Global Patron Details and Global Blocks and Notes.

### Update

View and modify administrative and personal information about the patron. Click Update to save changes.

### Refresh

In order to display values that come from counters, click Refresh. The possible available values are: Patron ID, Pincode, Barcode, Barcode Verification. Note that Patron ID cannot be updated once the patron has been created.

### Letter

Click Letter to print a letter to a patron. You will be able to select from a number of letter formats defined by your System Librarian. This function is also used to print the patron's circulation list and library card.

### Check

Click Check to verify whether or not the patron is blocked from loaning items. If he is blocked the reason/s will be displayed.

### Update Picture

Click Update Patron to add a new picture or update the current one. See the explanation on the Patron Picture field for more details.

### 2.7.1 Global Patron Details Tab

The screenshot shows the 'Global Patron Details' tab of a library system. The form is organized into several sections:

- Open Date:** 28/06/83
- Update Date:** 25/09/07
- Patron ID:** 00000036
- Pincode:** 00000036
- Barcode:** 00000036
- Barcode Verification:** 00000036
- Name:** Aad\_Jand, Dustin
- Salutation:** (empty)
- Title:** (empty)
- Date of Birth:** 00/00/0000
- Gender:** (empty)
- Place of Birth:** dddd
- ILL Unit:** ILL\_LAW
- Title Request Limit:** 0010
- ILL Total Limit:** 0200
- Language:** ENG
- ILL Active Limit:** 0140
- Budget:** (empty)
- Sponsor's ID:** (empty)
- Profile:** 00000036
- Primary ID:** (empty)
- Home Library:** (empty)
- Proxy Type:** 00
- Dispatch Library:** (empty)
- Mail Attachment:** P
- Checkboxes:**
  - Data Export Consent
  - Send All Letters to Patron
  - Receive SMS

On the right side of the form, there is a vertical column of buttons: Update, Refresh, Letter, Check, Update Picture, and Cancel. A cartoon character of a man in a suit is positioned in the center of the form.

**Open Date**

Mandatory. This is the date that the global patron record was created. The date is filled in automatically by the system.

**Update Date**

Mandatory. This date is the last date the global patron information was changed. When creating a new patron, the Open Date and Update Date are identical.

**Patron ID**

Mandatory. The patron ID may be up to 12 alphanumeric characters and it is a unique value. It is also unique in relation to other keys, such as Barcode and Additional IDs, allowing cross key uniqueness. This field cannot be changed.

**Pincode**

The pincode may be used for verification, providing an additional security check beyond that provided by the patron ID, patron barcode or additional IDs. The System Librarian determines whether this field is optional or mandatory.

**Barcode**

The patron barcode may be up to 20 alphanumeric characters and is a unique value. If you want the patron barcode code to be used for verification as well, be sure to enter it in the pincode field. It is also unique in relation to other keys, such as patron ID and additional IDs, allowing cross key uniqueness. Whether this field is optional or mandatory, is determined by the System Librarian.

**Barcode Verification**

This verification is used together with the patron barcode when signing in to the Web OPAC. The System Librarian determines whether this field is optional or mandatory.

**Name**

Mandatory. The name may be up to 100 characters. Enter the name as it should appear in the alphabetical list of patrons. Many libraries use the format "Last name First name". For example, Smith John.

**Salutation**

The salutation may be up to 100 characters long.

**Title**

Optional. This is the form of address, such as Ms. or Professor. The Title may be up to 10 characters. The list of available titles is defined in pc\_tab\_exp\_field.lng under the USER-TITLE section.

**Date of Birth**

Optional. This field is set to 00/00/0000 by default.

**Gender**

This field is optional. Select the gender of the patron.

**Place of Birth**

This field is optional. Type the patron's place of birth.

**Language**


Mandatory. This is the language to be used for correspondence with the patron. If the Language field is left empty when creating the patron record, the first entry from the drop-down list is filled in automatically.

**Budget**

Optional. This is the budget from which cash transactions should be debited. Automatic budget debit is not yet functional.

**Profile**

Optional. The profile includes the definition for the set of logical bases to which the librarian is denied access and various privileges in the Web OPAC. If the field is left blank, the system will use the IP address instead. If there is no IP Profile, then the default (ALEPH) Profile is used.

The profile is defined in the Profile List available through the Patron Profile icon  on the Patron Bar or through the Patron Profile entry under the Patrons main menu. See Patron Profiles on page 48.

**Home Library**

Optional. This is the patron's preferred sublibrary.

The Home Library is taken as a default pickup sublibrary for hold and photocopy requests. If no Home Library is chosen, the default pickup sublibrary will be the item's sublibrary.

If a patron places an ILL request without specifying a pickup sublibrary, the item is loaned to his Home Library. This requires that the sublibrary code of the Home Library be registered as a patron with a global and a local record.

When creating a Hold or Photocopy Request, whether through the Circulation GUI or via the Web OPAC, the patron's Home Library is offered as the default pickup sublibrary. If the Home Library is not set up as a valid pickup library for the item in tab37 (for hold requests) or tab38 (for photocopy requests), either the item's sublibrary or another library that has been defined by the system librarian will be used as the default pickup location instead.

**Dispatch Library**

Not yet implemented.

**Data Export Consent**

(For external applications: Non-ALEPH)


Optional. Select this box if the patron agrees to have his information shared with external institutions.

### **Send All Letters to Patron**

This box is checked by default. When it remains checked, all letters to the patron are printed. Clear the check box if the letters that refer to the Send All Letters to Patron parameter should not be printed. These letters are:

- Hold Request Letter (hold\_request\_letter\_nn)
- Photocopy Request Letter (photo\_request\_letter\_nn)
- ILL Arrival (ill\_arrival\_nn)



Click on  to send an e-mail message to the patron. The patron's e-mail address will automatically be inserted in the To field.

### **Receive SMS**

Checking this box will enable the patron to receive SMS (Short Message Service) messages from the library when the library administrator has chosen to allow SMS messaging. Sending the SMS depends also on an SMS number being registered in the Address Details form.

### **ILL Library**

Optional. Choose the sublibrary that will attend to this patron's interlibrary loan requests. If this field is left blank, the patron will not have the right to place an ILL request.

### **ILL Total Limit**

Optional. The ILL Total Limit specifies the maximum number of interlibrary loans that a patron may request within a specific period. If, for example, the total limit is set to 15 requests for a certain period, the patron will be prevented from requesting further items after the 15th ILL request is made. If your library policy does not limit the number of total ILL requests, set the value to 9999. This will facilitate an unlimited number of ILL requests.

A field in the Web OPAC user information screen shows the total number of ILLs that a patron has requested. Clicking the hyperlink gives information relating to each ILL.

### **ILL Active Limit**

Optional. The ILL active limit specifies the number of ILL requests that may be active at any one time. If your library policy does not limit the number of active ILL requests, set the value to 9999. This will facilitate an unlimited number of ILL requests.

If you want to create several supplier requests for a single ILL request but place them on hold for later dispatch, it is important to change the status to 'PND - Pending'. Otherwise, the ILL active limit for the patron will be inaccurate.

A field in the Web OPAC User Information window shows the active number of ILLs that a patron has requested. Clicking the hyperlink gives information relating to each ILL.

This limit is active only when the ILL request is placed through the Web OPAC.

### **Sponsor's ID**

Optional. In the standard library system, each patron is able to borrow items for himself but not for anyone else. However, in more complex systems, the library may allow a patron to borrow items on behalf of someone else who acts as his sponsor. For example, a teaching assistant may be able to borrow items on behalf of sponsoring professors.

In order to support this situation, you should first create a primary global patron record for the teaching assistant and fill in the Patron ID, leaving the Proxy ID field blank. Create additional global patron records for the teaching assistant acting as proxy for his sponsors (one for each professor). Each of the teaching assistant's global patron records will have a unique patron ID. In the Sponsor's ID field of each global patron record fill in the Patron ID of the sponsoring professor.

### **Primary ID**

Optional. The Primary ID is the regular Patron ID of a patron who is also a proxy.

### **Proxy Type**

Optional. This field defines which circulation activities will be attributed to the sponsor and which will be attributed to the proxy.

### **Mail Attachment**

This field defines how the patron receives letters in e-mail messages. The options are to receive only HTML attachments, only plain text within the e-mail body, or to receive both. The default is to receive HTML attachments only.

### **Title Request Limit**

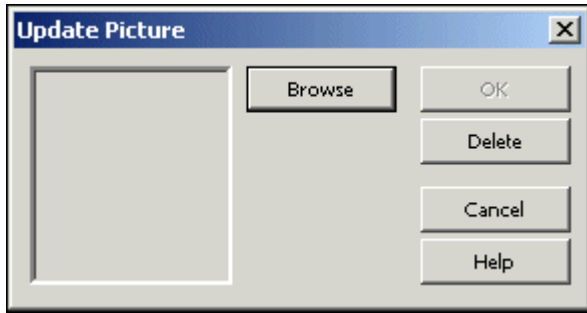
This field defines the number of active title requests the patron is allowed to have.

### **Patron Picture**

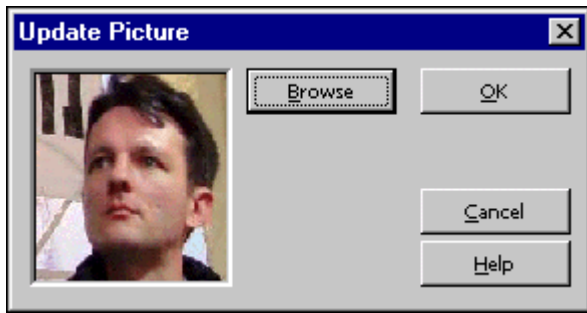
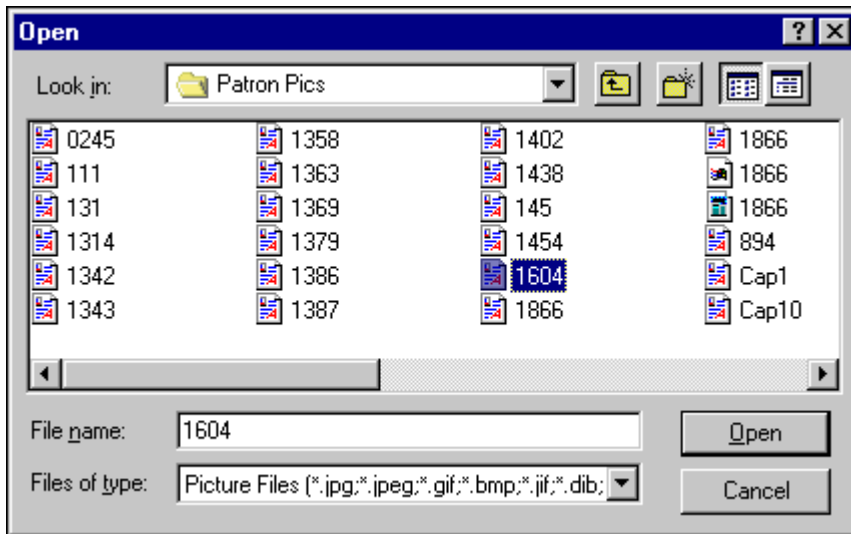
A picture of the patron can be displayed in the patron record in the GUI. A file containing the picture must be present on the relevant location on the server.

Please note that the picture window is square. If the original picture is not, the picture is compressed to fit into the GUI picture window.

A picture can be added or updated by clicking the Update Picture button. This opens the dialog box show below.



Clicking on the Browse button opens a dialog box which enables you to load a picture file from the local PC or from the network for preview.



After confirming by clicking OK, the new picture file is saved on the server in the bor\_pics directory of the user library (for example, ./usr00/bor\_pics).

The picture file is automatically renamed. The new name is <patron ID>.<original file extension>. For example, if a file such as "mypicture.jpg" is loaded for patron 1234567, the new file will be "1234567.jpg" (under bor\_pics). Note that at this point, all other picture files of that patron are deleted (for example, "1234567.gif").

## 2.7.2 Global Blocks and Notes Tab

1. Global Patron Details    2. Global Blocks and Notes

Global Block 1: 00 [text field]

Global Block 2: 00 [text field]

Global Block 3: 00 [text field]

Global Note 1: [text field] [dropdown]

Global Note 2: [text field] [dropdown]

Global Note 3: [text field] [dropdown]

Additional Note 1: [text field] [dropdown]

Additional Note 2: [text field] [dropdown]

"Patron Loader" Protected Fields:

- Complete Record
- Patron Addresses
- E-mail Address
- Patron Status
- Expiration Date

Update  
Refresh  
Letter  
Check  
Update Picture  
Cancel

All the fields in this tab are optional.

### Global Block 1, 2 & 3

These are reasons why the patron may be denied privileges (loan, hold, etc.). One reason may be, for example, vandalizing property. When the patron tries to borrow an item, the system will check for blocks and if there are any, the reasons will be displayed to the librarian. The Block field consists of a 2-character code, and a note of up to 200 characters.

### Global Note 1, 2 and 3

You may enter any additional information, such as birthdate, special status (for example, foreign exchange student), special interests, and so on. You may enter up to 200 characters in each field. Alternately, you may choose from a list by clicking the button to the right of the field.

### Additional Note 1 and 2

You can enter any additional notes. You can enter up to 200 characters in each field.

### "Patron Loader" Protected Fields:

- Complete Record
- Patron Addresses
- E-mail Address

- Patron Status
- Expiration Date

To protect fields/records from being overwritten when updating patron records with the Patron Loader (file-20) service, check the corresponding boxes. When the Patron Loader (file-20) service is run, the checked fields are not updated if they already contain data. If a field is empty, it is updated with the new data. This refers to all fields of the Z303/Z304/Z305/Z308 records that make up a patron record during an upload of patron records through the Patron Loader (file-20) service.

The following fields can be protected:

Complete Record	all fields listed below
Patron Addresses	z304_address[0] z304_address[1] z304_address[2] z304_address[3] z304_address[4]
E-mail Address	z304_email_address
Patron Status	z305_bor_status
Expiration Date	z305_expiry_date

The values for field protection are stored in the z303\_plif\_modification field. Possible values are "1", "A", "B", "D" and "E".

- 1 - do not modify patron records at all (Z303/Z304/Z305/Z308)
- A - do not modify address records at all.
  - z304\_address[0]
  - z304\_address[1]
  - z304\_address[2]
  - z304\_address[3]
  - z304\_address[4]
- B - do not modify the patron status.
  - z305\_bor\_status
- D - do not modify the patron expiration date.
  - z305\_expiry\_date
- E - do not modify the e-mail address.
  - z304\_email\_address

When running the Patron Loader (file-20) service, the z303\_plif\_modification field is consulted and the fields listed above are updated accordingly.

When creating a user online, with the normal registration, the system does not protect the fields listed above.

## 2.8 Local Patron Information

Local Patron Information determines the patron's circulation privileges. The lower pane has three tabs: Local Patron Information, Local Blocks and Notes and Local Privileges. The tabs have the following buttons:

### Update

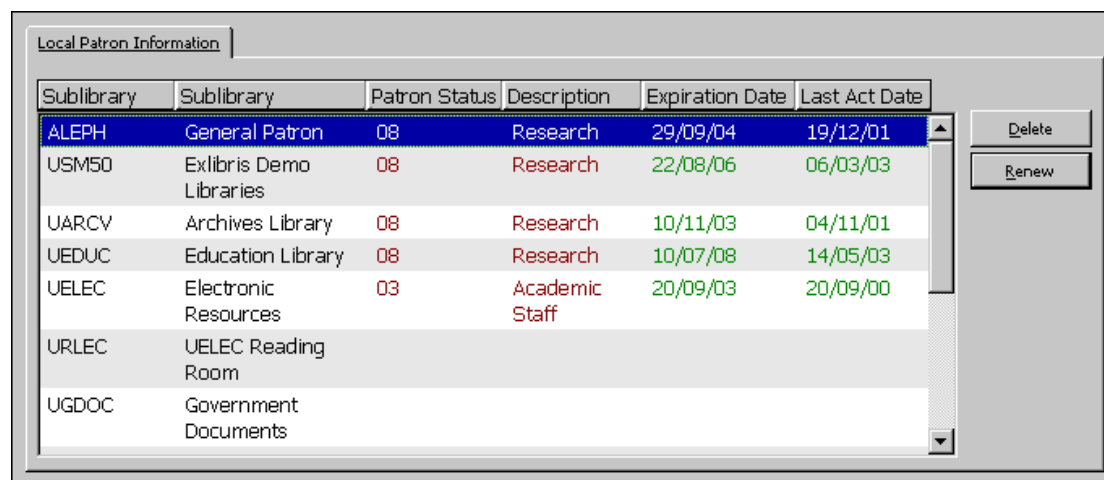
View and modify local administrative information about the patron. Click Update to save changes.



## Get Defaults

Default patron privileges have been defined by your System Librarian for each category of patron. After selecting a status for the patron, you may have the system automatically assign privileges and an expiration date by clicking Get Defaults. The default settings are determined in the tab31 table.

### 2.8.1 Local Patron Information



Sublibrary	Sublibrary	Patron Status	Description	Expiration Date	Last Act Date
ALEPH	General Patron	08	Research	29/09/04	19/12/01
USM50	Exlibris Demo Libraries	08	Research	22/08/06	06/03/03
UARCV	Archives Library	08	Research	10/11/03	04/11/01
UEDUC	Education Library	08	Research	10/07/08	14/05/03
UELEC	Electronic Resources	03	Academic Staff	20/09/03	20/09/00
URLEC	UELEC Reading Room				
UGDOC	Government Documents				

The Local Information tab displays an overview of the patron's local registration records per sublibrary. Each line includes the sublibrary's code and name; the patron's status code and status name for the sublibrary; the date on which the patron's registration for the sublibrary will expire; and the last date that a circulation activity was registered.

The following buttons are available:

#### Delete

To delete the patron's registration record from a sublibrary, highlight the desired line and click Delete. You will be asked to confirm that you want to delete the local patron record. The system will check to see whether or not there are any outstanding loans or hold requests and if there are, the patron will not be deleted.

#### Renew

Click Renew to renew the local patron's registration for the highlighted sublibrary. The Renew Local Patron Registration window will appear.



Renew Local Patron Registration

Enter New Expiry Date:

29/09/2005

OK  
Cancel  
Help

Click OK to accept the offered option for a new expiration date, or modify the date and click OK. The displayed expiration date is calculated according to settings in the tab30 table.

## 2.8.2 Local Patron Details Tab

The screenshot shows a web interface for editing patron details. At the top, there are three tabs: '1. Local Patron Details' (selected), '2. Local Blocks and Notes', and '3. Local Privileges'. The form fields are as follows:

Patron ID:	00004053	
Barcode:	B-070378	
Title:	Ms.	
Name:	Lessing, Patricia	
Sublibrary:	ALEPH	
Patron Status:	3	
Registration Date:	00/00/0000	Expiration Date: 01/01/2007
Patron Type:	CA	
Photocopy Charge:	C	
Cash Limit:	0.00	
Web OPAC Message:	HR STAF N	

Buttons on the right side: Update, Get Defaults, Cancel.

The following fields are available:

The Patron ID, Barcode, Title, Name and Sublibrary fields are for display only. The information may only be changed on the Global Patron Information tab.

### Sublibrary

The Sublibrary is the sublibrary you highlighted in the upper pane and for which you want to set the patron privileges. It is for display only.

### Patron Status

Patron status is a category of patrons for which a default set of patron privileges have been defined by your System Librarian. After selecting a status for the patron, you may have the system automatically assign an expiration date and privileges by clicking **Get Defaults**.

Note that the drop down menu for Patron Status might vary in different sublibraries. This depends on the system setup.

### Expiration Date

This is the date until which the patron privileges in the selected sublibrary are in effect. You may assign an expiration date manually, or, as soon as you select a status for the patron, you may have the system automatically assign an expiration date by clicking 'Get Defaults'.

### Registration Date

This is the date on which the patron was registered in the library.

### Patron Type

This field specifies the type of patron and is for information purposes only. It does not affect the patron's ability to perform transactions.

Note that the drop down menu for Patron Type might vary in different sublibraries. This depends on the system setup.

### Photocopy Charge

This field indicates whether or not the patron should be charged for photocopies. The options are Free (F) and Charge (C).

#### Cash Limit

This is the maximum amount of money the patron may owe before he is prevented from borrowing additional items. If the patron attempts to borrow an item once this limit is reached, the system will block him and send an alert to the librarian saying that the patron owes money.

#### Web OPAC Message

The Web OPAC Message field allows communication with the patron through the Web OPAC. You can enter a message of up to 80 characters. There can be a separate message for each of the patron's local records.

The field can be edited both from the Web OPAC Message field in the GUI and the Message screen in the Web OPAC.

### 2.8.3 Local Blocks and Notes

The screenshot shows a web interface for managing patron records. The 'Local Blocks and Notes' section is active, displaying three rows for Local Block 1, 2, and 3. Each row includes a dropdown for the block code (currently '00'), a text field for a note, and a dropdown for the note type. A 'Local Block Date' field is also present, set to '00/00/0000'. Below these are three 'Local Note' fields, each with a text input and a dropdown menu. On the right side, there are 'Update' and 'Get Defaults' buttons.

#### Local Block 1, 2 and 3

Any block code you assign prevents the patron from performing certain transactions. The system blocks him and sends an alert to the librarian. The block code is displayed for the librarian's reference. The patron is prevented from performing transactions only at that specific sublibrary. This does not affect the other local records of this patron. If both the local patron and the librarian have override privileges, the librarian may override the restriction.

#### Local Block Note 1, 2 and 3

This field is optional. If you enter a note, it will be displayed along with the block code above whenever a patron is blocked. (See Local Block 1, 2 and 3 above). If you leave this field empty, the system will enter the block note as set in the table that defines block codes.

### Local Block Date

This is the date until which the patron is prevented from various circulation activities as defined by your System Librarian. You can manually enter a block date. Moreover, if a patron is fined with a fine that uses a blocking method, the system will set a local block date according to the setup of the table that controls due dates, fines and limits.

### Local Note 1, 2 and 3

This information is optional. Any note you enter will only be displayed here on the Local Blocks and Notes tab.

## 2.8.4 Local Privileges Tab

The screenshot shows a dialog box with three tabs: "1. Local Patron Details", "2. Local Blocks and Notes", and "3. Local Privileges". The "Local Privileges" tab is active. It contains a list of permissions, each with a "Yes" and "No" radio button. The "Ignore Hours Permission" is currently set to "No". On the right side, there are three buttons: "Update", "Get Defaults", and "Cancel".

Permission	Yes	No
Loan:	<input checked="" type="radio"/>	<input type="radio"/>
Renewal:	<input checked="" type="radio"/>	<input type="radio"/>
Hold Request:	<input checked="" type="radio"/>	<input type="radio"/>
Multiple Hold Requests:	<input type="radio"/>	<input checked="" type="radio"/>
Photocopy Request:	<input checked="" type="radio"/>	<input type="radio"/>
Check Transactions:	<input checked="" type="radio"/>	<input type="radio"/>
Override Privilege:	<input type="radio"/>	<input checked="" type="radio"/>
Late Return Ignored:	<input checked="" type="radio"/>	<input type="radio"/>
Allow Hold on Available Item:	<input checked="" type="radio"/>	<input type="radio"/>
Reading Room Permission:	<input type="radio"/>	<input checked="" type="radio"/>
Booking Permission:	<input checked="" type="radio"/>	<input type="radio"/>
Ignore Hours Permission:	<input type="radio"/>	<input checked="" type="radio"/>
Rush Cataloging Request Permission:	<input checked="" type="radio"/>	<input type="radio"/>

The patron's local privileges define the scope of activities that the patron can perform in the selected sublibrary. The privileges defined here will apply to the patron if he does not have blocks. If he does have blocks, certain privileges may be blocked by the System Librarian.

### Loan

This field determines whether or not the patron may borrow material from the library.

### Renewal

This field determines whether or not the patron may renew a loan (if he has no blocks that would otherwise prevent him). Note that an item may not be renewed if there is a hold request for it.

### Hold Request

This field determines whether or not the patron may put a hold request on material from the selected sublibrary, provided the item is available.

### Multiple Hold Requests

This field determines whether or not the patron may place more than one hold request for the same item. This also determines whether the patron can place more than one advance booking request on the same item per day.

### Photocopy Requests

This field determines whether or not the patron may request a photocopy of material in the selected library.

#### Check Transactions

If you select Yes, when a patron tries to perform any circulation activity, the system checks for any problems such as overdue items or limitations (such as having already borrowed his allotted quota of items). If such blocks are found, the librarian is notified and the patron is prevented from performing the circulation activity. (See Override Privileges below.) The checks are defined by your System Librarian.

If you select No, the system does not check for any blocks. You may want to select Yes for regular patrons and No for institutional patrons such as other libraries. If you select No for the ALEPH patron, no checks are performed.

#### Override Privilege

The system automatically stops a patron from borrowing materials if there are blocks such as overdue items, or limitations such as having already taken on loan his quota of items. If you check Yes to Override Privileges, the librarian will still be able to loan material to the patron in spite of these blocks.

#### Late Return Ignored

If you check Yes, the patron will not receive a fine for returning material late and no late return message will be displayed.

#### Allow Hold on Available Item

This field determines whether or not the patron may place a hold request on an item that is available on an open shelf (that is, the item is not on loan).

#### Reading Room Permission

This field determines whether or not the patron has permission to request items for pickup at a Reading Room sublibrary and/or for loan at a Reading Room loan station.

#### Booking Permission

This determines whether or not the patron is allowed to place a booking request on an item whose status means that it is blocked for booking.

#### Ignore Hours Permission

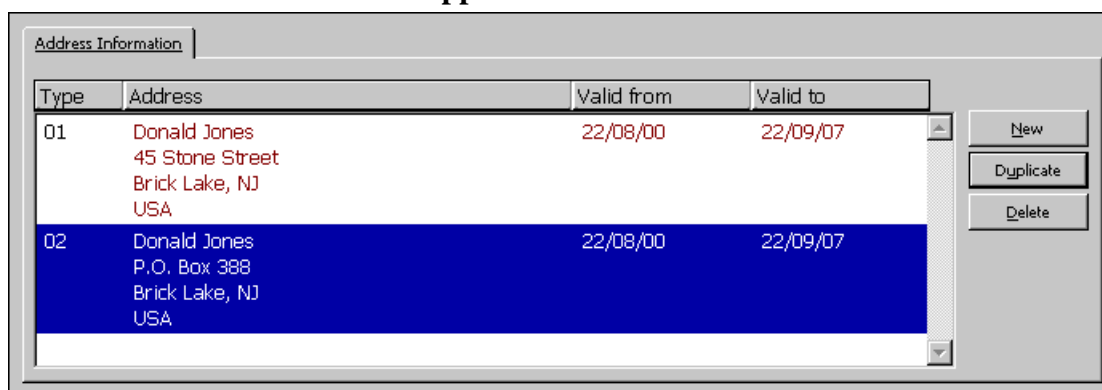
This determines whether library open and closed hours should be ignored when a booking request is placed by this patron.

#### Rush Cataloging Request Permission

This field determines whether or not the patron is granted the privilege to place a Rush Cataloging Request. If the permission is granted and the item is defined as a Rush Cataloging item, then any hold request placed by the item also creates a cataloging trigger. This trigger is used by the catalogers to prioritize the cataloging of the item.

## 2.9 Address Information

### 2.9.1 Address Information - Upper Pane



The screenshot shows a software interface titled "Address Information". It contains a table with four columns: "Type", "Address", "Valid from", and "Valid to". There are two rows of data. The first row (Type 01) is not highlighted, while the second row (Type 02) is highlighted in blue. To the right of the table are three buttons: "New", "Duplicate", and "Delete".

Type	Address	Valid from	Valid to
01	Donald Jones 45 Stone Street Brick Lake, NJ USA	22/08/00	22/09/07
02	Donald Jones P.O. Box 388 Brick Lake, NJ USA	22/08/00	22/09/07

The Address Information tab displays the addresses available for the selected patron.

By default, the currently active mailing address is highlighted when the Address Information node is selected. The address that is the currently the active mailing address depends on the address type and validity dates, as explained below.

When a new patron is created and no address is entered, his name is taken as a default address. The address type and validity range depend on the system's default address definition.

The following buttons are available:

## New

To add a new address for this patron, click **New**. The cursor will be positioned in the address field in the bottom pane. Enter the new address and click the **Update** button.

## Duplicate

To make a copy of the highlighted address, click **Duplicate**. The details of the address will be displayed in the bottom pane. Modify the address and click **Update**.

## Delete

To delete an address, highlight the address and click **Delete**. You will receive a prompt asking if you are sure you want to delete.

## 2.9.2 Address Information - Lower Pane

The screenshot shows a web form titled "Address Details". It has the following fields and values:

- Name: Dustin Aadland
- Address: Hill Avenue, Boston MA 90917
- Zip Code: 90917
- E-mail: (empty, with a yellow envelope icon button to the right)
- SMS Number: (empty)
- Telephone (1): (empty)
- Telephone (2): (empty)
- Telephone (3): (empty)
- Telephone (4): (empty)
- Valid From: 30/07/2001
- Valid To: 31/10/2004
- Address Type: 02

The Address Details tab on the Address Information lower pane shows address information for the selected patron.

The following buttons are available:

## Update

When you are finished filling in the form, click **Update**.



This button is located to the right of the E-mail field. Click this button to send an e-mail message to the patron.

The following fields are available:

#### Name

The system will automatically fill in the name as entered in the patron's global information details, but you can change it. The way the name appears in this field is the way it will appear in letters to the patron. Therefore, if the system displays the name with the last name first (Smith John), you may want to reverse the order and put the first name first (John Smith). When the name or the title of a patron are updated in the Global Patron Information pane, the name field in each of the address records associated with him are updated accordingly.


#### Address

Each line of the address may be up to 50 characters.

#### Zip Code

The zip code may be up to 9 characters. The format of the zip code can vary according to the definitions set by your System Librarian.

#### E-mail

The e-mail address may be up to 60 characters. Click the  button to send an e-mail message to the patron.

#### Telephone

There are four available fields for phone numbers (for example, home, work, fax and mobile) Each telephone number can be up to 30 characters.

#### Receive SMS

Checking this box will enable the patron to receive SMS (Short Message Service) messages from the library when the library administrator has chosen to allow SMS messaging. Sending the SMS depends also on an SMS number being registered in the SMS Number field.

#### SMS Number

Type in the number to which SMS messages will be sent if the 'Receive SMS' check box has been checked.

#### Valid From/To

Enter the dates between which this address is valid. If the address is not expected to change, enter a very distant date such as 31/12/2099.

#### Address Type

Various types of addresses may be available, such as a permanent address (for example, 01 - the address of a student's parents) and a mailing address (for example, 02 - the student's local address). The System Librarian sets the system to choose the relevant address for letters according to one of two available schemes, in accordance with this type of field:

1. The relevant record depends on "02" in type and current from/to dates. If no 02 with a current date is found, the system uses 01 with the current date. If no valid address exists, the last 01 type address is taken.

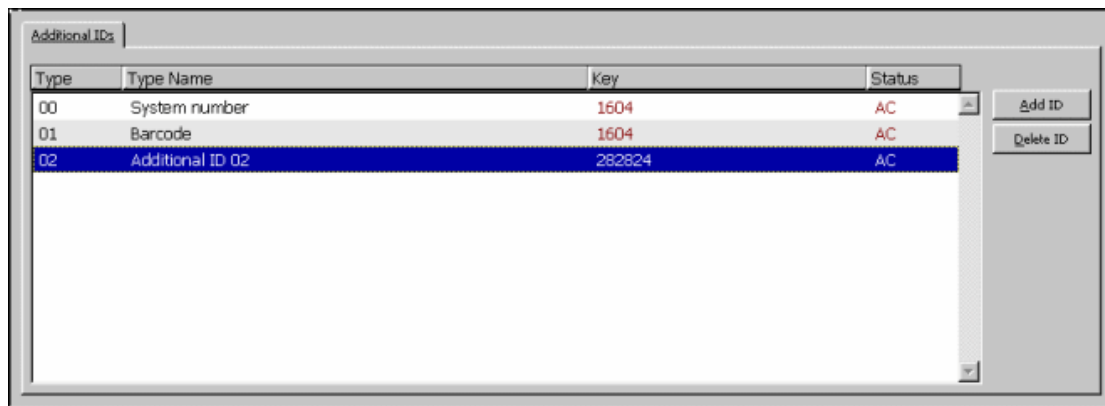


2. The relevant record depends on a table that sets which record type is valid for a specific time period. This scheme does not take into account the valid from/to dates in the address record.

The two schemes cannot be combined.

## 2.10 Additional IDs

### 2.10.1 Additional IDs - Upper Pane



Type	Type Name	Key	Status
00	System number	1604	AC
01	Barcode	1604	AC
02	Additional ID 02	282824	AC

The Additional IDs tab is used to update patron IDs and add additional IDs. The system allows for several types of additional IDs that can be used simultaneously as a key to retrieve a patron record in the GUI or in the Web OPAC.

Type 00 (System Number) and 01 (Barcode) are unique. The system ID cannot be changed once entered. The patron barcode can only be updated in the Global Patron Information form. Additional ID types (such as type 02 and up) are not restricted to one entry. The system allows multiple recurrences of additional ID types.

The pincode and barcode verification can also be updated via the Global Patron Information tab.

The following buttons are available:

#### **Add ID**

Click Add ID to add an additional ID. The Additional IDs Details tab in the lower pane will become focused. Enter the additional ID's values in this pane.

#### **Delete ID**

To delete an Additional ID, highlight the desired line and click the Delete ID button. Note that the button is only active when an additional ID is activated.

## 2.10.2 Additional IDs - Lower Pane



The screenshot shows a window titled "Additional IDs Details". It contains the following fields and controls:

- Key Type:** A dropdown menu with the value "02".
- Key Data:** A text input field containing "282824".
- Verification Type:** A dropdown menu with the value "00".
- Verification:** A text input field containing "6658917".
- Status:** A dropdown menu with the value "AC".
- Buttons:** "Update" and "Cancel" buttons are located on the right side of the form.

The Additional IDs Details tab on the Additional IDs lower pane shows ID information for the selected patron. This tab displays the full information of the ID that is selected in the upper pane, and facilitates updating of an existing ID and creation of a new ID.

The following information is updateable:

- **Key Type:** The key type is the type of the ID field. On the list, the ID and Barcode are also listed but cannot be updated. Select the additional ID type from the list.
- **Key Data:** In the Key Data field, enter the additional ID itself.
- **Verification Type:** The only type available is 00=normal.
- **Verification:** In the Verification Field, enter the verification itself.
- **Status:** Not in use.

The following buttons are available:

**Add**

When you finish updating the patron ID, or filling the new patron ID's information, click **Add**.

**Cancel**

If you wish not to accept the changes you made, click **Cancel**.

**For the System Librarian:** Note that in addition to the regular permissions required for updating patron IDs, the permissions also depend on the tab100 USER-IDS-PERMISSION variable.

## 2.11 Patron Profiles

A profile sets user privileges and preferences in the Web OPAC. The profile includes permissions (definitions of records to which the user is denied access, permission to update address, and so on), and preferences (record display, interface language, and so

on).

When a patron accesses the Web OPAC, a particular profile is activated, according to the following setup:

- **Personal Profile:**

When a patron signs in to the Web OPAC, if his global patron record has a profile listed, then this profile is called up.

- If the profile ID is the same as the Patron ID, the user can save changes he makes to the profile preferences. This is called a personal profile.
- If the profile ID is different from the Patron ID (that is, a group profile has been assigned to the patron), preferences can be changed and saved (not only for the session). In this case a personal profile is created for the patron (the profile ID will be the same as the Patron ID).
- If no profile ID is registered in the global patron record, the IP or ALEPH profile is used; the patron can change preferences and save them in a personal profile patron (the profile ID will be the same as the Patron ID).

- **IP Profile:**

When a patron first accesses the Web OPAC, the system checks for a profile ID that most closely matches the IP station of the user. The IP address is entered as the profile ID (without dots). The IP address can be truncated by up to six digits, in order to include a group of IP stations.

- **ALEPH Profile:**

When the patron accesses the Web OPAC, if there is no IP Profile, then the default (ALEPH) Profile is used.

When a patron signs into the Web OPAC he can modify the profile fields that relate to display preferences if he has a personal profile. This is done on the Display Formats window accessed via the Preferences link from the Web OPAC or from the Personal Profile window accessed via the My Library Card window:

Records per page:	<input type="radio"/> 3 <input checked="" type="radio"/> 10 <input type="radio"/> 15 <input type="radio"/> 20
Auto full:	<input checked="" type="radio"/> 0 <input type="radio"/> 5 <input type="radio"/> 10 <input type="radio"/> 15
Select default holdings sublibrary:	<input type="text" value="Lincoln Library"/>
Format:	<input type="radio"/> Option 1(951) <input type="radio"/> Option 2 (952) <input checked="" type="radio"/> Brief view-table <input type="radio"/> Card (037) <input type="radio"/> Full view (950)
Select language of interface:	<input checked="" type="radio"/> English <input type="radio"/> French
Include AUT data in Browse List ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Go"/>	


These modifications can be saved for personal profiles; that is, for profiles that have the same ID as the user.

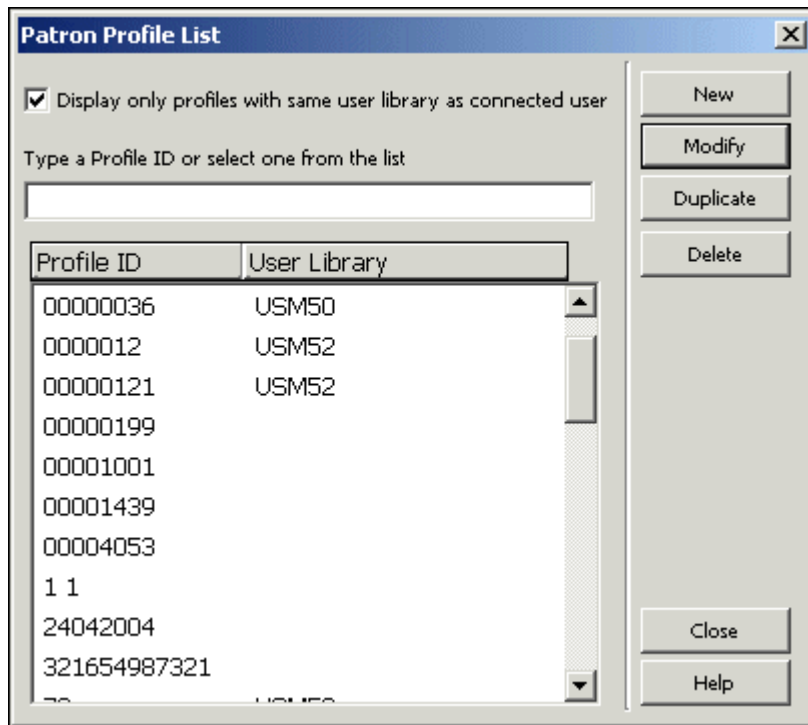
Identified patrons who do not have a profile listed in their global patron record will have a personal profile created for them when they change the preferences in the Web OPAC. If the profile field of the patron's record is blank, a profile record is created (in which the patron's preferences are saved and permissions are defaulted to the permissions of the default profile), and the profile field is updated. When replacing the global profile of a patron by another profile, first delete his personal profile.

See Profile Information on page 52 for the "privilege" aspects of the profile record.

### 2.11.1 Profile List

The Profiles function allows you to create, view and update a profile. The profile is used together with the Profile field in the Global Patron Information pane.

Select Patrons / Patron Profile from the main menu to activate the Profiles function or press the Patron Profile icon  on the Patron Bar. The following window is displayed:



The Profile List shows the currently defined Profiles. You can jump to a particular point in the list by typing in text in the space provided and pressing Enter.

Note that when this dialog opens up, the displayed profiles are only those that you can update, as explained below in the 'Profile Information' section. In order to see also profiles that you cannot update, clear the "Display only profiles with the same user library as connected user" check box.

The following buttons are available on this screen:

#### New

To add a new profile to the list, click **New**. A form will be displayed for you to fill in. The form lists the bases to which the OPAC user is denied access, and sets privileges and display preferences.

#### Modify

To change information about a particular profile, highlight the profile ID and click **Modify**. A form will be displayed for editing the changes to the profile.

#### Duplicate

You may add a new profile by copying an existing profile's details and then editing the Patron Profile Information form that pops up. To do so, highlight the profile whose information you want to copy, then click **Duplicate**. A form is displayed for the new profile. It is already filled in with information copied from the highlighted profile. You can then edit the form.

#### Delete

To delete a profile from the list, highlight the profile ID and click **Delete**.

## 2.11.2 Profile Information

When you click the **Add**, **Modify** or **Duplicate** buttons on the Profile List, the Patron Profile Information form is displayed:

Patron Profile Information - 00000121

1. General Information

2. Denied Records

Profile ID: 00000121

Base Name: WID

Sublibrary: WID

Brief Format: 000

Max. Save / Mail Files: 000060

Interface Lang.: ENG

Auto Full: 05

Records per Page: 20

User Library:

Include AUT Data in Browse List

Permissions:

Link Permission

Save Permission

Course Permission

SDI Permission

Special Request Permission

Update Address Permission

Acquisition Request

OK

Cancel

Help

There are two tabs on the Profile Information window: General Information and Denied Records.

### General Information

This section includes the following parameters for the profile:

#### Profile ID

This can consist of up to 12 alphanumeric characters.

You can use a computer's IP address as a patron profile ID. Every section of the IP address must contain three digits. If there are fewer than three digits in a section, add leading zeroes. For example, if a computer has the following IP address, 10.1.235.199, type 010001235199 in the Profile ID field.

If several computers in the same facility, such as the Law library, share the same IP prefixes, you can define a profile ID to be shared by all of the workstations.

For example, if the computers in the Law library have the following IP addresses:

10.1.235.199  
10.1.235.200  
10.1.235.015  
10.1.235.079

You can set up the following profile ID for all of them: 010001235.

#### Base Name

Enter the default base to be accessed when the patron signs in to the Web OPAC. The default base is relevant only to the IP address and ALEPH profiles.

#### Interface Lang.

Enter the default interface language for the Web OPAC.

#### Sublibrary

This is the default sublibrary for holdings display in OPAC. When the List of Items is displayed, this library is automatically chosen for display. If this field is left blank, the default is "all sublibraries."

#### Auto Full

If the number of records in the set is less than or equal to the number here, the set displays single records in Full format; if the number of records in the set is greater than this number, the records are displayed in Brief format.

#### Records per Page

Enter the value for the number of records you want to be displayed in Brief Format in the Web OPAC.

#### Brief Format

Select an option from a list of predefined Brief Formats. Format 999 is brief record in table format; other formats are selected fields from the full record, with each field displayed on a separate line.

#### Max Save/Mail Files

Enter the maximum number of records a patron is allowed to save or mail at one time from the Web OPAC.

#### User Library

If the profile is assigned to a library, then the staff members that are assigned to that library and the administrative staff (meaning the staff members that have been assigned ADMIN in the 'User Library' field) will be the only staff members that can update the profile.

If this field is left blank, then all staff members can update the profile.

The drop-down list of libraries displayed will be the ADM libraries that the staff member is allowed to operate in, according to the staff member's 'User Library' field.

#### Include AUT Data in Browse List

Check this box if you want to display AUT data in the Browse List in Web OPAC. Authority information is displayed immediately following the heading. The following fields from the Authority record are displayed: 260 (Complex See Reference - Subject), 664 (Complex See Reference - Name), 666 (General Explanatory Reference - Name), and 680 (Public General Note).

## Permissions

- **Link Permission**  
Permission for link to external files, through the 856 field.
- **Save Permission**  
Permission to save a set of records on the server.
- **Course Permission**  
Permission to send lists for Course Reading.
- **SDI Permission**  
Permission to create a personal SDI profile.
- **Special Request Permission**  
Special Request Permission allows the patron to place a request for material that is not in the Web OPAC. This goes together with an individual ILL permission that can be set in the Global Patron Details tab in the Global Patron Information node in the Circulation GUI.
- **Update Address Permission**  
Permission to update a User Address from the Web OPAC.
- **Acquisition Request**  
Allows a patron to place an ACQ request from the Web OPAC. Note that the Patron Home Library must be populated with a valid sublibrary code.

## Denied Records



If a library wants to deny access to certain records, it needs to define queries that set these restrictions using the Denied Records tab. A denied base is defined by a Boolean FIND command. All matching records are denied to a patron who has this profile.

#### Library Code

Enter the code of the BIB library.

#### FIND Command for Denied Records

Type the command that the system will use to create a set of denied records. You may define only one line for each Library code. The FIND command can have up to 8 Boolean parameters and can be up to 500 characters long. Every patron who is assigned this profile will be denied access to these records. Use "wrд=(internal or restricted or confidential)" in order to define a base which will exclude all records that have "internal" or "restricted" or "confidential" in the wrд word group.

### 3 Items

This chapter includes the following sections:

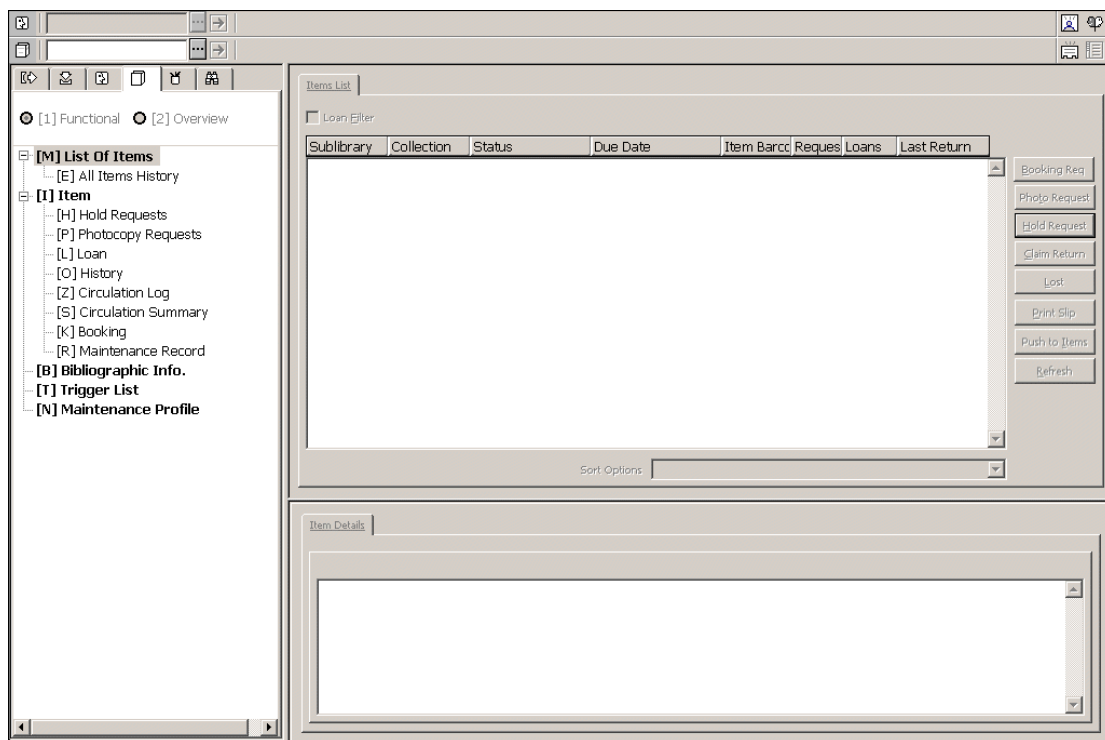
- What is an Item?
- The Item Tab
- The Item Bar
- Open an Item Record

- Catalog Record and Create Item
- Change Item Information
- Restore Item Information
- Change Item Process Status

### 3.1 What is an Item?

In the ALEPH 500 system, an item consists of a single record where the information about it is stored.

Item records are linked to administrative records, and cannot exist without an administrative record. Each item is identified by the administrative record number and an item sequence number. Several items can share the same administrative record in which case they will have the same System number although with a separate item sequence number. Each item must also have a unique barcode. To work with any item's record, open the Item tab:



In the Circulation module, you have access to the following Item functions:

- Catalog Record and Create Item
- Change Item Information
- Restore Item Information
- Change Item Process Status

See the Items - Items working Modes chapter for details about the Items Overview and Items Functional Working modes.





### 3.1.1 The Item Tab

The Item tab is comprised of five roots and nine nodes, which bring up corresponding panes when clicked.

- Items List
  - All Items History
- Item
  - Hold Requests
  - Photocopy Requests
  - Loan
  - History
  - Circulation Summary
  - Booking
  - Maintenance Record
- Bibliographic Information
- Triggers
- Maintenance Profile

### 3.1.2 The Item Bar

The Item bar includes the following elements:

- The Item icon  on the far left.
- The Item field where you enter the call number or item barcode.
- The list  button.
- The arrow  button sends the value entered in the Item field to the server.
- The display area shows the author and the title of the bibliographic record that the item is attached to.
- The Catalog Record and Create Item and the Full screen  icons on the far right.

The Item Bar is only active when either the Item Tab or the Loan Tab is open.




## 3.2 Open an Item Record

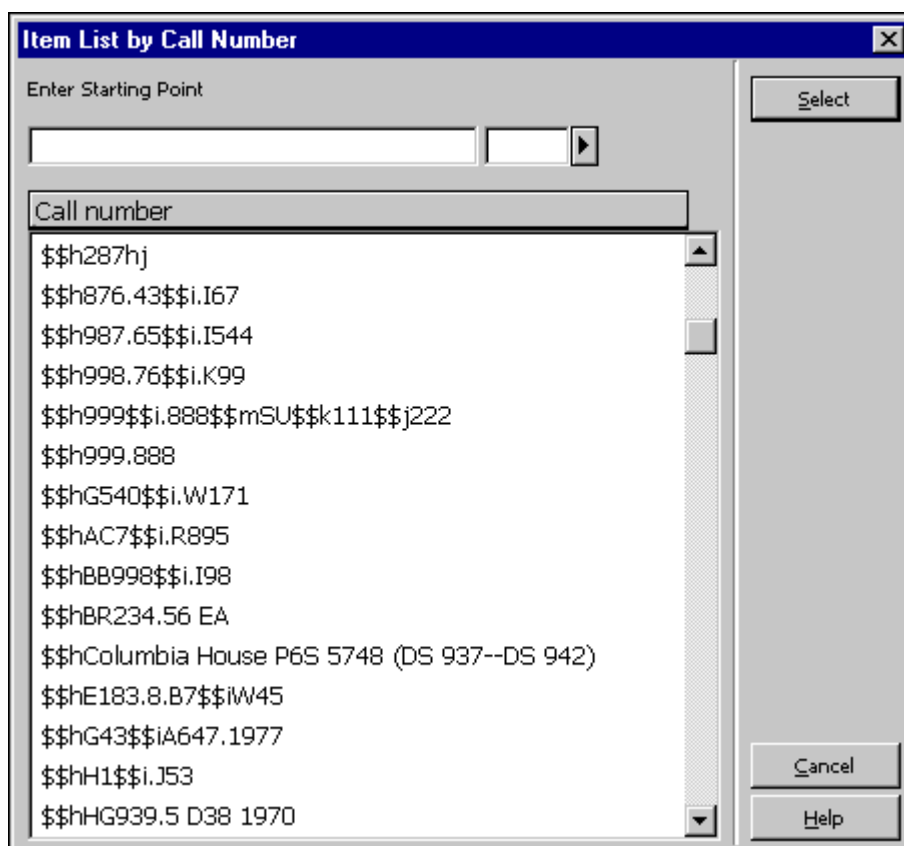
Enter the item's barcode or call number in the Item Bar's Item field. (Note that the ability to search by call number is according to the setup of the entry ITEM-BARCODE-OR-CALL-NO in tab 100.)



and click .

There are several ways to do this:

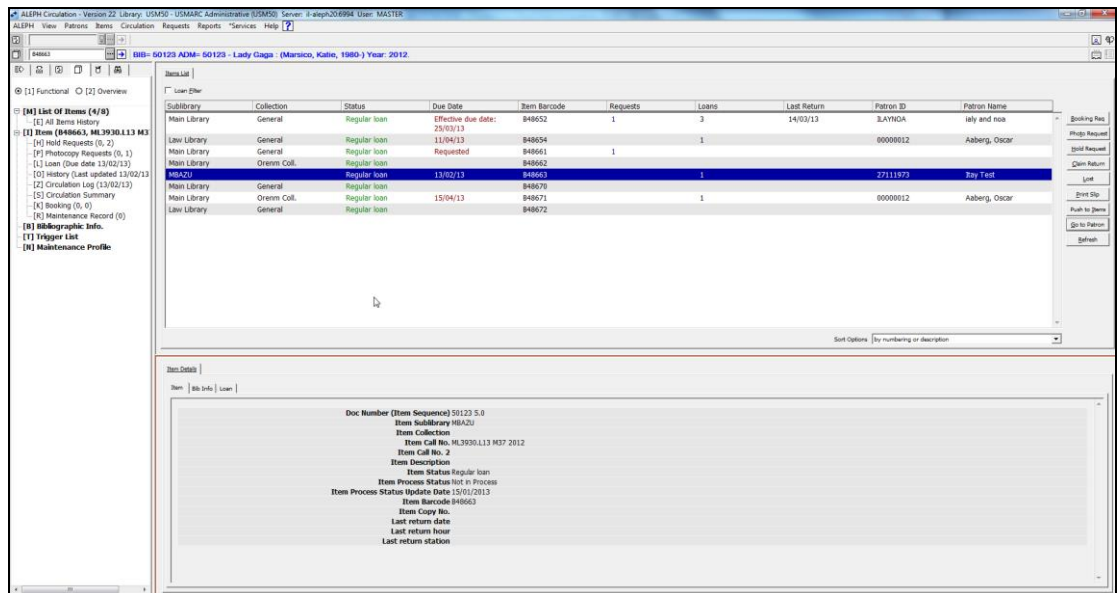
- Type the item barcode or call number in the Item field.
- Scan in the item barcode.
- Select an item from the Item List by Call Number. The Item List by Call Number is invoked by clicking the  icon on the Item bar:



To search for an item by call number, enter the call number in the Enter Starting Point field. In the field to the right of the Enter Starting Point field, enter one digit that defines the call number type or choose one from the drop-down list.

To jump to a particular point in the list enter a string in the Enter Starting Point field and press Enter. To jump to the start of a call number type in the list, enter a call number type in the right-hand field, place the cursor in the left-hand field and press Enter. The first line with the chosen call number type is displayed.

Highlight a call number and click **Select**. A list of items for the administrative record that was found will be displayed in the Items List in the upper pane:



### Sort Options

This field indicates how a list of items that is attached to a bibliographic record, will be sorted. There are six available options. Your system librarian will set the default method that is used each time you retrieve an item list. You can also change the sort option manually by clicking on the arrow and selecting an option from the pull-down menu.

The following buttons are available on this screen:

### Photo Request

Click **Photo Request** to place a photocopy request for the highlighted item. You may place a photocopy request only if the patron has photocopy request privileges.

### Hold Request

Click **Hold Request** to place a hold on the highlighted item. You may place a hold request only if the patron has hold privileges.

### Claim Return

Sometimes, a patron claims that he returned an item, even though there is no record of it having been returned. If you want to make note of this situation, click the **Claim Return** button. You will be asked to confirm that the item was claimed as returned.

### Lost

If you want to declare a loaned item as lost, click the **Lost** button. You will be asked to confirm that the item is considered lost. When you do so, a "Lost Material Bill" will be sent automatically to the person who borrowed (and lost) the item.

#### Print Slip

To print an item slip, highlight the item and click **Print**.

#### Push to Items

Click **Push to Items** to go to the Item tab in the Cataloging module to continue working with the item record of the highlighted entry.

#### Go to Patron

Click **Go to Patron** to open the Loan pane of the Patron tab.

#### Refresh

Click **Refresh** to reload the Item List from the server so that it reflects changes that have occurred since you first opened the window.

### 3.3 Catalog Record and Create Item

This option enables you to catalog a record and create a corresponding item with minimum information. Once such a record exists, the item may be loaned. The item may be cataloged in full later using the Cataloging module.

#### Note


When a record is cataloged and a corresponding item is created using **Catalog Record and Create Item** in the Circulation module, a hold request is created. This request is created for a library user whose ID is determined by the ADM library's tab100 variable FAST-CAT-HOLD-ID. If such a variable does not exist, the ID will be "CATALOGER" for shared ADM libraries, and CAT-*nnnnn* for non-shared ADM libraries, where *nnnnn* is the ADM code. The request will become active at a later date so as not to interfere with the loan process. It is created in order to display a message when the item is returned, so that it can be transferred to the Cataloging department when the cataloging process is completed.

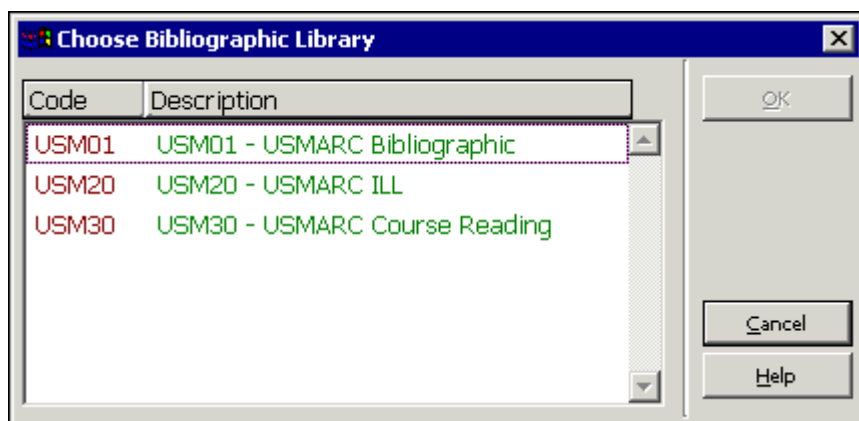
If the ID does not exist as a valid pseudo-patron, no request is created.

The same Catalog Record functionality, in the Acquisitions/Serials module (under Orders/Catalog Order), does not automatically generate a hold request.

It is NOT intended that this function be used for large-scale cataloging instead of the Cataloging module. If it is extensively used, problems may arise because of the large number of hold requests that are automatically created for the "CATALOGER".

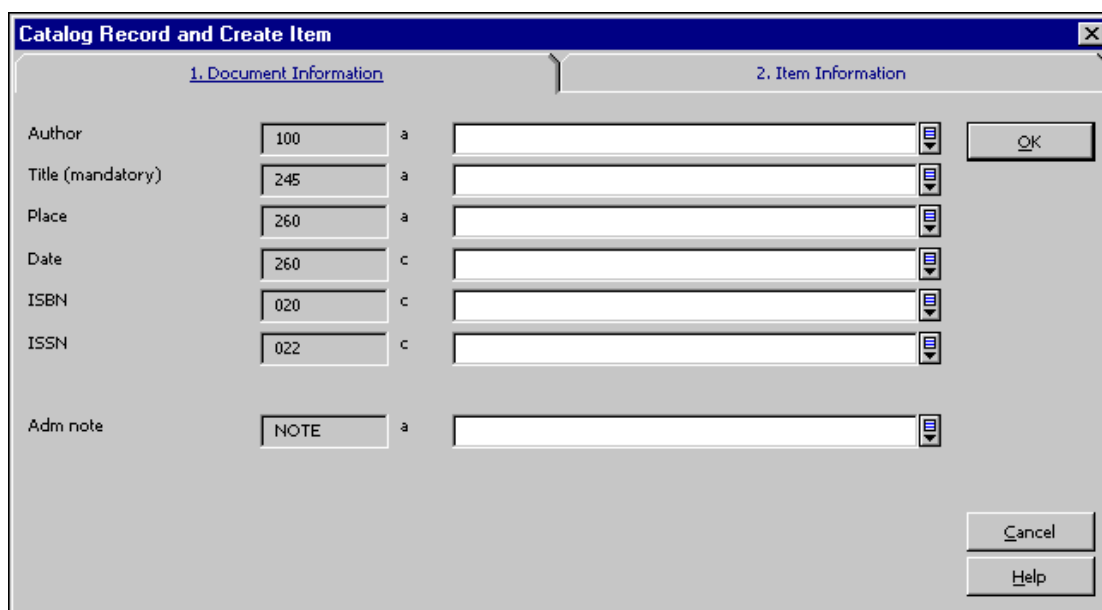
Choose this option by selecting **Items/Catalog Record and Create Item** from the Circulation module's main menu, or by clicking the **Catalog Record and Create**

**Item** icon  on the far right of the Item bar. The Choose Bibliographic Library window will be displayed. Select the bibliographic library where the bibliographic record will be stored.



The list is comprised of the bibliographic libraries that are listed as relating to the administrative library you are connected to.

Highlight the desired library and click **OK**. The Catalog Record and Create Item window will be displayed. It has two tabs: Document Information and Item Information.



Fill in the fields with the essential information for cataloging the record. Note that the record does not undergo cataloging checks. The fields displayed in this window are determined by your System Librarian.

### Note for the System Librarian

The fields in the Catalog Record window are determined by the setup in `pc_tab_acq_fast_cat.lng`. This table has to be edited in the bibliographic library (for the creation of the bibliographic record) and in the administrative library (for the creation of the administrative record). Fast cataloging defaults to FMT BK, using relevant LDR and 008 templates. However, a different FMT can be set, in which case

the default values set in `tab_tag_text` are used to set the appropriate LDR and 008 fields. The record does not undergo cataloging checks.

You can determine the bibliographic fields in the `pc_tab_circ_fast_cat.lng` table located in the administrative library by using column 5 of the table to specify that the tag is a BIB tag.

If the `pc_tab_circ_fast_cat.lng` table located in the administrative library includes at least one line with a tag that is specified as a BIB tag, the `pc_tab_circ_fast_cat.lng` table in the Bibliographic library will be ignored.

This option can be used by a Multi-ADM environment as well by a single-ADM environment.

The screenshot shows a software window titled "Catalog Record and Create Item" with two tabs: "1. Document Information" and "2. Item Information". The "2. Item Information" tab is active. The fields are arranged in two columns. The left column includes: Open Date (text box with "10/04/03"), Item Barcode (text box), Sublibrary (dropdown), Item Status (dropdown), Call Number Type (dropdown), 2nd Call Number Type (dropdown), Description (text area), OPAC Note (text area), Internal Note (text area), and Circulation Note (text area). The right column includes: Sequence Number (text box), Material Type (dropdown), Collection (dropdown), Item Process Status (dropdown), Call Number (text box), and Second Call Number (text box). On the far right, there are buttons for "OK", "Save Def.", "Cancel", and "Help".

The Item Information window has the following fields:

#### Open Date

The Open Date is the date the item record was first opened. The date is filled in automatically by the system.

#### Sequence Number

The sequence number uniquely identifies the item in the administrative record. The system will automatically assign a number.

#### Item Barcode

This information is mandatory. You can use your barcode reader to scan in the barcode that you stick on the item. Alternately, you may leave the field blank and the system will automatically assign a number as soon as you click the **Update** button.

#### Material Type

This information is mandatory. Choose the material type from the drop-down menu. The choices available on the menu are determined by the System Librarian.

#### Sublibrary



This information is mandatory. Choose the sublibrary from the drop-down menu. The choices available on the menu are determined by the System Librarian. Note that no matter what access rights you have, you can add an item to any library. However, you can only update the item if you have access rights to the sublibrary the item belongs to.

#### Collection

This information is optional. Your library may designate collections such as Maps, Oversize or 4th floor. You can choose from a list of collections that are valid for the selected sublibrary by clicking the button to the right side of the field.

#### Item Status

This field is mandatory. Item status defines the circulation policy for the material. Choose the sublibrary from the drop-down menu. The choices available on the menu are determined by the System Librarian.

#### Item Process Status

Choose one of the options that describe the item's current process status or leave the field blank.

#### Call Number Type

The Call Number Type is the method your library will use to arrange this item on the shelf. This is an optional field and should be used according to library policy.

#### Call Number

This is an alphanumeric code that identifies the shelf location of the item. Depending on how your System Librarian has set up the Items function, you may type in text, choose from a drop-down menu, or use a form to enter a call number. If your library assigns only one location to an item, be sure to fill in this Call Number field and leave the Second Call Number field blank.

#### Second Call Number Type

It is possible to use two call number schemes. In this case use this field to enter the second call number scheme. Information about the Second Call Number Type is not used when the system creates a holdings record.

#### Second Call Number

This is an alphanumeric code that identifies the shelf location of the item. Depending on how your System Librarian has set up the Items function, you may type in text, choose from a drop-down menu, or use a form to enter a call number. If your library assigns only one location to an item, be sure to fill in the first Call Number field and leave the Second Call Number field blank.

#### Description

The description field can be used for volume information (such as v.16, 1995). It is used for defining sort options.

#### OPAC Note

This note will appear in the Web OPAC.

#### Internal Note

This note will appear on the Item form.

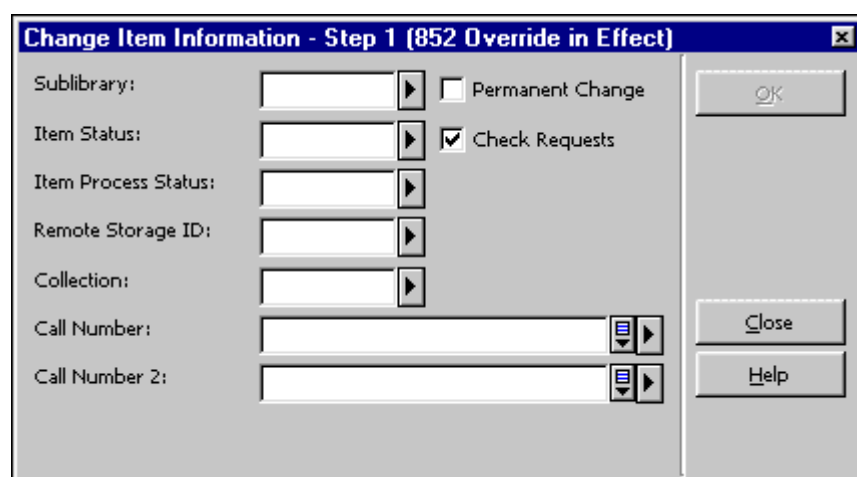
#### Circulation Note

This note will appear in Circulation transactions.

### 3.4 Change Item Information

This function lets you change information about an item such as its item status, the sublibrary and collection to which it belongs, and its location. This function assumes that you have an existing item (or a group of items) whose information you want to change.

Choose this option from the Circulation module's main menu by selecting Items/Change Item Information. The following screen is displayed:



This screen asks you to determine the new item status, sublibrary, collection, etc. for the item(s). You only need to fill in the information that you want changed in the items' records.

If you want the data in a particular field to be deleted, enter a minus sign.

If you want the change(s) to be permanent, with no chance to restore the original information, then select the Permanent Change box. When the Item has a HOL record attached to it, no permanent change is possible in the fields relating to the HOL record (852 field): sublibrary, collection and location. You can always make a temporary change.

If you want the system to check if an item has a hold request or a photocopy request placed on it, select the Check Requests box. If a hold and/or photocopy request is found, an appropriate message is displayed.

In addition, if the change is from a non short loan collection to a short loan collection, the system attempts to reallocate the request to another like item and deletes the request if the attempt fails.

Note that if you change an item status to an advance booking item status, an advance booking schedule is automatically created. If you change an item status from an advance booking item status to another item status the advance booking schedule is automatically deleted.

When you are finished filling in the form, click **OK**.

You will then receive a prompt enabling you to scan in the barcode number(s) of the item(s).

Field	New Value
Sublibrary	UHLTH
Item status	12
Item process status	
Remote Storage ID	
Collection	
Call number	
Call number 2	

This screen shows the changes that will be made to the item record(s) as soon as you enter the barcode number(s). (Note that a blank in the New Value column means that the data for a particular field will be deleted.)

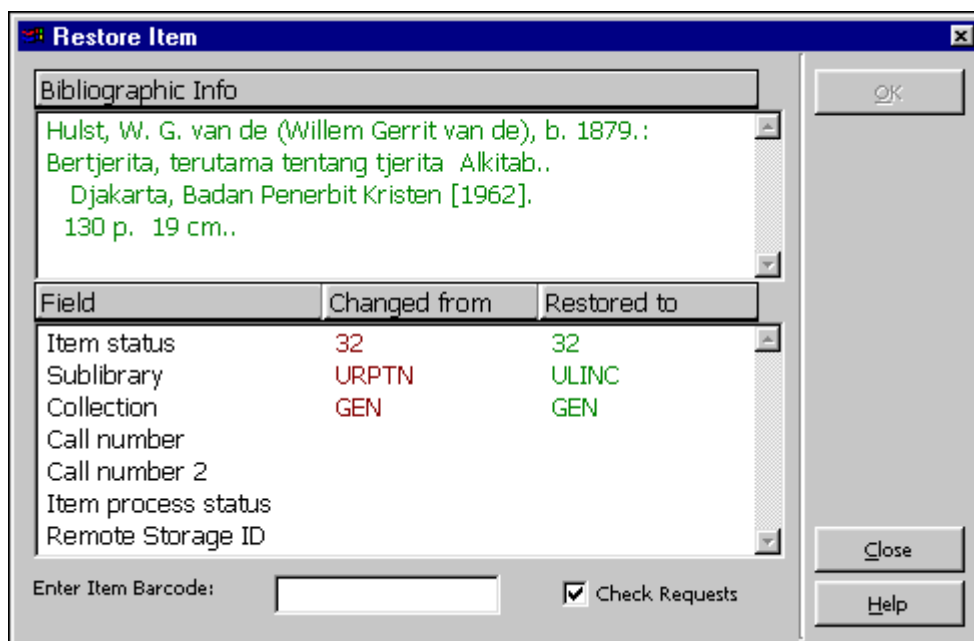
You may use the barcode reader to scan in the barcode(s). Click **OK** or press Enter after each barcode number that you enter. (If you want to scan barcodes for a number of items, you may set your barcode reader to automatically insert a carriage return (Enter) command after each barcode is scanned in.)

When you have finished changing the information for all the items you want, click **Close**.

### 3.5 Restore Item Information

This function restores information about an item that was changed using the Change Item Information function. You can only restore information if the change made was not permanent.

Choose this option by selecting Items/Restore Item Information from the Circulation module's main menu. The following screen is displayed:



To restore the information for a particular item, enter the item barcode and click **OK**. If the change you made was temporary, the screen will then display the field values that were changed earlier and restored now.

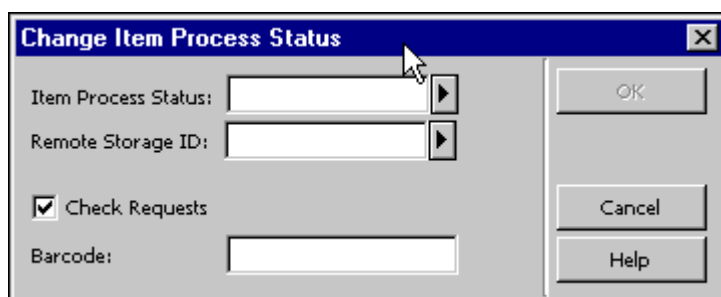
If the change you made was permanent you will receive an error message and no information will be restored after you click **OK**.

If you want the system to check if an item has a request placed on it, select the **Check Requests** check box. If a request is found, an appropriate message is displayed. In addition, if the change is from a non short loan collection to a short loan collection, the system attempts to reallocate the request to another like item and deletes the request if the attempt fails.

### 3.6 Change Item Process Status

This option is accessible from the Items / Change Item Process Status option from the Circulation module's main menu.

Use this window to update the Item Process Status or Remote Storage of a single item.



Type in the new item process status or use the pull-down menu to select from a predefined list.

Type in the new remote storage code or use the pull-down menu to select from a predefined list.

If you want to be warned when an item has an outstanding Hold Request or Photocopy request, select the Check Hold Requests box. The warning will not stop you from performing the change.

Enter or scan in the item barcode and click **OK** to make the change.

## **3.7 Media Maintenance**

### **3.7.1 What is Media Maintenance?**

*Media Maintenance* is concerned with the maintenance of equipment that is controlled by the Media Center. Examples of such equipment are DVD players, record turntables, CD players, and so on. In many instances, the equipment must undergo regular maintenance, dependent on time or usage. The purpose of the Media Maintenance feature is to bring such instances to the attention of library staff, and to track the maintenance process.

The ALEPH bibliographic record is used for identifying and describing equipment. Each group of *like* (equivalent) pieces of equipment is cataloged in a single BIB record. Each physical piece of equipment is registered in a standard ALEPH item record (Z30) using the standard client interface. You schedule the use and registration of requests and loans through standard Item Booking definitions and procedures (Web and GUI).

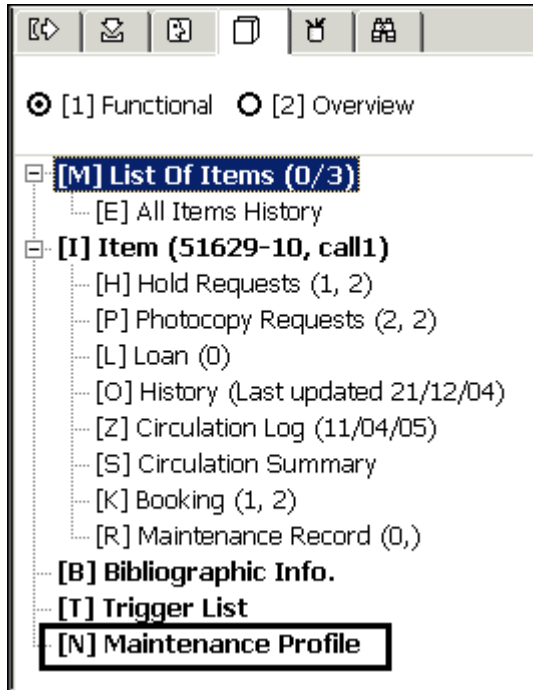
Each physical piece of equipment is entered as a copy (item), through which it can be requested and loaned (actions through which charges can be levied) or sent to maintenance. As with any other item, each physical piece of equipment belongs to a particular sublibrary and has a status, a material type, and other characteristics.

### **3.7.2 Maintenance Profile record**

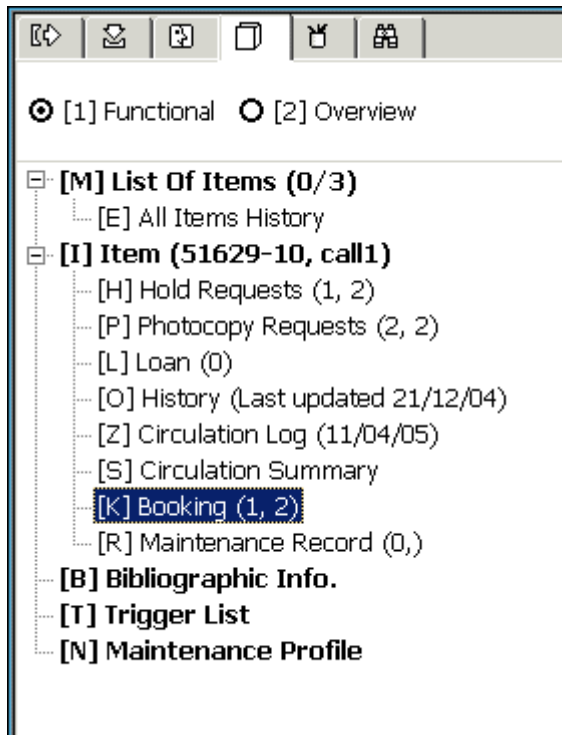
Each record that needs maintenance must have a Maintenance Profile, which determines maintenance aspects: unit type, number of units, maintenance days, maximum delay, service provider, and notes.

To create a Maintenance Profile:

1. Open the relevant item in the Items tab of the Circulation GUI and click the Maintenance Profile node.



2. Fill in all fields that are available on the Maintenance Profile form and click Update:



For details on each field of the Maintenance Profile, refer to the Online Help (F1).

### 3.7.3 Maintenance Record

Your library should run a dedicated batch job (cir-36) periodically. This service goes through all items that have a Maintenance profile (and sometimes Maintenance Records) and retrieves the list of items that are due for maintenance. Depending on

setup, the batch can also book such items (for more detail on this service, refer to Maintenance List (cir-36) on page 221). If the batch has been configured to create booking requests for the maintenance items, and the booking is created successfully, the batch will automatically create a new maintenance record for the item (provided an open one does not already exist). If a booking has not been created, a maintenance record has to be manually created. In any case, after the maintenance record exists, you can check the item out for maintenance by clicking **Send**. When the item is returned from maintenance, click **Check In** to check the item back in.

### Note

As long as an open maintenance record exists, creating a new one is not possible.

If the item is due for maintenance but is checked out, a pop-up message will be displayed when it is returned, indicating that the item is due for maintenance. You can immediately create a maintenance record and send the item to maintenance.

The Maintenance Record is available through the Items tab of the Circulation module - Maintenance Record node.

The screenshot shows two parts of a software interface. The top part is a table titled "Maintenance Record List" with columns: Date Sent, Expected Return Date, Returned Date, Service Provider, and Cost. The table contains three rows of data, with the third row highlighted in blue. To the right of the table are buttons for "New", "Duplicate", and "Delete". The bottom part is a form titled "Maintenance Record" with fields for Sent Date, EDA, Return Date, Service Provider, Reason, Note, and Cost. The "Sent Date" field is set to 14/03/2005, "Return Date" to 25/03/2005, "Service Provider" to SPROVIDER1, and "Cost" to 8.00. To the right of the form are buttons for "Update", "Save Defaults", "Send", "Check In", and "Cancel".

Date Sent	Expected Return Date	Returned Date	Service Provider	Cost
01/11/04	11/11/04	12/11/04	SPROVIDER1	12.00
02/01/05	12/01/05	10/01/05	SPROVIDER2	10.00
14/03/05	24/03/05	25/03/05	SPROVIDER1	8.00

For details on each field of the Maintenance Record, refer to the Online Help (F1).

## 4 Loans

This section explains:

- Setting Up Loan Options
- Loaning an Item

- Fast Loan
- Offline Loan
- Recalling a Loaned Item
- Reloaning an Item to the Same Patron
- Loaning an Item that is on Loan to Another Patron

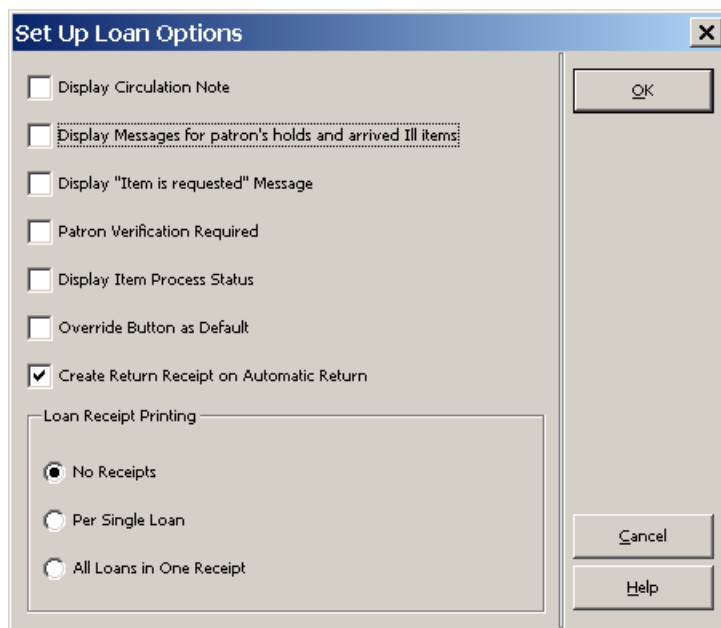
If applicable, see also the section on In-house Use on page 100. The In-house use functionality lets you record the number of times an item is used by patrons on library premises during a given period of time (usually a month or a year) as opposed to the number of times it is loaned.

Before loaning any items to a patron, you should first check the system's loan options, and adjust them according to your needs.

## 4.1 Set up Loan Options

The Set Up Loan Options window determines certain aspects of the system's functionality when performing a loan transaction.

To activate this function, select ALEPH/Options/Set Up Loan Options from the main menu. The following window will be displayed:



### Display Circulation Note

Select this option to display the item's Circulation Note when the item is loaned. The Circulation Note field is in the Cataloging module (Items tab / Items List / lower pane / General Information (2) tab).

### Display messages for patron's holds and arrived ILL

Select this option to display a message if there is an item on hold waiting for the patron. Note that the message is displayed only if the patron's on-hold item is on the hold shelf of the circulation desk of the library in which the loan is being performed.



In addition, message is displayed if an ILL item requested by this patron has arrived.

#### **Display "Item is Requested" Message**

Select this option to display a message if this item is requested by another patron.

#### **Patron Verification Required**

Select this option to require patron verification in order to perform the loan.

#### **Display Item Process Status**

Select this option to display the item process status when performing the loan. If the item is not in process this option has no effect.

#### **Override Button as Default**

This option determines whether the Override button or the Cancel Loan button is highlighted by default if the patron does not have permission to borrow the item in question. Select the option to set the Override button as the default.

#### **Create Return Receipt on Automatic Return**

This switch determines whether a return receipt will be printed to the previous borrower of the item. This option is relevant if the item that is being checked out is already registered as on loan to another patron and the system is configured to register an automatic check-in for such a loan.

#### **Loan Receipt Printing**

You can determine whether or not the system will automatically print loan receipts. To have the system automatically print receipts, you can choose whether they should be printed after each loan transaction (Per Single Loan) or only at the end of a session with a patron (All Loans in One Receipt). In the latter case, one receipt will be printed listing all of the loans made to the patron during the current session. The current session is ended either by pressing F4 (End of Current Session) or by entering another patron.


## **4.2 Loaning an Item**

When loaning an item, the system checks both the patron and the item to verify that the loan can be performed. The system checks that:

- The patron has the right to borrow the item.
- The patron's registration has not expired.
- The patron has no block codes.
- The patron has no overdue items or debts.
- The patron has not reached the limit of items that he may have on loan.
- The item may be loaned.
- The item has no hold requests.

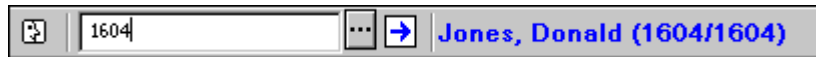
If the item is loaned to a proxy, the loan is nevertheless registered under the name of the sponsor.

### Standard Loan

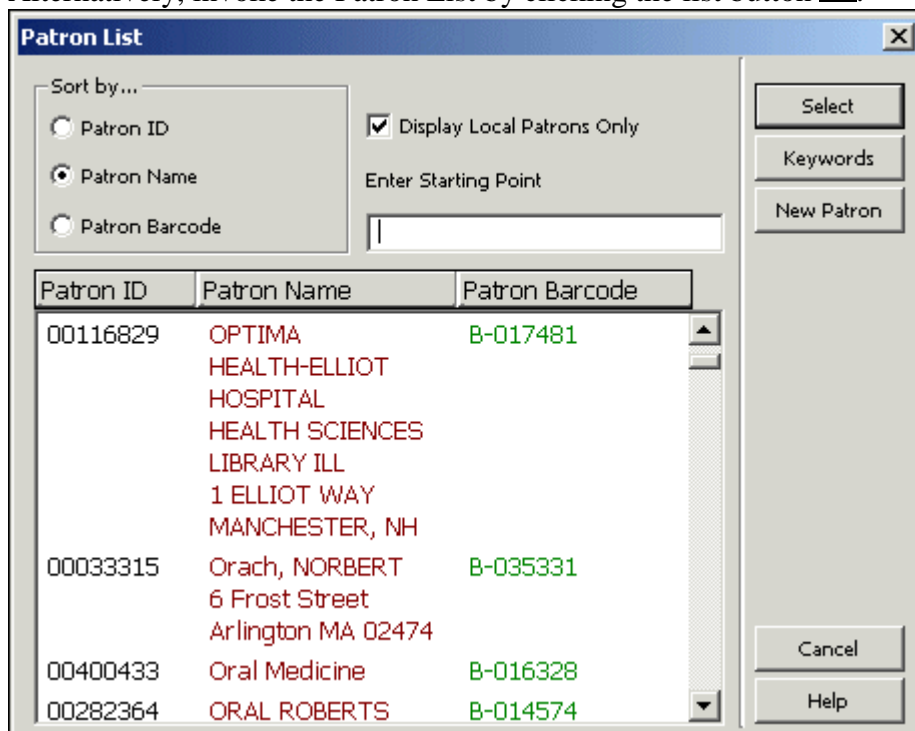
Select the Loan tab  from the Circulation module's navigation pane. The Patron Information tab will be displayed in the upper pane and the Loan Session tab will be displayed in the lower pane.

#### Step 1:

Enter the patron's ID or barcode number in the Patron bar's Patron field.



Alternatively, invoke the Patron List by clicking the list button .



Select a patron from the list. (For more details on the Patron List see The Patron List on page 26.

The patron's details will be displayed in the Patron Information tab.

<b>Patron Name</b>	BEKKEN DAVID
<b>Address</b>	97 LOWELL ST. #3 SOMERVILLE, MA 02143
<b>Telephone</b>	617-776-2204
<b>Patron Type</b>	Special borrower
<b>Patron Status</b>	Faculty

**For the System Librarian:** The definition of a Loans Desk Librarian's permissions must include the "Loan item" permission. If you want to prevent the librarian from viewing the patron's full information, deny him the "Display patron information" permission.

Step 2:

Enter the item barcode or call number in the Item bar's Item field. You may use the barcode reader to scan in the item barcode.



Alternatively, invoke the Call Numbers List by clicking the list button .

**Call Number List** x

Enter Starting Point

Call number

- 68
- 69
- 70
- 71
- 72
- 123.36.3321
- \$\$h287hj
- \$\$h523.1\$\$iH394b
- \$\$h523.1\$\$iH394c
- \$\$h666.55
- \$\$h 677.5|\$\$i D624a
- \$\$h678.3\$\$i.T34

Select an item from the Call Numbers List. (For more details see the discussion of the Item List by Call Number in the Items chapter.

If there are no hindrances (such as patron blocks) the Loan will be performed. Details about the patron will be displayed in the Patron Information tab and details about the loan will be displayed in the Loan Session tab.

Patron Information	
Patron Details   Patron Blocks   Patron Notes   Patron Loans Summary	
<b>Patron Name</b>	Aadland, Dustin
<b>Address</b>	Garden St. Boston MA 909171 90917
<b>Patron Type</b>	
<b>Patron Status</b>	01

Owe:	-56.70	New Cash
Accrued Fine:	-28.00	Pay Cash
Transferred to AR:	-5.50	Patron's Cash
Pay:	56.70	

End Session      Letter

### End Session

If the loan has not been performed yet but information has been entered in the Patron bar and/or the Item bar, clicking **End Session** will clear the screen of information about the patron and item.

If the loan has already been performed, the screen will be cleared and a loan receipt will be printed if the loan option Loan Receipt Printing was set to All Loans in One Receipt.

### New Cash

You may register a cash transaction on an ad hoc basis by clicking the **New Cash** button. A form will be displayed, enabling you to define the transaction as a debit or credit, write a descriptive note about the transaction, and link the transaction to a particular target, sublibrary, or item record.

### Pay Cash

If the patron wants to pay some or all of the money he owes, enter the amount in the Pay field and click the **Pay Cash** button. You will be asked to confirm that the patron really does want to pay the specified amount. After confirmation, the system will register as paid as many transactions as can be covered by the amount paid, starting with the earliest unpaid transaction. (A given transaction may also be partially paid. In this case, the transaction will be split into two transactions, one for the paid portion and one for the unpaid portion.) Depending on how your System Librarian has set up the system, one or more receipts will be printed.


### Patron's Cash

Click **Patron's Cash** to view the patron's cash transactions list.

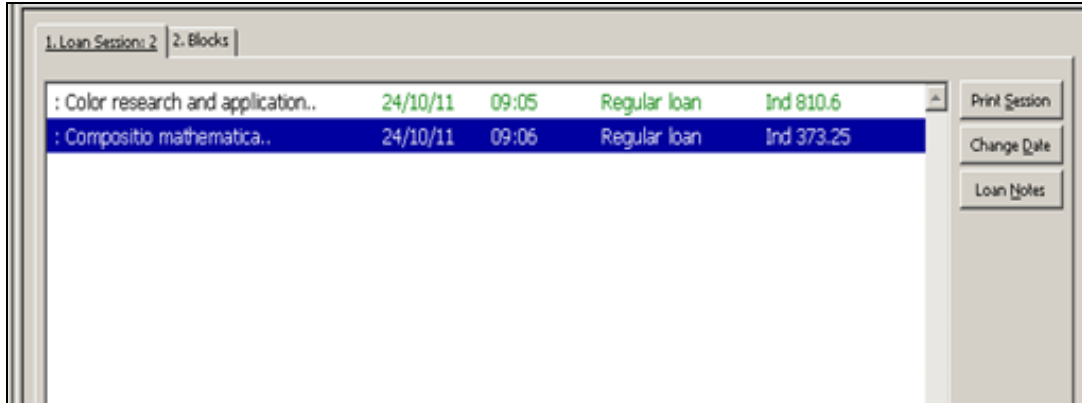
### Letter

Click Letter to print a letter to a patron. You will be able to select from a number of letter formats defined by your System Librarian. This function is also used to print the patron's circulation list and library card.



Click on  to send an e-mail message to the patron. The patron's e-mail address will automatically be inserted in the To field.

After the loan is performed its details will be displayed in the Loan Session tab.



#### Print Session

Click Print Session to print a receipt for the loans performed during the current session with the patron. When a loan receipt is printed for a loan that was performed through a proxy for his sponsor, the proxy's patron details (and not the sponsor's) are taken to fill in the loan receipt.

#### Change Date

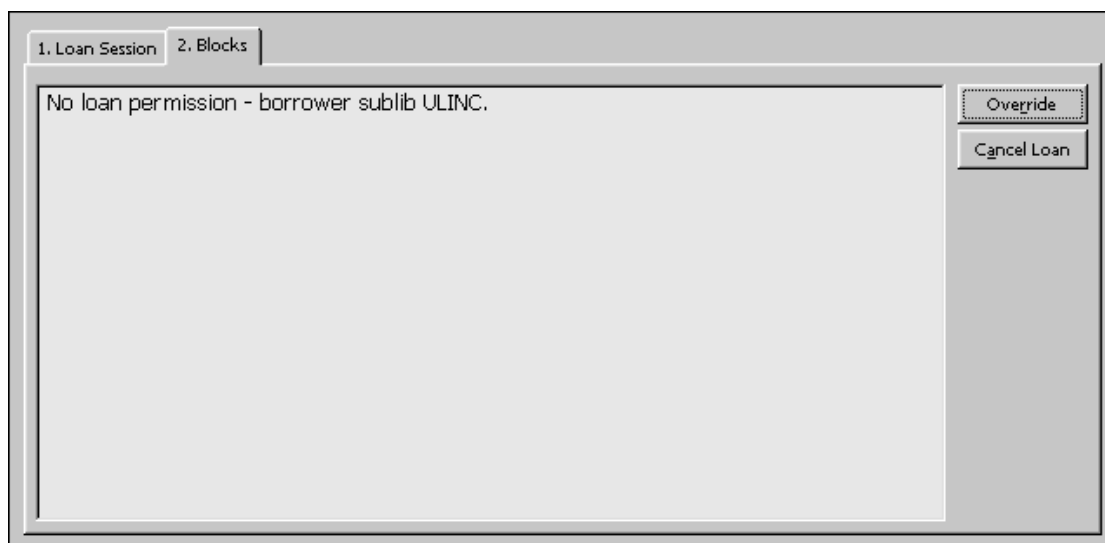
Click Change Date to change the due date for the current loan. A small window will pop up enabling you to enter a new date.

Note: If a patron's registration expires before the due date of an item being loaned, the system will automatically shorten the loan period to correspond with the expiration date.

#### Loan Notes

Click Loan Notes to enter a note that will appear on the Loan Details - Loan tab (Patron tab / Loans node - lower pane).

If there are patron blocks, they will be reported in the Blocks tab. In this case the Blocks tab will be displayed in the lower pane instead of the Loan Session tab.



#### Cancel Loan


Select Cancel Loan to cancel the loan.


#### Override

If the patron's privileges permit you to override the blocks and you have the librarian's privilege to override blocks, the Override button will be active. Select Override to perform the loan regardless of the blocks.

---

More information about the patron or the item is available on other tabs. You can go back and forth between the Loan, Patron and Item tabs in the middle of the loan transaction.

Click the Patron tab  to see the Patron Record. You will be able to see information such as the patron's loans, holds, photocopy requests, cash transactions and privileges.

Click the Item tab  to see all copies available for the bibliographic record. You will be able to see information such as the sublibrary that owns each copy, the status of each copy (how long the copy may be checked out), and the due dates of loaned items.

### 4.2.1 Loan History

To see a list of all the loan transactions performed on the station, select the History node on the Loan tab.

Patron ID	Patron Name	Item Barcode
00000241	Hernandez, RANDOLPH R.	52119-50
00001907	Kamons, Judith	HX3896

Buttons: Print, Print Patron, Item, Patron, Clear All

### Print

Highlight the lines to be printed and select **Print**.

### Print Patron

Select a line and click Print Patron to print loan receipts for all of the selected patron's loans that are listed in the history node.

### Item

Select a line and click Item to go to the item view of the loaned item.

### Patron

Select a line and click Patron to go to the patron view of the patron that made the highlighted loan.

### Clear All

Select **Clear All** to clear the list.

## 4.2.2 Fast Loan

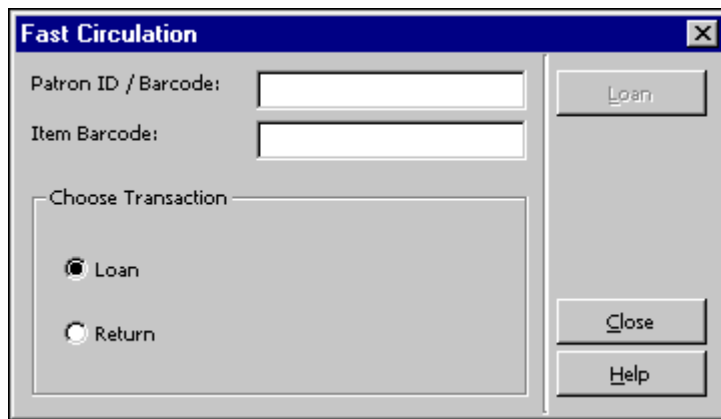
The Fast Circulation function is used to perform a fast loan or a fast return from the same basic screen.

For the sake of speed, the item's bibliographic information, loan details or the return date and the patron's details are not retrieved and are therefore not displayed. There is also no access to the Patron List or to any search for items. Therefore the transactions are performed more quickly than when using the regular Loan and Return screens.

The system checks whether the item has been requested, and runs all of the checks that are defined in the LOAN section of `tab_check_circ`. Other checks, such as whether the patron is blocked, are not checked.

To perform a loan using Fast Circulation, open the regular Circulation client. From the main menu select Circulation / Fast Circulation. The following window will be

displayed:



Select the Loan radio button. Fill in the Patron ID/Barcode and Item Barcode fields and click on the Loan button to perform the loan.

#### **For the System Librarian:**

The checks for Fast Circulation are set in the table `pc_tab_fast_circ`, which then refers to `tab_check_circ`. Whether the Override button in the Circulation Report window at the end of the circulation transaction will be enabled or not depends on the following:

- Column 4 in `pc_tab_fast_circ`:

If set to Y, overriding is allowed according to the librarian's or patron's Override privileges.

If set to N, overriding is not allowed, no matter what privileges the librarian or patron have.

- If the librarian does not have the privilege to override loan errors, or the patron for whom the loan is performed does not have this privilege, then the **Override** button is disabled when the errors report is displayed.

#### **4.2.3 Offline Loan**

This function lets you record a loan transaction on your local computer in case there is a disruption with your computer's connection to the server. Your transactions will be saved in a file which you send to the server when the connection is re-established. The system will then check the transactions and produce a check report. The system checks if the item exists or not; if there is a patron record; if there are system problems in Loan/Return (i.e., the system was unable to register the Loan/Return for any reason). If a cash transaction could not be registered when the item was returned late, the system will check if it was already on loan or if the item was declared as lost or claimed returned.

To perform a loan using Offline Circulation, open the regular Circulation client. From the main menu select Circulation / Offline Circulation. The following window will be displayed:



Choose the type of transaction by clicking the Loan radio button. Fill in the Library, Patron ID / Barcode, and Item Barcode. Click the Loan button.

Note:

For more information on what to do when the connection with the server is re-established, see Offline Circulation on page 101.

### 4.3 Recalling a Loaned Item

There is no recall function *per se*. All available items can be recalled items, if the library is set up for recalls. When the Circulation librarian creates a hold request for the item, the Recall Type field (no recall, regular or rush) and the Priority field, are set. Depending on the Recall type, running the Recall Items on Loan service (cir-13) will recall the item.

When the patron places a request using the Web OPAC, his request will always be registered as a regular recall and he cannot change this. When Recall Items on Loan (cir-13) is run, the request will be included.

An item which has a recall hold request placed on it and is loaned although it is already requested, will be recalled as it is being loaned if the matching variable in tab100, UPDATE-RECALL-DATE, is set to Y. If this is not the case, then the loan is recalled when Recall Items on Loan (cir-13) is run.

See the **Recall Functionality** chapter in the *System Librarian's Guide - Circulation* for an explanation of how to set up the Recall functionality; how to identify items that should be recalled and items whose recalls should be cancelled.

## 4.4 Reloaning an Item to the Same Patron

The reloaning of an item to the same patron after he has previously returned it can be made subject to library-defined restrictions. The System Librarian can set up a block that prevents the reloaning of an item to the same patron for a specified period.

## 4.5 Renewals

Loans can be renewed through the GUI or the Web OPAC. A patron can renew loans on his own using the Web OPAC if he has the appropriate privilege and the item status permits renewal.

If there is a reason preventing renewal a message stating the reason will be displayed. The librarian can then decide whether to cancel the renewal by clicking on Cancel or to ignore the reason and perform the renewal by clicking Override. Whether or not the same reason will be displayed the next time this loan is renewed, depends on the setup in circ.ini.

If the line RenewOverrideAllSimilar in circ.ini is set to Y, the system ignores the same error message if the loan is renewed again.

If the line RenewOverrideAllSimilar in circ.ini is set to N, the system displays and relates to an error message that has been overridden on the occasion of an earlier renew action.

There are two ways to renew a loan:

- Single Loan Renewal
- Single Loan Renewal by Barcode

### 4.5.1 Single Loan Renewal

To renew a loan:

1. In the Patron field, enter the patron's ID or barcode.

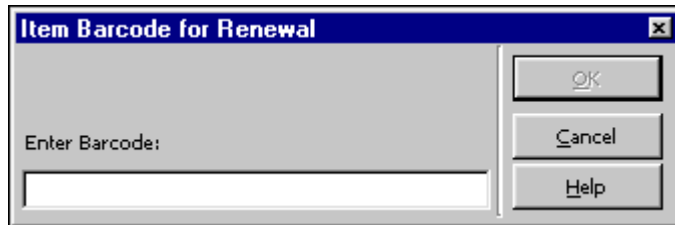


2. Click the Loans node from the Patron tab. The patron's List of Loans will be displayed in the upper pane.
3. Select the loan to be renewed and click **Renew Marked**. Note that you can also select more than one loan for renewal.
4. If there are reasons to prevent the renewal, the Renew Loan - Check Report form will be displayed. If the patron's privileges permit overriding and you have the librarian's privilege to override, the **Override** button will be active. Select **Override** to perform the renewal regardless of the reasons listed in the Renew Loan - Check Report form, or click **Cancel**.

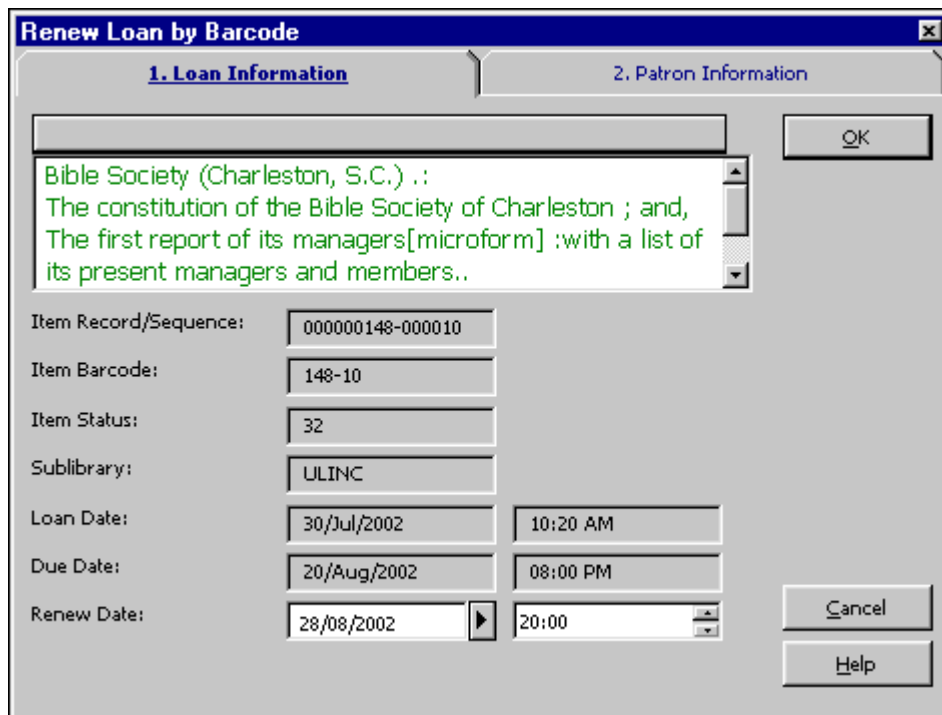
5. On the Renew Loan window that pops up, fill in the new due date and due hour and click OK.

#### 4.5.2 Single Loan Renewal By Barcode

From the main menu select Circulation / Renew Loan by Barcode. The Item Barcode for Renewal screen will be displayed:



Enter the item barcode and click **OK**. You may use the barcode reader to scan in the number. The Renew Loan by Barcode form will be displayed:



**Renew Loan by Barcode**

1. Loan Information      2. Patron Information

Patron ID: 1604      OK

Patron Barcode: 0250013491604

Patron Name: Donald Jones

45 Stone Street

Brick Lake, NJ

USA

Telephone:

Cancel      Help

The only information in this form that you may change is the renewal date and hour. The other information is for reference only.

#### Renew Date

Enter a new date manually or use the default that was calculated by the system using various parameters from tab16.

An internal calendar correction mechanism is activated if you change the date manually. If the new due date falls on a closed day, the due date will be changed to the first open day after the entered date. A manual change of the hour does not trigger the calendar correction mechanism.

#### Hour

This is the hour by which the item must be returned on the date shown to the left. The system runs on a 24-hour clock, so, in order to specify the due hour as 9 p.m., enter 21:00.

#### Note

This renew option is the only one in which Z305-LOAN-CHECK ('Check Transactions' local privilege) is consulted, so that a patron that has N in this field will not be blocked by any checks. This is therefore the recommended option for the handling of pseudo-patron loans such as loans to sublibraries or library departments.

### 4.5.3 Renew All

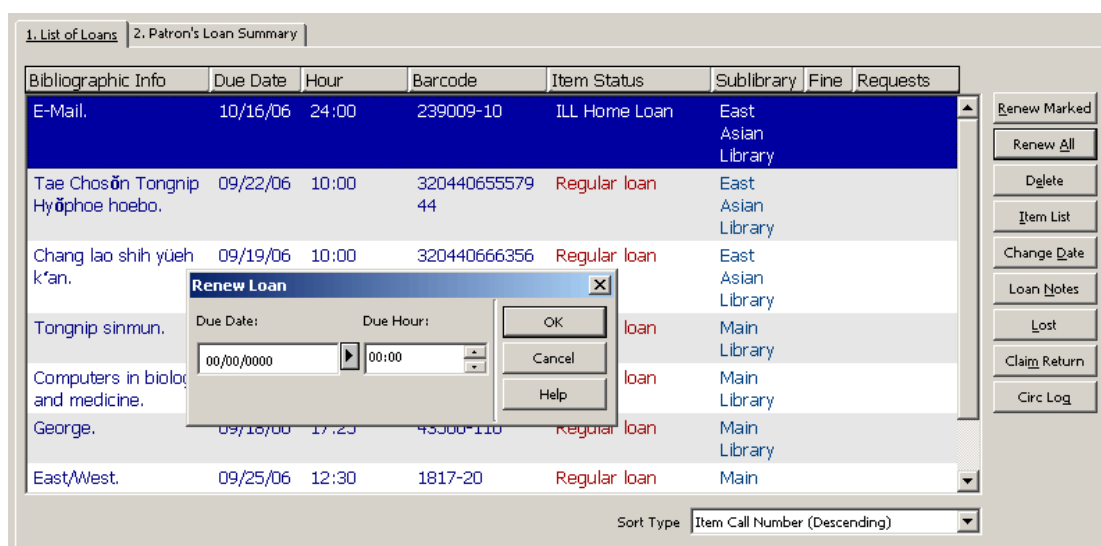
The Renew All function performs the Renew process for all the loans on the patron's List of Loans without the need to highlight every single loan. To renew more than one loan, select the required loan and click **Renew Marked**. To view the List of Loans in

the upper pane, select the Loans node from the Patron tab. To initiate the Renew All process, click **Renew All** on the List of Loans.

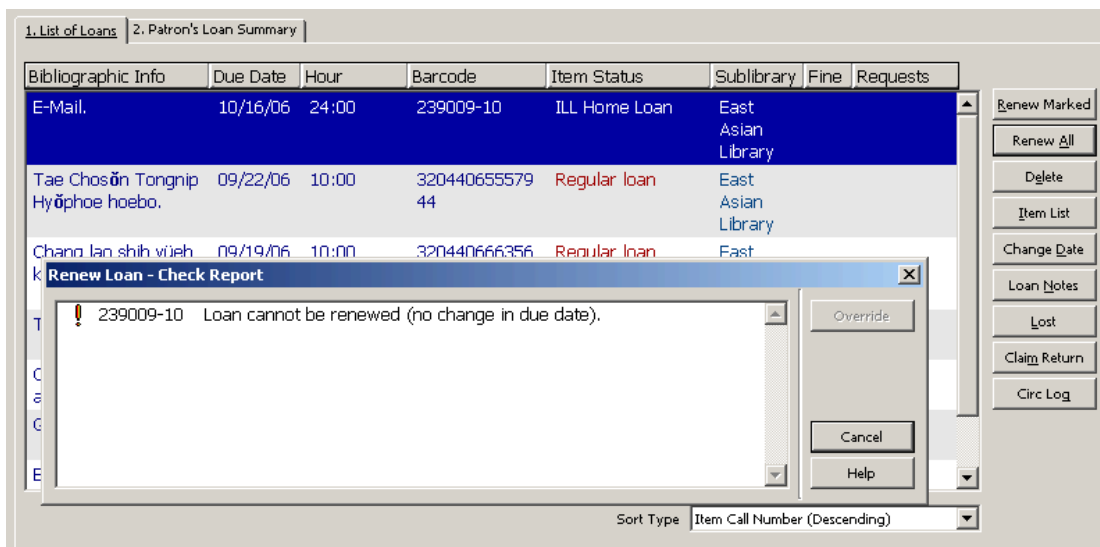


The Renew Loan window pops up with 00/00/0000 as the default value for the due date and 00:00 as the default value for the due hour. These values are not actually used. Each loan will receive a new due date calculated individually according to the setup in tab16. Click **OK** to accept.

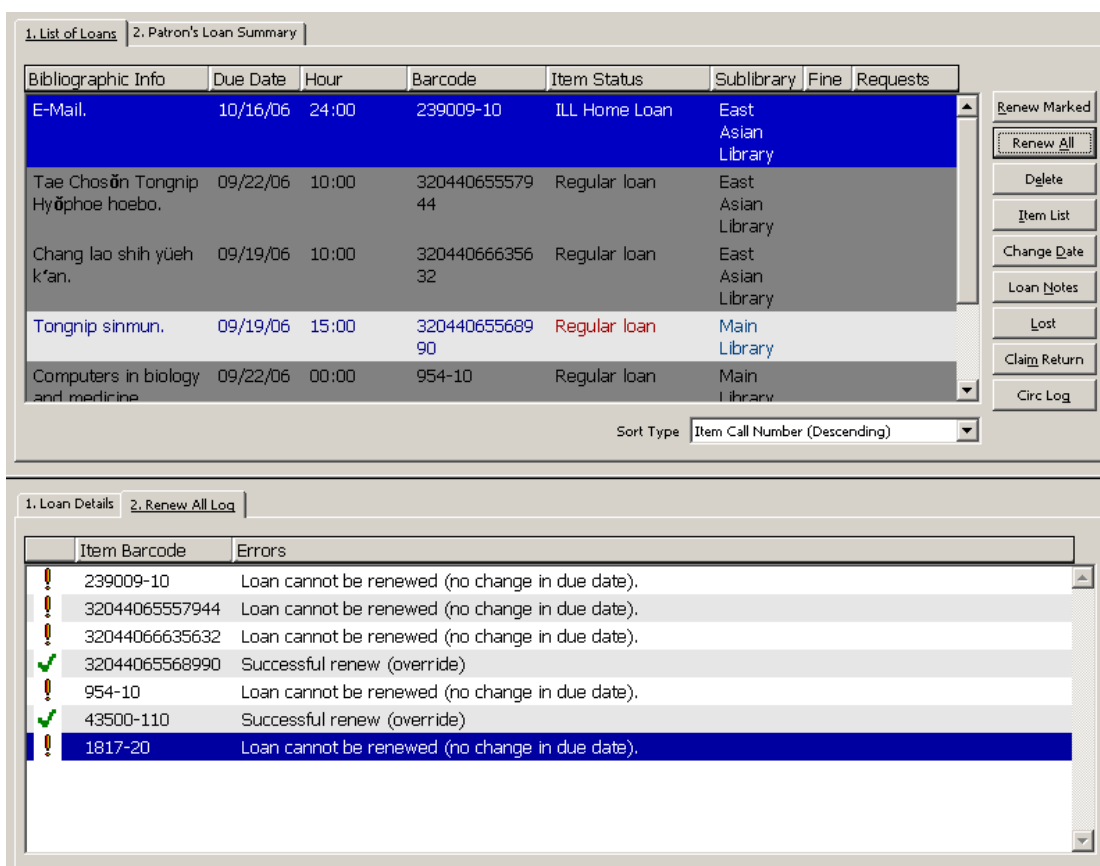
To renew all loans to the same due date, enter a due date and due hour manually and click **OK**.



If the system encounters a problem when trying to renew a loan, the Renew Loan - Check Report window will be displayed (except if the system is set to automatic override, see below). Click **Override** to disregard the problem and renew the highlighted loan or click **Cancel** to skip the highlighted loan and move on to the next line.



As the system proceeds through the lines, a log for each line will be added in the Renew All Log tab in the lower pane.



When renewing through Renew All, the system performs the following checks according to the setup in circ.ini:

If DisplayRenewAllCheckWindows = Y:

First, the system checks the Renew All, by using the section RENEW-GBL in tab\_check\_circ, in order to catch a general error, usually caused by a passed patron expiration date. If a reason for not renewing the loan is encountered (according to the section RENEW-GBL in tab\_check\_circ), then the Renew Loan - Check Report window pops up showing all specific loan errors. This error message can be overridden by clicking Override. If it is not overridden, the system cannot proceed and no renewal can be initiated.

Secondly, the system checks all loans, trying to renew every one. For every loan that is renewed, a message, Successful Renew, is displayed in the Renew All Log tab in the lower pane. If a reason for not renewing the loan is encountered (according to the section RENEW in tab\_check\_circ), then the Renew Loan - Check Report window pops up showing all specific loan errors. This error message can be overridden by clicking **Override**. If it is not overridden, the loan that it refers to cannot be renewed. At the same time, a matching line with errors is added to the Renew All Log tab in the lower pane. If the error message is overridden, the loan is renewed and the message "Successful Renew (Override)" is displayed in the Renew All Log tab.

All the loans that were not renewed due to problems that were not overridden, are highlighted. The error messages are shown in the Renew All Log tab in the lower pane together with the item's barcode. For every renewed loan, a message "Successful Renew" or "Successful Renew (Override)" is displayed in the Renew All Log tab. Clicking a specific line in the Renew All Log tab highlights the matching loan in the upper part. Clicking a line in the List of Loans highlights its message line. The unrenewed loans are not displayed as highlighted the next time the patron record is retrieved.

If DisplayRenewAllCheckWindows = N:

No error message boxes are displayed during the Renew All process, and all the loans in the list are handled automatically, according to the flag OverrideRenewAllChecks in the [LoanList] section of circ.ini.

If OverrideRenewAllChecks = Y:

All renew errors are ignored and the message "Successful Renew (Override)" is displayed in the Renew All Log tab for each renewal that encountered a reason for not renewing the loan (simulating the Override button).

If OverrideRenewAllChecks = N:

Renewals are not performed (simulating the Cancel button), and the errors messages of the renewal attempts are displayed in the Renew All Log tab.

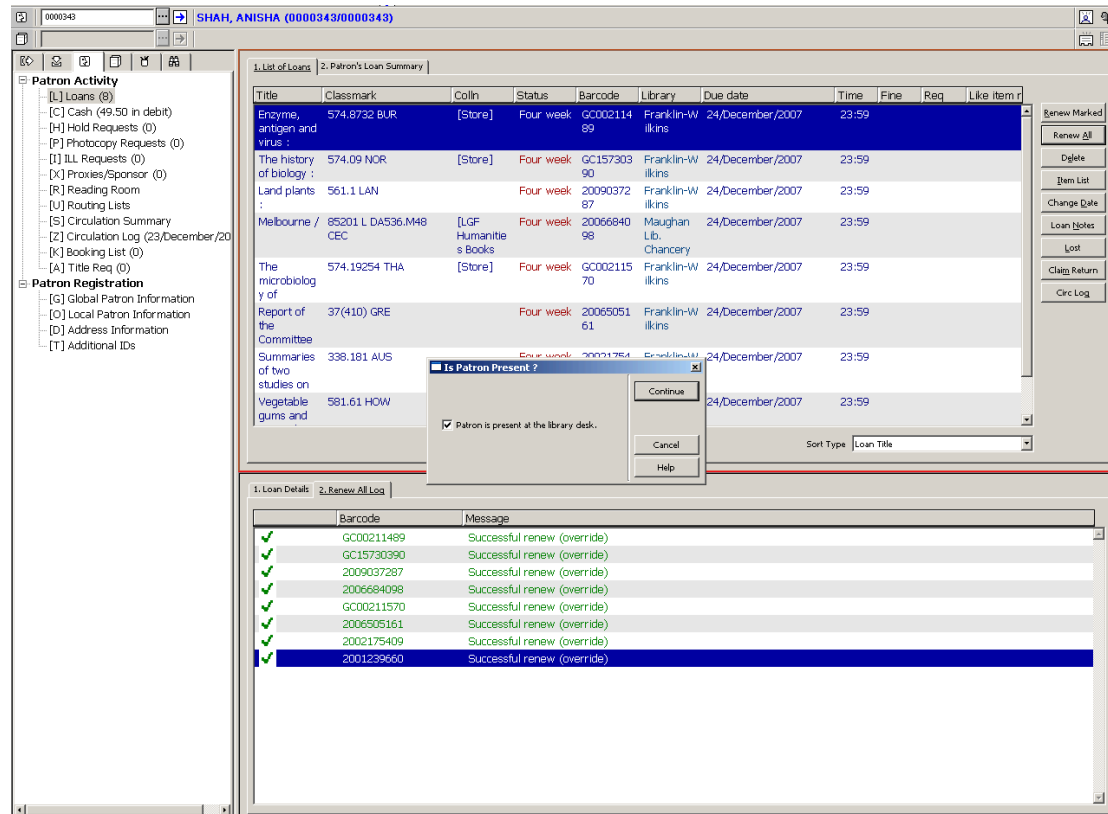
If WantBorListOnRenewAll = Y:

If RenewOverrideAllSimilar is set to Y, the system ignores the same error message if the loan is renewed again.

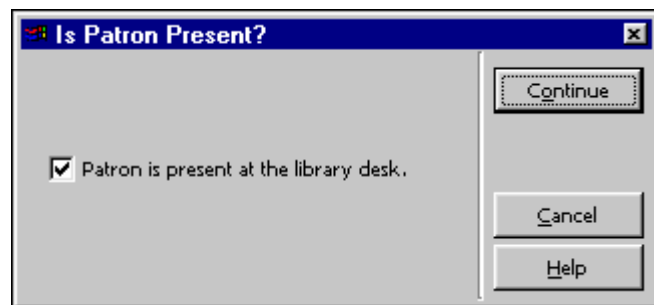
If RenewOverrideAllSimilar is set to N, the system displays and relates to an error message that has been overridden on the occasion of an earlier renew action.

A printout (bor-list-renew-all) is automatically produced after the Renew All procedure has been performed. It includes the same information as bor-list. In addition to this, it also lists the reasons for those loans which have not been renewed.

After the end of the Renew All procedure the following dialog window pops up which contains a check box asking whether or not the patron is present at the library desk:



If the check box is marked, meaning that the patron is present, the printing parameters are taken from the print.ini, function name BorListRenewAll. If not, they are taken from the function BorListRenewAllRemote.



If WantBorListOnRenewAll is set to N, the Is Patron Present? window does not pop up and automatic printing is not triggered.



#### 4.5.4 Renew Through Service

Loans can also be renewed through the cir-08 (Renew Items on Loan) and cir-10 (Courtesy Notices) services. These services are available from the Services menu. In this case, the renew librarian is registered as BATCH.

## 5 Due Dates

This chapter includes the following sections:

- Due Dates for Future Loans
- Due Dates for Current Loans
- Change Due Date while Loaning Item
- Renewals

### 5.1 Due Dates for Future Loans

Due dates are computed daily for each combination of item/patron status. This computation takes into account days on which the library is closed.

You can view the results of this computation in the Circulation GUI from the Loans tab:

The screenshot displays the ALEPH Circulation GUI. The main window title is "ALEPH Circulation - Version 16.02" and the library is "USM50 - USMARC Administrative (USM50)". The server is "10.1.235.19:6395 (16.)". The interface shows a table of active due dates for various items and patrons. The table has columns for Item Status, Patron Stat, Due Date, Due Date - Requested, Due Hour, and Due Hour - Requested. The data is as follows:

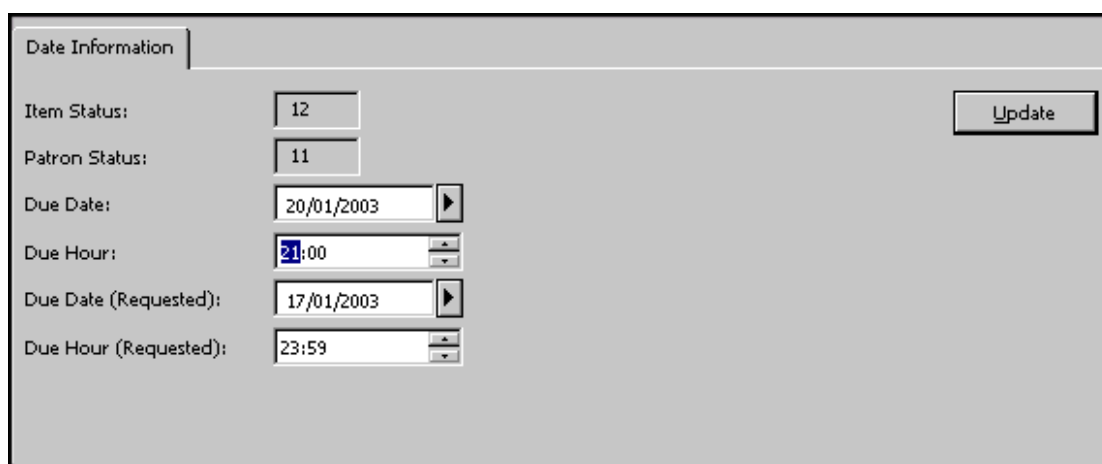
Item Status	Patron Stat	Due Date	Due Date - Requested	Due Hour	Due Hour - Requested
71	09	18/03/04		20:00	
71	11	11/03/04		09:00	
99	10	11/03/04		09:00	
99	01	11/03/04		09:00	
99	02	11/03/04		09:00	
99	03	11/03/04		09:00	
99	04	11/03/04		09:00	
99	05	11/03/04		09:00	
99	06	11/03/04		09:00	
99	07	11/03/04		09:00	
99	08	11/03/04		09:00	
99	09	11/03/04		09:00	
99	11	11/03/04		09:00	
35		11/03/04		14:34	

Below the table is the "Data Information" section, which includes fields for Item Status (99), Patron Status (02), Due Date (11/03/2004), Due Hour (09:00), Due Date (Requested) (11/03/2004), and Due Hour (Requested) (09:00). There is an "Update" button to the right of the fields.

To display the Active Due Dates screen in the upper pane, click the Active Due Dates node.

The list of due dates is filtered for the sublibrary that is displayed. The due date and due hour shown are assigned to items when they are loaned. The Due Date and Due Hour columns show the due date and due hour that are assigned to items that have not been requested at the time of the loan. The Due Date - Requested and Due Hour - Requested columns show the due date and due hour that are assigned to items that have had hold requests placed on them. If no date is displayed in the Due Date - Requested column, the regular due date is used.

The lower pane displays details of the line that is highlighted in the upper pane:



The screenshot shows a window titled "Date Information" with a tabbed interface. The "Date Information" tab is active. The form contains the following fields and controls:

- Item Status: 12
- Patron Status: 11
- Due Date: 20/01/2003 (with a right-pointing arrow)
- Due Hour: 21:00 (with up/down arrows)
- Due Date (Requested): 17/01/2003 (with a right-pointing arrow)
- Due Hour (Requested): 23:59 (with up/down arrows)
- An "Update" button is located in the top right corner.

You can change and update date and hour fields that were explicitly set by the system (such as 10/09/2004). Dates that were calculated (such as three days from now) are not updateable. Click the **Update** button to save the change and send it to the server.

Note that dates that have been changed stay in effect until the end of the day. At midnight, the system recalculates the due dates on the basis of the relevant tables.

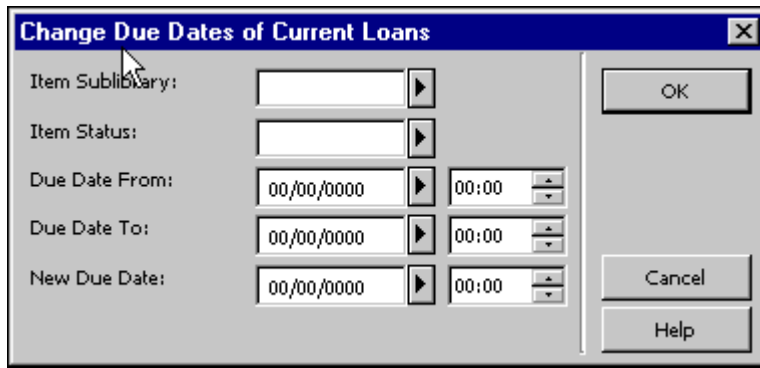
## 5.2 Due Dates for Current Loans

You can change due dates for items that are currently on loan. You can edit due dates either for a group of items that meet specific criteria, or for an individual item loaned to a specific patron.

### 5.2.1 Group of Items

To change the due dates for a group of items that are currently on loan, follow these steps:

1. From the main menu select ALEPH / Dates / Change Due Dates of Current Loans. The following form is displayed:



2. Fill in the form and click **OK**.

The following section explains each field in the form:

#### Item Sublibrary

Use this filter to change the due dates for loans of items from a specific sublibrary. To choose from a list, click on the arrow.

#### Item Status

Use this filter to change the due dates for loans of items with a particular item status. To choose from a list, click on the arrow.

#### Due Date From

You can change all loans whose due dates fall after this date. Alternatively, you can use this field together with the Due Date To to enter a range of dates for which the loans are currently due. In this case, the Due Date From is the earliest date in the range.

To the right of the Due Date From field is another field. This shows the hour by which the item must be returned on the date shown to the left. The system runs on a 24-hour clock, so, in order to specify the due hour as 9 p.m., enter 21:00.

#### Due Date To

You can change all loans whose due dates fall before this date. Alternatively, you can use this field together with the Due Date From to enter a range of dates for which the loans are currently due. In this case, the Due Date To is the latest date in the range.

To the right of the Due Date To field is another field. This shows the hour by which the item must be returned on the date shown to the left. The system runs on a 24-hour clock, so, in order to specify the due hour as 9 p.m., enter 21:00.


#### New Due Date

Enter the New Due Date and Due Hour on the last line of the form and click OK. A pop-up message tells you how many of the due dates matching your filters have been changed.

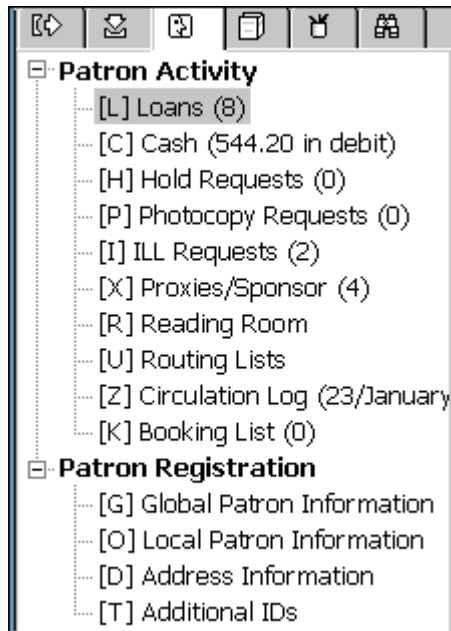
### 5.2.2 Individual Item Loaned to Patron

To change the due date for current loan, follow the steps below:

1. From the Patron bar, click the Patron icon. In the Patron field, type the barcode or the ID of the patron who has borrowed the item:

Click  or press Enter.

2. Click the Loans node from the Patron tree:

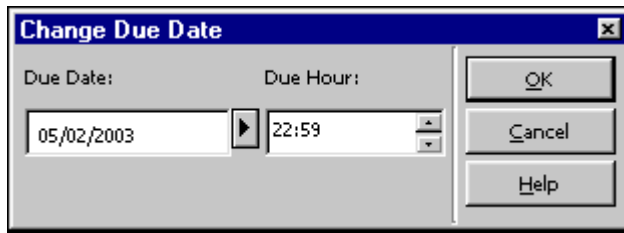


The patron's List of Loans is displayed in the right upper pane:

Bibliographic Info	Due Date	Hour	Barcode	Item Status	Sublibrary	Fine	Requests
E-Mail.	10/16/06	24:00	239009-10	ILL Home Loan	East Asian Library		
Tae Chosŏn Tongnip Hyŏphoe hoebo.	09/22/06	10:00	320440655579 44	Regular loan	East Asian Library		
Chang lao shih yüeh k'an.	09/19/06	10:00	320440666356 32	Regular loan	East Asian Library		
Tongnip sinmun.	09/19/06	15:00	320440655689 90	Regular loan	Main Library		
Computers in biology and medicine.	09/22/06	00:00	954-10	Regular loan	Main Library		

Sort Type:

On the List of Loans, highlight the loan whose details you want to change and click Change Date. The Change Due Date form pops up:

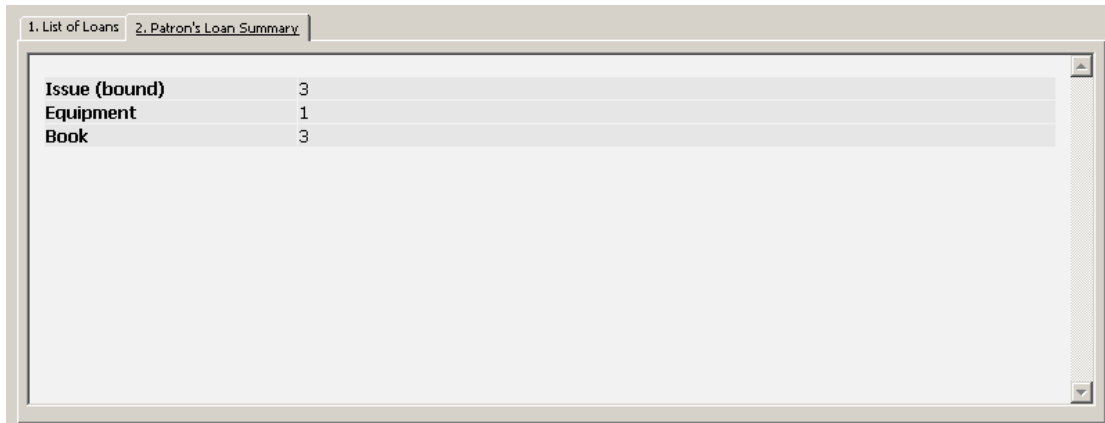


3. In the Change Due Date form, enter the new due date and due hour and click **OK**.

Note that a patron's expiration date can be prior to the due date of a loan. In this case, the system automatically shortens the loan period to correspond with the patron's expiration date.

If you extend a loan due date by manually changing the due date, the original due date is updated accordingly.

The loan list also has a 'Patron's Loan Summary' tab, which summarizes the item material types that are on loan to the patron.




**For the System Librarian:**


Note that you can change the date of several loans at the same time. This can be done by selecting more than one line (using the Shift button) and then clicking **Change Date**.

### 5.3 Change Due Date while Loaning Item

You can change the due date that has been calculated by the system when you loan an item to a patron. To do so, follow the steps below:

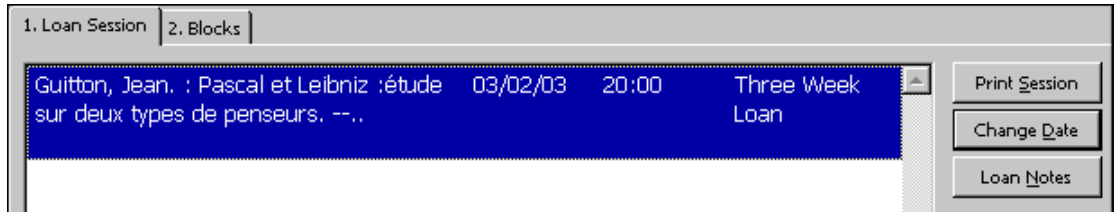
1. Open the Loans tab.
2. In the Patron field, type the barcode or the ID of the patron who wants to borrow the item. Click  or press Enter.



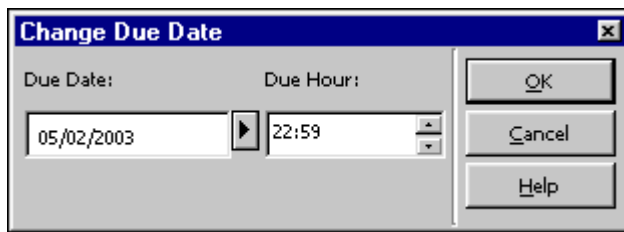
- In the Item field, type the barcode or the call number of the item that the patron wants to borrow. Click  or press Enter.



- In the lower pane, click **Change Date**:



The Change Due Date form pops up.



- In the Change Due Date form, enter a new due date and due hour, and click **OK**.

Note that a patron's expiration date can be prior to the due date of an item being loaned. Whether or not the system shortens the due date to fall within the patron's registration period, depends on the system setup.

#### **For the System Librarian:**

Note that you can change the date of several loans at the same time. This can be done by selecting more than one line (using the Shift button) and then clicking **Change Date**.

## **5.4 Library Open Hours Management Interface**

The Open Hours node of the Loan Tab enables you to view and update a sublibrary's opening and closing hours' schedule. The schedule that is displayed is that of a specific sublibrary or remote depository, as selected by the user from the drop-down list found on the upper part of the pane. If all sublibraries in the system have been defined by your system librarian to belong to the same group, the schedule of all sublibraries will be viewed and updated together. If the same schedule is shared by other sublibraries, a warning will be issued prior to any update of the schedule. In that case, you must have update privileges for all of the sublibraries who share the same schedule.

The pane is split into the following two tabs:

- **Weekly Schedule** – Enables you to manage the regular weekly schedule. Opening and closing hours for the weekdays are defined in this tab.
- **Exceptions** – Enables you to manage exceptions in the regular schedule. Exceptions may either be days on which the library is closed or days in which the opening hours differ from the regular weekly schedule.

**Note:**

Any changes in Open Hours must be saved on the server before changing the GUI interface language.

## 6 Returns

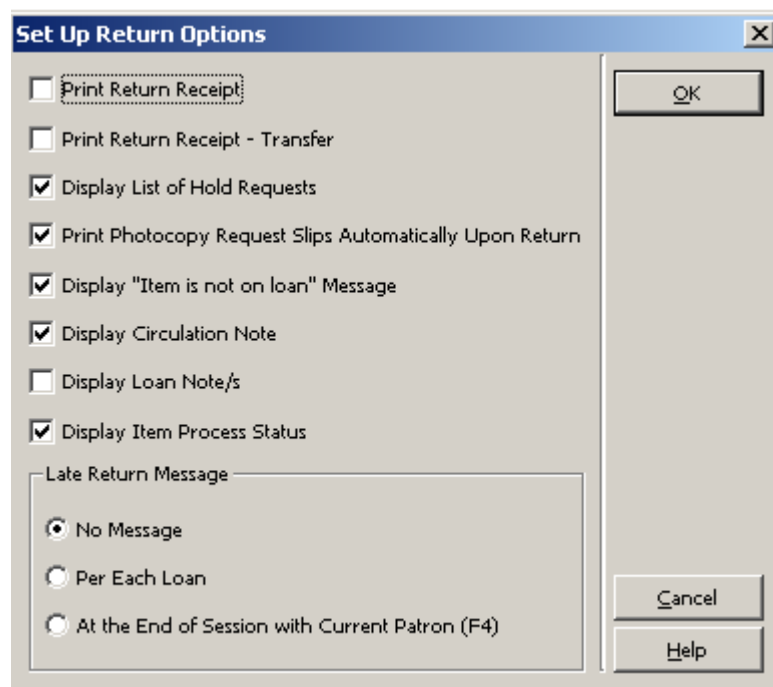
This chapter includes the following sections:

- Setting Up Return Options
- Returning an Item
- In-House Use
- Change Return During Return

Before returning any items, you should first set up the system's return options.

### 6.1 Setting Up Return Options

To activate this function, select ALEPH / Options / Set Up Return Options from the Main menu. The following screen will be displayed:



#### Print Return Receipt

Click this box if you want the system to automatically print a receipt for each return transaction.

#### Print Return Receipt - Transfer

Click this box if you want the patron to receive a receipt even though the item needs to be transferred to another site.

#### Display List of Hold Requests

Click this box if you want the system to automatically display a list of holds for the returned item.

#### Note

If the item being returned is detected as requiring "transfer", the option for displaying the list of hold requests on return will not be in effect. An item requires transfer either when it belongs to a library that is different than the workstation's library, or when the first hold request in the queue has been requested for pickup at a different library.

#### Print Photocopy Request Slips Automatically Upon Return

Click this box if you want the system to automatically print photocopy request slips for the returned item.

#### Display "Item is not on loan." Message

Click this box if you want to be notified that an item you are trying to return is in fact not on loan.

#### Display Circulation Note

If you check this box, the Circulation Note that was entered in the Item Record will be displayed when a patron returns the item. The Circulation Note field can be found in the Items module, in the Item form under the tab General Information (2).

#### Display Loan Note/s

If you select this checkbox, the Loan Note that was entered when the item was loaned is displayed when a patron returns the item.

#### Display Item Process Status

Click this box if you want to display a prompt with the item's process status.

#### Late Return Message

Decide if and when you want to be notified that an item has been returned late.

- **No Message:**  
Click this button if you do not want to be notified.
- **Per Each Return:**  
Click this button if you want to be notified after each return transaction.
- **At the End of Session with Current Patron (F4):**  
Click this button if you want to be notified at the end of a series of



return transactions for a specific patron.

The end of a session with a patron is marked by pressing the F4 key. (F4 is the standard setup for end of session with patron. It can be changed in the file accel.dat.)

**Note:** If you do not want to get the “item must be returned to remote storage facility” message during return action, set **RemoteStoreMessage** entry of circ.ini to **N**.

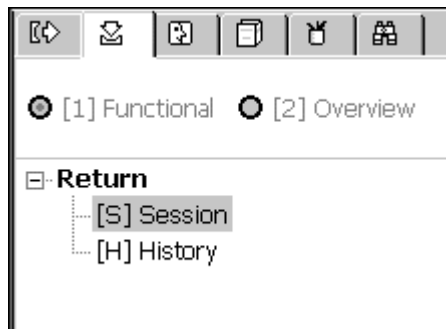
## 6.2 Returning an Item

There are three ways of returning an item:

- Standard Return
- Fast Return
- Offline Return

### 6.2.1 Standard Return

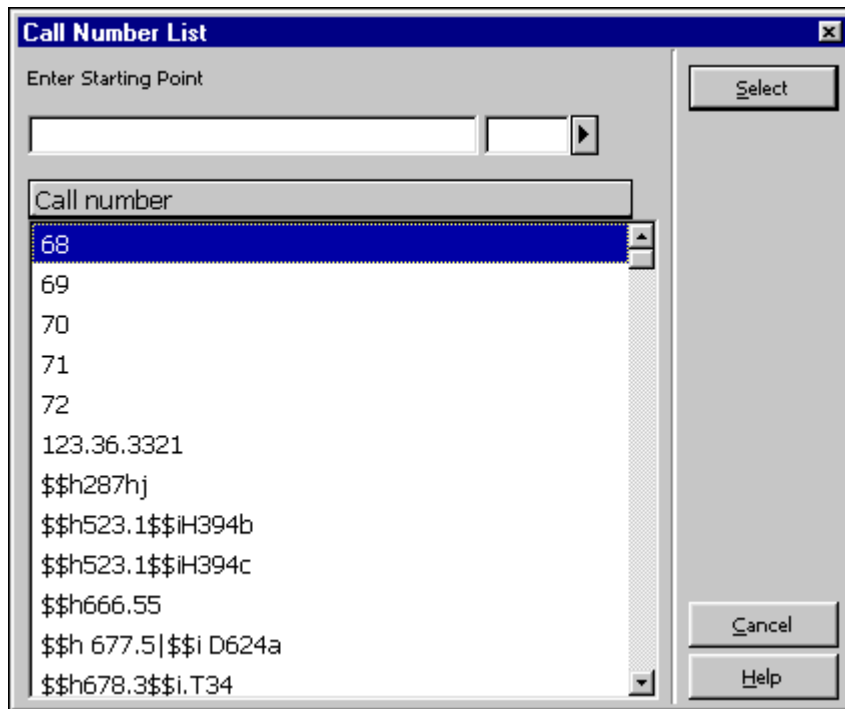
Click the Return tab.




Enter the item barcode or call number in the Item bar's Item field. You may use the barcode reader to scan in the item barcode.



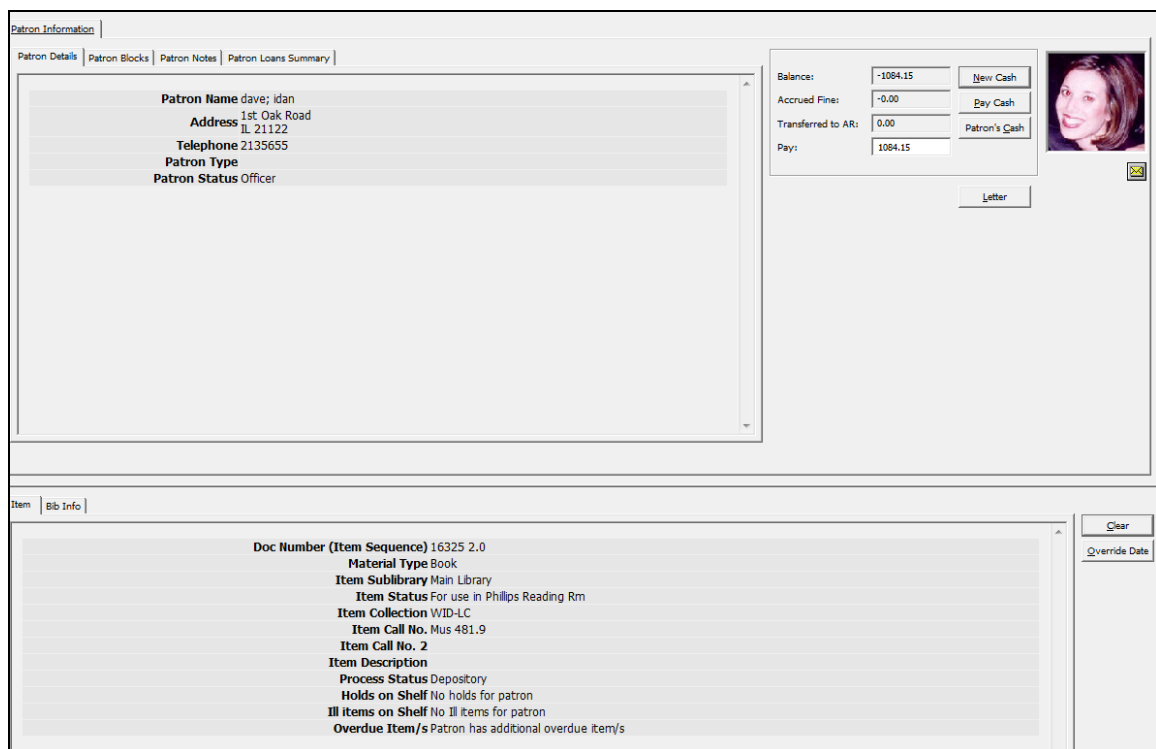
Alternatively, invoke the Call Numbers List by clicking the list button .



Select an item from the Call Numbers List. (For more details see the Items chapter.)

Click the arrow  to perform the return.

The Patron Information tab will be displayed in the upper pane and the Return Session tab will be displayed in the lower pane.



In a case where the system detects that your workstation is not identified as the home

sublibrary of the item being returned, but does accept returns for another sublibrary, the system will automatically print out a transfer slip for the item, and display a message instructing you to transfer the item to the owning sublibrary.

Depending on the return options setup, in a case where there are photocopy requests for the item, a photocopy slip will be printed

Depending on the return options setup, in a case where there are hold requests for the item, either a warning message will be displayed or the List of Hold Requests will be displayed. You can use this window to select a request and notify a patron that the item is available. Again, depending on your setup, if there is only one request on your list, after a few seconds, it is automatically selected.

If the item that is being returned is detected as required for maintenance, the system will display a message, along with the date on which the item is expected to be available for maintenance.

The Return window also shows whether or not an item that the patron requested is available for him on the hold shelf. This information is available for hold and ILL requests. When a patron returns any item, the librarian can tell him that a requested item can now be picked up.

The information is on the last two lines of the lower part of the Return window. The caption of the first line is: "Holds on shelf". The messages are "No holds for patron" or "Patron has holds on shelf" accordingly. The caption of the second line is "ILL items on shelf". The messages are "No ILL items for patron" or "Patron has ILL items on shelf" accordingly. This is not dependent on the return options and is always displayed. If the patron has additional overdue items (not including the item that is currently being returned), the message "Patron has additional overdue item/s" is displayed. If the patron has no overdue items, the message: "No overdue items for patron" is displayed.

#### Clear

Click **Clear** to erase information about the patron and item that appear on the Return form.

#### Override Date

Click **Override Date** to register a return date that is earlier than the current date. The override is active until it is deactivated or until the Return window is closed. Enter a new due date and hour and click OK.

#### New Cash

You may register a cash transaction on an ad hoc basis by clicking the **New Cash** button. A form will be displayed, enabling you to define the transaction as a debit or credit, write a descriptive note about the transaction, and link the transaction to a particular target, sublibrary, or item record.

#### Pay Cash

If the patron wants to pay some or all of the money he owes, enter the amount in the Pay field and click the **Pay Cash** button. You will be asked to confirm that the patron really does want to pay the specified amount. After confirmation, the system will

register as paid as many transactions as can be covered by the amount paid, starting with the earliest unpaid transaction. (A given transaction may also be partially paid. In this case, the transaction will be split into two transactions, one for the paid portion and one for the unpaid portion.) Depending on how your System Librarian has set up the system, one or more receipts will be printed.


#### Patron's Cash

Click the **Patron's Cash** button to see all of the cash transactions that the returning patron has.

#### Letter

Click Letter to print a letter to a patron. You will be able to select from a number of letter formats defined by your System Librarian. This function is also used to print the patron's circulation list and library card.



Click on  to send an e-mail message to the patron. The patron's e-mail address will automatically be inserted in the To field.

### 6.2.2 Fast Return

The Fast Circulation option gives you the possibility to perform a loan or a return from one screen. Details of the item and the patron are not retrieved by the system so the transactions are performed more quickly than when using regular Loan and Return options.

For the sake of speed, the item's bibliographic information, loan details or the return date and the patron's details are not retrieved and are therefore not displayed. There is also no access to the Patron List or to any search for items.

To perform a return using Fast Circulation, follow these steps:

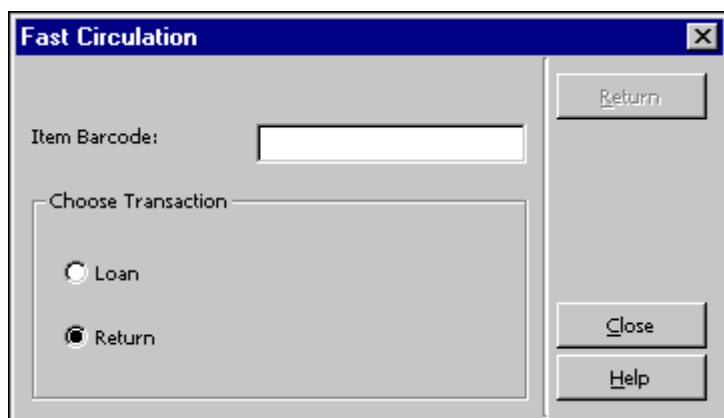
#### Step 1:

Open the regular Circulation client. Choose Circulation from the Main Menu. From the Circulation menu, choose Fast Circulation. The following window will be displayed:

A screenshot of a software dialog box titled "Fast Circulation". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there are two text input fields: "Patron ID / Barcode:" and "Item Barcode:". Below these fields is a section labeled "Choose Transaction" containing two radio buttons: "Loan" (which is selected) and "Return". On the right side of the dialog, there are three buttons: "Loan", "Close", and "Help".

#### Step 2:

Click on the Return radio button. The screen will change to:



Fill in the Item Barcode field and click **Return**.

**For the System Librarian:**

Whether the Override button in the Errors Report window at the end of the circulation transaction will be enabled or not is dependent on the following:

- Column 4 in pc\_tab\_fast\_circ:

If set to Y, overriding is allowed according to the librarian's or patron's override privileges.

If set to N, overriding is not allowed, no matter what privileges the librarian or patron have.

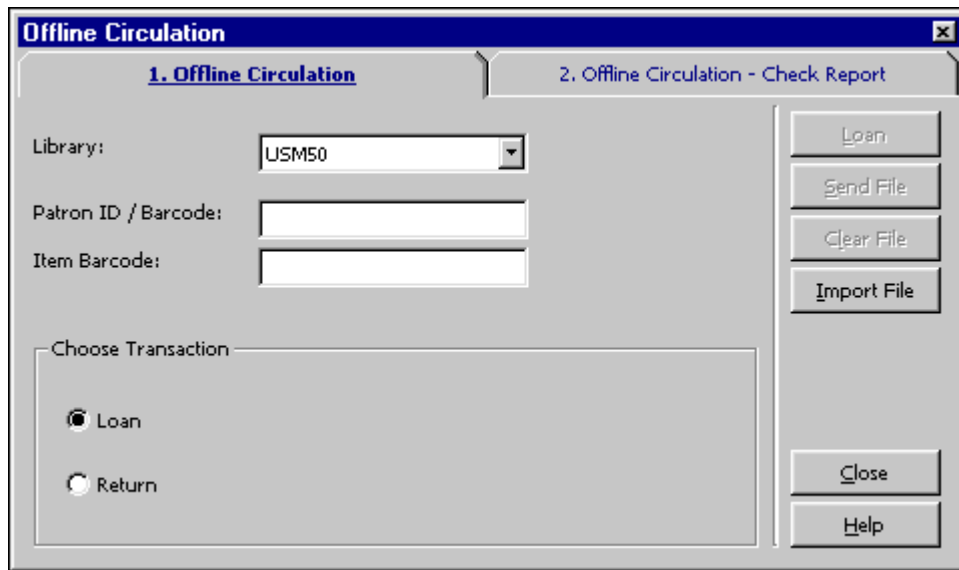
- Upon return the system checks if the item was returned late and if it has been recalled.

### 6.2.3 Offline Return

This option lets you record a return transaction on your local computer in case there is a disruption with your computer's connection to the server. Your transactions will be saved in a file which you may send to the server when the connection is re-established. The system will then check the transactions and produce a check report, listing blocks found and other conditions (such as the existence of hold requests for an item).

To activate this function, you can use either the stand-alone offline Circulation Client, or the regular Circulation client. This chapter explains the regular Circulation client. Details about the stand-alone offline Circulation client can be found in the Offline Circulation chapter on page 101.

In the regular Circulation client, choose **Circulation** from the Main Menu, then from the Circulation menu, choose **Offline Circulation**. The following form will be displayed:



To record a return transaction, follow these steps:

Step 1:

Choose the type of transaction by clicking the Return radio button.

Step 2:

Fill in the ADM library and item barcode.

Step 3:

Click the **Return** button.

Note:

For more information on what to do when the connection with the server is re-established, see the Offline Circulation chapter on page 101.

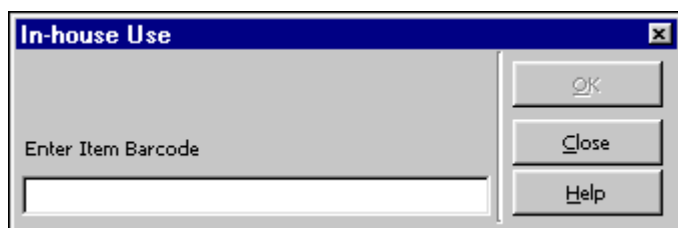
### 6.3 In-house Use

The In-house use functionality lets you record the number of times an item is used by patrons on library premises during a given period of time (usually a month or a year) as opposed to the number of times it is loaned. In-house use is tracked by counting the number of times an item is left lying on a table or at a special spot designed for returning open-shelf material, in a public area of the library, to be reshelved by a member of the library staff.

You record in-house use in one of two ways :

- By performing a return transaction on an open-shelf item. Every such return of an item not on loan triggers a number 82 event as defined in the `tab_events.lng` table.
- By using the In-house Use menu option under the main menu's Circulation menu. Enter the barcode of the open-shelf item that has been used. This will trigger event number 80 as defined in the `tab_events.lng` table.

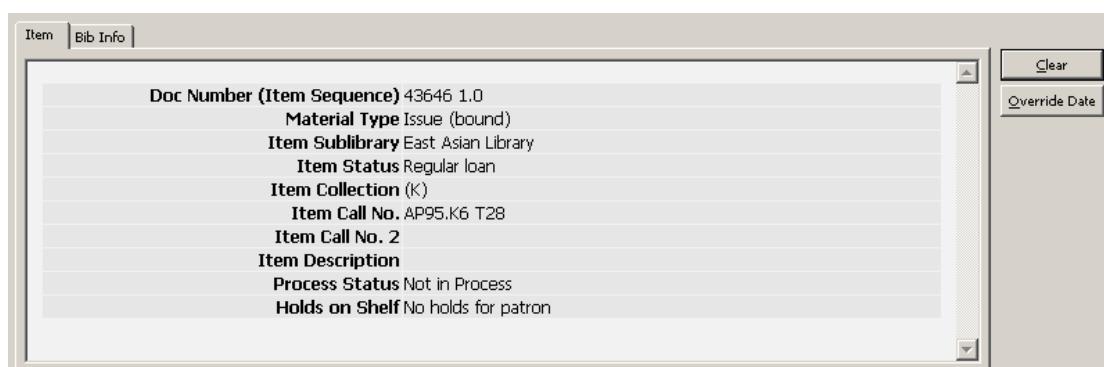
To record In-house use, open the Circulation menu from the main menu and choose the **In-house use** option. Enter the barcode of the open-shelf item that has been used.



Although this method is never completely accurate (some patrons return materials to the shelf on their own initiative), statistics on in-house use can be helpful in evaluating periodical collections and in developing reference collections.

## 6.4 Change Return Date during Return

You can change the return date of a loan when you return the item. Before processing the return, click the **Override Date** button to open the Return Date Override window.



You can change the return date from the current date to an earlier date. This date is then registered as the loan's return date. The **Override Date** button changes to a **Clear Override** button. The override date is also displayed in the root node of the return tab navigation pane. Note that you have to change the return date before effecting the return itself.

## 7 Offline Circulation

This chapter includes the following sections:

- Regular Circulation Client
- Standalone Offline Circulation Client
- Registration of Cash Transactions

The Offline Circulation option lets you record transactions on your local computer in case there is a disruption with your computer's connection to the server. Your transactions, including loan, return and cash recording are saved in a file which you

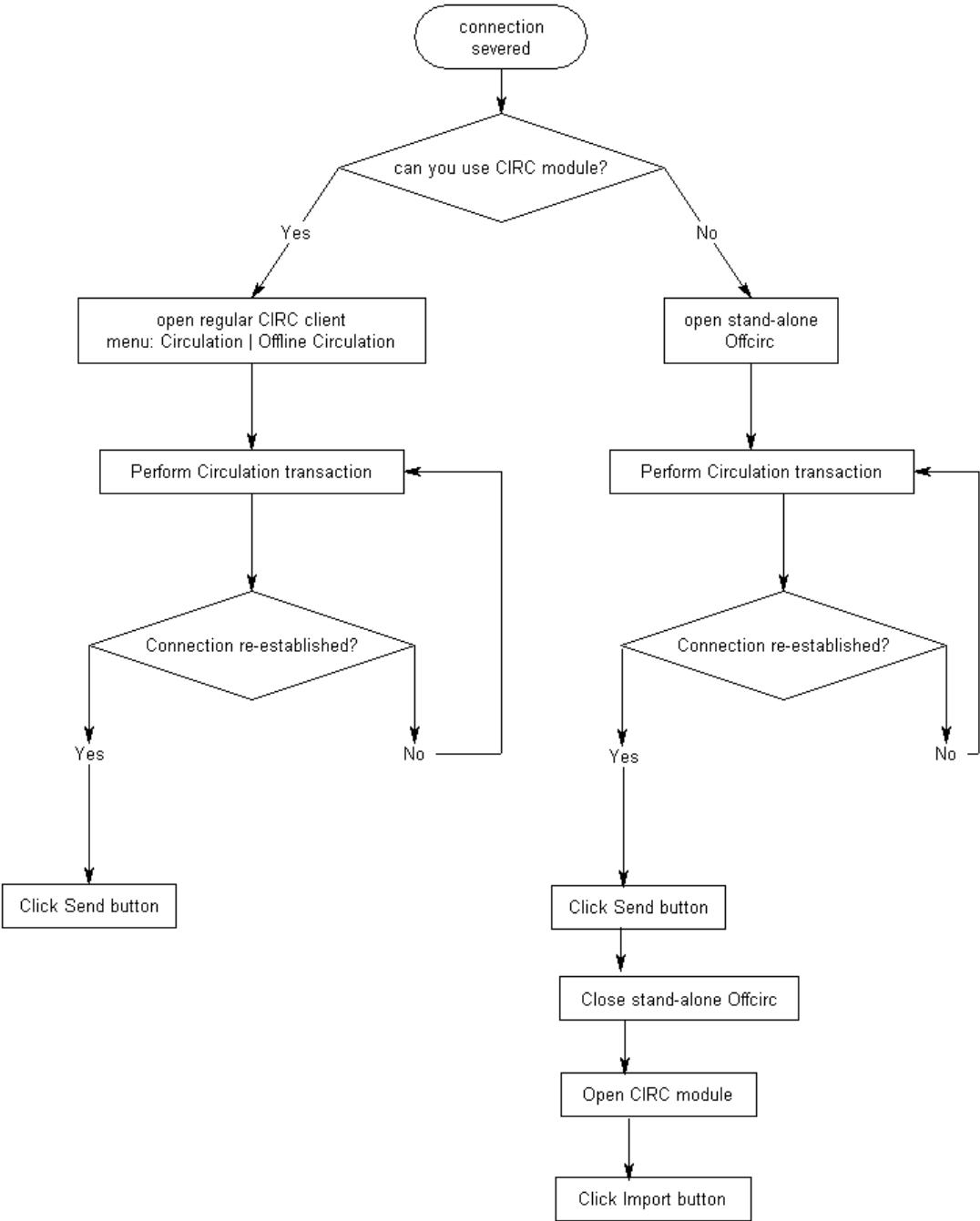
send to the server when the connection is re-established. The system then checks the transactions and produces a check report.

You can use one of two interfaces to work with the Offline Circulation function:

- If you have access to the regular Circulation Client, use it to register transactions through its Offline Circulation function.
- If you do not have access to the Circulation module, use the Offcirc stand-alone client to register transactions.



OFFLINE CIRCULATION FLOWCHART



### 7.1 Regular Circulation Client

From the menu bar, click **Circulation / Offline Circulation**. The following form is displayed:

Offline Circulation

1. Offline Circulation      2. Offline Circulation - Check Report

Library: USM50

Patron ID / Barcode:

Item Barcode:

Choose Transaction

Loan

Return

Loan

Send File

Clear File

Import File

Close

Help

To record a transaction, follow these steps:

1. Choose the type of transaction, Loan or Return, by selecting the appropriate radio button. The window changes according to the transaction type that you select.
2. Fill in the Library, Patron ID / Barcode, and Item Barcode fields. The Loan or Return button becomes active.

Offline Circulation

1. Offline Circulation      2. Offline Circulation - Check Report

Library: USM50

Patron ID / Barcode: 1604

Item Barcode: 44-10

Choose Transaction

Loan

Return

Loan

Send File

Clear File

Import File

Close

Help

3. Click **Loan** or **Return**.

### 7.1.1 When the Server Connection is Re-established

From the menu bar, click **Circulation / Offline Circulation**. The following form is displayed:

When the server connection is re-established, you can use the following buttons from the Offline Circulation tab:

- Send File

Click **Send File** to send the transaction file that was created to the server.

Note that the transaction file that is sent to the server is the file belonging to the currently connected library. The Library field does not influence the Send File operation.

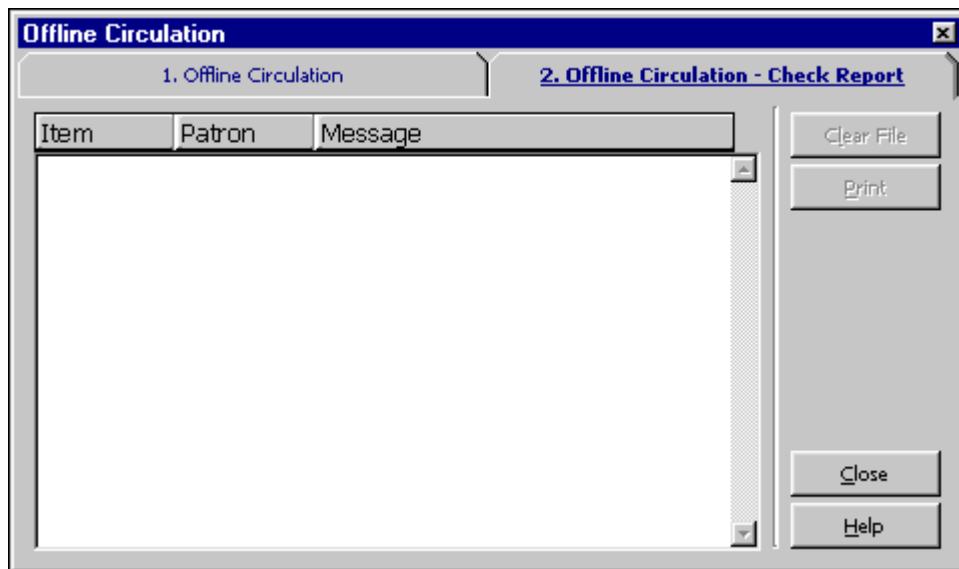
- Clear File

Click **Clear File** to erase the transaction file from your local computer.

- Import File

This function is used with the stand-alone offline Circulation client. It imports the transaction file from the stand-alone offline client to the regular Circulation client, so it can be sent to the server to be checked.

After you have sent the transaction file to the server, select the Offline Circulation - Check Report tab to see the list of blocks and other conditions related to these transactions:



The system checks:

- If the item exists or not.
- If there is a patron record.
- If there are system problems in Loan/Return (that is, the system was unable to register the Loan/Return for any reason).
- If the due date of the loan was shortened because the patron's registration expires before the normal due date (this exception is noted in the report).
- If the returned item has hold requests placed on it.
- If the item that was returned had been claimed as lost or as returned.

## 7.2 Stand-alone Offline Circulation Client

To activate this function, click `./offcirc/bin/offcirc.exe`. The following forms are displayed:

Offline Circulation

Library: USM50

Borrower:  Clear

Item barcode:  Loan

Choose transaction

Loan  Return

Barcode	Operation
---------	-----------

Send

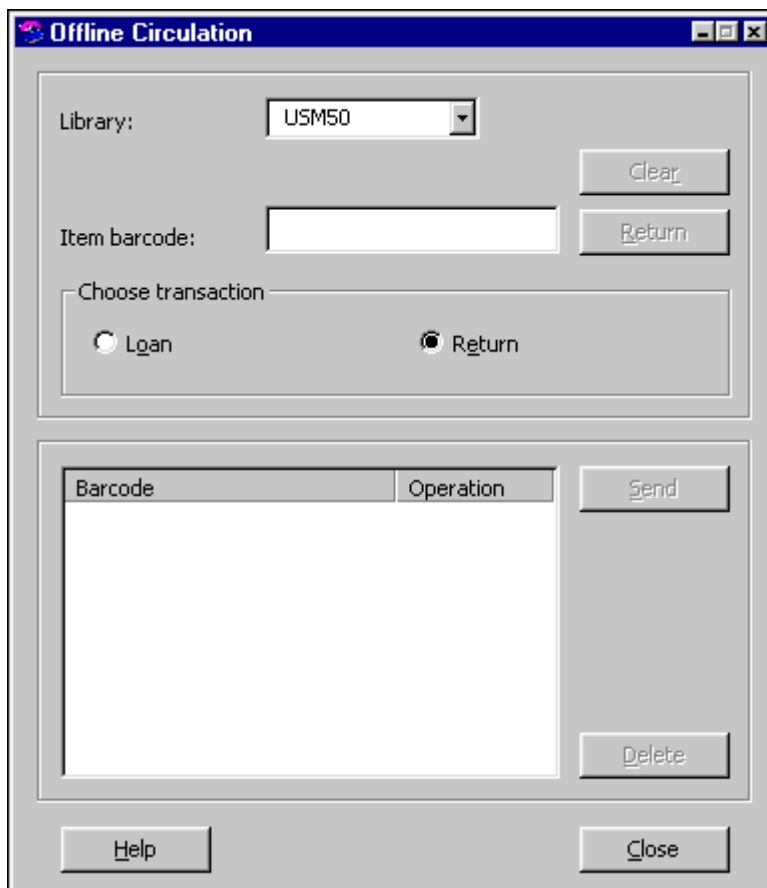
Delete

Help Close

Note that depending on how the System Librarian set up the system, you might need to enter a user login and password before you can access offline circulation.

To record a transaction, follow these steps:

1. Choose the type of transaction, Loan or Return, by selecting the appropriate radio button. The window changes according to the transaction type that you select.

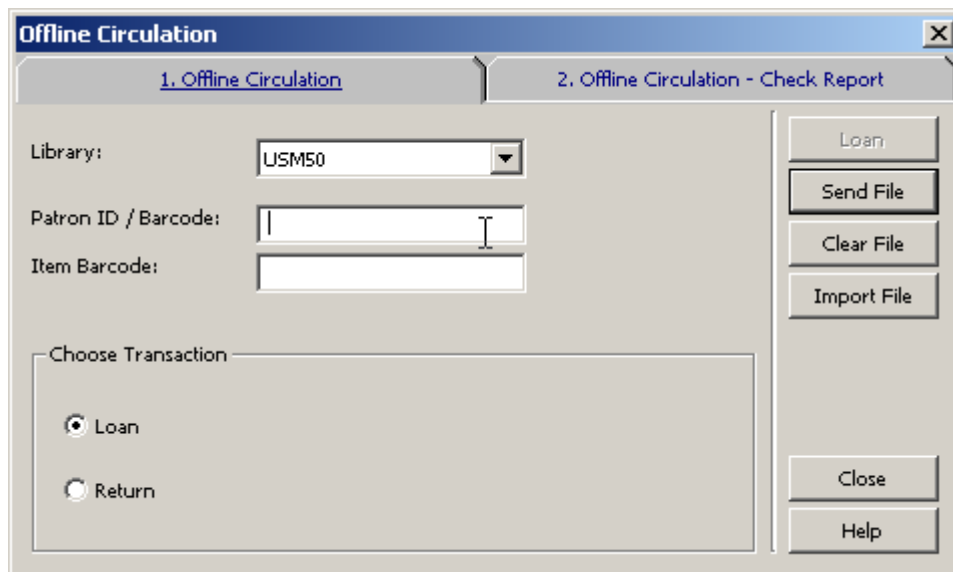


2. Fill in the Library, Patron ID/Barcode in the Borrower field (if it appears), and Item barcode.
3. Click **Loan** or **Return**. The open window displays the barcode and the action that has been performed.
4. Click **Send**. The transactions that have been performed are saved in the `./offcirc/files/ADM50/Offcirc.dat` file.

### 7.2.1 When the Server Connection is Re-established

When the server connection is re-established, follow these steps:

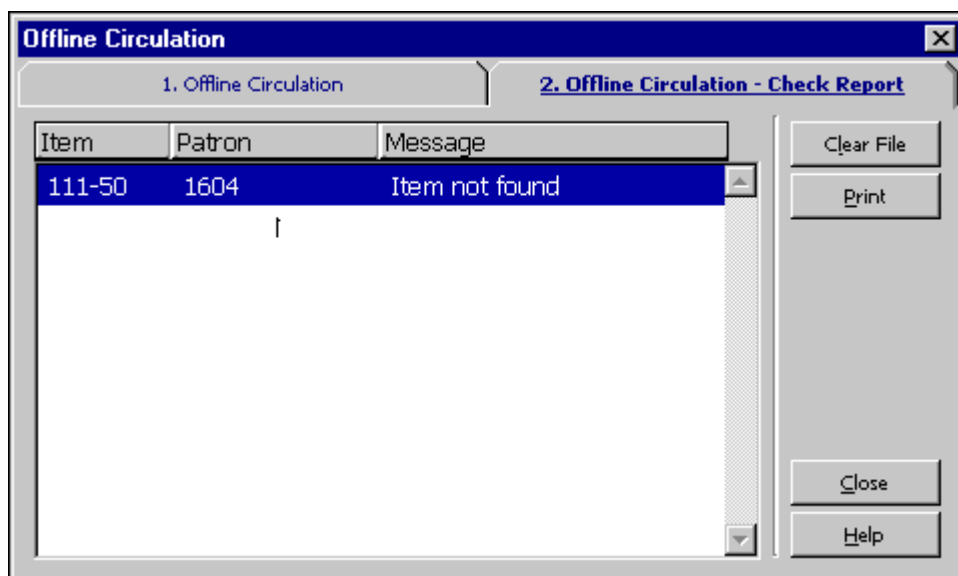
1. Open the regular Circulation client. From the menu bar, choose **Circulation / Offline Circulation**. The following window is displayed:



2. Click **Import File**. A window pop ups, enabling you to browse through directories to choose the desired file. Select the `./offcirc/files/<lib>/offcirc.dat` file and click **Open**.

This imports the transaction file from the stand-alone offline Circulation client into the regular Circulation client.

3. If the transaction file in the regular Circulation client is **not** empty, you receive a message asking whether or not you want to clear the file. Choose **No**, because this means there are some transactions in the regular Circulation client that have not yet been sent to the server. Take care of these transactions first (by clicking the Send File and Check Report buttons). Then return to Step 2 to continue.
4. A message pops up, asking whether or not you want to delete the import file. It is recommended to **Yes** so that future transactions performed with the stand-alone client will be written in a new transaction file. (Otherwise, if the file is not deleted, the transactions will be appended to the old file.)
5. A further message pops up, asking whether or not you want to send the imported file to the server now. It is recommended to choose **Yes**. However, if you choose **No**, you can send the file to the server later by clicking the Send File button on the regular offline Circulation window (shown in Step 1 above).
6. After sending the file to the server, be sure to select the Check Report tab to see the list of blocks and other conditions related to the loan and return transactions.



### 7.3 Registration of Cash Transactions

Whether or not offline circulation registers cash transactions depends on the setup of tab100.

## 8 Hold Requests

This chapter includes the following sections:

- Hold Request Management
- Creating a Hold Request
- Viewing a Hold Request
- Updating a Hold Request
- Deleting a Hold Request
- Printing a Hold Request Slip
- Returning Items with Holds
- Unclaimed Items on Hold Shelf
- Printing Letters to Patrons
- Display Information about Holds on Shelf During Return



## 8.1 Hold Request Management

### 8.1.1 System Librarian Responsibilities

The System Librarian determines whether the system will:

- Check item availability for a hold request.
- Deliver an item to a particular location or hold the item for pickup.
- Provide different limits on the amount of time that an item may remain on the hold shelf.
- Charge money from the patron for sending Hold Request filled letters.

#### Check Item Availability

The System Librarian can have the system check the availability of an item when the service Recall Items on Loan (cir-13) is run. If an item is unavailable, the system will print a "wait" letter to the patron and the status of the request will be changed automatically from A (Active) to W (Waiting). If the item is available, the status will be changed to S when the patron is informed that the item is being held for him.

The hold request status of the item can have several values that influence the processing of the hold request.

- N - item cannot be requested.
- Y - item can be requested. In addition, item availability is checked when a hold request is placed. If a copy is available, and the patron does not have permission for requesting an available item, a message is displayed.
- C - Item can be always be requested, there is no availability check because hold requests are always allowed (for example closed stack).
- T - item availability is not checked when a hold request is placed, because hold requests are always allowed (for example short-term loan, lost, on order, etc.). However, for cir-12 (Call Slips for Requests) and ue\_06 (daemon printing of hold request slips and wait letters), the item is not considered "available" and the letter is not printed.

Alternatively, the System Librarian may decide that the system should not check item availability, but simply print out the call slip. In this case, the request status will be changed to W (Waiting) only after the Circulation Librarian sends a "wait" letter to the patron by using the Print Letter - Hold Request Not Filled function.

#### Pickup/Delivery Location

For each combination of sublibrary, item status and patron status, you can define the location from which the patron will pick up the held item. The pickup location can be a library hold shelf from which the patron will collect the item or the location to which the item will be delivered. To do so, edit tab37 (hold requests configuration).

#### Time Limit on Hold Shelf

You can define different limits on the amount of time that an item is kept on the hold shelf, depending on whether the hold is triggered by the return of the item, or triggered by the menu entry Requests / Hold Requests / Print Letter - Hold Request Filled. Many libraries use the utility for closed stack management and want a shorter hold period for items from closed stacks than for other requested items that have been returned.

The system does not differentiate between a hold request for an unavailable (loaned) item and a pickup request for an item that is on the shelf. The difference may be in the printed reports.

**For the System Librarian:** To define the different limits, edit tab44.

#### Charge Money for Sending Hold Request Filled Letters

A library that uses cash transactions 0024, 0026, 0027, 0028, 1024, 1026, 1027 and 1028 from tab18.lng only to charge postal fees may not want to charge a patron if the hold request letter is sent by e-mail. Your System Librarian can configure the setup of tab18.lng in order not to charge postal fees if the Hold Request Filled letter is sent by e-mail.

### 8.1.2 Circulation Librarian Responsibilities

The Circulation Librarian can determine whether or not the system will automatically display a list of hold requests for an item as soon as the item is returned, by using the Set Up Return Options function.

## 8.2 Creating a Hold Request

A hold request can be placed either by the patron through the Web OPAC or by the librarian through the Circulation module. Note that a patron has to have the relevant privilege in his local patron record in order to place a hold request.

In the Circulation module, there are two ways to place a hold request:

- From the Requests Menu
- From the Item Tab

### 8.2.1 Creating a Hold Request from the Requests Menu

Click **Requests/Hold Requests/Create Hold Request**. The following screen will be displayed:

**Enter Item & Patron Information**

Item Barcode:  ...


Patron ID/Barcode:  ...

OK

Cancel

Help

### Item Barcode

You can use the barcode reader to scan in the barcode. Alternately, you can search for an item by clicking the List button . The Search for an Administrative Record window will be displayed.

**Search for an Administrative Record**

Bibliographic Library: USM01 - USMARC Bibliographic

Administrative Record:

Bibliographic Record:

ISBN:

ISSN:

SICI (SISAC) Code:

Title:

Author:

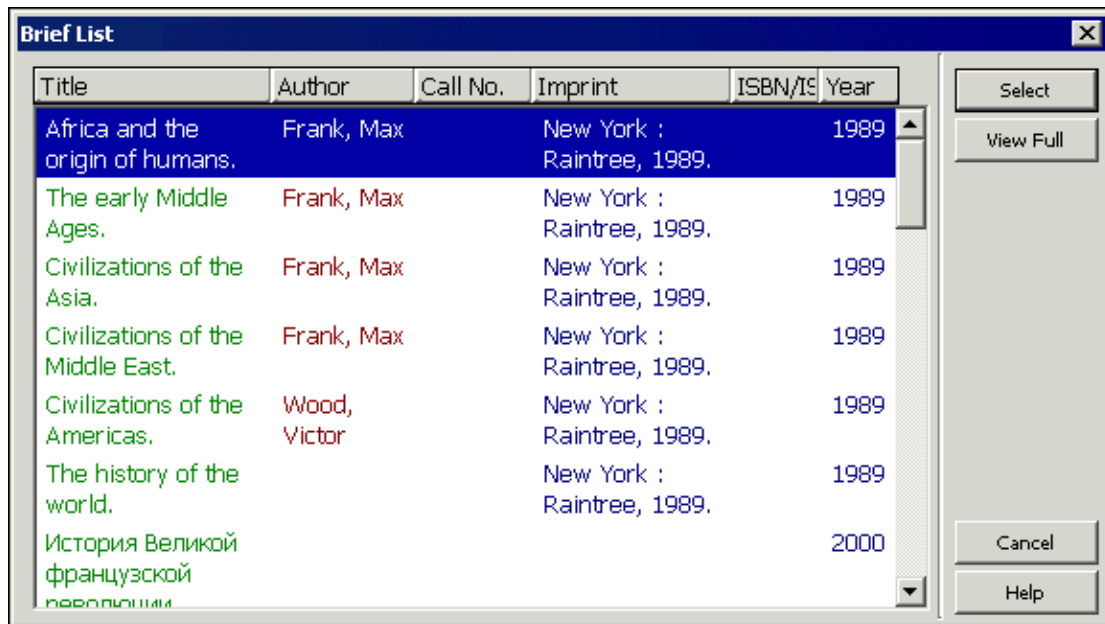
Year of publication:

Search

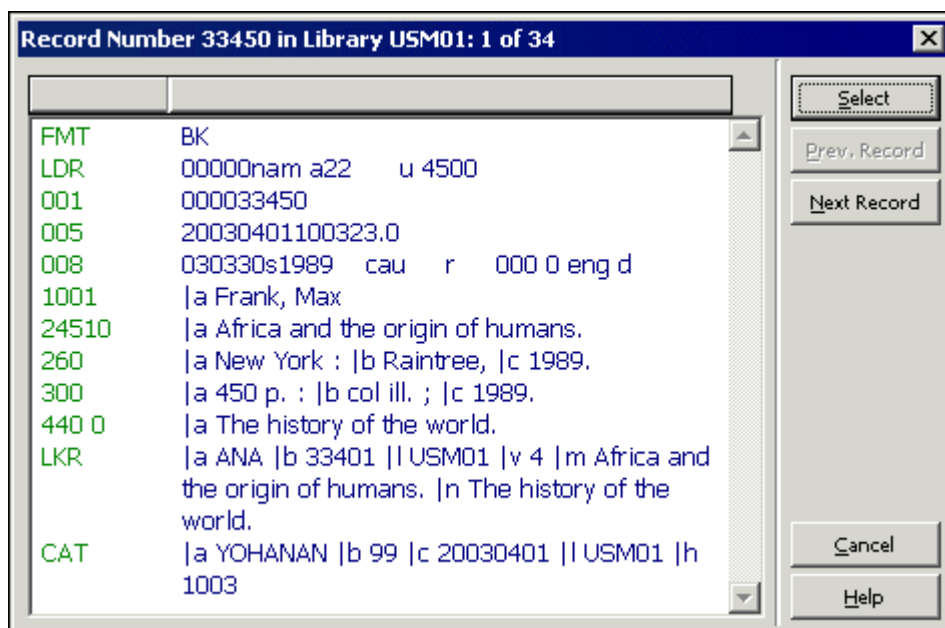
Cancel

Help

Enter search strings in one or more fields and click Search. If there is more than one hit, the Brief List window will be displayed.



Highlight one of the items and click the **Select** button. You can view the full bibliographic details of the item by clicking the **View Full** button and then selecting the item.



#### Patron ID/Barcode

Enter the patron's ID or barcode. To select a patron from a list, click the List button



Click **OK**. If the item has the status Short Loan the Create Advance Booking Request window is displayed. Otherwise the following screen is displayed:

**Create Hold Request** [X]

1. Request Information      2. Item Filter Information

Item:

Shakespeare, William, 1564-1616.:  
The plays of William Shakespeare, in eight volumes  
:with the corrections and illustrations of various

Sys. No. / Seq.:

Patron ID / Name:

Author of Part:

Title of Part:

Pages to Copy:

Note 1:

Note 2:

From Date:   To Date:

Pickup Location:   Recall Type:

Priority:   No. of Requests:

Rush Handling

Original Loan Due Date:

Recall Due Date:

Recall Due Hour:

You can place a hold request for an item only if the patron has hold privileges. To place a hold request, fill in the form and click **OK**.

If the request requires a recall and the system has been configured to allow online recalling, a recall will be performed with the request submission.

Following is help for each field of the Create Hold Request form:

#### Item

This is the bibliographic information attached to the item you selected in the previous step.

#### Sys. No./ Seq.

These are the system number and the item sequence of the item you selected in the previous step.

#### Patron ID

The Patron ID is already filled from the previous step. If you enter a proxy Patron ID, the request is nevertheless registered under the name of the sponsor.

#### Author of Part

Enter this information in case the library decides to provide the patron with a free photocopy of the material instead of the original. Type the author of the portion of the item that the patron is interested in if it is different from the author of the item as a whole. For example, a chapter may be written by one person, while the work as a whole was edited by another.

#### Title of Part

Enter this information in case the library decides to provide the patron with a free photocopy of the material instead of the original. Type the title of the portion of the item that the patron is interested in if it is different from the title of the item as a whole. For example, a chapter may have a title that is different from the title of the work as a whole.

#### Pages to Copy

Enter the pages that the patron is interested in (again, for the purpose of photocopying).

#### Note 1 and 2

Optional. Enter notes for the library staff.

#### Requester Name

Optional. The user for which the service is provided. The user does not have a library account. The staff user may fill in the name of the requester.

#### From Date/To Date

Enter the period of time during which the patron is interested in receiving the material. The system default period depends on your system's setup but you can change the dates when creating the hold request.

#### Pickup Location

This is the location where the material will be delivered or held for the patron to pick up.

#### Recall Type

If you want the item to be recalled, choose the level of urgency, 01 (regular) or 02 (rush). If you do not want the item to be recalled, choose 03 (no recall). If you select 02 (rush), the hold request will be automatically assigned a priority of 00 (see explanation below).

**For the System Librarian:** The default Recall type is determined by the default\_recall\_type variable in pc\_server\_defaults. If no value is found there, the default is 03.

#### Priority

You can determine the position of the Hold Request in the queue by assigning a Priority. The highest level priority is 00, and the lowest is 99. A request that is classified as a rush recall will automatically receive a priority of 00.

#### No. of Requests

Depending on the number entered here, multiple requests will be made for the patron (regardless of the patron's multiple requests privilege). Intended for special use only.

### Rush Handling

For a rush request (for example, if the patron is waiting in the library for the material), select the Rush Handling option. A call slip indicating that this is a rush request will be printed.

### Original Loan Due Date

The due date of the current item's loan.

### Recall Due Date\Hour

The required new due date and hour after recall. These fields can only be updated if the request is required for recall and if the system is set up to recall items when the request is created.

### Item Matching Filter

Use these fields to define the group of "like" items with which the hold request may be filled.

### Only Selected Item

If you want the hold request to be filled only by a specific copy, select this option.

## 8.2.2 Creating a Hold Request from the Item Tab

Retrieve an item in the Item tab.



Select either the List of Items node or the Item node. You can place a hold request from both nodes.

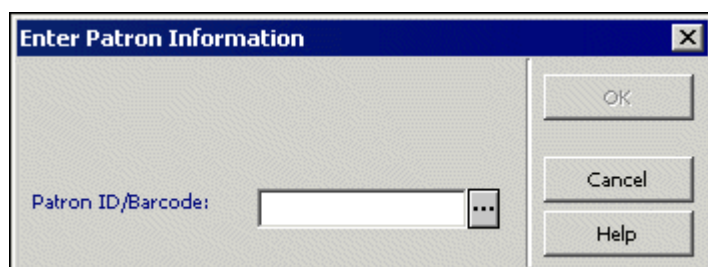
### List of Items Node

Highlight an item on the Items List tab in the upper pane and click the Hold Request button.

### Item Node

Click the Hold Request button on the Item Details tab in the right pane.

In both cases you will be prompted to enter the Patron ID or barcode:



If the item has the status Short Loan, the Create Advance Booking Request window is displayed. Otherwise the following screen is displayed:



**Create Hold Request** [X]

1. Request Information      2. Item Filter Information

Item:

Shakespeare, William, 1564-1616.:  
The plays of William Shakespeare, in eight volumes  
:with the corrections and illustrations of various

Sys. No. / Seq.:

Patron ID / Name:

Author of Part:

Title of Part:

Pages to Copy:

Note 1:

Note 2:

From Date:   To Date:

Pickup Location:   Recall Type:

Priority:   No. of Requests:

Rush Handling

Original Loan Due Date:

Recall Due Date:

Recall Due Hour:

See the Creating a Hold Request from the Requests Menu section for a complete explanation of the fields available in this form.

### 8.3 Viewing a Hold Request

Details of a hold request are accessible from the Hold Requests node in both the Item tab and the Patron tab.

#### Item Tab

In the Item Tab select the Hold Requests node to display a list of hold requests for the selected item. The hold requests will appear in the List of Hold Requests pane.

Patron Name	Patron ID	Req Date	End Req	Hold Date	Status	Priority
Aabe g Oscar	00003012	27/05/10	27/11/10	Waiting in queue	05	

To view requests that are not currently active, select the **Non-active Requests** option.

Click the **Go to Item** button to be transferred to the Item tab Select an entry from the list to display its details in the Hold Request Information pane.

1. Hold Request Information | 2. Item Match Filter

Patron ID/Name: 1222 North, Ellen Rita [Update] [Cancel]

Description: [ ]

Author of Part: [ ]

Title of Part: [ ]

Pages to Copy: [ ]

Hold Request Note 1: [ ]

Hold Request Note 2: [ ]

Open Date: 18/06/2003 Recall Type: 03

Request Date: 18/06/2003 End Request Date: 16/09/2003

Hold Date: 15/07/2003 End Hold Date: 29/07/2003

Pickup Location: UUPTN Send Action: 1

Hold Request Status: S Letter Status: P

Priority: 30  Rush Handling

### Patron Tab

In the Patron Tab select the Hold Requests node to display a list of hold requests for the selected patron.

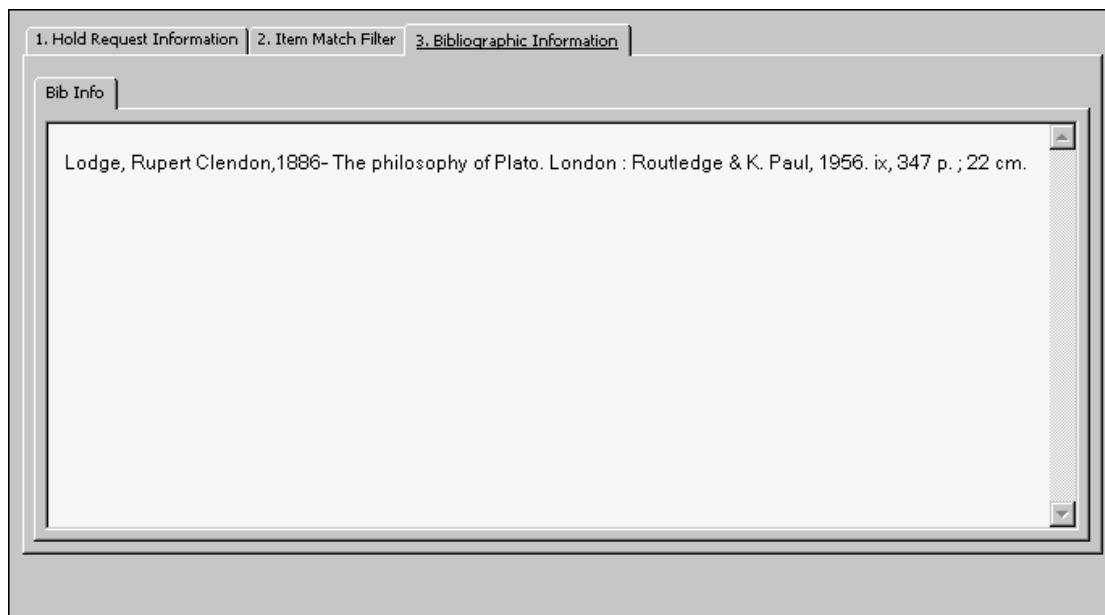
Doc No.	Bibliographic Inf	Req Date	End Req Date	Hold Date	Status	Barcode	Hold Queue Pos	Group ID
000052765	New BIB for testing rerouting items	27/05/10	27/11/10		Waiting in position 1 in queue	52765-10	1	0
00000600	Bulletin.	27/05/10	27/11/10		In process	HNJUAG	1	0

[Delete] [Go to Item] [Go to Item Req] [Print]

Select an entry from the list to display its details in the Hold Request Information pane.

1. Hold Request Information		2. Item Match Filter		3. Bibliographic Information		
Author of Part:	<input type="text"/>					Update
Title of Part:	<input type="text"/>					Cancel
Pages to Copy:	<input type="text"/>					
Hold Request Note 1:	<input type="text"/>					
Hold Request Note 2:	<input type="text"/>					
Requester ID/Name:	<input type="text" value="1222"/>	<input type="text" value="North, Ellen Rita"/>				
Open Date:	<input type="text" value="18/06/2003"/>	Recall Type:	<input type="text" value="03"/>			
Request Date:	<input type="text" value="18/06/2003"/>	End Request Date:	<input type="text" value="16/09/2003"/>			
Hold Date:	<input type="text" value="15/07/2003"/>	End Hold Date:	<input type="text" value="29/07/2003"/>			
Pickup Location:	<input type="text" value="UUPTN"/>	Send Action:	<input type="text" value="1"/>			
Hold Request Status:	<input type="text" value="S"/>	Letter Status:	<input type="text" value="P"/>			
Priority:	<input type="text" value="30"/>	<input type="checkbox"/> Rush Handling				

1. Hold Request Information		2. Item Match Filter		3. Bibliographic Information		
Sublibrary:	<input type="text"/>	Collection:	<input type="text"/>			Update
Item Status:	<input type="text"/>	Item Process Status:	<input type="text"/>			Cancel
Copy:	<input type="text" value="0"/>	Volume:	<input type="text"/>			
Year:	<input type="text"/>	Issue Number:	<input type="text"/>			
Part:	<input type="text"/>					



## 8.4 Updating a Hold Request

In the Circulation module, there are two ways to update a hold request:

- From the Item Tab
- From the Patron Tab

These methods are described below.

### 8.4.1 Updating a Hold Request from the Item Tab

Retrieve an item in the Item tab.



Select the Hold Requests node.

Highlight a line on the List of Hold Requests tab in the upper pane. The details are displayed in the lower pane:

1. Hold Request Information		2. Item Match Filter	
Patron ID/Name:	1222	North, Ellen Rita	<input type="button" value="Update"/>
Description:			<input type="button" value="Cancel"/>
Author of Part:			
Title of Part:			
Pages to Copy:			
Hold Request Note 1:			
Hold Request Note 2:			
Open Date:	18/06/2003	Recall Type:	03
Request Date:	18/06/2003	End Request Date:	16/09/2003
Hold Date:	15/07/2003	End Hold Date:	29/07/2003
Pickup Location:	UUPTN	Send Action:	1
Hold Request Status:	S	Letter Status:	P
Priority:	30	<input type="checkbox"/> Rush Handling	

Edit the form and click **Update**. Note that the Update button is only active after at least one field has been edited. Note that the fields Hold Date and End Hold Date are filled in automatically by the system and can only be edited if the Hold Request Status is set to S (On Hold Shelf).

#### 8.4.2 Updating a Hold Request from the Patron Tab

Retrieve a patron in the Patron tab.

<input type="text"/>	<input type="button" value="..."/>	<input type="button" value="→"/>	Jones, Donald (1604/0250013491604)	<input type="button" value="👤"/>	<input type="button" value="🔄"/>
----------------------	------------------------------------	----------------------------------	------------------------------------	----------------------------------	----------------------------------

Select the Hold Requests node.

Highlight a line on the List of Hold Requests in the upper pane. The details are displayed in the lower pane:

Edit the form and click **Update**. Note that the **Update** button is only active after at least one field has been edited. Note that the fields Hold Date and End Hold Date are filled in automatically by the system and can only be edited if the Hold Request Status is set to S (On Hold Shelf).

## 8.5 Deleting a Hold Request

In the normal course of events, a hold request is deleted by the system if the requested item is loaned to the requesting patron. If a patron has multiple hold requests on the same item, the hold request with status S (On Hold Shelf) is deleted, even if it is not the first hold request in the waiting list.

There are several ways to delete hold requests manually:

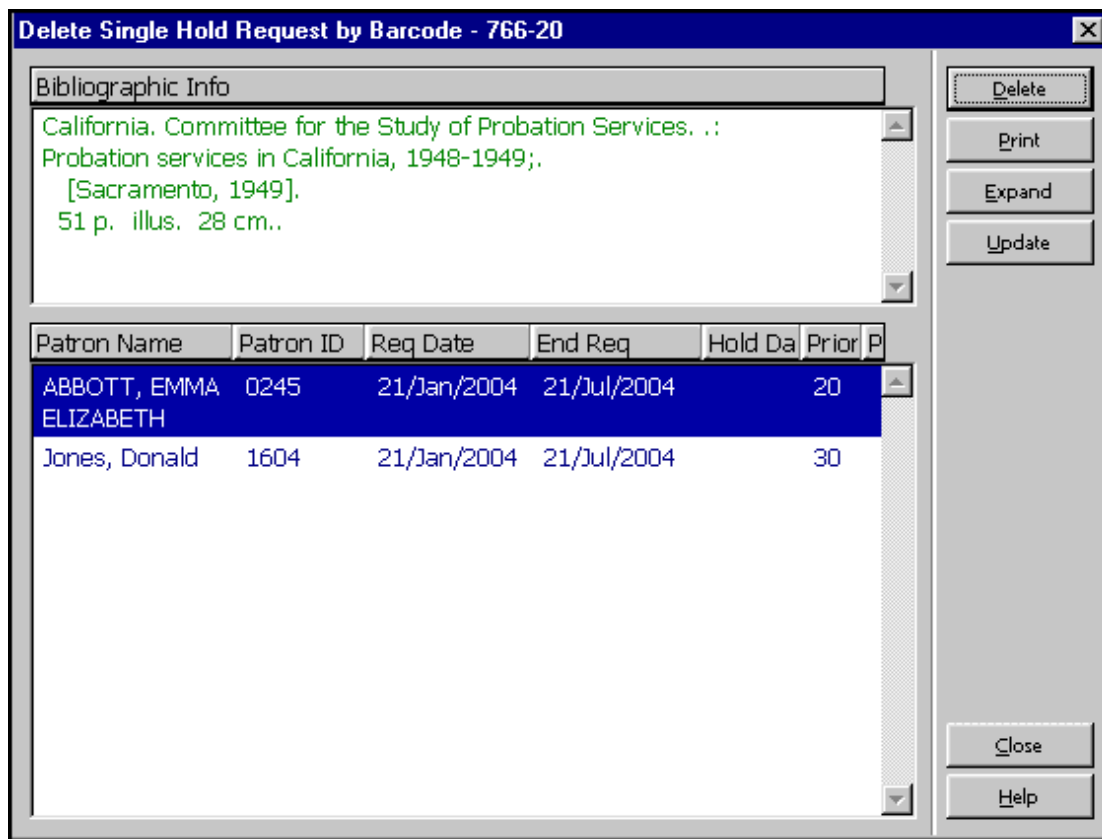
- Delete a Hold Request by Barcode
- Delete a Hold Request from the Item Tab
- Delete a Hold Request from the Patron Tab
- Delete Multiple Hold Requests

When a single hold request is deleted, the system can automatically print a letter to the patron who placed a hold request, informing him that the item is no longer being held for him. This depends on the set up of your workstation. If a proxy has placed the hold request, then a second letter is printed for the proxy in addition to the initial letter that is printed for the sponsor.

### 8.5.1 Delete a Hold Request by Barcode

Click **Requests / Hold Requests / Delete Single Hold Request by Barcode** from the main menu. Enter the item's barcode in the Delete Single Hold Request by Barcode window.

If there is only one hold request for the item, it will be deleted automatically. If there is more than one hold request, the Delete Single Hold Request By Barcode window will be displayed, allowing you to view the list of hold requests and choose the one(s) you want to delete.



#### Delete

Click **Delete** to remove the highlighted request from the list.

#### Print

Click **Print** to print a letter to a patron, notifying him that the item he requested is now available.

#### Expand

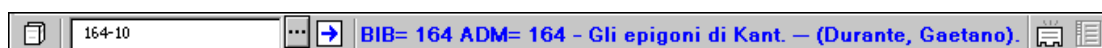
Click **Expand** to see detailed information about the highlighted hold request.

#### Update

Click **Update** to update the hold request. For example, to change the date on which the patron is interested in receiving the material.

### 8.5.2 Delete a Hold Request from the Item Tab

Retrieve an item in the Item tab.





Select the Hold Requests node.

Highlight a line on the List of Hold Requests pane and click **Delete**. You will be prompted to confirm deletion.

### 8.5.3 Delete a Hold Request from the Patron Tab

Retrieve a patron in the Patron tab.

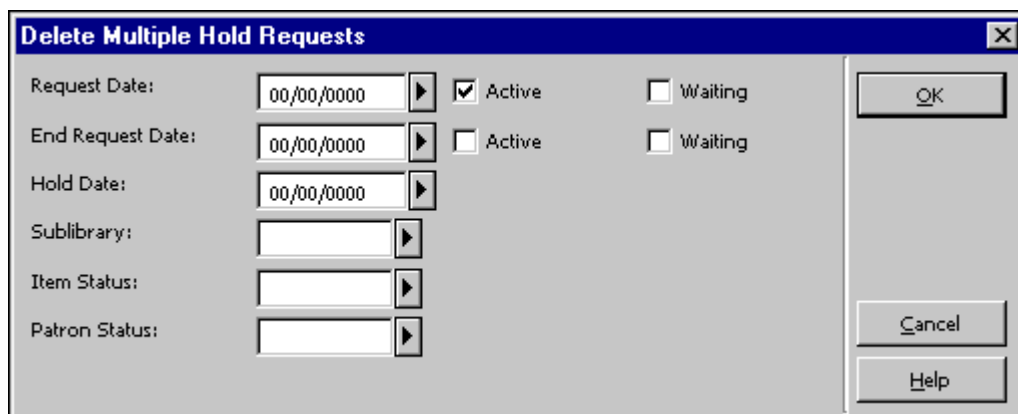


Select the Hold Requests node.

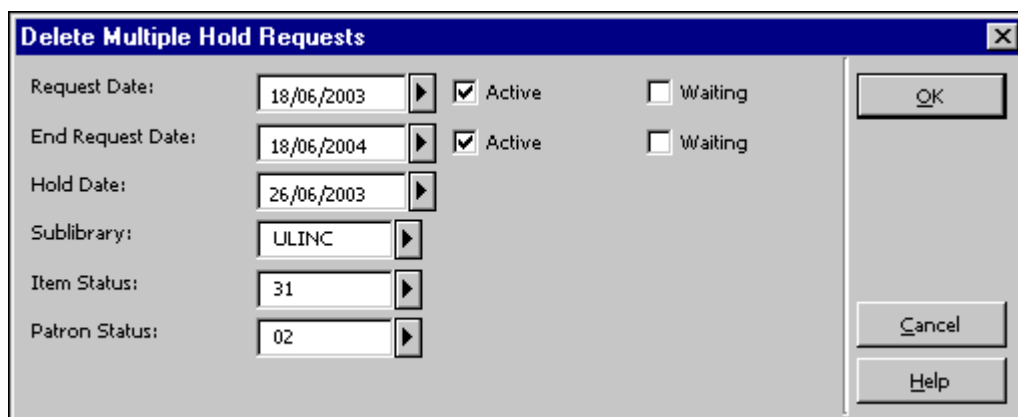
Highlight a line on the List of Hold Requests pane and click Delete. You will be prompted to confirm deletion and to add a note as to why the hold request was deleted.

### 8.5.4 Delete Multiple Hold Requests

Use this option to delete several hold requests together. The scope of hold requests to be deleted is determined by the filters in the Delete Multiple Hold Requests window. Click **Requests / Hold Requests / Delete Multiple Hold Requests** from the Main menu. The Delete Multiple Hold Requests window will be displayed:

A screenshot of a dialog box titled 'Delete Multiple Hold Requests'. It features several filter fields on the left: 'Request Date', 'End Request Date', 'Hold Date', 'Sublibrary', 'Item Status', and 'Patron Status', each with a dropdown arrow. To the right of these fields are two columns of checkboxes: 'Active' (checked) and 'Waiting' (unchecked) for both 'Request Date' and 'End Request Date'. On the far right, there are three buttons: 'OK', 'Cancel', and 'Help'.

Fill in values to filter the hold requests you want to delete.

A screenshot of the same 'Delete Multiple Hold Requests' dialog box, but with the filter fields populated. 'Request Date' is '18/06/2003', 'End Request Date' is '18/06/2004', 'Hold Date' is '26/06/2003', 'Sublibrary' is 'ULINC', 'Item Status' is '31', and 'Patron Status' is '02'. The 'Active' checkboxes for both 'Request Date' and 'End Request Date' are checked, while the 'Waiting' checkboxes remain unchecked. The 'OK', 'Cancel', and 'Help' buttons are still present on the right.

Request Date

This is the date on which the patron requested the material. You can delete requests starting from the date entered here. Select the type of request you want to delete, Active and/or Waiting requests.

#### End Request Date

This is the date up to which the patron is interested in receiving the material. You can delete requests up to and including the date entered here. Select the option for the type of request you want to delete, Active and/or Waiting requests.

#### Hold Date

The hold date is the date on which a letter was produced for the patron informing him that the requested material is ready to be picked up. (These hold requests have status "S".) You can delete requests up to and including the date entered here.

#### Sublibrary

Select a sublibrary from the list to delete hold requests for a particular sublibrary. Otherwise, leave the field blank.

#### Item Status

You may want to delete hold requests of items that have a particular status. Otherwise, leave the field blank.

#### Patron Status

You may want to delete hold requests for patrons having a particular status. If not, leave the field blank. If the hold request has been placed by a proxy, then a second letter is printed for the proxy in addition to the initial letter that is printed for the sponsor.

## 8.6 Printing a Hold Request Slip

The Hold Request slip is a printout containing information about the requested item, the requester patron, and details about the request. This slip is usually kept in the book to indicate that this book is held for the requesting patron, and to let both the circulation librarians and the patrons know its status.

The Hold Request slip is printed when changing the request's status and sending letters to patrons (manually, using a service, or with the UE\_06 daemon).

It is also possible to manually print hold request slips for the following specific hold requests:

- Print a Hold Request from the Item Tab
- Print a Hold Request from the Patron Tab

### 8.6.1 Printing a Hold Request from the Item Tab

You can print a hold request from the Item tab.

#### To print a hold request from the Item tab:

1. Retrieve an item in the Item tab.



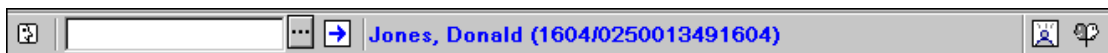
2. Select the Hold Requests node.
3. Highlight a line on the List of Hold Requests pane and click **Print**.

### 8.6.2 Printing a Hold Request from the Patron Tab

You can print a hold request from the Patron tab.

#### To print a hold request from the Patron tab:

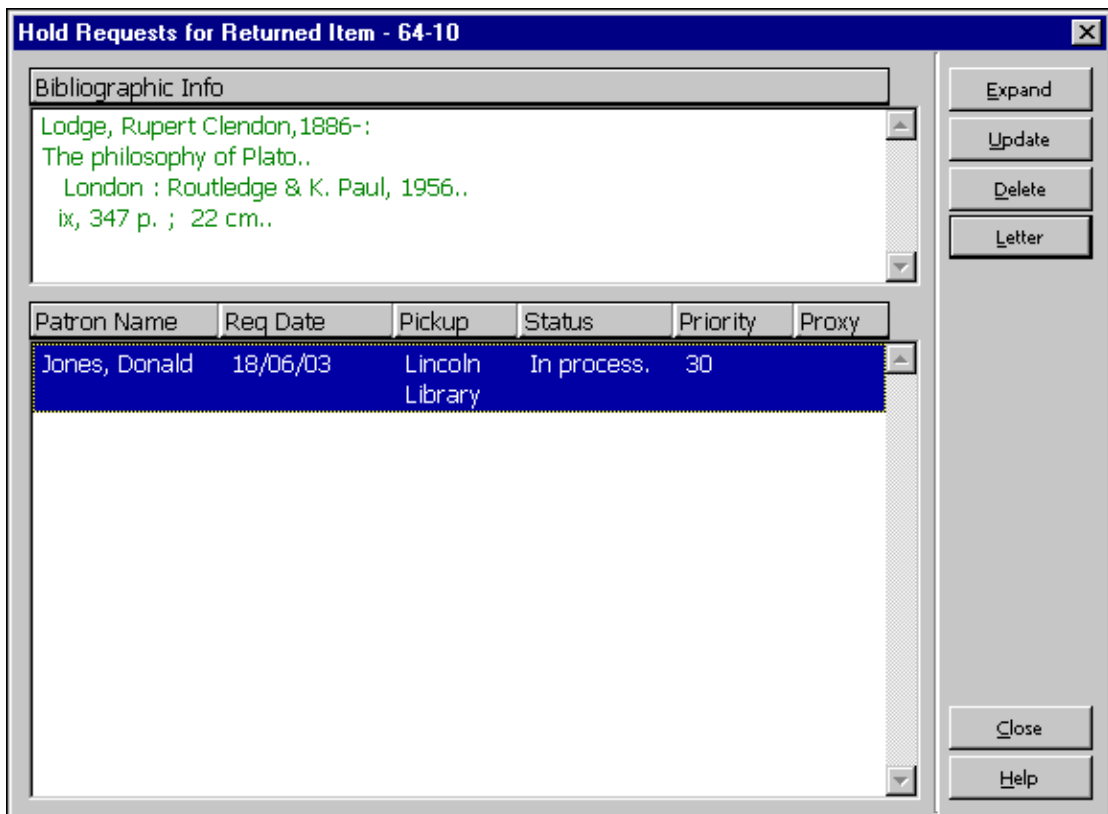
1. Retrieve a patron in the Patron tab.



2. Select the Hold Requests node.
3. Highlight a line on the List of Hold Requests pane and click **Print**.

## 8.7 Returning Items with Holds

If the Circulation Librarian has set the system to automatically display a list of hold requests for an item as soon as the item is returned (by using the function Set Up Return Options), the following screen will be displayed:



This window shows the list of hold requests for the returned item.

It is possible to set up the system to automatically choose and print letters for the first request on the list. A different setup would be to let the Circulation Librarian choose the request himself.

Whether or not the first of multiple hold requests in the list is automatically printed depends on the setup of `circ.ini` [`ReturnHold`].

Depending on how your System Librarian has set up the system, the information displayed for each request may include the patron name, request date, pickup location, status and priority.

Expand

Click **Expand** to see detailed information about the highlighted hold request.

Update

Click **Update** to update the hold request, for example, to change the date when the patron is interested in receiving the material.

Delete

Click **Delete** to remove a highlighted request from the list.

Letter

Click **Letter** to print a letter to a patron, notifying him that the item he requested is now available.

### 8.7.1 Returning to Home Library

If the delivery location is type 02 (Home) or 03 (Mailbox), the item is loaned to the patron and the hold request is deleted. In these scenarios, one letter is printed and attached to the delivered item.

If the delivery location is type 01 (Sublibrary) two letters are printed (one for the patron and one to be put in the item) but the hold request is not deleted from the system. The request status is changed to "S" (On Hold Shelf) and the request is only deleted when the item is loaned to the patron. The words "on hold" are displayed in the Circulation and OPAC modules in place of the due date.

If the delivery location is type 04 (Reading Room) two letters are printed (one for the patron and one to be put in the item). The item is loaned to the patron, the sublibrary of the item is changed temporarily to the Reading Room sublibrary and a Reading Room record is created for the item (for Reading Room control).

A hold request can be made for "pickup" or "delivery", depending on the definition in `tab27` and `tab_sub_library.lng`. "Pickup" is action 01 in `tab27`, for library types 1 or 4 in `tab_sub_library.lng`. "Delivery" is action 02 or 03 in `tab27` for library type 3 in `tab_sub_library.lng`.

### 8.7.2 Returning to a Library Other than the Home Library

In the event that an item is returned to a location other than the item's home library and there is a "pickup" hold request for the item, the librarian must send the item to

the pickup sublibrary. The system prints a transfer slip and loans the item to a pseudo patron that has an ID identical to the pickup library code. The librarian returns the item in order to "return" it and activate the hold requests window (as described in the Returning Items with Holds section above). The item is then ready for pickup at the sublibrary where it has been requested.

If an item is returned to a location which is not the item's home library and there is a "delivery" hold request of the 02 (Home) or 03 (Mailbox) type (as defined in tab27) through a "special" pickup sublibrary (type 3, as defined in `tab_sub_library.lng`), the item is "in transfer" to its home sublibrary in order to proceed with the hold request. The delivery is handled from the item's home library. This is because a Home or Mailbox delivery request must be performed by an item's home library, (through a type 1 or 4 sublibrary, as defined in `tab_sub_library.lng`).

**TIP** The sender of a transfer slip should be the sublibrary where the item has been returned. There is only one way to identify the sublibrary that a workstation belongs to. This is through the setup of the sublibrary attribute type in the ADM library `$data_tab/tab_attr_sub_library` table or, if this file does not exist, in the `$salephe_tab/tab_attr_sub_library` file. Register a sublibrary for each workstation or group of workstations by IP address or by station ID as type 7. This allows the system to correctly identify the sublibrary where the item has been returned and print it as the sender on the Transfer Slip. If no sublibrary is registered as type 7 for the station where the item has been returned, the ADM library appears as the sender.

## 8.8 Unclaimed Items on Hold Shelf

This section explains what to do if the patron never picks up an item that is waiting for him on the hold shelf.

Use the Hold Shelf Report (cir-06) function available from the Services menu to identify items that have remained on the hold shelf for more than a specific period of time.

These items should be removed from the hold shelf. However, there may be additional hold requests for an item. The service can be set to print the related letters to the next patron on the request queue. If there are no additional hold requests for the item, it may then be returned to the shelf.

## 8.9 Printing Letters to Patrons

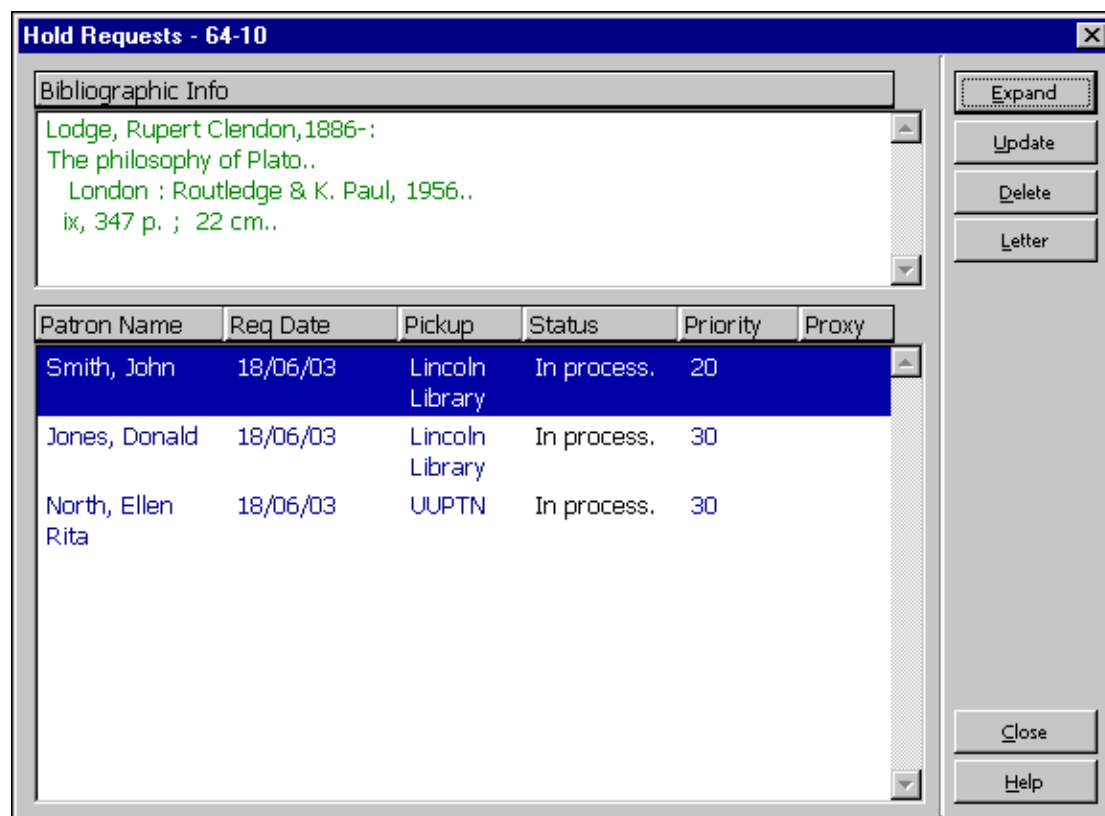
After a patron places a hold request, the library will fill it if possible. In this case the library sends a Hold Request Filled letter to the patron to inform him that the item he requested is ready to be picked up.

If the hold request cannot currently be filled the library sends a Hold Request Not Filled letter to the patron informing him that the item he requested is currently not available and asking whether he wants to wait until the item is available.

If the library refuses to fill the hold request, the library sends a Hold Request Refused letter to the patron informing him that the item he requested will not be supplied.

### 8.9.1 Hold Request Filled

Send a Hold Request Filled letter to inform a patron that the item he requested is now available. Click **Requests / Hold Requests / Print Letter - Hold Request Filled** from the Main Menu. In the form that pops up, enter the item barcode and click **OK**. The following screen will be displayed:



This window shows the list of the item's hold requests. The list includes hold requests of all statuses: In Process (A), On Hold Shelf (S), Waiting (W).

#### Expand

Click **Expand** to see detailed information about the highlighted hold request.

#### Update

Click **Update** to update the hold request, for example, to change the date when the patron is interested in receiving the material.

#### Delete

Click **Delete** to remove a highlighted request from the list.

#### Letter

Click **Letter** to print a Hold Request Filled letter to the patron, notifying him that the item he requested is now available. If the hold request was placed by a proxy, a second letter is printed for the proxy in addition to the letter that is printed for the

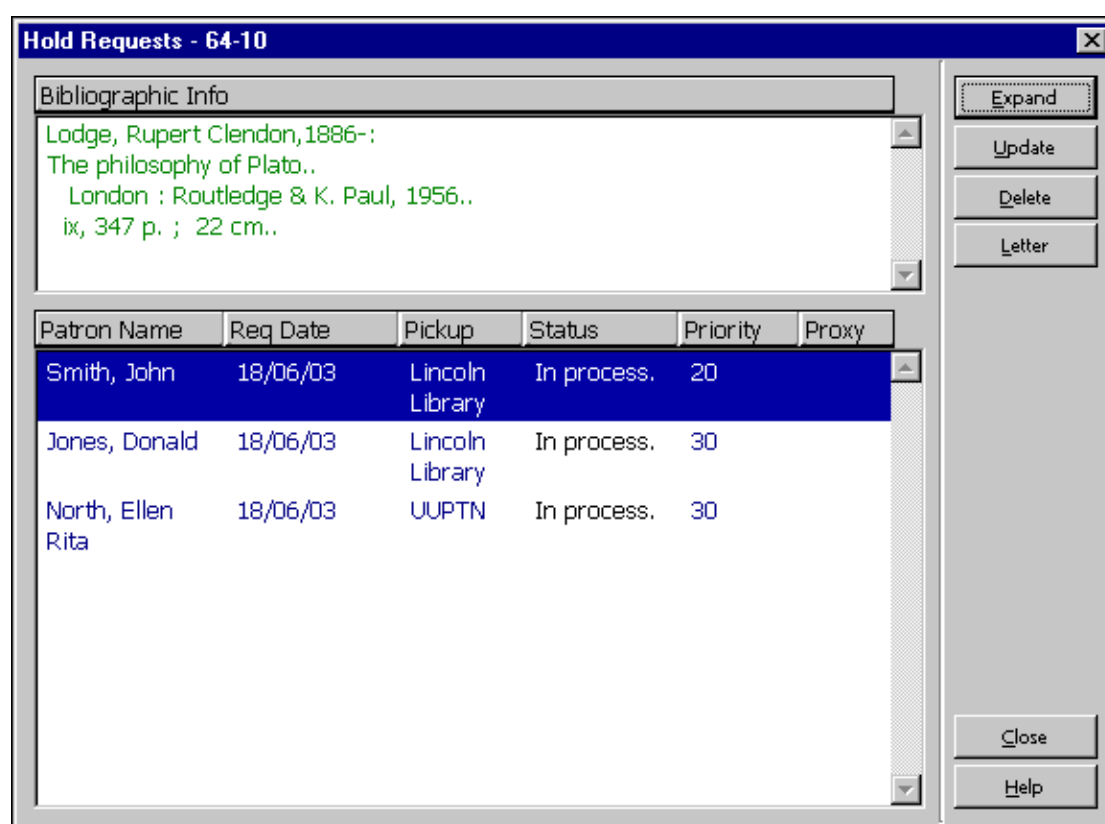
sponsor.

Whether or not the first of multiple hold requests in the list is automatically printed depends on the setup of circ.ini [ReturnHold].

Whether or not a library wants to charge the patron for Hold Request filled letters (a case in point is if the letter is sent by e-mail) depends on the setup of tab18.

### 8.9.2 Hold Request Not Filled

Send a Hold Request Not Filled letter to inform a patron that the item he requested is currently not available. Click **Requests / Hold Requests / Print Letter - Hold Request Not Filled** from the main Menu. In the form that pops up, enter the item barcode and click **OK**. The following screen will be displayed:



#### Letter

Click **Letter** to print a Hold Request Not Filled letter to the patron informing him that the item he requested is currently not available and asking whether he wants to wait until the item is available.

See the Hold Request Filled section on page 132 for an explanation of the rest of buttons.

See the section Check Item Availability in Hold Requests on page 110 for more information on when and why this function should be used.

If the hold request has been placed by a proxy, then a second letter is printed for the proxy in addition to the letter that is printed for the sponsor.

### 8.9.3 Hold Request Refused

You can send a Hold Request Refused letter to inform a patron that his hold request has been refused. To do this, click **Requests > Hold Requests > Print Letter - Hold Request Refused** from the main menu. In the form that pops up, enter the item barcode and click **OK**. The following screen is displayed if more than one relevant request exists for this item:

Patron Name	Patron ID	Req Date	Pickup	Status	Prio	P	End R	Hold Date
Smith, John	18/06/03		Lincoln Library	In process.	20			
Jones, Donald	18/06/03		Lincoln Library	In process.	30			
North, Ellen Rita	18/06/03		UUPTN	In process.	30			

#### Refusal

Click **Refusal** to print a Hold Request Refused letter to the patron informing him that the item he requested will not be supplied.

#### Print

Click **Print** to print the hold request slip.

#### Expand

Click **Expand** to see detailed information about the highlighted hold request.

After clicking **Refusal**, the following window is displayed, where you can enter the refusal reason:

Refusal Note to Patron:



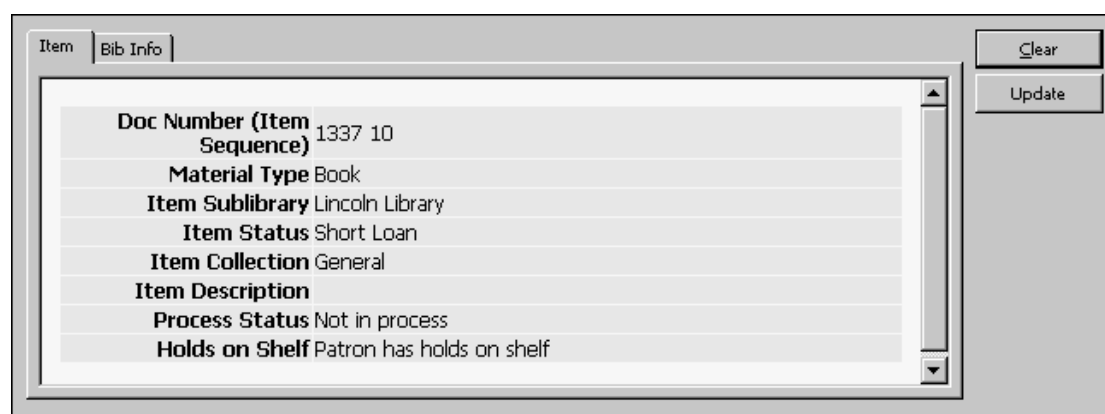
Clicking **OK** prints the hold request refusal letter to the patron (hold-refused-letter-s).

The request moves to the List of Historical Requests tab with Refused status. A Circulation Logger record (Z309) is created that includes the refusal reason that you entered in the Patron Note box.

## 8.10 Display Information about Holds on Shelf during Return

When a patron returns an item, he can pick up items he requested that are now waiting for him on the hold shelf.

The information whether or not a requested item is available for the patron on the hold shelf, is displayed when performing a Return action. It is on the last line of the Return Session's lower pane. The caption of the line is: "Holds on shelf". The messages can be "No holds for patron" or "Patron has holds on shelf" accordingly.



The screenshot shows a window with two tabs: "Item" and "Bib Info". The "Item" tab is active. The main area displays the following information:

<b>Doc Number (Item Sequence)</b>	1337 10
<b>Material Type</b>	Book
<b>Item Sublibrary</b>	Lincoln Library
<b>Item Status</b>	Short Loan
<b>Item Collection</b>	General
<b>Item Description</b>	
<b>Process Status</b>	Not in process
<b>Holds on Shelf</b>	Patron has holds on shelf

On the right side of the window, there are two buttons: "Clear" and "Update".

## 8.11 Rush Cataloging Requests

The Rush Cataloging feature enables patrons to request that items be given priority to be cataloged.

The following is a description of the Rush Cataloging process:

### Patron workflow

1. The patron uses the Web OPAC to search the catalog.
2. The patron selects an item and submits a hold request. The hold request submission is automatically followed by the creation of a cataloging trigger if the item has a process status of "pending cataloging processing" and the patron is authorized to make a Rush Cataloging request. The cataloging trigger is a notification to the Cataloging department to give priority to catalog the item.
3. The patron can follow up the request in the Web OPAC Library Card. The request is listed with the other hold requests, but has a special 'Rush Cataloging' status until the cataloging staff has cataloged the item.

4. The Circulation “Request Handling (UE\_06)” daemon and “Call Slips for Requests (cir-12)” batch job consider the request unavailable until the staff user changes the item’s process status to an available process status.

#### Staff workflow

1. The cataloging staff may use the online Cataloging module Triggers List or use the offline “Print Trigger Report (com-01)” report (in the BIB library) to view all of the Rush Cataloging requests. Viewing only the Rush Cataloging triggers is possible by filtering the department for the hardcoded value RUSH, or for the item library or sublibrary, depending on system configurations.
2. The cataloging staff catalogs the record or the item.
3. After updating the BIB or item information, the staff moves back to the Cataloging module Triggers List and deletes the cataloging request.
4. The Circulation system now manages the request like any other request.

## **8.12 Requesting Unbarcoded Items**

This feature enables patrons to request items that are not yet registered in the system (“unbarcoded items”).

The following is a description of the unbarcoded items request process:

#### Patron workflow

1. The patron uses the Web OPAC to search the catalog.
2. The patron selects an item and submits a hold request. The hold request submission is automatically followed by the creation of a temporary item with item status 88. The request is placed on the new temporary item.
3. The patron can follow up the request in the Web OPAC Library Card. The request is listed with the other hold requests.
4. The Circulation system now manages the request like any other request and manages the item as any other item.

## **9 Photocopy Requests**

This chapter includes the following sections:

- Photocopy Management
- Creating a Photocopy Request
- Viewing a Photocopy Request
- Updating a Photocopy Request
- Deleting a Photocopy Request
- Printing Photocopy Request Slips

- Printing Photocopy Request Letters to Patrons
- Shipping a Photocopy Request
- Supplying a Photocopy Request
- Viewing Historical Photocopy Requests
- Request Daemon ue6

## **9.1 Photocopy Management**

The photocopy requests functionality is used by libraries who offer photocopy services to their patrons. The library staff prepares photocopies according to the patrons' requests.

### **9.1.1 Photocopy Request Life Cycle**

There are six statuses for a photocopy request: A (Active), W (Waiting), F (Filled), S (Supplied), R (Refused), and D (Deleted).

When a photocopy request is placed, its status is A. If the request can be filled immediately, the librarian prepares the photocopies. He then sends a notice to the requesting patron informing him that the photocopies can be picked up. This sets the request status to Filled. Filled photocopy requests are kept or removed, depending on the library's policy: Some libraries define "Filled" requests as completed and therefore do not keep a record of the filled request.

Libraries that want to track whether material was picked by the patron or not can decide to keep filled requests.

After the patron picked his photocopies, or after the material is sent to him, the request status is set to "Supplied".

If the request cannot currently be filled the librarian sends a notice to the requesting patron informing him of the delay. This sets the status to W.

If for any reason, the library refuses to supply the request, the librarian sends a notice to the requesting patron informing him of the reason for the refusal. This sets the status to R.

"Supplied", "Refused", and "Deleted" are final statuses. When a request is assigned one of these statuses, it is removed from photocopy requests list. Libraries can decide to keep such requests in a photocopy requests history table (z38h).

### **System Librarian Responsibilities**

There are special parameters for photocopy request setup. The System Librarian determines whether the system will:

- Check item availability for a photocopy request.

- Bill the patron according to paper size. For billing according to paper size, a price for each paper format should be set.
- Delete the photocopy request after the slip is printed.
- Deliver a photocopy to a particular location or hold the photocopy for pickup.
- Keep filled photocopies
- Keep historical photocopy requests

#### Check Item Availability

The System Librarian can have the system check the availability of an item when a batch of photocopy request slips is printed using the Photocopy Request Slips (cir-22) service. If an item is unavailable, the system will print a "wait" letter to the patron and the status of the request will be changed automatically from A (Active) to W (Waiting).

Note that the photocopy request status of the item can have several values that influence the processing of the photocopy request.

- N - photocopy request cannot be placed for the item
- Y - photocopy request can be placed
- T - item availability is not checked when photocopy request is placed, because photocopy requests are always allowed (for example short-term loan, lost, on order, etc.). However, for Photocopy Request Slips (cir-22) and ue\_06 (daemon printing of photocopy request slips), item is not considered "available" and does not print.

Alternatively, the System Librarian can decide that the system should not check item availability but simply print the photocopy request slips. In this case, the request status will be changed to W (Waiting) only after the Circulation Librarian sends a "wait" letter to the patron by using the command Print Letter - Photocopy Request Not Filled.

#### Billing Photocopy Requests According to Paper Size

The System Librarian can set different values for the photocopy fee according to paper size. For each defined paper format a separate value can be set in column 5 of `tab 18.lng`.

#### Delete Request After Printing Slip

If the System Librarian decides that photocopy requests should not be deleted after the slips are printed, then the Circulation Librarian will be able to record the number of pages used for photocopying and the corresponding fee. (This is done using the function Print Letter - Photocopy Request Filled.)

If the System Librarian decides that the requests should be deleted after the slips are printed, then no follow-up will be possible.

#### Pickup/Delivery Location

For each combination of sublibrary, item status and patron status, you can define the location from which the patron will pick up a photocopy being held for him or the location to which the photocopy will be delivered. Edit tab38.

### Keep Filled Photocopies

The System Librarian can have the system configured to keep requests after they are filled. These requests will be visible as part of the photocopy requests list.

### Keep Historical Photocopy Requests

The System Librarian can have the system configured to keep supplied or deleted photocopy requests. These requests will be visible in Circulation module as a “list of historical photocopy requests”.

## **Circulation Librarian Responsibilities**

The Circulation Librarian determines whether or not a photocopy request slip will be printed automatically when a requested item is returned by using the Set Up Return Options command from ALEPH/Options. If the librarian chooses not to have the request slip printed automatically, he can manually print the request slip by using Requests/Photocopy Requests/Print Photocopy Request Slips.

## **9.2 Creating a Photocopy Request**

A photocopy request can be placed either by the patron on the Web OPAC or by the librarian through the Circulation module. Note that a patron has to have the relevant privilege in his local patron record in order to place a photocopy request.

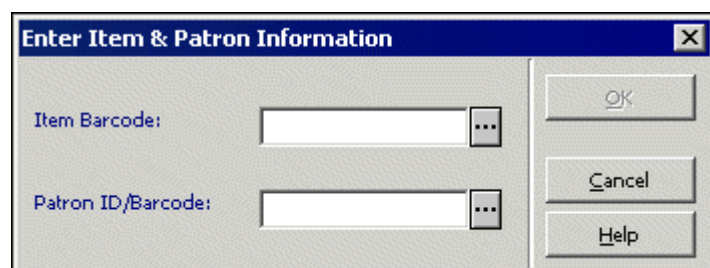
In the Circulation module, there are two ways to place a photocopy request:

- From the Requests Menu
- From the Item Tab

Both methods are described below.


### **9.2.1 Creating a Photocopy Request from the Requests Menu**

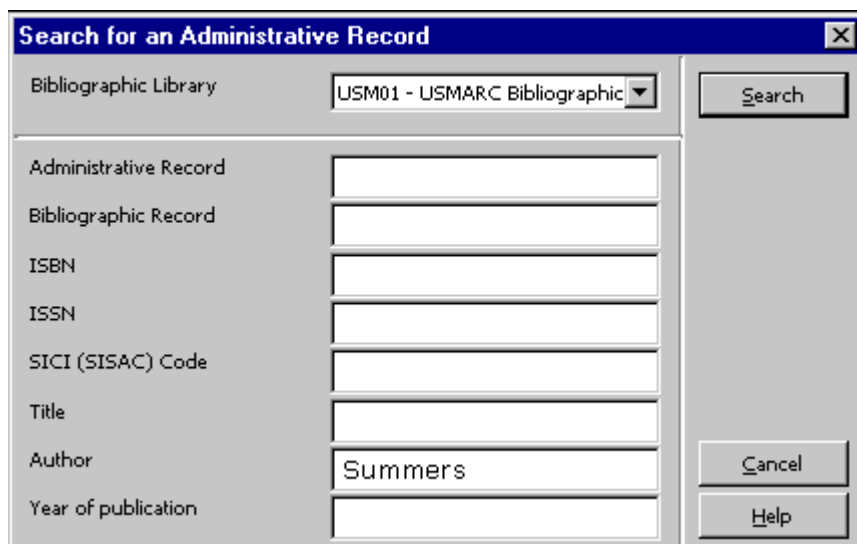
Select Requests/Photocopy Requests/Create Photocopy Request. The following screen will be displayed:



Fill in the form and click **OK**.

## Item Barcode

You can use the barcode reader to scan in the barcode. Alternately, you can search for an item by clicking the List button . The Search for an Administrative Record window will be displayed.



**Search for an Administrative Record**

Bibliographic Library: USM01 - USMARC Bibliographic

Administrative Record:

Bibliographic Record:

ISBN:

ISSN:

SICI (SISAC) Code:

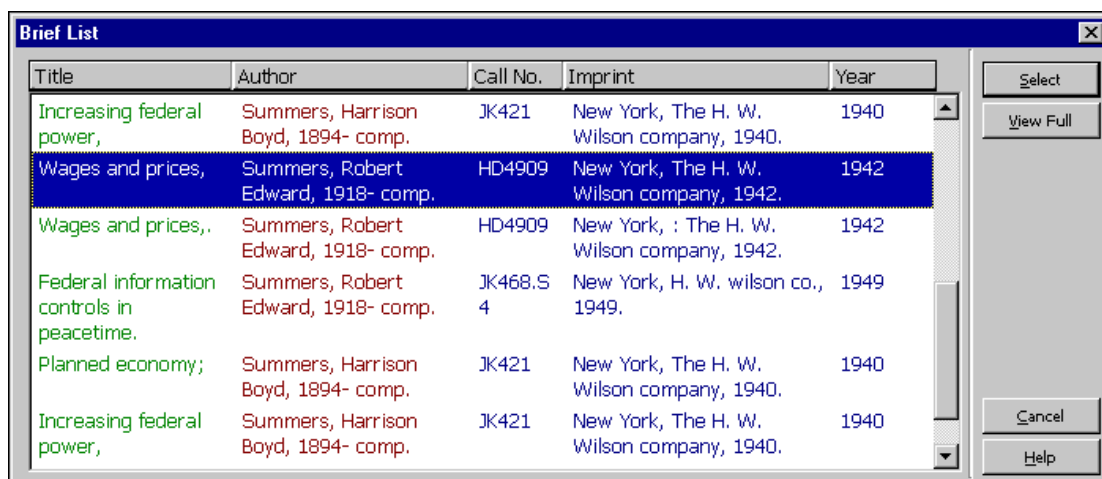
Title:

Author: Summers

Year of publication:

Buttons: Search, Cancel, Help

Enter search strings in one or more fields and click **Search**. If there is more than one hit, the Brief List window will be displayed.




**Brief List**

Title	Author	Call No.	Imprint	Year
Increasing federal power,	Summers, Harrison Boyd, 1894- comp.	JK421	New York, The H. W. Wilson company, 1940.	1940
Wages and prices,	Summers, Robert Edward, 1918- comp.	HD4909	New York, The H. W. Wilson company, 1942.	1942
Wages and prices,.	Summers, Robert Edward, 1918- comp.	HD4909	New York, : The H. W. Wilson company, 1942.	1942
Federal information controls in peacetime.	Summers, Robert Edward, 1918- comp.	JK468.S 4	New York, H. W. wilson co., 1949.	1949
Planned economy;	Summers, Harrison Boyd, 1894- comp.	JK421	New York, The H. W. Wilson company, 1940.	1940
Increasing federal power,	Summers, Harrison Boyd, 1894- comp.	JK421	New York, The H. W. Wilson company, 1940.	1940

Buttons: Select, View Full, Cancel, Help

Select an item from the Brief List.

## Patron ID/Barcode

Enter the patron's ID or barcode. To select a patron from a list, click the **List** button .

Click **OK**. The following screen is displayed:

#### Author of Part

This is the author of the portion of the item that the patron wants photocopied, if it is different from the item as a whole. For example, a chapter can be written by one person, while the work as a whole was edited by another person.

#### Title of Part

This is the title of the portion of the item that the patron wants photocopied if it is different from the title of the item as a whole. For example, a chapter can have a title that is different from the title of the work as a whole.

#### Pages to Copy

Enter the pages that you would like photocopied. You can enter a range such as 13-42.

#### Note 1 and 2

Optional. Add up to two notes for the library staff about the photocopy request.

#### Pickup Location

Choose the location where the patron will receive the material. The options can include Home Address or a Mailbox ( the photocopy will be delivered); or a certain Sublibrary or Reading Room (the photocopy will be held for pickup). The home library of the requesting patron will be used by default. If the patron does not have a home library or if the patron's home library is not a valid pickup location, either the sublibrary of the requested item or another library that was defined by the system librarian is filled by default instead. You can choose any sublibrary from the drop-down list and override the default pickup location.

#### Charge

Indicate whether or not the patron is to be charged for the photocopy. Two options are available: Free (F) and Charge (C). The value is filled automatically after you enter the Patron ID, according to the settings in the related local patron record.

#### Additional Info

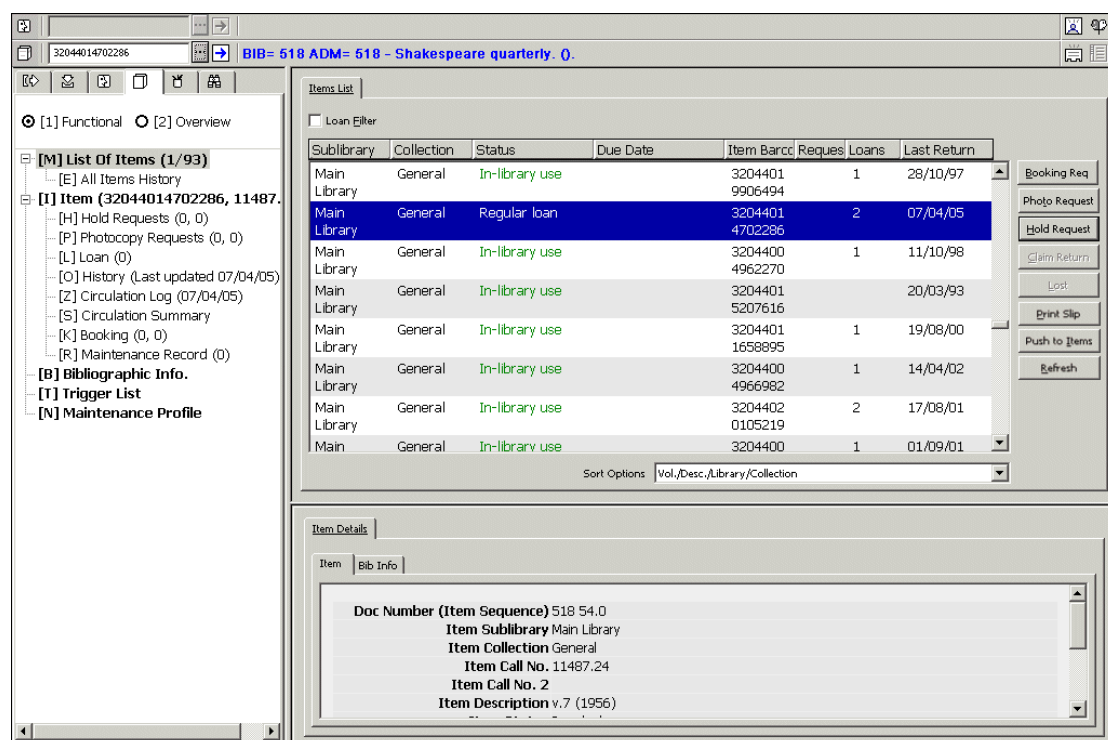
Optional. You may add a free text note of up to 600 characters.

#### Requester Name

Optional. The user for which the service is provided. The user does not have a library account. The staff user may fill in the name of the requester.

### 9.2.2 Creating a Photocopy Request from the Item Tab

Open an item in the item tab.

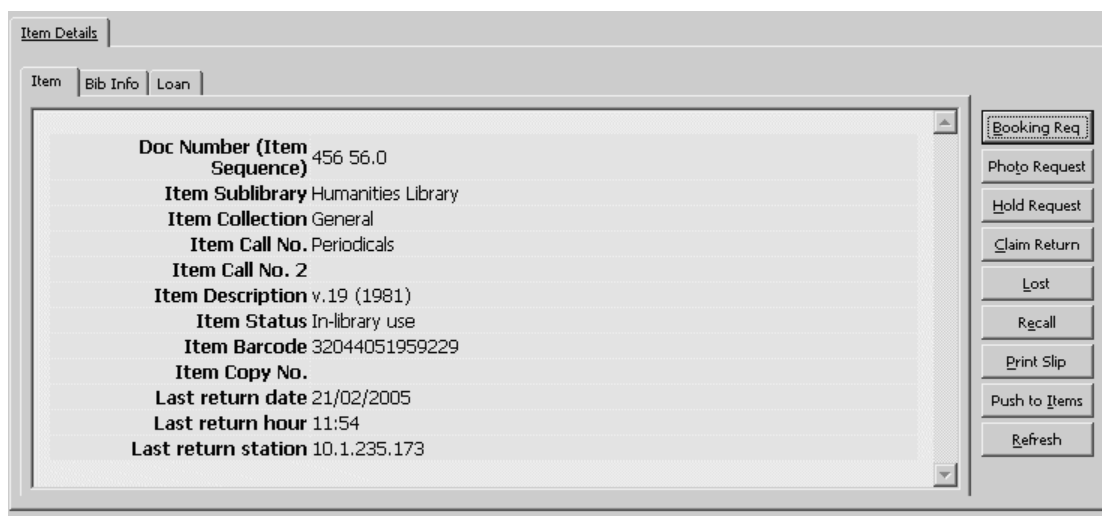


Select either the List of Items node or the Item node. You can place a photocopy request from both nodes.



## Items List Node

Highlight an item on the Items List tab in the upper pane and click **Photo Request**.



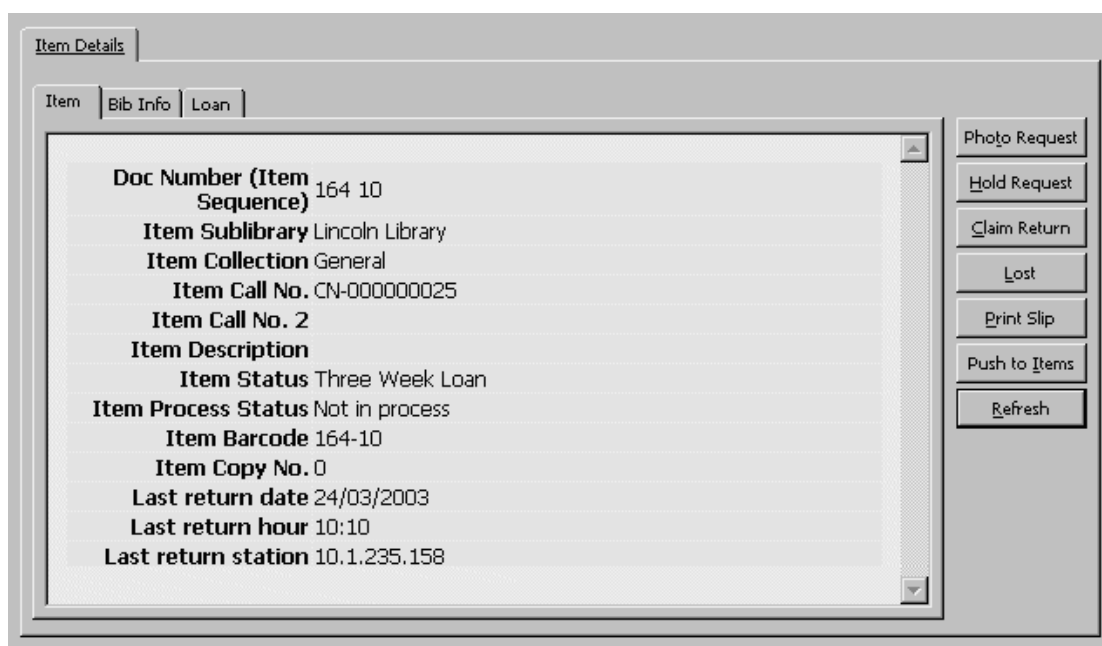
The screenshot shows the 'Item Details' window with the 'Item' tab selected. The main pane displays the following item information:

Doc Number (Item Sequence)	456 56.0
Item Sublibrary	Humanities Library
Item Collection	General
Item Call No.	Periodicals
Item Call No. 2	
Item Description	v.19 (1981)
Item Status	In-library use
Item Barcode	32044051959229
Item Copy No.	
Last return date	21/02/2005
Last return hour	11:54
Last return station	10.1.235.173

On the right side, there is a vertical list of buttons: Booking Req, Photo Request, Hold Request, Claim Return, Lost, Recall, Print Slip, Push to Items, and Refresh.

## Item Node

The item's details are displayed on the Item tab in the right pane. Click **Photo Request**.



The screenshot shows the 'Item Details' window with the 'Item' tab selected. The main pane displays the following item information:

Doc Number (Item Sequence)	164 10
Item Sublibrary	Lincoln Library
Item Collection	General
Item Call No.	CN-000000025
Item Call No. 2	
Item Description	
Item Status	Three Week Loan
Item Process Status	Not in process
Item Barcode	164-10
Item Copy No.	0
Last return date	24/03/2003
Last return hour	10:10
Last return station	10.1.235.158

On the right side, there is a vertical list of buttons: Photo Request, Hold Request, Claim Return, Lost, Print Slip, Push to Items, and Refresh.

The Create Photocopy Request form is displayed. Fill in the form and click **OK**.

**Create Photocopy Request**

Patron ID:  ...

Author of Part:

Title of Part:

Pages to Copy:

Note 1:

Note 2:

Pickup Location:   Charge:

Additional info:

### 9.3 Viewing a Photocopy Request

Details of a photocopy request are accessible from the Photocopy Requests node in both the Item tab and the Patron tab.

#### Item Tab

In the Item Tab select the Photocopy Requests node to display a list of photocopy requests for the selected item in the List of Photocopy Requests pane.

List of Photocopy Requests

Bibliographic Info	Date	No.	Status
Pan yüeh t'an.	22/03/04	383	In process
She hui k'fo hsüeh chan hsien.	22/03/04	384	In process
Fa shang hsüeh pao.	22/03/04	385	In process

Select an entry from the list to display its details in the Photocopy Request Information pane.

**Photocopy Request Info.**

Patron ID/Name: 00000012 Aaberg, Oscar

Description:

Author of Part:

Title of Part: test

Pages to Copy: 11

Photocopy Note 1:

Photocopy Note 2:

Pickup Location: WID Charge: C

Status: A Letter Status: P

Additional info:

### Patron Tab

In the Patron Tab select the Photocopy Requests node to display a list of photocopy requests for the selected patron in the List of Photocopy Requests pane.

1. List of Photocopy Requests | 2. List of Historical Photocopy Requests

Bibliographic Info	Date	No.	Status	Sub Library	Pickup Location
'Brothers' or others? :	01/16/2011	753	In process	Main Library	Main Library
Solaris 10 ZFS essentials /	01/19/2011	755	In process	Main Library	Main Library

Select an entry from the list to display its details in the Photocopy Request Information pane.

1. Photocopy Request Information | 2. Bibliographic Information

Description:

Author of Part:

Title of Part:

Pages to Copy: 44

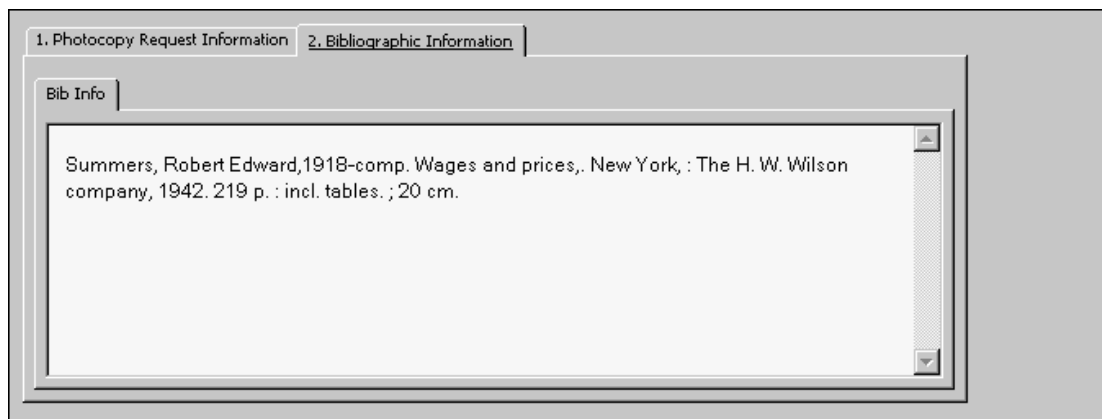
Photo Request Note 1:

Photo Request Note 2:

Pickup Location: LAW Charge: C

Status: A Letter Status: P

Additional info: 234



## 9.4 Updating a Photocopy Request

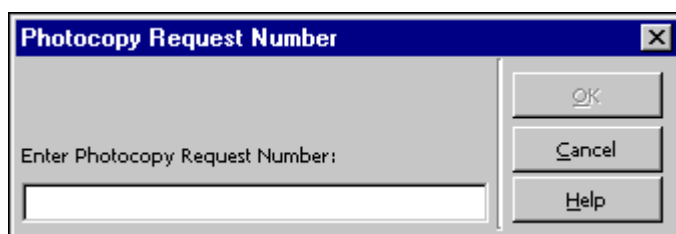
In the Circulation module, there are three ways to update a photocopy request:

- From the Requests Menu
- From the Item Tab
- From the Patron Tab

These methods are described below.

### 9.4.1 Updating a Photocopy Request from the Requests Menu

Select Requests/Photocopy Requests/Update Photocopy Request. The following window will pop up:



Enter the photocopy request number and click OK. (The photocopy request numbers are displayed in the Lists of Photocopy Requests available through the Photocopy Requests node in the Item tab and the Patron tab.)

The Update Photocopy Request Form will be displayed:

**Update Photocopy Request - 00000012/Aaberg, Oscar**

Description: Works issued by the Hakluyt Society.. [London : The Society], 1847-.

Item: 000238746-000040

Patron ID / Name: 00000012 Aaberg, Oscar

Author of Part:

Title of Part:

Pages to Copy: 44

Note 1:

Note 2:

Pickup Location: LA/W Charge: C

Status: A Letter Status: P

Additional info:

OK

Cancel

Help

#### Author of Part

This is the author of the portion of the item that the patron wants photocopied, if it is different from the item as a whole. For example, a chapter can be written by one person, while the work as a whole was edited by another person.

#### Title of Part

This is the title of the portion of the item that the patron wants photocopied if it is different from the title of the item as a whole. For example, a chapter can have a title that is different from the title of the work as a whole.

#### Pages to Copy

Enter the pages that you would like photocopied. You can enter a range such as 13-42.

#### Note 1 and 2

Optional. Add up to two notes for the library staff about the photocopy request.

#### Pickup Location

Choose the location where the patron will receive the material. The options can include Home Address or a Mailbox (the photocopy will be delivered); or a certain Sublibrary or Reading Room (the photocopy will be held for pickup). The home library of the requesting patron will be used by default. If the patron does not have a home library or if the patron's home library is not a valid pickup location, the sublibrary of the requested item is used by default instead. You can choose any sublibrary from the drop-down list and override the default pickup location.

#### Charge

Indicate whether or not the patron is to be charged for the photocopy. Two options are available: Free (F) and Charge (C).

## Status

This field indicates whether or not the photocopy request has been processed. Two options are available: Active (A) means the request has not yet been processed. Waiting (W) means that a photocopy request wait letter has been printed and the item could not be located in order to photocopy it.

## Letter Status

This field indicates whether or not a "Photocopy Request Not Filled" letter has been sent to the patron. Two options are available: Printed (P) and Not Printed (blank).

## Additional Info

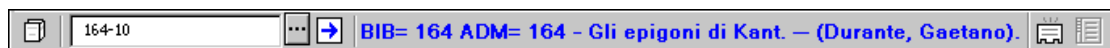
Optional. You may add a free text note of up to 600 characters.

## Requester Name

Optional. The user for which the service is provided. The user does not have a library account. The staff user may fill in the name of the requester.

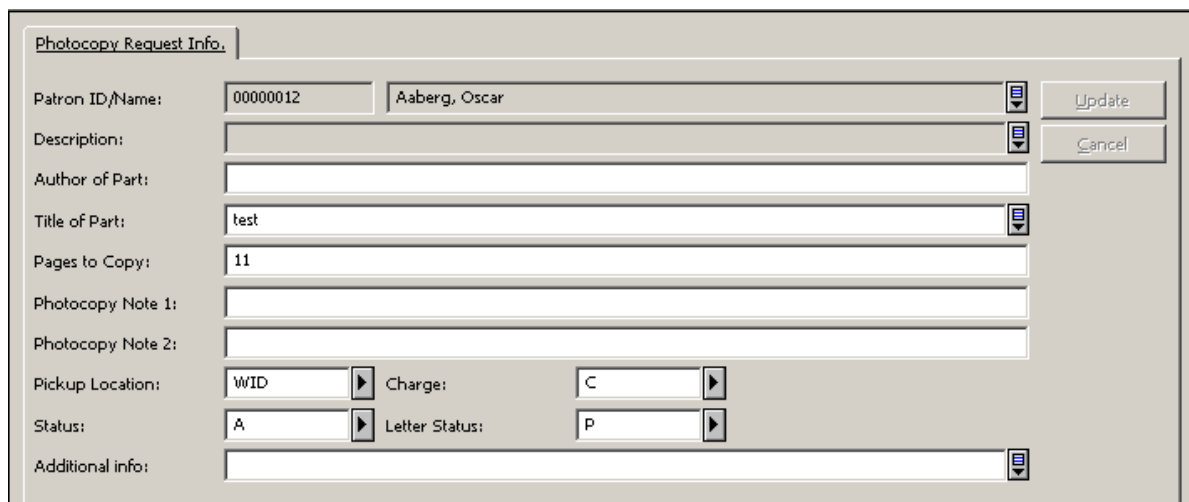
### 9.4.2 Updating a Photocopy Request from the Item Tab

Open an item in the Item tab.



Select the Photocopy Requests node.

Highlight a line on the List of Photocopy Requests tab in the upper pane. The details are displayed in the lower pane:



Edit the form and click **Update**. Note that the **Update** button is only active after at least one field has been edited.

### 9.4.3 Updating a Photocopy Request from the Patron Tab

Open a patron in the Patron tab.



Select the Photocopy Requests node.

Highlight a line on the List of Photocopy Requests in the upper pane. The details are displayed in the lower pane:

Edit the form and click **Update**. Note that the **Update** button is only active after at least one field has been edited.

## 9.5 Deleting a Photocopy Request

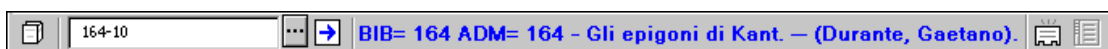
In the Circulation module, there are two ways to delete a photocopy request:

- From the Item Tab
- From the Patron Tab

Both ways are described below.

### 9.5.1 Deleting a Photocopy Request from the Item Tab

Open an item in the Item tab.



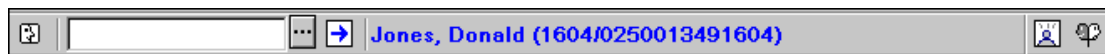
Select the Photocopy Requests node from the Item root. The List of Photocopy Requests will be displayed in the upper pane.

Patron Name	Patron ID	Pickup	Date	Req. No.	Status
Jones, Donald	1604	Lincoln Library	07/04/03	270	In process
Smith, John	10	Lincoln Library	08/04/03	271	In process
Newhouse, William	9090	Lincoln Library	08/04/03	272	In process

Highlight a photocopy request and click **Delete**. You will be prompted to confirm deletion.

### 9.5.2 Deleting a Photocopy Request from the Patron Tab

Open a patron in the Patron tab.



Select the Photocopy Requests node.

Highlight a line on the List of Photocopy Requests in the upper pane and click **Delete**. You will be prompted to confirm deletion.

Note that the deleted request will be deleted or kept in the photocopy history table, depending on the library's policy.

## 9.6 Printing Photocopy Request Slips

There are four ways to print photocopy request slips:

- Automatically print a photocopy request slip when a requested item is returned.
- Manually print a photocopy request slip.
- Print photocopy request slips using the Photocopy Request Slips (cir-22) service.
- Print photocopy request slips using the Request Daemon ue6.

### 9.6.1 Automatically Print a Photocopy Request Slip

The Circulation Librarian can set up the system to automatically print a photocopy request slip when a requested item is returned. Select the check box Print Photocopy Requests Slips Automatically Upon Return in the Set Up Return Options window.



### **9.6.2 Manually Print a Photocopy Request Slip**

The Circulation Librarian can print a photocopy request slip manually. Select Requests/Photocopy Requests/Print Photocopy Request Slips. In the form that pops up, enter the item barcode and click **OK**. The request slip will be printed.

Photocopy request slips are usually printed manually if the system does not print them automatically or if the Circulation Librarian needs to reprint a particular photocopy request slip.

### **9.6.3 Print Photocopy Request Slips Using the Photocopy Request Slips (cir-22) Service**

Select Services/Requests/Photocopy Request Slips (cir-22) to print a batch of photocopy request slips. You can print photocopy request slips for items with a particular item status and various request statuses, such as new requests only or waiting requests that are now available.

Note that the outcome of the service Photocopy Request Slips (cir-22) depends on the setup of several variables in tab100. See the online help of Photocopy Request Slips (cir-22) for more details.

### **9.6.4 Printing Through the Request Daemon ue6**

You can print photocopy request slips automatically through the Request Daemon ue6. It is possible to print photocopy request slips only for specific pickup locations by configuring tab\_ue\_pickups in the Administrative library.

## **9.7 Printing Photocopy Request Letters to Patrons**

One of three letters is sent to the patron in response to a photocopy request: Filled, Not Filled, or Refused. These letters are either printed manually from the Requests menu or automatically using the Photocopy Request Slips (cir-22) service or the Request Daemon ue6. The Refused letter can only be sent manually.

### **9.7.1 Photocopy Request Filled**

This option prints a letter to a patron informing him that the photocopies he requested are now available.

Select Requests/Photocopy Requests/Print Photocopy Request Slips. Enter the photocopy request number in the form and click **OK**.

The photocopy request numbers are displayed in the Lists of Photocopy Requests available through the Photocopy Requests node in the Item tab and the Patron tab.

The following screen will be displayed:

The screenshot shows a software dialog box titled "Print Letter - Photocopy Request Filled". It has two tabs: "1. Photocopy Information" and "2. Patron Information". The "1. Photocopy Information" tab is selected. At the top right of the dialog is a "Letter" button. Below it is a list box containing the following text: "Watanabe, Scott.:", "Solaris 10 ZFS essentials /Scott Watanabe..", and "Upper Saddle River, NJ : Prentice Hall, 2009..". Below the list box are several input fields: "ADM Record No.:" with the value "000052405"; "Author of Part:" with the value "lt"; "Title of Part:" with the value "99"; "Pages to Copy:" (empty); "Note 1:" (empty); "Note 2:" (empty); "Charge:" with a dropdown menu showing "F"; and a table with two columns: "Paper Size:" and "No. Pages:". The table has one row with "A4 form" and "5", and five empty rows. At the bottom right are "Cancel" and "Help" buttons.

Fill in the charge, paper size, and number of pages used for photocopying, and click **Letter**. The letter will be printed, the patron's list of cash transactions will be updated, and the request will be deleted or kept with "Filled" status, depending on the library's policy.

### 9.7.2 Photocopy Request Not Filled - Wait Letter

This option prints a letter to a patron informing him that his photocopy request cannot be filled at this time. See Hold Requests on page 110 for more information on when and why this function should be used.

Select Requests/Photocopy Requests/Photocopy Request Not Filled. Enter the photocopy request number and click **OK**.

The photocopy request numbers are displayed in the lists of photocopy requests available through the Photocopy Requests node in the Item tab and the Patron tab.

The letter will be printed and the status of the photocopy request will be changed to W (Waiting).

### 9.7.3 Photocopy Request Refused

This option prints a letter to a patron informing him that his photocopy request has been refused.

Select **Requests > Photocopy Requests > Photocopy Request Refused**. Enter the photocopy request number and click **OK**.

The photocopy request numbers are displayed in the lists of photocopy requests available through the Photocopy Requests node in the Item tab and the Patron tab.

The letter (photocopy-refused-letter-s) is printed and the request moves to the List of Historical Photocopy Requests tab with Refused status. The Circulation Logger record (Z309) is created, including the refusal reason that you entered in the note box.

## 9.8 Shipping Photocopy Requests

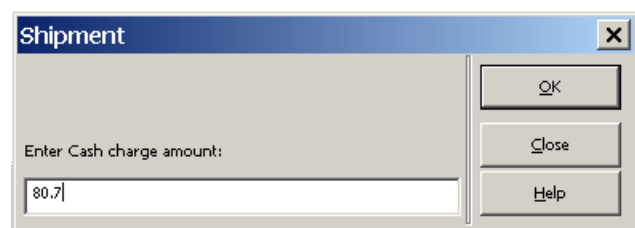
This feature is relevant only for libraries that support shipping photocopy material to patrons:

**To ship photocopy requests:**

1. Open a patron in the Patron tab.



2. Select the Photocopy Requests node.
3. Highlight one or more lines of the List of Photocopy Requests in the upper pane and click **Shipping**. Enter the cash charge amount for shipping:



4. Click **OK**. The following occurs:
  - A cash transaction for “photocopy shipment” is created.
  - All cash transactions related to any of the chosen requests are marked as “transferred to vendor”.
  - An invoice of all related cash transactions is printed.
  - After the invoice is printed, the status of the selected requests is changed to “Supplied”.

## 9.9 Supplying a Photocopy Request

After the material is taken by the patron, it is possible to change a photocopy request’s status to “Supplied”:

**To change a photocopy request’s status to “Supplied”:**

1. Open a patron in the Patron tab.



2. Select the Photocopy Requests node.
3. Highlight one or more lines on the List of Photocopy Requests in the upper pane and click **Supply**.

## 9.10 Viewing Historical Photocopy Requests

As described, “Deleted” and “Supplied” are final statuses.

If the library’s policy is to keep historical photocopy requests, requests with “Final” status are moved to the historical photocopy requests list.

Details of the historical photocopy requests are accessible from the Photocopy Requests node in the Patron tab.

### To view historical photocopy requests:

1. In the Patron Tab, select the Photocopy Requests node.
2. Select the List of Historical Photocopy Requests tab to display a list of historical photocopy requests for the selected patron:

Bibliographic Info	Date	No.	Status
아중부seda hōgaku =	12/16/2010	662	Supplied
Bulletin.	12/16/2010	663	Supplied
Studia missionalia.	11/07/2010	509	Supplied
Deux anglaises et le continent	12/19/2010	666	Supplied
Secure Java :	12/19/2010	665	Supplied
아중부seda hōgaku =	12/16/2010	661	Supplied
London School of Jewish Song [and] Neginah Orchestra	12/15/2010	652	Deleted
Merkur.	12/16/2010	660	Supplied

3. Select an entry from the list to display its details in the Photocopy Request Information pane.

1. Photocopy Request Information	2. Bibliographic Information
Description:	<input type="text"/>
Author of Part:	<input type="text"/>
Title of Part:	<input type="text" value="test"/>
Pages to Copy:	<input type="text" value="33"/>
Photo Request Note 1:	<input type="text"/>
Photo Request Note 2:	<input type="text"/>
Pickup Location:	<input type="text" value="WID"/> Charge: <input type="text" value="C"/>
Status:	<input type="text" value="D"/> Letter Status: <input type="text"/>
Additional info:	<input type="text"/>

Note that this information is read only.

## 9.11 Request Daemon ue6

The Request Daemon ue6 is a process that is used to send Hold Request printouts and Photocopy Request printouts to printing. Use the Request Daemon ue6 to print photocopy request slips, and filled and not filled photocopy request letters automatically. The Request Daemon consults `tab41` Request daemon configuration for Photocopy Requests. `tab41` specifies several parameters for processing photocopy requests. One of these parameters is a suffix (a file extension) that is attached to each print file that is produced as a result of photocopy requests placed from the Circulation module and the Web OPAC. The suffix is identified by the print daemon which directs the printout to a specified printer.

Additional table – `tab_ue_pickups` – is consulted by the request daemon. Only locations that are listed in `tab_ue_pickups` are handled by the daemon. Note that if the table does not exist, all location are handled by the daemon.

Run the Request Daemon ue6. The Request Daemon is stopped with UTIL E/7.

## 10 Staff Requests

The Central Library is a library that offers services to subscribed libraries. Subscribed libraries may request material from the central library on behalf of their patrons. The subscribed libraries are identified in the central library as "pseudo patrons", but their patrons are not identified in the central library.

When a patron of the subscribed library wants to request material from the central library, staff of the subscribed library creates the request for the patron.

### 10.1 Creating a Request

The staff of the subscribed library connects to the OPAC of the central library using the subscribed library's account.

When connected to the subscribed library's search base, the request forms for hold and photocopy are altered to include a field for the patron's name. The staff of the subscribed library fills in the request details, including the information of the requesting patron in the requester name field.

When the form is submitted, standard photocopy checks are done based on the subscribed library's logon information. The request is linked to the subscribed library's user, with the requester name saved in the `Z37-REQUESTER-NAME / Z38-REQUESTER-NAME` fields.

If cash charges are created, they are charged to the subscribed library's user, and the `Z31-REQUESTER-NAME` field is populated with the name of the requester. Note that shipment cash charges (0056) are created for few photocopy requests. Therefore, in this case, the requester name will be populated according to one of the photocopy requests.

## 10.2 Viewing Requester Name Details

After creating a request, it is possible to view it in the subscribed library's account, in OPAC, and in the Circulation GUI.

The system librarian can set a sort option based on the requester name information.

### 10.2.1 Viewing Requester Name Details in OPAC

The created hold and photocopy requests are viewable in the "my library card" of the subscribed library's OPAC account. The Requester Name column displays the requesting patron details (based on Z37-REQUESTER-NAME and Z38-REQUESTER-NAME fields).

In addition, cash charges are viewable in the subscribed library's OPAC account, with the information in the Requester Name column taken from the charge's Z31-REQUESTER-NAME.

### 10.2.2 Viewing Requester Name Details in the Circulation GUI

The hold request list and photocopy request list that is displayed in the Patron Tab of the Circulation module display lists of the requests of the subscribed library.

When the ID of the subscribed library is loaded, the Hold Requests and Photocopy Requests nodes of the Patron Tab are displayed with the Requester Name column:

The image contains two screenshots of the Circulation GUI. The top screenshot shows the 'List of Hold Requests' table. The bottom screenshot shows the 'List of Photocopy Requests' table. Both tables have a 'Requester Name' column circled in red.

Doc No.	Bibliographic Info	Req Date	End Req Date	Hold Date	Status	Requester Name
000059695	Bulletin	18/11/10	18/05/11		Waiting in position 1 in queue. Due	O'Neil George

Bibliographic Info	Date	No.	Status	Requester Name
Bulletin.	12/09/10	429	In process	Aaberg, Oscar

The Requester Name column is also displayed in the cash list and in photocopy/hold requests history lists in the Circulation GUI.

### 10.2.3 Creating the Loan

Once a loan record is created, the hold request's Requester Name will be copied automatically to the Z36-NOTE-1 field.

# 11 Booking Requests

ALEPH supports two types of booking requests:

- **Rolling booking requests** – These booking requests are not confined to predefined slots. The patron may define any start and end time for the booking request, according to the patron’s needs. This type of booking request is usually referred to simply as a ‘booking request’.
- **Advance booking requests** – These booking requests may be created only within the frame of predefined reservation slots. The start and end times that are available for creating booking request have been previously defined by the system librarian, depending on the item’s type and sublibrary. This type of booking is usually referred to as an ‘advance booking request’ (see [12 Advance Booking](#) on page [165](#) for an explanation of how advance booking requests are managed in the Circulation system).

This chapter includes the following sections:

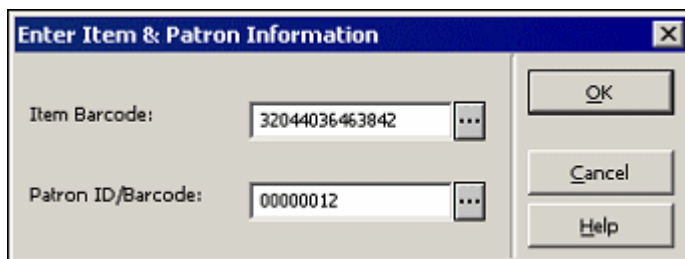
- Creating a Booking Request
- Viewing a Booking Request
- Updating and Deleting a Booking Request
- Fulfilling a Booking Request
- Booking Services


## 11.1 Creating a Booking Request

Booking requests can be placed either by a patron from the Web OPAC, or by a staff user in the Circulation GUI.

To place a request in the Circulation GUI:

1. Click **Requests\Booking Requests\Create Booking Request**. The following dialog opens:



This dialog box lets you enter the barcode of the requested item and the ID or barcode of the patron for whom the request will be created. You can search for an Item and Patron by clicking the relevant  button. The search for an item is library-configured, and usually enables searching by BIB or ADM system number, or any one of, or a combination of, ISBN, ISSN, Author words, Title words, Year of publication. Search for patron displays the List of Patrons.

2. Click **OK**. The Create Booking Request form is displayed, letting you insert the request parameters:

The screenshot shows a window titled "Booking Request - 51339-10 - 00000012/Hatoum, Robert". The form contains the following fields and controls:

- Patron ID/Name: 00000012, Hatoum, Robert
- Description: this is the item description
- Booking Note 1: (empty)
- Booking Note 2: (empty)
- Booking Date From: 24/01/2005, Booking Hour From: 12:36
- Booking Date To: 24/01/2005, Booking Hour To: 12:36
- Delivery Needed
- Pickup Location: WID, Pickup Sub Location: (empty)
- Return Needed
- Return Location: (empty), Return Sub Location: (empty)
- Head Time: M035, Delivery Time: (empty)
- Tail Time: M025, Release Time: M040
- Only Selected Item
- Delivery Method: (empty)

Buttons: OK, Availability, Cancel, Help.

You can also open the booking form by clicking the **Booking Req.** button in the Items List.

3. Fill in the form and click **OK**. This submits the request and runs the library-defined checks on the requested booking, stopping the process if any patron or item blocks are found to be relevant for the requested booking.

For details on each field of the Booking Request, refer to the Online Help (F1).

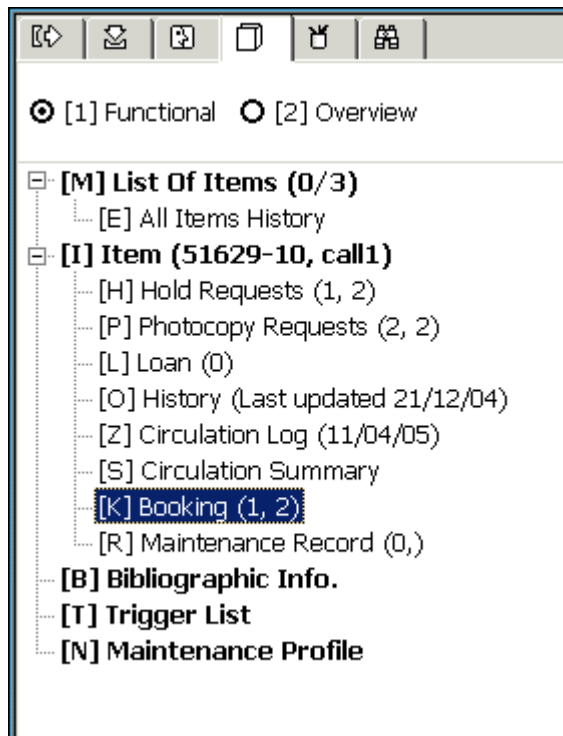
## 11.2 Viewing a Booking Request

You can view booking requests from the Items Tab and the Patrons Tab, or from the Administration tab.

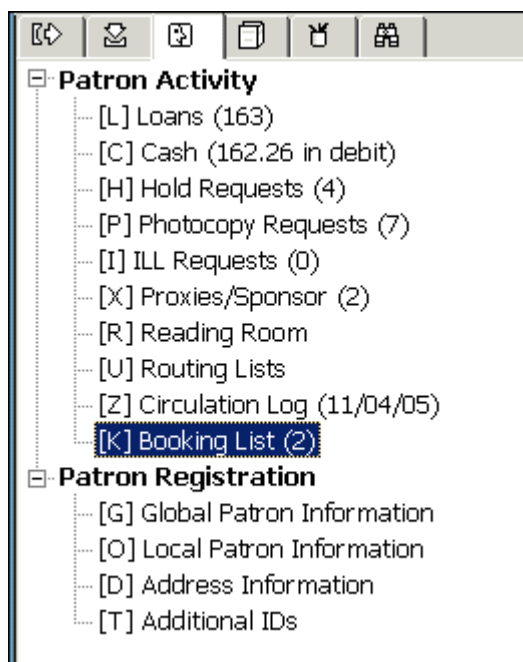
### 11.2.1 From the Items Tab and the Patrons Tab

After searching and retrieving an item in the Item Tab, clicking on the 'Booking' node of the Items tab navigation pane displays the item's booking list:





After searching the patron list and retrieving a patron, clicking on the 'Bookings List' node of the Patron Tab navigation pane displays the patron's booking list:



In either case, the upper right pane shows a list of the relevant booking requests, such as:

Title	Barcode	Eff. Start Date	Eff. End Date	Eff. Start Hour	Eff. End Hour	
Human physiology /	32044052971306	21/02/05	21/02/05	11:00	13:00	<input type="button" value="Delete"/> <input type="button" value="Go to Item"/> <input type="button" value="Deliver"/> <input type="button" value="Loan"/> <input type="button" value="Reallocate"/> <input type="button" value="Print"/>
The Journal of modern African studies.	32044051978849	09/03/05	09/03/05	17:00	19:00	

The lower right pane shows the details of the request highlighted in the upper pane:

1. Booking Request Information		2. Head/Tail Times		
Patron ID/Name:	00000012	Hatoum, Robert		<input type="button" value="Update"/>
Description	this is the item description			<input type="button" value="Cancel"/>
Booking Note 1:				
Booking Note 2:				
Booking Date From	24/01/2005	Booking Hour From	12:36	
Booking Date To	25/01/2005	Booking Hour To	12:36	
<input type="checkbox"/> Delivery Needed				
Pickup Location:	WID	Pickup Sub Location:		
<input checked="" type="checkbox"/> Return Needed				
Return Location:	WID	Return Sub Location:		

1. Booking Request Information		2. Head/Tail Times		
Head Time	M035	Delivery Time		<input type="button" value="Update"/>
Tail Time	M025	Release Time	M040	<input type="button" value="Cancel"/>
<input type="checkbox"/> Only Selected Item	Delivery Method			

### 11.2.2 From the Administration Tab

The Administration Tab lets you retrieve booking requests of different patrons and different items by using various filters, as shown below. An item in the list of booking requests can then be delivered, loaned out or deleted, as described in the Updating and Deleting a Booking Request and the Fulfilling a Booking Request sections.

To view a booking request from the Administration tab:

1. Select the Administration Tab:



2. Click **Filters**, located at the upper right pane on the screen. The following form appears:

A screenshot of a dialog box titled 'Booking List of Filters'. It contains several input fields for filtering booking requests: Sub Library, Start Date (00/00/0000), Start Hour (00:00), End Date (00/00/0000), End Hour (00:00), Open Date (00/00/0000), Delivery Method, a checkbox for 'Delivery / Pickup', Delivery Location, Material Type, Collection, Item Status, Patron, Active Booking (N), and Return Location. On the right side, there are three buttons: 'OK', 'Cancel', and 'Help'.

This form lets you fill in a list of filters which will be used to retrieve booking requests of various items and patrons.

3. Filling the required filters and clicking on **OK** will retrieve the list of booking requests, which will be displayed in the upper pane, with the details of the highlighted request in the lower pane.

### 11.3 Updating and Deleting a Booking Request

The booking request list, as described in the Viewing a Booking Request section, contains a **Delete** button. Clicking on this button deletes the selected booking request and creates a delete notice to be sent to the relevant patron.

To update a booking request's parameters:

1. Select a request by highlighting.
2. Change the request's parameters in the lower pane and click **Update** (the button is located in the lower pane).

Note that when a request is updated the changes are checked for validity, so that changing the booking time to a time that is not available will be blocked. Also note that if a request time is changed to a time that is not available and the conflicting request can be re-allocated to another item, the conflicting request will be moved, allowing the change to be made.

**Note:** Advance booking requests cannot be updated in the Booking Request Details tab.

## 11.4 Fulfilling a Booking Request

You can fulfill a booking request in one of two ways:

- Loaning the item to the requesting patron
- Delivering the item to the requested delivery location.

### 11.4.1 Loaning a Booked Item

Loaning a booked item can be done by clicking the Loan button that is located in the booking request list in the Patron Tab, the Item Tab and the Administration Tab. You retrieve the required request by clicking the **Filters** button, as described in the Viewing a Booking Request section, selecting the relevant item from the Booking List, and clicking on the **Loan** button.

You can also loan a booked item by using the Loan Tab just as non-booked items are loaned. If the calculated loan period of the issued item is found to include a booking request that was made by the loaning patron, the loan will be considered as a fulfillment of the booking request. If the loan period falls after the start time of a booking request that was made by the loaning patron, but before the end time of the request, the following options will be displayed for the staff to choose from:

- Fulfill the booking request, meaning that the loan due date will be the booking request's end date. The loan will be considered a booking request fulfillment, meaning that it cannot be recalled and that the booking request will cease to exist as a request and will be transformed to a booked loan.
- Cancel the booking request, meaning that the booking request will be removed and the loan will be processed like a regular loan using the system defined loan period for setting the due date.

The system can be set to use one of these options as default.

Note that if the loan is made within the preview period of the booking, it will always be considered a fulfillment of the booking request.

If an item is loaned out and a booking request that belongs to a different patron than the loaning patron is found to start within the item's loan period, and the conflicting

booking request can not be re-allocated to another available like item, the loan will be shortened so that it will be due before the start time of the booking request and a notification of this change will pop up. The same check is also made when a loan is renewed.

#### **11.4.2 Delivering a Booked Item**

If an item has been requested for delivery, meaning that the pickup location of the request is different from the item's sublibrary, the **Deliver** button in the booking request list will be active. Clicking this button prints the delivery slip and either loans the item to the requesting patron or puts the item in transit to the delivery location, depending on library policy configurations.

If the item has been booked for pickup in a reading room, a reading room record will also be created.

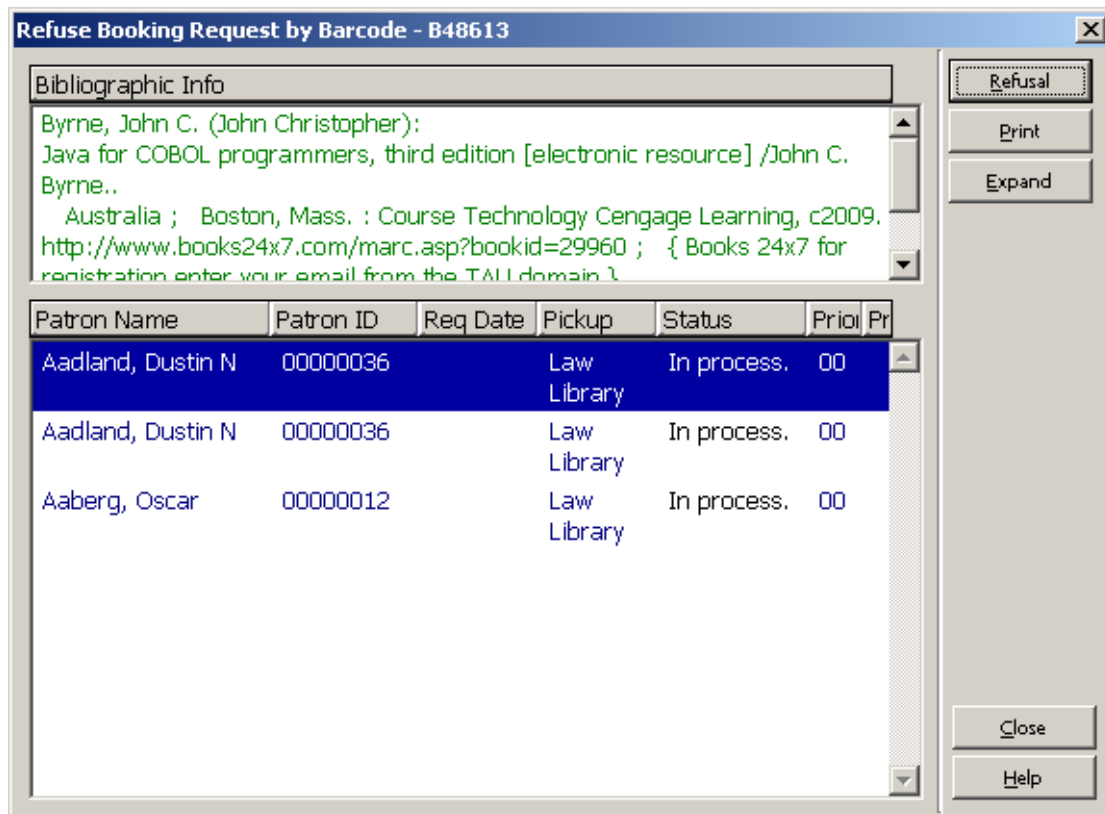
#### **11.4.3 Reallocating a Request**

A booking request can be reallocated to an available like item in one of two ways:

5. System-generated reallocation - If a circulation activity, such as a loan, is being performed on a booked item and the booking request causes constraints on the required activity, such as, for example, the shortening of the loan period, an attempt is made by the system to reallocate the booking request to another available like item. If this reallocation attempt fails, the required constraint will be imposed.
6. User-generated reallocation – You can trigger a request reallocation by clicking **Reallocate** in the booking list. The system attempts to reallocate the request to an available like item, and notifies you if the reallocation fails.

### **11.5 Refusing a Booking Request**

This option prints a letter to a patron informing him that his booking request has been refused. Click **Requests > Booking Requests > Print Letter - Booking Request Refused** from the main Menu. In the form that is displayed, enter the item barcode and click **OK**. The following screen is displayed if more than one relevant request exists for this item:



#### Refusal

Click **Refusal** to print a Booking Request Refused letter to the patron informing him that the item he requested is will not be supplied.

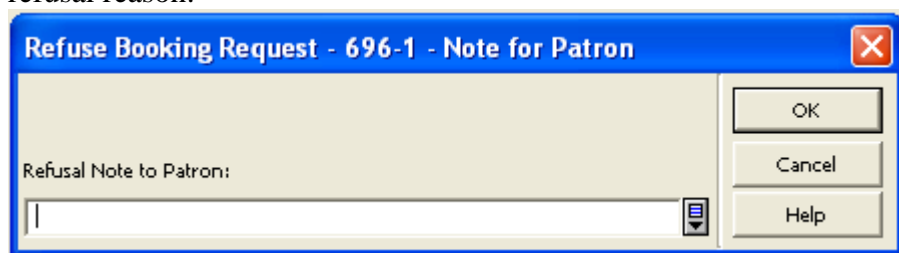
#### Print

Click **Print** to print the booking request slip

#### Expand

Click **Expand** to see detailed information about the highlighted booking request.

After clicking **Refusal**, the following window is displayed, where you can enter the refusal reason:



Clicking **OK** prints the booking request refusal letter to the patron (booking-refused-letter-s).

The request moves to the List of Historical booking Requests tab with Refused status. A Circulation Logger record (Z309) is created that includes the refusal reason that you entered in the Patron Note box.

## 11.6 Booking Services

The following services can be used to manage booking requests:

Service	Function
Call Slips for Requests (cir-12)	Produces call slips for booking requests
Requests Report (cir-07)	Produces a list of the requests placed for library material
Booking Reminders (cir-33)	Prints letters to send to patrons notifying them about their upcoming booking requests
Risk Analysis Report (cir-35)	Creates a report of upcoming booking requests that are at risk of not being filled
Report / Delete Expired Booking Request (cir-34)	Enables you to report / delete old booking requests which did not culminate in a loan from the database

## 12 Advance Booking

ALEPH supports two types of booking requests:

- **Rolling booking requests** – These booking requests are not confined to predefined slots. The patron may define any start and end time for the booking request, according to the patron's needs. This type of booking request is usually referred to simply as a 'booking request'.
- **Advance booking requests** – These booking requests may be created only within the frame of predefined reservation slots. The start and end times that are available for creating booking request have been previously defined by the system librarian, depending on the item's type and sublibrary. This type of booking is usually referred to as an 'advance booking request'.

Note that an advance booking request is different from other booking requests only in the fact that it is confined to predefined slots. After the booking request is created it is managed like regular booking requests. Please refer to section [11 Booking Requests](#) on page [157](#) for an explanation of how booking requests are managed in the Circulation system.

This chapter includes the following sections:

- Define "Reserve" Item Status
- Assign Item to "Reserve" Status
- Define Time Slots for Reserve Schedule
- Open (Activate) Schedule
- Request Item
- Print Report
- Loan Item
- Delete Old Schedules

- New and Deleted Items

Many libraries maintain a reserve collection from which patrons may borrow items on a short-term basis (for example, for one or two hours). The library sets up a booking schedule. A patron requests to borrow an item during one of the time slots available in the schedule through the Web OPAC interface. Librarians can place Advance Bookings using the GUI. The patron borrows the requested item from the Circulation desk of the Reserve Item collection when his time slot arrives.

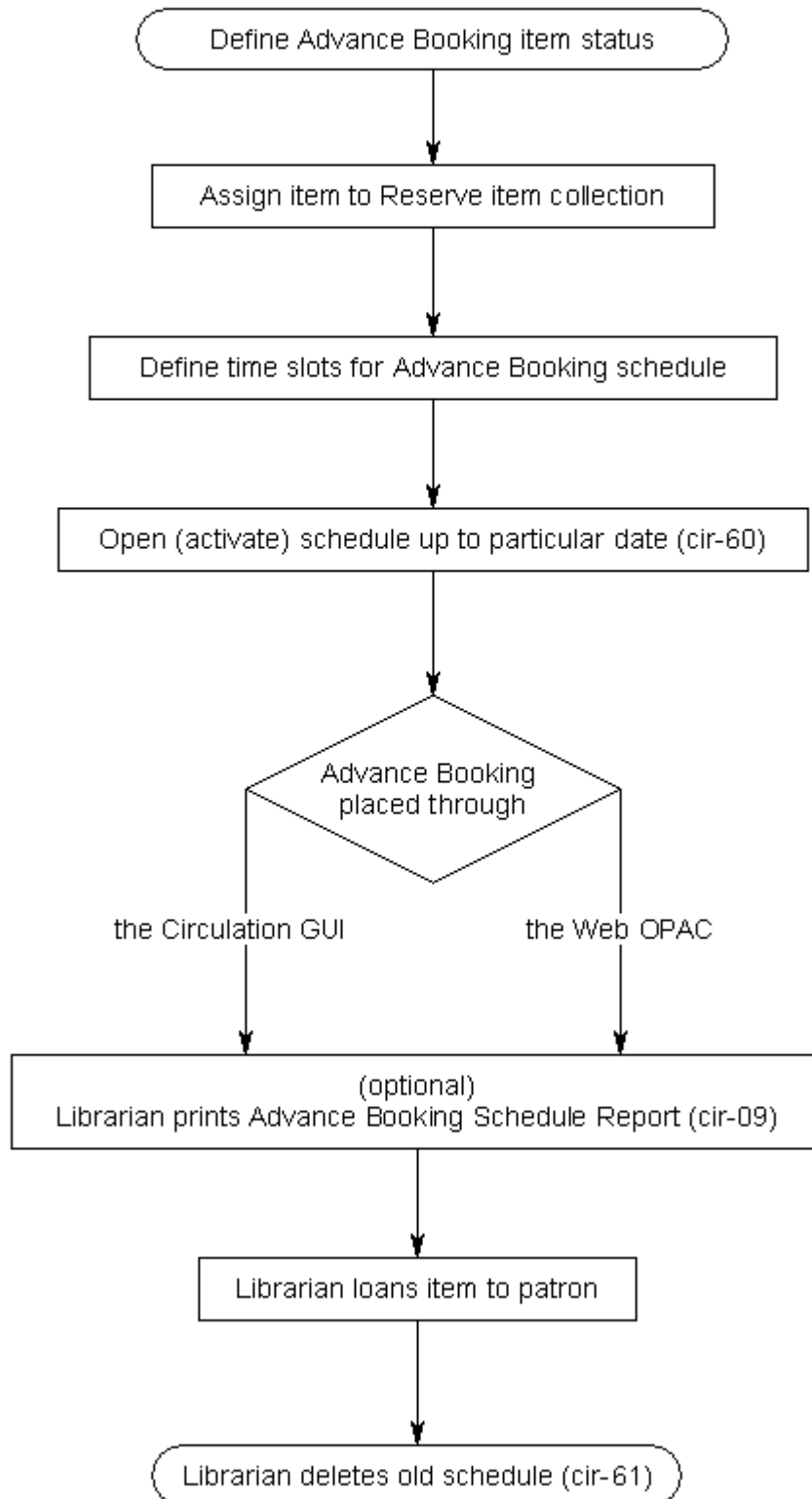
**Note**

The terms Reserve Items, Short Loan Items and Advance Booking are used throughout the system. Advance Booking is the standard term used in this ALEPH User Guide.

The workflow for advance booking is shown in the diagram below. Each step is described in detail following the diagram.



# Advance Booking Workflow



## 12.1 Define "Reserve" Item Status

The first step in advance booking is to define an item status for the reserve item collection. This status must be uniquely used for reserved items. To do so, your System Librarian must edit `tab15` appropriately.

## 12.2 Assign Item to "Reserve" Status

To assign an item to one of the reserve item collections, you may use either the Items function or the Circulation GUI.

In the Items function, fill in the Item Form. In the Item Status field of the form, enter one of the "reserve" item statuses.

In the Circulation GUI, go to the Items menu and choose Change Item Information. Use the sequence of forms that pop up.

## 12.3 Define Time Slots for Reserve Schedule

In order for a patron to be able to request reserve items, you must set up the advance booking schedule, including the time slots during which patrons may loan items. To do so, your System Librarian must edit `tab43` appropriately.

By using the Reserve Items function in the Circulation module (select Circulation / Reserve Items from the main menu), the librarian can choose to view all reserve items requested by a particular patron, or only the items requested for the current time slot.

The librarian might want to view the upcoming time slot. For example, the time may be 11:30 and the upcoming time slot is 12:00-14:00. In order to enable the librarian to view the upcoming time slot at 11:30, you can define a preview period of 30 minutes. During this preview period, the librarian can also loan an item to a patron if the item is available, even though it is before the end of the current time slot. The item will then be loaned to the patron for the upcoming time slot.

If an item is available during a slot period (but before the preview period), it is possible to loan the item to a patron immediately (during the current slot) with no need to place a reservation beforehand.

Note that if the patron does not have permission to place multiple hold requests on the same item, then he will not be able to reserve more than one slot per day for the same item. Similarly, the patron will not be able to request the same material for two days in a row if one slot is defined to be 24 hours long. Permission to place multiple hold requests on the same item is governed by the Multiple Hold Requests privilege setting. This definition is per sublibrary. To change the setting for an individual patron, select the appropriate Multiple Hold Requests radio button from the Patron Registration / Local Patron Information / Local Privileges tab.

## 12.4 Open (Activate) Schedule

Once you have defined an advance booking schedule, the next step is to open, or activate, the schedule so that it may be accessed through the Web OPAC by patrons and through the Circulation GUI by the Circulation librarian. You can open schedules manually, or you can set up the system to periodically open schedules automatically.

### 12.4.1 Opening Schedules

To open schedules, select Open Advance Booking Schedule (cir-60) from the Services / Advance Booking menu. This service enables you to open all schedules up to and including a particular date. Note that schedules may be open for a total of 50 days, which includes days that the library is closed. The schedule can be built for any number of days ahead of time.

When a new item is added with an Advance Booking item status from the Items function of the Cataloging module or from the Course Reading Web module, an advance booking schedule is automatically created. The same happens when the item's status is changed to an advance booking item status.

When an item is deleted (through the Items function in the Cataloging module), or if the item status is changed, the advance booking schedule is automatically deleted. The number of available items on the schedule grid will be reduced accordingly. If there was only one item (the one that you deleted), then the schedule grid will be deleted automatically.

You can set up automatic opening of schedules using UTIL E/16 Update Daemon Job List. To set up the days and times when the system should run the Open Advance Booking Schedule (cir-60) service, use UTIL E/16 Update Daemon Job List (in the Administrative library). This utility contains two files that may be edited, called `job_list` and `job_list.conf` ("conf" for configuration). First use the `job_list.conf` file to define a job running schedule. Then open the `job_list` file. This file lists all the services ("jobs") that you want the system to periodically run. Add the Open Advance Booking Schedule service (p-cir-60) to the list.

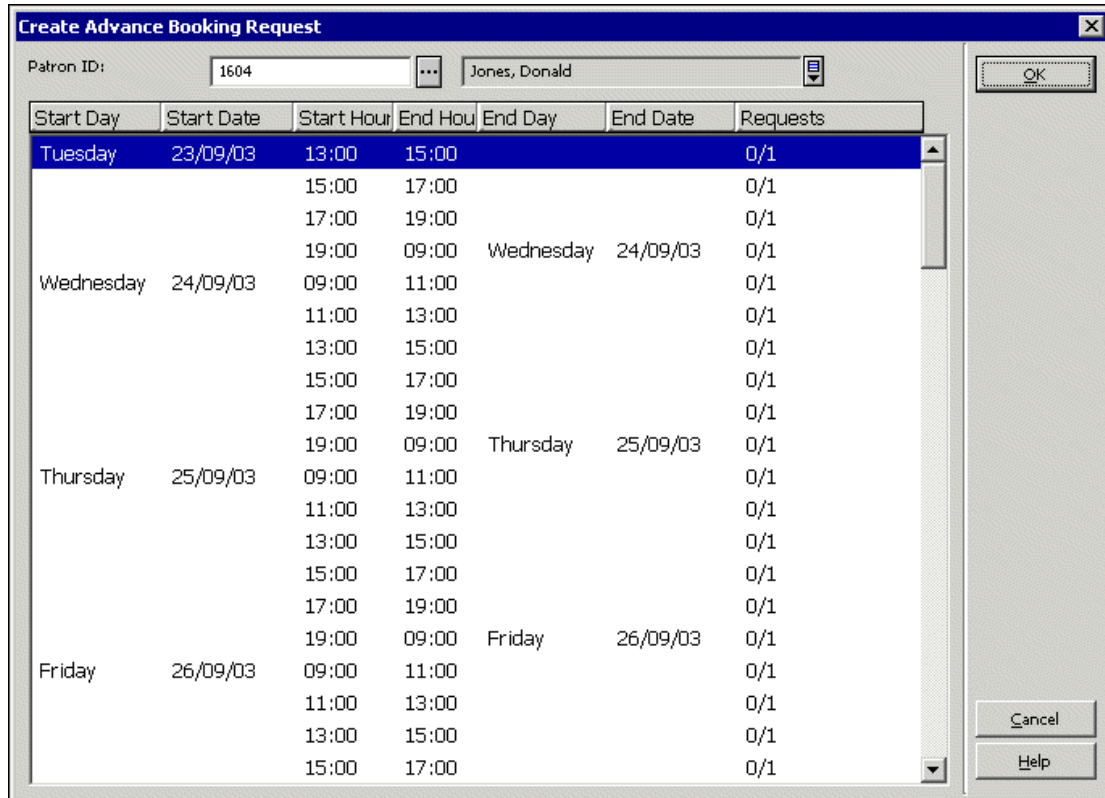
Advance booking slots are opened to the end of the week in which the "to-date" falls. There are cases, such as holidays and other blocks of days during which the library is closed, where you might want to remove slots that have already been created. To do this, run the service Delete Advance Booking Slots (cir-65).

### 12.4.2 Displaying the Schedule

After you have opened the schedules, you can determine the number of days from the available schedule that will be displayed in the Web OPAC and in the Circulation GUI. For example, you have opened schedules for the next two months, but in the Web OPAC you want to display only the upcoming two weeks. This way the Web OPAC patrons can only request items up to two weeks in advance.

In the GUI you can display the whole period for the Circulation Librarian. Go to the

Items tab and retrieve an item that has an Advance Booking / Short Loan status. Click Hold to place an Advance Booking. This opens a window with a schedule for this item. You can place an Advance Booking for any slot that is not fully booked yet. The column Requests displays the number of current bookings for each slot and the number of items that are offered by the library for this title.



To determine the number of days that will be displayed in the Web OPAC, edit the `www_server.conf` file in the `./alephe` directory. The parameter `www_item_schedule` determines the preview in the Web OPAC. For example:

```
setenv www_item_schedule 14
```

To determine the number of days that will be displayed in the GUI, edit the `pc_server_defaults` file in the `./alephe` directory. The parameter `pc_item_schedule` determines the preview in the GUI. For example:

```
setenv pc_item_schedule 30
```

If you want the schedule to roll open one week at a time, you can follow this scenario: First, open schedules for three weeks. Then set the `www_item_schedule` parameter to 14 (days) so that only two weeks are displayed at a time. After this has been set up, once a week from now on you should first delete old schedules and then open new schedules for the upcoming week.

**Note**

For items whose item status has the option "Display in Web OPAC" set to "No" (column 10 in `tab15.lng`), advance booking slots are not created from the Web OPAC but they are created from the GUI.

**12.4.3 Display Advance Booking Requests**

Advance booking requests can be viewed in the Items tab or in the Patrons tab, by looking at the 'Bookings' node. The requests can be loaned or deleted from the 'Bookings' node, as described in Booking on page 157.

**12.5 Request Item**

Advance booking can be performed through the Web OPAC or in the GUI Circulation module.

Depending on his privileges, a patron may not request more than one time slot a day for the same material. Also, if one time slot is 24 hours long, the patron may not request the same material for two days in a row.

**Note**

If the patron wishes to loan the item, he is not required to place an Advance Booking. If the material is available, the patron can go to the Circulation Desk and ask to be handed the material in person, and the librarian can loan it immediately.

**12.5.1 Requesting Through the Web OPAC**

When a patron requests a reserve item for a particular time slot using the Web OPAC, an entry will be made in the schedule for that patron, and the item will be reserved for him for the requested time slot. (If a preview period has been set, the patron may receive the item from the Circulation desk during the preview period if the item is available.)

## Advance Booking - Jones, Donald

From		To		Requests
Wednesday	02/04/03 17:00	19:00		<a href="#">Request</a> (0/2)
	19:00	09:00	Thursday 03/04/03	<a href="#">Request</a> (0/2)
Thursday	03/04/03 09:00	11:00		<a href="#">Request</a> (0/2)
	11:00	13:00		<a href="#">Request</a> (0/2)
	13:00	15:00		<a href="#">Request</a> (0/2)
	15:00	17:00		<a href="#">Request</a> (0/2)
	17:00	19:00		<a href="#">Request</a> (0/2)
	19:00	09:00	Friday 04/04/03	<a href="#">Request</a> (0/2)
Friday	04/04/03 09:00	11:00		<a href="#">Request</a> (0/2)

After a patron requests a reserve item, the list of holdings in the Web OPAC will indicate that this item has been "Requested." The number of copies held by the library and the number that are currently requested, are both indicated in the Web OPAC.

## Advance Booking - Jones, Donald

From		To		Requests
Wednesday	02/04/03	17:00	19:00	<a href="#">Request</a> (0/2)
		19:00	09:00 Thursday	<a href="#">Request</a> (0/2)
Thursday	03/04/03	09:00	11:00	<a href="#">Request</a> (0/2)
		11:00	13:00	All items requested. (2)
		13:00	15:00	<a href="#">Request</a> (0/2)
		15:00	17:00	<a href="#">Request</a> (0/2)
		17:00	19:00	<a href="#">Request</a> (0/2)
		19:00	09:00 Friday	<a href="#">Request</a> (1/2)
Friday	04/04/03	09:00	11:00	<a href="#">Request</a> (0/2)
		11:00	13:00	<a href="#">Request</a> (0/2)

### Note

The patron does not request a specific copy; his request is per Bibliographic Record Number and he receives whichever copy is available (as long as it has the "reserve item" status).

### 12.5.2 Requesting Through the GUI

When the librarian places a request on a reserve item for a particular time slot through the GUI in the name of the patron, an entry will be made in the schedule for that patron. The item will be reserved for him for the requested time slot. (If a preview period has been set, the patron may receive the item from the Circulation desk during the preview period provided the item is available.)

Go to the Items tab and open an item with an Advance Booking / Short Loan status. Click Hold Request to place an Advance Booking. A window with a schedule for this item opens. You can place an Advance Booking for any slot that is not fully booked. The column Requests displays the number of current bookings for each slot and the number of items that are offered by the library for this title.

Enter the Patron ID and click **OK** to book the slot.

**Create Advance Booking Request**

Patron ID:  ...

Start Day	Start Date	Start Hour	End Hour	End Day	End Date	Requests
Tuesday	23/09/03	13:00	15:00			0/1
		15:00	17:00			0/1
		17:00	19:00			0/1
		19:00	09:00	Wednesday	24/09/03	0/1
Wednesday	24/09/03	09:00	11:00			0/1
		11:00	13:00			0/1
		13:00	15:00			0/1
		15:00	17:00			0/1
		17:00	19:00			0/1
		19:00	09:00	Thursday	25/09/03	0/1
Thursday	25/09/03	09:00	11:00			0/1
		11:00	13:00			0/1
		13:00	15:00			0/1
		15:00	17:00			0/1
		17:00	19:00			0/1
		19:00	09:00	Friday	26/09/03	0/1
Friday	26/09/03	09:00	11:00			0/1
		11:00	13:00			0/1
		13:00	15:00			0/1
		15:00	17:00			0/1

**Note**

After submitting the advance booking request, the details cannot be updated in the Booking Request Details tab.

**12.6 Print Report**

You can periodically print a report of the current day's advance booking schedule. The report lists information about the items that have been requested (such as title and call number), the time slots for which the items were requested, and the patrons requesting the items.

**12.7 Loan Item**

Use the Advance Booking function to loan an item.

When the patron arrives at the Circulation desk to borrow the requested item, click the Patron tab, enter the patron's ID or barcode and press Enter. Select the Bookings node from the tree. The following screen will be displayed listing the patron's booking requests:



List of Booking Requests

Title	Barcode	Eff. Start Date	Eff. End Date	Eff. Start Hour	Eff. End Hour
Human physiology /	3204405297130 6	21/02/05	21/02/05	11:00	13:00
The Journal of modern African studies.	3204405197884 9	09/03/05	09/03/05	17:00	19:00

Buttons: Delete, Go to Item, Deliver, Loan, Reallocate, Print

As with the regular Loan function, when you try to loan a reserve item to the patron, the system will check to see if there are any blocks or other reasons why the item should not be loaned to the patron. Depending on the patron's privileges, you may be given the option to override these restrictions and loan the item to the patron.

The loan transaction for a reserve item is stored in the same Oracle database table as a loan transaction for any other type of item.

Select Circulation / Reserve Items from the main menu to open the Reserve Items window:

Reserve Items

Patron ID/Barcode: 00000012

Current Requests Only

Bibliographic In	Start Date	Start Hour	End Date	End Hour
: The Journal of modern African	09/03/05	17:00	09/03/05	19:00

Buttons: Clear, Print, Note, Close, Help

Enter the patron's ID in the Patron ID / Barcode field to see the Advance Bookings this patron has on short loan items.

To perform the loan, go to the loan tab and perform a regular loan.

## 12.8 Delete Old Schedules

Old schedules should be periodically removed from the system to ensure that the Advance Booking function works quickly.

To set the system to automatically delete old schedules, edit the `job_list` and `job_list.conf` files to include the Delete Reserve Item Schedule `p_cir_61` service.

To delete old schedules manually, select Services / Delete Reserve Item Schedule (cir-61). You can delete all schedules up to and including the date you enter in the form. Note, however, that the current day's schedule and those of the two preceding days cannot be deleted.

## 12.9 New and Deleted Items

When adding a new item from the Item tab in the Cataloging module time slots will automatically be created.

When deleting an item from the Item tab in the Cataloging module the relevant slots will automatically be deleted.

## 13 Recall Functionality

This chapter includes the following sections:

- Setup for Recalls
- Recall Placed Through a Hold Request
- Recalling an Item
- Returning a Recalled Item
- Deleting a Recalled Item's Hold Request
- Online Recall

A recall is always attached to a hold request. Depending on system configuration, the recall can be initiated either immediately when the request is created, or when the Recall Items on Loan (cir-13) service is run.

### 13.1 Recall Placed through a Hold Request

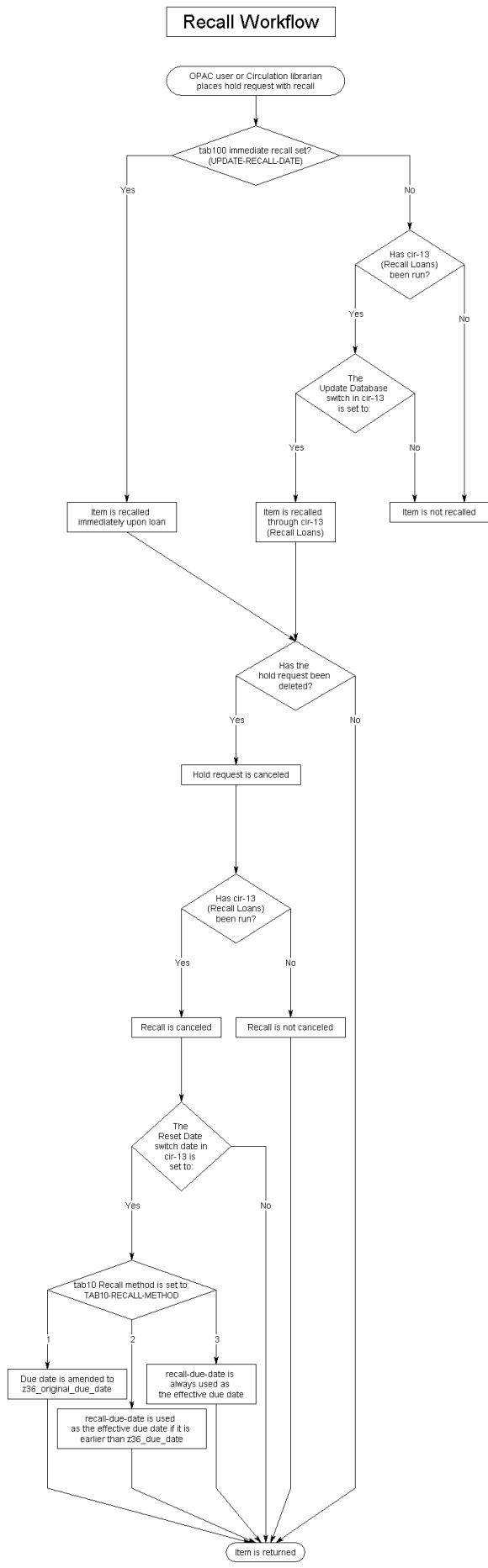
The Circulation Librarian can initiate the recall process by creating a hold request for the item and filling in the Recall Type field (regular or rush). A default recall type is determined by the `default_recall_type` variable in `pc_server_defaults`. If no value is found there, the default is 03.

The patron can request an item by placing a hold request from the Web OPAC. The request automatically receives the recall type set up by your system librarian. The patron cannot change this recall type.

Your library may be configured to handle recalls in any of the following ways:

- Loaning of an item that has additional requests triggers the recalling of the item. This is done without running the Recall Items on Loan (cir-13) service. Note that immediate recall does not change the loan's due date. It merely marks the item as recalled.
- When a staff user creates a request that requires a recall, the recall will be triggered immediately at request creation time. When the request is submitted, the loan's due date will immediately change, and a letter to the loaning patron will be printed.
- Recall can be triggered only by the Recall Items on Loan (cir-13) service.

Whether or not your library works with immediate recall of items is determined by your system librarian. The workflow below describes how Web OPAC request recalls are handled, or GUI-placed request recalls if online recall is not used. Where online recall is used, GUI-placed hold requests will create an immediate recall at request creation.



## 13.2 Recalling an Item

While the Circulation Librarian or patron (using Web OPAC) can request an item, it is recalled only if the UPDATE-RECALL-DATE variable in tab100 is set to Y, or when it is set to N and the Recall Items on Loan (cir-13) service is run (from the Circulation module's Services menu). If your policy is to use recall functionality using the service Recall Items on Loan (cir-13), it is recommended to run this service every day.

In either case, when an item is recalled the following will occur:

### New Due Date

The system will calculate a new due date for each recalled item. If it is a regular (not rush) recall, the original patron can keep the item for a minimum guaranteed loan period as set by your System Librarian.

If the new due date falls after the original due date, the original due date will remain in effect, and the patron will receive a letter informing him that the item has been recalled.

If it is a rush recall, the minimum loan period is ignored and the patron must return the item by the new due date, which is calculated according to the recall period in tab16.

### Recall Letters

Running the Recall Items on Loan (cir-13) service will generate recall letters for patrons, asking them to return the recalled items. The letters will use one of the following files in the library's `form_lng` directory:

- `loan-recall-01-nn`: tells the patron he must return the item before the original due date. If he is late, he can be fined at a higher rate for returning a recalled item late. This is according to the library's policy and the setup in tab16 and tab18.lng.
- `loan-recall-02-nn`: tells the patron that the item has been recalled but he can keep it until the original due date. If he is late, he will be fined as follows: first at the regular overdue rate (since the item was returned after its original due date), and later at the higher "recall overdue" rate (since the item was returned after its recall due date). An extra "recall overdue" charge is optional, and is set in tab16, column 14.

### Update Display

The Items List and the patron's List of Loans will be updated, indicating that the item has been recalled. The List of Loans will show the due date in effect according to the `due_date_format` environment variable set in `aleph_start`. The variable controls which due date will be displayed in the GUI and in the Web OPAC:

- 1 - Display a single "effective due date", based on the RECALL-METHOD variable in tab100.
- 2 - Display the recall-due-date, if there is one (even if it is later); otherwise, display the regular due date.

- 3 - Always display the z36\_due\_date; (for recall methods 2 and 3 this means that the recall-due-date is never displayed).
- 4 - Display both: the regular due date and (if there is one) the recall-due-date.

### Immediate Recall

The System Librarian can set up the system so that an item with a recall hold request placed on it becomes immediately recalled from the moment it is loaned to a patron other than the one who placed the hold request on it. Note that the system may be configured to trigger a recall whenever the staff submits a request that is required for recall. The recall will be triggered at request creation.

Note that if a requested item's request is part of a group of parallel requests, the item will be recalled only if all of the group's requests are not available. In addition, only one of the group's requests will be recalled. If the request is part of a group of serial requests it will be handled by cir-13 only if it is the first request in the group.

## 13.3 Returning a Recalled Item

When the patron brings the item back, return it using the Return function.

## 13.4 Deleting a Recalled Item's Hold Request

There are three ways to delete a hold request. All of them affect the recall:

### Librarian Deletes Request

Librarians can delete hold requests in the Circulation module.

### Patron Deletes Request from Web OPAC

The patron can go to the My Library Card screen on the Web OPAC, click on the Hold Requests link and view the list of hold requests that he has made. From there, he can select a hold request to delete.

### "Like" Copy Found

The recall was placed on the exact copy that was selected. However, in the meantime, another, "like" copy was returned and the hold request is filled with this copy. If this happens, the hold request will be deleted and the recall cancelled. This is irrelevant in cases where the library allows patrons to place holds on exact copies.

### 13.4.1 Canceling a Recall

In order to identify which requests have been deleted, run the Recall Items on Loan (cir-13) service. For the Reset Due Date Loans of Cancelled Requests field, choose Yes. The system will print Recall Cancellation letters to patrons, informing them that they no longer need to return the item early because it is no longer being recalled. The template used for these letters is loan-recall-03-nn in the library's `form_lng` directory.

The due date of a cancelled recall will revert to the due date before the recall. See Due Date for Recalled Item below.

### **13.4.2 Due Date for Recalled Item**

The cancellation of the recall takes effect only when the Recall Items on Loan (cir-13) service has been run with the Reset Due Dates of Cancelled Requests flag set to Yes.

## **14 Reading Room Management**

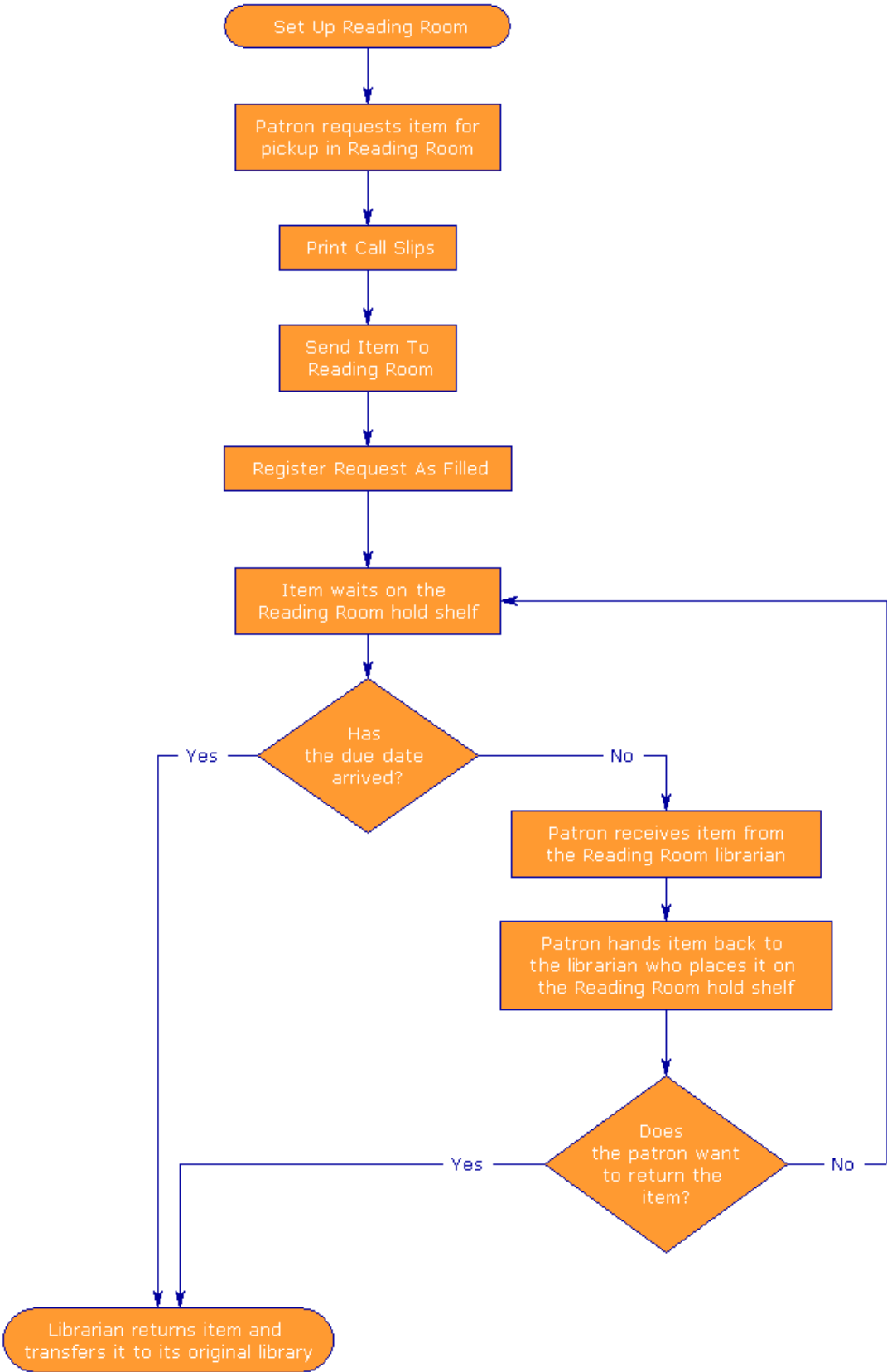
This chapter includes the following sections:

- Set Up Reading Room
- Patron Requests Item
- Print Call Slips
- Register Request Filled
- In the Reading Room
- Remove Item from Reading Room
- Reading Room Report
- Reading Room Shelf Report
- Hold Shelf Report with Reading Room Sublibraries
- Items in Reading Room

Many libraries maintain a Reading Room where patrons may read materials but not remove them from the Reading Room. The Reading Room is often used for closed stack materials, in which case the items are transferred from the closed stack to the Reading Room for use by the patron.

The workflow for Reading Room management is shown in the diagram below. Each step is described in detail following the diagram.

# Reading Room Workflow





## 14.1 Set Up Reading Room

To set up the Reading Room, follow these steps:

### Step 1:

Define the Reading Room as a sublibrary. To do so, edit the `tab_sub_library.lng` table. A sample line from the table is shown below:

```
RLINC 4 USM50 L ULINC Reading Room          15A    16A    17A
RLINC ALEPH
```

Make sure to enter "4" in column 2, as shown above, to identify the sublibrary as a Reading Room.

### Step 2:

Define the Reading Room as a "Pickup" location. To do so, edit `tab37`. Following are sample lines from the table:

```
ULINC 74 ## ## # RLINC
UEDUC 74 ## ## # RLINC
```

For each combination of sublibrary (column 1), item status (column 2) and patron status (column 4), you may define the location (columns 6-15) from which the patron will pick up an item. In the above example, the patron will pick up the items with item status 74 at RLINC.

### Step 3:

Define the "target", that is, where the item will be sent for the patron to pick up. To do so, edit `tab27`. Following is a sample line from the table:

```
#### ## RLINC 04
```

Column 4 defines the "target" (hold shelf (01), home delivery (02), mailbox (03), reading room (04) or ILL pickup sublibrary (05)). For Reading Room, make sure to enter "04".

### Step 4:

Define due dates & loan limits for Reading Room items. To do so, edit `tab16`.

## 14.2 Patron Requests Item

The patron views the list of items on the Holdings window of the Web OPAC and clicks the Request link to make a hold request. In the form that pops up, the patron selects the Reading Room as the pickup/delivery location.

After a call slip for the item has been printed, any patron who views the list of items in the Holdings window will see that the copy is in the Reading Room. Depending on

library policy, the patron may be able to place a hold request on an item that is in the Reading Room.

A similar hold request to the Reading Room can also be placed by the librarian from the GUI. See Hold Requests on page 110 for more information.

### 14.3 Print Call Slips

Complete instructions for printing call slips are given in the chapter on Closed Stack Management on page 222.

The name of the pickup sublibrary (in this case, the Reading Room), is printed on the call slip. After the item is located, it is transferred to the Reading Room.

### 14.4 Register Request Filled

The Reading Room librarian has to confirm that the hold request has been filled. To do so, select Requests / Hold Requests / Print Letter - Hold Request Filled from the Main menu.

According to your library's policy you may or may not want to actually print letters to inform patrons of items available in the Reading Room.

If you want the letter to be printed be sure that the following line appears in the client's `\Circ\tab\print.ini` file:

```
HoldLetter04          00 N P holdltr.prn
```

If you do **not** want the letter to be printed, make sure that the line below appears in the client's `\Circ\tab\print.ini` file:

```
HoldLetter04          00 N M holdltr.prn NO-PRINT
```

Whether or not the letter is printed, the following changes will occur:

- The sublibrary of the item will be changed temporarily to the Reading Room sublibrary.
- The item will be loaned to the patron.
- A Z310 (Reading Room item loan record) will be created.

#### Note

The sublibrary of the item will revert back to the original sublibrary after the item is returned (using the Return function). The item is transferred to its original sublibrary and is therefore no longer in the Reading Room.

## 14.5 In the Reading Room

The patron must report to the Reading Room librarian, in order to pick up and use the item in the Reading Room. When the patron reports to you, click the Patron tab, enter the patron's ID or barcode and press Enter. Select the Reading Room node from the tree. The following screen will be displayed:

Barcode	Title	Author	Date	Time	Due Date	RR	Call no
HND4TQ	Secrets of Creve house, the story of a famous campaign,	Stuart, Campbell, Sir, 1885-	16/09/14	14:18	17/09/14	<input checked="" type="checkbox"/>	Int 4230.811.2
32044014128706	A woman, a man, and two kingdoms :	Steegmuller, Francis, 1906-	-----	00:00	17/09/14		DC131.8 .S74 1991x
32044051940534	The story of Gloucester, Massachusetts, permanently settled 1623 :	Tibbets, Frederick Washington.	-----	00:00	17/09/14		US 13271.5.12
32044001261940	The aleph-bet story book. Drawings by Howard Simon.	Pessin, Deborah.	-----	00:00	17/09/14		PS3531.E76 A79 x
238710-80	Waseda hōgaku history :		16/09/14	14:18	01/09/14	<input checked="" type="checkbox"/>	
238710-100	Waseda hōgaku history :		04/08/14	09:09			
32044012549796	Philosophical transactions of the Royal Society of London		20/08/14	11:44	30/07/14		LSoc 1816.12
238733-10	Annual review of ecology and systematics.		12/05/14	15:55	27/08/14	<input checked="" type="checkbox"/>	
32044050672286	Cognitive psychology.		16/09/14	12:36	27/08/14	<input checked="" type="checkbox"/>	Phil 12.130
32044011781671	Cognitive psychology.		12/05/14	15:54	27/08/14	<input checked="" type="checkbox"/>	Phil 12.130

This display lists all the items that are being held for a particular patron in the selected Reading Room. Items which are currently in the patron's hands are indicated by a red check-mark.

If a Reading Room sublibrary has been preset as default in `.\circ\circ.ini` it is automatically displayed in the RR Sublibrary field. The Reading Room items for the particular patron are listed. Select another Reading Room sublibrary for the list of items in another Reading Room sublibrary for this patron.

Following are the buttons on this screen:

Shelf<--

This button is relevant only for an item that has a red check-mark in the RR column (indicating that the item is in the patron's hands). When the patron returns the item to you (for you to place on the shelf of the Reading Room), highlight the item on the Reading Room window and click the Shelf<-- button. The red check-mark will be removed from the item.

-->RR

This button is relevant only for an item that does not have a red check-mark in the RR column (indicating that the item is on the shelf of the Reading Room). When the item is taken off the shelf and given to the patron to use, highlight the item on the Reading Room window and click the -->RR button. A red check-mark will be next to the item.

Item

To see the Item List (which displays all copies of an item), highlight the desired item on the Reading Room window and click **Item**.

Print

To print Reading Room slip, highlight the desired item on the Reading Room window and click Print.

Reroute

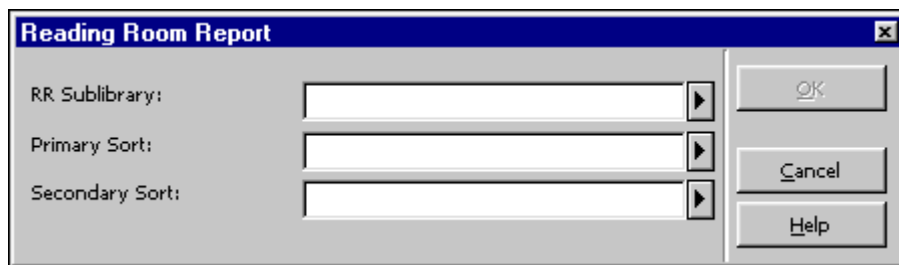
This button is relevant for an item that should be rerouted to a different reading room. When the item is rerouted, highlight the item on the Reading Room window and click the reroute button. A list of all reading rooms is displayed in order to select the reading room to which the item is rerouted.

## 14.6 Remove Item from Reading Room

When the reader has finished using the item, or when the item's due date has passed, the item should be removed from the Reading Room. This is done by returning it through the Return function in the GUI Circulation module. With this return the item is also transferred back to its original sublibrary. To identify items whose due date has passed, use the service cir-04 (Loan Report). Then return the items using the Return function in the GUI Circulation module and transfer the items back to their original sublibraries.

## 14.7 Reading Room Report

A report of items that are currently out in the reading room can be printed. Select Reports / Reading Room Report from the Main menu. The Reading Room Report dialog box is displayed:

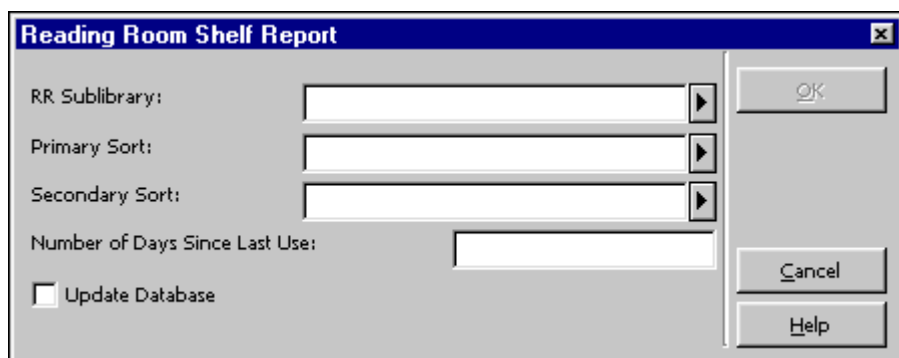


The screenshot shows a dialog box titled "Reading Room Report" with a close button (X) in the top right corner. It contains three input fields: "RR Sublibrary:", "Primary Sort:", and "Secondary Sort:". Each field has a dropdown arrow on its right side. To the right of the input fields are three buttons: "OK", "Cancel", and "Help".

Fill in the Reading Room code and the Sort options. Click **OK** to run the report.

## 14.8 Reading Room Shelf Report

A report of items that are currently sitting on the hold shelf of the reading room can be produced. Select Reports / Reading Room Shelf Report from the Main menu. The Reading Room Shelf Report dialog box is displayed:



The screenshot shows a dialog box titled "Reading Room Shelf Report" with a close button (X) in the top right corner. It contains four input fields: "RR Sublibrary:", "Primary Sort:", "Secondary Sort:", and "Number of Days Since Last Use:". Each field has a dropdown arrow on its right side. Below the "Number of Days Since Last Use:" field is a checkbox labeled "Update Database". To the right of the input fields are three buttons: "OK", "Cancel", and "Help".

Fill in the Reading Room code and the Sort options. Fill the minimum number of days the item has to sit on the hold shelf in order to be included in the report. Select the Update Database checkbox if you want the items included in this report not to be included in the next report. In that case, the reported items will be removed from the

Reading Room, deleting the loans and transferring the item back to its original sublibrary. Click **OK** to run the report.

## **14.9 Hold Shelf Report with Reading Room Sublibraries**

To produce a report of items that are currently waiting on the hold shelf of one or several reading rooms, use Hold Shelf Report (cir-06) available from the Services menu.

## **14.10 Items in Reading Room**

To produce a report of items that are currently in the reading room, whether on the hold shelf or out in the reading room, run the service Report of Items in Reading Room (cir-15) available from the Services menu. This service also allows to delete Reading Room loan records for items that are already sitting for a length of time without having to perform a return for each one.

## **15 Self-Check**

See the document How to Set up the ALEPH 500 Self-Check Server which is available on the [Ex Libris Documentation Center](#).

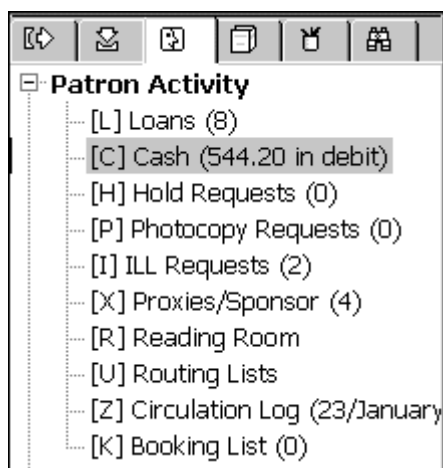
## **16 Cash Management**

This chapter includes the following sections:

- Cash Transactions From Patron Tab
- Cash Transactions From Loan and Return Tabs
- New Cash Transaction Form
- Cash Receipts
- Payment Report
- Cash Exporting
- Cash Related Services

### **16.1 Cash Transactions from Patron Tab**

Access the Cash panes to display a list of cash transactions from the Patron Activity root on the Patron tab.



The Cash upper pane lists cash transactions for which the patron is charged a fee, as well as free transactions (only if col.5 in tab18.lng is Y) and credits due to the patron.

The four tabs of the Cash upper pane display transactions filtered by the status of the transaction. The transactions are sorted by ascending dates. Transaction with the same bibliographic information as the transaction above it, will not display the bibliographic information again.

Active Cash displays a list of unpaid transactions.

The screenshot shows the "Active Cash" window with a table of transactions and a summary section. The table has the following columns: Bibliographi, Description, Credit, Debit, Net Amount, VAT, Date, Status, Transfer Nu., Photocopy, and Note. The transactions listed are:

Bibliographi	Description	Credit	Debit	Net Amount	VAT	Date	Status	Transfer Nu.	Photocopy	Note
	Loan		2.00	2.00	0.00	15/11/11	Not paid			
	Loan		2.00	2.00	0.00	15/11/11	Not paid			
	Loan		2.00	2.00	0.00	15/11/11	Not paid			
	Loan		2.00	2.00	0.00	15/11/11	Not paid			
	Booking Request Filled		1.01	1.01	0.00	15/11/11	Not paid			
Grens 94 :	Loan		2.00	2.00	0.00	15/11/11	Not paid			
	Loan		2.00	2.00	0.00	15/11/11	Not paid			
/ צ"ה	Loan		2.00	2.00	0.00	15/11/11	Not paid			
Grens 94 :	Loan		2.00	2.00	0.00	15/11/11	Not paid			

Below the table, there is a summary section with the following values:

- Balance: -250.35
- Accrued Fine: 0.00
- Amount Transferred to AR: -851.00
- Subtotal: -1.01
- Sum to Pay: 250.35

On the right side of the window, there are several buttons: Pay Sum, Pay Selected, New, Waive, Partial Waive, Print, By Sublibrary, Circ Log, and Cash Note. The "Sort Type" is set to "Date".

## Cash History lists paid and partially paid transactions

Bibliographi	Description	Credit	Debit	Net Amount	VAT	Date	Status	Transfer Nu	Photocopy	Note
تعلم البرمجة باستخدام	Photocopy request	1.00	1.00	1.00	0.00	11/10/11	Paid		541	<input checked="" type="checkbox"/>
	Photocopy request		1.00	1.00	0.00	11/10/11	Paid		542	
	Photocopy request	1.00	1.00	1.00	0.00	11/10/11	Paid		543	
	Photocopy request		1.00	1.00	0.00	11/10/11	Paid		544	<input checked="" type="checkbox"/>

Balance: -250.35      Sort Type: Date  
 Accrued Fine: 0.00  
 Amount Transferred to AR: -851.00  
 Subtotal: 0.00  
 Sum to Pay: 250.35

## Cancelled Transactions displays a list of fees that have been waived

Bibliographi	Description	Credit	Debit	Net Amount	VAT	Date	Status	Transfer Nu	Photocopy	Note
	Photocopy processing (A4) - p1		7.00	7.00	0.00	09/11/11	Cancelled (Partial Waive)		565	
	Photocopy processing (A4) - p2	7.00	7.00	7.00	0.00	09/11/11	Cancelled (Partial Waive)		566	<input checked="" type="checkbox"/>
	Photocopy processing (A3) - w1		9.00	9.00	0.00	09/11/11	Cancelled		567	
	Photocopy processing (A2) - p3		10.50	10.50	0.00	09/11/11	Cancelled (Partial Waive)		567	<input checked="" type="checkbox"/>

Balance: -250.35      Sort Type: Date  
 Accrued Fine: 0.00  
 Amount Transferred to AR: -851.00  
 Subtotal: 0.00  
 Sum to Pay: 250.35

## All Transactions displays the unfiltered list

Bibliographi	Description	Credit	Debit	Net Amount	VAT	Date	Status	Transfer Nu.	Photocopy	Note
	Photocopy processing (A4)	7.00	7.00	7.00	0.00	09/11/11	Transferred to AR	329	567	
	Photocopy processing (A3) - w1	9.00	9.00	9.00	0.00	09/11/11	Cancelled		567	
	Photocopy processing (A2) - p3	10.50	10.50	10.50	0.00	09/11/11	Cancelled (Partial Waive)		567	✓
	Photocopy processing (A2) - p3	7.50	7.50	7.50	0.00	09/11/11	Transferred to AR	329	567	

Balance:	-250.35	Sort Type	Date
Accrued Fine:	0.00		
Amount Transferred to AR:	-851.00		
Subtotal:	0.00		
Sum to Pay:	250.35		

When you highlight a transaction and right-click on it, a tool tip window will open with the full details of the transaction.

To change the information on the list, use the buttons on the right side of the pane. The buttons are explained below.

#### Pay Sum

If the patron wants to pay the total amount due, make sure that amount appears in the Sum to Pay field. Then click the **Pay Sum** button.

If the patron wants to pay less than the total amount due, enter the amount he is going to pay in the Sum to Pay field. Then click the **Pay Sum** button.

After clicking **Pay Sum**, you will be asked to confirm the amount in the Cash Transaction form. Note that you can select a payment mode from the Payment Mode drop-down list in the Cash Transaction form or leave the default value defined by your System Librarian. A payment identifier can also be filled in. This field can be used for any type of ID or note that you want to have attached to the paid transaction.

After confirmation, the system will register as paid as many transactions as can be covered by the amount paid, starting with the earliest unpaid transaction.

A given transaction may also be partially paid. In this case, the transaction will be split into two transactions, one for the paid portion and one for the unpaid portion. When you try to pay a partial sum, the system will try to place the new debit record as the following sequence (in the Z31 cash transaction record). If this cannot be done, the record will be added at the end.

Depending on how your workstation is set up, one or more receipts will be printed.

#### Pay Selected

If the patron wants to pay for one or more specific transactions, highlight the transaction(s) and click Pay Selected. You will be asked to confirm that the patron really does want to pay the specified amount. After confirmation, the transaction will be registered as paid.

Depending on how your workstation is set up, one or more receipts will be printed.



Note that you can select a payment mode from the Payment Mode drop-down list in the Cash Transaction form or leave the default value defined by your System Librarian. A payment identifier can also be filled in. This field can be used for any type of ID or note that you want to have attached to the paid transaction.

#### New

You may register a cash transaction on an ad hoc basis by clicking the New button. The New Cash Transaction form will be displayed, enabling you to define the transaction as a debit or credit, write a descriptive note about the transaction and link the transaction to a particular target, sublibrary or item record.

#### Waive

To cancel one or more non-credit transactions, highlight them and click the **Waive** button. A form is displayed for you to enter a comment or a reason for canceling the transaction(s). You cannot waive a credited cash transaction. If the patron wants to cancel a credited transaction, a debited transaction of the same value must be created.

#### Partial Waive

To cancel part of a non-credit transaction, highlight it and click Partial Waive. A form is displayed for you to enter a comment or a reason for canceling the transaction, and the sum that will be cancelled. You cannot waive a credited cash transaction. If the patron wants to cancel a credited transaction, a debited transaction of the same value must be created.

If Partial Waive is used on more than one cash transaction, the ratio between the transactions' sum and the entered sum will be used to partially waive all of the selected transactions. For example, if the sum of the selected transactions is 300, and the staff enters a sum of 100, one third of all of the selected transactions will be waived.

Note that contrary to partial payment, in which the entered sum is the total sum (including the VAT), the partial waive sum is the net sum without the VAT.

#### Print

To print transactions, click the Print button. If the window is currently displaying all transactions, then all transactions will be printed. If the window is currently displaying a filtered view, you will be asked whether you want to print all of the patron's transactions or only those in the filtered view.

#### By Sublibrary

This window displays the patron's cash debits/credits totals sorted by sublibrary. The balance by sublibrary differentiates between regular debit and debit transferred to Accounts Receivable (AR), that is, an external collection agency.

#### Cash Note

Click Cash Notes to enter a note that will appear in the Cash Details (Patron tab / Cash node - lower pane).

Note: this display is unfiltered, while the display of cash transactions in the cash pane

is filtered according to the setting of type 6 in column 2 of `tab_attr_sub_library`. The total in these two displays can therefore differ.

Sublibrary	Amount Due	Transferred to AR
Exlibris Demo Libraries	-18.50	
Education Library	-14.00	
General Patron	-10.00	
Health Library	-3.00	
Lincoln Library	-922.50	
Læw Library	-5.00	
ULINC Reading Room	-301.00	-3.00

Additional window information: Total Amount Due: -1274.00, Amount Transferred to AR: -3.00

## 16.2 Cash Transactions From Loan and Return Tabs

You can pay outstanding sums or create a new cash transaction from the Loan and Return tabs. The Patron Information tab, which is displayed in the upper pane when the tab is selected, provides options to pay for cash transactions, adds a new cash transaction, and displays the patron's list of cash transactions.

Patron Information

Patron Details | Patron Blocks | Patron Notes | Patron Loans Summary

Patron Name: Aadland, Dustin  
 Address: Garden St., Boston MA 90917 90917  
 Patron Type:  
 Patron Status: 01

Owe: -56.70  
 Accrued Fine: -28.00  
 Transferred to AR: -5.50  
 Pay: 56.70

Buttons: New Cash, Pay Cash, Patron's Cash, End Session, Letter

### New Cash

Click **New Cash** to register a cash transaction on an ad hoc basis. The New Cash Transaction form will be displayed, enabling you to define the transaction as a debit or credit, write a descriptive note about the transaction and link the transaction to a particular target, sublibrary or item record.

### Pay Cash

If the patron wants to pay the total amount due, make sure that amount appears in the **Sum to Pay** field. Then click the **Pay Sum** button.

If the patron wants to pay less than the total amount due, enter the amount he is going to pay in the **Sum to Pay** field. Then click the Pay Sum button. You will be asked to confirm the amount. If you select No, you can alter the sum to any amount. Note that

you can select a payment mode from the Payment Mode drop-down list in the Cash Transaction form or leave the default value defined by your System Librarian. A payment identifier can also be filled in. This field can be used for any type of ID or note that you want to have attached to the paid transaction.

After confirmation, the system will register as paid as many transactions as can be covered by the amount paid, starting with the earliest unpaid transaction.

A given transaction may also be partially paid. In this case, the transaction will be split into two transactions, one for the paid portion and one for the unpaid portion. When you try to pay a partial sum, the system will try to place the new debit record as the following sequence (in the Z31 cash transaction record). If this cannot be done, the record will be added at the end.

Depending on how your workstation is set up, one or more receipts will be printed.

### Patron's Cash

Click Patron's Cash to open the Cash panes from the Patron tab and display the cash transactions that belong to the patron for whom a loan or return is being performed.

## 16.3 New Cash Transaction Form

When you click the New button on the Cash upper pane or the New Cash button on the Patron Information tab in the Loan or Return upper pane, the following form is displayed:

The screenshot shows the 'New Cash Transaction' dialog box. It features a title bar with a close button. The main area is divided into several sections: 'Enter Item Barcode:' with a text box containing '987-20' and a search button; a list box showing 'Bibliographic Info' with details: 'World Population Conference, 2d, 1965. .. Proceedings.. New York, United Nations, 1966-. v. map. 26 cm..'; 'ADM Rec. No./Item Seq.:' with two text boxes containing '987' and '20'; 'Cash Parameters' section with 'Type:' (0007), 'Sum:' (0.50), and radio buttons for 'Debit' (selected) and 'Credit'; 'Key:', 'Description:' (Photocopy request not filled), and 'Sublibrary:' (with a 'Target:' field) fields; and 'OK', 'Cancel', and 'Help' buttons on the right side.

This form enables you to register a cash transaction on an ad hoc basis.

Be careful when filling in this form. Changing the selection in the fields Type and Sublibrary updates the fields Sum and Description. The correct workflow is to choose the type and the sublibrary first. The system checks whether the sum the library


charges for a certain type of transaction is zero. If the sum is not zero, you will be asked if you want to accept the default values from `tab18.lng`.

The same transaction can have different pricing in different sublibraries. The setup for this is done by the System Librarian in `tab18.lng`. For example:

0004	RLINC	##	##	Y	5.50	Loan	RLINC
0004	UEDUC	##	##	Y	3.00	Loan	UEDUC
0004	#####	##	##	Y	2.00	Loan	

If you selected a transaction with this setup, when you select a sublibrary in the New Cash Transaction form you will be prompted as to whether you want to update the value in the Sum field with the default value for this type/sublibrary combination as set up in `tab18.lng`.

#### Enter Item Barcode

Optional. If you want to link this transaction to a particular item, select the item by entering its barcode or by searching for it (by clicking the  icon). After selecting an item, its bibliographic description, ADM record number and item sequence number will be displayed.

#### Type

Optional. Leave the field empty or choose from a list of transactions by clicking the arrow to the right of the field. Only numerical values are displayed for you to choose from. When you select a type, the description and sum are automatically filled in, except for type "0000", which is a general type. If you use type "0000", enter the description and sum manually. All automatically filled values can be changed manually. Note that system-activated transactions are assigned numbers from 0000-8999, while manually-activated transactions are assigned numbers from 9000-9999.

#### Sum

Enter the fee for the transaction. The fee may be zero. When there is a library-defined fee for the selected transaction type, it will be automatically displayed in this field. Otherwise you can enter the fee manually.

Note that the sum you enter is the transaction's net sum. The full sum will be calculated by the system based on the VAT rate that is configured for this transaction type in column 6 of `tab18.lng`.

#### Debit or Credit

If the patron owes the library money for the transaction, select **Debit**. If the library owes the patron money, select **Credit**.

#### Key

This field is not functional.

#### Description

If you choose a cash transaction type as explained above, the system fills in the matching description.

## Sublibrary

If the transaction relates to a particular sublibrary, enter the sublibrary code here or choose from a list of sublibraries by clicking the arrow.

When you open the New Cash Form, the Sublibrary field is filled by default with the cash library from type 5 in column 2 of `tab_attr_sub_library`. If no sublibrary is defined as type 5 in column 2 of `tab_attr_sub_library`, the field will be left empty. If you leave it empty, the fees will be attributed to the active administrative library.

## Target

Enter the department that will receive the fee. If no sublibrary is entered, the active administrative library is automatically used.

## 16.4 Cash Receipts

### 16.4.1 Number of Cash Receipts

You can define the number of cash receipts that will be printed automatically when a patron pays for cash transactions. To do this, open the `circ.ini` file (found in the client's CIRC/TAB directory). Go to the [Payment] section. Following is an example of what you may find there:

```
[Payment]
CashNoReceipt=2
```

On the right side of the equal (=) sign, type the number of receipts (up to 9) that you want to be printed. If you do not want any printed, type zero ("0").

The actual printer that will be used is defined in the `PRINT.INI` file, with the function name `PayLetter` or `LineLetter`. A payment registered by clicking the Pay Selected button will produce a Cash receipt using the `LineLetter` entry. A payment registered by clicking the Pay Sum button will produce a Cash receipt using the `PayLetter` entry.

### 16.4.2 Cash Receipt Numbering

Cash receipts can have separate counters by IP address/station ID.

## 16.5 Payment Report

The Payment Report lists all the cash transactions that have occurred within a given time period. Select Reports / Payment Report from the main menu to create an online Payment Report:

#### From Date/And Hour

Enter the earliest date and hour that you want to be included in the report.

When entering the **hour**, keep in mind that the system uses a 24-hour clock, so if you want to start the report at 6 pm, enter "18:00".

#### To Date/And Hour

Enter the latest date and hour that you want to be included in the report.

- **Staff Name**  
The Payment Report will include transactions that were processed by the currently logged in staff member during the specified time period.
- **IP Address**  
This option filters the Payment Report according to the current workstation which is identified by an actual IP address or by a station ID. This is determined by the System Librarian. The Payment Report will include transactions that were processed by all the staff members who used the current workstation or another workstation identified by the same ID during the specified time period.

#### Sort Report By

If you choose **Sublibrary**, all transactions for a given sublibrary will be grouped together. If you choose **Payment Target**, the report will be grouped according to the body that is supposed to receive the payments for the transactions.

#### After the Report is Generated

After the report is generated, two things will happen:

1. The system will produce a printout or a print preview that can be printed.
2. After the printout is sent or the print preview displayed, you will be asked whether or not you want to "update the default time". If you choose Yes, the next time you run the report, the **From Date/And Hour** will start where the previous report left off.

The online payment report includes the following columns:

- Staff Member

- Receipt Number
- Status
- Date
- Patron ID
- Transaction
- Debit
- Credit

## 16.6 Cash Exporting

The library can transfer debts that are difficult to recover to a third party, whether a collection agency or the university bursar or financial department. This is done using the Cash Export Report (cash-09) service or the Export Cash Transactions (cash-10) service.

Transactions that have been exported have the status Transferred to AR (Accounts Receivable) in the Status column in the List of Cash Transactions in the Cash upper pane.

The system can be set up to allow for the paying or the waiving of transactions that have already been transferred to an external party. This is done per workstation in circ.ini. Transactions that have been transferred to AR are taken into account for the total sum due and can be paid at the library. Blocks that are based on these transactions are still enforced.

If the workstation is not set up to allow for the paying or the waiving of transactions that have already been transferred, transactions that have been transferred to AR are not taken into account for the total sum due (since they are no longer due to the library, but rather they are due to AR) and cannot be paid at the library. However, blocks that are based on these transactions are still enforced.

## 16.7 Cash Related Services

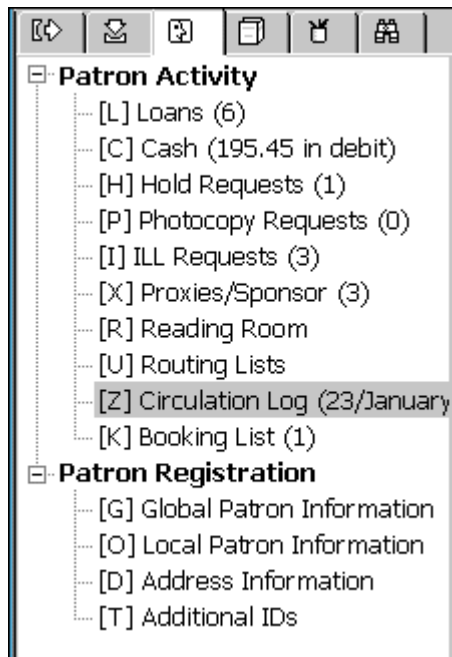
The following cash related services are available from the Services / Cash Transactions menu:

- Cash Transaction Report (cash-02)
- Payments Received Report (cash-03)
- Unpaid Transactions Letter / Update Transactions to "Paid" (cash-05)
- Notices to Patrons owing Money (cash-06)

- Cash Export Report (cash-09)
- Export Cash Transactions (cash-10)
- Import Cash Transactions (cash-11)
- Build/Correct VAT (cash-12)

## 17 Circulation Logger

The Circulation Logger is a tool that enables a staff user to view and filter a patron's circulation activities or circulation activities that have been carried out on an item. Loan, hold, and cash activities are displayed as part of a transaction, starting from the time that an item has been loaned until it has been returned and starting from the time that a cash charge has been created until it has been fully paid. Hold request related events begin at hold creation and end when the requested item is picked up. The Circulation Logger is accessed from the navigation pane of the patron's tab:



The logger view includes filtering, viewing, and update options:



Date/Time	Title	Barcode	Action	Description	User note	Due date	User
30/12/13 09:58	She lun p'ing lun hsuan.	HY3LW3	Cash transaction created	Cash (Debit:2.00) transaction created for Loan. Net Amount:2.00, VAT:0.00.		03/01/14	MASTER
30/12/13 09:58	She lun p'ing lun hsuan.	HY3LW3	Regular loan	Regular loan, due date 03/01/14 09:58.		03/01/14	MASTER
30/12/13 09:57	The play of Daniel :	LLMTEST3	Cash transaction created	Cash (Debit:2.00) transaction created for Loan. Net Amount:2.00, VAT:0.00.		03/01/14	MASTER
30/12/13 09:57	The play of Daniel :	LLMTEST3	Regular loan	Regular loan, due date 03/01/14 23:59.		03/01/14	MASTER
17/05/07 14:39	The New England journal of medicine.		Cash transaction created	Cash (Debit:1.50) transaction created for ILL material arrival. Net Amount:1.50, VAT:0.00.		-----	LEO
15/05/07 14:40			Cash transaction created	Cash (Debit:10.00) transaction created for Local Patron Renewal		-----	HOLLY

The Circulation Logger can also be viewed where item history is displayed. This includes the Circulation module's Item tab, the Cataloging module's Items tab and the Acquisitions module's Serials tab, for example:

**[M] List Of Items (1/4)**

**[I] Item (142, Heb 2106.385.5)**

- [H] Hold Requests (0)
- [P] Photocopy Requests (0)
- [L] Loan (0)
- [O] History (Last updated 21/02/05)
- [Z] Circulation Log (23/01/05)
- [S] Circulation Summary
- [K] Booking (0)
- [R] Maintenance Record (7)

**[B] Bibliographic Info.**

**[T] Trigger List**

**[N] Maintenance Profile**

**[E] Item (51545-980)**

- [H] History (Last updated 16/03/05)
- [Z] Circulation Log (16/03/05)
- [U] Circ. Summary

## 17.1 Viewing and filtering options

You can find a specific event or transaction by:

- Using the filtering and sorting options of the logger view;
- Accessing the logger from within the patron's loans
- Accessing the logger from within the item's loans
- Accessing the logger from within the patron's cash transactions.
- Accessing the logger from within the patron's holds.
- Accessing the logger from within the item's holds.

### 17.1.1 Filtering the Logger View

When you access the logger view from the navigation pane of the patron's tab, the list of log events are displayed sorted by their creation sequence. You can then filter the view to see only specific type of actions, such as loans, returns, renewals, and so on.

You can also use the **Group By Transaction** option to sort the events by transactions. This option groups together all events that are related to the same transaction, such as all of the events that relate to the same loan or to the same cash charge, making finding the wanted transaction easier.

When you find an event for your desired transaction, you can select the **Show Transaction** option to filter the view to see only the events of that transaction. The view will now include only the log events of a specific loan or a specific cash transaction.

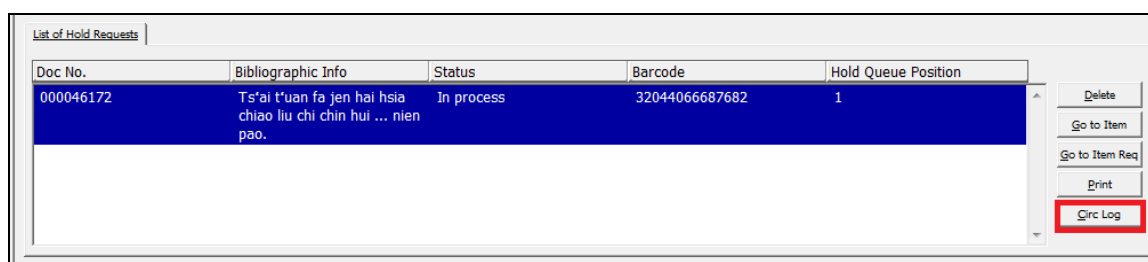
Click **Add** to add manual events or add comments to existing events. To display the Circulation-Items List, click **Go to Item**. The Go to Item button is enabled when the transaction is linked to an item.

### 17.1.2 Viewing the Log of a Loan, Hold, or Cash Transaction

You can access the Circulation Logger from the patron's loan list or from the item's Loan node. Click **Circ Log** to open the Circulation Logger so that all of the events that relate to the selected loan will be shown:



You can also access the Circulation Logger from the patron's hold list. Click **Circ Log** to open the Circulation Logger so that all of the events that relate to the selected hold will be shown.



You can also access the Circulation Logger from the patron's cash list. Click **Circ Log** to open the Circulation Logger so that all of the events that relate to the selected loan will be shown:

The screenshot shows a software interface with a tabbed menu at the top: '1. Active Cash', '2. Cash History', '3. Cancelled Transactions', and '4. All Transactions'. Below the tabs is a table with the following columns: Bibliographic Info, Description, Credit, Debit, Net Amount, Date, and Status. The table contains three rows of data:

Bibliographic Info	Description	Credit	Debit	Net Amount	Date	Status
The salticid spiders of Hispaniola,	Loan		12.00	12.00	25/11/04	Not paid
Mélanges grecs /	Late return		15.00	15.00	25/11/04	Not paid
The Haskalah movement in Russia /	Photocopy request		12.00	12.00	25/11/04	Not paid

Below the table, there are several summary fields: Balance: -39.00, Amount Transferred to AR: 0.00, Subtotal: -12.00, and Sum to Pay: 39.00. On the right side, there is a vertical column of buttons: Pay Sum, Pay Selected, New, Waive, Partial Waive, Print, By Sublibrary, and Circ Log. The 'Circ Log' button is circled in red. At the bottom, there is a 'Sort Type' dropdown menu set to 'Credit/Debit'.

## 18 Patron Direct Queue

Patron Direct Queue (PDQ) is the name of ALEPH's direct consortial borrowing function. PDQ enables institutions that share a single ALEPH catalog and a common patron file to share unified circulation services seamlessly. All Patron Direct Queue activities are carried out within the framework of each institution's circulation policies.

The PDQ function includes the following features:

- The patron does not have to register more than once. This single registration grants the patron circulation privileges in all of the institutions (that is, ADM libraries) that participate in the direct consortial borrowing.
- The patron can request a title, and any item that belongs to that title, no matter which institution (that is, ADM library) owns the item.
- The patron can ask to receive an item at any pickup location in the consortium, as configured by the library.
- The patron can borrow any item at any sublibrary, no matter what his home library is.
- The patron can return any item to any sublibrary, regardless of the item's owning sublibrary.

All of the functions that are listed above are subject to sublibrary, ADM library and consortium policies.

The following are prerequisites for using PDQ:

- All the institutions share a single ALEPH catalog (single BIB), which is either Union View, or as shared bibliographic records.
- There are unique item barcodes across all participating libraries.

- The participating institutions have defined their patrons as shared.
- There is uniqueness of patron IDs across the participating institutions.
- There are cross-institution agreements on the meaning of the patron statuses of the shared privileges records.

## 18.1 Patron Registration

Patron registration is carried out in the regular ‘Local Patron Information’ node of the Circulation GUI’s patron tab. This is how the patron is registered in a specific sublibrary of the connected ADM library. However, when the patron registers in the sublibrary, a general ALEPH privileges record is created (subject to library policies). This record will be used for granting privileges outside of the registering institution. It is actually the set of privileges that this patron enjoys whenever no specific privileges have been defined for him.

Sublibrary	Sublibrary	Patron Sta	Description	Expiration Date	Last Act Date
ALEPH	General Patron	03	Staff	10/11/06	-----
USM50	Exlibris Demo Libraries	01	Faculty	17/11/06	-----
MED	Medicine Library				
HYL	East Asian Library				
HIL	Humanities Library				
LAM	Main Undergraduate				
LAW	Law Library				
LIT	Economics Library				
MUS	Music Library				
WID	Main Library	01	Faculty	17/11/06	-----
URSA	URSA Library				

## 18.2 Title Requests

Title requests are hold requests that are not item-specific. Instead, any item that belongs to the requested title can be used to fulfill the request, provided that the institution owns holdings of the title and is willing to loan it to the requesting patron. Thus, where institutions and sublibraries are willing to share their collections, a patron can request a title and have the request fulfilled by any institution or sublibrary.

A title request is physically a list of potential suppliers that are found to have available items that can fulfill the request. The potential suppliers are organized in a queue that has been previously defined by the system librarian. The queue is handled in the background and the user is not aware of which suppliers are in the queue and in what order.

One of the suppliers is the active supplier. An actual request is placed on an item that can fulfill the request and that belongs to the active supplier. The active supplier will be able to view and manage this request like any other request as long as it is active. The supplier will remain active until a consortium-defined interval has passed. At that point, the next suppliers will become the active supplier, and the currently active supplier will be deactivated.

### 18.2.1 Placing the Title Level Request

Provided that the patron has not exceeded the number of allowed title requests, the title level request can be placed in the same manner as item level requests:

- Select an item in the Circulation GUI Item Tab and click **Hold**, or
- From the **Requests** menu, point to **Hold Requests** and click **Create Hold Request**.

The only difference is that in order to make the request a title level request, the 'Title Request' check box must be selected.

The screenshot shows the 'Create Hold Request' dialog box with the following fields and values:

- Item:** Facts and opinions concerning the Far East.. New York, China Institute in America..
- Sys. No. / Seq.:** 000040365 / 000010
- Patron ID / Name:** 00000036 / Haugh, Sheldon
- From Date:** 21/11/2005
- To Date:** 21/05/2006
- Priority:** 05
- Recall Type:** 01
- No. of Requests:** (empty)
- Title Request:**  (circled in red)

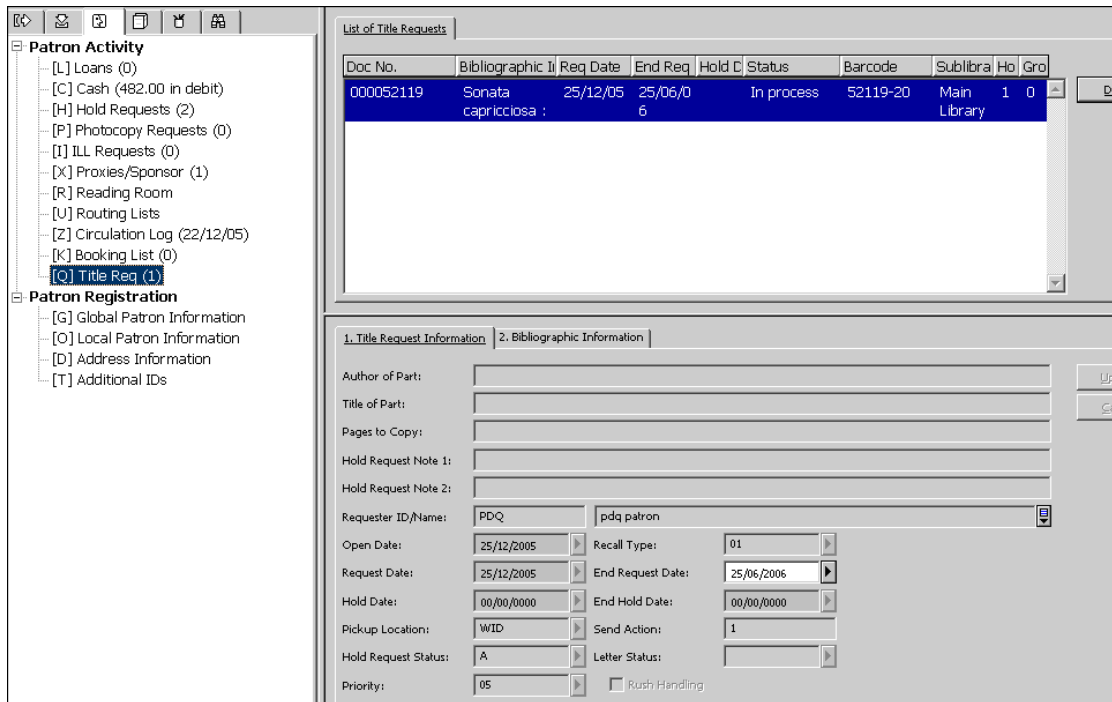
Selecting this box will have the following consequences:

- The pickup location list will include the pickup locations of all of the available items that belong to the selected item. Note that only items that have the same enumerations, chronologies and material type as the selected item will be used for setting the pickup location list.
- When the request is created, it will be a title request.

### 18.2.2 Managing the Title Request

The title request may be managed by a library from one of two points of view:

- As a title request – The library can use the Patron Tab's Title Req. node to manage the patron's title requests. The patron's title requests will be accessible from this tab to all libraries that can manage the patron information. Deleting the request and changing its expiry date from this node will affect the entire title request.



- As an active request – If the library is where the active supplier is currently found, it can manage the patron’s request from the Hold Requests node of the Patron Tab or the Items Tab. Deleting the request and updating it from this node will only affect the currently active supplier’s request.

### 18.2.3 Managing the Roster

Every title level request has a queue of potential suppliers that can fulfill the request. The queue includes all of the potential suppliers that have been defined as supplying to the requested pickup location, and that have items that the requesting patron is allowed to request. The potential suppliers are sorted according to consortium and library-defined policies.

This queue is created when a title level request is submitted. Only one supplier is defined in the roster as active at any one time, and only the active supplier can fulfill the request at that point. If after a consortium-wide defined number of days, the active supplier fails to fulfill the request, the system will activate the next supplier in the roster. At that point, only the newly active supplier will be able to fulfill the request. Note that the system will always attempt to activate the request on an available item. Only if no available item is found in the roster will the system activate the request on a non-available item.

The Title Request Router (cir-79) batch service is used for moving items along the roster.

### 18.2.4 Fulfilling a Request

A title request is fulfilled when a library in which the request is currently active starts managing the request’s fulfillment. This may happen when the library takes one of the following courses of action:

- Prints a call slip, either by the ue\_06 daemon or by the ‘Print Call Slips (cir-12)’ batch.
- Puts the item on the hold shelf and issues a notification letter to the patron.
- Transfers the item to the requested pickup location.
- Issues a recall letter to a patron that has checked out the requested item.

If the item’s requested pickup location is the same location as in which it has been retrieved, the item will be put on the hold shelf, the patron will be notified, and the request will be considered fulfilled. If the item’s requested pickup location is outside of the library in which it has been retrieved, then the item will be put in transfer to the requested pickup location. The request will be considered fulfilled only when the item arrives at the pickup location.

Note that the above described flow is true regardless of whether the requested pickup location is another sublibrary within the same institution or a sublibrary in some other institution.

### 18.2.5 Deleting a Request

Deleting a title request may be done either from the Patron Tab’s Title Req. node or from the Patron and Item tabs’ Hold Requests node. As explained above, the Patron Tab’s Title Req. node manages the entire title request while the Patron and Item tabs’ Hold Requests node manages only the currently active supplier’s request. Therefore, the delete function has a different meaning, depending on the context from which it was triggered.

- Patron Tab’s Title Req. node – Click **Delete** to delete the title request fully and notify the patron of the deletion.
- Patron and Item tabs’ Hold Requests node – Click **Delete** to move the active request to the next supplier in the queue.

## 18.3 Loan and Return Anywhere

Where the PDQ prerequisites are fulfilled, any item can be loaned and returned anywhere, regardless of the connected library. This can be done in the Loan tab and Return tab of the Circulation GUI. Simply enter the patron’s ID and the item’s barcode in the patron bar and in the item bar. The system will identify the item even though it belongs to a different library. Note that not all of the loan and return options are available when loaning or returning from a non-owning library. Also note that special staff permissions are required for this function.

## 18.4 Transferring Items

The system manages automatic transfer of items between sublibraries whenever it identifies that an item has been checked in at a sublibrary but is required elsewhere. This can be either the result of an item being checked in outside of its owning library, or of an item being checked in at one location although an active request exists for pickup somewhere else.

You can also transfer items by clicking the **Circulation** menu and clicking **Manual Transfer**. This option lets you move items from any library, even if not the owning library, to any other library. The transfer will be done using the standard ALEPH transfer mechanism.

## 19 Circulation Services

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### 19.1 Items

The services for the Items function are described in the Items Services chapter.

### 19.2 Notices to Patrons

#### Courtesy Notices (cir-10)

This service produces courtesy notices to send to patrons. Courtesy notices are reminders to privileged patrons and can include an automatic renewal to extend the loan period.

#### Overdue and Lost Billing Notices (cir-50)

#### Overdue and Lost Billing Summaries (cir-51)

#### Overdue Summary Single Letter (cir-52)

These three services retrieve circulation loans which are overdue and print notices to patrons. The three services are similar in intent, but have slight differences; some of which relate to the number of notices a patron will receive, and therefore impinge on cash transactions (since the library can opt to charge for each letter sent). Others relate to whether the library automatically sets an overdue item to "lost" (using `tab32`).

- All three services can be limited to particular patron status(es) and/or block code(s), item status(es) and sublibrary(ies).
- cir-50 and cir-51 (but not cir-52) can change an overdue item for which the patron has received previous notices to "lost".
- cir-51 can have an input file that allows limiting the batch activity for a pre-defined set of items
- cir-51 can change overdue items that the patron claims to have returned to "lost".



- cir-51 can be set to include all notice warning levels (first, second, etc.), or a specific notice number; cir-52 includes only a specific notice number.
- Cash relating to notices:
  - cir-50 (individual notice per item) has a charge for each letter; the charge is set per warning level (tab32 + tab18, for example, 0080-0083).
  - cir-51 (summary for all items, or summaries in separate letters by warning level) - If the summary is for all items, not separated by warning level, the charge is for the letter, using tab18:0090. If separate summaries are created by warning level, the charge is for each letter, using tab32 + tab18, for example, 0080-0083.
  - cir-52 (summary for all items that share the same warning level) has a charge for each item in the summary; the charge is set per warning level (tab32 + tab18, for example, 0080-0083).

### **Booking Reminders (cir-33)**

This service enables the printing of letters to send to patrons notifying them about their upcoming booking requests. The service period starts at the current date and includes the number of days defined in the *Number of days to include in the report* field.

Note that this service does not include Advance Booking items in the printed letters.

## **19.3 Renew Loans/Recall Items on Loan**

### **Renew Items on Loan (cir-08)**

This service enables you to renew patrons' loans according to various criteria. You may choose to print a report without renewing the items.

### **Recall Items on Loan (cir-13)**

This service enables you to recall loaned items which have hold requests.

## 19.4 Requests

### **Call Slips for Requests (cir-12)**

This service produces call slips for booking and hold requests and *Hold Request Not Filled* letters to send to patrons. Call slips will not be printed for items which are being reshelved.

### **Photocopy Request Slips (cir-22)**

This service produces photocopy request slips. The service can be run only when the active library is an ADMInistrative library.

### **Campus Hold Requests Router (cir-24)**

This service examines hold requests and re-distributes them, according to setup preferences that optimize choosing from which sublibrary a hold request should be filled.

### **Campus Hold Requests Router - Cleanup (cir-240)**

This service deletes hold requests that have been placed on an item which is not available in its original form (either the item has been deleted or the item did not have a process status, but now has one).

### **Send Letters for Hold Requests (cir-26)**

This service processes items either from an input file or by input filters. The service is used to send wait letters or cancellation letters for all of the hold requests that have been placed on the processed items and that cannot be reallocated to other like items.

### **Title Request Router (cir-79)**

This service manages the rosters of title hold requests. It pushes the requests through the rosters until a supplier is able to fulfill the request.

### **Hold Shelf Reminder Letters (cir-38)**

This service enables sending reminder letters to patrons, informing them regarding a request that is not yet picked up (in spite of previous letter notifications) and providing them another chance to get the requested material before it is returned to the shelf.

This service also produces a report for hold requests that have not picked up.

The service can be run for specific sub libraries, item statuses, and pickup locations.

Note that this service updates the Hold Request Letter Date.

The service prints out letters and reports only for items whose previous pickup letter was sent before the number of days specified in the "Number of Days Since Last Letter" field.

## **19.5 Reports**

### **Patron List (cir-05)**

This service produces a list of patrons who meet certain selection criteria, including the patron's expiration date and his block codes.

### **Requests Report (cir-07)**

This service produces a list of the requests placed for library material. Such requests can be for closed stack material, material that is currently out on loan (hold status "W"), material that has become available and is waiting to be picked up (hold status "S") and booking requests. The call slips for the requests may be printed using the Print Call Slips service (cir-12).

### **Outstanding Hold Requests Report (cir-11)**

This service produces a report of items that have been requested. The report is intended for checking outstanding requests that have not been supplied, in order to see whether there might be an available copy to supply to the requester. For this purpose, choose "Only available items" in the item availability filter when running the service. You can, however, also run this service without an availability check for a general report of outstanding requests. The service can be run only when the active library is an ADMINISTRATIVE library.

### **Hold Shelf Report (cir-06)**

This service identifies items that have been on the hold shelf for a particular number of days and produces a letter to the patron informing him that the item is no longer being held for him.

### **Loan Report (cir-04)**

This service produces a list of loans according to various criteria.

### **Report of Items in High Demand (cir-14)**

This service produces a list of items in high demand that have at least the number of hold requests that you specify in this form.

### **Report of Items in Reading Room (cir-15)**

This service produces a list of the items in a particular reading room.

### **Report of Returned "Lost" and "Claimed Returned" Items (cir-16)**

This service produces a report for all returned loans that were considered "lost" or "claimed returned". "Claimed returned" refers to an item that was loaned and the patron claims that he returned it, even though it is still registered in the system as being on loan.

The service can be run only when the active library is an ADM library. The service is run on Z36h. A library that does not keep Z36h records can not use cir-16.

### **Report/Delete Expired Hold Requests (cir-17)**

This service enables you to identify, report and delete expired holds (i.e., hold requests whose "Last interest date" has passed). It produces a report or produces a report and deletes the holds as well.

### **Claimed Returned Items Report (cir-19)**

This service produces a report of items on loan that are claimed to have been returned by the patron (Z36-STATUS = "C"). The service can be run restricted to one sublibrary, several or all sublibraries, one item status or all, and one patron status or all. It is possible to determine whether the report reflects the current situation (that is, all items that are declared as "claimed returned" today), or if the report includes all items that have been declared as "claimed returned" within a given range of dates. In this case, it is based on events (Z35-EVENT-TYPE = "66"). The report can be sorted by: call number, item barcode or patron ID.

### **Risk Analysis Report (cir-35)**

This service runs on upcoming booking requests and determines if they are at risk of not being filled because the requested items are overdue, lost, claimed returned or unavailable because of maintenance. Note that in addition to reporting on the status of the item, the process can reallocate booking requests by checking for *like* items and move the request from the item at risk to a *like* item that is available. Requests that cannot be re-allocated are canceled and a notification is sent to the patron.

### **Report / Delete Expired Booking Request (cir-34)**

This service enables you to delete old booking requests that did not culminate in a loan from the database. The service deletes all records whose `booking_end_date` is earlier than a date calculated as follows: The current date minus the number of days defined in the *Number of days to include in the report* field.

### **Circulation Logger Report (cir-21)**

This service retrieves and reports Circulation Logger events.

## **19.6 Advance Booking**

### **Open Advance Booking Schedule (cir-60)**

This service produces a record for each copy and time slot of the Advance Booking Schedule, according to the parameters you enter above. The record will then be available for the system to fill in information about the patron when he makes a request for an item on reserve.

This procedure should be run weekly. The "End date for schedule to be opened" should be one week more than the setup of the `alephe/www_server.conf` line:

```
setenv www_item_schedule
```

For example, if `www_item_schedule` is set to "14", then the "End date for schedule to be opened" should be three weeks after the "Start date for schedule to be opened".

### **Delete Advance Booking Schedule (cir-61)**

This service deletes records of each copy and time slot of the Advance Booking Schedule, according to the date you enter above.

It is recommended that you run this service once a week, in order to delete the previous week's schedule.

### **Advance Booking Schedule Report (cir-09)**

This service produces a report for the current day's Advance Booking Schedule. The service can be run only when the active library is an ADM library.

### **Delete Advance Booking Slots (cir-65)**

This service enables you to delete Advance Booking slots that fall on holidays or days the library is closed. The last slot before the start of a closed day and the first slot after the end of a closed day are combined into one long slot which also includes the closed day. The new slot will include the last slot before this period and the first slot after this period. Running this service will open Advance Booking slots to the end of the week in which the "Date (to)" falls.

## **19.7 Remote Storage**

### **Remote Storage Import (cir-03)**

This service imports a file from Remote Storage. When an item arrives back at Remote Storage, the Remote Storage writes that item's barcode into a file. The service accepts an input file of barcodes and performs a return. The loan record (created when the item was returned) is removed, thereby removing the item's "In Transit" status. The system checks for matching hold requests with the status "W". If found, the hold status is changed from "W" to "A", and the print status of the hold request is changed from "P" to a blank. This enables the `ue_06` requests daemon to pick up the request.

### **Remote Storage Export (cir-18)**

This service exports a file of requests to Remote Storage. It picks up the request files that were created by `ue_06` in order to ftp them to Remote Storage. Set the `ue_06` print format to '00' in order to ensure that the file contains barcodes only. Running this service will close the current cycle of `ue_06` and start a new one.

### **Remote Storage Request Arrival (cir-20)**

This service transfers items found in Remote Storage to a sublibrary for pickup. This enables monitoring of item locations after items have left the Remote Storage. Use this service when items arrive from the remote storage facility at a central distribution facility for transfer to their pickup locations.

## **19.8 Patron Records**

### **Build Patron Indexes (cir-25)**

The Z353 index is one of the suite of tables that make up library patron information. It is used by the system when displaying the patron list and is used to identify which patrons should be displayed when the "Display Local Patrons Only" checkbox is checked. It contains data extracted from the Z303 and Z308 tables (ID, barcode, name, and ADM library).

This service is used to entirely rebuild the Z353 index or to add a single ADM library to the index. The service should be run only for initial creation; after creation, the index is automatically updated by the system whenever patron data is updated (Z303, Z308 records).

If the "Delete All" check box is checked, the service drops the Z353 table and rebuilds it. For installations that have multiple ADM libraries, the service should be run once with "Delete All" under one of the ADM libraries, and then separately for each additional ADM library, with "Delete All" not checked. If the database already contains records for the library, the job will stop and an error message will be displayed in the log file.

### **Update Patron Records (cir-77)**

The Update Patron Record service is intended for use by libraries that have multiple local library patron records (particularly in a Multi-ADM environment). This service facilitates central administration for the registration of expiry dates, cross-library delinquencies, and preparation for patron deletions.

1. This service updates the expiration date of each Z305 record so that it matches the expiration date registered in the Z305 record of the Home Library.
2. If any Z305 record has delinquency/ies, the batch inserts the value 99 into the field's Global Block 3 in the patron record (z303\_delinq\_n\_3).
3. If the patron record's Global Note 2 field (z303\_field\_2) has the contents DELETE, when running the cir-77 service the system checks whether this patron has any liabilities and replaces the contents in the

to-del field. Next time this service is run, this patron's records (z303, z304, etc.) will be deleted.

### **Delete Patron Records (cir-23)**

This service enables you to delete patrons from the system.

If this service is run with a specific sublibrary in the Sublibrary filter, only the Z305 of the chosen sublibrary and all records attached to this sublibrary, that is, Z31, Z37 and Z38 will be deleted.

If the service is run with the option "All" in the "Sublibrary" filter, the following records are deleted *de facto*: Z31, Z37, Z38, Z303, Z304, Z305 and Z308 as well as routing lists.

Note that Z31 records are not really deleted, but rather, the patron ID is removed from all relevant record fields. If the cash transactions are not closed (in which case deleting the patron is possible only with the override flag), their status will be changed to *Waived*. This means that cash reports remain accurate even if a patron is deleted.

Except for the Sublibrary filter, all other filters only influence the retrieval of records and do not determine which records are deleted.

Example: Filter Sublibrary is set to All and Filter Patron Status is set to 03: A patron (Z303) with one Z305 record with Patron Status 03 and another Z305 record with Patron Status 04 will be completely deleted. Any patron who has a Patron Status 03 in any of his Z305 records will be completely deleted.

Note that photocopy requests are treated the same way that hold requests are treated. This means that if there are existing photocopy requests, the patron can not be deleted. If the service is run so that the existence of hold requests will not stop the patron from being deleted, existence of photocopy requests will also not stop the deletion.

If the patron has outstanding loans or ILL requests (that are not closed or cancelled), the patron can not be deleted. This cannot be overridden. If all of the patron's ILL requests are non-active, the patron will be deleted and the patron's ID in the ILL records will be substituted by the string DELETED.

### **Remove Patron IDs (cir-32)**

This service removes the patron IDs from records that are only kept for statistical reasons. The records from which patron records can be removed are Z31, Z36H, Z37H, Z40, Z35, Z68 and Z309. The service will remove patron IDs from all of the required records that are older than the number of days specified by the user, swapping the patron ID with SCRyyyymmdd, where yyyymmdd is the execution date.

If the patron ID is removed from the Cash Table (Z31) is removed, only transactions that are closed or waived will be handled.

If the patron ID is removed from the Patron Requests Table (Z40), only requests that are closed or cancelled will be removed. If the patron ID is removed from the Orders

Record (Z68), only orders that have a closed status, meaning CLS,LC,VC or CNB, will be handled.

All records can be filtered by their age, using the Number of Days to Retain parameter. When removing the Loans History Table (Z36H) the records can also be filtered by the item status and the sublibrary.

### **Patron Loader (file-20)**

This services lets you load patron records that are in a flat file or an XML file, usually created from an external source, into the existing database. The service enables you to add, update or delete patron records and can include an update of a patron (Z303), a patron (Z305), ID keys (Z308) and/or address (Z304) tables. The Z303 OPEN-DATE is set to the date on which the process is run. You can protect fields/records when updating patron records with the "Patron Loader" (file-20) service by checking the corresponding boxes in the Global Patron Info, Patron Info (2) tab for each patron record. When the "Patron Loader" (file-20) is run, the checked fields are not updated if they already contain data. If a field is empty, it is updated with the new data. This refers to all fields of the Z303/Z304/Z305/Z308 records which make up a patron during an upload of patrons through the "Patron Loader" (file-20) service.

The values for field protection are stored in the field z303\_plif\_modification. Possible values are "1", "A", "B", "D" and "E".

1 - do not modify patron records at all (z303/z304/z305/z308)

A - do not modify address records at all.

z304\_address[0]  
z304\_address[1]  
z304\_address[2]  
z304\_address[3]  
z304\_address[4]

B - do not modify the patron status.

z305\_bor\_status

D - do not modify the patron expiry date.

z305\_expiry\_date

E - do not modify the e-mail address.

When running the "Patron Loader" (file-20) service, the z303\_plif\_modification field is consulted and the updating of the above-mentioned fields is done accordingly.

## **19.9 Cash Transactions**

### **Cash Transaction Report (cash-02)**

This service produces a report of cash transactions for library patrons. The function can be run only when the active library is an ADMInistrative library.

Run this function whenever you need to know the volume or cash flow for any or all cash transactions.



Note that 15 is a special report format. Use it to include patron information on each line and not only on the first line of each new patron.

### **Payments Received Report (cash-03)**

This service produces a report of payments received.

Run this service whenever you need to know the volume or cash flow for any workstation, library staff member, sublibrary or target.

### **Unpaid Transactions Letter / Update Transactions to "Paid" (cash-05)**

This service changes the payment status from "unpaid" to "paid" for all cash transactions that occur between the dates you enter in the form above.

The service also prints a letter for each patron, listing each transaction and the total amount of cash owed. A library might use this service, for example, if it transfers the responsibility for cash collection to another agency (possibly using the Cash Transaction Report - cash-02, to report the information.)

### **Notices to Patrons Owing Money (cash-06)**

This service enables you to print out notices to patrons who have debts exceeding the amount defined in this service. This service can be run only when the active library is an ADM library. It can be run to calculate the situation on a previous date and for each sublibrary separately.

### **Cash Export Process (cash-09)**

This service enables you to export cash transactions to an external collection agency such as Accounts Receivable (AR) or the institution's bursar.

The service can be run for all patrons or for a pre-defined set of patrons. To activate the batch for set of patrons; populate the **Patron Input File** and the **Input File Type** fields (for more information, see the Batch Service topic in the online help). The input file can be generated by library staff using SQL statements or any other tool that is capable of retrieving patron ID and barcodes for the relevant cash transactions data.

**For the System Librarian:** The service consults the Z52 counter cash-09-batch-number in order to update the fields Z31-TRANSFER-NUMBER and Z31-RECALL-TRANSFER-NUMBER when a transfer or recall is performed. Thus each transaction is identified by a unique number in the reports produced by Cash Export Report (cash-09). The service consults the table cash\_09\_translate in order to translate sublibrary codes to campus codes or department codes for reporting purposes.

### **Export Cash Transactions (cash-10)**

This service retrieves Z31 records (cash transactions) according to program and self-defined criteria, and creates an output file that is intended for a collection agency. The Z31 records that are included in the file are marked as "Sent". Only cash transactions of type "Debit" are included in the report and in the export file.

The service can be run for all patrons or for a pre-defined set of patrons. To activate the batch for set of patrons; populate the **Patron Input File** and the **Input File Type** fields (for more information, see the Batch Service topic in the online help). The input file can be generated by library staff using SQL statements or any other tool that is capable of retrieving patron ID and barcodes for the relevant cash transactions data.

The service produces a report of the exported transactions in the print directory of the ADM library, and an XML file for export, in the ADM library's scratch directory. The exported XML file includes information about the cash transactions (Z31), as well as information about the owing patron (Z303/Z304/Z308) and any bibliographic information related to the transaction. The content of the bibliographic citation is controlled by the section of the edit\_paragraph configuration table that is referred to in the tab\_format section "cash-export".

**For the System Librarian:** The service consults the Z52 counter last-cash-transfer in order to update the field Z31-TRANSFER-NUMBER when a transfer is performed and last-cash-recall to update Z31-RECALL-TRANSFER-NUMBER when a recall is performed. Thus each transaction is identified by a unique number in the reports produced by this service.

### **Import Cash Transactions (cash-11)**

This service updates cash transactions (Z31 records) using data from the input file supplied. Only Z31 records that have been exported and have not been recalled can be updated. The update is parallel to paying the debit via the GUI, allowing both full payment and partial payment.

Each XML record from the input file is matched to an existing cash transaction record by using the input elements z31-id/sequence or alternatively z31-transfer-number. A report file is created, which includes a line for each input transaction.

The input file has to be an XML file of the following format :

```
<?xml version="1.0"?>
<p-cash-11>
  <record>
    <z31-id>JOHN</z31-id>
    <z31-sequence>200312151806862</z31-sequence>
    <z31-sum>2.00</z31-sum>
    <z31-transfer-number>12</z31-transfer-number>
    <z31-payment-date>20031212</z31-payment-date>
    <z31-payment-hour>0901</z31-payment-hour>
    <z31-payment-cataloger>STF1</z31-payment-cataloger>
    <z31-payment-target>df-23</z31-payment-target>
    <z31-payment-ip>255.255.255.255</z31-payment-ip>
    <z31-payment-mode>00</z31-payment-mode>
    <z31-payment-receipt-number>RCPT-501</z31-payment-receipt-
number>
  </record>
</p-cash-11>
```

The z31-payment-receipt-number tag is optional. If the z31-id and z31-sequence tags are empty or do not exist, the z31-transfer-number will be used for matching an existing z31 record against the record in the input file.

Note that z31-payment-mode is a mandatory field and must contain one of the values set in the PAYMENT-MODE section of the `pc_tab_exp_field.eng` configuration table.

### **Build/Correct VAT (cash-12)**

This service updates VAT values of cash transactions. It can be run in one of two operation modes:

**Build VAT** - In this operation mode, all cash transactions that have a status of Open and have a VAT value of zero are scanned. If, according to `tab18.lng`, they should have a VAT rate, the existing sum is calculated to be made up of a net sum and a VAT sum. For example, an existing transaction of type 40 has a sum of 99.00, a VAT sum of 0.00 and a net sum of 99.00. `Tab18.lng` now has a VAT rate of 10.00 for transaction type 40. When cash-12 is run, the new transaction values will be a sum of 99.00, a VAT sum of 9.00 and a net sum of 90.00.

**Correct VAT** - In this operation mode, all cash transactions that have a status of Open and have a VAT value other than zero are scanned. If, according to `tab18.lng`, they should have a different VAT rate, the existing net sum will be taken as the base for a new VAT calculation.

For example, an existing transaction of type 40 has a sum of 99.00, a VAT sum of 9.00 and a net sum of 90.00. The `tab18.lng` VAT rate for transaction type 40 has been changed to 20.00. When cash-12 is run, the new transaction values will be a sum of 108.00, a VAT sum of 18.00 and the net sum will remain 90.00.

## **19.10 Statistics**

### **General Circulation Statistics (cir-30)**

This service produces a statistical report that includes all important circulation activities (Loans, Renewals, Holds and Returns) in one report. The service can be run only when the active library is an ADMInistrative library.

### **Specific Circulation Statistics by Activity Type (cir-31)**

This service produces a statistical report separated by the type of circulation activity. It can be run for Loans, Returns, Renewals, Hold Requests, Booking Requests and Photocopy Requests. The service can be run only when the active library is an ADMInistrative library.

### **Circulation Summary Per Patron (cir-37)**

This service creates a statistical report of patrons' activities. The patrons may be filtered by various filters.

### **Title Request Report (cir-81)**

This service reports statistics about participation of the ADM library in cross ADM circulation actions.

### **Institute Time Report (cir-82)**

This service reports the average time duration that different stages in the fulfillment of the title request.

## **19.11 General**

### **Selective Dissemination of Information - SDI (sdi-01)**

This service runs all SDI (Selective Dissemination of Information) queries and retrieves records that have been added to the database since the last time the service was run. The resulting set is then sent to the user by e-mail and / or as an RSS feed.

The format of the records is defined in the SDI profile. An SDI request defines a search query, a sublibrary to search (a patron can also set his SDI request regardless of location), a list of bases to search, a frequency with which the SDI query will be run, expiry date for the SDI request, the suspend period, delivery mode (e-mail, RSS feed or both) and the character set. In addition, a patron can define an SDI message, alternative e-mail address, mail subject, and whether or not he wants to receive a zero results message.

Only users with SDI permission in their profiles can create SDI profiles. The format for the e-mail message sent to patrons is stored in form\_lng/bor-sdi-00.

This service is identified in the Batch Log and Batch Queue as p\_sdi\_01.

### **SDI user notify (sdi-02)**

This service runs over all SDI profiles and checks their expiration dates. The service has two functions:

To send an e-mail message to patrons whose SDI profile is going to expire within X days from the current date.

To postpone the expiration date of queries that are due to expire during the vacations and to notify the patron about this via e-mail.

If the patron does not change the expiry date after he receives the notification that his SDI is going to expire, he will not receive additional notifications.

The formats for the e-mail messages sent to patrons are stored in form\_lng in the sdi-expire-00 and sdi-vacation-00 files.

This service is identified in the Batch Log and Batch Queue as p\_sdi\_02.

### **Delete expired SDI requests (sdi-03)**

This service runs over all SDI requests and deletes those that have expired up to the specified date.

This function is identified in the Batch Log and Batch Queue by the procedure name p\_sdi\_03.

### **SDI broadcasting message (sdi-04)**

This service sends a broadcasting message to all SDI users. The message is taken from an input file under `/alephe/scratch` and must not exceed 2000 characters.

This function is identified in the Batch Log and Batch Queue by the procedure name `p_sdi_04`

### **Print Trigger Report (com-01)**

This service produces a printout of triggers.

### **Build Word Indexes for a Record (manage-111)**

This service creates keywords from various fields of the following Oracle tables: Vendor (Z70), Vendor Address (Z72), Patron (Z303), Patron Address (Z304), Reading Room (Z310), Budget (Z76). The keyword index that is created enables the patron to search for records in the GUI by keywords.

Since the keyword index is automatically updated when a record is added, this function needs to be run only after conversions.

### **Restart Server (sys-01)**

This service stops a server and restarts it. The server that is stopped is selected by the user and can be the `pc_server`, the `www_server` or the `oclc_server`. When run, the service will stop the existing server running on the default port and start a new one on the same port. If a port is specified, only that port will be restarted.

### **Rebuild Print Templates Package (sys-02)**

This service rebuilds the `html.pck` file after you edit a form or a letter in the `form_eng` directory. For any changes to these files to appear, run this service.

### **Record Keys Conversion (manage-70)**

This service converts record keys. It takes the input file that contains record keys of one type (for example, BIB numbers) and, for each value it contains, lists the corresponding key of another type (for example, Order number).

### **Circulation Logger Clean Up (cir-78)**

This service cleans up the circulation logger. All log events that are older than the input date will be deleted, if the transaction that they belong to is closed. This means that loan related events will be deleted only if the loan has been returned or deleted. Cash related events will be deleted only if the transaction has been fully paid.

The `Process to Create` field enables multiple instances of the batch service to be run simultaneously in order to shorten the run time. Indicate the number of simultaneous instances of the service to be run. It is recommended not to exceed twice the number of the server's CPUs.

### **Sort Printouts (print-50)**

This service rearranges printouts, grouping together printouts from different files based on a common value they have in one or more XML tag of the printout file. The XML tags that will be used to check for common values are given as input parameters of this batch. The printout files that will be scanned for regrouping have a common print ID which is specified as an input parameter of the service.

### **Rebuild Due Dates (cir-01)**

This service drops and rebuilds due dates for the current day. If the library regrets having changed due dates using "Loan -> Active Due Dates", this service will restore the standard due dates according to the setup of `tab16` and `tab17`.

### **Count Library Tables (manage-06)**

This service provides information about the size of tables and the number of records in each table. An output file called `count_report.lst` is created automatically and may be found in the library's scratch directory.

### **Organize Database Tables (manage-08)**

This services organizes database tables. Run this service after you have batch-loaded a large number of records, or after every 20,000 bibliographic records have been added to the system.

### **Export Database Tables (file-03)**

This service enables you to export library tables and save them in a file. Since the tables are only being copied, the system will continue to function properly. Note that the library tables are data files in the ALEPH format and not Oracle tables.

Use this service to reorganize the location of files on your computer hardware.

### **Import Database Tables - Without Checks (file-04)**

This service imports data into the library's Oracle tables. The import file must be in ALEPH sequential format. Use this service to import a data file which is in ALEPH sequential format. Before running this service, be sure to set the desired location for the table in the `file_list` using `UTIL A/17/10`.

### **Import Database Tables - With Character Conversion (file-04-cv)**

This service uploads information from sequential files and converts the information into the Oracle table format.

This routine is similar to the Import Database Tables - Without Checks (file-04) service. The difference is that this program is used to perform character conversion to the sequential file before converting the information into the Oracle table format.

### **Import Database Tables - With Checks (file-06)**

This service uploads information from sequential files and converts the information into the Oracle table format. This service uploads the records one by one and the user may set the procedure to perform standard checking and correcting routines.

This routine is similar to the Import Database Tables - Without Checks (file-04) that does not have an option to check and correct the records and loads them in big chunks. It is usually recommended to use this service for conversion purposes.

### **Check for Duplicate Keys (file-09)**

This service is used to check for duplicate keys in the database tables. The service produces a scratch log file in which any duplicate keys are listed. The log file is located in \$salephe\_scratch.

### **Create Filing Keys for Names (manage-64)**

This service recreates name keys for Z70 (Vendor and ILL Supplier), Z303 (Patron Data), Z308 (Patron ID) and Z108 (Course Name and Instructor Name). If your system uses Z308-ENCRYPTION, the name key of Z308 will be created according to the encryption type. This service should be run if a change has been made to the filing values/rules for BORROWER\_NAME\_KEY and/or VENDOR\_NAME\_KEY and/or COURSE\_NAME\_KEY and/or INSTRUCTOR\_NAME\_KEY.

### **Remove Library (manage-92)**

This service removes an ADM library from a library consortium. This includes:

- Extraction and deletion of the removed ADM library's data.
- Extraction of all shared records, such as patron and profile records, vendors and staff permissions. Records that identified as belonging to the removed ADM library are extracted and deleted.
- Extraction and deletion of HOL records that are identified as belonging to the removed ADM library.
- Extraction and deletion of BIB records that are linked only to the removed ADM library.
- Extraction and deletion of Course Reading records.

The extracted records are saved in files with names such as zxxx.seqaa.

## **19.12 Maintenance**

### **Maintenance List (cir-36)**

This service produces a list of items that need to be sent to maintenance in the specified time period. Your library can choose to produce this list for specific locations, material types, item statuses and service providers. Depending on setup, this batch can also attempt to make a booking for such items. Note that a booking

produced by cir-36 does not add head/tail/delivery times to the booking period as in a regular booking. It is recommended to run this service on a regular basis.

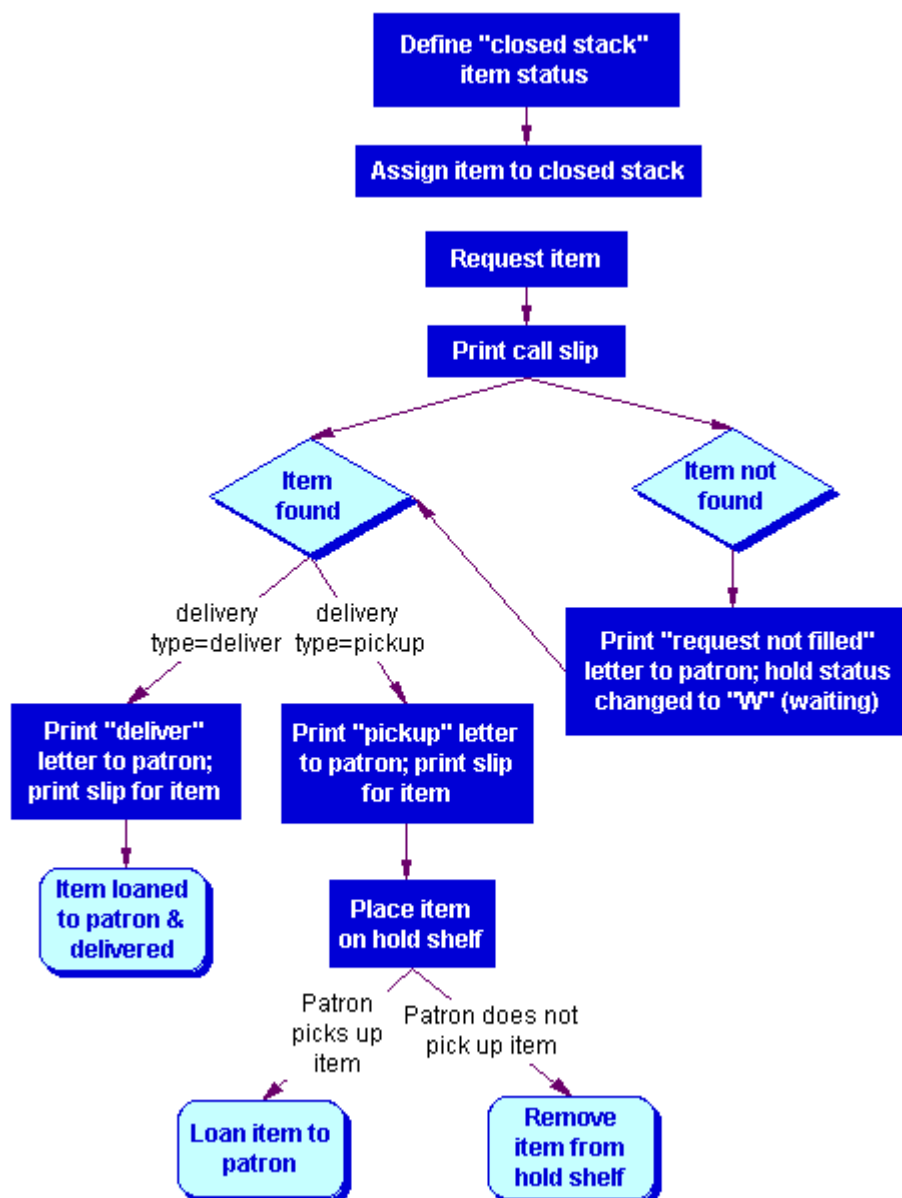
## **20 Closed Stack Management**

This chapter includes the following sections:

- Define "Closed Stack" Item Status
- Assign Item to Closed Stack
- Request Item
- Print Call Slip
- Item Found
- Item not Available
- Remove Item from Hold Shelf

The workflow for closed stack management is shown in the diagram below. Each step is described in detail following the diagram.





## 20.1 Define "Closed Stack" Item Status

The first step in closed stack management is to define an item status for closed stack items. To do so, edit tab15 (using UTIL G/5/15). An example from the table is shown below:

```

! 1  2  3      4      5 6 7 8 9 1 1
!      0 1
!-----!-!-!-----!-!-!-!-!-!-!
TAB15 50 L Closed stack  Y N N C Y N
  
```

**Column 8** asks whether or not the item is on an open shelf. A closed stack item is NOT on an open shelf.

In column 8 there are three options:

- Y - Item can be requested and the item availability is checked.
- N - Item cannot be requested.
- C - Item can always be requested. There is no availability check because hold requests are always allowed.

Use C in column 8 when you want to define an item's status as closed stack. Closed stack items can always be requested.

The system supports different limits on the amount of time that an item is kept on the hold shelf, depending on whether the hold is triggered by the return of the item, or triggered by the command "Print Letter - Hold Request Filled" under the menu Requests.

Most libraries use this command for closed stack management and want a shorter hold period for items from closed stacks than for circulating items.

To define the hold period for closed stack items, edit tab44 (UTIL G/5/5/44).

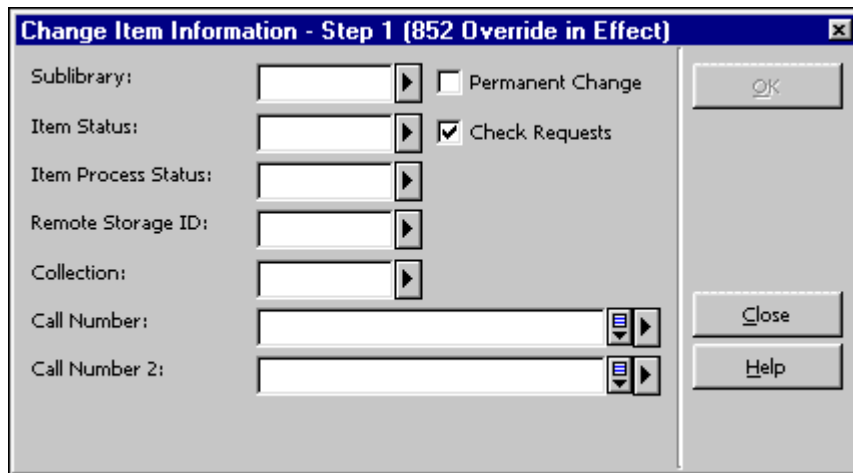
## 20.2 Assign Item to Closed Stack

To assign an item to the closed stack, you may use the Items tab of either the Catalog module or the Circulation GUI.

In the Items tab of the Catalog GUI, open the item's information. In the General Information(1) tab of the lower pane, set the Item Status field to the Closed Stack item status.

The screenshot shows a software interface with several tabs at the top: '1. Item Display', '2. General Information (1)', '3. General Information (2)', '4. Serial Information', '5. Serial Levels', and '6. HOL Links'. The '2. General Information (1)' tab is active. The interface contains various input fields and buttons. On the left side, there are fields for Barcode (B46670), Sublibrary (ULINC), Collection, Copy Number, Material Type (BOOK), Hol. Link (0), 85X Type/Linking number (3 and 1), Call No Type/Call No. (367), 2nd Call No Type/Call No., and Description (v.1:no.VIII(2001:Aug.)). On the right side, there are fields for Item Status (11), Item Process Status, Enum. Level.1 (A)(Vol.) (1), and Enum. Level.2 (B) (VIII). Below these are buttons for Update, Save Defaults, Refresh, and Cancel. There is also a checkbox for 'Temporary Location' which is currently unchecked.

In the Circulation module, select Items/Change Item Information from the main menu. Set the Item Status field to the Closed Stack item status.



### 20.3 Request Item

When a patron requests a closed stack item through the Web OPAC, a hold request will be placed for the item, whether or not it is out on loan.

Depending on the library's policy, the patron may request to have the item delivered, rather than just held for pickup. The library can allow certain patrons to have items delivered to them, or can restrict patrons and have closed stack items delivered to the reading room for library use only. When the item is delivered to the reading room, the processing of the request proceeds according to the reading room functionality.

After a patron requests a closed stack item, and before the item is loaned, the list of holdings in the Search function will indicate that this item has been "Requested."

### 20.4 Print Call Slip

There are two different approaches that you may take to print call slips. One approach is to have the system print them out automatically as soon as the requests for material are made. (See Print-As-You-Go on page 226.)

The other approach is to wait for the requests to accumulate and then print out the call slips in one batch that may be sorted by collection, location, request date, or other parameter. (See Wait-Then-Print on page 227.)

You can decide to use one approach for one sublibrary, collection or item status, and use the other approach for another sublibrary, collection or item status.

Each approach is explained in detail below.

In either case, call slips will not be printed for items which are being reshelved. Additionally, if the request is part of a group of parallel requests, a slip will be printed only for one of the available items. If the request is part of a group of serial requests, only the first request in the group will be handled, regardless of which approach is used.

The sublibrary code can also be added as a prefix to the sequence number that is printed on the call slip. To set this up, use UTIL G/2 to create a separate "last-slip-no" parameter for each desired sublibrary (by adding the sublibrary code as a suffix to the "last-slip-no" parameter).

#### **20.4.1 Print-As-You-Go**

To have the system print out call slips automatically, as soon as the requests for material are made, you must complete the following steps:

##### **Step 1: Edit tab39**

The System Librarian must first supply information in tab39 (accessible through UTIL G/5/5/39). This information includes the libraries, collections and item statuses that the system should check for hold requests. This information is used in conjunction with the "ue6" daemon discussed in Step 2 to create print files of call slips.

Other information that must be provided in tab39 includes the number of call slips that should be printed out for each request, and the printers that should be used. (This information is used in conjunction with the Print Daemon in the Task Manager, discussed in Step 3.) Separate printers may be used according to the sublibrary, collection and item status. The system librarian may, therefore, have calls slips for closed stack items printed out on a printer that is located near the closed stacks, and separately from call slips for other locations.

##### **Step 2: Create print files of call slips**

You can have the system check for call slips once a minute and create a separate print file for each one it finds. To do so, you must activate the "ue6" daemon using UTIL E/6. (To stop this process, use UTIL E/7. This will deactivate the "ue6" daemon.)

##### **Step 3: Print call slips**

After the "ue6" daemon has created the print files of call slips, the call slips must be printed out. To have the system print the call slips automatically, as soon as requests for material are made, open the Task Manager. Go to the Print Daemon tab and click the Setup button. Use the window that pops up to choose the libraries and print IDs that will be directed to the PC's default printer.

Next, return to the Print Daemon tab and choose the command Activate Print Daemon. When the Print Daemon is active, the system will look periodically for files of a particular library that have a particular Print ID, and print them on the PC's default printer. (For more information about setting up the Print Daemon, refer to the Task Manager chapter.)

After the call slips are printed, the system transfers the print files to a special directory where they are saved. (The directory is <library>/PRINT/SAVE\_<time\_stamp>.) This enables you to reprint the call slips, if necessary. Note that the files must be periodically deleted from this directory.

## 20.4.2 Wait-Then-Print

You may want to wait for the requests to accumulate and then print out call slips in one batch that may be sorted by collection, location, request date, or other parameter. If this is the approach you want to take, you have two choices:

- Manually run the Call Slips for Requests (cir-12) service from the Services menu in the Circulation GUI.
- Alternately, you can set up the system to run the Call Slips for Requests (cir-12) function according to a pre-determined schedule, for example twice a day at 11:00 am and 5:00 pm.

To define a schedule for running the Call Slips for Requests (cir-12) function, use UTIL E/16 Update Daemon Job List (in the Administrative library). This utility contains two files that may be edited, called `job_list` and `job_list.conf` ("conf" for configuration). First use the `job_list.conf` file to define a schedule. Then open the `job_list` file. This file lists all the functions ("jobs") that you want the system to periodically run. Add the Call Slips for Requests (cir-12) function to the list. (The function is identified by the procedure name `p-cir-12`.)

After you have used UTIL E/16 to define the printing schedule and to identify the function that should be run, you can turn the periodic printing on and off. To do so, use UTIL E/15 to stop and start the job daemon.

## 20.5 Item Found

When an item is found, it should be transferred to the Circulation desk so that a "Hold Request Filled" letter may be printed. To do so, open the Circulation module and go to the Requests menu. Choose the command "Print Letter - Hold Request Filled." Use the form that pops up to enter the barcode of the item. You may also use a barcode reader to scan in the barcode.

The system will take into account the delivery type of the hold request ("deliver" or "pickup"), and print a "Hold Request Filled" letter that is appropriate for the delivery type.

**For the System Librarian:** You can determine which printer will be used to print the letter.

The following sections explain the differences between the templates and procedures for items that are to be delivered versus items that are to be picked up.

### 20.5.1 Item Found (Deliver)

The template for the "Hold Request Filled" letter is `hold-request-letter-02-nn` ("nn" is the version number of the template).

The system will print one copy of the letter to be placed in the item.

When the letter is generated, the system automatically loans the item to the patron.

This is because the material delivery type is "deliver" and the library's policy is to allow delivery.

After the item has been loaned to the patron, the due date will be displayed in the Search function, and the hold request will be deleted.

### **20.5.2 Item Found (Pickup)**

The template for the "Hold Request Filled" letter is hold-request-letter-01-nn ("nn" is the version number of the template). Note that the template may contain the command to send the letter to the patron by e-mail.

The system will print out a letter and a slip. The letter is sent to the patron, and the slip is placed in the item.

When the letters are generated, the system automatically changes the status of the item to "S" (for Hold **S**helf). The item should, therefore, be placed on the Hold Shelf for the patron to pick up. In the Search function, the message "On Hold" will be displayed for the item.

When the patron comes to pick up the item from the Hold Shelf, you may loan the item to the patron. The system will then automatically delete the hold request.

## **20.6 Item not Available**

There could be two reasons why an item is unavailable:

- All copies are checked out.
- The item was not found (perhaps due to mis-shelving).

If all copies have been checked out, no call slip will be printed, and the status of the hold request will be changed to "W" (**W**aiting).

Since the item is not available, you may send a "Hold Request Not Filled" letter to the patron. (The sections below explain in detail how to generate this letter.) The template for this letter is hold-request-wait-nn (where "nn" is the version number of the template). Note that the template may contain the command to send the letter to the patron by e-mail.

You can periodically reprint hold requests for items that were not available to see if they are currently available. To do so, run the Request Reports (cir-07) service from the Services menu. For the Hold Request Status field, choose "W - Material not yet available (**W**aiting)."

The following sections explain procedures that are specific to each circumstance, when an item is not found, and when all copies are checked out.

### **20.6.1 All Copies Checked Out**

If you are using the "Print-As-You-Go" system for printing call slips, your System Librarian may have set up the system to automatically print a "Hold Request Not Filled" letter in case all copies are checked out.

In all likelihood, the library will set up the system so that "Request Not Filled" letters do not print, based on the expectation that the patron knew that the item was not available when he placed the request.

If you are using the "Wait-Then-Print" system for printing call slips, which relies on the Call Slips for Requests (cir-12) service in the Services menu, the system will automatically print a "Hold Request Not Filled" letter in case all copies are checked out. If you do not want the letter to be printed you should assign it to a dummy printer in the Call Slips for Requests (cir-12) service.

In any case, if the request is part of a group of parallel requests, a single wait letter will be printed only if all of the group's items are not available. If the request is part of a group of serial requests, a wait letter will only be printed if the first request in the groups is not available.

### **20.6.2 Item Not Found**

If the item is not found (which may happen if, for example, the item has been mis-shelved), you might want to send a "Hold Request Not Filled" letter to the patron, informing him that the material is not available.

You will have to manually print the "Hold Request Not Filled" letter. To do so, open the Circulation module and go to the Requests menu. Choose the command "Print Letter - Hold Request Not Filled." Use the form that pops up to enter the barcode of the item. You will have to enter the barcode manually, rather than scanning it in, because the item is not at hand. You may refer to the call slip for the barcode.

If you do not want to save the hold request for an item that was not found, you may delete it. To do so, open the Circulation module. You have your choice of calling up either the Item record or the Patron record. Regardless of which record you call up, click the Holds button that appears on the window. A list of hold requests will be displayed. Highlight the desired entry and click **Delete**.

If you delete a hold request, a letter will be printed, informing the patron that his hold request has been deleted. The template for the letter is hold-delete-s-nn (where "s" stands for single hold request and "nn" is the version number of the template). Note that the template may contain the command to send the letter to the patron by e-mail.

## **20.7 Remove Item From Hold Shelf**

Sometimes a patron does not pick up the item he requested. The item must then be removed from the Hold Shelf. There are two ways to identify which items should be removed. You may use either the Hold Shelf Report (cir-06) service or the Request

Reports (cir-07) service from the Services menu. Following is an explanation of each function and the procedures to follow with each.

### 20.7.1 Hold Shelf Report (cir-06)

The Hold Shelf Report (cir-06) lists items with the hold status "S" that have been waiting on the Hold Shelf for longer than a given period of time. This will enable you to identify those items that should be removed from the Hold Shelf.

You may also determine that the Hold Shelf Report service deletes a hold request for a patron who does not pick up his item, and prints a letter to inform him that the item is no longer being held for him.

There are two different templates available for this letter. If a single hold request is being deleted, the template is hold-delete-s-nn (where "s" stands for single and "nn" is the version number of the template). If multiple hold requests are being deleted, the template is hold-delete-nn. Note that the templates may contain the command to send the letter to the patron by e-mail.

If you do not use the Hold Shelf Report (cir-06) service to delete the hold request, you should manually remove it. To do so, call up either the Item record or the Patron record and click the Holds button that appears on these windows. A list of hold requests will then be displayed. Highlight the desired hold request and click **Delete**.

Note that you should not use the Delete Hold Requests function under the Requests menu, because that function deletes all requests, as opposed to individual hold requests according to a pre-defined filter. You can use the Delete Hold Request by Barcode function.

The Hold Shelf Report includes a column indicating whether or not there are additional hold requests for the item. The exact columns that appear in the report may be defined in the rep\_col table using UTIL I/11. In that table, the code identifying the report is p\_cir\_06.

However, keep in mind that the information regarding additional hold requests may be out of date almost as soon as the report is printed. This is because patrons are able to place new hold requests at any time.

Therefore, you should make it a practice to manually check for additional hold requests. To do so, open the Circulation module. Go to the Circulation menu and choose the command Set Up Return Options. Make sure that there is a check-mark next to the option called "Holds List Display." Then go to the Circulation menu and choose the command Return. In the form that pops up, fill in the barcode of the item. You may use a barcode reader to scan in the barcode. If there are any hold requests for the item, the Holds List will be displayed.



### **20.7.2 Request Reports (cir-07)**

This service produces a list of the requests placed for library material. Such requests can be for closed stack material, for material that is currently out on loan (hold status "W"), for material that has become available and is waiting to be picked up (hold status "S") and for booking requests. The call slips for the requests may be printed using the Print Call Slips service (cir-12).



# **Staff User's Guide – Course Reading and Reserves**

Version 22

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# 1 Course Reading and Reserves Overview

The purpose of the Course Reading and Reserves management is to provide information to the student about required and optional reading material suggested by an instructor for a course of studies and to provide efficient tools for moving material into and out of a reserves collection.

The Course Reading and Reserves functions provide tools for managing the creation and update of Courses and Course Reading Lists and the management of the Course Reserves Collection. The following options are available:

- Create/Modify course information.
- Assign bibliographic records and items (copies) to a course. (This is the Course Reading List.)
- Place Request on items (for Recall and Pickup Lists) in order to change/move to Reserves Collection.
- Print Pickup Lists for Reserves Collection.
- Transfer items (using the barcode) to the Reserves Collection.
- Remove items (using the barcode) from Reserves Collection.
- Print the Course List report (Course + Titles + Items).
- Print cleanup reports.

The Course Reading and Reserves operations are managed in the Administration tab of the Circulation GUI client.

The building blocks of the Course Reading functionality are Course records and bibliographic records. The item records linked to a bibliographic record also come into play.

Course Reading management and the Course Reading library function in parallel to a single Administrative library. In a multi-ADM consortium setup, each ADM library will have its own separate Course Reading library.

## 1.1 Course Records

A course is identified for the operator by the course number. In cases where the course number is not unique, additional information, such as instructor or course dates, is required in order that the operator be able to identify the course.

In order to enable assigning the same course number to multiple courses, the internal system identifier of a course is made up of the course number to which a system-generated sequence number is appended. The sequence number serves to differentiate between different courses that use the same course number, such as multiple sessions of a course.

There are two types of Course Records:

- “common” course record

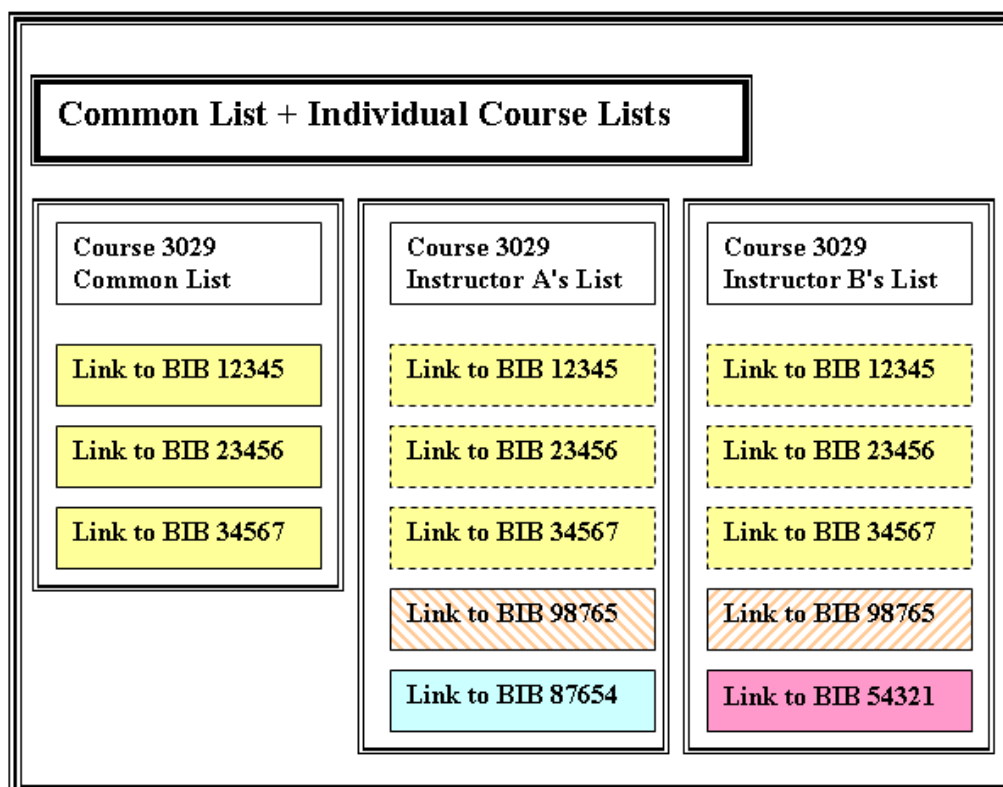
This type of course is optional. It is suitable for use for courses that are taught in multiple sessions, and there is a common corpus of reading material that is used in common in all the sessions of a course. It provides efficient management of reading lists by enabling one-time registration of reading material for all the sessions of a course. Although the material is listed only once, it is included in search and display for all sessions of the course. The common course record does not have instructor or active dates. In addition to material registered to a common list, additional reading material can be added to a specific session of the course.

- “individual” course record

This is the actual classroom course, and must have instructor, active dates and relevant period. An individual course is linked to a common course by virtue of the fact that they have the same course number. Since most courses at a college/university are taught in a single session only, most individual course records will not be linked to a common course.

If an individual course is linked to a common course, the reading list for the course includes both the individual course’s reading list and all the common course’s reading list, displayed in one sequence. Entries from the common course are displayed and indexed for each of its individual courses. The individual course can have additional entries of its own.

When a course does not have the same course number as a "common" course, it will have only the reading list entries that have been registered for it.



In the diagram above the three yellow items that are registered in the common list are also displayed in the individual lists. If one of these items is removed, it will be

removed from all lists. Bibliographic record 98765 is registered in both List A and B, but each listing is independent, and removing it from one list will not remove it from the other list.

## **1.2 Reading List Records (Bibliographic Records)**

There are two types of BIB records in the Course Reading database: bibliographic records and connection records.

### **1.2.1 Bibliographic Records**

Bibliographic records describe a work, such as a book, a journal article, or a chapter of a book. The bibliographic records for the Course Reading and Reserves Collection can be cataloged in the library's main database or in the Course Reading database if the institution prefers not to put bibliographic records created specially for course reading (e.g. journal articles, book chapters) in the library database.

Bibliographic records can be created in the Course Reading database through the regular Cataloging client or cataloged on-the-fly using a simple cataloging form (see [Section 4.2 Catalog New](#) of this document).

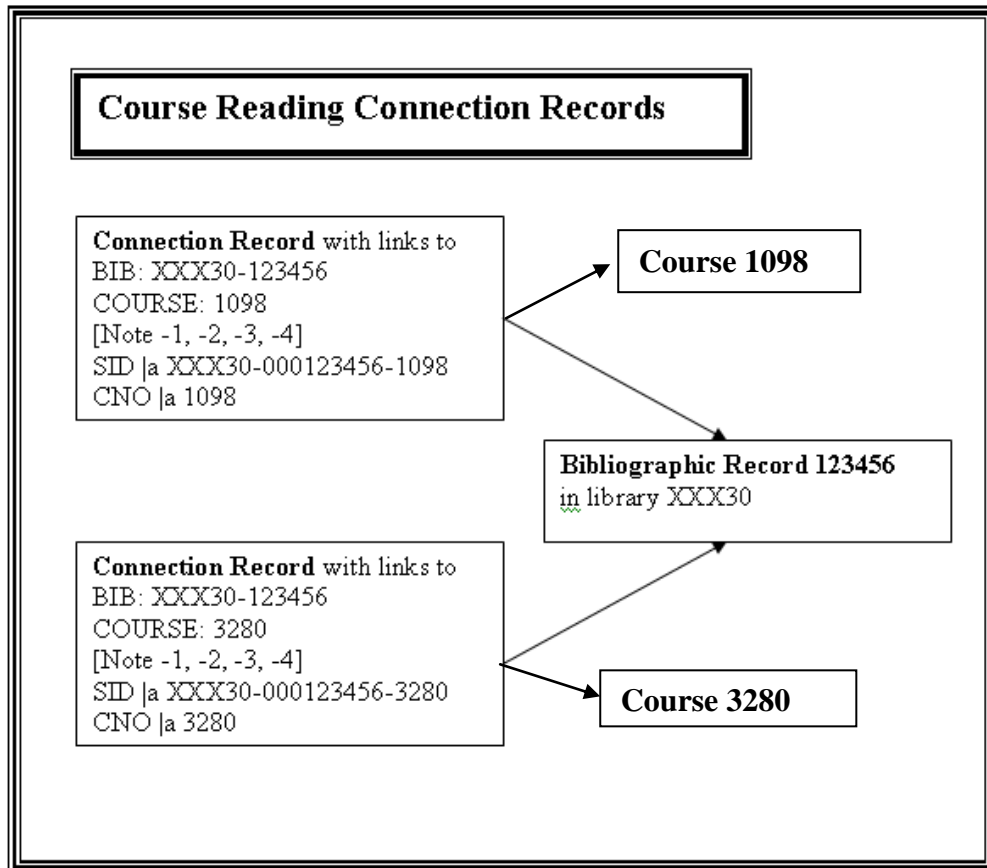
### **1.2.2 Connection Records**

These are special records, in BIB format, that link the bibliographic record and the course record to form the reading list. This type of BIB record (a connection BIB) is an internal ALEPH structure and is created only through Course Reading functions, not through cataloging functions. Bibliographic records should never contain course links.

Connection records are created when a bibliographic record is added to a Course Reading list through search (for a pre-existing record), or cataloged on-the-fly. Another way in which connections can be created is through file loading. Authorized patrons are able to create suggested reading lists through the "Save/Mail" action on "My e-Shelf" in the library's OPAC. The action results in an e-mail message sent to the Course Reading manager and a list of titles saved on the server. This list can efficiently be added to a course through the file load action in the Course Reading GUI.

The connection records are held in the Course Reading Library. In the ALEPH demo setup, this is the USM30 library, connected to the USM50 library.





The above diagram illustrates two connection BIBs, each with a link to a different course and each with a link to the same bibliographic record.

### 1.3 Item Records

Item records for the Course Reading and Reserves Collection are held in the ADM (XXX50) administrative library and are linked to the relevant bibliographic record, in the regular library (XXX01) or the course reading library (XXX30).

Hold requests can be placed on items in order to facilitate creation and printing of picklists prior to the onset of a course. A valid patron record must be created for this purpose. It is suggested that a separate patron be created for each Course Reading service unit.

### 1.4 Course Reading OPAC

The Course Reading online catalog includes special controls for permission to view electronic resources. It is possible to limit viewing permission to patrons registered in the course to which the resource is linked.

The Union View mechanism is applied to the Course Reading database, so that titles that are listed for more than one course will be virtually merged into a single record for view in the OPAC.

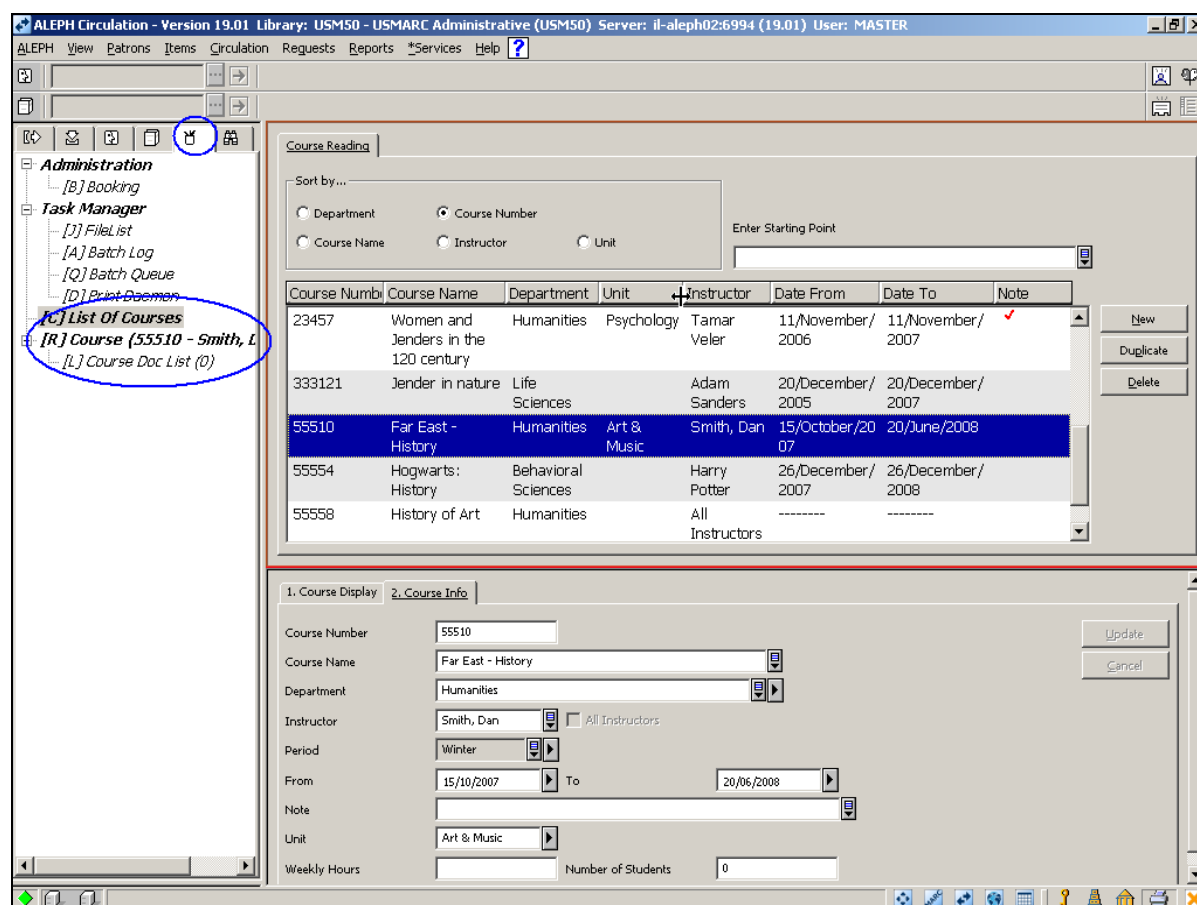
## 2 Getting Started

### 2.1 GUI Environment

The Course Reading interface is contained within the Administration tab of the Circulation GUI client.

You can set your Circulation GUI to default to the Course node in the Administration tab. This is done the following setting in the GUI client's Circ\tab\circ.ini file.

```
[CircAdminTree]
DefaultTree=C
```



When the List of Courses node in the left-hand navigation pane is selected, the upper pane displays the courses that have been entered in the system. Selecting a single course in the upper pane and choosing the Course Doc List node changes the displayed list to the list of the titles that have been linked to the course. Authorized staff can add, update or delete courses, and add, suppress or delete titles for a course reading list.

## 2.2 Staff Permissions

There are no permission checks for view course list, view course display, view course info., view doc list, view bib info, view item list, view attached courses, “push to” (Cataloging, Circ Items, Cat Items).

Following are the permissions that should be assigned to Course Reading staff. Note that all the permissions are assigned in the ADM library except for permissions for functions and services in the Cataloging module, which are assigned in the Course Reading library.

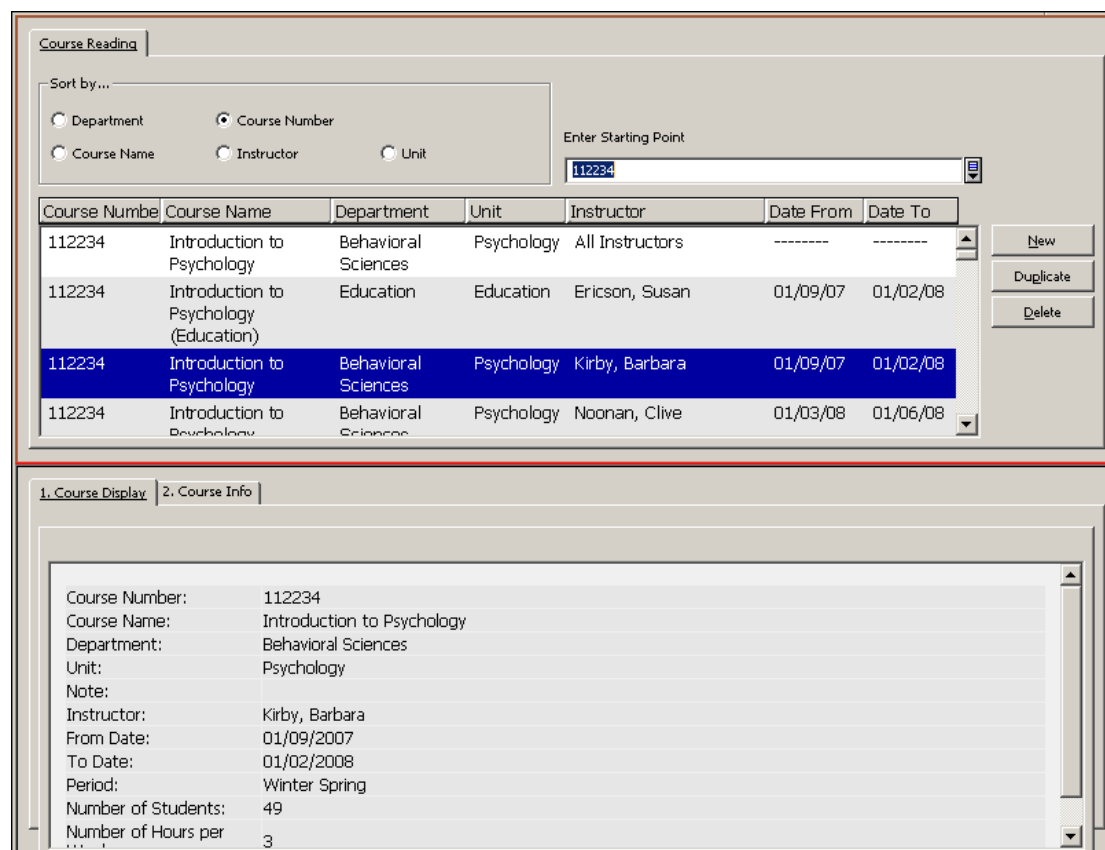
- Course Reading
  - All Unspecified Subfunctions
  
- Or a selection from the following permissions:
  - New/Update Course
  - Delete Course
  - Add title to Reading List (for Search and Load File)
  - Catalog new title and add to list
  - Edit notes, Manage Copyright
  - Move from/to common/individual list, Suppress, Remove title
  - Reserve item for course
- Services
  - Common – Services Menu Interface
  - Circulation – Course Reading Services
- Items
  - Circulation – Items Management
    - Change item information (Main Menu-Items-Change Item)
    - Restore item information (Main Menu-Items-Restore Item)
    - Retrieve Item List
  - Circulation Requests permissions will be required if the user should be able to update Hold requests in the Circulation client.
  - Items – Items Control
    - Filter items list (to display Items in Circulation client)
    - Display items list (to display Items in Cataloging client)
    - Display item (to display Items in Cataloging client)
  - Additional Items Control permissions will be required if the user should be able to update items in the Cataloging client.
- Objects
  - Object Control
    - All unspecified subfunctions
  - Object Services
    - All unspecified subfunctions

Some staff members might also be assigned permissions for the Cataloging module in the XXX30 library, and Patrons in the USR library:

- Cataloging
  - Cataloging – Cataloging Record
  - Cataloging – Indexing Services (senior staff only)
    - MANAGE-01
    - MANAGE-02
    - MANAGE-05
    - MANAGE-07
  - Cataloging – Union Catalog Services (senior staff only)
    - UNION-01
    - UNION-02
    - UNION-04
- Patrons (USR library)
  - Patrons, Global (senior staff only; this permission is required only for creating the “Course Reading Patron” for placing requests)
    - All unspecified subfunctions

### 3 Add/Modify/Delete Courses

Choosing the Courses node in the left pane of the Circulation Administration tab displays the **List of Courses** window, in which the List of Courses displays in the upper pane, and the lower pane contains two tabs, for display of full Course information, and the course input form.



### 3.1 List of Courses

The list of courses that displays in the upper pane is sorted according the selected radio button. Upon selection of a different radio button, the list is resorted. Entering text in the Start Point box displays the sorted list from the matching entry.

To search for a course, enter "starting text" and choose the relevant radio button to sort the list by:

- Course number (internal sort is by instructor)
- Course name (internal sort is by instructor)
- Instructor (internal sort is by course number)
- Department (internal sort is by course number)
- Unit (internal sort is by course number)

For each course in the List of Courses, the display includes the above details plus the course's date from/date to, the period(s), and an indication if the course has a note.

As explained in Section [1.1 Course Records](#), a common course record can be used for registering reading material that is used in common by all the sessions of a course that is taught in multiple sessions. The common course record does not include instructor or dates. In the list of courses display; therefore, in place of the instructor name, a locally configured text, such as "All Instructors" displays, and dashes display in the dates columns.

There are three action buttons on the upper pane of the List of Courses:

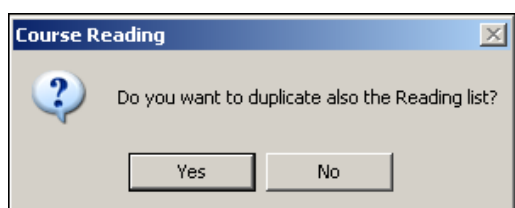
- New Course
- Duplicate Course
- Delete Course

Click **New** to display a blank form in the lower pane and then fill in the course form's information fields. The Course form includes a checkbox to indicate that this course functions as a common course and lists the documents under this course that will be used by all sessions of this course. When the checkbox is checked, it is not possible to enter instructor and time periods. When the box is unchecked, these fields are mandatory.

After a course has been set as being "common" or "individual", the setting cannot be changed.

The course record is updated by clicking **Update** in the lower pane.

Click **Duplicate** to copy the Course Information to the form in the lower pane. The fields can be overwritten as needed. The duplicate action can save keying effort. Click **Update** to create the new course record. A prompt pops up asking whether to also duplicate the reading material registered in the Course Doc List of the original course.



If the new course is related to a common course (by sharing the same course number) the course will automatically inherit the reading material registered to the common course, and it is not necessary to duplicate the reading list.

The duplicate action fails if the course record is marked as a common course, and the same common course already exists.

Click **Delete** to delete the course; this deletes the course and its reading list. A pop-up message is displayed and must be acknowledged in order to confirm that the course and its content will be deleted. Note that deletion of a common course is blocked if the common course has linked readings. In order to delete a common course, its content should be removed first.

The bibliographic records remain in the database, but the reading list connection records are deleted.

### 3.2 Course Form

The lower pane displays the full information of the course that was selected in the upper pane or an empty form if New was activated. There are two tabs. One tab displays the information in HTML format, for display only. The second tab displays the information in a form, for update. Any of the fields (except the All Instructors checkbox) can be updated.

The screenshot shows a software interface for managing course readings. The top section, titled "Course Reading", contains a "Sort by..." menu with radio buttons for "Department", "Course Number", "Course Name", "Instructor", and "Unit". The "Course Number" option is selected. To the right is an "Enter Starting Point" field with the value "112234". Below this is a table listing courses with columns for Course Number, Course Name, Department, Unit, Instructor, Date From, Date To, and Note. The second row is highlighted in blue.

Course Num	Course Name	Department	Unit	Instructor	Date From	Date To	Note
112234	Math for Beginners	Exact Sciences	Math & Physics	All Instructors	-----	-----	
112234	Math for Beginners	Exact Sciences	Math & Physics	Ayelet Lyn	20/October/2007	12/June/2008	✓
112234	Math for Beginners	Exact Sciences	Math & Physics	Tamar Rozental	20/October/2007	12/June/2008	
112344	Math for Beginners	Exact Sciences	Life Sciences	Yael Sason	20/October/2007	12/June/2008	
23455	Women and Jenders in the 120 century	Humanities	Psychology	Tamar Veler	11/November/2006	11/November/2007	✓

Buttons for "New", "Duplicate", and "Delete" are located to the right of the table. The bottom section, titled "1. Course Display" and "2. Course Info", shows a form for editing the selected course. The fields are as follows:

- Course Number: 112234
- Course Name: Math for Beginners
- Department: Exact Sciences
- Instructor: Ayelet Lyn (with "All Instructors" checkbox)
- Period: Winter
- From: 20/10/2007 To: 12/06/2008
- Note: in MATH building
- Unit: Math & Physics
- Weekly Hours: 22
- Number of Students: 11

"Update" and "Cancel" buttons are located on the right side of the form.

The Course fields are:

- **COURSE-NUMBER** – Text (upper case), including blanks. This is the course number as it appears in the University syllabus; it does not have to be unique, and it can be changed.
- **COURSE-NAME** – As registered in the University syllabus; records can have the same course number and different names.
- **DEPARTMENT** – The academic department in which the course is taught.
- **INSTRUCTOR** – The instructor for the specific class.
- **ALL INSTRUCTORS** – A check in this box indicates that this is a common course that functions as the anchor for a reading list that is used in common by multiple sessions of the same course. Each session is entered in the system as a separate course, linked to this course by having the same course number. An individual course automatically inherits the common reading list and additional course-specific titles can be added. When a course is marked for "all instructors" the Instructor, Date From/To and Period fields are grayed out, since they are irrelevant. The checkmark cannot be changed. In order to unlink the common course reading list from the individual courses, the titles in the list must be "moved". This is done on the reading list, and explained in section 4.6 following.
- **PERIOD** –The semesters (or periods) during which the course is active (e.g. first semester, summer session). This can serve as a basis for creating logical bases for the Course Reading public interface.
- **DATE FROM / DATE TO** – The active dates of the course. You can request a report ("Report of Course Reading Records that are Linked to an Inactive Course") of the items that should be removed from the Reserves Collection on the basis of these dates. The dates are used by the system in order to determine the active dates for an item request placed in the Course Reading module.
- **NOTE** – Free-text note for a specific course (for information only). If the Course has a note, a checkmark displays in the Note column in the List of Courses display. The course note text is also displayed at the bottom of the Course Reading List.
- **UNIT** – Optional. The administrative unit in the library that handles the course and its materials.
- **WEEKLY-HOURS** – Optional. The number of hours of instruction per week (for information only).
- **NO-STUDENTS** – Optional. Number of students in the course (for information only).

The action buttons are:

- **Add/Update** – Saves the course information entered or modified.

- **Save Defaults** – Saves field values and copies them to each new course form that you open.
- **Cancel** – Cancels any changes made in the course information fields and returns focus to upper pane List of Courses.

## 4 Reading List – Upper pane

The Course reading list is managed by highlighting the course in the List of Courses and selecting the Course Doc List node in the left pane.

The screenshot displays the 'Course Reading' application interface. On the left is a navigation pane with a tree structure. The 'List Of Courses' node is expanded, and the 'Course Doc List (0)' node is highlighted. The main area is divided into two panes: '1. Course Display' and '2. Course Info'.

**1. Course Display** shows a table of course records:

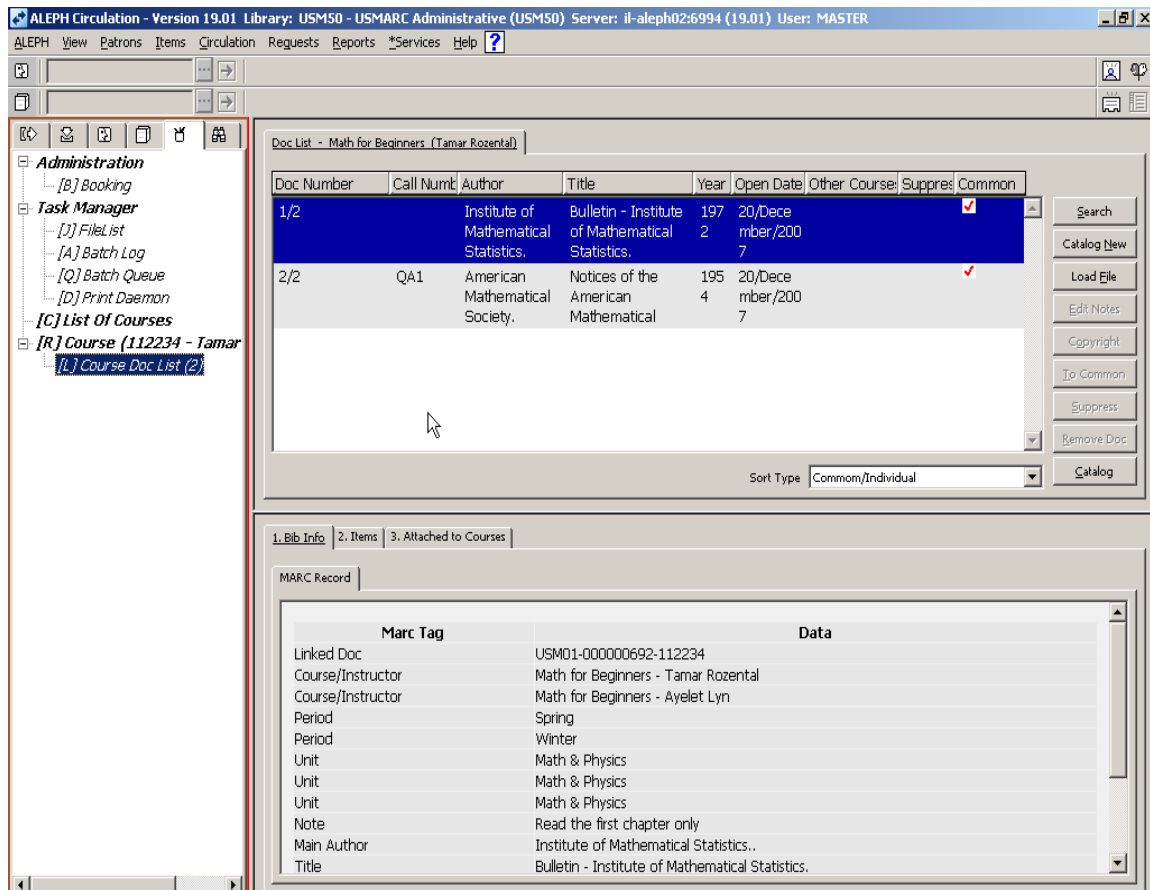
Course Numbr	Course Name	Department	Unit	Instructor	Date From	Date To	Note
112234	Math for Beginners	Exact Sciences	Math & Physics	All Instructors	-----	-----	
112234	Math for Beginners	Exact Sciences	Math & Physics	Ayelet Lyn 07	20/October/20	12/June/2008	✓
112234	Math for Beginners	Exact Sciences	Math & Physics	Tamar Rozental 07	20/October/20	12/June/2008	
112344	Math for Beginners	Exact Sciences	Life Sciences	Yael Sason 07	20/October/20	12/June/2008	
23455	Women and Jenders in the 120 century	Humanities	Psychology	Tamar Veler	11/November/2006	11/November/2007	✓

**2. Course Info** shows the details for the selected course (112344):

- Course Number: 112344
- Course Name: Math for Beginners
- Department: Exact Sciences
- Instructor: Yael Sason (with 'All Instructors' checkbox)
- Period: Winter
- From: 20/10/2007 To: 12/06/2008
- Note: (empty field)
- Unit: Life Sciences
- Weekly Hours: (empty field)
- Number of Students: 0

Highlighting the Course Doc List node in the left-hand navigation pane displays the list of records that are registered for the course.





The upper pane of the Course Doc List includes the Course Name (on the tab), a list of the documents that have been registered for the course, and a dropdown list of sort options. The list can be sorted, for example, by title or by the date added to the list, and you can select the sort sequence from a dropdown list of sort options. All documents of the course are listed in one sequence, whether they are linked only to the particular course or are "inherited" from a common list.

The display for each title can include the following information:

- Short bibliographic information (fields from the Z13 short-doc record)
- Indication that the title has been inherited from a list that is common to all the instructors of the course
- Indication that the bibliographic record is linked to an additional course
- Indication that the bibliographic record is cataloged in the course reading database (and not in the "main" catalog)
- Indication that the record is currently in suppress status for this course

The lower pane has three tabs, one for displaying full bibliographic details, the second for displaying linked items, and the third for displaying a list of additional courses to which the bibliographic record is linked.

When removing a document record that is linked to other courses as well, it will be unlinked from the specific course, but the links for other courses will remain.

The action buttons on the upper pane (bibliographic records) are:

- **Search** – Displays a form for initiating a search for an existing bibliographic record, so that it can be added to the reading list
- **Catalog New** – Displays an input form for “quick cataloging”
- **Load file** – Displays a form for loading a file of saved records
- **Edit notes** – Displays the notes fields form for corrections or additions
- **Copyright** – Displays the copyright form
- **Move to common list/Move to individual lists** – The function of this button depends on whether this is an individual list or a list that is common to all the instructors of the course
- **Suppress/Unsuppress** – Adds or removes a "suppress" flag on the record
- **Remove Doc.** – Removes a record from the reading list
- **Catalog** – Displays the selected record in draft view in the GUI Cataloging client

Documents that are registered in a common "All Instructors" list, can be updated in Course Reading (Edit notes, Copyright, Suppress, Unsuppress) or removed only if the list has been accessed from the common Course.

The lower pane has three tabs:

- **Bib Info** – Displays the bibliographic information, including course details. If the record is listed in the "All Instructors" list, it includes details of all the courses that are linked to the common course
- **Items** – Displays a list of the items linked to the bibliographic record
- **Attached to Courses** – Displays additional courses that are linked to the same bibliographic record

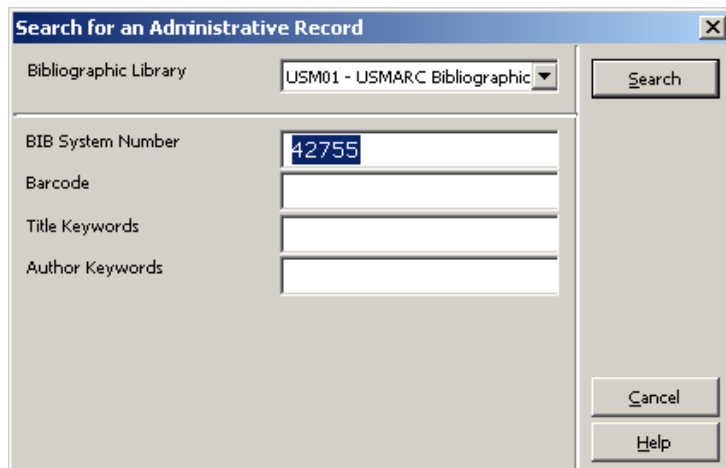
On the Items tab there are three action buttons:

- **Hold Request** – creates a hold request for the selected items; a Hold Request cannot be created on the "All Instructors" list.
- **Circ. Items** – displays the items list in the CIRC GUI Items tab.
- **Cat. Items** – displays the items list in the CAT GUI Items tab.

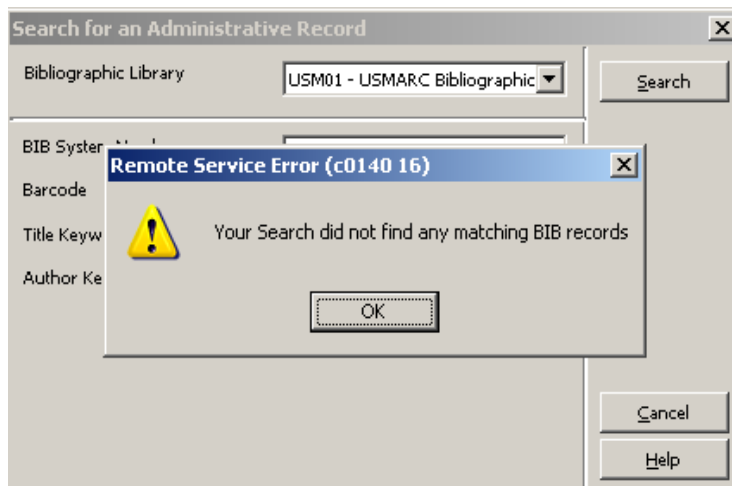
On the Courses tab, click the action button **Course** to jump to the Course record highlighted on the list of courses.

## 4.1 Adding a Bibliographic Record by Searching

Click **Search** to open a window in which you can enter search parameters. Up to eight direct or word indexes have been defined for you by your system librarian. It is possible to search in the "main" library (XXX01) or the Course Reading XXX30 library.



If no records are found, a message pops up.



If records are found, the set is displayed in a Brief List, as illustrated below.

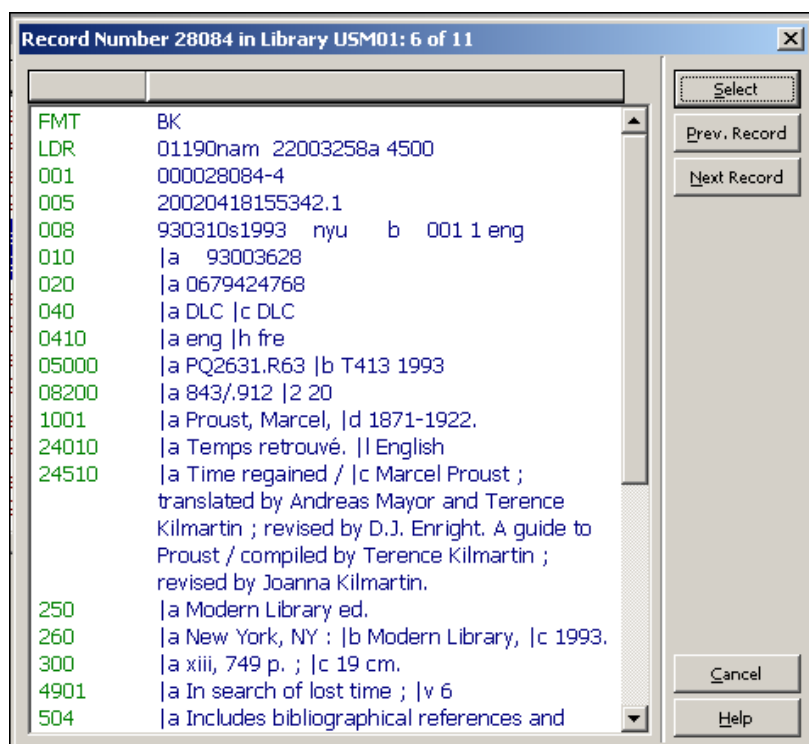


The action buttons are:

- **Select** – Highlight a line and click the “Select” button to choose a single record from the List. The window will close, and the Reading List will display

with the chosen record in focus in the upper pane and the items displayed in the lower pane.

- **View Full** – Click **View Full** to display the selected record in full.



Click **Prev.Record** and **Next Record** to browse back and forth in the full record display.

Click **Select** to choose the record.

The window will close and the Reading List will display with the chosen record in focus in the upper pane, and the items displayed in the lower pane.

You can set your Circulation GUI to automatically display the “Edit Notes” form after choosing a record.

This can be set by setting the following GUI client’s Circ\\*tab\\*circ.ini file

```
[CourseReading]  
DisplayNotesDialog=Y
```

Click **Cancel** to close all search windows.

## 4.2 Catalog New

Click **Catalog New** to display the quick cataloging forms, which are used to catalog a new bibliographic record in the Course Reserve library. A form with three tabs displays for entering bibliographic information, item information, 856 field information, copyright, and notes information. Each tab is explained in the following subsections.

**Catalog Record and Create Item**

1. Document Information      2. Item Information      3. Links + Course Notes

Call number	090	a		OK
Personal Author	1001	a		
Corporate Author	110 2	a		
Title (mandatory)	245	a		
Edition	250	a		
Place of publication	260	a		
Publisher	260	b		
Date of publication	260	c		
Pages	300	a		

Cancel      Help

**Catalog Record and Create Item**

1. Document Information      2. Item Information      3. Links + Course Notes

Open Date:	25/12/07	Sequence Number:	000000	OK
Item Barcode:		Material Type:	BOOK	Save Def.
Sublibrary:	LAW	Collection:		
Item Status:	1	Item Process Status:		
Call Number Type:		Call Number:		
2nd Call Number Type:		Second Call Number:		
Description:				
OPAC Note:				
Internal Note:				
Circulation Note:				
Copy Number:				

Cancel      Help

The screenshot shows a software dialog box titled "Catalog Record and Create Item". It is divided into three tabs: "1. Document Information", "2. Item Information", and "3. Links + Course Notes". The "ITM Link" section includes input fields for "ADM SysNo", "Year", "Volume", "Part", "Issue", and "Pages". The "URL Link" section includes fields for "URL", "Copyright", "Provider", "Fee Type", and "Cost". Below these are four "Note" fields labeled "Note 1" through "Note 4". On the right side, there are buttons for "OK", "Cancel", and "Help".

Fill in the relevant fields and click **OK**. The Reading List redisplay with the new record in focus. It will not immediately be in its proper sequence, since indexing is done in the background.

#### 4.2.1 Bibliographic Record

The bibliographic record fields have been set by your system librarian, and the number of fields is limited. If the form does not suffice (additional bibliographic fields are required) click **Catalog** on the List of Docs. This opens the record in CAT DRAFT form in the Cataloging GUI.

#### 4.2.2 Item Record

If item information was entered, an ADM record + an item will be created in addition to the BIB record.

Click **Save Def.** to save the values of the items fields. The next time the form displays, the item form will have these default values filled in. Only one item can be created using "Quick Catalog". If you need to add more copies, click **Cat. Items** in the lower pane. This opens the record in CAT ITEMS in the Cataloging GUI. Toggle from Items back to Circulation to get back to the Reading list window display.

#### 4.2.3 Links and Course Notes

##### ITM link

Use the ITM link if the item already exists, and you should not create an additional item. For example, you might be cataloging part of a work that is cataloged in the main library catalog (this would be like an analytical cataloging), and you want to link to an already existing item. If the item is part of a multi-volume set, you should add additional link information, such as volume number. If the item is a single journal issue, add year, volume, and issue information. When the item is displayed in the

Course Reading catalog, the year/volume/issue data ensures that only the relevant item will display.

### URL Link

If the item is electronic and can be accessed through its URL, enter the URL address. This section includes optional fields for copyright information. Refer to [Section 4.5 Copyright](#) for information on these fields.

### Notes

Up to four notes can be entered. These notes pertain to the record within the context of the course. Refer to [Section 4.4 Edit Notes](#) for information on these fields.

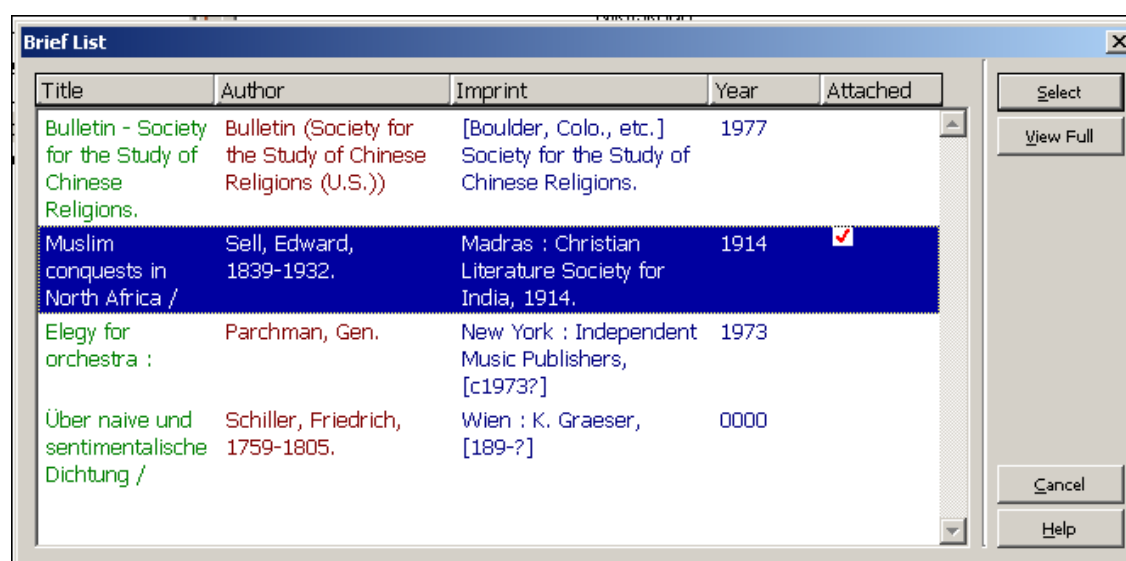
## 4.3 Load File

Bibliographic records can be added to a course using the “Load File” process. These are records that have been saved in a list on the server.

There are two ways in which a file of bibliographic records intended for load can be created and saved on the server:

- In the WEB OPAC, an authorized user (a user who has “Course Permission” in his/her profile) sends a set of records from the Web OPAC to the Course Reading Administration. This is performed through My e-Shelf and Save/Mail by sending an e-mail to the Course Reading Administration that a file with name *abc* should be added to Course *yyy*.
- In GUI Search, a staff member performs “Save on server” for a set of records. This action does not include the e-mail functionality that accompanies the Web OPAC action.

Click **Load** to display the window for entering the file name. After the file name is entered, the records display in a brief list with bibliographic information in columns, a column indicating whether the record is already present in the Reading List, and the Note that was entered in the Web OPAC e-Shelf function.



Records that are already listed in the Reading List are marked in the “Attached” column in the list and are not loaded. If the record being loaded has a note and the record is already in the Reading List, the note in the load file will overwrite the first note in the existing record, and remaining notes will be removed. If the record being loaded does not have a note, the notes already present will remain as they are.

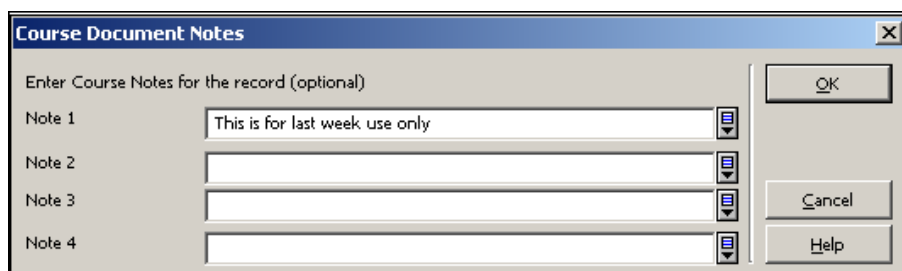
Possible actions are:

- Selection of single or multiple lines to add the document(s) to the Course Reading List.
- Display the Full View of a record; it is possible to move forward and back through the list of records in Full View and to select a record from the Full View.

After selecting the records that should be added, the Reading List redisplay, with the relevant records added. The records will not immediately be in proper sequence, since indexing is done in the background.

## 4.4 Edit Notes

To add or update notes relevant to the title for the particular course, click **Edit Notes**. This displays a form for creating/updating the four note fields that can be added to the course reading record. The notes are not added to the bibliographic record; they are added to the connection record and are course-specific. If the bibliographic record is included in a common list, the notes are used in common.



## 4.5 Copyright

To add or update copyright information, click **Copyright**. This displays a form for entering the copyright information. The values that can be chosen for the Copyright field are

- **Limited to registered students (E)** – Only patrons who are registered in the course to which the bibliographic record is related are given access to the object. The system recognizes patrons as being registered in the course after they have signed in.



- **Open use, no copyright display (Y)** – When the Web OPAC user activates the link in the bibliographic record, a copyright notice appears. The user must sign this copyright agreement in order to link to the object.
- **Open use with copyright display (blank)** – When a Web OPAC user clicks the link in the bibliographic record, the link is immediately activated without having to sign a copyright agreement.

The value E, Y, or blank is added as subfield 4 to the first 856 tag of the linked bibliographic record. Therefore, the copyright restrictions are always the same for all the courses to which the bibliographic record is linked.

The form also includes fields for updating subfields \$\$v (vendor/provider code), \$\$f (type of fee), and \$\$c (fee amount). These subfields are optional and for information purposes only. If Fee data is entered, the code of the Provider must also be entered.

In addition to adding copyright information by clicking Copyright, you can define usage permission and limitation when cataloging a record in the GUI Cataloging module or when creating a new record in Course Reading's "Catalog New" form.

## 4.6 To Common/From Common

This action is used to move a reading list record from a Common list to an Individual list, or from an Individual list to a Common list.

This action is relevant only if you are using the “common” course option. As explained in [Section 1 Course Reading and Reserves Overview](#), the system will allow (but not require) preparing a list of documents that will be used in common in multiple courses that share the same Course Number.

The following scenarios illustrate why you will want to use of the “To Common/From Common” option:

- A reading list is received for a particular course, such as 1092: Basic Macroeconomics, taught by Al Smith. A course record is created with course number and name, instructor, etc., and bibliographic records are added through file load and/or search and/or cataloging. At a later time, another reading list is received for Jimmy Jones’ 1092: Basic Macroeconomics course. The operator finds the first course in the list, and on comparing the existing course reading list with the reading list received, finds that most of the records are the same. The operator selects lines from Al Smith’s course reading list and clicks **To Common**. A new course record for managing a common list is automatically created. When Jimmy Jones’ Basic Macroeconomics course is added, these records are automatically and immediately included in his Reading List. Additional records can be added, if necessary.
- Notification is received by the Course Reading librarian that Mike Anderson wants a record removed from his Greek Philosophy 101 reading list. The librarian searches for the course, displays the Reading List, and finds that the record is listed for use in common by all the instructors of Greek Philosophy 101. The librarian changes the focus to the "all instructors" course, selects the record, and clicks **Move From**. The record is added to each of the individual instructors’ courses, and removed from the "all instructors" course. The librarian then returns to the Mike Andersen’s course and removes the record.
- Notification is received by the Course Reading librarian that Linda Greene wants to suppress a record in her Political Science 205 course reading list. The librarian searches for the course, displays the Reading List, and finds that the record is used in common by all the instructors of the course. The librarian changes the focus to the "all instructors" course, selects the record, and clicks **From Common**. The record is added to each of the instructors’ individual course reading lists and is removed from the "all instructors" course. The librarian then returns to Linda Greene’s course list, and performs "suppress" on the record.

Click **From Common/To Common** to transfer the selected reading list record either from a common list to all the individual lists of a course or from an individual course list to a common list, depending on the context of the Reading List display. Multiple lines can be selected.

## 4.7 Suppress/Unsuppress

The Suppress or Unsuppress button is active only when a single Reading List record is selected. The button will say “Suppress” or “Unsuppress” depending on the status of the record that has been selected.

If the record is part of a common reading list, it must be suppressed/unsuppressed on the common reading list.

The Suppress button adds "STA \$\$a SUPPRESSED" to the connection record that contains the link to the bibliographic and course record. If the record is listed in a common reading list for multiple instructors, it will be suppressed for all the instructors. If it should be suppressed for one instructor, but not for another, the common record should be moved to the individual courses (see [Section 4.6 To Common/From Common](#) – third scenario) and then selected for suppression on the relevant individual reading list.

The Unsuppress button removes the "STA \$\$a SUPPRESSED" field from the connection record.

If the same bibliographic record is registered in several reading lists, it will be suppressed/unsuppressed only for the reading list from which it was selected.

## 4.8 Push to Cataloging

Click **Catalog** to transfer the record to the Cataloging module in Cataloging Draft format. Standard cataloging functions can be used. Once the record is saved in the system, toggle from the Cataloging module back to Circulation to display the Reading list window.

## 4.9 Removing a Document from a Course

Click **Remove** to remove a document from a reading list. Multiple lines can be selected.

If the record is part of a common reading list, it must be removed from the common reading list. If the record should be removed for one course but not for the others, the common record should be moved to the individual courses (see [Section 4.6 To Common/From Common](#) – third scenario) and then selected for removal on the relevant individual reading list. If the same bibliographic record is registered in several reading lists, it will be removed only for the reading list from which it was selected.

When a document record is removed from a reading list, hold requests that were placed for course reading are deleted.

## 5 Reading List – Lower Pane

The lower pane of the Doc List displays information related to a single entry in the List. The pane includes three tabs: Bib Info, Items, and Attached to Courses.

- **Bib Information** -Displays the bibliographic record of the selected line. Course information is displayed in addition to the bibliographic information.
- **Items Information** -Displays items and circulation information, including Sublibrary, Collection, Item Status, Due Date, Item Barcode, Number of Requests, Last Return Date, etc.
- **Attached to Courses** -Displays a list of the additional courses in which the record is registered.

### 5.1 Tab 1: Bib Info

The screenshot shows the 'Doc List - Macro - Level 2 (Pasternak, Olive)' window. It features a table with columns: Doc Number, Call Number, Author, Title, Year, Open Date, Other Cour, Local, Suppress, and Common. Two entries are visible, with the second one selected. Below the table is a 'Sort Type' dropdown. To the right are buttons for Search, Catalog New, Load File, Edit Notes, Copyright, To Common, Suppress, Remove Doc, and Catalog. Below the table is a tabbed interface with three tabs: '1. Bib Info', '2. Items', and '3. Attached to Courses'. The 'Bib Info' tab is active, showing a 'Record Bibliography' section with a table of Marc Tags and Data.

Doc Number	Call Number	Author	Title	Year	Open Date	Other Cour	Local	Suppress	Common
1/2	1 Macro - Level 2	Pasternak, O.	Macroeco nomics and the	2000	24/10/07		✓		
2/2	1 Macro - Level 2	Barro, Robert J.	Money, expectati ons, and	1981	24/10/07		✓		

Marc Tag	Data
Connect SysNo	000009684
Linked Doc	PLN01-000308220-112235-2
Course/Instructor	Macro - Level 2 - Pasternak, Olive
Unit	Economics
Note	Read ch.2 by end of Xmas break and ch.6 by end of Spring Break
Title	Money, expectations, and business cycles : essays in macroeconomics / Robert J. Barro.
Author	Barro, Robert J..
Publication Info.	New York : : Academic Press, 1981..
Description	xi, 375 p. ; 24 cm.
Bibliography	Includes bibliographies.
Subject	Macroeconomics

The bibliographic and course information displays in the Bib Info tab.

## 5.2 Tab 2: Items

The screenshot displays two windows from a library management system. The top window, titled "Doc List - C++ Language (Avelet Lvn)", contains a table of document records. The bottom window, titled "1. Bib Info 2. Items 3. Attached to Courses", shows the "Items" tab with a table of item records.

**Doc List - C++ Language (Avelet Lvn)**

Doc Number	Call Number	Author	Title	Open Date	Other Course	Suppressed	Common
1/13		Boom, Jan van, 1807-1872.	Air varié : for two flutes, op.	04/07/07			✓
2/13	HV560	International Committee of the Red	Annual report - International	17/07/07	✓		✓
3/13		Bernstein, Leonard, 1918-	Bernstein by Boston [sound]	27/06/07	✓		✓
4/13		Lloyd Webber, Andrew,	Cats : the songs from the musical	19/06/07			✓
5/13	UG633		Citizen airman : official	04/07/07			✓

Sort Type: Title

**1. Bib Info 2. Items 3. Attached to Courses**

Due Date	Sublibrary	Status	Item Barcode	Request	Collection	Loans	Last Return	Patron ID
	Music Library	4-hour loan	3204406 4281645		Record Coll.			

Sort Type: Vol./Desc./Library/Collection

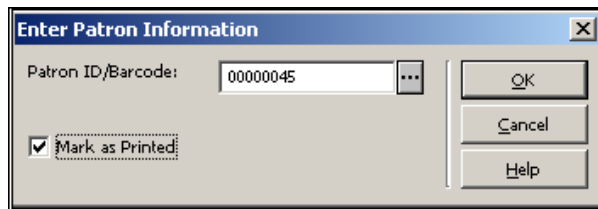
The items in the operator's ADM library are listed in the Items tab. Some possible actions on the items display are:

- Place a request for Picklist functionality
- Display the Items List in the Circulation module
- Display the Items List in the Cataloging module

### 5.2.1 Reserve Reading Picklist

In order to be able to print a picklist of items in anticipation of the onset of a course, a hold request must be placed on the items. In order to create holds, select an item (or items) and click **Hold Request**. This button can be activated for a single entry selection of items and for multi-line selection of items. Each copy that is intended for transfer to the Reserve Reading collection must be requested. Enter the Course Reading Patron ID (defaults to the last ID input on the workstation) in the window that pops up.

The Course-Reading patron must have been added in advance with all the permissions for this kind of activity.



A hold request becomes active (that is, it will be retrieved for the pickup list report)  $n$  days (where  $n$  is set by your System Librarian) prior to the Starting Date of the Course. Note that all hold requests placed via the Course Reading module are automatically defined as Rush Recall requests. The course number is registered in the Note 1 field of the hold request, and CRSE-READ is assigned to the hold request cataloger name.

In order to change a particular hold request (e.g. immediate recall, setting recall due date), the hold request should be updated in the Circ GUI.

The “Mark as Printed” checkbox determines whether the hold request print status will be marked as “printed”. If your library uses the Course Reading Course-02 (Print Pickup List) service to produce a picklist, the checkbox should be checked. If your library uses the ongoing “print requests” operation (CIR-12 or ue\_06 procedures) to print requests for these items, the checkbox should be unchecked.

### 5.2.2 Circ Items

Click **Circ Items** in order to display the items list in the Item tab in the Circulation client.

### 5.2.3 Cat Items

Click **Cat Items** in order to display the items list in the Item tab in the Cataloging client.

## 5.3 Tab 3: Other Courses Link

The screenshot displays two windows from a library cataloging system. The top window, titled "Doc List - Macro - Level 2 (Pasternak, Olive)", contains a table with columns: Doc Number, Call Number, Author, Title, Year, Open Date, Other Cour, Local, Suppresses, and Common. Two rows are visible, with the second row highlighted in blue. The second row shows Doc Number 2/2, Call Number 1 Macro - Level 2, Author Barro, Robert J., Title Money, expectations, and the, Year 1981, Open Date 24/10/07, and a checked box in the Local column. To the right of the table are buttons for Search, Catalog New, Load File, Edit Notes, Copyright, To Common, Suppress, Remove Doc, and Catalog. A Sort Type dropdown menu is at the bottom right of the window.

The bottom window, titled "1. Bib Info | 2. Items | 3. Attached to Courses", has the "Attached to Courses" tab selected. It contains a table with columns: Course Number, Course Name, Department, Unit, Instructor, Date From, and Date To. One row is visible and highlighted in blue, showing Course Number 112235-1, Course Name Macro - Level 1, Department Behavioral Sciences, Unit Economics, Instructor Franklin, Sidney, Date From 01/09/07, and Date To 01/06/08. A "Course" button is located to the right of the table.

When the third tab (list of other courses to which the record is also linked) is in view, and the Course button is clicked, the view switches to the Course Doc List of the course selected, with the same doc record highlighted.

## 6 Items – Adding and Updating

### 6.1.1 Adding Items to Cataloged Records

Click **Cat. Items** to transfer to the GUI Cataloging - Items tab, where standard items functionality can be used to add items, change item information, etc. The "**Cat. Items**" button is active only when there is already an item attached to the record. If there is no item attached to the record, it is possible to click "**Catalog**" and push the title record to the cataloging module where you can use the standard functionality to create a new item.

### 6.1.2 Full Circulation Information and Actions

Click **Circ. Items** to transfer to the GUI Circulation - Items tab, where standard items functionality can be used to view a list of requester ID's, etc.

### 6.1.3 Changing Item Information

Use the “Change Item Information” and “Restore Item Information” options under Items on the Circulation client menu bar to change item status and collection when moving items into and out of the reserve collection.

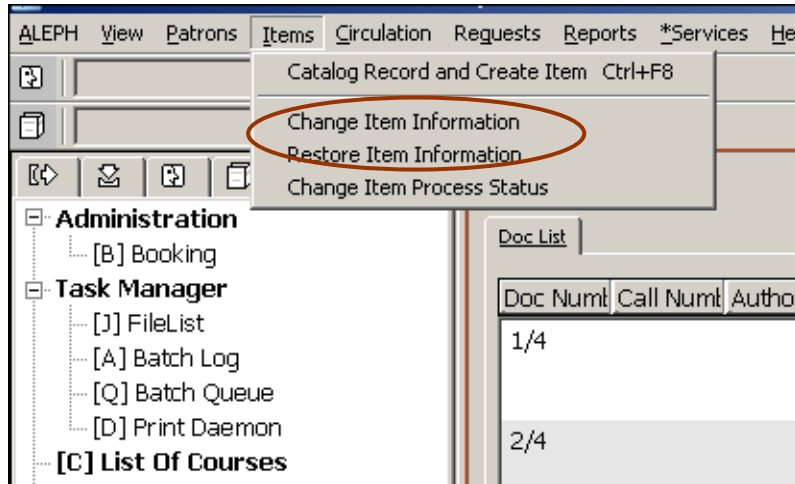
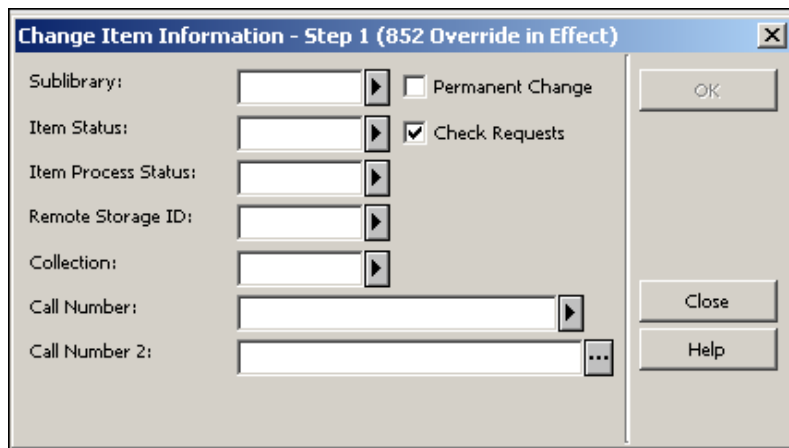
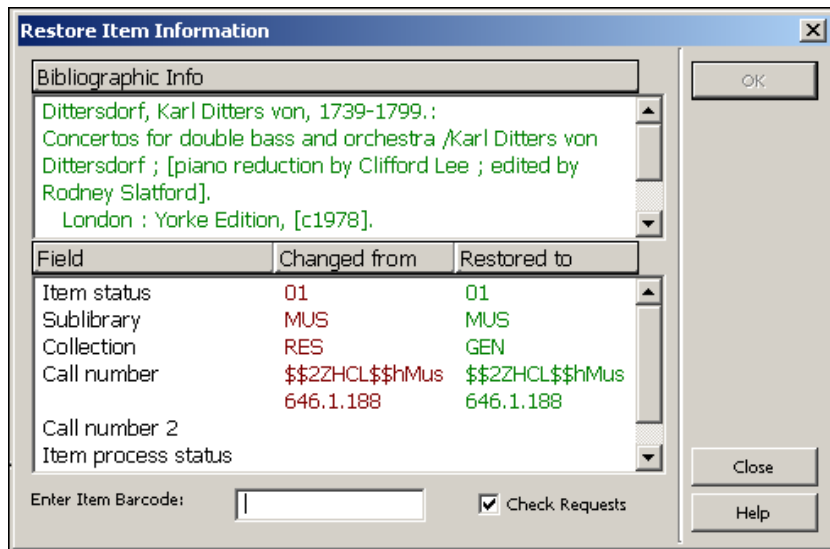


Figure 1: Item handing



The Permanent Change checkbox should be left unchecked for items which are temporarily located in reserves. When Change Information is performed, the original values are stored in the Z30 field of the ADM record, and the item is marked as having a “Temporary Location”.





Enter the barcode of the item to restore the original item values from the ADM record's Z30 field. This action also removes the Z30 field.

## 7 Searching in the Web OPAC

The functionality of the Course Reading Web OPAC interface is the same as the functionality of the ALEPH Web OPAC. The Course Reading library is a standard base to be searched by users with dropdown Search and Browse options suited to the Course Reading OPAC.



In order that records that are linked to more than one course will display once only, the Union View mechanism is applied to the Course Reading database. The Union View catalog provides virtual de-duplication of records that are detected as being the same. Records that are linked to more than one course display as a single de-

duplicated record, with the course information from all the records displaying in the single merged display.

<a href="#">Title Request</a>   <a href="#">BIB Request</a>   <a href="#">Add to My e-Shelf</a>   <a href="#">Booking</a>   <a href="#">Locate</a>	
<b>Full View of Record</b>	
Choose format: <a href="#">Standard format</a> <a href="#">Catalog card</a> <a href="#">Citation</a> <a href="#">Name tags</a> <a href="#">MARC tags</a>	
Record 1 out of 1	
	Course Information
Course	● <a href="#">4622 French Diplomacy - Marks, Julia</a>
Course	● <a href="#">4622 French Diplomacy - <b>Brown, Valerie</b></a>
Course	● <a href="#">334455 <b>Introduction to Social Science - Cohen, Daniel</b></a>
LC no.	DC60.8 .H6 1721
Main Author	● <a href="#">Hotman, François, 1524-1590..</a>
Title	● <a href="#">Franco-Gallia, or, An account of the ancient free state of Fra liberties <small>Written originally in Latin by the famous civilian Francis Ho</small> <b>Account of Denmark.</b></a>

## 8 Course Reading Services

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### 8.1 Course Reading Lists Report (course-01)

The Course Reading List reports the courses defined in the course reading module according to the requested filter parameters. The output print file begins with details of the Course record, and includes details of the items registered to each bibliographic record.

Courses with no attached titles will not be reported by this service.

Note that common reading lists which are not assigned to instructor's courses will not be reported by this service.

### 8.2 Pickup List (course-02)

This service creates a batch report of requested items in order that they can be picked up from the shelves for transfer to Reserves. The list is set to include items located in particular sublibraries and requested for a particular user (patron id). If no patron ID is specified, all requests will be included.

Requests that are not already flagged as “printed” are updated to “printed” by this process.

### **8.3 Remove Items from Reserve Collection (course-03)**

This report lists title and item information (sublibrary, call number and barcode) of Course Reading records that are linked to a course that is not currently active (based on the date-to field in the Course record). It also includes an option to take items off reserve for inactive courses by removing the temporary item information. If this option is chosen, the item records will be restored to the values they had before they were placed on reserve.

### **8.4 Course Reading Records that Are Not Linked to a Course (course-04)**

This service creates a report containing a list of bibliographic records that were part of the reading list for a course and have been removed from the Course Reading list. The report includes the title, Course Reading record system number, ADMInistrative record system number, and each item, giving the sequence number, barcode, and call number.

### **8.5 Course Not Active Report (course-05)**

The Course Not Active service identifies courses that are no longer active according to the 'Course To Date' field and updates the course period to 'NA' (Not Active). The process can be run for report only, or for both report and database update.

### **8.6 Course Summary Report (course-06)**

This report contains a list of the Course Records, giving course record details. The report can include all courses or can be filtered by various course fields. Note that only instructor's courses will be reported by this service (courses that are set for defining common reading list will not be reported by this service).



# Staff User's Guide – General

Version 22

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# 1 Overview

## 1.1 Library Types

There are six types of libraries in ALEPH. Each library is identified by a five-character code.

- A Bibliographic (BIB) Library contains bibliographic records. It is identified by a number between 01-09 (for example, USM01).

The Bibliographic Library is the search database. One site can have a single or multiple Bibliographic Libraries. If the Bibliographic Library includes multiple records for the same title, the ALEPH Union View can be used to present a single record to the OPAC user. A single Bibliographic Library database can be made to appear as if it consists of separate databases, using logical bases. Separate databases can solve problems of differing record structure (fields and tags), differing authority control, historically separate databases that cannot be merged, and so on. It is advisable to use one Bibliographic Library, unless there are good reasons to do otherwise.

- An Administrative (ADM) Library contains data about acquisitions, circulation, library staff and patrons. It is identified by a number between 50-59 (for example, USM50).

Several administrative libraries can share a common bibliographic library. This is called a "multi-ADM environment". In a multi-ADM setup, it is recommended that there be a special shared ADM library for Staff and Patron records. This ADM library will NOT belong to any actual institution and will not have acquisitions, circulation or physical item records. It will contain patron and staff user records.

In a multi-ADM environment, the Patron records are split between two sub-types of ALEPH libraries -- the special ADM library mentioned above and the actual institution-related ADM library or libraries. General Patron information (name, address and the ALEPH privileges record (for consortial-use)) is held in the special ADM library. The particular circulation privileges records are held in the institution's ADM library.

A basic definition in your ALEPH setup defines which library serves as a repository for password authorizations, patron records and record update messages. In most sites this will be the ADM library; multi-ADM sites will use a separate library.

- A Holdings (HOL) Library contains location and summary holdings information. It can also hold site-specific fields such as local subjects. It is identified by a number between 60-69 (for example, USM60).
- An Authority (AUT) Library contains authority records for defining preferred forms of headings, relationships between headings (thesauri). It is identified by a number between 10-19 (for example, USM10).



- An Interlibrary Loan (ILL) Library contains copies of the bibliographic records that are being requested by ILL. It is identified by a number between 20-29 (for example, USM20) in the “old” ILL system or 40-49 in the “new” (released in version 18) ILL system.
- The Course Reading (CR) Library is a Bibliographic Library containing records of material for the Course Reading (or Course Reserve) list. It is identified by a number between 30-39 (for example, USM30).

## 1.2 Library Naming Conventions

Each library name is made up of a three-letter code for the library, plus a two-digit number designating the type of library.

The main demo libraries are named after the cataloging standards: USMnn, UNInn, MABnn (for MARC 21, UNIMARC and MAB respectively). Clients' libraries have client-specific codes.

Examples:

- USM50 is the (demo) ADM library for MARC 21.
- UNI10 is the (demo) AUT library for UNIMARC.
- KCL01 is the BIB library for King's College, London.

In the documentation, the libraries are usually named according to their functionality. For example, ADM50, BIB01, and so on.

## 1.3 Numbering in ALEPH

### Unique Record Numbers

The system assigns an identification number, which is unique within each of the ADM, BIB, HOL, AUT, and so on, libraries. (The number is assigned using the library's "Last doc number" counter in UTIL/G/2). When creating an ADM record, the system will try to assign it the same number as that of the BIB record to which it is linked. ADM library setup will have normally set their "Last doc number" as a very high number so as to keep lower numbers free to match ADM system numbers to BIB system numbers.

**Barcode** - for each distinct item (for example: each identical copy of a book has a unique barcode).

**Patron** - each patron is identified by at least two unique identifiers, the patron ID and the patron barcode. The patron ID is constant and cannot be changed; the barcode can be changed at any time.

## 1.4 ALEPH Modules

Client	Module	Module Description
<b>GUI Modules</b>	Acquisitions/Serials	<ul style="list-style-type: none"> <li>• Acquisitions - Ordering, invoice handling, material arrival, claiming, EDI, Acquisitions-related services.</li> <li>• Serials - Subscription management, frequency prediction, issue and item control, routing, claiming, Serials-related services.</li> </ul>
	ALEPHADM	Administration of the library's ALEPH tables, which set how the system works for a particular installation.
	Cataloging	Cataloging, Cataloging-related services.
	Circulation	Loans/returns, requests, patron management, cash management, reading room, some item control, Circulation-related services.
	ILL	Interlibrary loans, both incoming and outgoing, ILL-related services.
<b>GUI Functions</b>	Search	Search is included in each of the modules; it serves as a way to find a record to work on; in Cataloging, it also includes cataloging capabilities for headings.
	Items	Item management is included in the Cataloging and Acquisitions/Serials modules. Items information and some management are included in the Circulation module.
	Task Manager	Monitoring of batch reports and processes, printing. Task Manager is included in all the modules.
<b>Web</b>	Web OPAC	Catalog searching, Circulation/ILL functions for patrons.
	Course Reading	Course information and reading materials.
<b>Standalone GUI</b>		

<b>Client</b>	<b>Module</b>	<b>Module Description</b>
Offline Circulation	Basic Circulation activities without main GUI and / or server	
Offline Cataloging	Cataloging data entry without interaction with catalogs, and with local save only.	

## **1.5 Items, Sublibrary, Collection, Location**

### **Items**

The item is the ALEPH "atom".

An item in ALEPH is a physical unit with a unique identifier: the Barcode.

Two identical copies of a book = two items.

### **Sublibrary**

A sublibrary is the smallest administrative unit - a distinct subdivision of an ADM library, in most cases the same as a "branch" library.

Records such as items, orders, subscriptions, loans and transactions are created at the sublibrary level.

Each sublibrary can have its own distinct circulation policy.

Authorizations for librarians for various functions are also given at the sublibrary level.

### **Collection/Location**

Entering the collection and location of items is optional. Collection and location can be entered and controlled in the holdings record, or in the individual item records.

The collection and location can be used to precisely describe the physical location of an item in the library.

Each sublibrary has its own set of collections and shelving notation, based on different classification or shelving schemes).

### **Order Unit**

For acquisitions functions, the library can opt to use "Order Unit" instead of sublibrary to define the smaller administrative units. The Order Unit is a different type of division, and has no relation to sublibraries.

### **ILL Unit**

The "new" ILL module (form version 18) uses ILL units for ILL. ILL units are related to sublibraries for stocks for supplying material.

## 1.6 Aleph and Unicode

All data in ALEPH is in Unicode UTF-8 encoding. All internal coded values (such as library codes) must be within the ASCII range of Unicode. Character conversion tables are used for setting filing equivalencies and for translating different character sets (such as MARC-8, 8859-1) to and from Unicode for import and export.

### 1.6.1 Data and GUI Field Language

In all Aleph GUI modules (except ALEPHADM), the staff user can use any language. Data can be typed in and displayed in all languages. This includes all text fields, the record editor (Catalog), search fields, lists, and toolbar text. In ALEPHADM, the user can use only the language defined in the PC code page and English.

### 1.6.2 GUI Interface Language and PC Code Page

The GUI interface language supports the default PC code page language only.



This means that the GUI interface that displays the GUI language files (for example, .\circ\tab\eng>window.dat and message.dat, etc) can properly display the language that complies with the PC default code page. For example, for the GUI interface in German, English, French, or Latin a PC code page must be defined, for example, the English code page.

### 1.6.3 Combined Characters Support in Catalog Editor

Aleph provides a full Unicode support in the GUI modules: CIRC, ACQ, ILL and CAT. Upon setting up a flag in alephcom.ini, Aleph enables additional support for the Aleph GUI-Edit Catalog Record applications that display and edit any Unicode character, including combined characters.

```
Setting up combined characters in .\alephcom\tab\alephcom.ini

[Main]
CombinedCharSupported=Y
```

Activating the combined character support provides a proper display of combined characters that are in use by various languages such as Vietnamese, Tibetan, Thai, Arabic, and Hebrew.

The advanced catalog editor which supports combined characters is in compliance with the Microsoft standard editor and GUI behavior is similar to Microsoft functionality.

Due to this compatibility with Microsoft, the catalog advanced editor behaves differently when compared to the previous catalog-editor tool (in Aleph version

earlier than Aleph 20, where there is no support for combined characters). The following features have a different look and feel:

- In the new catalog editor, there is no arrow cursor for the edit lines. Just a thin cursor.
- When lines are marked (selected by user), the whole line is highlighted in blue (not just selected text as it is in previous editor) and there is a thin white line between selected lines.
- For split editor mode, the non-active record is in gray and there is a white line between the lines. In the previous editor, the whole record is grayed-out with no white lines.
- When opening the pop-up menus for Edit Text (by pressing <Shift> + mouse right-click) and Edit Actions (by right clicking the mouse), the selected field is changed to the place where the mouse is located. In the previous editor, when activating these menus, the field selection was not changed.
- When using the arrows to move between fields, the cursor is put in the last position it was (in that field). In the previous editor, the cursor moves vertically (the X position is usually kept).
- Similar to the Microsoft standard, changing the text direction is supported depending on the PC text direction setup: Right to Left and/or Left to Right. This setup is defined per PC in the Regional and Language Option window. This means that the option to change text direction from right to left is available only if your PC is defined to support right-to-left languages (see below PC setup sample).



When CombinedCharSupported=Y is configured, the **Show hidden characters** option is enabled in the Edit text menu.

Note that there is an option to work with the previous Catalog editor tool by turning off in .\alephcom\tab\alephcom.ini the combined character support:

CombinedCharSupported=N

## 1.6.4 GUI Font Setting

The font which is applied for various characters in the GUI edit box fields is set in `.\alephcom\tab\font.ini`.

The default font is set in `WindowControls` entry:

```
WindowControls          00000 0FFFF Tahoma                N N N
12 DEFAULT_CHARSET
```

## 1.6.5 Font for GUI-Search and Catalog Modules

There are specific fields that use a font with the following advanced feature. This refers to the GUI fields: Search (including Browse, Find, etc), Catalog editor, and Cataloging Forms, etc.

- Setting Font for Combined Characters Supported (CombinedCharSupported=Y)  
There are specific fields which use the font with the following advanced feature. This refers to the GUI fields: Search (including Browse, Find, etc), Catalog editor and Cataloging Forms, etc.

Special fonts for specific characters (e.g. Old Church Slavonic characters) can be set in `SpecialFont` entries (can be defined per range of Unicode values):

```
SpecialFont                00531  0058A  Sylfaen
N N N 18 DEFAULT_CHARSET
SpecialFont                02070  0208E  Reader Sans
N N N 17 DEFAULT_CHARSET
SpecialFont                0E000  0F8FF  Reader Sans
N N N 16 DEFAULT_CHARSET.
```

In combined characters mode (CombinedCharSupported=Y), the font is set per field and it is sensitive to the first typed-in character. This means that upon inserting a character, the system looks for its Unicode value in `SpecialFont` entries and applies the relevant font for all field content. The font of the first traced character is used. Any character inserted after the first special character does not affect the font used for that field. The whole field content is displayed in the same font.

- Setting Fonts for Combined Characters Not-Supported (CombinedCharSupported=N)  
The font is set per single character. This means that field content might be displayed in a few fonts according to the fonts that match the inserted characters. The system applies `EditorField` (for Catalog module) and `UnicodeEdit` (for Search) entries of `font.ini`.

## 1.6.6 Normalization of CJK Characters

To determine which CJK characters should be normalized, set up the `\\Alephcom\tab\CJKNormalization.txt` table.

Note that Chinese customers should remove the following characters from the table:

- 0xFF0C
- 0xFF1A
- 0xFF1B

The maximum number of characters allowed in the table is 200. The system's default behavior is to not perform any CJK normalization if the table is empty or if it is not found under .\Alephcom\Tab.

## 2 User Assistance

Help is available throughout the system, in both the GUI and Web modules.

### 2.1 ALEPH User Guide

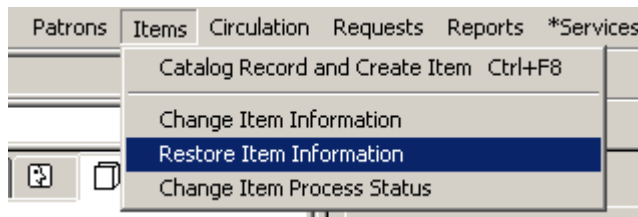
The ALEPH User Guide is your primary resource for information about ALEPH 500. It is divided into modules. Some modules relate to a particular GUI (for example, Cataloging) and some modules explain a function available in several GUIs (for example, Search) or a topic (for example, Authorities). The User Guide describes the functions and options available, and provides step-by-step instructions for completing tasks.

The ALEPH User Guide can be accessed via the [Ex Libris Documentation Center](#).

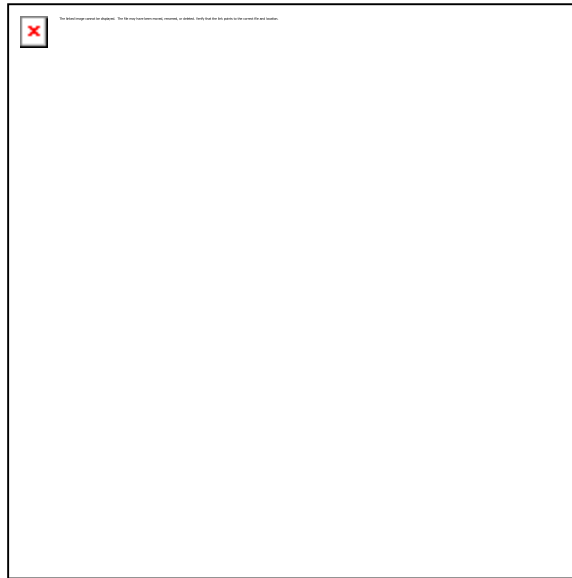
### 2.2 Online Help

To access Help in an ALEPH GUI, do one of the following:

- Press F1 from a highlighted menu entry:

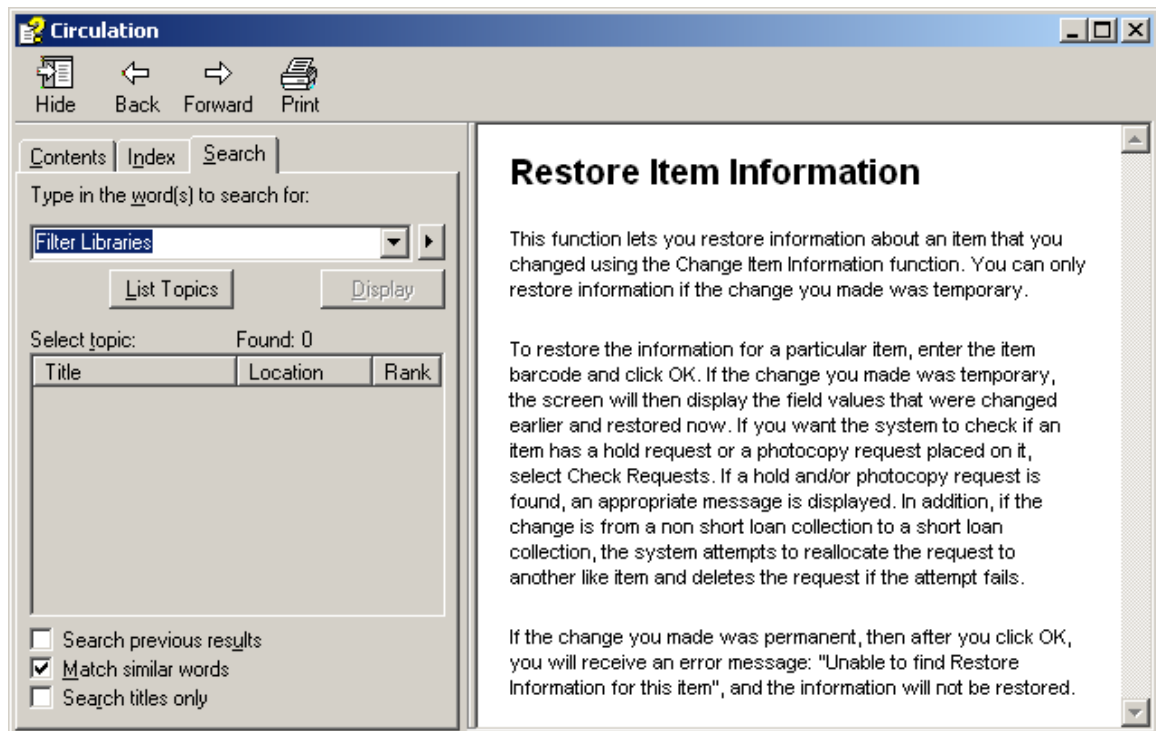


- Click **Help**.
- Press F1 from the pane in focus.



- Click the question mark and then click a screen element.

A typical Help topic looks like this:

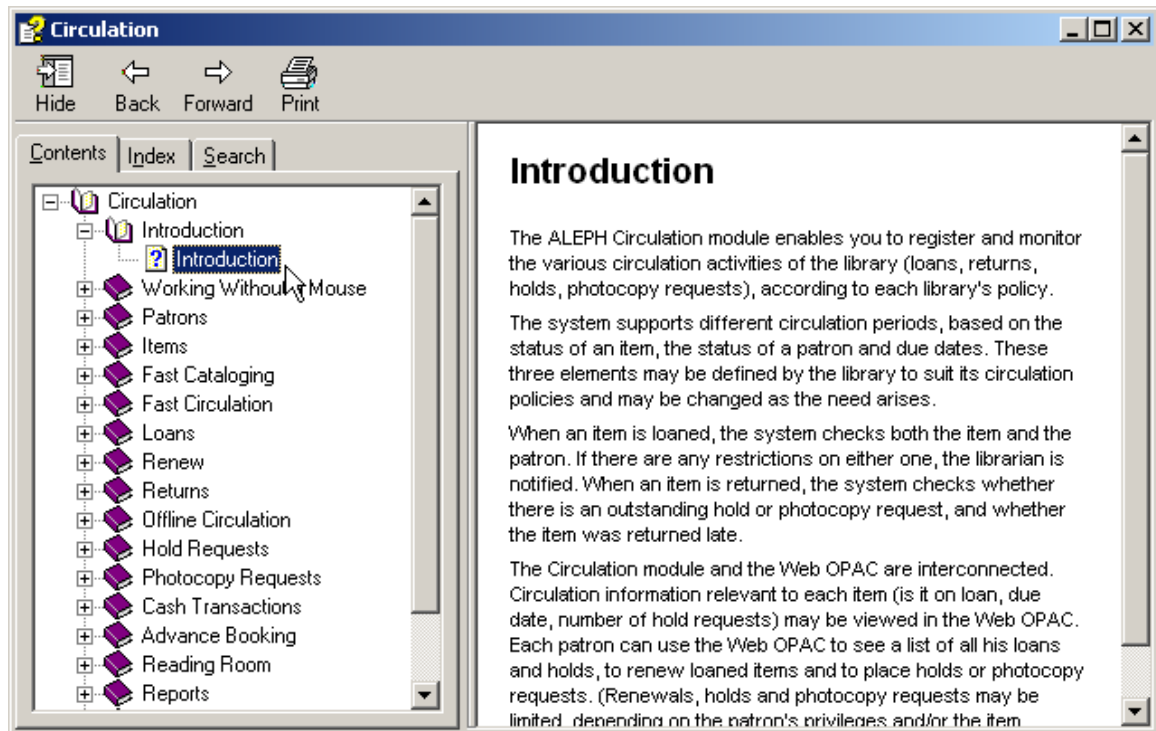


The following sections explain some of the actions available on the Help window:

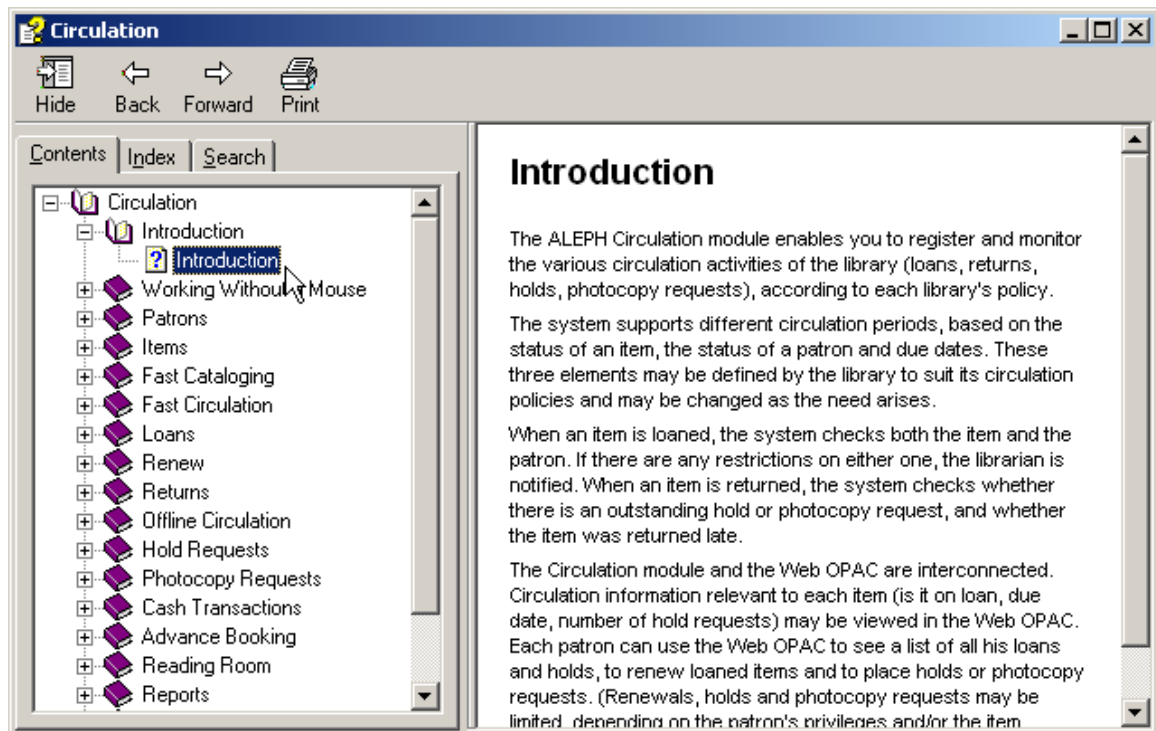
### Viewing Contents

The Table of Contents includes Help for all ALEPH GUIs. Click the Contents tab to view the table of contents:

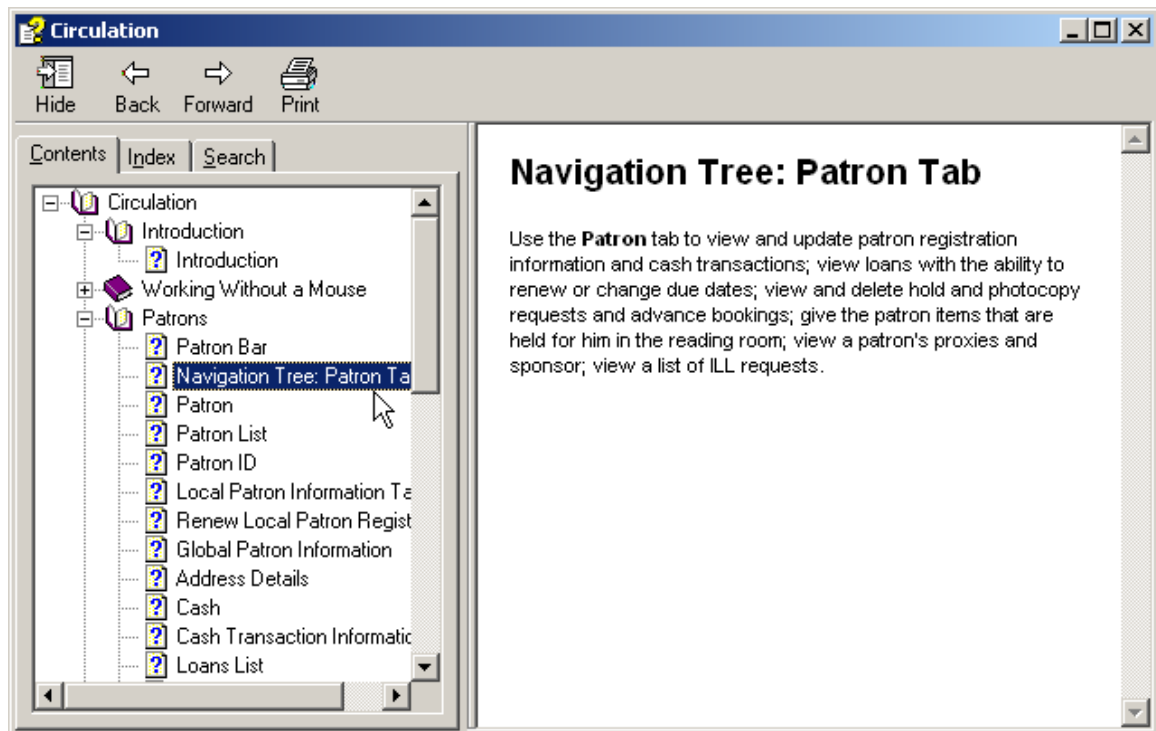




Click a book or line and then click **Open** (or double-click a book or line) to view the topics belonging to a specific subject:



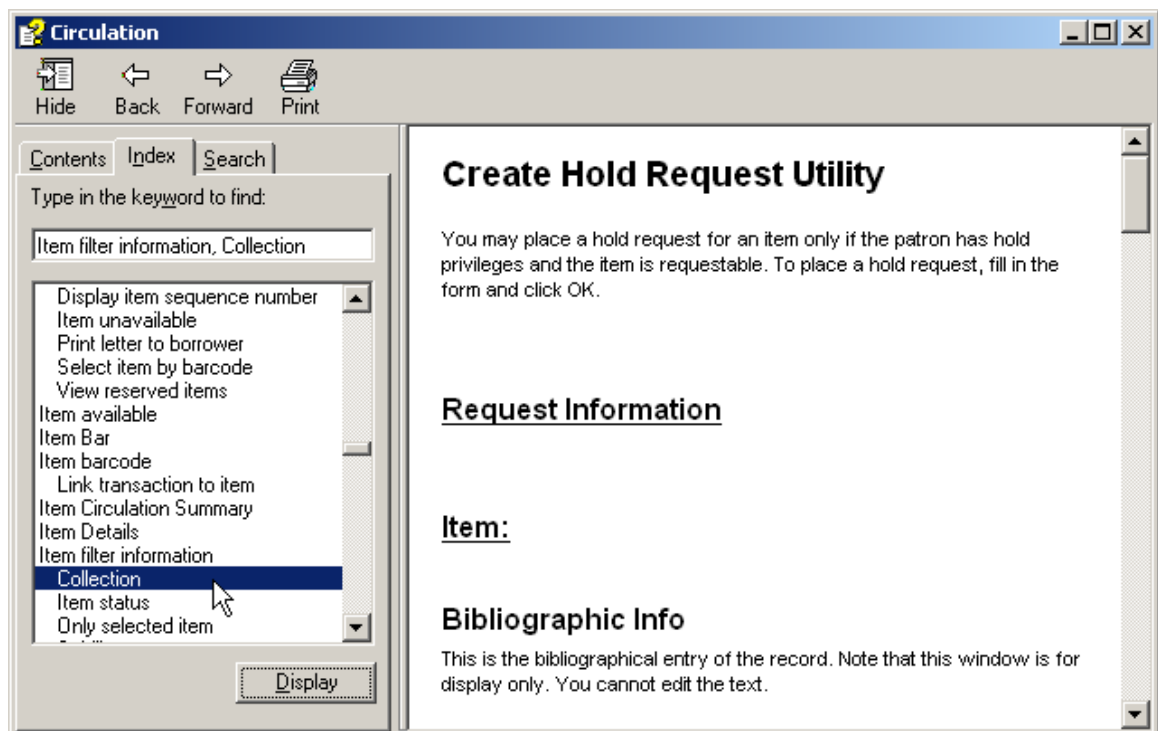
Click a topic and then click **Display** to read its Help:



## Viewing Index Entries

To use the index:

1. From the Help window, click the Index tab:



2. Type a topic you want to find, or scroll through the list of index entries.

3. Click the index entry you want and then click **Display**.

## 2.3 Web OPAC

In the Web OPAC, many of the screens contain simple instructions:

Basic Search   Multi-field   Multi-base   Advanced Search   CCL	
<b>Basic Search</b>	
Type word or phrase	<input type="text"/>
Field to search	All Fields <input type="button" value="v"/>
Words adjacent?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Base to search	Ex Libris University <input type="button" value="v"/>
<input type="button" value="Go"/>	<input type="button" value="Clear"/>


Limit search to:

Language:	all <input type="button" value="v"/>	Year from:	<input type="text"/>	Year to:	<input type="text"/>	yyyy (Use ? for truncation when not using from/to)
Format:	all <input type="button" value="v"/>	Location:	all <input type="button" value="v"/>			

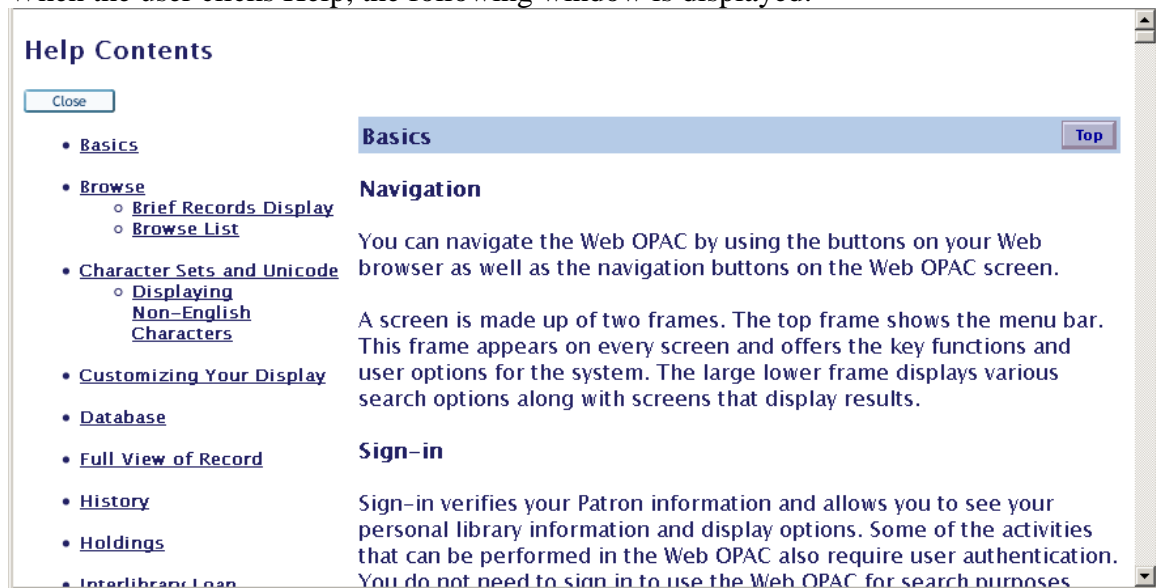
Search hints:

- If you choose Yes for "Words adjacent," you can type in the phrase *computer programming* and the system will understand that you want only records that have the word *computer* NEXT to the word *programming*.
- Lowercase letters will find matches of capitalized words also. For example, *computer* will find matches for *computer*, *Computer* and *COMPUTER*.
- You may use the Boolean operators AND and OR in your search string. For example, you could type *(heart OR cardiac) AND surgery* to retrieve all records having *heart* or *cardiac* in them, together with the word *surgery*.
- Use the ? character to find matches that contain portions of words. For example, *gun?* will retrieve *gun*, *guns*, *gunners*, *gunnery*, *gunning*, etc. In another example, *?ology* will retrieve *anthropology*, *archaeology*, *psychology*, etc. The ? character may also be used to find variant spellings. For example, *alumi?m* will find both the American spelling, *aluminum*, and the British spelling, *aluminium*.

In addition, more general Help is available by clicking the Help option on the menu in the upper frame of the browser:

Ex Libris University							
	Sign-in	End Session	My Library Card	Preferences	Databases	Feedback	ILL   Help
	Browse	Search	Results List	Previous Searches	My e-Shelf		
Basic Search   Multi-field   Multi-base   Advanced Search   CCL							

When the user clicks Help, the following window is displayed:



### 3 Using and Customizing your GUI

This chapter introduces different screen elements within the ALEPH GUI. It also shows you how you can change the appearance of the ALEPH GUI on your workstation.

You can change the look and feel of an ALEPH GUI by tailoring the windows and tables that govern data display.

GUI stands for Graphical User Interface. This is an environment in which you can interact with your workstation using user-friendly graphical software, which includes buttons, arrows, icons and keys.

Client is the software stored on your workstation, which interacts with the server where your databases(s) and ALEPH automation system software reside. Generally, the client includes all the ALEPH modules. The GUI client can be repackaged and redistributed by the System Librarian / Administrator.

When you use an ALEPH GUI client, you have the choice of either using the mouse to get around (by pointing and clicking buttons, arrows and icons) or simply using the keyboard.

#### 3.1 Logging In

When you start the first GUI module on your PC, if you are not already logged on, the software prompts you for a user name and password. If this name/password is not valid, contact your system librarian for assistance.

To log in to an ALEPH GUI, follow these steps:

1. From the Windows Start menu, click Programs>ALEPH 500>"*Module Name*" or create a shortcut on your desktop to the ALEPH Applications Toolbar.
2. The ALEPH Password box is automatically displayed if the 'Save Password' box has *not* been selected in the last login process for your workstation's PC client:



3. Type your User name and Password. Be sure to clear the 'Save Password' box, if applicable.


#### Note

If you enter an unregistered user name, the default user name "NONE" will be used and the following message will appear:

*ALEPH login not supported on your GUI configuration*

You will only be able to work in offline mode.

## 3.2 Changing the Interface Language

You can change the interface language at any time by right-clicking the “Tower of Babel” icon  in the bottom right corner of the GUI and selecting one of the available languages from the pop-up menu.

### Changing Fonts and Colors

To change the font or color of a Help topic:

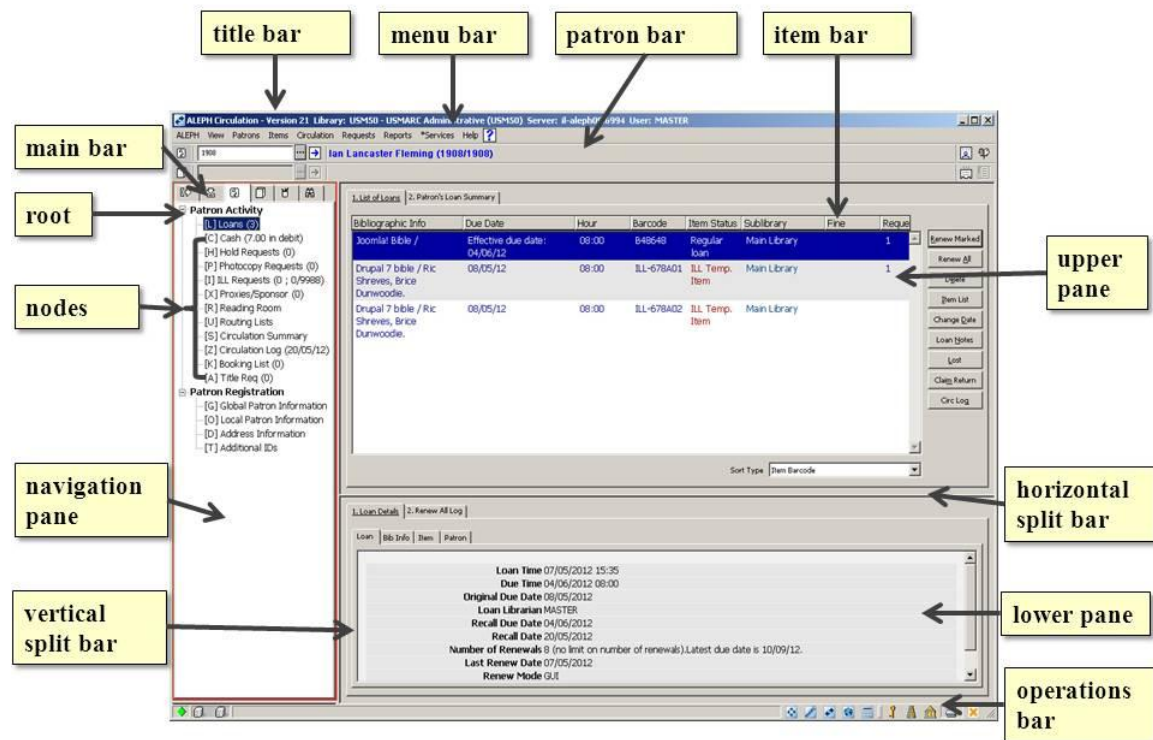
1. In the Help topic window, click **Options**. You can also display the Options menu by right-clicking in the Help topic or pop-up window.
2. To change the font size, point to **Font**, and then click Small, Normal, or Large. To change the color, click **Use System Colors**.
3. When prompted to close Help, click **Yes**. When you open Help again, the background color and text matches your system colors.

#### Note

Changing the font or color only affects the current Help file.

### 3.3 Looking at the ALEPH GUI

The following illustration shows a typical ALEPH GUI screen (in this case, a Circulation GUI screen, which displays Patron information):

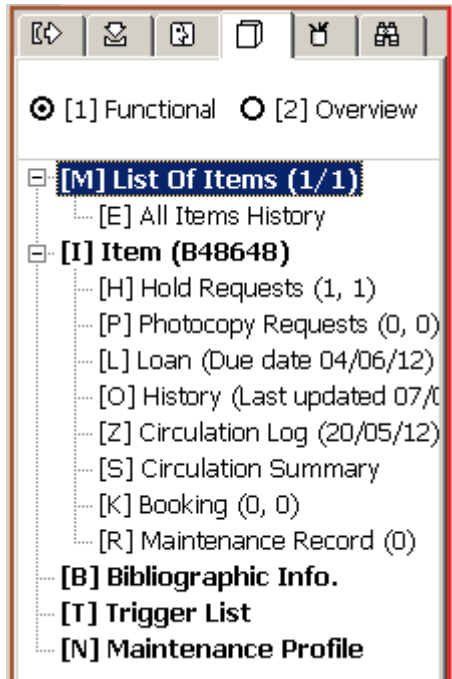


The callouts use spelling conventions that match how the screen element names appear in documentation.

This section covers screen elements that are common to all module GUIs. Screen elements which are specific to a particular GUI are described in the Overview chapter of the relevant GUI.

#### Navigation Tree

Just like menu commands, the nodes of the navigation tree activate different screen areas when clicked:



## Upper and Lower Panes

The display of information in the panes is governed by the node selected in the navigation tree. The display can consist of a form, a list, or a record. The upper and lower panes change according to context.

### Example 1

The screenshot displays two panes from a library system interface. The upper pane, titled "Items List", contains a table with the following data:

Sublibrary	Collection	Status	Due Date	Item Barcc	Request	Loans	Last Return	Patron ID
Main Library	General	Regular loan	Effective due date: 04/06/12	B48648	1	1		1908

Below the table is a "Sort Options" dropdown menu set to "Vol./Year/Part/Library". To the right of the table are several action buttons: Booking Req, Photo Request, Hold Request, Claim Return, Lost, Print Slip, Push to Items, and Refresh.

The lower pane, titled "Item Details", shows expanded information for the selected item:

- Doc Number (Item Sequence) 51820 1.0
- Item Sublibrary Main Library
- Item Collection General
- Item Description
- Item Status Regular loan
- Item Process Status Not in Process
- Item Process Status Update Date 07/05/2012
- Item Barcode B48648
- Item Conv. No.

In this example, the lower pane contains detailed information relating to the line highlighted in the upper pane (expanded view of Items information).



## Example 2

Doc No.	Bibliographic Info	Req Date	End Req Date	Hold Date	Status	Hold Queue F	Group ID
0000518 20	Joomla! Bible /	07/05/12	07/11/12		Waiting in position 1 in queue. Due date: 04/06/12	1	0
0000501 51	Ubuntu Linux for non-geeks :	20/05/15	20/11/16		In process	1	0

1. Hold Request Information | 2. Item Match Filter | 3. Bibliographic Information

Author of Part:

Title of Part:

Pages to Copy:

Hold Request Note 1:

Hold Request Note 2:

Requester ID/Name: 1930 Sir Thomas Sean Connery

Open Date: 20/05/2012 Recall Type: 01

Request Date: 20/05/2015 End Request Date: 20/11/2016

Hold Date: 00/00/0000 End Hold Date: 00/00/0000

Pickup Location: LAW Send Action: 1

Hold Request Status: A Letter Status:

Priority: 05  Rush Handling

Update  
Cancel

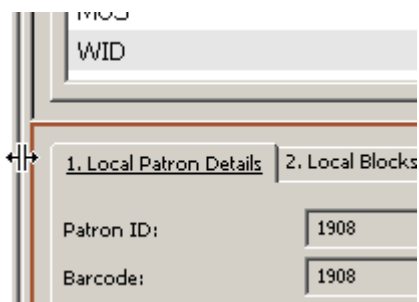
In this example, the lower pane contains a dialog box enabling you to update the information regarding the highlighted line in the upper pane (hold request).

### Split Bar

This is the horizontal or vertical double line that separates a window into two panes. In the GUI, the windows are already split, but you can change the size of the panes.

To resize a pane in the GUI:

1. Place the pointer over a split bar. The pointer changes into a sizing handle:



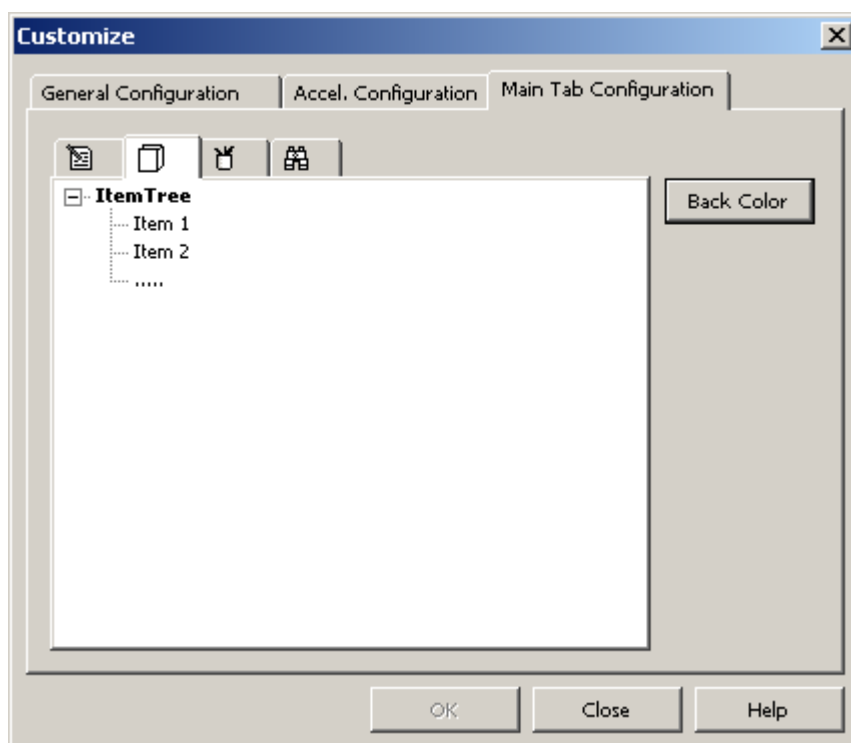
2. Drag the sizing handle to increase / decrease the width / length of windows.

#### Note

Changes are lost when you exit the GUI client.

### 3.4 Main Tab Configuration

You can customize the appearance of the main tab. From the ALEPH menu, point to Options, click **Customize**, and select the Main Tab Configuration tab:



There is one option available:

**Back color** - Use this option to change the background color of a main tab icon and its corresponding navigation tree.

## 3.5 Operations Bar

The operations bar appears at the foot of the screen:



It contains the following, going from left-to-right:

- Indicators of the connection status of the program
- Applications icons which you can click to open, or switch to, other GUIs
- Setup icons that enable you to customize the GUI setup.

### 3.5.1 Indicator icons



The Connect icon, located in the bottom left-hand corner of the window, shows whether or not the GUI is currently connected to the server. Green indicates that there is a connection; red indicates that there is no connection.








The PC/Server Link icon displays a red line if a request is being processed:



If you want to stop a process, click the red line to initiate a user break.

### 3.5.2 Applications Icons

Name	Icon
Acquisitions/Serials	
ALEPHADM	
Cataloging	
Circulation	
ILL	

### 3.5.3 Setup Icons

The icons to the right of the operations bar contain user-defined GUI setup controls.



## Key



When you right-click the Key icon, the follow menu pops up:



The options available on this pop-up menu are explained below.

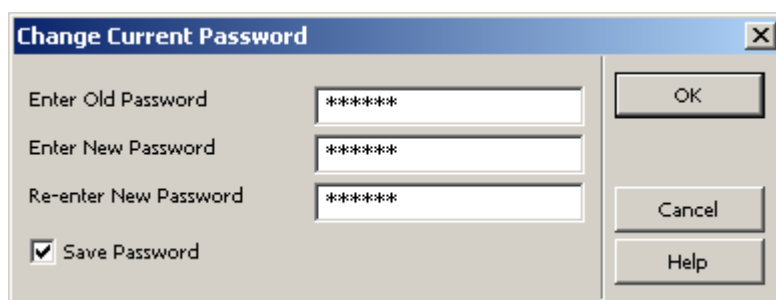
**Login as Another User** - If you need to change a login to a new user, choose **Login as another user** from the pop-up menu or press the **L** key. The following window appears:



Type in another user name and click **OK**. The user name refers to the name under which a staff member is registered in the ALEPH system.

**Change Current Password** - To change your password, carry out the following steps:

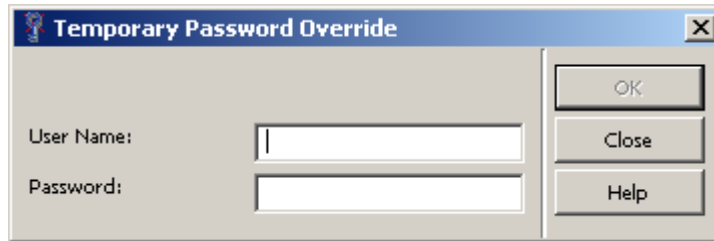
1. Choose **Change Current Password** from the pop-up menu or press the **C** key. The following window appears:



2. Fill in your old password and then the new password twice, as shown above. Clicking **OK** saves the new password whether or not you have selected the **Save Password** option.
3. (Optional) Select the **Save Password** option only if you do not want to have to log in the next time you open ALEPH.

**Using a Temporary Password** - To temporarily override a password for added functionality, carry out the following steps:

1. Choose **Temporary Password Override** from the pop-up menu. The following window appears:



2. Enter the overriding User Name and Password and press the button. As long as the Temporary Password Override window remains open, the temporary password is in effect. When the window is closed, the temporary password is no longer in effect.

## Tower of Babel



When you right-click the Tower of Babel icon, a list of available languages for the interface pops up:



In a multiple-language setup as in our example, you select a language by clicking it.

## Library



When the client/module opens, you are connected automatically to a library (database). When you right-click the Library icon, a list of available libraries pops up:

- USM01 - USMARC Bibliographic
- USM10 - USMARC Authority
- USM12 - MESH Authority
- USM30 - USMARC Course Reading
- USM40 - USMARC ILL
- USM50 - USMARC Administrative
- USM60 - USMARC HOL records
- MAB01 - MAB Bibliographic
- MAB10 - MAB Authority (PND)
- MAB11 - MAB Authority (GKD)
- MAB12 - MAB Authority (SWD)
- MAB13 - MAB Authority (LocNot)
- MAB14 - MAB Thesaurus
- MAB15 - MAB Thesaurus Head.
- MAB30 - MAB Course Reading
- MAB40 - MAB ILL
- MAB50 - MAB Administrative
- MAB60 - MAB HOL records
- Z39 - USMARC

Select a library by clicking the appropriate line.

## Printer



When you right-click the Printer icon, a list of available print options appears:

- Normal Printing
- Preview
- View Raw XML
- Browse XML

These options are explained below:

### Normal Printing

When Normal Printing is selected, clicking the Print command (by clicking Print from the ALEPH menu, or by clicking the Printer icon on the GUI menu bar) invokes the Print window.

### Preview

When Preview is selected, clicking the Print command lets you preview the printout. You can then click Print to print the file.

### View Raw XML

When this option is selected, clicking the Print command lets you view the file in raw XML format in an editor window. This mode can be used for debugging.

### Browse XML

When this option is selected, clicking the Print command lets you view the file in raw XML format in the Browser window. This mode can be used for debugging.

### 3.6 Working without a mouse

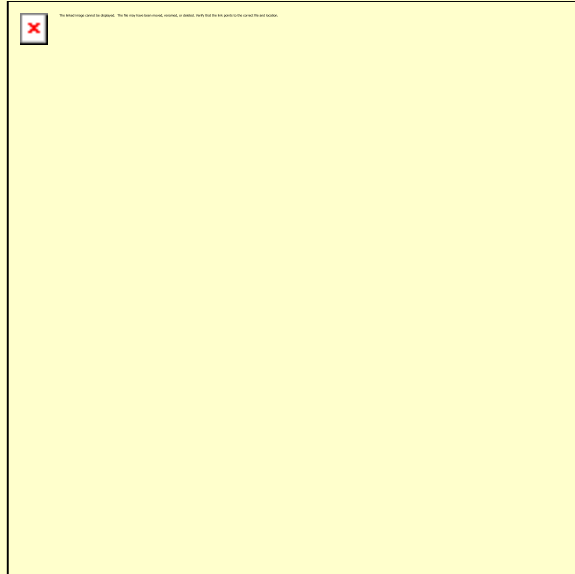
If you prefer to work without a mouse, ALEPH lets you quickly accomplish tasks by using shortcut keys - one or more keys you press on the keyboard to complete a task. Each GUI in ALEPH has its own set of shortcut key assignments:


#### Keyboard Shortcuts for all ALEPH GUIs

You can advance from one screen element to another by using the following shortcut keys:

Shortcut Keys	Lets you do this
TAB	move to the next control in the dialog box.
Shift+TAB	move to the previous control in the dialog box.
Ctrl+TAB	move from the lower pane to the first control in the first toolbar.
Ctrl+Alt+TAB	move from the first control in the first toolbar to the lower pane.
Ctrl+1	move to the left pane, containing a tree.
Ctrl+2	move to the right upper pane or to the left editor window in multiple view in Cataloging, or to the right upper pane if there is a single editor window.
Ctrl+Shift+2	move to the right editor window in multiple view in Cataloging.
Ctrl+3	move to the right lower pane.
Ctrl+4	move to the record manager (left lower pane) in Cataloging.
Ctrl+5	move to the first control in the top toolbar.
Ctrl+6	move to the second control in the top toolbar.
Ctrl+7	move to the third control in the top toolbar.
Ctrl+Alt+<Letter> in []	navigating in left tree. For example: for [B] Browse item, press Ctrl+Alt+B.
Atl+<number of tab>	navigating in tab controls. For example: In Search - for "1. Advanced Search" use Atl+1, for "2. Multi CCL Search" – Atl+2, and so on.

Note that a frame appears around the active pane (pane in focus).



Drop-down lists opened with the  icon can be used without a mouse as follows:

- To open a list, press F4.
- To select an item from a list, press Enter.
- To highlight an item on a list, use the arrow keys.
- To exit a list without selecting an item, press Esc.

Note that when selecting an item with the mouse, you need to double-click.

You may find it helpful to keep a printed copy of shortcut key assignments in your ALEPH GUI. In Help, locate the Working Without a Mouse topic and click **Print**, or print the relevant pages from the ALEPH Staff User's Guide.

### 3.6.1 Customizing Shortcut Key Assignments

You can customize shortcut keys in ALEPH by assigning shortcut keys to commands that do not already have them or by removing shortcut keys that you do not want. If you do not like the changes you make, you can return to the default shortcut key settings at any time in the present session. However, once you close a session, any changes you have made in shortcut key assignments will be saved.

The following is true for all ALEPH GUIs:

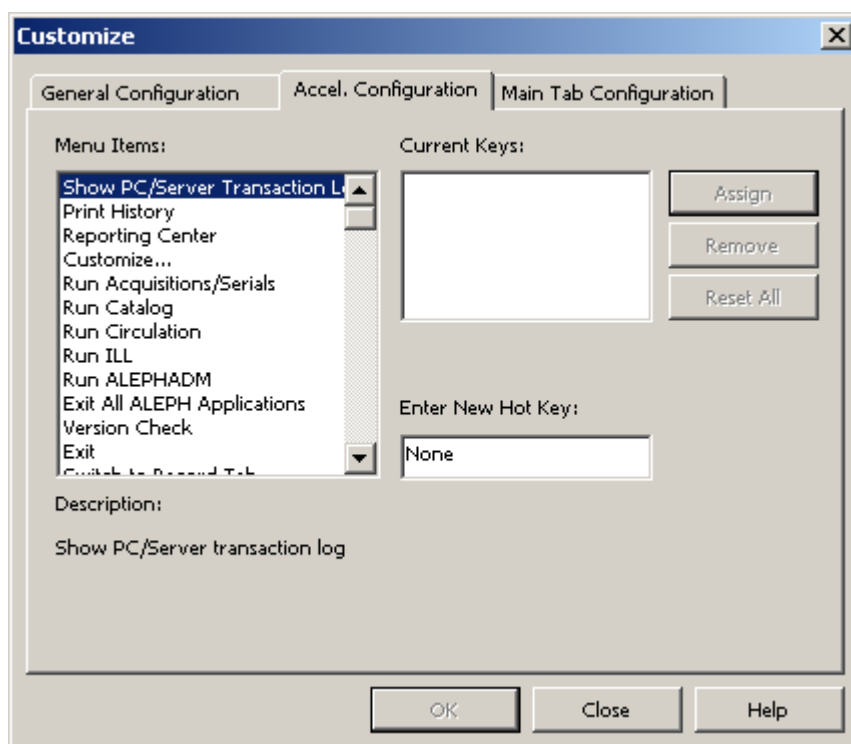
**Do not use the following shortcut keys: Ctrl+H, Ctrl+I, Ctrl+J. These shortcut keys are reserved for Windows functions and cannot be reassigned.**

**The Shift key can only be used together with the virtual keys F1-F12.**

To customize the shortcuts available in the GUI:



From the ALEPH menu, point to Options, click **Customize**, and select the Accel. Configuration tab:



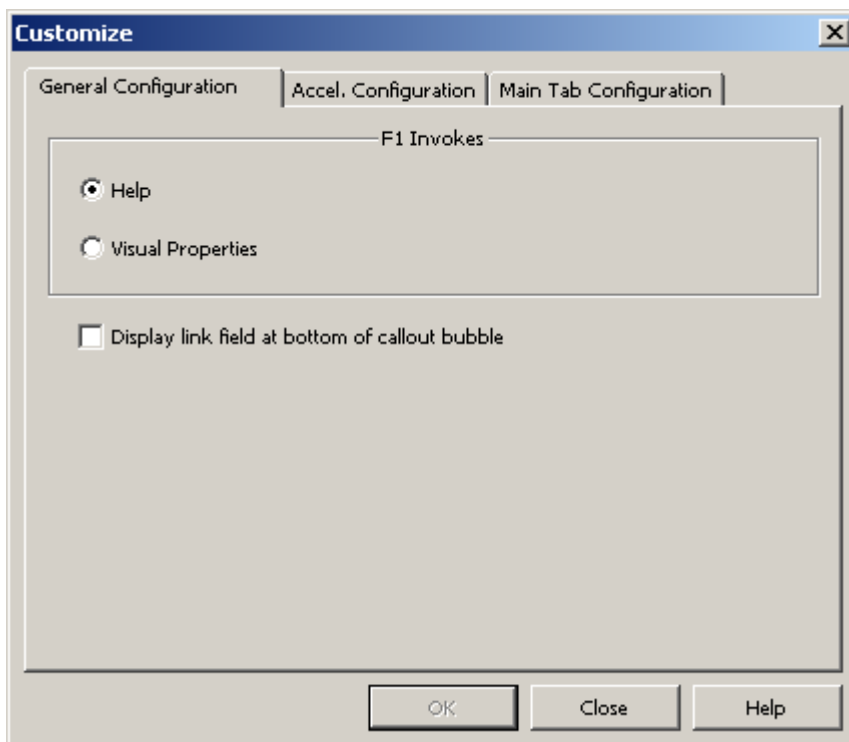
- To see which shortcut keys are currently assigned, highlight an item in the **Menu Items** list by clicking on it. The shortcut key currently assigned to the selected item is displayed in the **Current Keys** field.
- To assign a new shortcut key, after selecting a menu item, press a combination of keys (for example, Ctrl+F3) and click **Assign**.
- To remove a shortcut key, select the shortcut key from the **Current Keys** field and click **Remove**.
- To reset all of the shortcut key assignments to the settings present at the beginning of the current session, click **Reset All**.

The key combinations must follow this rule:

- If the Ctrl, Alt or Shift key is to be used, type it first. (You can also type any combination of these keys, for example, **Ctrl+Alt**.)

### 3.7 Configuring the F1 Key

You can customize the function that is invoked when the F1 key is pressed. From the ALEPH menu, point to Options, click Customize, and select the General Configuration tab:



- Select **Help** to receive online help for any screen element when you press F1.
- Select **Visual Properties** to display the Visual Properties window whenever you press F1.

### 3.8 The Visual Properties Window

The Visual Properties window is used to view the labels on screen elements (buttons, column names, field names and so on) within an ALEPH GUI.

You can also change the tab that opens first by default when a form is displayed (this is only for forms which are comprised of multiple tabs). For example, in the Circulation module, when the Cash Transactions tab on the Patron Information window is clicked, the following form appears:

1. Active Cash   2. Cash History   3. Cancelled Transactions   4. All Transactions							
Bibliographic Info	Description	Credit	Debit	Net Amount	VAT	Date	Status
Drupal 7 bible / Ric Shreves, Brice Dunwoodie.	ILL request		3.00	3.00	0.00	07/05/12	Not paid
No bib information.	General	13.49		12.26	1.23	20/05/12	Not paid
JBoss Drools business rules	Loan	2.00		2.00	0.00	20/05/12	Not paid
Red Hat Linux Fedora for dummies /	Loan	2.00		2.00	0.00	20/05/12	Not paid
Joomla! Bible /	Renewal	0.50		0.50	0.00	07/05/12	Not paid
	Renewal		0.50	0.50	0.00	07/05/12	Not paid

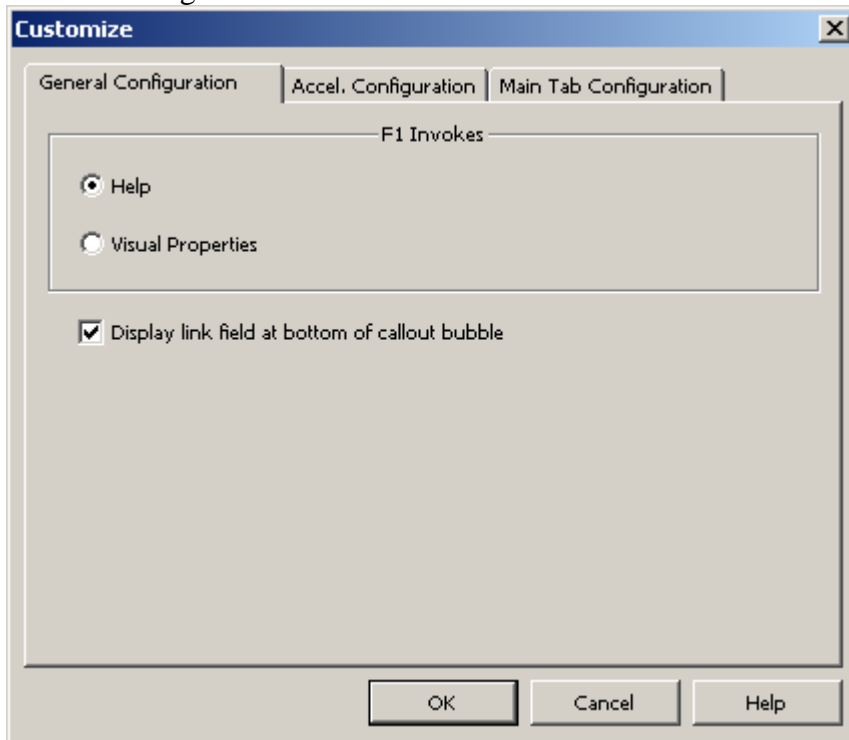
  

Balance:	-24.49	Sort Type:	Author
Amount Transferred to AR:	0.00		
Subtotal:	-0.50		
Sum to Pay:	24.49		

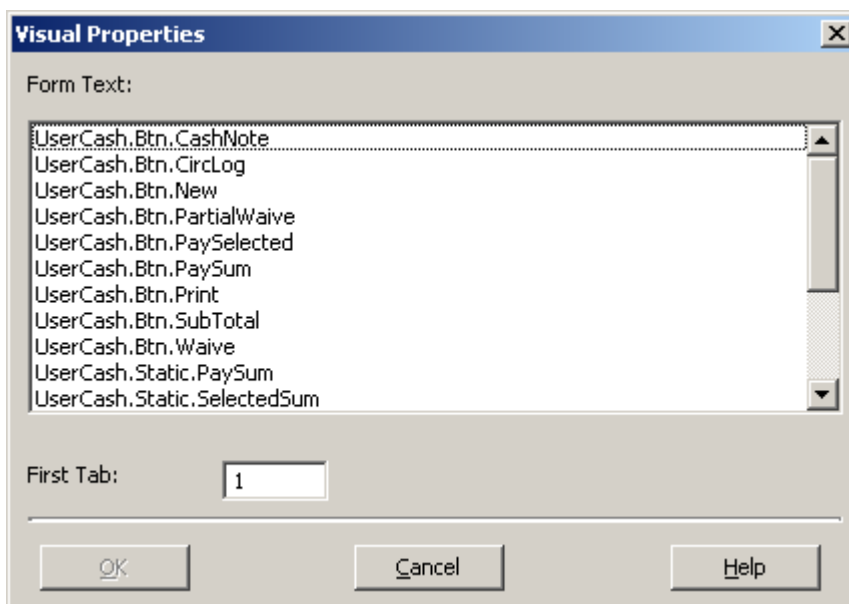
As you can see, the above form has four tabs. By default the first (the leftmost) tab is activated when a multi-tab window is opened (in this example, **1. Active Cash**).

To change the tab which opens by default:

1. From the ALEPH menu, point to Options, click **Customize**, and select the General Configuration tab:



2. Select **Visual Properties** to display the Visual Properties window when F1 is pressed.
3. Open a multi-tab form and press F1. The Visual Properties window appears:



- In the First Tab field, enter a number to determine which tab is activated when the form is opened and click **OK**. The second tab from the left is 2, the third tab from the left is 3, and so on. In the above example, the number 4 has been entered. The next time the form is opened, the fourth tab from the left (in this example, **4. All Transactions**) will be activated.

### 3.8.1 Dialog Boxes and Visual Properties

ALEPH GUIs contain panes that display information and dialog boxes that are initiated when a menu option is selected. They can be easily differentiated, as information panes do not have title bars, whereas dialog boxes do. Information panes always originate in predetermined locations, but the location of dialog boxes can be customized by the user.

The following screen contains two examples of information panes:

Sublibrary	Sublibrary	Patron Stat	Description	Expiration Date	Last Act Date
ALEPH	General Patron	01	Faculty	10/01/96	-----
USM50	Exlibris Demo Libraries	01	Faculty	15/09/12	-----
MED	Medicine Library				
HYL	East Asian Library				
HIL	Humanities Library				
LAM	Main Undergraduate				
LAW	Law Library	01	Faculty	15/03/13	-----
LIT	Economics Library				
MUS	Music Library				
WID	Main Library	01	Faculty	15/03/13	20/05/12

1. Local Patron Details | 2. Local Blocks and Notes | 3. Local Privileges

Patron ID: 1930

Barcode: 1930

Title:

Name: Sir Thomas Sean Connery

Sublibrary: ALEPH

Patron Status: 01

Registration Date: 10/01/2006 | Expiration Date: 10/01/2096

Patron Type: AS

Photocopy Charge: C

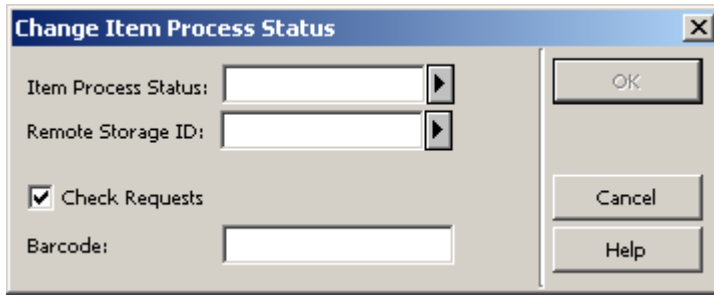
Cash Limit: 0.00

Web OPAC Message: Hi to you

Buttons: Update, Get Defaults, Cancel

The main difference between the upper and lower pane in the above example is that information can only be entered in the lower pane.

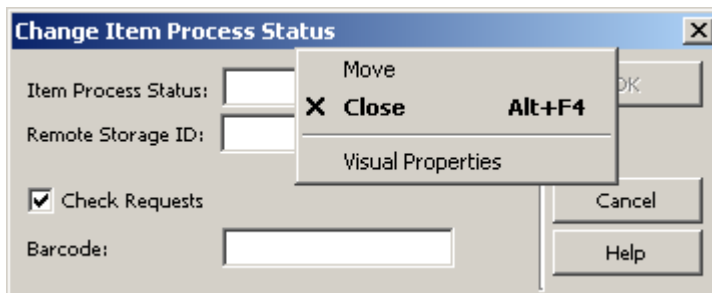
Here is an example of a dialog box:



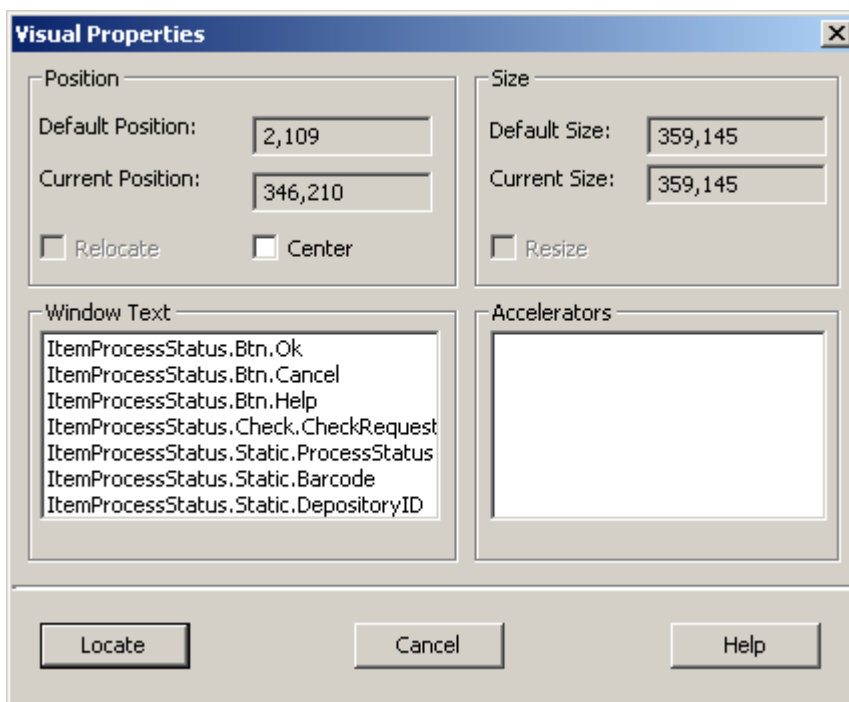
The Visual Properties window enables you to determine where a dialog box (for example, the Update Item's Process Status window) is located the next time the GUI is opened. It also provides automatic centering of the window.

To ensure a window (for example, the Update Item's Process Status window) appears in the center of the screen the next time the module is opened, follow these steps:

1. Place the cursor on the title bar of the window and right-click. The following menu appears:



2. Click **Visual Properties**. The Visual Properties window is displayed:



3. Select **Center**.
4. Click **Locate**. The window is relocated to the center of the screen immediately and appears in the center of the screen the next time the GUI is opened.

If you want the window to appear in any other location on the screen, follow these steps:

1. Drag the window to an appropriate location.
2. Place the cursor on the title bar of the window and right-click. A menu pops up (shown above).
3. Choose Visual Properties. The Visual Properties window (shown above) opens. The coordinates of the "current position" are displayed in the Visual Properties dialog box for your reference (example: 176,192).
4. If you are satisfied with the current location and Relocate box is displayed, select it and click the **Locate** button. If the Relocate box is not displayed, just click the **Locate** button. If the Center box is selected, clear it and click the **Locate** button. The window opens in this location the next time you call it.

#### **Notes:**

*a.* The Window Text pane in the Visual Properties window lists the names appearing on title bars and command buttons in the window selected.

These can be edited through the ALEPHADM module.

*b* If you click **Move**, a moving handle appears over the dialog box, allowing you to move it to a new location using a drag-and-drop operation.

*c.* The resizing functionality that appears in the Visual Properties window has been disabled.

### **3.9 Working with long text fields**

There are a large number of forms in ALEPH which contain fields with additional text arrows, indicating that they are longer, for example, note fields:

The screenshot shows a software interface with a tabbed menu at the top: 1. Item Display, 2. General Information (1), 3. General Information (2), 4. Serial Information, 5. Serial Levels, 6. HOL Lin. The active tab is '3. General Information (2)'. Below the tabs are several input fields:

- Inventory Number: [text box]
- Inventory Date: [text box] 00/00/0000
- Last Invent. Report Date: [text box] 00/00/0000
- Price: [text box]
- OPAC Note: [text box] This is a note field that can accommodate long text strings; simply click on the additional text arrow to the right of this field.
- Circ. Note: [text box]
- Internal Note: [text box]
- Order Number: [text box]
- Invoice Key: [text box] 00000
- Invoice Note: [text box]

Other fields on the right side of the form include: Statistic, Remote Storage ID, Open Date (20/05/12), and Update Date (00/00/00). Each field has a small arrow icon on its right side.

When you click on the box, the field drops down, letting you view the complete entry in the field beyond the default character display, and enabling you to enter additional information.

When you open this type of field, you can press the Ctrl + Enter shortcut key to insert a line break.

Press **Esc** to close an additional text field.

### 3.10 Dates in the ALEPH GUI

Dates can be set up in the ALEPH GUI by your system librarian in different formats. For example, a British user may prefer a dd-mm-yy date format, whereas an American user might prefer an mm-dd-yy configuration.

Date formats can be set per client. Once set, a date format includes all instances in all modules of the date field in the form windows.

#### 3.10.1 Date Format Setup

The date format setup determines the format for entering the date and its display - the sequence of components and the sign used to separate the components. The following example is taken from the Order Index List in the Acquisitions/Serials module:

Index List

Index:  Enter Starting Point:    
 Exact Match

Sublibrary:  Vendor Status:

Order Status:  Arrival Status:

Order Group:  Invoice Status:

Order Type:  Rush:

"From" Order Date:  "To" Order Date:

Index	Order No.	Rec. No.	Vendor	Status	Status Date
123-1	123-1	000000123	AA-TL	SV	04/11/03
1469-3	1469-3	000001469	SYMBOLIC	SV	23/04/02
1520-1	1520-1	000001520	EBSCOUS	SV	26/07/02
156	156	000000336	HEIN	DNB	11/12/03
1627-1	1627-1	000001627	BLACKWELLP	SV	29/10/03
1648-1	1648-1	000001648	EBSCOUS	SV	09/07/03
1648-2	1648-2	000001648	YANKEE	NEW	09/07/03
1651-1	1651-1	000001651	EBSCOUS	SV	09/07/03

In this example, you can see from the various date fields ("From" Order Date, "To" Order Date, Status Date) that the chosen date display format is *dd/mm/yy*.

The default date format setup for the entire ALEPH installation (server and clients) can be controlled by the system librarian.

### 3.10.2 The Date Field

You enter the date in the Date field and select each digit by highlighting it with the pointer. The Date field consists of a single unit made up of eight digits.

### 3.10.3 Entering a Date

There are two ways to enter a date in a date field in the GUI client:

- Using the drop-down calendar box. This opens a small calendar page set on the current day's date. You can browse through the days and months with the arrow buttons or the Page Up and Page Down keys, or choose a day within the open month using the mouse.



- Using the F12 key from the date field. If the pointer is in the date field, clicking F12 sets the date as today's date. Clicking F12 again sets all digits to 0.



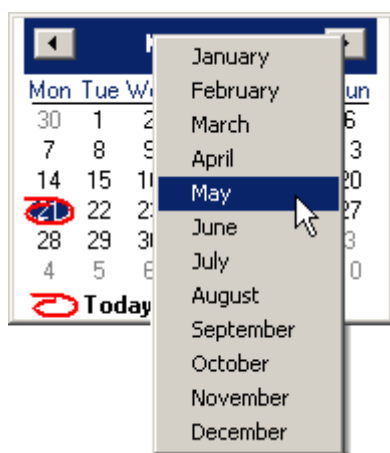
Of course, you can change any date by typing in the appropriate numbers.

To leave the drop-down calendar without choosing a date, press **Esc**.

### 3.10.4 Browsing Through Months and Years

There are several methods of browsing through months and years:

**By using the drop-down calendar** - To browse through months, use the arrow buttons in the upper corners of the calendar window. If you place the pointer on the month displayed on the title bar and click, a list of months is displayed and you can select one.



To browse through years, place the pointer on the year in the title bar and click. This opens a spin box that enables you to move through the years.

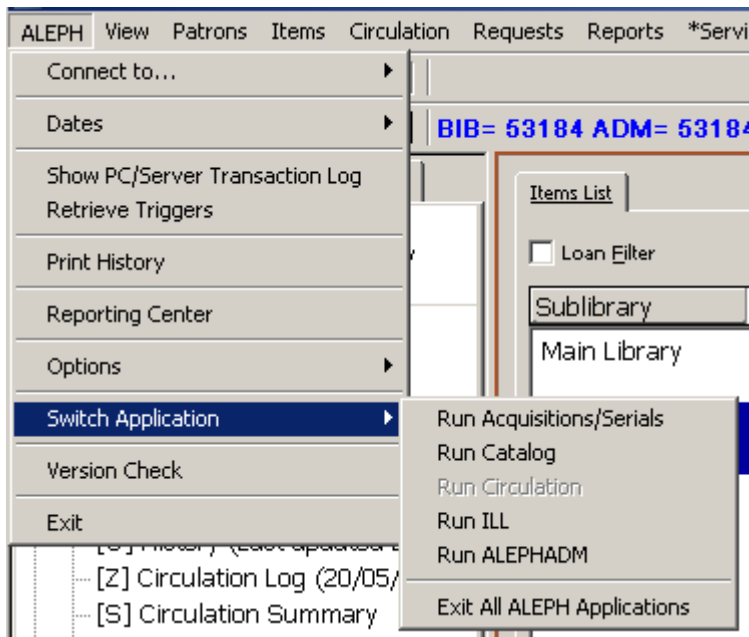


## 3.11 Shortcut Icons

Each toolbar has a left side and a right side. The left side contains icon that represent the toolbar's operational context (for example, Items, Patron, Loan, Return). The right side contains icons that can be used as shortcuts instead of menu commands.

## 3.12 Switching between Applications

In every GUI, you can switch between different applications, not only from the bottom operations bar, but also from the ALEPH menu/Switch Application submenu:



This submenu also contains the Exit All ALEPH Applications option, which allows you to exit from all open ALEPH GUIs. The switch option to the module you are in is disabled.

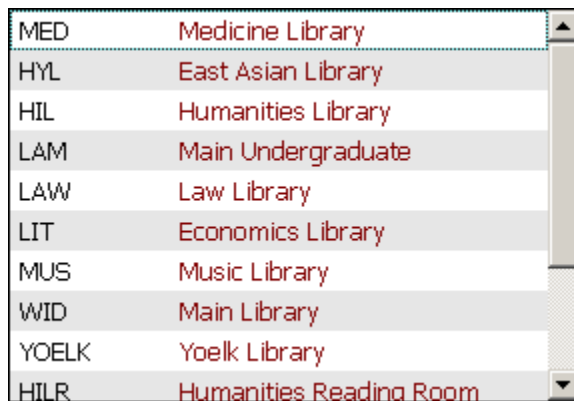
### 3.13 Expand Windows Invoked from Forms

There are several different types of expand windows that are invoked from form windows (for example, the Arrival Form in the Acquisitions/Serials GUI):

A drop-down calendar invoked from a date field:



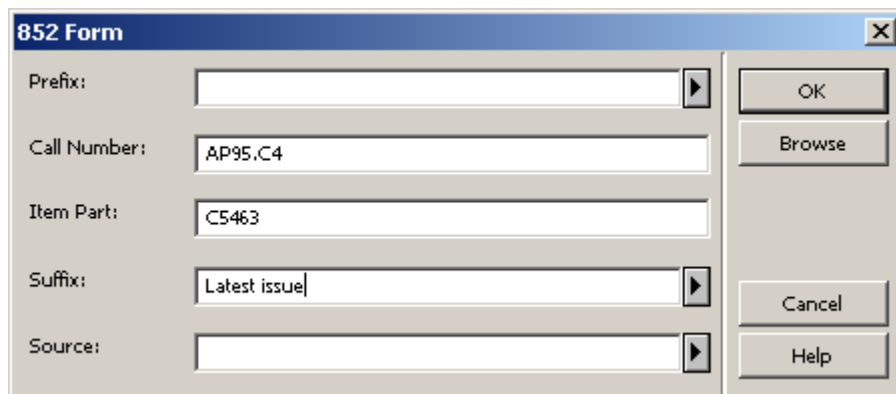
A drop-down list that contains items which you can select:



Long text in field. This is a rectangular box, in which you can type additional text:



A separate dialog box:



These expand windows can be displayed in two ways:

- When the corresponding button next to a field on a form window is clicked.
- When the corresponding shortcut key is pressed.


These are the buttons and shortcut keys that correspond to each type of field:

Description of Expand Window	Icon	Shortcut Key
Drop-down calendar		F4
Drop-down list		F4
Long text in field		F3
Separate dialog box		SPACE Key

In order to use a shortcut key, the corresponding field must be in use (that is, the cursor is in the corresponding field).

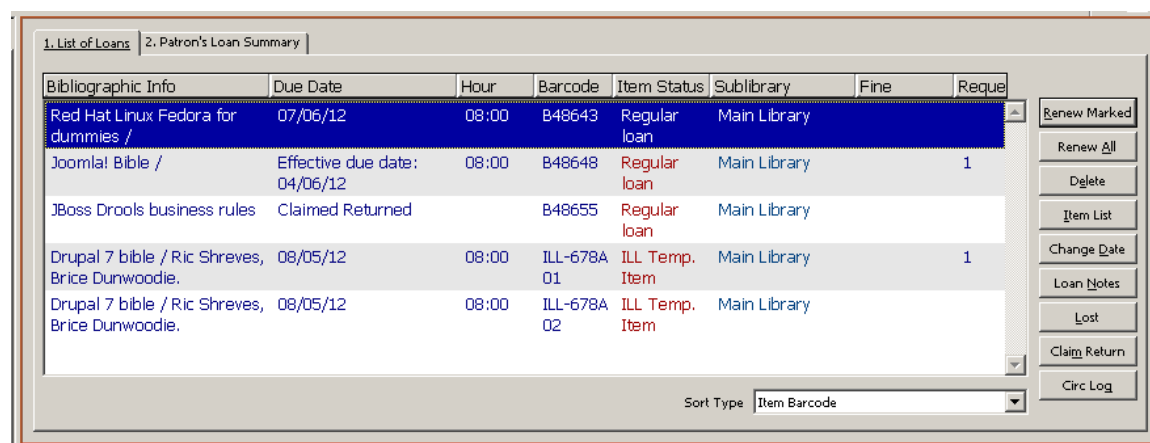
You can close any expand window by clicking the ESC key.

### Note

You can use the TAB key to land on the  button.

## 3.14 GUI Lists - Show/Hide Columns

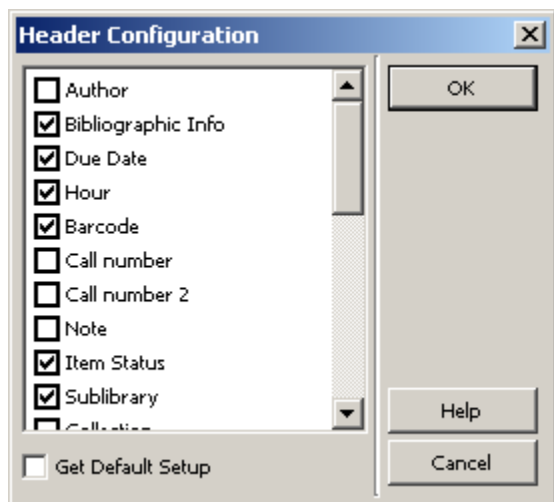
Much of the information available via an ALEPH GUI is displayed in tabular or list format. In the following example taken from the Circulation GUI, when you click the Loans node from the Patron tab, the following list displays:



Bibliographic Info	Due Date	Hour	Barcode	Item Status	Sublibrary	Fine	Reque
Red Hat Linux Fedora for dummies /	07/06/12	08:00	B48643	Regular loan	Main Library		
Joomla! Bible /	Effective due date: 04/06/12	08:00	B48648	Regular loan	Main Library		1
JBoss Drools business rules	Claimed Returned		B48655	Regular loan	Main Library		
Drupal 7 bible / Ric Shreves, Brice Dunwoodie.	08/05/12	08:00	ILL-678A 01	ILL Temp. Item	Main Library		1
Drupal 7 bible / Ric Shreves, Brice Dunwoodie.	08/05/12	08:00	ILL-678A 02	ILL Temp. Item	Main Library		

Sort Type: Item Barcode

As you can see, this list consists of information displayed in rows and columns. You can define which columns of information appear in the list. When you right-click any of the column headings in a list, the Header Configuration dialog box appears:



The Header Configuration window contains a list of all possible column headings. In order to remove a column from the list, clear the corresponding check box. Select the **Get default setup** option to revert to the original settings. The original settings are stored on the server.

You can also change column width by dragging the boundary on the left or right side of the column heading until the column is the width you want.

### 3.15 Version Check

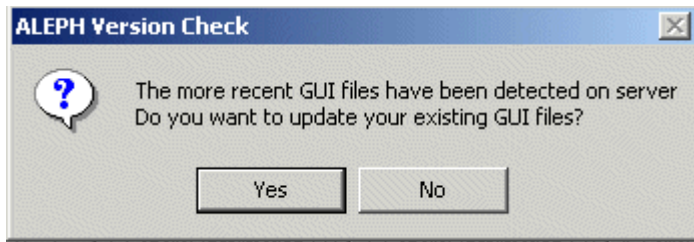
Version Check is a tool used to distribute GUI client files from a central server to an individual workstation. Integrated inside all GUI modules, it automatically informs you about the latest updates and replaces the older files by the new ones on your request.

There are two ways of accessing the Version Check: Automatically and Manually:

- Setting `alephcom.ini` with `RunAtStartup=Y` causes version check to run automatically (recommended). An Aleph version check message is displayed when a new session is started.
- Setting `alephcom.ini` with `RunAtStartup=N` disables the automatic running of version check. You must run version check manually by activating the Version Check option from GUI-ALEPH menu.

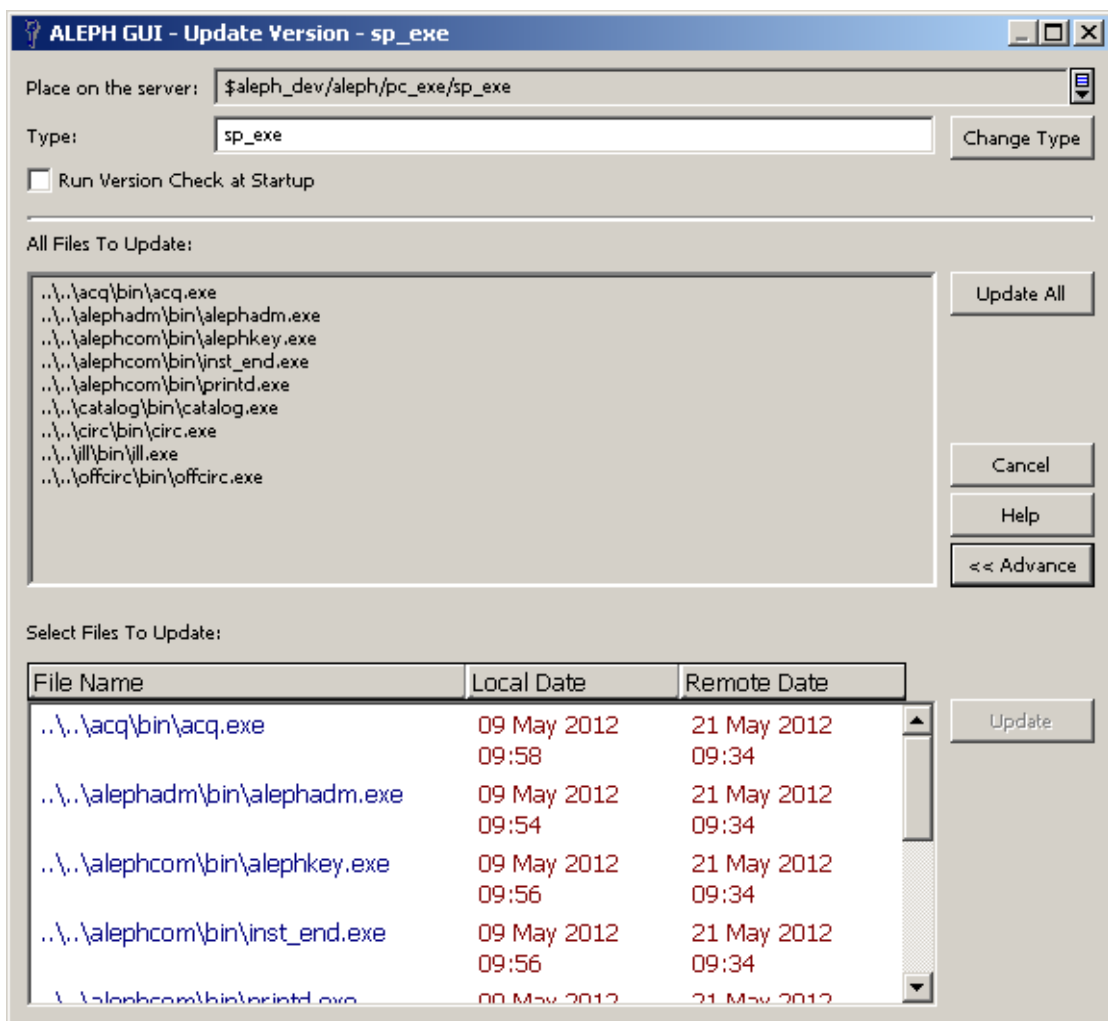
#### 3.15.1 Updating Files from the Version Check

When a new session is started, the system checks if new files have been added to the server and if so, whether they are newer than the corresponding files on the local PC. If new files have been detected on the server and they are newer than the corresponding files on the local PC, an additional check is made in order to detect whether any update has been already done that day. Only one update is allowed per day. If no update has been made that day, the system generates the ALEPH Version Check message:



To update files:

1. If the Version Check message does not appear automatically when the session is opened, click **Version Check** from the ALEPH menu.
2. From the Version Check message, click **Yes**. The Update Version window opens:



You update the files on your PC using the Update version window.

3. The Update GUI exe files and GUI configuration files is done according to the type which is mentioned in the Type tab.

For example, GUI files which are updated by the Service Pack can be found by performing the following:

Type=sp\_exe

Type=sp\_conf

The version check can run in either merge or override mode.

### 3.15.2 Merge Mode

In Merge mode, lines in the customer's GUI configuration files, such as \*.dat and \*.ini that were changed by the customer are not replaced on the workstations.

Merge mode does the following:

- Inserts new lines.
- Updates lines but does not alter the strings that were changed by customers.
- Deletes lines that are not relevant.

#### Notes:

When the service pack is installed, two directories are created on the server:

- sp\_exe which includes the GUI executable files
- sp\_conf which include the GUI configuration files

In Merge mode, the updated configurations are merged into the customer's original file when files are downloaded from the sp\_conf or sp\_exe directories (<module>.ini, print.ini, and language .dat files only).

### 3.15.3 Override Mode

In Override mode, the customer's GUI configuration files (such as \*.dat, \*.ini) on the workstations are replaced by the files from the server.

It is possible to override existing configuration files with the service pack files by placing the files in \$aleph\_dev/aleph/pc\_exe/ - in directories other than sp\_exe or sp\_conf.

The files can be placed, for example under a directory named \$aleph\_dev/aleph/pc\_exe/local\_conf

After setting the Version Check Type to local\_conf and clicking **Update All** or **b**, the target files are overridden with the server side files.

## 3.16 Save/Get Defaults

Several forms contain the option to save the information of some fields as default values. The information entered in those fields is used as default values when clicking the "Save default" button (until another setup is saved as the default). The defaults are saved in files with the extension dmp, under AL500/Module/tab/. Note that the dmp files are not created unless there was a default saving. Those files are overwritten when running the GUI installation.

In order to fill a form with the default values, click **Get defaults**. Note that when a new form is opened it already contains the default values.

## 4 Triggers

Triggers are a way to link a reminder to a record. The reminder can be an instruction to perform a task related to a record, or general information. Triggers can be retrieved and viewed across modules. A single trigger can be directed to a specific grouping ("department"). This means that the acquisitions librarian can input a trigger that is intended for the cataloger, and so on.

Cataloging can be set to create triggers automatically for check routine errors when a record is saved; these triggers are automatically assigned CAT as the department.

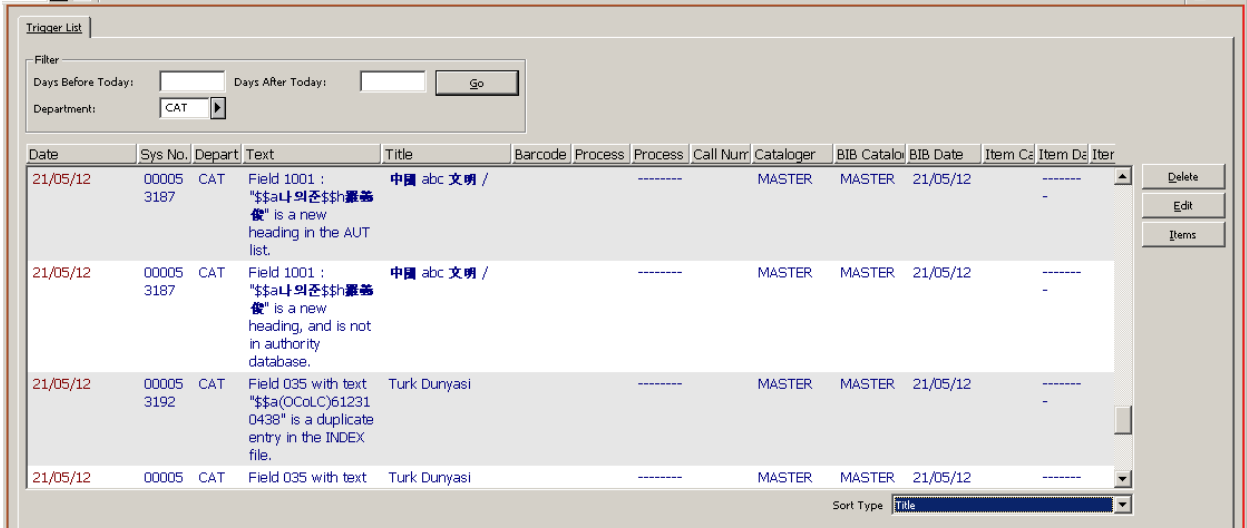
The following explanations deal with the General Triggers List (a list of triggers from which you can directly access the relevant record), and with Record Triggers (the triggers relevant to a displayed record).

There are two ways to view a General Triggers List, batch and online.

Print Trigger Report (com-01) is a batch retrieval service available in each module; the service can be defined to retrieve triggers according to action date (From - To) and grouping (for example, department).

The online retrieval includes an option to filter by action date (From - To) and grouping (for example, department).

### 4.1 General Triggers List



Date	Sys No.	Depart	Text	Title	Barcode	Process	Process	Call Nurr	Cataloger	BIB Catalog	BIB Date	Item C#	Item D#	Iter	
21/05/12	00005 3187	CAT	Field 1001 : "\$a나 의 존 \$h 靈 翁 俊" is a new heading in the AUT list.	中國 abc 文明 /				-----	MASTER	MASTER	21/05/12	-----			Delete
21/05/12	00005 3187	CAT	Field 1001 : "\$a나 의 존 \$h 靈 翁 俊" is a new heading, and is not in authority database.	中國 abc 文明 /				-----	MASTER	MASTER	21/05/12	-----			Edit
21/05/12	00005 3192	CAT	Field 035 with text "\$a(OCoLC)61231 0438" is a duplicate entry in the INDEX file.	Turk Dunyasi				-----	MASTER	MASTER	21/05/12	-----			Items
21/05/12	00005 3192	CAT	Field 035 with text "\$a(OCoLC)61231 0438" is a duplicate entry in the INDEX file.	Turk Dunyasi				-----	MASTER	MASTER	21/05/12	-----			

The way in which this triggers list is retrieved varies from module to module:

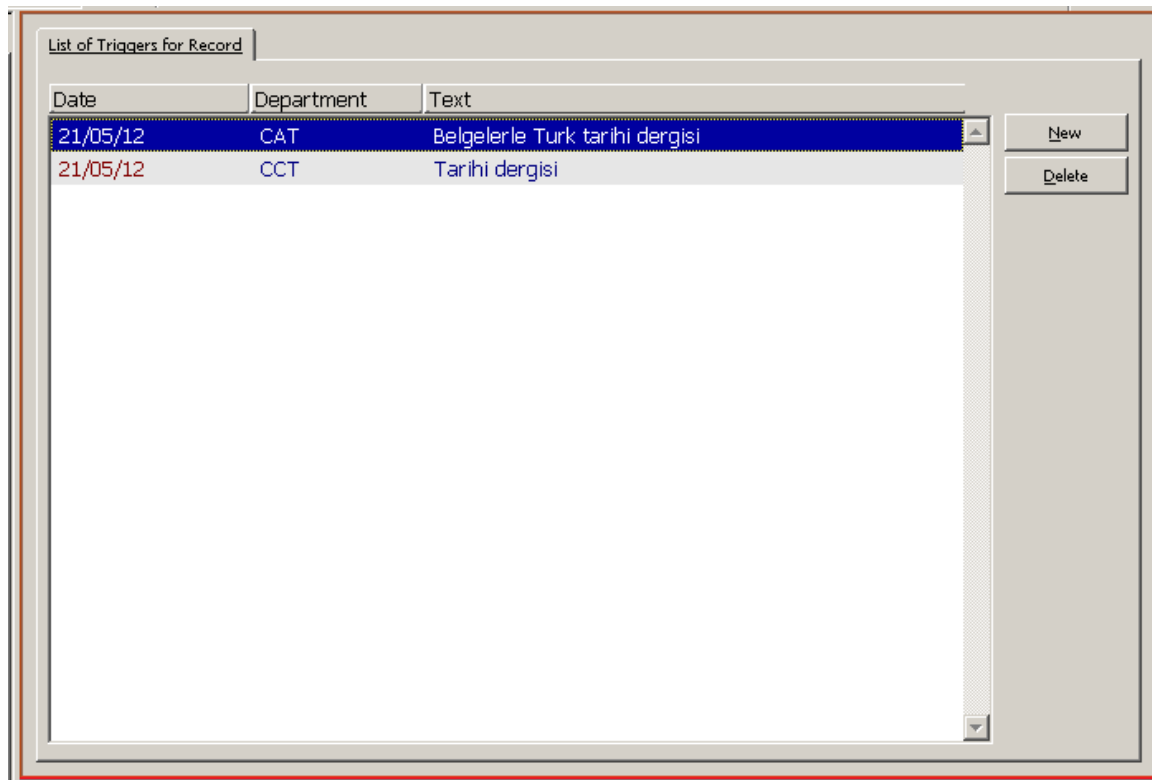
Acquisitions/Serials -> Administration tab -> Triggers node; the trigger can be used to access the relevant Order or Serial record.



Circulation -> ALEPH menu -> Retrieve Triggers option; the trigger can be used to access the relevant Item record.

Cataloging -> Records tab -> Triggers node; the trigger can be used to access the relevant Cataloging or Item record.

## 4.2 Record Triggers List



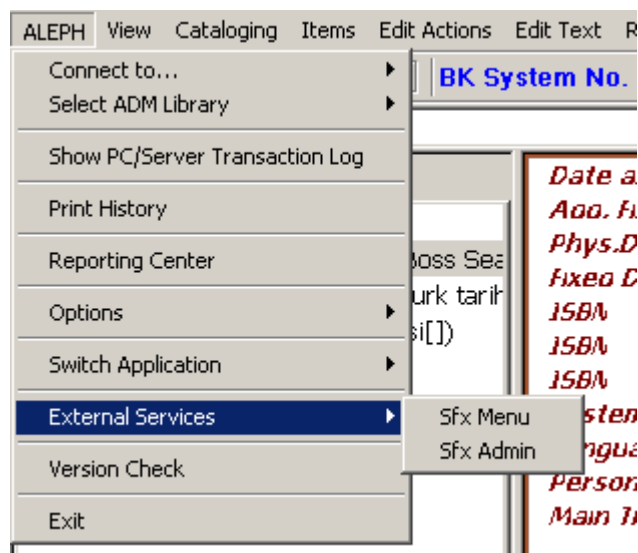
The way to call up triggers relevant to a specific Record Trigger also varies from module to module:

- Acquisitions / Serials -> Order tab -> Trigger List node
- Acquisitions / Serials -> Serial tab -> Trigger List node
- Circulation -> Item tab -> Trigger List node
- Cataloging -> Records tab -> Cataloging editor -> Edit menu -> Record's Triggers
- Cataloging -> Items tab -> Trigger List node

A new trigger can be added or a specific trigger can be updated.

## 5 External Services

Your ALEPH system can contain several types of external services, such as an SFX menu for regular patrons. You can access available external services by clicking **External Services** from the ALEPH menu in the Cataloging and ACQ/Serials GUIs. Note that you can only access external services if a record is open in the GUI:



### SFX Menu

Choose this option to go to SFX as a regular patron. The system will look for this record in SFX.

## 6 Services

In ALEPH, you can run services (batch jobs) to generate reports and to carry out file maintenance. All services are managed from the GUI modules. Each module has a menu named **Services** on the menu bar.

If you do not have the required permission, the Services menu appears dimmed in all GUI modules.

Here is an example of a service which is accessed from the Acquisitions GUI, Claim Reports and Letters for Monograph Orders (acq-12):

**Claim Report and Letters for Monograph Orders (acq-12) - USM50**

\* Report Output File:

Print Letters:  Yes  No

Claim Letters Output Type:

\* Letter Output File:

Update Database:  Yes  No

Sublibrary:  All  
 Medicine Library  
 East Asian Library  
 Humanities Library  
 Main Undergraduate  
 Law Library  
 Economics Library

Order Unit:  All  
 Medicine Library  
 East Asian Library  
 Humanities Library  
 Main Undergraduate  
 Law Library  
 Economics Library

Vendor Code:

Number of Claims Already Sent:

Number of Days Until Next Claim:

Letter Format:

Report Format:

Runtime:

At:  @clock:

Library:

Print ID:

Report Language:

Buttons: Submit, View History, Cancel, Help, Add to History, Online

**Help for Claim Report and Letters for Monograph Orders (acq-12)**

**Claim Report and Letters for Monograph Orders (acq-12)**

This service enables you to produce a report listing monographs that have not yet arrived and to produce claim letters to be sent to the vendor. The report produces two printouts: one printout will list all orders for which the Batch Claiming checkbox in the Order Form was chosen, while the other printout will list all orders for which the Batch Claiming checkbox was not chosen.

For standing orders, you may produce a claim report with the Claim Report for Standing Orders (acq-11) service. Claim letters may then be sent manually by using the Claim button in the Order List of Admin. Record window.

For Serials, a service is activated from the Serials Services menu: Print Claim Letters/Reports (serial-44).

This service is identified in the Batch Log and Batch Queue as p\_acq\_12.

[Help for Each Button](#)

**Help for Each Field:**

**Notes:**

- Fields marked with an asterisk (\*) are mandatory.
- The names of input and output files must be entered in lowercase, with no spaces or special characters except underscore and hyphen.

**Report Output File**

Enter the name of the file in which you want the report saved. The output file can be found later in the library's PRINT directory.

**Print Letters**

Choose Yes if, in addition to the claim report, you would like to produce a claim letter for each monograph in the report. Note that letters will be produced only for orders in which the Batch Claiming checkbox in the Order Form was chosen.

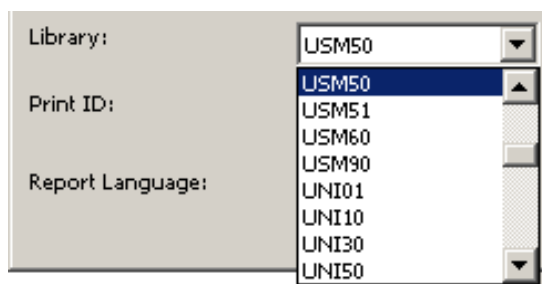
**Claim Letters Output Type**

There are two types of letter/Email to vendors:

- o Separate Claim Letters to Vendor - A letter/email which includes a separated claim for per order. When using this output type, a vendor can get several different letters/emails. The form names are acq-first-claim and acq-additional-claim.
- o List of Claims per Vendor - A letter/email which includes all the titles that are sent for a vendor. In this case, the vendor will get one letter with all its claimed orders. The form name is acq-claims-by-vendor. This option does not support EOI.

## Library Field

Every service contains a Library field. You select the library on which you wish to run the service from the drop-down list of libraries made available by the System Librarian:

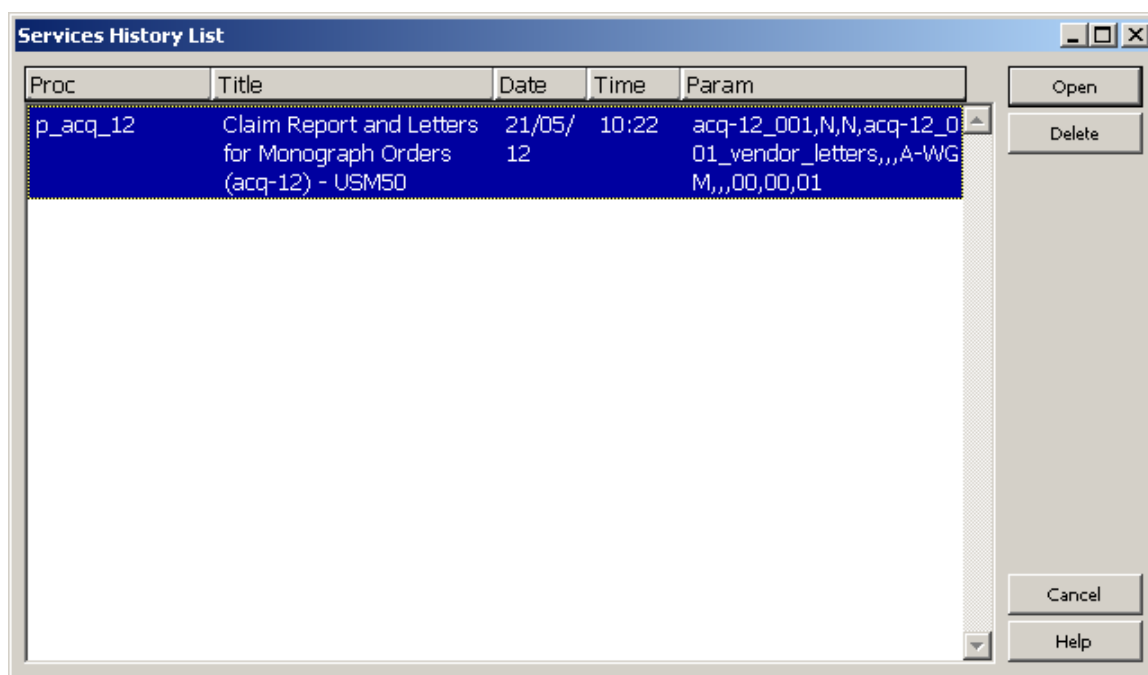


## Report Language

Every service that creates an output report includes a Report Language field. This field enables you to set the language to be used for the printout report. This lets you use different language templates for each report.

## Services History

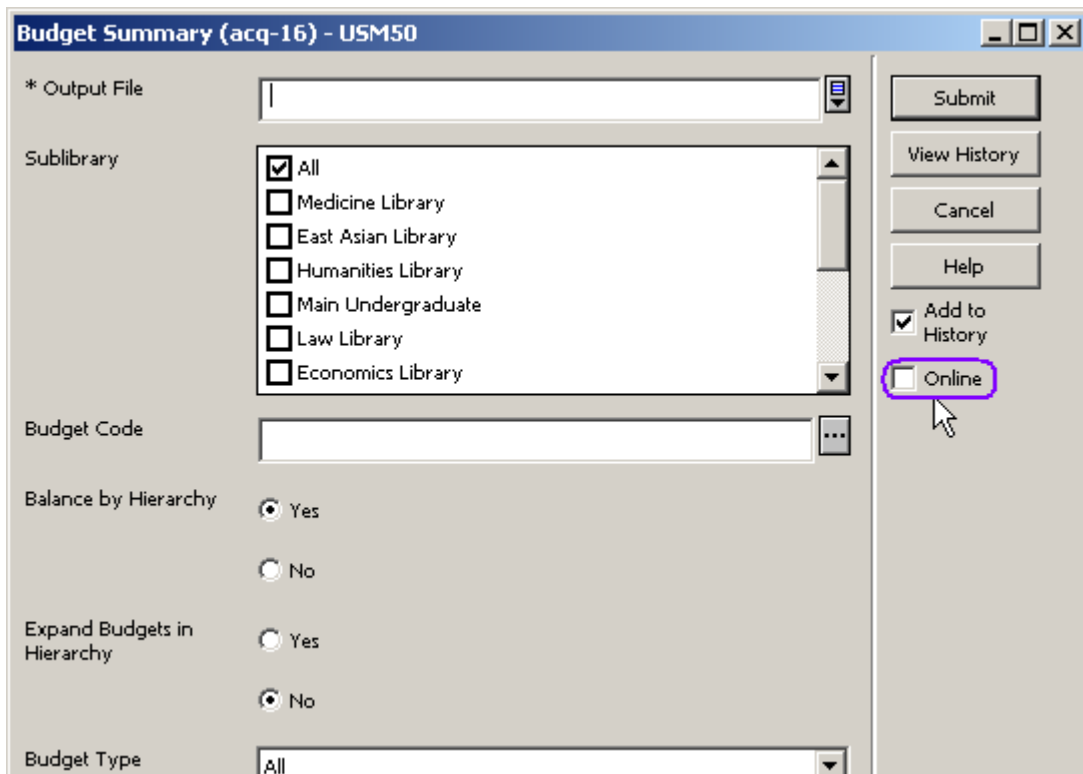
The Services History dialog, activated from the History command on the Services menu, displays services that have been run on the active (connected) library only:



When running a service on a library different than the active library (chosen from the Library field), you must connect to this library in order to see it in the History dialog.

## Online Check Box

Some services have a check box named **Online**:



When this check box is selected, the job will be run immediately from the GUI in online mode, thereby circumventing the batch queue.

See the section Setting the Online Check Box in Services in the System Librarian chapter for more details.

### **Add to History**

When this check box is selected, the run of the batch will be saved in the Services History List. The user will be able to perform the same run again, without filling in all the parameters.

### **Print to ADM Lib**

All the bibliographic library services under the Cataloging module contain an option to choose the input from the administrative library and to put the service's output files into the administrative library.

This option is available when the Print to ADM Lib check box is selected.

### **Print Templates**

For a complete guide to working with print templates, see the Customizing Printouts (XML and XSL) document, available from the [Ex Libris Documentation Center](#)

### **Special Characters**

You can insert any character in the GUI services by adding the characters \% and the Unicode value for the symbol. For example, to insert a caret ^ insert \%5E.



# Staff User's Guide – Integrated ILL

Version 22

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# 1 Overview

The Integrated ILL module is used to manage

- Your library patrons' ILL procurement requests
- Requests directed to your library by other libraries to supply material through ILL
- The administrative records that are required to support the above two services

The ILL records are contained within an ALEPH® library of the ILL type (for example, 'USM40', 'XXX40'). Each ILL library is related to a single ADM library (for example, 'USM50', 'XXX50'), and vice-versa.

The Integrated ILL records and procedures involve two-way traffic:

- Requests by patrons to procure material
- Requests directed to the library to supply material

There are a number of ways in which your system librarian can customize your Integrated ILL system regarding:

- The method of communication with ILL partners – mail, e-mail, ISO or SLNP protocols
- The degree to which the system does unmediated handling of both lending and borrowing requests

There are two types of records that must be in place before you can begin to work with Integrated ILL: Partners and Roster of potential Suppliers.

- Partners – External and Internal
  - External Partners – the external organizations to which you direct your requests, and from whom you receive requests
  - Internal Partners (ILL Units) – the organizations (administrative units within the ADM libraries in your ALEPH installation) that handle ILL requests (both borrowing (patron requests) and lending (requests from other libraries)). The ILL Unit functions in a manner similar to a sublibrary, and several sublibraries can be grouped into a single ILL Unit. A specific ILL Unit, set in the Global Patron Record, handles the patron's requests.
- Roster of potential suppliers that is used to assign the suppliers to which a borrowing (outgoing) request will be sent. For SLNP, this is not necessary as the potential suppliers are identified by the ZFL server.

There are two types of requests (two request forms), in both the GUI and in the Web OPAC:

- Monograph
- Serial

## 1.1 List of important terms

### Borrowing

Borrowing refers to the activity of requesting material from another library; although the word “borrow” implies a circulation checkout transaction, the library might send you a copy, which need not be returned (non-returnable).

### Borrowing request

A borrowing request is also known as an outgoing request. A Borrowing request is sent by an ILL unit to a potential supplier, in order to fulfill a patron’s request for material.

The following list of actions outlines the steps for a borrowing request. Steps marked with an asterisk (\*) can be set to unmediated; steps marked with two asterisks (\*\*) can be unmediated only if communication is through ISO ILL.

1. Create request (created by patron in the OPAC, or by staff in Integrated ILL module)
2. \* Check whether requested material is locally owned (when a request is placed by the patron in the OPAC, the request can be blocked if it is locally owned)
3. \* Assign potential suppliers to the request
4. \* Send the request to the potential supplier
5. \*\* Register supplier response (if communication is through ISO, this will be unmediated)
6. Register receipt of the material
7. If material received is a returnable item, return the material

### Bulk handling

The Integrated ILL GUI includes “bulk” processing for material dispatch and receipt, based on reporting a barcode and/or request number.

### Communication

You can communicate with ILL Partners in different ways:

- Print (Mail/fax)
- E-mail
- ISO ILL 10160/10161 protocol
- SLNP (Simple Library Network Protocol, used in Germany)

### Incoming request

An incoming request is received from an ILL partner, requesting that you supply material. An incoming request is also called a lending request.

## Lending

Lending refers to the activity of supplying material to another library; although the word “lend” implies a circulation checkout transaction, you can send material as a non-returnable copy.

## Lending request

A lending request is also known as an incoming request.

The following list of actions outlines the steps for a lending request. Steps marked with an asterisk (\*) can be set to unmediated; steps marked with two asterisks (\*\*) can be unmediated only if communication is through ISO ILL.

1. \*\* Create request (if communication is through ISO, this can only be unmediated)
2. \* Search to verify if the library has the requested material
3. \*\* Send response to requester if the material is not available in your library
4. Send response other than “unfilled” (not available)
5. Register shipment of the material
6. If material shipped is a returnable item, return the material

## Locally-owned

A “locally owned” check can be made when a borrowing request is initially created by staff user via GUI ILL or by the patron via the Web OPAC. This can be set as part of the unmediated processing. It can be set so that patrons cannot place requests for locally owned material.

## Mediation

ILL requests (borrowing and lending) can be processed as mediated or unmediated as desired, within the constraints relating to how the ILL unit communicates with an ILL partner. All processing, apart from the physical actions of fetching and sending material, and receiving and returning material, can be unmediated. For partners with whom ISO communication is the standard, message handling can also be unmediated, whereas for non-ISO ILL partners, message handling must be manual.

## Partners

An ILL partner is an administrative unit that sends requests to you, and/or that responds to your requests for material. Each library/institution that is used as a player (requester or supplier) in the ILL flow, including your own administrative unit, has a partner record in the system.

There are three types of partners: Internal ILL unit, external shared and external non-shared.

- **Internal Partner – also known as ILL Unit: local administrative unit that** handles the ILL borrowing and lending activities. A unit can be set up

to represent a single sublibrary, or a group of sublibraries. The unit fulfills two **types of services**:

- ILL-UNIT for outgoing requests (borrowing library) - handles the ILL requests for a group of patrons; each patron is handled by a default unit defined in that patron's global information record.
- ILL-UNIT for incoming requests (lending library) - an administrative unit that handles the ILL requests directed to it; it is authorized to lend items from specific sublibraries.
- **Shared External Partner**- a supplier or a requester library which is not a part of any ADM library of your library system; it is external to your **library system (for example, another library or a supplier like BLDSC)**. An external shared partner can be used as a supplier by all ADM libraries.
- **Non-shared External Partner** - a non-shared external partner is the same as a shared external partner, but it can be used as a supplier only by the library which created the partner record.

Each ILL partner (both external and internal) to whom you supply ILL material must have a parallel Patron record.

## Patrons

Two types of patrons are part of the Integrated ILL setup:

- Library patrons who are served by ILL. They are allowed to submit ILL requests on their own. The Global Patron record includes the assignment of the ILL Unit that will handle his/her requests, a limit of the number of total requests and a limit of the number of active requests allowed for the patron. All ILL-related circulation activities are registered on the patron record: loans; renewals; returns; and so on.
- ILL partners to whom you supply material (external partners and internal ILL units)

## Roster

The Potential Suppliers List sets the roster of ILL partners to which an outgoing (borrowing) request is directed. The potential suppliers list is built for each requesting Unit and material type. The list is consulted by the system when a borrowing request is processed.

## Staff users

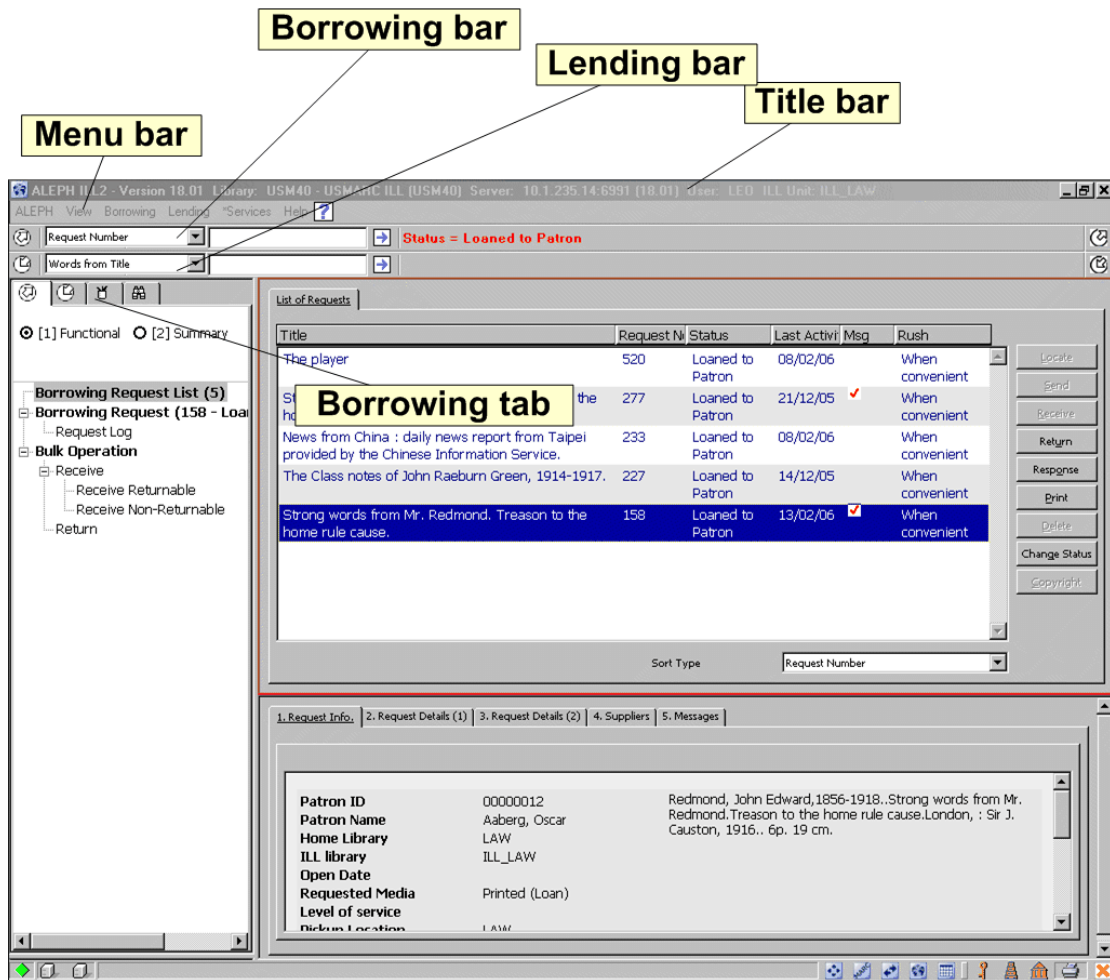
ILL staff users are charged with setting up administrative records (suppliers, units, rosters, patrons,), processing outgoing ILL requests and handling incoming requests received from other libraries. Each staff user is allowed to access and perform actions in a single ILL Unit. ILL users must be empowered the ILL module, and for required Circulation processes.

## 1.2 The Integrated ILL GUI desktop

The Integrated ILL GUI has been designed with an emphasis on workflows.

- Requests are listed in status groups, for online identification of requests that require processing.
- Actions can be carried out by choosing the action (Ship, Receive, Return, and so on) and entering an identifier (barcode or request number), rather than having to access the record and perform the action. This is similar to Loan and Return functions in Circulation, as compared with Order functions in Acquisitions.

Here is an example of an Integrated ILL GUI Borrowing Tab screen, in Functional mode. It displays a list of borrowing requests that are waiting to be processed:



### 1.2.1 Screen elements

#### Title bar

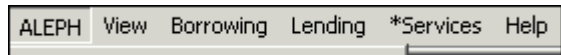
The title bar shows the name of the program. It also displays status messages relating to the client-server connection:





## Menu bar

The Menu bar contains first-level actions, from which second-level menus are accessed.



## Borrowing bar

The Borrowing bar is used to retrieve borrowing (outgoing) requests; request number, patron ID, words from title, supplier code, and so on, can be used for searching. All matching requests display in a list.



## Lending bar

The Lending bar is used to retrieve Lending (incoming) requests; request number, barcode of the supplied copy, words from title, requester code, and so on can be used for searching. All matching requests display in a list.



## New request

At the far right side of the Borrowing and Lending bars, there are buttons that serve as shortcuts for creating new borrowing and lending requests for serial and non-serial format.



## Borrowing and Lending Tabs

The Borrowing and Lending tabs are used for viewing and handling outgoing and incoming requests. Each tab has two modes of display, Functional and Summary.

- Functional mode

In the Functional display, actions can be carried out, and records can be updated.

- Summary mode

The Summary mode gives an overview, a “table of contents” of the requests (by request status), and of the messages (by message type). This view serves as an index to the requests, displaying the number of requests per status, and with the ability to select a group of requests for Functional display and action. Not all statuses require action, some display for informative purposes only. The text of statuses that require operator action displays in bold. You can limit the display to list only statuses that currently have requests. To do so, select the **View Active St.** check box.

The nodes in the Summary view of the Navigation Tree are Statuses and Messages:

- Statuses

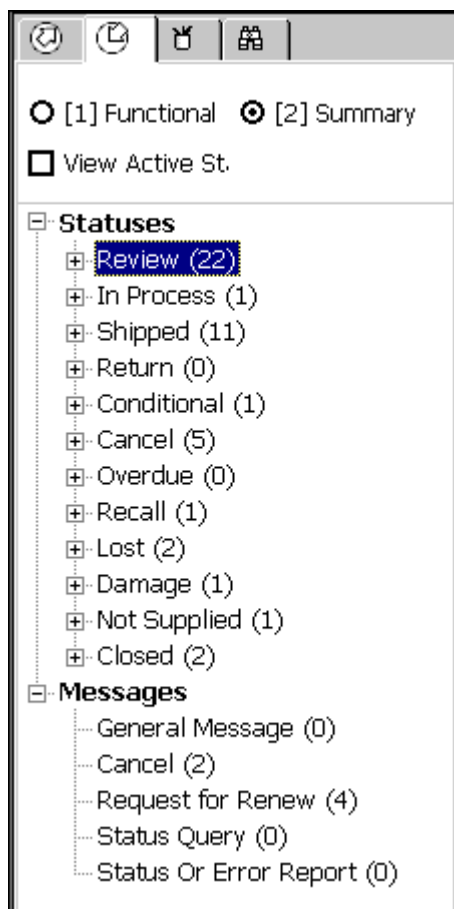
The Statuses node is organized into sub-nodes, similar to folders, with “main” statuses and “sub-statuses”. Click the plus sign to the left of a status in order to open sub-statuses display. Click the minus sign to the left of a status in order to close sub-statuses display. At the right of each status, a number in parentheses shows the count of the requests that currently share this status. Highlight a status or sub-status in order to display a summary count in the right pane, and, from there, to select a group of requests for display in Functional mode.

- Messages

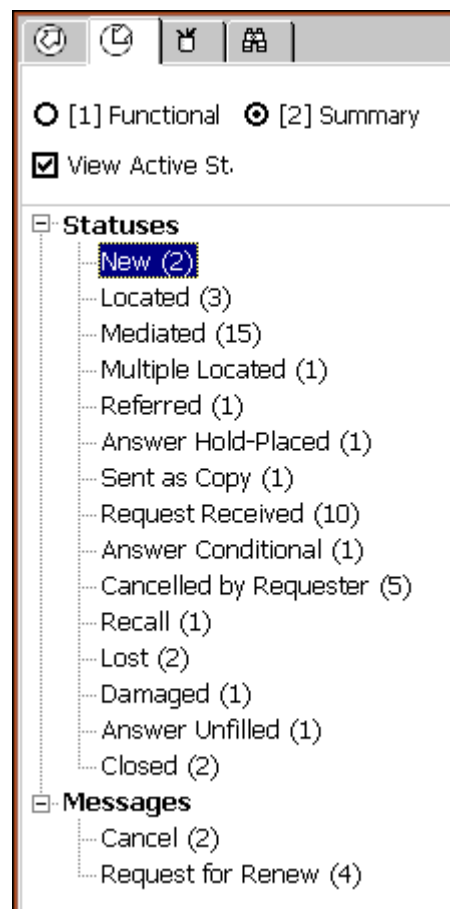
The Messages node is relevant for is relevant only for sites that implement ISO ILL for communicating with partners. This branch appearance is depended on a system flag. The Messages node is organized into sub-nodes of different message types. At the right of each message type, a number in parentheses shows the count of the requests that have received such a message, where the message has not yet been “dismissed” (that is, reviewed and acknowledged).

Select a message sub-node in order to display and handle the messages in the right pane.

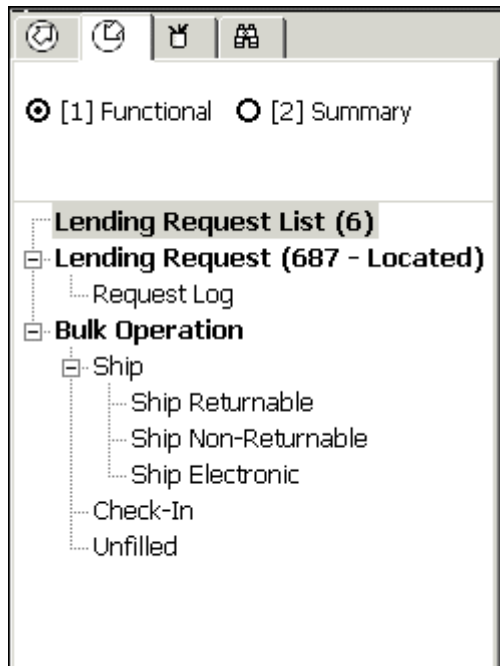
Following are examples of the Lending tab, in Summary and Functional mode:



*Summary mode – All*



*Summary mode - Active*

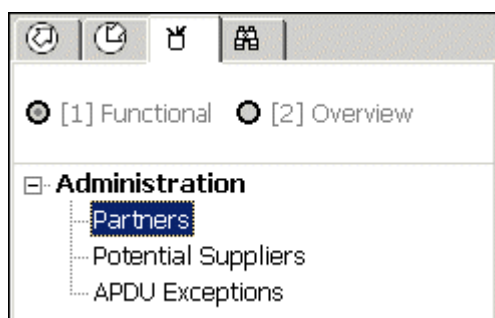


*Functional mode*

### **Administration tab**

The Administration tab is used to view and handle:

- Partners -Registration of ILL ‘partners’ (requesters and suppliers), both internal partners (also called ILL Units) and external partners.
- Potential Suppliers - Configuration of the supplier rosters, to whom requests will be sent.
- ISO APDU Exceptions - This is relevant only for sites that implement ISO ILL for communicating with partners. This branch appearance is depended on a system flag. The list enables you to manage ISO messages that were not processed and therefore were not integrated with the ILL data.

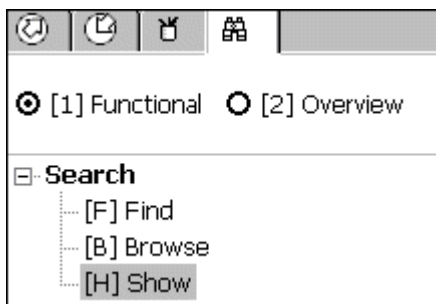


### **Search tab**

The Search tab is used to search and retrieve bibliographic records from local and remote databases. You can use the search to

- Check the local bibliographic database, view local holdings and circulation status
- Search for a work in another library

- Create a request (borrowing or lending); bibliographic details are automatically copied from the retrieved record
- Search for an ILL request (borrowing or lending)



### 1.3 Workflows

There are two different types of tasks when working with the Integrated ILL module:

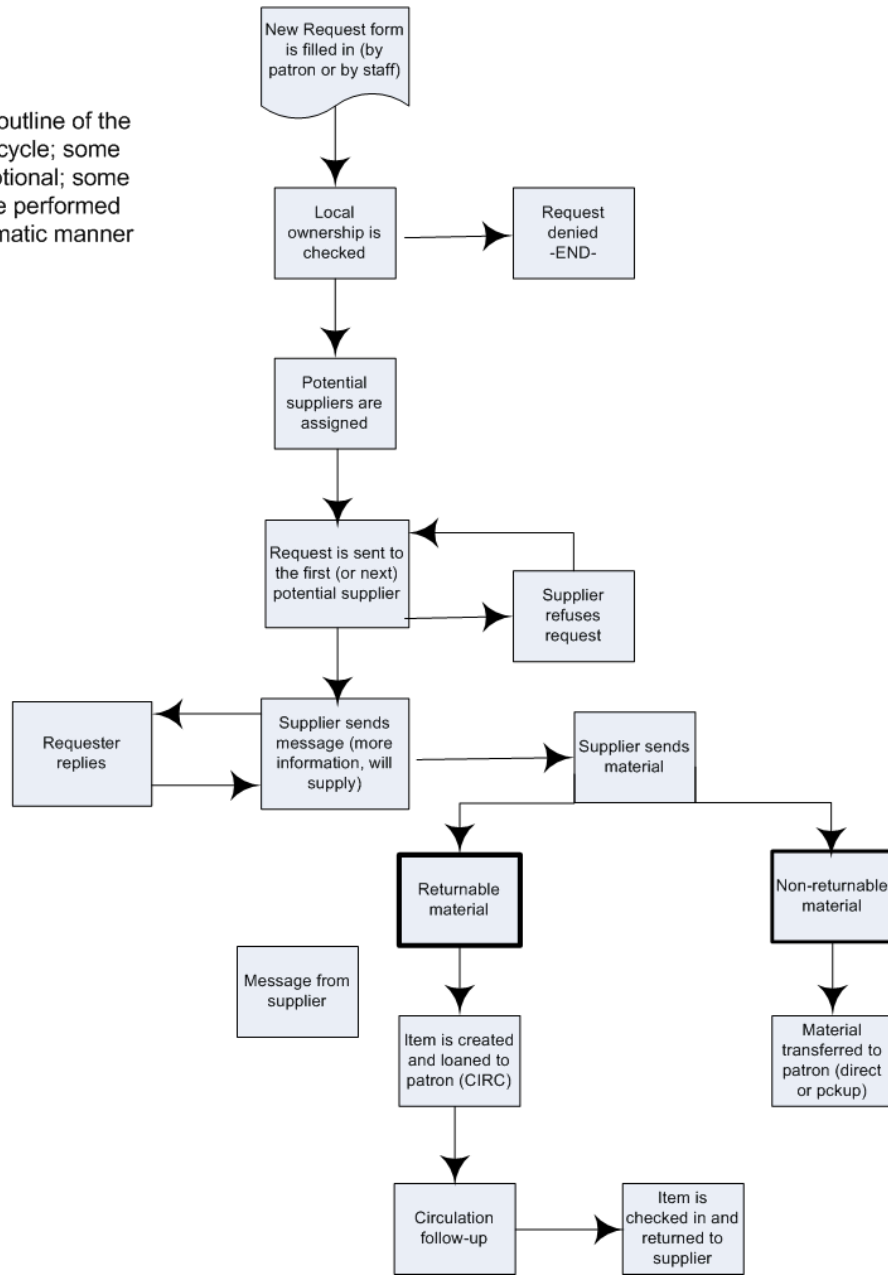
- Setup (managing partners and potential supply rosters)
- Handling of borrowing and lending requests

The setup tasks must be performed before working with the Integrated ILL module. After the setup stage, these tasks will be performed only when required, and not on a daily basis. Setup tasks are explained in [2 Setting up Integrated ILL](#) on page [17](#).

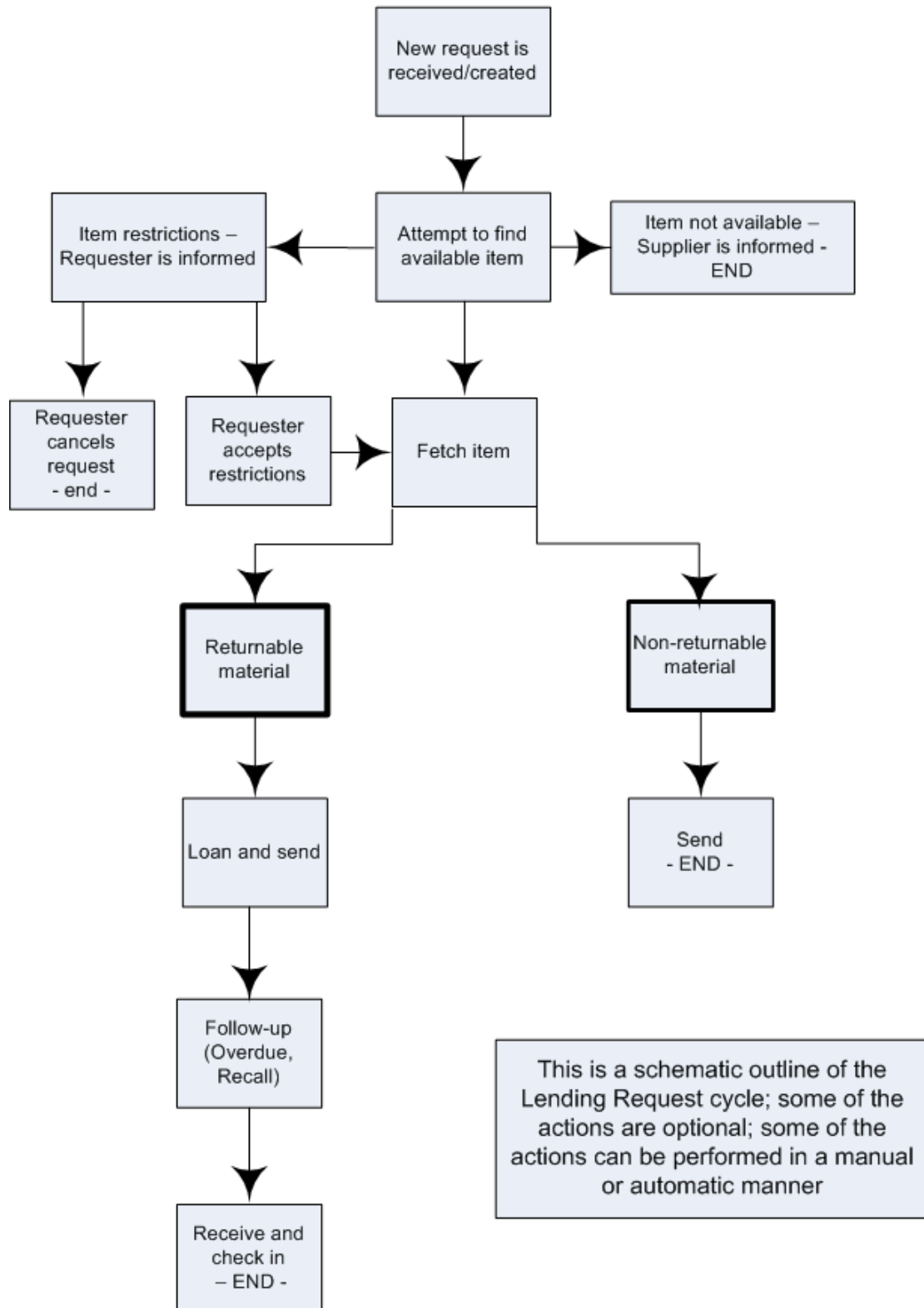
Handling of borrowing and lending requests is performed by ILL staff on a day-to-day basis. Each request has a life cycle, from the point at which it is created, until the point at which it is closed. All requests between these two points in time are active requests.

## Borrowing Request Life Cycle

This is a schematic outline of the Borrowing Request cycle; some of the actions are optional; some of the actions can be performed in a manual or automatic manner



## Lending Request Life Cycle



## 2 Setting up Integrated ILL

In order to begin working with Integrated ILL functions, you must do the following:

1. Set up ILL partners (internal units and external suppliers) and create patron records for them.
2. Create an ALEPH user who is authorized to work with ILL and relevant CIRCULATION functions; the user is authorized to perform tasks within the environment of a specific ILL Unit. You will not be able to create an ALEPH user unless ILL units are present in the Integrated ILL system.
3. Create a roster of potential suppliers (for borrowing requests)
4. Assign an ILL unit to library patrons who have ILL privileges

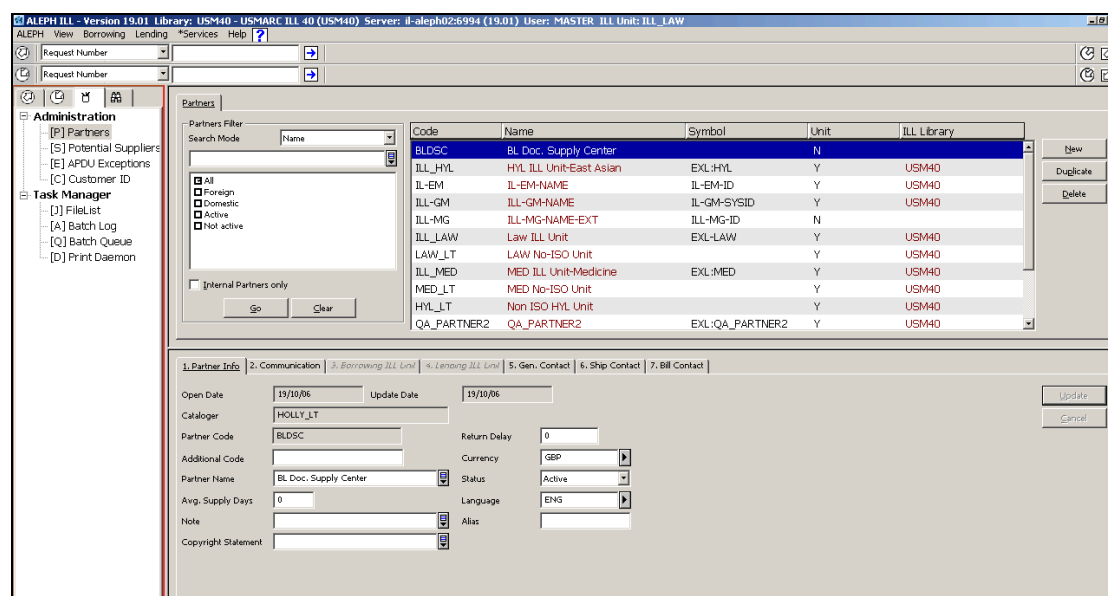
### 2.1 Setting up ILL partners

Before your library can begin to provide ILL services, the ILL partners (internal units and external suppliers) must be entered in the system. Each ILL partner who requests an item from you, or who responds to your requests for material, must have a partner record in your system. In addition, you yourself are an ILL unit. ILL units must be present in the system in order for an ALEPH user to be created (see section [2.2 Creating an authorized staff user](#) on page 22).

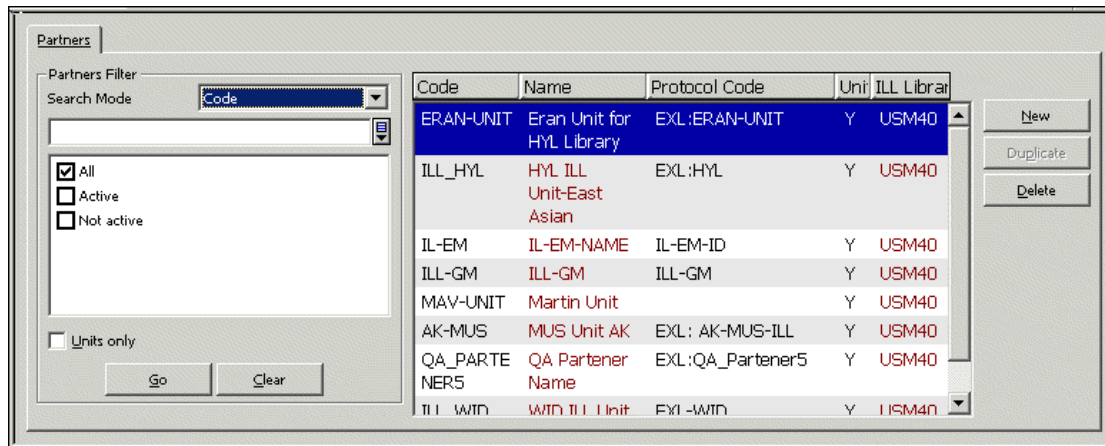
Companion parallel patron records must also be opened for each ILL partner (see [2.1.2 Creating patron records for ILL partners](#) on page 21).

ILL partner records are viewed, created and updated through the Administration/Partner node in the Administration tab of the Integrated ILL module.

The following is an example of the Administration tab:



The list of ILL partners (internal ILL units and external suppliers) is displayed in the upper-right pane:



You can use Search mode and the Filter options to sequence and filter the list. You can set the Search mode to Code, Name, Keywords or Exact code.

The **Name** and **Code** Search Mode filters affect the order of the entries in the list (a”b by name or code) to allow you to browse through the list of partners.

When filters are not active, the list includes all internal partners, all external partners that are shared by all units, and all non-shared external partners that can be used by your institution (ADM/ILL library).



<i>To</i>	<i>Do this</i>
Access the list at a particular place in the alphabet, if you know the code	From the <b>Search mode</b> drop-down list, choose <b>Code</b> , type the first few letters of the partner code in the space provided and click <b>Go</b> .
Access the list at a particular place in the alphabet, if you know the partner name	From the <b>Search mode</b> drop-down list, choose <b>Name</b> , type the first few letters of the partner's name in the space provided and click <b>Go</b> .
Retrieve a partner record by code	From the <b>Search mode</b> drop-down list, choose <b>Exact Code</b> , type the code of the partner in the space provided exactly as it was entered into the system and click <b>Go</b> .
Filter the list to include only Active or only Not Active partners	Select the Active/Not Active check boxes as appropriate.
List only internal partners	Select the 'Internal Partners only' check box to list only internal partners.
Clear filters and return to the default All	Click <b>Clear</b> .

### 2.1.1 Creating partners

When you create a new partner record, you are prompted to choose the partner type. The choices available to you will be different depending on whether you are logged in as an ILL staff user or as an ADM library administrator user (staff ILL unit=ADMIN):

- An ILL staff user may only add External (shared and non-shared) partners.
- An ADM library administrator user (staff ILL Unit=ADMIN) can add, update, and delete, both Internal and External (shared and non-shared) partners.

<i>Partner type</i>	<i>Explanation</i>
Internal Partner (ILL Unit)	An administrative unit that handles ILL activities for a sublibrary or group of sublibraries within a single ADM environment. You can create or update internal partners within your own ADM environment only.  This choice is available only if you are logged in with ADMIN as your ILL Unit.

<i>Partner type</i>	<i>Explanation</i>
Shared External Partner	A supplying or requesting library which is not a part of your ALEPH system; it is external to your library system (for example another library or a supplier such as BLDSC). An external shared partner can be used as a supplier/requester by the ILL units of all ADM libraries.
Non-Shared External	A non-shared external partner is the same as a shared external partner, but can be used only by the Units within a single administrative environment (ADM library).

### To create a new partner

1. From the Partners List, click **New** or **Duplicate**. The Add Partner dialog box appears:

2. Choose a Partner Type from the available options and click OK. A multi-tab partner record displays in editing mode in the lower pane:

## Note

For detailed information about the various tabs and fields, refer to Integrated ILL online Help.

<i>To</i>	<i>Do this</i>
Update a partner	In the Partners list, select a partner. The appropriate partner record displays in the lower pane in editing mode.
Delete a partner	<p>In the Partners list, select a partner, and click <b>Delete</b>.</p> <p>When a partner record is active (has linked active requests), it cannot be deleted.</p>
Duplicate a partner	In the Partners list, select a partner, and click <b>Duplicate</b> .

### 2.1.2 Creating patron records for ILL partners

In order to allow circulation transactions for the ILL partners (loan, return, recall and renew), each ILL partner must have a global and a local patron record in the ALEPH system.

The ILL partners' patron records are viewed, created and updated through the Patron Registration node in the Patron tab of the Circulation module. Section 2 of the Circulation section of the User Guide details how to create and update patron records. Your library will probably set aside a patron status for ILL partners.

#### To set up a patron record for an ILL partner

In the Circulation GUI interface, create a global patron record for the ILL partner, entering at least the following:

##### Global Patron Information

- Patron ID: ILL Partner Code
- Name: ILL Partner Name
- Pin Code, Barcode, Barcode Verification and Language (can be system-generated)

For a multi ADM environment that does not use 'User Sharing' mode (i.e. TAB100-USER-SHARING set to "N") the patron record for the ILL partners must be defined in a different way. The library's ADM code has to be added to the Partner code.

For example:

If the ADM library ABC50 is defined as non-shared-users (TAB100-USER-SHARING=N), the patron ID of the ILL partners records must be defined with a prefix of ABC50.

For partner code MEDIL, define a patron record with ID: ABC50-MEDIL (not MEDIL).The **maximum** the partner's code can be 6 is characters long.

If we add the prefix (e.g. ABC50- which is 6 characters long) we have only 6 characters remaining for the patron ID (the maximum length of Z303-ID is 12 characters long).

### ALEPH Local Patron Information


- Status: ILL Borrower Status
- Expiry Date: Dec.31, 2099
- Photo Charge: F
- Privileges: irrelevant, but must be set

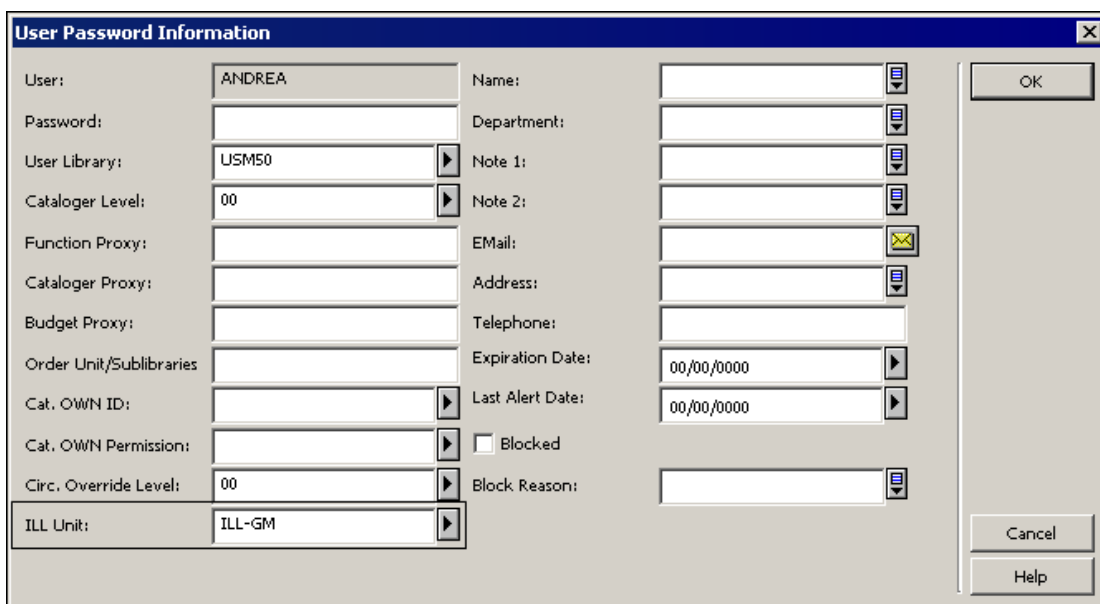
## 2.2 Creating an authorized staff user

In order to empower a staff member for working with the Integrated ILL module and processes, the user must be authorized for an ILL Unit, and relevant authorizations must be assigned to the user, through the Staff Privileges interface.

For instructions for creating an ILL ADMIN staff user, see the 'ILL Staff User' chapter in the *System Librarian Guide - Integrated ILL*.

### To assign an ILL Unit to a staff user

1. From the status bar, right-click .
2. Click **Staff Privileges**.
3. In the Staff Privileges window, select the appropriate user and click **Modify User**. The User Password Information window opens:



4. In the ILL Unit field, type the appropriate name, for example, *ILL-GM*.

5. Click **OK**.

The user must be assigned ILL privileges in the ILL library (XXX40), patron, circulation and items privileges in the ADM library (XXX50), and in privileges in the password library (pw\_library USR00).

## 2.3 Configuring a roster of potential suppliers (for borrowing requests)

A roster of possible suppliers is used to assign the suppliers to which a borrowing (outgoing) request will be sent. A roster is required for unmediated handling of requests; it is also an aid when mediated handling is performed. Each ILL Unit is responsible for creating its own roster of ILL partners.

The roster comes into play in the following manner – when a borrowing request is processed, the system attempts to ‘locate’ the material on each relevant supplier’s database, and to identify which suppliers from the roster have available items. “Successful” suppliers are assigned to the request. When a supplier is unable to fulfill the request, the request is sent to the next supplier in the list, and so on. The order of the suppliers is determined either by their order in the roster, or by random selection (depending on the profiling of the suppliers in the roster).

In case of SLNP, the potential suppliers are determined by the central ILL server. When a supplier is unable to fulfill the request, the central ILL server sends the request to the next supplier in its list. When communicating via SLNP, it is not necessary to configure a roster of potential suppliers.

The roster can include a “last resort” supplier (group level 99). A request that cannot be fulfilled by any of the other suppliers will be sent to this supplier, without checking for availability.

Each ILL Unit configures its own roster of potential suppliers, for each type of material (for example, serials, audio visual) and for the format in which the material should be supplied (returnable, non-returnable, hard copy, electronic copy, and so on). The material type and the format are defined in the Request Media field.

There is an option for defining potential suppliers for media: Any Media.

When the system attempts to locate potential suppliers for a borrowing request (when **Locate** is clicked or the via the ILL Library daemon), the roster of the request specific media is applied and the roster of Any Media is applied.

For example: When the system attempts to assign a supplier to a borrowing request of media type: Printed (Loan), the rosters that are set to the Printed (Loan) media and ANYMEDIA are applied.

The results of the locate action are based on a cross-analysis of both rosters: Printed (Loan) and ANYMEDIA.

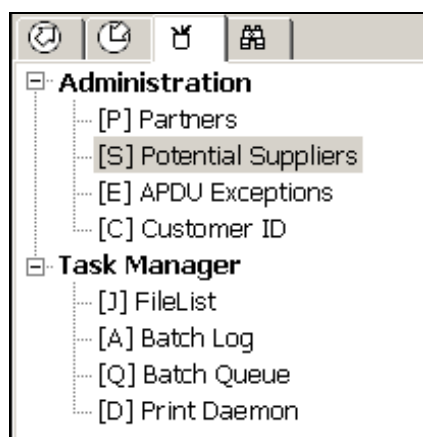
When a supplier is manually added to a request (that is, when **Add Supplier** is clicked), the drop-down list of suppliers contains the specific media's potential suppliers, the ANYMEDIA potential suppliers (if defined), and the NOMEDIA potential suppliers (if defined). However, while the specific media's potential suppliers and the ANYMEDIA potential suppliers are included in the Locate function,

NOMEDIA potential suppliers are NOT included in the Locate action. They can only be added to the potential suppliers list manually.

Features of the roster are:

- Each ILL unit controls its own roster
- Entries in the list can be set for particular types of material (for example, Machine-Readable, Serials)
- Entries in the list can be set for particular methods of supply (for example, electronic, loan, photocopy, electronic copy)
- Each entry (supplier) in the list is profiled for:
- Base which is searched. Note: when adding a new line to the potential supplier list, the system will automatically fill in the supplier's default Locate Base (as defined in the supplier's partner record). In the event that you want the system to use another base (not the one that is defined in the supplier's partner record), select a base from the list.
- Average Supply Days- Number of days it takes for material to be supplied. This parameter and the supplier's non-working days parameter are taken into account by the system when allocating the supplier for a borrowing request.
- Return Delay - How long it takes to return material that has been supplied
- Expiry Days – Relevant only for ISO-ILL. Number of days after which the request expires.
- The roster can contain levels (groups)
- The suppliers within a level can be sequenced, or can be randomized

To display your Unit's Potential Suppliers List, choose the Potential Suppliers node in the Administration tab:



The full list displays in the upper right pane:

Potential Suppliers List

Supplier: [Dropdown]

Media / Level: [Dropdown]

Go Clear

Rearrange Options

Level: [Dropdown] Sequence: [Dropdown]

Rearrange

Request Media	Level	Seq.	Supplier Name	Locate Base	Randomize	Supp.Days
Any media	01	01	ILL-GM	USM01	N	
Any media	01	02	ILL-MG-NAME-EXT	LOC	N	
Any media	01	03	Olomouc Library	VKOL	N	3
Any media	99	01	ILL-MG-NAME-EXT	LOC	N	5
Printed (Loan)	01	01	MUS Unit AK	MUS	N	2
Printed (Loan)	01	02	WID Unit AK	WID	N	2
Printed (Loan)	01	03	LAW Unit AK	LAW	N	2
Printed (Loan)	01	04	ILLGM2	ILLGM2	N	
Printed (Loan)	01	01	MUS Unit AK	MUS	N	2
Printed (Loan)	01	02	LAW Unit AK	LAW	N	2
Printed (Loan)	01	03	MED Unit AK	MED	N	2

Add  
Delete  
Random I. 1

The display shows

- Request media – the format in which you want to receive the material
- Level – the group within the media; when choosing a possible supplier, the system goes through each group within the media separately
- Sequence – the order of the suppliers within a level; this is relevant only if the suppliers are not set to “randomized”
- Supplier name
- Locate base – code of the base which will be searched for a matching bibliographic record; that is, on which the ‘locate’ will be performed.
- Randomize – “N” indicates that the suppliers are addressed in the order in which they are listed; “Y” indicates that the suppliers are addressed in random order
- Supply days – the number of days in which material will be received from the supplier.

You can filter the list by filling in one or more of the fields at the left of the Potential Suppliers list:

Potential Suppliers List

Supplier: [Dropdown]

Media / Level: [Dropdown]

Go Clear

Rearrange Options

Level: [Dropdown] Sequence: [Dropdown]

Rearrange

<b>To</b>	<b>Do this</b>
View a list of the potential supplier records for one partner	<p>In the Potential Supplier's list, select a Supplier from the <b>Suppliers</b> drop-down list and click <b>Go</b> (the drop-down list is ordered alphabetically by Partner code).</p> <p>If you want to filter the resulting list further, for example, to see if a potential supplier record exists for the media type Microform (copy), select a media type from the <b>Media/Level</b> drop-down list and click <b>Go</b>.</p>
View a list of all partners with potential supplier records of one particular media type	<p>In the Potential Suppliers list, leave the Supplier drop-down list empty, choose a media type from the <b>Media/Level</b> drop-down list and click <b>Go</b>.</p> <p>This list will show you the order in which the system searches for potential suppliers within a media type.</p> <p>If you want to further limit this list so that you only see the group of potential suppliers for one media type within one specific level, select the level (01, 02 and so on) from the <b>Media/Level</b> drop-down list and click <b>Go</b>.</p>
Start over and perform a different search	<p>In the Potential Suppliers list, click <b>Clear</b> to clear the search filters.</p>
Rearrange the order in which the system sets potential suppliers within a group, or to move a supplier from one group to another	<p>In the Potential Suppliers list, select a potential supplier, choose <b>Level</b> from the <b>Rearrange Supplier</b> section, choose the Sequence number that you wish to assign to the highlighted supplier, and click <b>Rearrange</b>. The potential supplier record will move to the appropriate place in the list.</p>
Randomize the order of the potential suppliers within a level	<p>In the Potential Suppliers list, select one of the lines in the level and click <b>Randomize</b> (if the group of suppliers is already randomized, the button will be labeled <b>De-Randomize</b>, in which case the suppliers will be sequenced).</p>
Add a new potential supplier	<p>In the Potential Suppliers list, Click <b>Add</b>. An empty entry form will open in the lower pane.</p>
View and/or update a potential supplier entry	<p>Select the relevant line in the Potential Suppliers List. The lower pane displays a</p>



---

**To****Do this**

---

tab containing the supplier roster information and another tab with the supplier roster form for updating.

**Note**

For detailed information about the various tabs and fields, refer to Integrated ILL online Help.

Remove a potential supplier from his place in the roster

In the Potential Suppliers list, select a roster line and click **Delete**. This removes the highlighted roster line; it does not remove all the roster lines of this supplier.

---

## 2.4 Assigning ILL units to library patrons

Library patrons who have ILL privileges must have an ILL unit assigned in their Global Patron records. You do this in the Circulation GUI (see section 2 in the *Staff User's Guide – Circulation*) by assigning the ILL Unit that serves the patron, and the request limits – total number of requests allowed within a time period (the time period is set by the library, for example, a year or a semester) and the total number of active requests allowed:

The screenshot shows the 'Global Patron Details' tab in the Circulation GUI. The form contains the following fields and values:

Open Date:	23/06/89	Update Date:	02/02/06
Patron ID:	00000012	Pincode:	00000012
Barcode:	B-087274	Barcode Verification:	B-087274
Name:	Aaberg, Oscar		
Salutation:			
Title:		Date of Birth:	00/00/0000
ILL Library:	ILL_LAW	Title Request Limit:	0010
ILL Total Limit:	9999	Language:	ENG
ILL Active Limit:	9999	Budget:	
Sponsor's ID:		Profile:	
Primary ID:		Home Library:	LAW
Proxy Type:	00	Dispatch Library:	
Mail Attachment:	H	<input checked="" type="checkbox"/> Data Export Consent	
		<input checked="" type="checkbox"/> Send All Letters to Patron	

The 'ILL Library' field, which is currently set to 'ILL\_LAW', is circled in red in the original image.

Additional checks and blocks, active for limiting ILL privileges (for example, patron owes fines, patron has overdue loans), can be set within the configuration of patron circulation checks.

### 3 Borrowing requests

A borrowing (outgoing) request is made up of three parts:

- Bibliographic and item information
- Patron identifier and request parameters such as Need By Date, Pickup Location, Willing to Pay Fee, and so on
- Potential suppliers; only a single supplier is active at any one time

ILL borrowing requests are placed by, or on behalf of, patrons who have ILL privileges. Patrons can create requests in the Web OPAC – either from a displayed record (in which case bibliographic information is automatically taken from the record), or by filling in a blank form. Staff can create requests on behalf of a patron in the Integrated ILL GUI from a displayed record, or by filling in a blank form. Staff is limited to creating requests for patrons whose ILL Library (Unit) is the same as the staff user's ILL Unit authorization.

#### Processing of borrowing requests

As a request moves through processing, the request undergoes status changes. A status is changed by operator intervention (by a **Change Status** action), by system processing (for example, the result of a 'Locally owned' check), or by ISO ILL messages that are automatically registered by the system.

Each potential supplier listed for a particular request is also assigned a status, which changes through actions and processes. Sometimes the supplier status impinges on the request status (for example, when a check on the last potential supplier results in 'Locate Failed', the request status also becomes 'Locate Failed').

The ISO ILL Protocol and Implementation assigns statuses that will likely not be used in non-ISO communication, such as notification that the item has been shipped, notification that a requested item has been lent to the patron, and so on

These statuses are detailed in [Appendix A](#).

Some of the steps in the process are optional, and some of the steps in the process can be performed by the system in an unmediated manner. Therefore, the exact workflow of your library might match only some of the workflow steps described following.

For example, your ILL Unit might be set up to automatically process all NEW requests, assigning potential suppliers by performing 'Locate' on relevant suppliers (set up in the Supplier Roster), sending the request to the first supplier in the list, and automatically sending to the next supplier if the first supplier reports that he is unable to fulfill the request.

Each step in the workflow is dealt with in the following section as a manual (mediated) process.

All manual tasks related to borrowing workflow are performed in the Borrowing tab of the Integrated ILL GUI. Borrowing requests are grouped for view by status in the Summary view of the Borrowing tab. You will want to start in the Summary mode of the tab, in order to get an overview of, and to navigate to, the requests. This view acts as an index of the active ILL requests. Statuses that require action are listed in bold.

Actions are performed in the Functional mode of the Borrowing tab. The workflow is described in the following sections of this chapter. You will notice that after you

create a borrowing request (from the Borrowing menu, or from Search – Full Display – ILL Request), the interface immediately switches to the Borrowing tab in Functional mode, with the newly created request displayed, ready for action.

### 3.1 Creating ILL borrowing requests

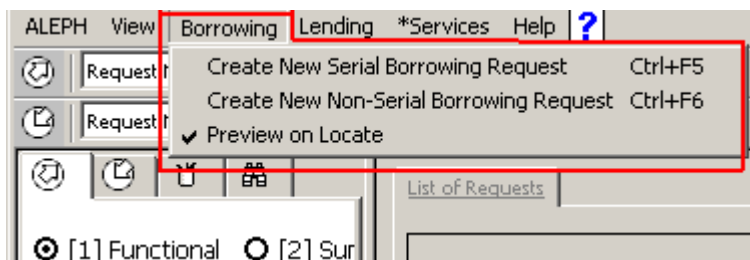
As explained in the Staff User's Guide to the Web OPAC, a patron can create an ILL Borrowing request in the OPAC. The following section deals with creating a request in the Integrated ILL GUI module.

There are two options for creating an ILL request on behalf of a patron:

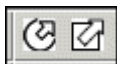
- From the Borrowing menu
- From full record display in the Search tab

#### To create an ILL request from the Borrowing menu

1. Click the Borrowing menu, or press ALT + B. Then click the relevant button for you chosen format (serial or non-serial), for example, **Create New Serial Borrowing Request**:



Or, click the buttons at the far right of the Borrowing bar (for Create New Serial Borrowing Request or Create New Non-Serial Borrowing Request):



A form displays:

Note that slightly different forms display, depending on where you initiate the request (from the Borrowing Menu or from Full Record), and depending on the material type (Serial or Non-serial). The above is an example of a Serial form.

When a request has the Patron Note field filled in, it is automatically assigned a 'mediated' status.

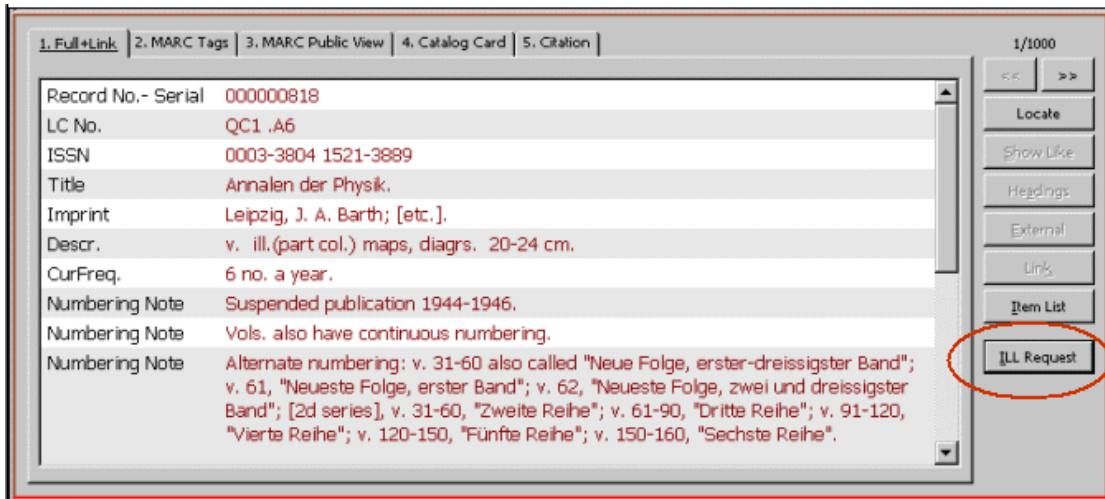
2. Complete the form, and click Send.

If your ILL Unit is set to check for local ownership, the request is checked against the catalog (the logical base of the ILL Unit) when placed by patron in Web OPAC, or by ILL staff in the Integrated ILL GUI.

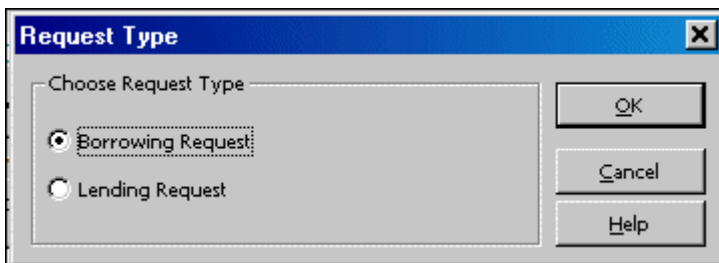
If it is found to be locally owned, a message pops up informing you of the situation. You can cancel the request, or continue, in which case the request status will be set to "Locally Owned". In any case, whether the status is New, New Mediated or Locally Owned, you are transferred to the Borrowing tab, in Functional mode, to continue processing the request.

### To create an ILL request from the full record display in Search mode

1. After finding a relevant record, from the full bibliographic record display in the lower pane, click ILL Request:



2. A pop-up window appears; choose **Borrowing Request**.



A Serial or Non-serial form pops up, with the bibliographic information displayed in the form. Here is an example of a non-serial form:

**New Borrow Non-Serial Request** [X]

Patron ID: [ ]

Patron Name: [ ]

Level of Service: [When convenient]

Volume: [ ]

Title of Part: [ ]

Author of Part: [ ]

Source: [ ]

Requested Pages: [ ]

Patron Note (Free Text): [ ]

Note (Free Text): [ ]

**Delivery Information**

Pickup Location: [Law Library]

Need by Date: [00/00/0000]

Language: [ENG]

Requested Media: [ ]  Allow Other Media

Media Send Method: [Email]

Send Directly to Patron  Willing to Pay Fee  Copyright Signed

**Bib Information**

Oeglin, Erhard, d. ca. 1520. [Aus sonderer künstler Art und mit höchstem Fleiss seind diss Gesangbücher mit Tenor Discant Bass und Alt corgiert worden in der kayserlichen unnd dess hailigen Reichs Stat Augspurg...]

Send

Cancel

Help

Note that slightly different forms display, depending on where you initiate the request (from Main Menu or from Full Record), and depending on the material type (Serial or Non-serial). When the request operation is initiated on the Full Record in Search, the bibliographic information displays, but cannot be updated; the Serial request includes fields for specifying volume and issue information.

### 3. Complete the form, and click **Send**.

If your ILL Unit is set to check for local ownership, the request is checked against the catalog (the logical base of the ILL Unit) when placed by patron in Web OPAC, or by ILL staff in the Integrated ILL GUI.

If it is found to be locally owned, a message pops up informing you of the situation. You can cancel the request, or continue, in which case the request status will be set to “Locally Owned”. In any case, whether the status is New, New Mediated or Locally Owned, you are transferred to the Borrowing tab, in Functional mode, to continue processing the request.

## 3.2 Handling New Borrowing Requests

The Borrowing workflow begins with the existence of a new borrowing request, created by a library patron in the Web OPAC, or by an ILL staff member in the Integrated ILL GUI, as described in the previous section, [3.1 Creating ILL borrowing requests](#). These requests are initially assigned the status NEW, NEM (New-Staff Review) or LOW (locally owned). The request status is NEM if a patron note has been registered in the request; the request status is LOW if a “locally owned” check was performed and the result was positive; otherwise the status is NEW.

In case of SLNP, new requests are initially assigned the status SV because the central ILL server has already notified the potential supplier. If the request contains a note, the status is NEM. The requests do not need any further handling until the material arrives [3.1](#).

You work with new requests in the Integrated ILL GUI’s Borrowing tab, in Functional mode, where requests can be processed and where actions can be taken.

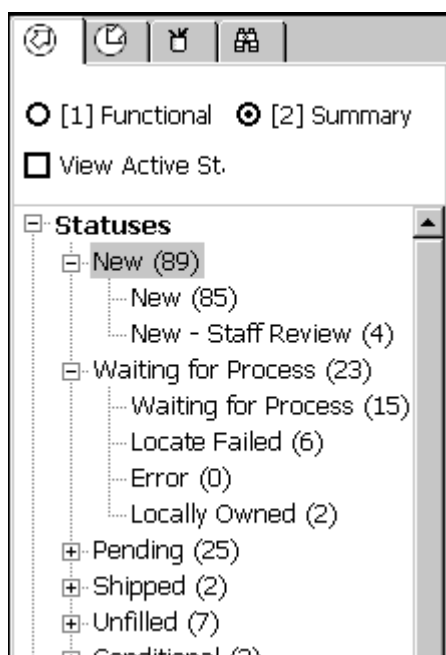
Title	Request No.	Status	Last Activity	Msg	Rush
Narrative of a voyage, in His Majesty's late ship Alceste, to the Yellow Sea : along the coast of Co	118	Loaned to Library	2005/12/04		When convenient
Narrative of a voyage, in His Majesty's late ship Alceste, to the Yellow Sea : along the coast of Co	121	Sent to supplier	2005/12/05		When convenient
Nonmunjip - Kyŏngsang Taehak.	58	Locate failed	2006/10/04		When convenient
Selected works / Sigismond Thalberg ; edited by Jeffrey Kalberg.	128	Closed	2005/12/22		When convenient
Selected works / Sigismond Thalberg ; edited by Jeffrey Kalberg.	171	Will be Supplied	2005/12/12		When convenient
Selected works / Sigismond Thalberg ; edited by Jeffrey Kalberg.	172	Renewal - Accepted	2005/12/18		When convenient
Selected works / Sigismond Thalberg ; edited by Jeffrey Kalberg.	173	Returned by Library	2005/12/22		When convenient
A short outline of the history of the Far Eastern Republic.	346	Closed	2007/05/16		When convenient
Strong words from Mr. Redmond. : Treason to the home rule cause.	273	Sent to supplier	2005/12/19		When convenient
Strong words from Mr. Redmond. : Treason to the home rule cause.	274	Waiting for Renewal Reply	2005/12/18		When convenient
Strong words from Mr. Redmond. : Treason to the home rule cause.	276	Sent to supplier	2005/12/19		When convenient

The nodes in the Functional mode of the Borrowing tab are “Borrowing Request List” (with display of the count of the number of requests in the list), “Borrowing Request” (with display of the request number and status of the request currently highlighted in the list), and sub-node “Request Log” (for displaying the log of the request). The Bulk Operation nodes do not concern us here.

In order to work with a request, select it in the upper pane. The request information displays in the lower pane, for view only; the action buttons that are relevant for a new request are located to the right of the list in the upper pane.

## To view new requests

1. Open the Borrowing tab (click the tab or press F5) and click Summary mode. This is the starting place for handling requests.



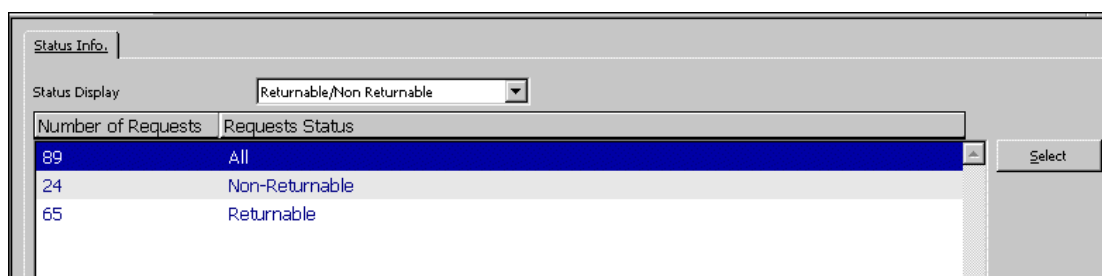
From here, you can choose a status category, select the requests, and move them into the Functional mode for further action.

Refer to [1.2.1 Screen elements](#) on page [10](#) above for an explanation of the Summary mode and how to work with it.

If your NEW requests are processed automatically, you should ignore the “New” sub-node in the Summary. If requests in this status pile up, this can be an indication that the automatic processing has stopped, and you should inform system personnel of the situation.

You should, however, deal with “New – Staff Review” and “Locally Owned” requests.

2. Select the New, New – Staff Review or Locally Owned folder, to display summary information, and to select requests for processing:

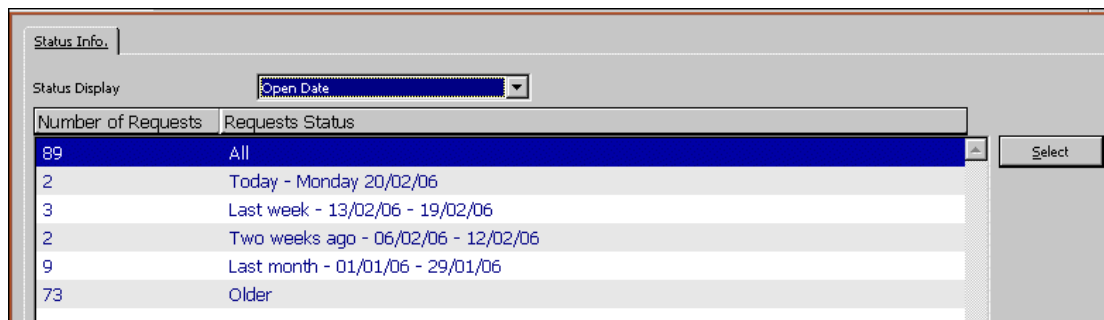


You can choose a Status Display group from the drop-down list. Although the list offers grouping by:

- Type of request (Returnable/Non-returnable)
- Active Supplier

- Open Date
- Last Activity Date
- Shipment Method

only Type of request and Open Date are relevant for NEW requests.



- To work on a group of requests, highlight a line to select it, and click **Select**, or double-click the line. The Borrowing tab changes to Functional mode, where requests can be processed and where actions can be taken.

### 3.2.1 Locating possible suppliers

#### Note

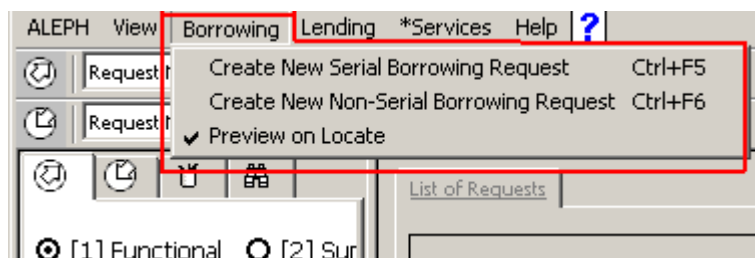
“New Requests” refers to all requests that are New, New – Staff Review or Locally Owned.

The first task when dealing with new requests is to identify possible suppliers. Clicking the **Locate** button from the List of Requests initiates searching for the requested title on the catalogs of the possible suppliers, and thereby builds the list of potential suppliers for the request. The list of suppliers that are checked has been pre-configured for your ILL Unit, sensitive to the request type and the requested media.

You can display a “Locate Preview” window to review the “locate” process, to see which suppliers were checked, and the outcome of each check.

To preview the Locate process:

From the Borrowing menu, select “Preview on Locate”:



When you click **Locate** from the List of requests, the Locate Preview window displays:



Supplier	Level	Pos.	Note	Base	Type	Request	#Bib. Hits	#Items
HYL ILL Unit-East Asian	1	1	Supplier is valid	HYL	UNIT	wti= (barbarians and 1603-1868)	0	0(0)
Law ILL Unit	1	4	Supplier is valid	LAW	UNIT	wti= (western barbarians in japan and formosa in tokugawa days 1603-1868)	0	0(0)
MED No-ISO Unit	1	6	Supplier is valid	MED-1	UNIT	wti= (western barbarians in japan and formosa in tokugawa days 1603-1868) and wau= (paske-smith m) and wpl= (kobe japan)	0	0(0)
				MED	UNIT	wti= (barbarians and 1603-1868) and wau= (paske-smith m)	0	0(0)
MED ILL Unit-Medicine	1	2	Supplier is valid	MED-1	UNIT	wti= (western barbarians in japan and formosa in tokugawa days 1603-1868) and wau= (paske-smith m) and wpl= (kobe japan)	0	0(0)
				MED	UNIT	wti= (barbarians and 1603-1868) and wau= (paske-smith m)	0	0(0)
HYL ILL Unit-East Asian	2	1	Supplier is valid	USM40	UNIT	wau= (paske-smith m) and wti= (barbarians and 1603-1868) and wpr= (1930)	0	0(0)
HYL ILL Unit-East Asian	99	1	Supplier is valid					

The Locate Preview window shows you successes and failures. The list shows each supplier listed in the roster, the level and position within the roster level, a message on supplier status, the code of the base on which the search query is performed, the supplier type (internal, external, and so on), the search query, and, for each, the number of matching bibliographic records found, and the number of relevant item records found.

To complete the process, click **Locate** in the Locate Preview window. If the locate is successful, suppliers are assigned to the request, and the request status changes to “Waiting for Process”:

Title	Request N	Status	Last Act	Msg	Rush
Java for COBOL programmers, third edition [electronic resource] / John C. Byrne.	661	Waiting for Process	23/08/12		When convenient

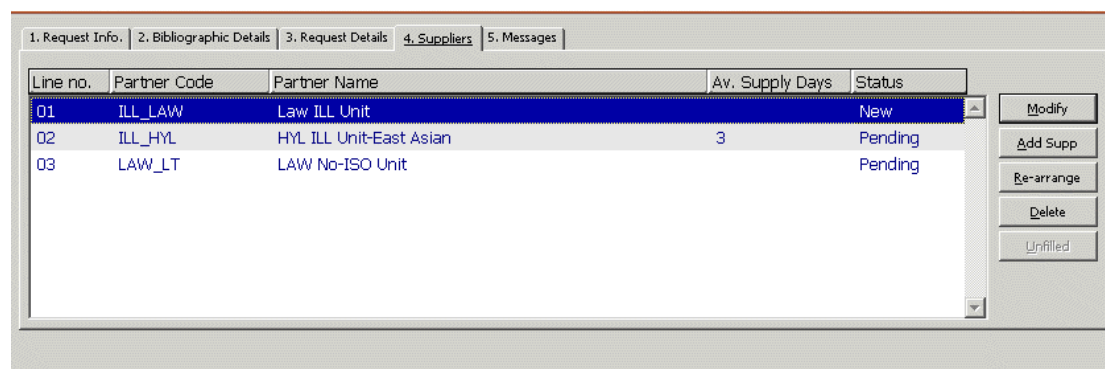
If the locate does not succeed in finding a possible supplier, the request status changes to “Locate Failed”.

If you do not want to perform the Locate action at this time, click **Cancel**.

When there is a technical problem (in the locate process) such as a wrong IP address or a communication problem, the potential partner is displayed on the list and the "Note" column contains an error message, indicating that the process has failed for this partner.

### 3.2.2 Assigning potential suppliers

The **Locate** process assigned potential suppliers, and now the Suppliers tab displays in the lower pane:



The request is sent to the suppliers in the order in which they are listed. There is no need for action when this tab displays, but you can add or delete a supplier, modify a supplier's parameters, or re-arrange the order of the list.

<b>To</b>	<b>Do this</b>
Add a supplier, without performing a "Locate" check	Click <b>Add</b> . The Add Supplier window displays.
Modify a supplier	Click <b>Modify</b> .
Change the order of the list in the Suppliers tab	Click <b>Re-arrange</b> . A window pops up, enabling you to manually change the order of the list, and thereby change the order in which the suppliers are chosen.  To change the order of a supplier in the list, in the pop-up window, type a line number identifying where you want to place the Supplier in the list. The Supplier list will be re-sequenced and re-numbered.
Remove a supplier from the list	In the Supplier tab, select the relevant supplier, and click <b>Delete</b> .

**Note**  
For detailed information about the various fields, refer to Integrated ILL online Help.

The supplier added in this manner will always be first in the list.

<b>To</b>	<b>Do this</b>
Dispatch the request to the first supplier in the list	In the List of Requests, click <b>Send</b> . The request will be sent electronically, by e-mail, or a form will print, depending on supplier configuration.
Prepare print/output for different purposes	<p>In the List of Requests, click <b>Print</b>. The options available include:</p> <ul style="list-style-type: none"> <li>• The request details, for internal use</li> <li>• Letter to patron requesting additional information</li> <li>• Letter to patron requesting copyright affirmation</li> </ul> <p>The Print Form lets you change the request status of not-yet processed requests to New-Staff Review. A request which has already been sent out to a supplier can be changed to: Waiting-Patron Reply.</p>
Change a highlighted request's status to Deleted	In the List of Requests, click <b>Delete</b> . This removes the request from any further processing.
Change a highlighted request's status to Deleted or Canceled or any other status that your system setup configuration supports.	<p>Click <b>Change Status</b>. A window pops up allowing you to choose the status, and, optionally, to enter a note. The note is entered in the Request Log.</p> <p>Both Deleted and Canceled remove the request from further processing. Functionally, there is no difference between changing the status to Delete, and using the <b>Delete</b> button.</p>
View, check and change copyright status, and enter copyright payment information	Click <b>Copyright</b> . This button is active only for non-returnable requests' material and only if your library has implemented the USA copyright standard.

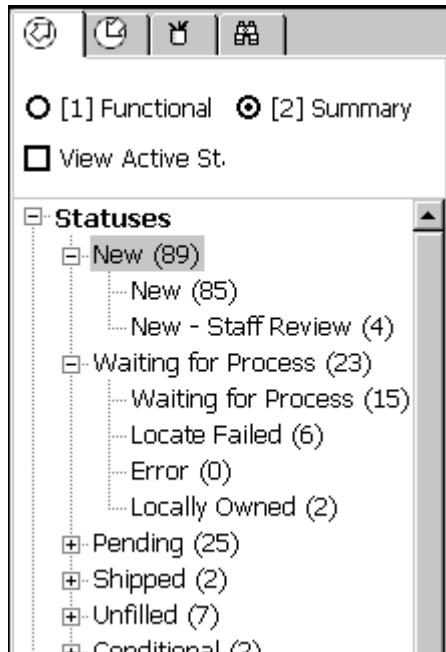
### 3.3 Following up borrowing requests

There are three tools at your disposal for follow-up:

- Request status node – monitor the follow-up request statuses; some ISO ILL messages trigger automatic change of the request status; in other cases, you might want to change the status manually.
- Messages node – monitor the messages sent by the potential supplier

- Batch services/reports – Identify requests that were expected to have been supplied or acknowledged within a reasonable period of time (within the average supply days that has been set for the request at the supplier).

### 3.3.1 Viewing borrowing requests' statuses



Some of the Status nodes that display in the left Navigation pane of the Borrowing tab's Summary mode (illustrated above) must be monitored in order to advance a request from one status to another. Other nodes can be used to verify that processes are working smoothly. Following is a list of the statuses for as they display. The statuses that are emphasized in bold are the statuses that you will want to examine for follow-up. Statuses marked with an asterisk are related to ISO ILL messages or automatic processing, and **must** be monitored in order to move a request along.

<b>Status</b>	<b>Explanation</b>
Canceled	
Closed	
<b>Conditional Reply *</b>	The Supplier has sent a message indicating the conditions under which an item may be borrowed.
Damaged	
<b>Estimate Reply *</b>	The Supplier has sent an ESTIMATE message, giving you an estimate of the cost to provide the service requested.
Expired	
Hold Placed	
Loaned to Library	ILL Material received from supplier but not yet loaned to patron
Loaned to Patron	ILL Material is currently loaned to patron

<b>Status</b>	<b>Explanation</b>
Locally Owned	
<b>Locate Failed *</b>	The LOCATE action did not succeed, and Potential Suppliers have not been assigned for the request.
<b>Location Reply *</b>	The Supplier has sent a LOCATIONS message, giving location information, in response to the request query.
Lost	
New	
New – Staff Review	
<b>Overdue *</b>	The supplier has notified you that the item is now overdue; you will now have to inform your patron.
Pending	
Recall	
<b>Recalled *</b>	The Supplier has recalled the item; you will now have to inform your patron.
Received	
<b>Renew Accepted *</b>	Your request for renewal has been accepted; you will now have to change the local due date of the item, and (optionally) inform your patron.
<b>Renew Rejected *</b>	Your request for renewal has been rejected; you will now have to inform your patron.
Renewed	
Replies – Staff Review	
<b>Retry *</b>	The Supplier has sent a RETRY message, informing you that the material is not currently available, and you should retry at a later time. You might decide to move the request on to another supplier.
Returned	
Returned by Library	For ISO partners: ILL material returned to supplier and request 'waits' to supplier's check-in message.
Returned by Patron	ILL material returned by the patron to the library. Not yet returned to supplier
Sent to Supplier	
Shipped	
<b>Unfilled *</b>	The last assigned Potential Supplier has reported that he is unable to supply the request.
Waiting Cancel Reply	
<b>Waiting for Process</b>	The request has an active Potential Supplier, but the request has not yet been sent. If your library uses

<b>Status</b>	<b>Explanation</b>
	automatic processing, this status group should not have requests piled up.
Waiting Patron Response	Pending status- The request has already been sent to the supplier but additional information has been requested by the supplier. Letter sent to patron to clarify the issue.
Waiting Renew Reply	
Will be supplied	

### 3.3.2 Handling messages in the Messages node

The Messages node includes messages received via the ISO ILL Protocol. Not all messages display here; a message that triggers a change in the request status is not displayed here, since it will be handled through the Status nodes.

Messages that are received in a manual manner can be registered in the request log; they are not reflected in the Messages node.

#### ISO ILL Electronic Messages

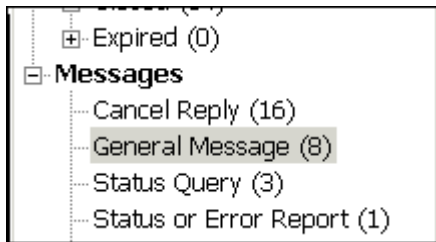
Messages that are received from ILL partners through the ISO ILL Protocol are automatically registered in the system. In some cases these messages change the status of the supplier, and/or the status of the request. The new status can trigger further processing. For example, if the supplier sends an “Unfilled” message (that is, the supplier cannot fulfill the request), the supplier status automatically changes to Unfilled, and the status of the next potential supplier automatically changes to Waiting for Process (that is, ready to send). When an unfilled message is received from the last supplier in the list, the request status changes to Unfilled.

The message nodes display the following ISO ILL message types:

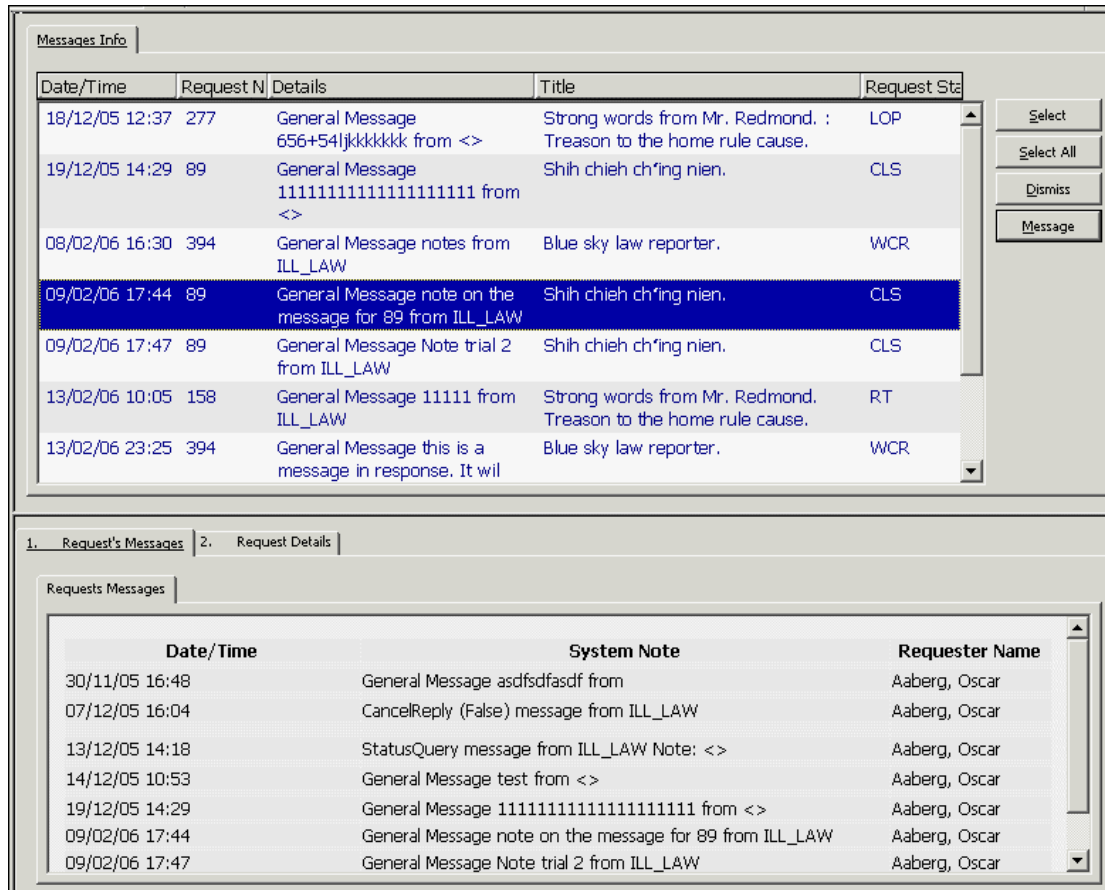
- **Cancel reply** - These are the replies that suppliers have sent in response to your messages requesting that a request be canceled. A (False) reply does not influence your request’s status; a (True) reply changes the supplier status to Canceled, and manual follow up is now required for the request.
- **General Message** - These are messages of a general nature
- **Status Query** - This is a message for consistency checking; it is automatically replied to by the system.
- **Status or Error Report** - This is a system message for cases where a message does not conform to the ISO standard.

The number in parentheses on the message nodes is a count of the number of messages of this type.

Choose a Message node in order to display and work with the requests and the messages.



The upper section of the Messages pane displays active messages:



A message is active until it is “dismissed” by a staff user; it can be dismissed in either the Summary mode or the Functional mode. A dismissed message can be reactivated in the Functional mode.

When you choose a line in the list, request information and significant messages that have been received for the request (both active and dismissed), display in the tabs of the lower pane.

To	Do this
Remove a request from the messages view	Click <b>Dismiss</b> . It remains registered and viewable when a single request displays in the Functional mode.
Send a response to the supplier	Click <b>Message</b> . The <b>Message</b> button is active only for General messages.

In addition to providing message information, the Messages Pane is your “gateway” to functional handling of requests for which messages have been received. To handle

the requests, click the **Select** or **Select All** button. This moves the requests and the interface to the Functional mode.

### **Manual messages**

Your ILL Partner might send you a message concerning your request. You can update the request, register the message in the log, and/or change the supplier status. There are different ways of handling each situation; there is no one hard and fast rule and guidelines should be set up by your library.

For example, if the supplier informs you that he cannot fulfill the request, you will update the supplier status to Unfilled, this triggers an automatic update of the next potential supplier to New, and the request status automatically changes to Waiting for Process (that is, ready to send). You can then either click **Send**, or let automatic processing dispatch the request.

When you report Unfilled for the last supplier in the list, the request status changes to Unfilled. You might immediately inform your patron, or you might deal with all Unfilled requests as a group. Rather than reporting Unfilled, you might prefer to change the status request to Canceled. These are only examples of how these situations might be handled.

### **3.3.3 Available borrowing-related batch services / reports**

You can access batch services from the Services menu. The following services relate to borrowing requests.

#### **Claim Report and Letters (ill-73)**

This batch service creates a report of all non-ISO “Sent to Supplier” requests that have not been received up to the date expected. The service can be set to prepare a report and/or a “claim” notice that is sent to the supplier.

#### **Static Status Requests Report (ill-66)**

This batch service (ill-66) creates a report of all open requests that have remained in the same status for an excessive length of time.

## **3.4 Receiving material from suppliers**

Material receipt and the resulting processes are different for Returnables, Non-Returnables, and for material supplied directly to the patron.

- **Returnables** – Receipt of returnable material triggers the creation of temporary item records that are deleted when the items are returned to the supplier. The item status of the checked in material determines (in accordance with your library’s setup) whether the loan to patron is performed immediately, or whether it is performed later, when the patron picks up the material. The request is CLOSED when the material is returned to the supplier.
- **Non-Returnables** – Non-returnable material is material that is handed over to the patron, with no need for follow-up or return to the supplying library.



Receipt of non-returnable material does not create item records, and immediately changes the request status to CLOSED.

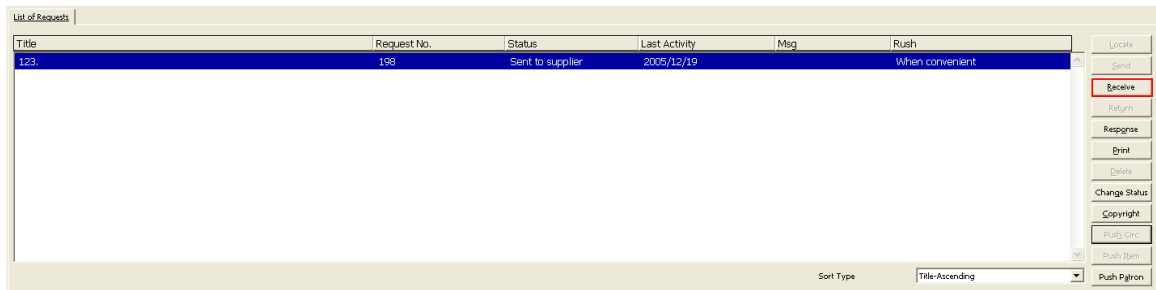
Receipt of material from the supplier can be registered in one of two ways:

- By accessing the particular request, and clicking the **Receive** button on the selected request from the List of Requests
- By entering the request number in the Bulk Operation window

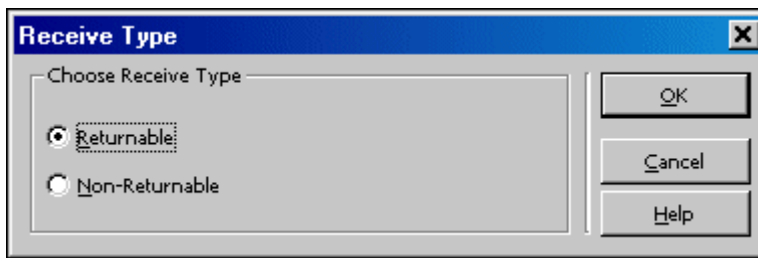
Bulk receipt is a more efficient way to check in material, but it requires that you have the request number in hand. It differs from receiving a single request in that costs and notes cannot be entered.

### To receive a single request (returnable or non-returnable)

1. In the List of Requests, select a request and click **Receive**.



This initiates registering receipt of the material. A window pops up so that you can choose whether the material is returnable or non-returnable.



2. Choose a Receive type, for example, “Returnable”, and click OK, after which a form displays for you to complete:

**Receive Returnable Material**

1. Request      2. Items

Date Received: 30/10/2011

Media Arrived: Printed (Loan)

Expected Return Date: 27/11/2011

Item Status: 72 Home Loan (02)

Supplier Currency:

Supplier Cost: 0,00

Supplier Local Cost: 0,00

Patron Local Cost: 0,00

Note:

Shelving:

Send Received Letter To Supplier

OK  
Refresh  
Cancel  
Help

### Note

For detailed information about the various fields, refer to Integrated ILL online Help.

### To receive requests in bulk (returnable or non-returnable)

In the Navigation Tree, select one of the Bulk Operation nodes (either **Bulk Operation – Receive Returnable** or **Bulk Operation – Receive Non-Returnable**). The right pane displays a check-in form:

1. Bulk - Receive Returnable | 2. Items

Fill Data To Send

Item Status: 72 Home Loan (02)

Expected Return Date: 30/10/2011

Arrived Media: Printed (Loan)

Send Receive Letter to Supplier

Enter Request Number: 949

Patron ID	0000012
Patron Name	Aaberg, Oscar
Patron Status	Faculty
Patron Type	
Patron Expiry Date	18/09/2014
Patron Status (during loan)	
Patron's Due Date	
Home Library	
ILL Unit	ILL_HYL
Open Date	09/10/2011
Requested Media	Printed (Loan)
Level of service	When convenient
Pickup Location	Home address
Patron Note	
Staff Note	
Need by Date	09/10/2013
Copyright Compliance	
Copyright Declaration Signed	No
Willing to pay	No
Requested Send Method	Email
Send Material Directly to Patron	No
Active Supplier	ILL_LAW
Active Supplier Request No.	
Request to Supplier Status	Sent to supplier
Active Supplier Protocol Type	Letter
BL Keywords 1	
BL Keywords 2	
Required Return Date	
Supplier Cost	0.00
Supplier Currency	
Barcode	

This window is used for reporting receipt of returnable material, that is, the material that must be returned to the lending library. Temporary items are created in your library so that you can loan the material to your patron for follow-up.

After you click **Send**, the details of the request display in the lower portion of the window.

## Note

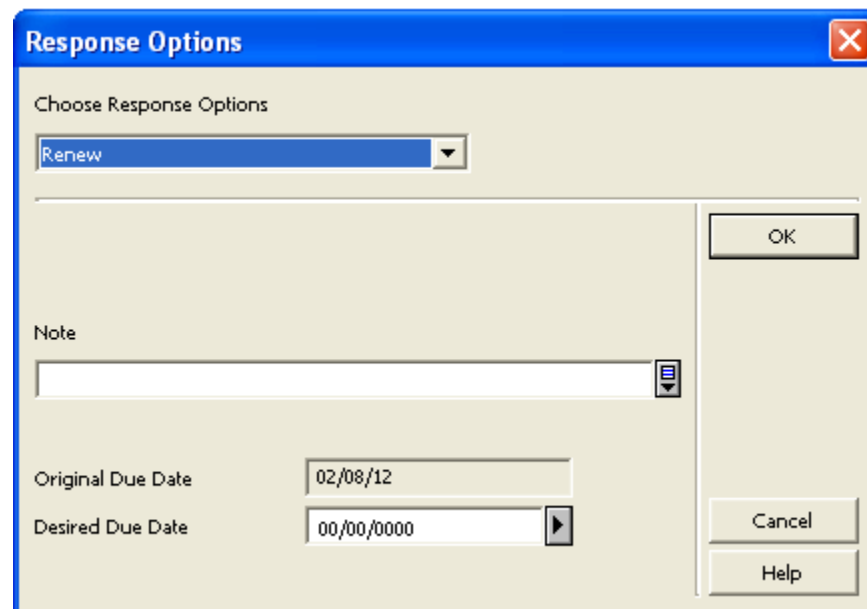
For detailed information about the various fields, refer to Integrated ILL online Help.

### 3.5 Renewing Material on Loan

Renewing of ILL material is treated differently than regular renewals – some of the ILL protocols require requesting renew permission from the lending library. The actual renewal of the loan can occur only after a reply confirming that renewal is possible for the item is received from the lending library.

#### 3.5.1 Sending a Renew Request

In the List of Requests, select a request and click Response → Renew. The following form is displayed:



The Original Due Date is displayed. This is the date by which the item must be returned to the supplier.

After entering the desired due date and clicking **OK**, the status of the request changes to Waiting for Renewal. The renewal request is sent to the supplier.

#### 3.5.2 Renew Accepted

After receiving a reply from the Lending Library, the loan can actually be renewed. The ILL staff performs the actual renewal manually by selecting **Renewal - Accepted** from the Choose Status drop-down list:

The request status is updated to Renew Accepted (RNA) if this relevant according to the protocol. (This is not relevant for BL protocol). A new due date is calculated for the loan according to the library's regular renew policy. This includes overdue fine creation.

Note that for the ISO protocol, this is done automatically when the Renew Answer message is received, stating that a request can be renewed.

**Note:**

In the case of multiple temporary items, all of the items' loans are extended.

### 3.6 Renewing and Recalling Material on Loan to Patrons via GUI-Circ

The ILL loan to patron can be renewed in the Circulation Module.

From the Patron's ILL Request list:

1. Highlight the ILL request in ILL Requests of the Patron Activity.
2. Click **Renew**.
3. Type the desired new due date.

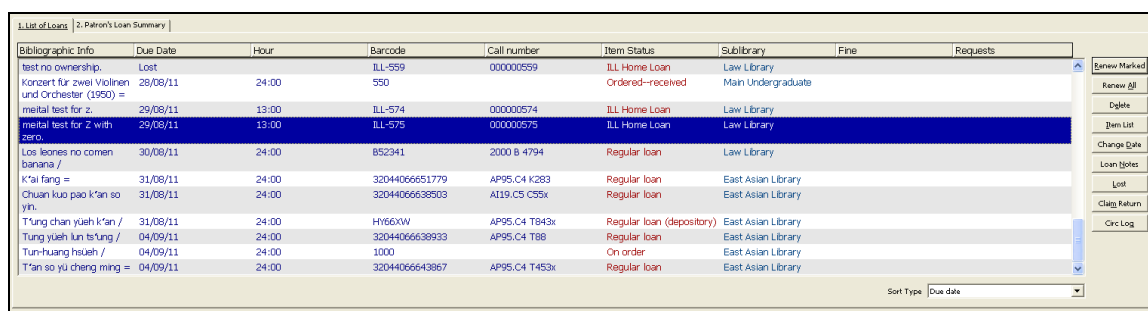
The status of the request changes to Waiting for Renewal. The renewal request is sent to the supplier.

Bibliographic Info	Date	Status	Due Date	Req.Media	Pickup
test for barcode1.	07/01/2008	Loaned to Patron	01/02/2008	Printed (Loan)	Law Library
test for barcode2.	07/01/2008	Loaned to Patron	01/02/2008	Printed (Loan)	Law Library
Test for barcode3.	07/01/2008	Loaned to Patron	01/02/2008	Printed (Loan)	Law Library
TEST FOR BARCODE4.	07/01/2008	Loaned to Library	Loan request has arrived	Printed (Loan)	Law Library
TEST FOR BARCODE5.	07/01/2008	Loaned to Library	Loan request has arrived	Printed (Loan)	Law Library
Music and Art.	07/01/2008	Loaned to Library	Loan request has arrived	Printed (Loan)	Law Library
The whole contention between the two famous	01/04/2008	Shipped		Printed (Loan)	Medicine Library

In addition, it is possible to renew the ILL material like any other loan (from the Patron loan list, item loan, and in the Renew by Barcode option).

From the Patron Loan List:

1. Highlight the ILL loaned material in Loans list of the Patron Activity.
2. Click **Renew Marked**.
3. Type the desired new due date.



The status of the request changes to Waiting for Renewal (when relevant according to the protocol type). The renewal request is sent to the supplier.

**Note:** The SLNP protocol does not require asking the lending library for renewal permission. Therefore, for this protocol, the loan period is extended without sending a renewal request to the supplier.

**Note:** Depending on the system setup, patrons may renew loaned ILL items via the Web OPAC.

Recalling an ILL loan can be performed by the system or done manually. Click **Change Date** in the Circulation loans list and enter the recall date manually (minus the return delay). In addition to this, the recall letter to patron should be issued from the ILL module. See [Corresponding with the Supplier](#) on page 51.



The automated workflow for recalling, involves setting up the recall policy for ILL material, placing a hold request on the recalled item, and generating the recall letter using p\_cir\_13 service. The recall date for the ILL material will be generated by the system.

### 3.7 Returning material to suppliers

The return of material to a supplier can be registered in one of two ways.

- By accessing the particular request, and clicking the **Return** button on a selected request from the List of Requests
- By entering the request number in the Bulk Operation window.

It is more efficient to check in material in bulk, but it requires that you have the temporary item barcode or the Request Number in hand. It differs from returning a single request in that a note cannot be entered.

#### Note:

When material is received from a supplier, temporary items/barcodes are created. The material is loaned to the requesting patron for follow up.

If the patron checks in these temporary items in Circulation, depending on your library's setup, one of the following happens:

- A warning pops up informing Circulation staff that this is an ILL item, which should be transferred to the ILL staff for further processing; the patron's loan is checked in, and the ILL request status changes to "returned by patron"
- The patron's loan is checked in, and the ILL process is completed as well.

If the patron returns the item directly to the ILL staff, when the item is processed for return to supplier, check-in of the patron's loan is automatically triggered.

#### Note:

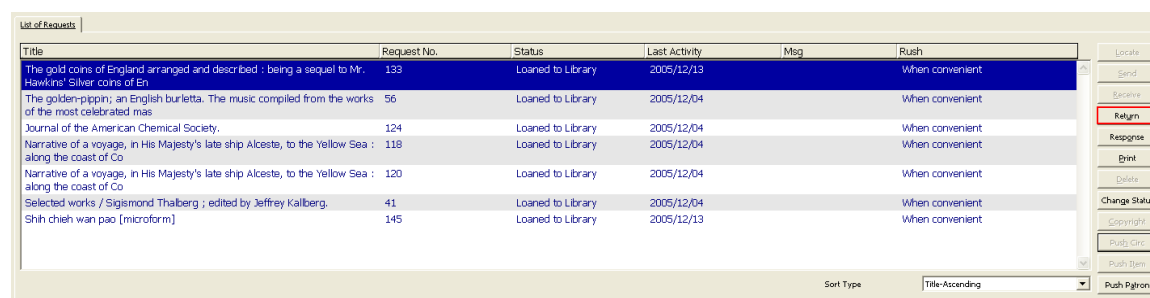
If the borrowing request has multiple items, the following message is displayed:

This request has x related items. Continue?

Verify that all related items are returned. If they are not, click **Cancel**.

#### To return from a single request

In the List of Requests, select a request and click **Return**:

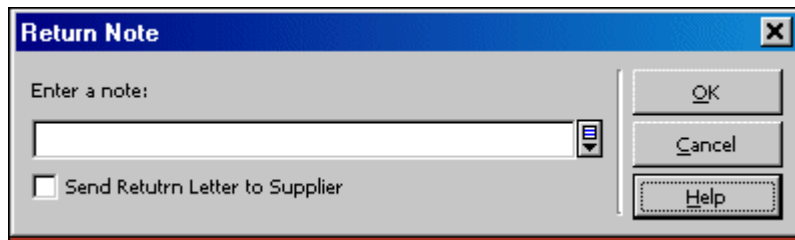


Title	Request No.	Status	Last Activity	Msg	Push
The gold coins of England arranged and described - being a sequel to Mr. Hawkins' Silver coins of En	133	Loaned to Library	2005/12/13		When convenient
The golden-pippin; an English burletta. The music compiled from the works of the most celebrated mas	56	Loaned to Library	2005/12/04		When convenient
Journal of the American Chemical Society.	124	Loaned to Library	2005/12/04		When convenient
Narrative of a voyage, in His Majesty's late ship Alceste, to the Yellow Sea : along the coast of Co	118	Loaned to Library	2005/12/04		When convenient
Narrative of a voyage, in His Majesty's late ship Alceste, to the Yellow Sea : along the coast of Co	120	Loaned to Library	2005/12/04		When convenient
Selected works / Sigismond Thalberg ; edited by Jeffrey Kalberg.	41	Loaned to Library	2005/12/04		When convenient
Shih chieh wan pao [microform]	145	Loaned to Library	2005/12/13		When convenient

Sort Type: Title-Ascending

Buttons: Localize, Send, Reserve, **Return**, Resgnose, Print, Delete, Change Status, Copy/Print, Push Item, Push Patron

This initiates registering of the return of the material. The following form displays:



If the communication with the requester is through the ISO ILL protocol, the text entered in the field will be attached to the Checked In message.

If the "Send Checked-In Letter" check box is selected, and the requester does not communicate through the ISO ILL protocol, the text entered in this field will be included in the letter that is sent.

## To return in bulk

1. In the Navigation Tree, select the **Bulk Operation – Return** node. The right pane displays a check-in form:

Patron ID	00000036	
Patron Name	Aadband, Dustin	Morand, Paul,1888-1976..
Patron Status	Faculty	Green shoots, / by Paul Morand; introduction by A. G. Walkley,
Patron Type	Arts and Sciences	New York, :: T. Seltzer, 1924..
Patron Expiry Date	18/09/2012	152 p. ; 20 cm.
Patron Status (during loan)		Woolf, H. I.
Patron's Due Date		
Home Library	Law Library	
ILL Unit	ILL_HYL	
Open Date	20/09/2011	
Requested Media	Printed (Loan)	
Level of service	When convenient	
Pickup Location	Home address	
Patron Note		
Staff Note		
Need by Date	13/12/2011	
Copyright Compliance		
Copyright Declaration Signed	No	
Willing to pay	No	
Requested Send Method	Email	
Send Material Directly to Patron	No	
Active Supplier	ILL_HYL	
Active Supplier Request No.		
Request to Supplier Status	Closed	
Active Supplier Protocol Type	Letter	
BL Keywords 1		
BL Keywords 2		
Required Return Date	18/10/2011	
Supplier Cost	0.00	
Supplier Currency		
Barcode	ILL-774	

This window is used for reporting the return of the supplied loaned material to the lending library.

To send the lender a "Returned" notification, select the Send Return Letter to Supplier check box. If you use the ISO ILL Protocol to communicate with the requester, the notification will automatically be sent, and the check box is not taken into account.

2. Type the barcode of the item being returned (this is the temporary barcode assigned when the material was received), or the Request Number, and click Send. The updated details of the request display in the lower pane.

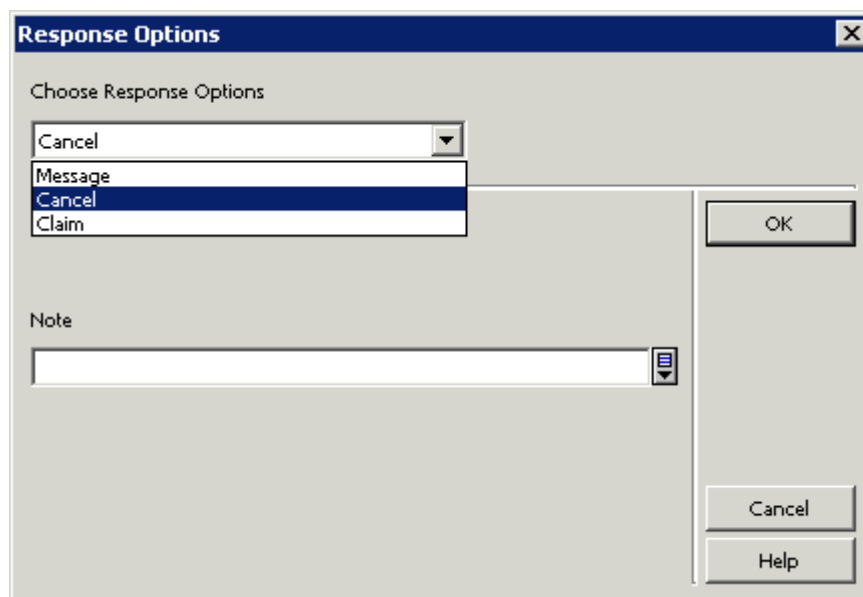


Note that if the request has multiple items, the barcode of any of the items can be entered to return all of the items.

## 3.8 Other Borrowing Request Activities

### 3.8.1 Corresponding with the Supplier

You can correspond with the supplier at various stages of the borrowing ILL workflow from the Borrowing Request List by clicking Response. This opens the Response Option Form which contains various communication types that you can send to the supplier:



The response options that are listed are sensitive to the request status.

For example:

A borrowing request that has just been sent to a supplier but not yet received, will have the following options:

- General Message
- Cancel
- Claim

A borrowing request that has been registered as 'Received' but not yet returned to the supplier, will have the following options:

- General message
- Renew
- Lost
- Damaged

### 3.8.2 Copyright

The Copyright button of the Borrowing Request is active only if your library has implemented the USA copyright standard.

Copyright Management is enabled for non-returnable requests (copy or electronic media).

The GUI-ILL Borrowing interface enables you to view the copyright status and the overall copyright summary of the title within the pre-defined number of years. In addition, you can update/recalculate the copyright status.

To access the Copyright Management window, from the Borrowing Request Lists, click **Copyright**. The **Copyright** button is enabled for each non-returnable request (copy or electronic).

**Copyright Management**

**Copyright Information**

Title L The Quarterly journal of economics.  
ISSN/ISBN L 0033-5533  
Year 2003  
Copyright Status 11-Might be under max of free copies

**Current Copyright Summary**

Filled Requests 0  
Outstanding Requests 1 - Req. No:65

Update Copyright Status

Change Copyright Status to 11-Might be under max of free copies Recalculate

Note

Copyright Payment

Approval Number  
Payment Status

OK  
Cancel  
Help

The Copyright Management window displays the following information:

- **Request information:** title, ISSN/ISBN and year
- **Request latest copyright status.**
- **Copyright Summary** of the title within the pre-defined range of years. The summary shows the current number of outstanding and filled requests for the title within the pre-defined range of years. The counters include the current request. All related request numbers are listed. Note that this summary is updated each time the Copyright Management window is opened so it might happen for example that the copyright status shows "11-Might be under the max of free copies" but the counter of 'Outstanding Request' is already above the max of free copies.

The Copyright Management window allows a staff user to update the copyright status in one of the following ways:

- Change copyright status – the staff user may update the copyright status to one of the following final statuses:
  - 00 - Free of copyright fee
  - 10 – Under maximum number of free copies
  - 20 - Above maximum number of free copies

A request with a 'final' copyright status is not checked again by the system upon request fulfillment therefore, the manual changed will not be overridden by the automatically system calculation.

To change the copyright status, select the required status from the list, you may add a free-text note. To perform the action, click the OK button. The manual update and the note (if exist) are written to the Request Log transaction.

- **Recalculate** – The 'recalculate' action manually activates the system re-valuation of the copyright status. This action might be required since the system automatically calculates the copyright status only in two cases (request creation and fulfillment/un-fulfillment) but you may want to reflect the most updated copyright status in an intermediate step.

To do so, click Recalculate. The updated status will appear in the 'Change Copyright Status to' field. You can add a free-text note. If you want to proceed with the action, click **OK**. The manual update and the note (if it exists) are written to the request log transaction.

The 'Copyright Payment' section is enabled in the Copyright Management window of each filled request with a copyright status of '20 -Above the maximum number of free copies'.

The 'Copyright Payment' section includes the following fields:

- **Approval Number** – displays the approval number that is assigned to the copyright file of the request
- **Payment Status** – shows the payment status of the request

Upon fulfillment of a request, the initially assigned values for those fields are:

- Approval Number – left empty
- Payment Status - 'Not handled' (copyright payment procedure has not yet been concluded).

Both fields, Approval Number and Payment Status, can be processed by the 'Copyright Payment Report service' (ill-61). There is also an option to manually update these fields.

Each update of the copyrights status is written into the Request Log and can be viewed via the GUI-ILL Borrowing Request Log. This is especially important for manual copyright changes but also applies to changes made automatically by the system. In the case of a manual update/recalculate, the free note text (if it exists) also appears in the log.

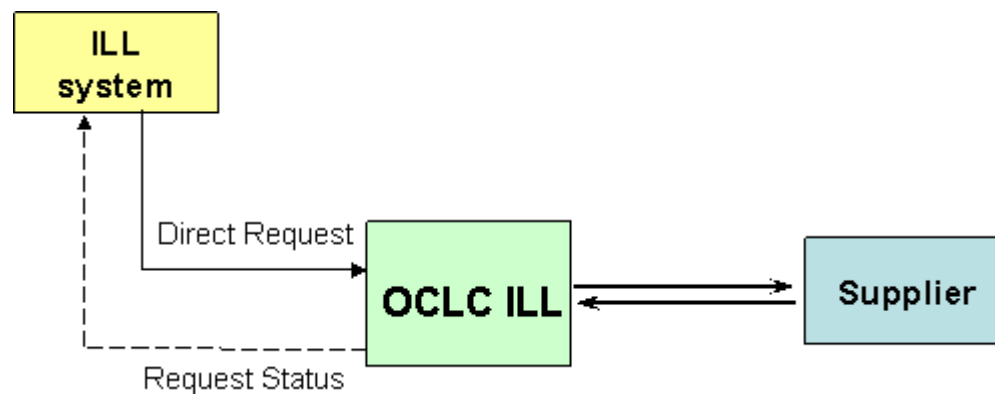
For more details, see the Copyright – US Mode chapter in the *System Librarian's Guide- Integrated ILL*.

### 3.9 Sending Borrowing Requests to OCLC using Direct-to-Review

ILL Direct Request is a service that facilitates unmediated interlibrary loan. With Direct Request, ILL requests are created by an external source, and then sent to the OCLC Interlibrary Loan service. OCLC ILL is checking the requests against its suppliers file, and based on the Direct Request information can send the request to specific supplier.

Tracking the request status is then done by communication between OCLC ILL and the supplier. The external ILL system which initiated the request is not involved in the actual ILL process.

This is illustrated in the following diagram:



It is possible to send borrowing requests from Aleph ILL module to OCLC ILL using direct request (Direct-to-review). The requests that were sent to OCLC will be placed in the requesting institution's OCLC review file.

#### 3.9.1 Defining OCLC Direct Supplier

An OCLC Direct supplier is defined as any other ILL partner (see section [2.1 Setting up ILL partners](#) on page 17). It can be a shared external partner or a non-shared external partner, depending on the library's policy.

The OCLC Direct Supplier must be set with the OCLC Direct protocol type.

Since the initial send to OCLC Direct supplier is done using an ISO message, the communication fields are required when the protocol type is OCLC Direct. However, the institution symbol field of the OCLC direct supplier is optional.

**Note:**

Since the OCLC symbol of the requesting institution is different than that of the regular institution symbol, it should be defined as an alias.

Due to a technical requirement of the OCLC direct service, the alias content is set in the “Institution” tag of the APDU.

### 3.9.2 Workflow for Borrowing Requests when Supplier is OCLC Direct

In general, the flow of the outgoing ILL request when the ILL partner is defined as OCLC Direct is a regular ILL flow. The operator uses the same interfaces to apply the exact same flow as for regular ISO ILL requests or for Letter requests. The major difference is that in the case of OCLC Direct Supplier, no messages are produced except in the initial send action. This is because the actual communication with the supplier is done inside OCLC. Manual status changes can be done inside Aleph ILL to reflect the status of the request inside OCLC. These changes are done by staff members and are under their responsibility.

#### Sending Requests to the OCLC Direct Supplier

When a request is sent to OCLC Direct supplier, an APDU message is sent, including all regular APDU tags, as happens when sending requests to suppliers with protocol-type = ISO. In addition, the following object is added to the responder-specific-service element of the ILL-Request APDU:

```
OCLCILLService DEFINITIONS ::=
    -- The object identifier for this EXTERNAL
    -- is 1.0.10161.4.1000.2.1

BEGIN

OCLCILLService ::= SEQUENCE {
    oCLCILLServiceType [0] IMPLICIT OCLCILLServiceType
}

OCLCILLServiceType ::= ENUMERATED {
    directToProfile (1),
    directToLender (2),
    directToReview (3)
}

END
```

Aleph always sends OCLCILLServiceType value 3 (directToReview).

More details about the responder-specific-service element can be found at:  
<http://www.collectionscanada.gc.ca/iso/ill/regi4-1000-2-1.html>

#### Manual Status Changes

As described above, after the request is sent to the OCLC Direct supplier, it is handled inside the OCLC workflow.

It is the staff user's responsibility to reflect the status of the request in OCLC to Aleph ILL. (This is necessary so that patrons can review the request's status in the OPAC).

It is the library's decision on how accurate it wants to keep the status of the request in Aleph ILL. For example, some libraries might want to update the request when it is shipped, and others might update the status only when it is actually received in the library.

The Change Status options are defined in `./alephe/tab/tab_ill_change_status_out`.

### **Patron Updates of ILL Requests via the OPAC**

Patrons can monitor their ILL requests from My Library Card in the Web OPAC. Since status changes are performed manually by staff user:

- Patrons are not able to renew OCLC Direct-to-review requests via the OPAC.
- Cancel of a request by patron is available only for requests that are not yet sent to the OCLC Direct supplier. (The status is either New, Waiting for process, or Locate failed).

## **4 Lending Requests**

ILL lending (incoming) requests can be received in non-electronic format, by telephone, fax, e-mail, mail, and so on. These requests must be entered into the system for handling. Requests can also be received in electronic format, in the ISO protocol standard, or in the SLNP format in which case they enter the system without manual intervention.

In this section we explain the procedures and forms for entering requests into the system.

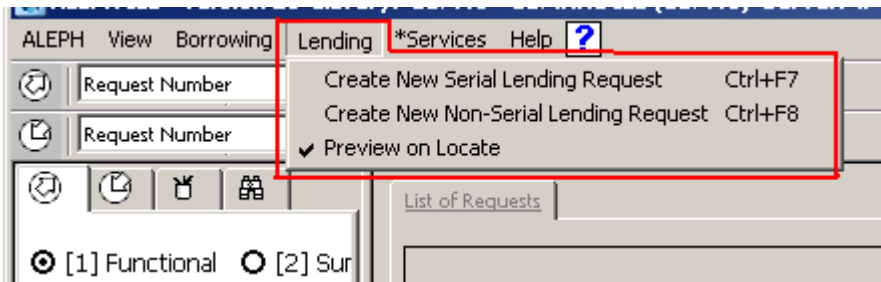
### **4.1 Creating an ILL Lending Request**

There are two options for creating an ILL lending request:

- From the Lending menu
- From full record display in the Search tab

#### **To create an ILL request from the Lending menu**

1. Click the Lending menu, or press ALT + L. Then click the relevant button for you chosen format (serial or non-serial), for example, Create New Serial Lending Request:



Or, click the button as the far right of the Borrowing bar (for Create New Serial Lending Request or Create New Non-Serial Lending Request):



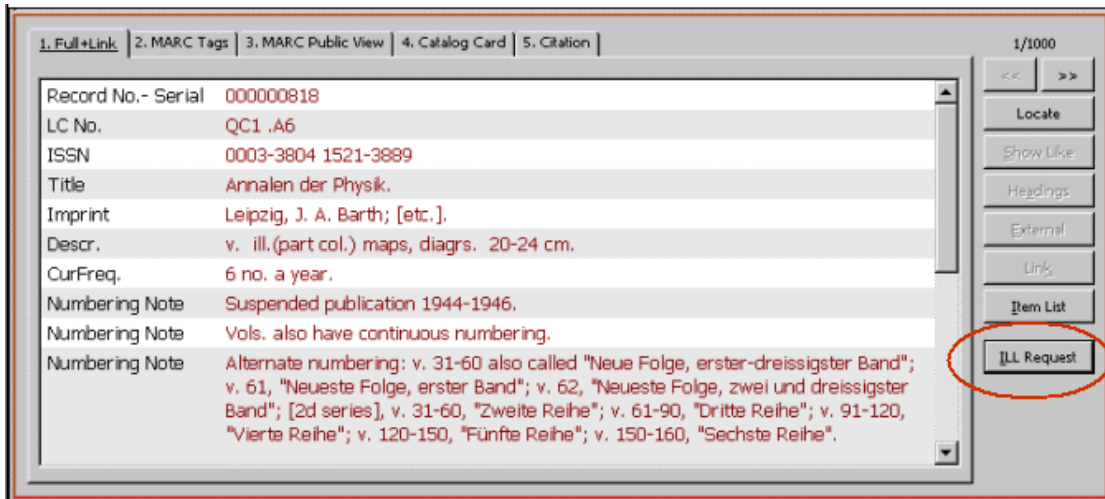
A form displays:

Note that slightly different forms display, depending on where you initiate the request (from the Borrowing Menu or from Full Record), and depending on the material type (Serial or Non-serial). The above is an example of a Serial form.

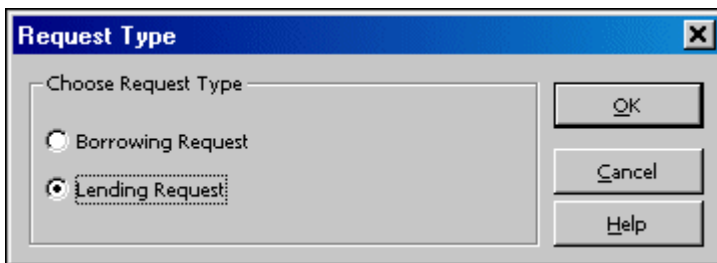
2. Complete the form, and click **Send**. You will be transferred to the Functional mode in the Lending tab, where you can continue handling the request, by initiating the Locate function.

### To create a Lending request from the full record display in Search mode

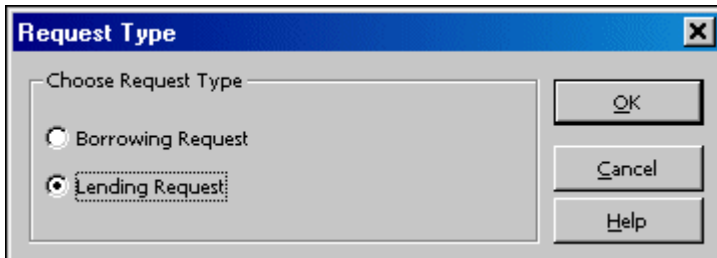
1. After finding a relevant record, from the full bibliographic record display in the lower pane, click **ILL Request**:



2. A pop-up window appears; choose Lending Request.



A Serial or Non-serial form pops up, with the bibliographic information displayed in the form. Here is an example of a non-serial form:



Note that slightly different forms display, depending on where you initiate the request (from Main Menu or from Full Record), and depending on the material type (Serial or Non-serial). When the request operation is initiated on the Full Record in Search mode, the bibliographic information displays, but cannot be updated; the Serial request includes fields for specifying volume and issue information.

3. Complete the form, and click **Send**. You will be transferred to the Functional mode in the Lending tab, where you can continue handling the request, by initiating the Locate function.

### Processing lending requests

ILL Lending requests are registered in the system in the following ways:

- A request is received electronically from an ISO ILL partner and processed by the library's ILL daemon. If the request is accepted by the system, it is added to the bank of NEW or NEW MEDIATED requests. ISO partners must communicate requests through an ISO ILL Protocol message.



- A request is received electronically from the central ILL server and processed by the library's local SLNP server. If the request is accepted by the system, it is added with status AHP and a hold request is automatically placed for the item (if there is exactly one available item) or NEW (if there is more than one available item). SLNP partners must communicate requests through an SLNP protocol message. No further handling of the request is necessary until the material is shipped.
- A request is received in manual form from an ILL partner, and is manually uploaded by ILL staff. Requests cannot be manually uploaded for ISO partners. Refer to the section above for details on entering a request in the system.

Some of the steps in the Lending workflow are optional, and some of the steps in the process can be performed by the system in an unmediated manner. Therefore, the exact workflow of your library might match only some of the workflow steps described following.

Optional automatic processing can handle NEW and NEW MEDIATED requests for ILL Units that are configured for "Unmediated Locate". In this case, the system performs a 'Locate' action; that is, it attempts to identify a single matching title. Depending on ILL Unit configuration, the 'Locate' can also be set to include a check for relevant items. The result of this automatic processing depends on ILL Unit setup, and will conclude as follows:

If locate is successful, the system prepares a printout, which includes the request details, and the local bibliographic and item details; the request status is changed to "Located and Printed".

If locate finds more than one matching bibliographic record, the system prepares a printout, which includes the request details; the request status is changed to "Multiple Located and Printed". A future version might allow configuration that will change status to "Multiple Located", without any printout.

If locate is unsuccessful ("unsuccessful" can mean title not found, or, title found but no items found, depending on ILL Unit setup), the request status can change to "Mediated", or to "Answer Unfilled" (depending on ILL Unit setup); in the case of Answer Unfilled, a message is sent to the requester. This is a terminal status.

The following documentation assumes manual processing of ILL requests. All manual tasks related to lending workflow are performed in the Lending tab of the Integrated ILL GUI, and in the Services menu.

Lending requests are grouped for view by status in the Summary view of the Lending tab. The Summary mode of the tab provides an overview, a "table of contents" as it were, by request status, of the requests. This view acts as an index to the active ILL requests. The Summary view also displays Message groups, which are important for follow up.

Actions are performed in the Functional mode of the Lending tab. The workflow is described in stages, in the following sections in this chapter. Remember, after you create a lending request (from the Main Menu – Lending – Create New Request, or from Search – Full Display – ILL Request), the interface switches to the Lending tab in Functional mode, with the newly created request displayed, ready for action.

## 4.2 Handling new lending requests

The Lending workflow begins with the existence of a new lending request, created by the ILL daemon from an ISO ILL message, or by an ILL staff member in the Integrated ILL GUI, as described in [4.1 Creating an ILL Lending Request](#) on page 56 of this document.

These requests are initially assigned the status 'NEW' or 'NEW – STAFF REVIEW'. If a requester note has been registered in the request, the request is automatically assigned the review status.

If your processing is completely manual, you will begin processing new requests by choosing the 'NEW' and 'NEW – STAFF REVIEW' requests.

There are various options available for automatic processing, all of which affect how you begin processing Lending requests. The options include the following possible scenarios:

NEW and NEW – STAFF REVIEW requests are printed in slip and/or report format at regular intervals, using the ill-65 batch service, and the request status does not change.

NEW requests are submitted to a 'Print' process in an ongoing manner, and the request status changes to 'New and Printed'.

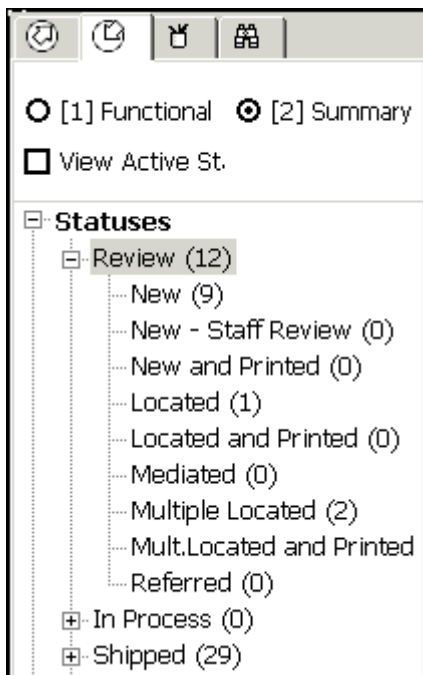
NEW requests are submitted to a 'Locate and Print' process, in an ongoing manner, and, if matched, the request status changes to 'Located and Printed'. You can assume that call slips have been printed for these requests, and they are being handled from the slips, rather than from the status node in the Summary view.

Mediated requests include a requester note; or depending on the setup of your ILL Unit, requests for which a match was not found.

The following explanation of the workflow assumes that no automatic processing or printing is being performed, and that the workflow commences with the New and New – Staff Review status nodes in the Summary view.

### To view new requests

1. Open the Lending tab (click the tab or press **F6**) and choose Summary mode. This is the starting-place for handling requests.



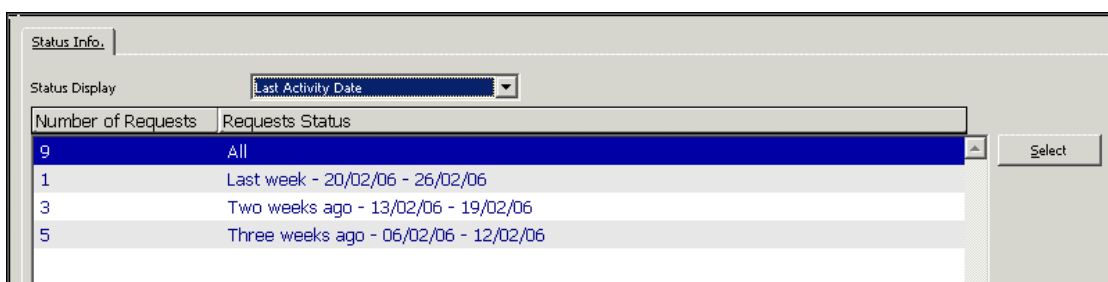
From here, you can choose a status category or message group, select the requests, and move them into the Functional mode, for action.

Refer to [1.2.1 Screen elements](#) on page 10 above for an explanation of the Summary mode and how to work with it.

2. Click a folder to display summary information, and to select requests for processing.

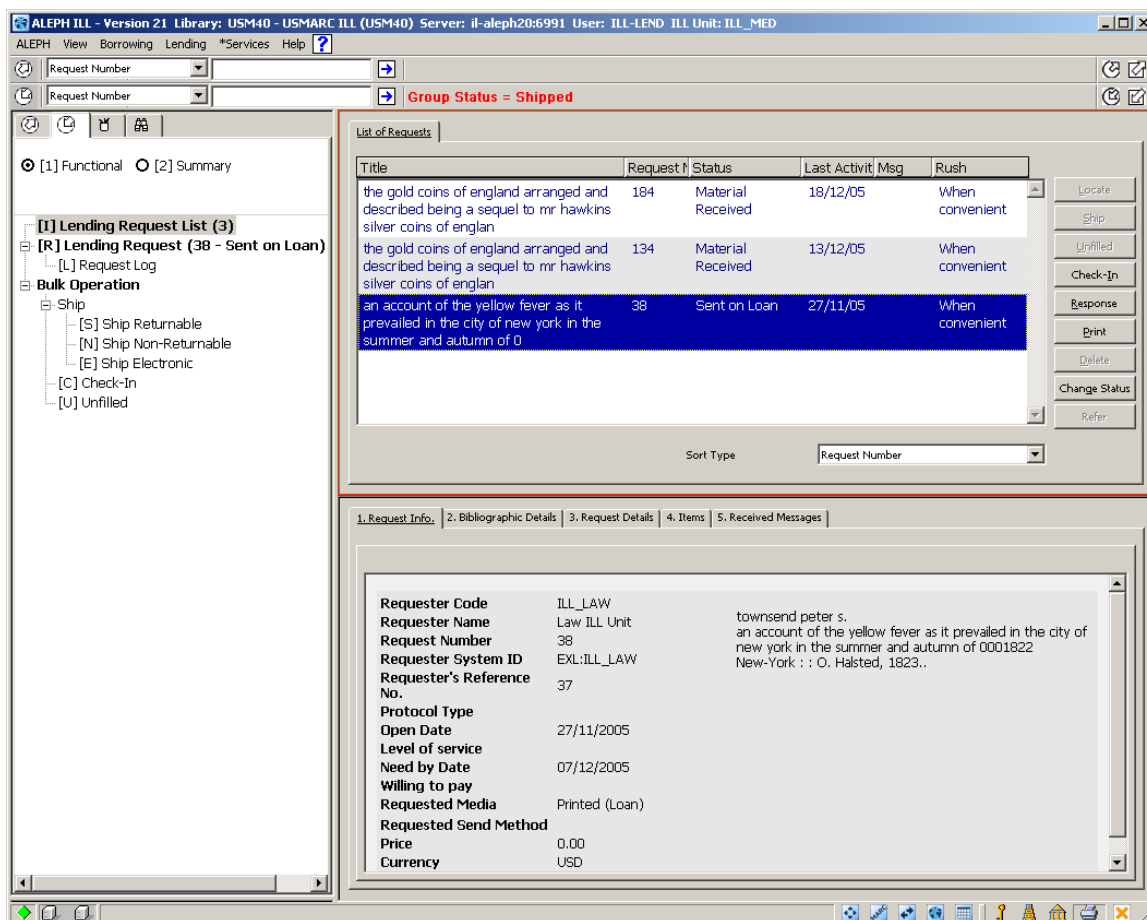
You can choose a Status Display group from the drop-down list. The list can be grouped by

- Requester ID
- Open Date
- Last Activity Date
- Shipment Method



3. To work on a group of requests, highlight a line to select it, and click **Select**, or double-click the line. The Lending tab changes to Functional mode, where requests can be processed and actions can be taken. The group of requests that was chosen in the Summary mode displays in a list, with full information (for view and update) displaying in the lower pane.

Following is an illustration of the Integrated ILL GUI after a group of NEW requests was chosen from the Summary mode.



The nodes in the Functional mode of the Lending tab are “Lending Request List” (with a display of the count of the number of requests in the list), “Lending Request” (with a display of the request number and status of the request currently highlighted in the list), and sub-node “Request Log” (for displaying the log of the request). The Bulk Operation nodes do not concern us at this point.

- To work with a request, select it in the upper pane. The request information displays in the lower pane in the first tab, for view only; the action buttons relevant for a new request are located to the right of the list in the upper pane. Additional action buttons are located in the tabs in the lower pane.

#### 4.2.1 Locating new requests

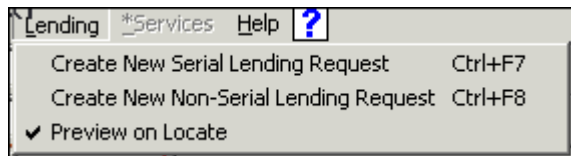
The first task when dealing with new requests is to identify the bibliographic record in your catalog. If you created the request from the Search tab, you have already identified the record, and therefore you should skip the **Locate** action, and proceed to the next step.

Click the **Locate** button to initiate searching for the requested title in your catalog.

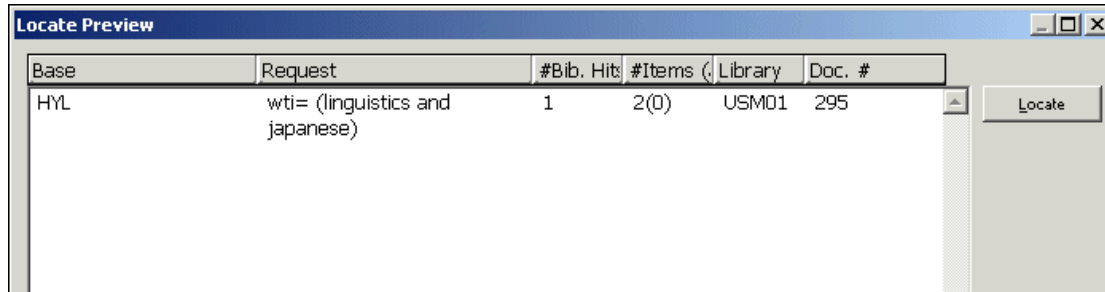
You can display a “Locate Preview” window to review the “locate” process.

To preview the Locate process:

From the Lending menu, select “Preview on Locate”:



When you click the **Locate** button, the Locate Preview window displays:

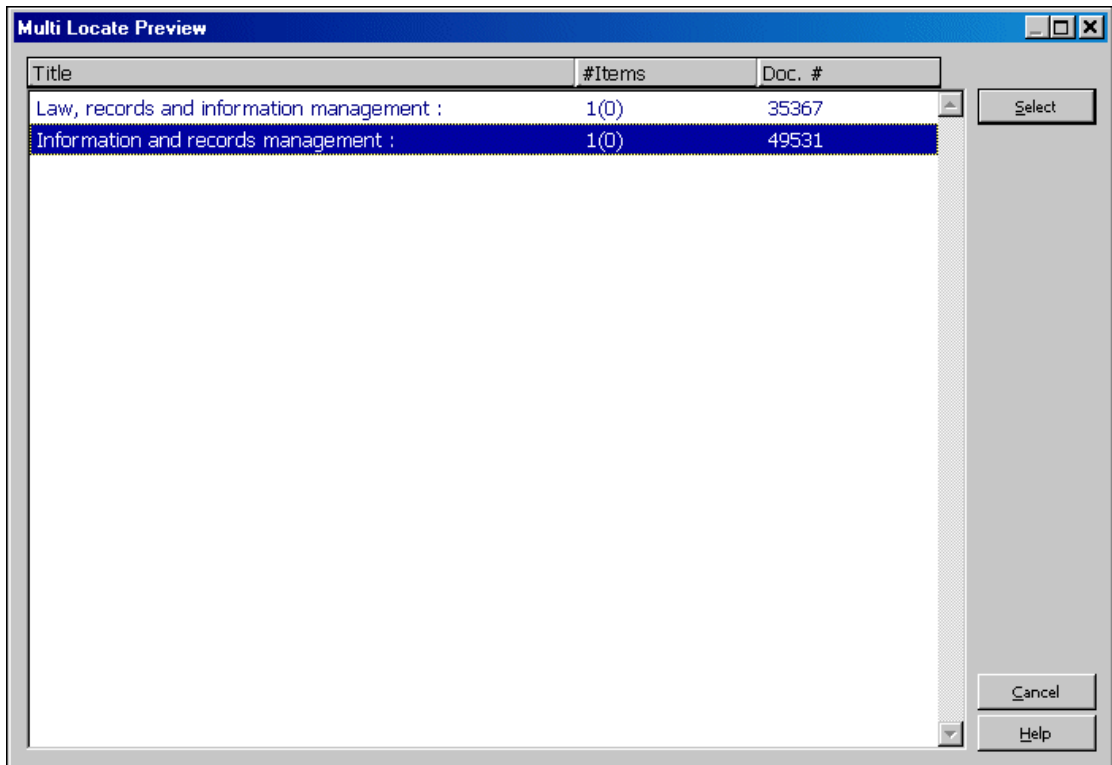


The Locate Preview window shows you the search query and the result of the Locate process. The list shows the code of the catalog base that is checked, the search query, and, the number of matching bibliographic records found, the number of relevant item records found, the code of the catalog that is checked, and the system number of the identified bibliographic record.

To complete the process, click **Locate** in the Locate Preview window. If you do not want to perform the Locate action at this time, click **Cancel**.

The possible outcomes of the **Locate** action are:

- **Unsuccessful Locate** - If the Locate does not succeed in finding a bibliographic record, or finds a bibliographic record, but does not find relevant items, the request status changes to “Answer Unfilled” or “Mediated” (depending on your Unit’s configuration). When the status changes to “Answer Unfilled”, the requester is automatically notified (by ISO ILL message or by letter). This is a terminal state. When the status changes to “Mediated”, you will perform a manual search.
- **Successful Locate** - When the Locate is successful, the status of the request is changed to "Located".
- **Multiple Locate** - If the Locate finds more than one matching bibliographic record, the request status changes to "Multiple Located", and the Multi Locate Preview window immediately displays, as in the following example.

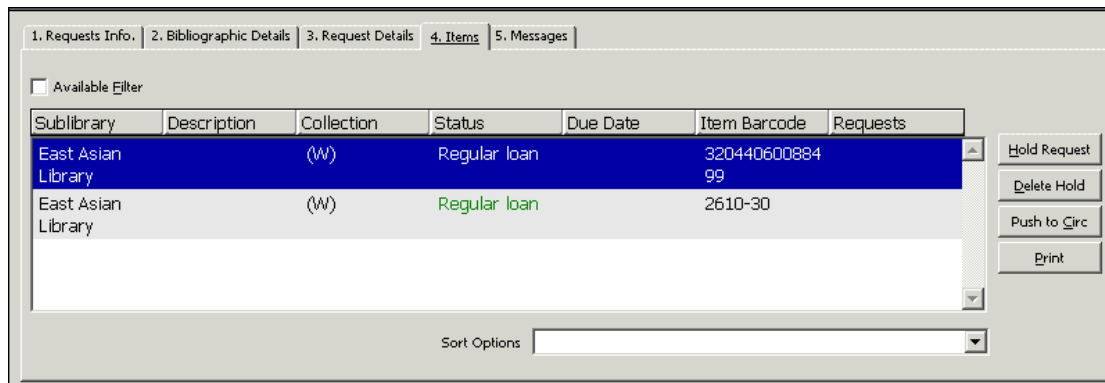


To print the list that displays, click anywhere in the list, and press F11. If, when looking at the list, you are able to identify the record that matches the request, highlight the line and click **Select**. This changes the request status to “Located”. If you are unable to identify a record that matches the request, click **Cancel**. The request status will remain “Multiple Located”. At this point, you might decide to print the request details (by clicking the **Print** button on the List of Requests), or you might leave this request to be handled later, from the Review – Multiple Located node in the Summary mode.

#### 4.2.2 Identifying a requested item (optional)

After the locate action has assigned a matching bibliographic record from your catalog, you might now want to ascertain whether there is an available item on the shelf. This stage is optional, as you might prefer to check the shelf directly. For example, if the request is for a journal article, and your library’s catalog does not include full holdings information, you might have no choice but to check the shelf directly.

If you want to check item availability before continuing, you can view this information in the Items tab of the lower pane List of Requests display.



<b>To</b>	<b>Do this</b>
Print a call slip	Click <b>Print</b> .
Display only available items	Select the <b>Available Filter</b> check box; leaving it clear displays all items.
Place a hold request for the requester	Click <b>Hold Request</b> ; this triggers sending a “hold placed” message to the requester.yifat123
Transfer a record to the Items tab in the Circulation module	Click <b>Push to Circ</b> . Depending on your authorization, you can view fuller information and/or perform Circulation actions on the record.

### 4.2.3 Printing call slips

In order to supply a request, you will want to print call slips.

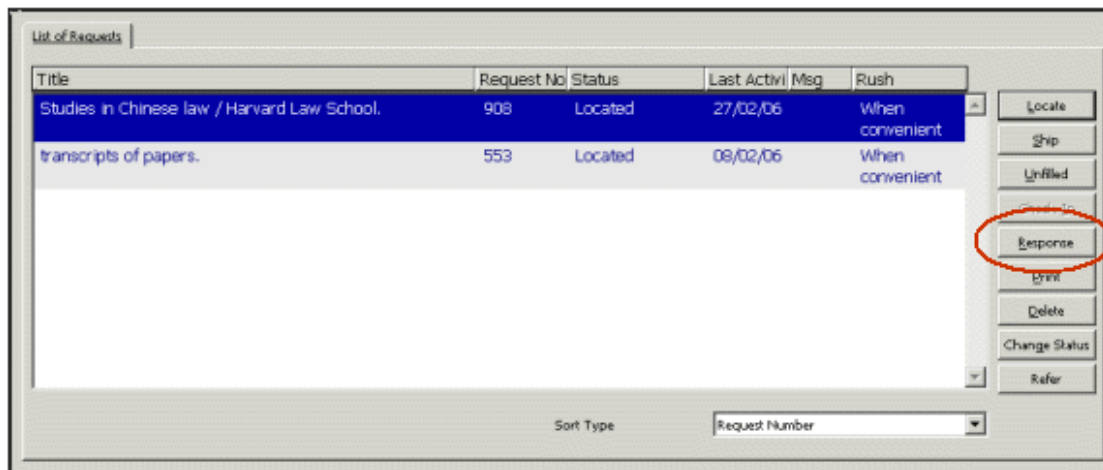
There are several ways to print call slips:

- Manually - Open the Items tab in the List of Requests lower pane, and click Print. This triggers the printing of a form with details of the request, and bibliographic and item information.
- Running an automatic process which performs Locate; call slips are printed as part of the process.
- Submitting a batch service which prints slips for Located requests, at set intervals.

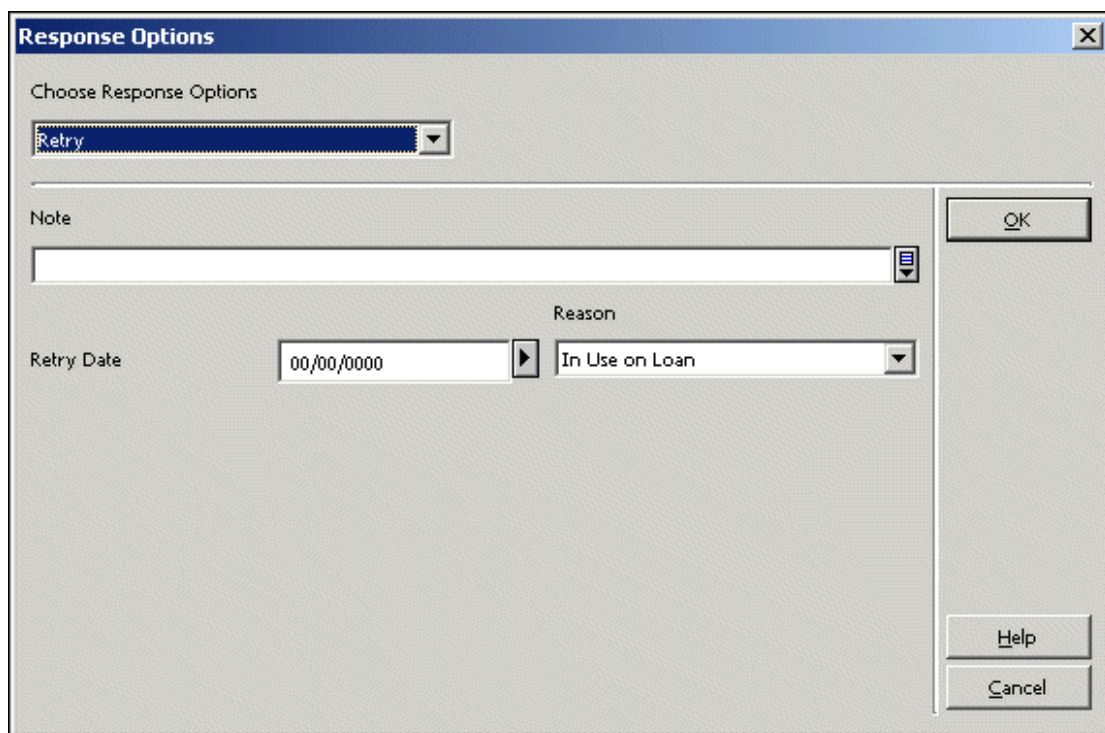
### 4.2.4 Sending a response

#### To send a response

From the List of Requests, select a request line and click **Response**.



A window pops up, for setting the message type and content.



The fields displayed in the lower portion of the pop-up window change to suit the chosen message option.

If material can be supplied, but there are restrictions, in the Response Options window, choose one of the following response options:

- Message — You must type in message text in the Note field.
- Conditional — You are willing to supply, under certain conditions, which should be stated in the Note field.
- Retry — You suggest that the requester try again at a later date. You must fill in an estimated supply date, and choose a reason for the delay from the drop-down list.
- Locations — You are unable to supply the material, and you are suggesting an alternative supplier.



- **Hold Placed** — You are unable to supply at this time because the material is on loan, and you have placed a Hold request so that it will be trapped when checked in. You must fill in an estimated supply date.
- **Estimate** — Similar to Conditional – you are willing to supply, but there is a cost involved. You must fill in the estimated cost.

<b>To</b>	<b>Do this</b>
Inform the requester that the material will be supplied, prior to actually shipping material	<ol style="list-style-type: none"> <li>1. From the List of Requests, select a request line and click <b>Response</b>. This displays the Response Options window.</li> <li>2. Send a Will Supply message. This triggers the dispatch of an ISO ILL message or a letter, depending on how you communicate with the requester.</li> </ol>
Inform the requester that you are unable to send the requested material immediately, or that there are restrictions on supplying the request	From the List of Requests, select a request line and click <b>Response</b> . This displays the Response Options window.
Place a hold request for the requester	Click <b>Hold Request</b> ; this triggers sending a “hold placed” message to the requester.
Transfer a record to the Items tab in the Circulation module	<p>Click <b>Push to Circ</b>.</p> <p>Depending on your authorization, you can view fuller information and/or perform Circulation actions on the record.</p>

#### 4.2.5 Reporting that material cannot be supplied

If you are unable to supply the requested material, you will either want to report “Answer Unfilled”, or, if supported by your organization, might want to **refer** the request to another supplier. Referral is described in section [4.2.6 Referring a request to another supplier](#) on page [69](#).

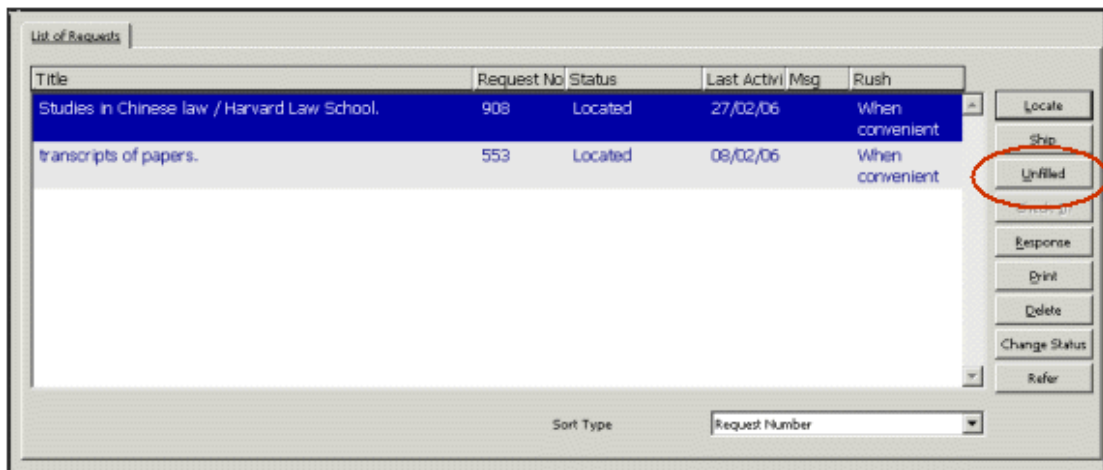
There are two ways to send an Unfilled message:

- Select a single request in the List of Requests pane and click the **Unfilled** button, or
- In the left Navigation Tree, under Bulk Operation, choose Unfilled.

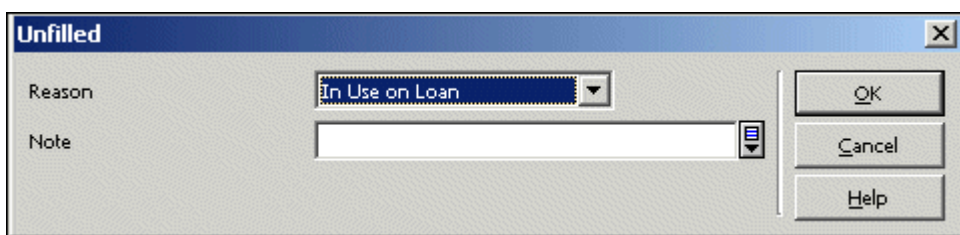
If you are working from printed lists or slips, it is more efficient to report Unfilled requests in bulk.

#### To send an Unfilled message (single)

1. Select the request in the List of Requests, and click Unfilled:



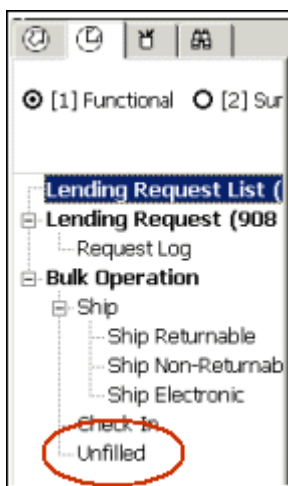
The Unfilled window displays.



2. Select the reason from the drop-down list, optionally add a note, and click OK.

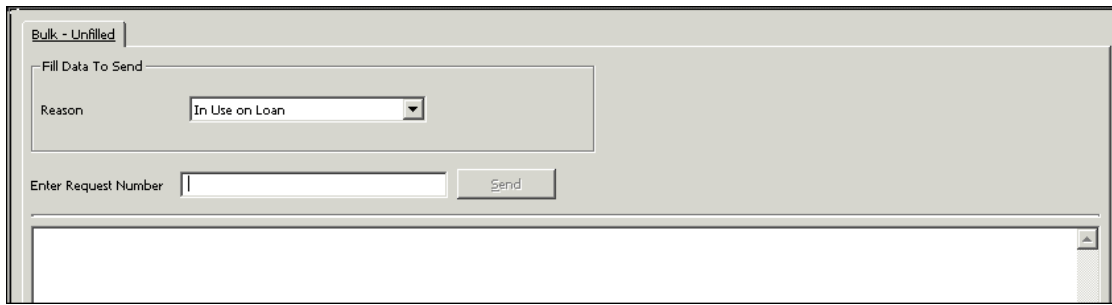
### To send an Unfilled message (bulk)

1. In the Navigation Tree, select the Bulk Operation – Unfilled node:



The right pane displays a fill-in form.

2. Choose the reason for your inability to supply the request from the drop-down list, enter the request number and click Send. The request details display in the lower portion of the pane.

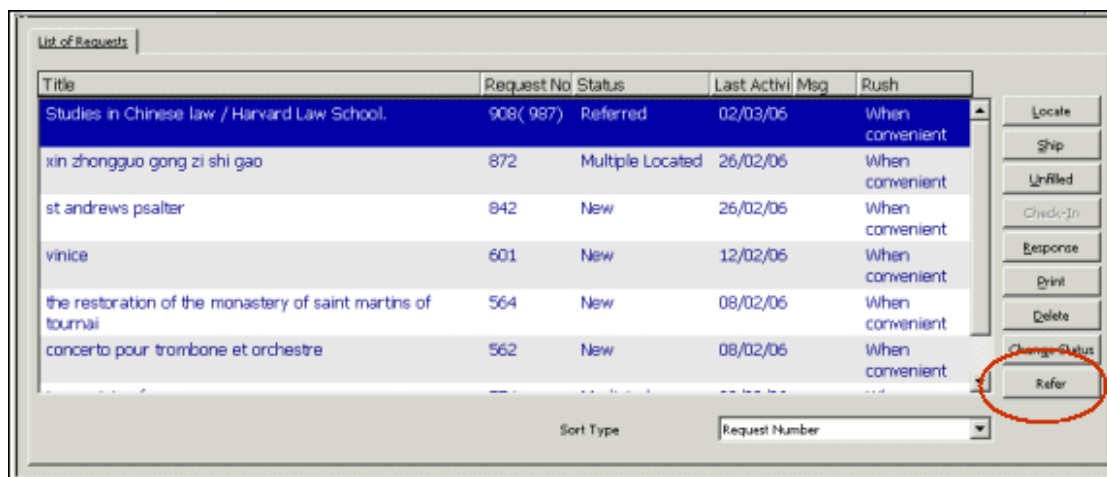


#### 4.2.6 Referring a request to another supplier

If you are unable to supply requested material, your organization might want to refer the request to another supplier.

##### To refer a request to another supplier

From the List of Requests, select a request line and click **Refer**. The display of the **Refer** button is dependent on a system flag definition.



This causes your ILL Unit to become a mediator between the requesting library and another possible supplier.

This action creates a new borrowing request, identical to the lending request, placed by you on behalf of the requester. It has the following values:

- The requester ID is copied from the original requester ID
- The pickup location is always REF
- The request status is NEW
- The requested service level is copied from the lending request. If no service level was registered in the lending request, the 'when convenient' level is assigned.

The 'Request Number' column in the List of Requests displays the number of the linked request in parentheses, both in the Lending List of Requests and in the Borrowing List of Requests.

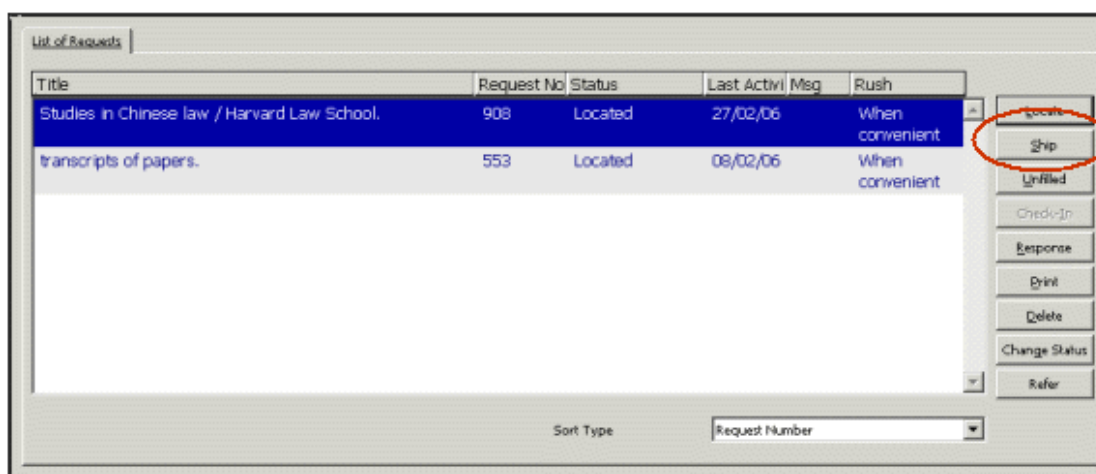
The new request is handled in the Borrowing environment.

#### 4.2.7 Shipping material

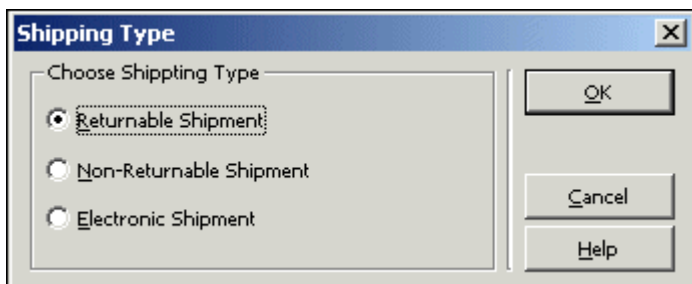
When the material is at hand, ready for shipping, you use the **Ship** function to send a “Shipped” message to the requester and to update the request’s status to “SHIPPED”. There are different scenarios for performing the **Ship** action, depending on whether you are sending a Returnable, a Non-Returnable, or an Electronic copy, and depending on whether you choose to initiate shipping on a single request, or on a group of requests. If you are working from printed lists or slips, it is more efficient to report Shipped in Bulk Operation.

##### To send a Shipped message for a single request

1. Select the request’s line in the List of Requests, and click Ship:



A window pops up, enabling you to determine that the material is Returnable, Non-Returnable or Electronic.



2. Choose the Shipping Type, and click OK. A fill-in form displays. The fields shown vary, according to the chosen shipping type. Here is a form for Returnable Shipment:

**Returnable Shipment**

Send Date: 01/03/2006

Send Method: Email

Supplied Media: Printed (Loan)

Item Barcode:

Expected Ret. Date: 00/00/0000

Note:

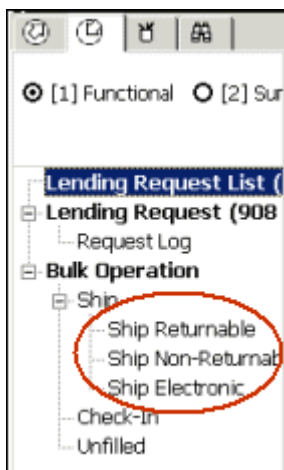
Price: 13.34

Buttons: OK, Cancel, Help

3. To send the SHIPPED message, fill in the fields and click **OK**.

### To send a Shipped message for multiple requests

In the Navigation Tree, select a **Bulk Operation** – Ship Returnable, Ship Non-Returnable or Ship Electronic node:



The right pane displays a fill-in form. Fill in the form (which differs slightly, depending on whether Returnable, Non-Returnable or Electronic was chosen). Here is a form for Returnable Shipment:

**Bulk - Ship Returnable**

Fill Data To Send

Send Method: Courier

Supplied Media: Printed (Loan)

Item Barcode: 2610-30

Expected Return Date: 00/00/0000

Send Ship Letter to Requester

Enter Request Number: 908 [Send]

Enter the request number and click **Send**. The request details display in the lower portion of the pane.

#### 4.2.8 Requests – optional actions – printing, deleting, changing statuses

<b>To</b>	<b>Do this</b>
Prepare a printout of request details for internal use.	From the List of Requests, select a request and click <b>Print</b> .
Remove a request	From the List of Requests, select a request and click <b>Delete</b> . The system checks the current status of the request and deletion will only take place if the status allows deletion. In some cases, you might have to change the status to CLOSED, after which you can delete.
Change a request's status	<p>From the List of Requests, select a request and click <b>Change Status</b>. If Change Status is allowed, a window pops up, with the possible new statuses in a drop-down list. You can also enter a note, which is registered in the Request Log.</p> <p>The changes that are allowed are controlled by your system librarian; not all changes are allowed.</p>

### 4.3 Following up lending requests

You can follow up requests in three ways:

- Viewing the different messages from the requester in the Messages node from the Lending tab's Navigation Tree in Summary mode (only relevant for ISO ILL users)
- Viewing the different request statuses in the Statuses node from the Lending tab's Navigation Tree in Summary mode
- Running status-related batch services/reports - Lending Library Overdue Handling (ill-68)

#### 4.3.1 Handling messages in the Messages node

The Messages node includes messages received via the ISO ILL Protocol. These messages automatically enter the system, and therefore must be reviewed here. For example, a requester may send you a message requesting "Renew", or may inform you that material is damaged, or may request that you cancel a request.

Non-ISO ILL partners will communicate messages directly (by fax, e-mail, letter, and so on). Messages that are received in a manual manner can be registered in the request log; they are not reflected in the Messages node.

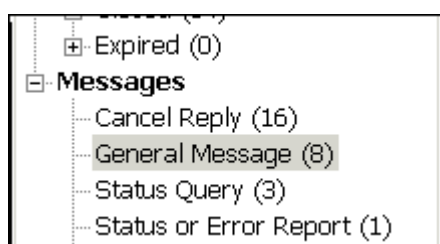
## ISO ILL Electronic Messages

Messages that are received from ILL partners through the ISO ILL Protocol are automatically registered in the system. In some cases these messages change the status of the request.

The message nodes display the following ISO ILL message types:

ISO ILL message type	Description
General Message	These are messages of a general nature.
Cancel	These are requests to cancel a previously sent request.
Request for Renew	These are requests to lengthen the loan period for a particular item.
Status Query	This is a message for consistency checking; it is automatically replied to by the system.
Status or Error Report	This is a system message for cases where a message does not conform to the ISO standard.

The number in parentheses on the Messages nodes represents the number of messages of this type.



Choose a Message node in order to display and work with the requests and the messages:



The upper section of the Messages pane displays active messages. A message is active until it is “dismissed” by a staff user; it can be dismissed in either the Summary mode

or the Functional mode. A dismissed message can be reactivated in the Functional mode.

When you choose a line in the list, request information and significant messages that have been received for the request, (both active and dismissed), display in the tabs of the lower pane.

To remove a request from the messages view, click **Dismiss**. The message remains registered and viewable when a single request displays in the Functional mode.

To send a responding message to the supplier, click **Message**. The **Message** button is active only for General messages.

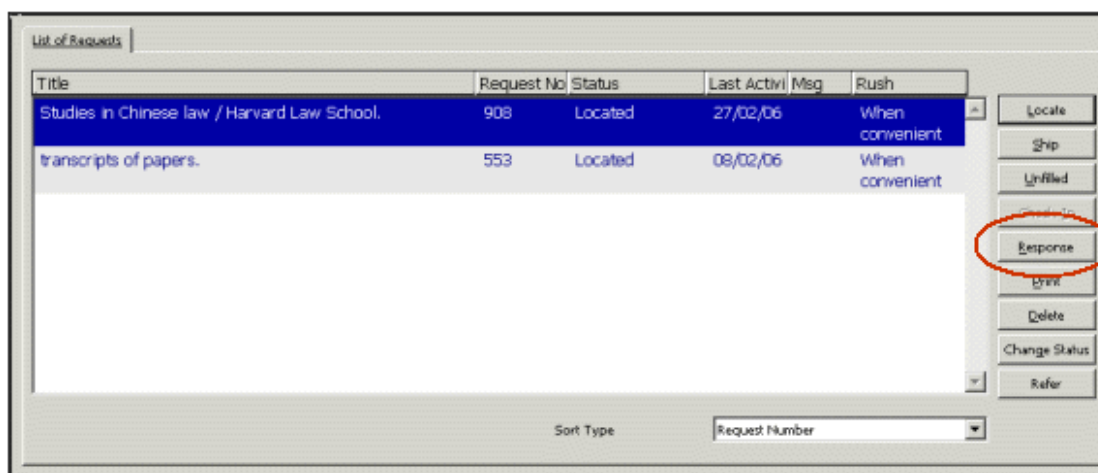
In addition to providing message information, the Messages node allows you to handle highlighted requests for which messages have been received by clicking **Select** or **Select All**. This moves the requests and the interface to the Functional mode, where you can send a **Response** to the message.

### Manual messages

Your ILL Partner might send you a message concerning his request, such as a request for renewal, or to notify that the material has been lost. You can update the request status, register the message in the log, and/or send a response to the message.

### To respond to a message

1. From the List of Requests, click **Response**.



If communication with the ILL partner is ISO ILL, an APDU message is sent. Otherwise, a file is created for dispatch by e-mail, or for printing.

A window pops up, for setting the message type and content. The fields displayed in lower portion of the window change to suit the chosen message option.



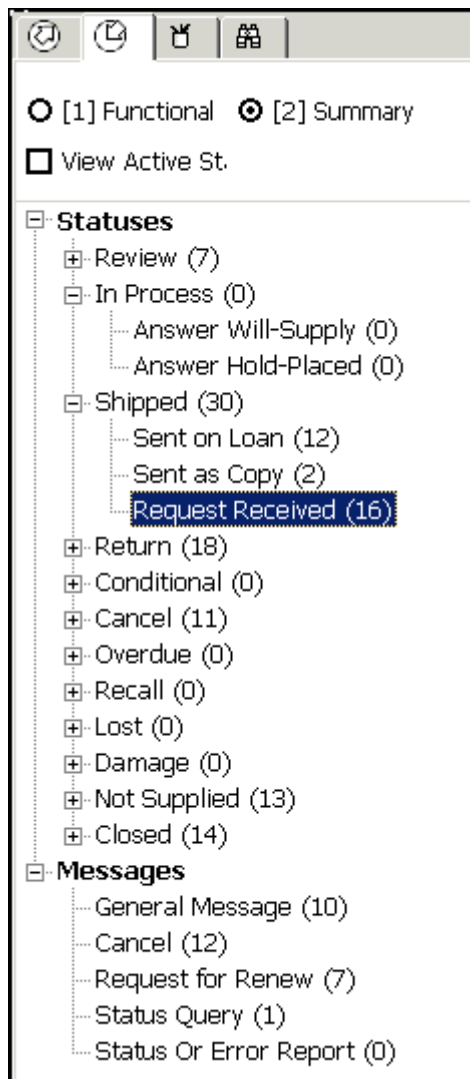
The message types are:

- Message; you must type in message text in the Note field
- Recall
- Overdue
- Renew Answer

2. Fill in the fields and click **OK**. The response is registered in the request's log.

#### 4.3.2 Viewing lending requests' statuses

The Statuses node shows the statuses of all incoming requests in the system. Pay particular attention to the "Answer Will-Supply" and "Answer Hold-Placed" statuses, in order to verify that requests have not been sitting in this status for too long. The "Answer - Will Supply" status should become "Shipped", and the "Answer Hold-Placed" status should become "Will Supply" or "Shipped" within a reasonable period of time.



### 4.3.3 Running the overdue loans services / reports

The Lending Library Overdue Handling (ill-68) service retrieves requests for which the expected return date is earlier than the current date. The request's status is changed to 'Overdue' and a log entry 'Overdue Message Successfully Sent' is written.

To access this service, from the **Services** menu, point to **ILL Lending** and click **Lending Library Overdue Handling (ill-68)**.

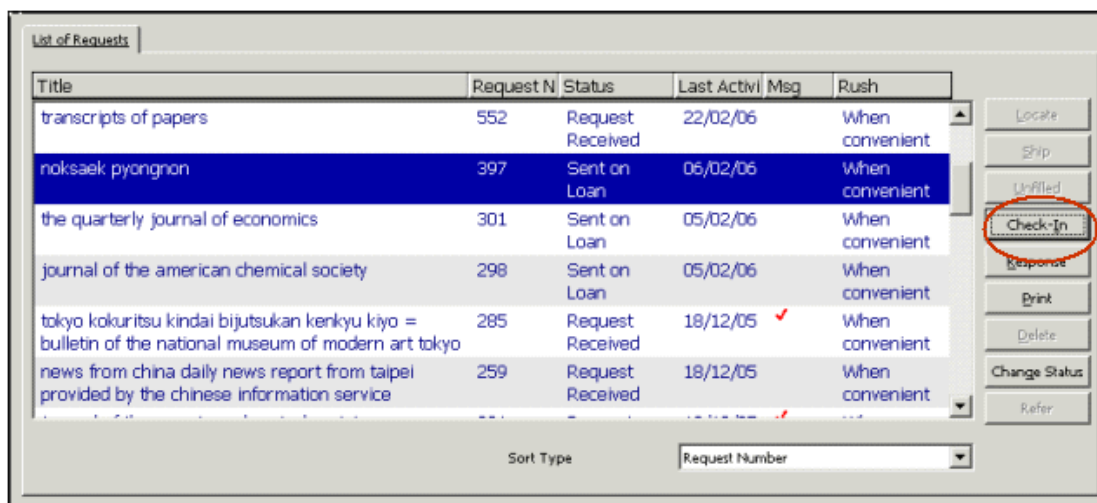
## 4.4 Checking in returnable material

Checking in returned (Returnable) material completes the lending cycle. Check-in triggers the update of the request status to 'Closed', and performs check-in of the material within the Circulation system.

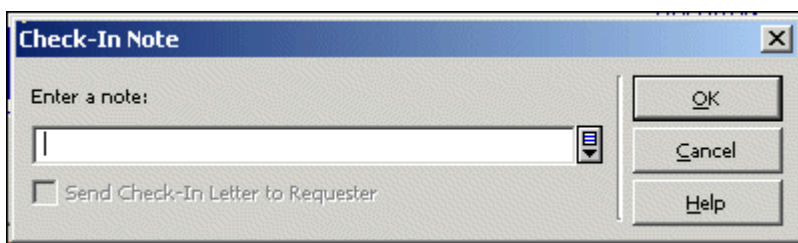
You can check in material from a List of Requests, for a single request; through the Navigation Tree's Bulk Operation – Check-in node; or in regular check-in procedures in the Circulation module.

## To perform check-In for a single request

In the List of Requests, select the request's line and click **Check-In**:



A window pops up, in which you can enter a note.

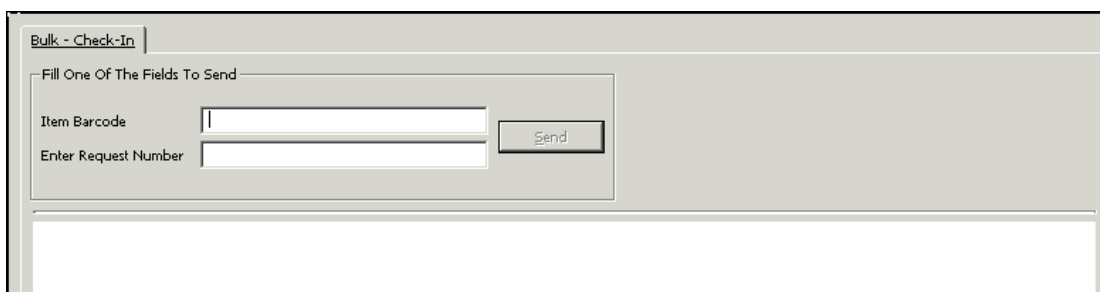


If you want to inform the requester that you have received the material, and communication with the ILL partner is not ISO ILL, select the "Send Check-In Letter to Requester" check box. If communication is ISO ILL, a message is always sent.

To complete check-in, click **OK**. The request's status is updated to CLOSED.

## To perform check-In for multiple requests

In the Navigation Tree, select the **Bulk Operation – Check-In** node. The right pane displays a check-in form:



This window is used for checking-in returnable material.

Enter the **Item barcode** or the **Request Number** and click **Send** to complete the operation. The status of the request is updated, and request details display in the lower section of the pane.

Check-In changes the request status to CLOSED and performs check-in for Circulation as well. If you use ISO ILL Protocol to communicate with the supplier, notification is sent to the requester.

## 5 The ILL Request Log

The system can record a log of request-related activities that have occurred for borrowing and lending requests. The Request Log node is available via the Request Log node of the GUI-ILL functional mode.

For library that uses the ISO-ILL protocol: All ISO messages that are sent and received are recorded in the ILL request Log:

**List of Logs**

All  
 General (Manual log)  
 Message to Supplier (Manual log)  
 Supplier Response (Manual log)  
 ILL Request Created  
 Supplier Request Created  
 Letter was Sent to the Patron

Date/Time	Description	System note	User note	User	Action date
07/05/06 12:16	Patron Request Status Changed	Patron Request Status changed to Sent to supplier		LEO_LT	-----
07/05/06 12:16	Patron Request Status Changed	Patron Request Status changed to Waiting for Process		LEO_LT	-----
07/05/06 12:16	ILL Request Created	ILL Request Number 866 created		LEO_LT	-----

**Request Log**

Action Date: 00/00/0000  
 Transaction Type: 10  
 System Note: Patron Request Status changed to Waiting for Process  
 User Note:

Update Cancel

Most of the transaction log is system-driven (as defined in your system's setup) but you can also enter a manual log. For more details, refer to the GUI-ILL Online Help.

## 6 ILL History Procedure

The ILL History procedure enables archiving old 'inactive' ILL borrowing and lending requests.

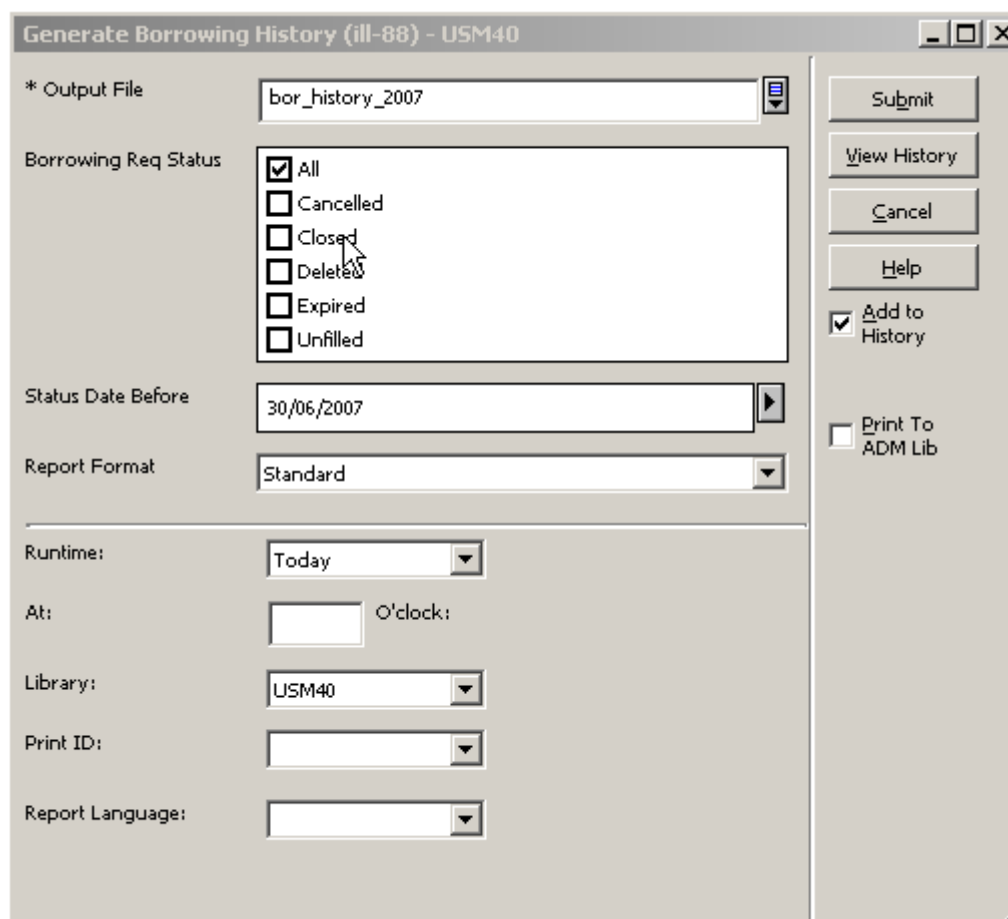
There are two batch services that support this procedure (both are avail from GUI-ILL-Services menu-Archiving):

Generate Borrowing History (ill-88) – Enables archiving borrowing requests whose status is one of the following: Cancelled, Closed, Deleted, Expired, or Unfilled.

Generate Lending History (ill-89) – Enables archiving lending requests whose status is one of the following: Cancelled by Requester, Closed, Deleted, Expired, or Answer Unfilled.

These services allow running the procedures for all 'inactive' requests or for specific statuses. In addition, the users have to fill in the 'Status Date Before' parameters so that only requests whose status date is before the quoted date (inclusive) are collected by ill-88/89.

An example of the Generate Borrowing History (ill-88) service form:



The screenshot shows a web form titled "Generate Borrowing History (ill-88) - USM40". The form is organized into several sections. At the top left, there is a text input field for "\* Output File" containing "bor\_history\_2007". Below this is a section for "Borrowing Req Status" with a list of checkboxes: "All" (checked), "Cancelled", "Closed", "Deleted", "Expired", and "Unfilled". To the right of this section are buttons for "Submit", "View History", "Cancel", and "Help". Below the status section is a date input field for "Status Date Before" containing "30/06/2007". Underneath is a dropdown menu for "Report Format" set to "Standard". A horizontal line separates the top section from the bottom section. The bottom section contains several dropdown menus: "Runtime" set to "Today", "At:" followed by an empty time input and "O'clock:", "Library" set to "USM40", "Print ID", and "Report Language". On the right side of the bottom section, there are two checkboxes: "Add to History" (checked) and "Print To ADM Lib" (unchecked).

ILL Requests that are handled by Generate Borrowing History (ill-88) and Generate Lending History (ill-89) services are considered 'history records'. All requests related records remain attached to the requests so that all request information is kept (BIB records, request to suppliers, copyright records, request logs, etc.).

If a request has an attached open cash transaction (cash transactions that are not Closed or Waived), it will not be archived by ill-88/89 services.

The history requests are retained in their original ILL Library (XXX40). Each request that is archived will be updated with a request log that records the archive action.

### **Retrieving ILL History Requests via GUI**

History request are not displayed in the GUI ILL regular view. However, they can be called by using one of the options below of the GUI-ILL-Borrowing/Lending Search Bar:

- Search by 'Request number'
- Search by 'Words from Title' (history) –Retrieval by words in the title of the “history” requests; this search will only cover history records.

### **Batch services for History Records**

History request will be taken into account by the following batch services:

- Borrowing Library Statistic Report (ill-63)
- Lending Library Statistic Report (ill-64)
- Patron Link Removal (ill-70)
- Remove Patron IDs (cir-32)

The above services will be executed over the full scope of the request (active and history requests). All other batch services ignore the history records.

## **7 GUI ILL Services**

The ILL services are accessed via the Services menu.

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### **7.1 Borrowing Services**

#### **7.1.1 Borrowing Library Statistic Report (ill-63)**

This service produces a statistics report for the borrowing library. The statistics report includes the following information:

- Supplier code.
- Total no. of requests - Requests that have been sent to a supplier.
- No. of pending requests - Requests that have been sent to a supplier or shipped but have not arrived yet.
- No. of canceled requests - Requests that have been sent to a supplier and canceled.
- No. of unsupplied requests - Requests that have been sent to a supplier and have received the response 'Unfilled'.
- No. of filled requests.
- Percentage of filled requests.
- Average number of days for filling the requests - Number of days from the time the request is made until it is shipped.
- Average number of days for shipping the request - Number of days from the time the request is shipped until it is received by the requester.

- Average number of days for returning the request - Number of days from the time the request is returned from the requester until it is checked in by the lending library.

**Note:** The Average number columns are not supported for NON-ISO partners. If no ISO partners exist in the system, it is recommended to remove those columns from the XSL template.

### **7.1.2 ILL Request Report (ill-74)**

This service creates a report of all ILL borrowing requests made by a particular patron and/or requests made after a particular date.

### **7.1.3 Static Status Requests Report (ill-66)**

This service produces a report of ILL outstanding requests whose status has not changed within the number of days you define.

### **7.1.4 Outstanding Requests of Former Patrons (ill-67)**

This service produces a report of all outstanding requests (active requests) made by patrons whose home library privileges have expired. If the patron has no home library defined, the system checks the patron's ADM library privileges. Outstanding requests include ILL requests that have not yet been filled and ILL requests that have been filled but without the associated items having been returned to the ILL supplier.

### **7.1.5 Claim Report and Letters (ill-73)**

This service creates a report of all ILL requests that have not been received up to the date expected (the requests have the status Sent to Supplier). You can also choose to print a letter to the supplier for each outstanding ILL request.

### **7.1.6 Send Requests to the British Library (ill-75)**

This service searches for ILL requests to the British Library in the BL format whose status is NEB (New-ready for BL) and enables you to send an ARTEmail message to the British Library. The ARTEmail message contains a list of ILL requests.

The patron's address will be quoted below in the request only if ADD (Alternative Document Delivery) has been selected as one of the request's keywords. ADD is not a British Library keyword and will not be placed in the ART transmission. It is an ALEPH internal keyword whose purpose is to indicate that the patron's address should be displayed with the requested item in the ART transmission.

The patron's e-mail address will be quoted below in the request only if ADD and SED\* have been selected as the request's keywords.

The templates for this function are located in the ILL library's (XXX40) form\_<lng> directory with the text string "bldsc".

For each request format (ALEPH tag 592), there is a template for the ART message in the following manner:

- For format SE (Serial) which is a loan request, the form ill-print-bldsc-l-se-00 is used.
- For SE non-returnable request (copy or electronic), the form ill-print-bldsc-c-se-00 is used.
- For format CF (Conference) which is a loan request, the form ill-print-bldsc-l-cf-00 is used.
- For CF non-returnable request (copy or electronic), the form ill-print-bldsc-c-cf-00 is used.
- For formats that has no matching forms, the forms ill-print-bldsc-l-other-00 and ill-print-bldsc-c-other-00, are used.

This service is identified in the Batch Log and Batch Queue as p\_ill\_75

### **7.1.7 ILL - Hold Shelf List (ill-76)**

This report lists all borrowing ILL requests that have been provided on the hold shelf, but have not been picked up by the patron. This report produces a list only, no status is changed.

### **7.1.8 Send Requests to a supplier service (ill-10)**

This service searches for ILL requests whose request to supplier status is “Waiting for Process” (WAP) and sends them to the supplier. For suppliers whose protocol type is “Letter”, a letter is produced as a printout of this service. The status of the requests is changed to “Sent to Supplier” or to “Daemon Send Failed”, according to success or failure of the send action.

Note that this batch job is similar to the UE\_19 daemon’s behavior, except of the locate part.

## **7.2 Lending Services**

### **7.2.1 Lending Library Statistic Report (ill-64)**

This service produces a statistics report for the lending library.

The statistics report includes the following information:

- Requester ID.
- Total no. of requests.
- No. of pending requests - Requests that have not been shipped.
- No. of canceled requests - Requests that have been canceled.
- No. of unsupplied requests - Requests that have been answered with Unfilled.
- No. of filled requests - Requests that were shipped.
- Percentage of filled requests.



- Average number of days for filling the requests - Number of days from the time an incoming request is made until it is answered with a SHP message.
- Average number of days for shipping the request - Number of days from the time the request is shipped until it is received by the requester.
- Average number of days for returning the request - Number of days from the time the request is returned from the requester until it is checked in by the lending library.

### 7.2.2 Overdue Handling (ill-68)

This service retrieves all lending requests which were already supplied and whose status is either 'Sent as Loan', 'Received by Requester', 'Shipped', or 'Recalled'. The ill-68 service checks the expected return date of the retrieved requests. If the request's expected return date is earlier than the 'Expected Return Date' that is defined in the service form, the system reports the request and produces overdue letters or ISO overdue messages to the requester (borrowing library).

When the system succeeds in sending the overdue message or letter, the request status is changed to 'Overdue' and it is reported in the Overdue Statistics Report as 'Overdue Message Successfully Sent'.

For ISO APDU OVERDUE messages only: When the system fails to send the overdue message, the request status is not changed and it is reported as 'Overdue Message Failed'.

You may activate this service to produce an overdue report only (without producing letters or ISO messages to the requesters).

The service produces two types of reports:

- **Overdue Summary** (form: overdue-apdu-report-total) – This reports the total number of overdue messages successfully sent to the requesters and the total number of overdue messages that failed.
- **Overdue Statistics Report** (form: overdue-apdu-report-body) – This report produces a slip for each requester unit.

The report shows the number of successful and failed overdue messages. It also shows details for each request that has been detected as overdue and shows whether or not the APDU message has been successfully sent.

### 7.2.3 Expired Messages (ill-69) – For ISO-ILL only

This service tracks lending Requests whose expiry date has already passed and which have not been shipped or answered to requester (requests with status: New, New-Staff Review, Located, Multiple Located, Located and Printed).

The ill-69 service sends APDU expired messages for these requests and changes the request's status to Expired.

Only requests which are managed by the ILL unit to which you are logged in will be handled by this service.

### **7.2.4 Lending Library - ILL Requests Report and Slips (ill-65)**

This service enables you to retrieve ILL lending requests, produce a report, and print a separate slip for each retrieval request. The service also enables you to update the status of Located, Multiple Located and New requests upon printing slips. Requests that are Located (LOC) are updated to Located and Printed (LPR), requests that are Multiple Located (MLC) are updated to Multiple Located and Printed (MLP) and request that are in NEW status are updated to New and Printed (NEP).

## **7.3 US Copyright Services**

### **7.3.1 Copyright Payment Report ( ill-61)**

This service performs the following two actions and produces an output report.

- **Action 1:** Assigns a common approval number to all borrowing requests which are filled and with a copyright status of 'Above the maximum number of free copies' (status code 20). An output report is produced showing the details of all retrieved requests.
- **Action 2:** Changes the copyright payment status of requests that are assigned to a common approval number. An output report is produced showing the details of all retrieved requests.

For more information: refer to the 'US Copyright' chapter in the *System Librarian's Guide - Integrated ILL*.

### **7.3.2 Copyright Statistics Report ( ill-62)**

The Copyright Statistics Report detects highly requested titles, and therefore should be candidates for acquisition.

It runs over all filled requests of the ILL Unit or Group (in case the unit is part of a group) with a copyright status of either '10 - Under the maximum number of free copies' or '20 - Above the maximum number of free copies' and produces a report that shows the number of requests per title and the number of different requesters (patrons) that have requested each title (template file name: copyright-statistic-report.xml).

For more information: refer to the 'US Copyright' chapter in the *System Librarian's Guide - Integrated ILL*.

## **7.4 Archiving Services**

### **7.4.1 Generate Borrowing History (ill-88)**

This service enables the archiving of inactive ILL Borrowing requests. Inactive requests are request whose status is one of the following: Cancelled, Closed, Deleted, Expired, or Unfilled.

This service allows running the procedures for all 'inactive' requests or for specific statuses. In addition, the users have to fill in the 'Status Date Before' parameters so

that only requests whose status date is before the quoted date (inclusive) are collected by the service.

ILL Requests which are handled by the Generate Borrowing History (ill-88) service are considered 'history records'. All request related records remain attached to the requests so that all request information is kept (BIB records, request to suppliers, copyright records, request logs, etc.).

If a request has an attached open cash transaction (cash transactions that are not Closed or Waived), it will not be archived by ill-88 services. The history requests are retained in their original ILL Library (XXX40).

For each request that is archived a request log entry will be updated that records the archive action.

For more details, see the 'ILL History Procedure' chapter in this document.

#### **7.4.2 Generate Lending History (ill-89)**

This service enables the archiving of inactive ILL Lending requests. Inactive requests are requests whose status is one of the following: Cancelled by Requester, Closed, Deleted, Expired, or Answer Unfilled.

This service allows running the procedures for all 'inactive' requests or for specific statuses. In addition, the users have to fill in the 'Status Date Before' parameters so that only requests whose status date is before the quoted date (inclusive) are collected by the service.

ILL Requests that are handled by the Generate Lending History (ill-89) service are considered 'history records'. All request related records remain attached to the requests so that all request information is kept (BIB records, request logs, etc.).

If a request has an attached open cash transaction (cash transactions that are not Closed or Waived), it will not be archived by ill-89 services. The history requests are retained in their original ILL Library (XXX40).

Each request that is archived will be updated with a request log that records the archive action.

For more details, see the 'ILL History Procedure' chapter in this document.

#### **7.4.3 Archive ILLSV Documents (ill-72)**

This service enables the archiving of ILLSV documents. The archived records are written into the archive directory at ILLSV library's root. A new directory is created in the archive directory with a name that is made up of the 'From' and 'To' dates in the following manner: {From Date}-{To Date}-{PID}. All archived records are written into that directory.

#### **7.4.4 Patron Link Removal (ill-70)**

This service erases patron details (for example, ID, name, address, e-mail, and so on) from ILL incoming and outgoing request records (current and historical records) to ensure patron confidentiality. The patron information is replaced with "SCBYYYYMMDD" where the last 8 characters are the service's execution date.

The service handles requests with the following statuses: Canceled, Closed, Expired and Deleted.

The ill-70 service produces a report (patron-removal-ids) which lists all requests where patron details have been erased.

## **7.5 General Services**

This section refers only to General services that are directly related to ILL.

### **7.5.1 Build Word Indexes for a Record (manage-111)**

This service creates keywords from various fields of the following Oracle tables: Vendor (Z70), Vendor Address (Z72), Global Patron (Z303), Patron Address (Z304), Reading Room (Z310), Budget (Z76) and **ILL Partners (Z700)**. The keyword index that is created enables the user to search for records in the GUI by keywords

### **7.5.2 Synchronize patrons' data with ILL partners' data (ill-77)**

This function enables you to create or update patrons' data from ILL partners' data. Included are both name and address information. Each ILL partner (internal ILL unit and external partners) that is used as an ILL requester must have an equivalent patron record in your system. For easy maintenance, you can use this job in order to change data in the partner record only and then synchronize the information with the matching patron record. This requires corresponding identifiers in both records: The partner code (Z700-INTERNAL-CODE) must be identical with either the user ID (Z303-ID) or the user BARCODE (Z308-KEY-DATA where Z308-KEY-TYPE=01). In the case of a match, no comparison takes place; the partner data always overrides the patron user data.

If a partner record does not have a corresponding patron record, it will be created.

### **7.5.3 Load Potential Supplier Default (ill-52)**

This service enables you to load the potential supplier default (Z701) based on table configuration: tab\_z701. tab\_z701 can be located either in the ILL Library tab directory (./xxx40/tab/tab\_z701) OR in the alephe tab directory (./alephe/tab/tab\_z701).

In case there is no tab\_z701 file in the ILL Library path (or it is empty), the system will use the wide-default table of the alephe path.

The load will be performed only if the 'Potential Supplier List' of the ILL Unit is empty; Otherwise, you will be prompted by a block message: "Service cannot be run. Potential supplier list already exists.

For more information, refer to the Loading a Default Roster of Suppliers chapter in the System Librarian's Guide - Integrated ILL.

## Appendix A

### Borrowing Request Statuses that have a Corresponding ISO/ILL Protocol State

The Summary mode of the **BORROWING** tab's Navigation pane displays the statuses for outgoing ILL requests, in varying stages of completion. Following is a brief description of the statuses.

<b>Code</b>	<b>Description</b>	<b>Corresponding ISO/ILL Protocol State</b>	<b>Significance</b>
NEW	New	IDLE	This is a new request. Potential suppliers have not yet been identified.
NEM	New – Staff Review	IDLE	This is a new request that includes data in the Note field. Potential suppliers have not yet been identified.
WAP	Waiting for process	IDLE	Request has an active Potential Supplier, but the request has not yet been sent.
LOF	Locate failed	IDLE	The LOCATE action did not succeed in identifying potential suppliers.
WPR	Waiting patron response	PENDING	The request has already been sent to supplier but additional information has been required by the supplier. Letter sent to patron to clarify the issue.
SV	Sent to Supplier	PENDING	The request has been sent to a Supplier; no subsequent response has been registered.
SHP	Shipped	SHIPPED	The Supplier has sent a SHIPPED message.
RTY	Retry	NOT-SUPPLIED	The Supplier has sent a RETRY message.
UNF	Unfilled	NOT-SUPPLIED	The Supplier has sent a message declaring that he cannot supply (ISO ILL-ANSWER/Unfilled message).

<b>Code</b>	<b>Description</b>	<b>Corresponding ISO/ILL Protocol State</b>	<b>Significance</b>
WSP	Will be Supplied	PENDING	The Supplier has sent a message declaring that he will supply (ISO ILL-ANSWER/Will Supply message).
CRP	Conditional Reply	CONDITIONAL	The Supplier has sent a message declaring that he can supply under certain conditions (ISO ILL-ANSWER/Conditional message).
HPL	Hold Placed	PENDING	The Supplier has sent a message declaring that he has placed a hold in order to supply (ISO ILL-ANSWER/Hold Placed message).
EST	Estimate Reply	NOT-SUPPLIED	The Supplier has sent a message declaring that he can supply under certain conditions (ISO ILL-ANSWER/Estimate message).
LON	Loaned	RECEIVED	ILL staff has performed a RECEIVED action on the request.
LOP	Loaned to Patron	RECEIVED	ILL staff has performed a RECEIVED action on the request. Item has been loaned to patron.
RT	Returned	RETURNED	ILL staff has performed a RETURNED action on the request.
CLS	Closed	RETURNED	The Supplier has sent a message declaring that he has received the returned material (ISO ILL-ANSWER/CHECKED-IN message).
WRN	Waiting for Renewal Reply	RENEW/PENDING	ILL staff has performed a RENEW action on the request (that is, a renew message is sent to the supplier).

<b>Code</b>	<b>Description</b>	<b>Corresponding ISO/ILL Protocol State</b>	<b>Significance</b>
RNR	Renewal – Rejected	RECEIVED	The Supplier has sent a message declaring that the loan cannot be renewed (ISO ILL-RENEW-ANSWER/No message).
RNA	Renewal – Accepted	RECEIVED	The Supplier has sent a message declaring that the loan can be renewed (ISO ILL-RENEW-ANSWER/Yes message).
LST	Lost	LOST	ILL staff has performed a LOST action on the request
DMG	Damaged	None applicable	ILL staff has performed a DAMAGED action on the request.
WCR	Waiting for Cancel Reply	CANCEL-PENDING	ILL staff has performed a CANCEL action on a request that was sent to a Supplier, and is awaiting reply from the Supplier.
CA	Canceled	CANCELED	The Supplier has sent a message declaring that the loan can be canceled (ISO ILL-CANCEL-REPLY/Yes message).
RCL	Recalled	RECALL	The Supplier has sent a message requesting that the material be recalled (ISO ILL-RECALL message).
OVD	Overdue	OVERDUE	The Supplier has sent an OVERDUE message.
EXP	Expired	NOT-SUPPLIED	The Supplier has sent an EXPIRED message.
DEL	Deleted	NOT-SUPPLIED	Request has been deleted by ILL staff.

## Appendix B

### Lending library request statuses

The Summary mode of the **LENDING** tab's Navigation pane displays the statuses for incoming ILL requests, in varying stages of completion. Following is a brief description of the statuses.

<b>Code</b>	<b>Description</b>	<b>Corresponding ISO/ILL Protocol State</b>	<b>Significance</b>
NEW	New	IN-PROCESS	A new request. (LOCATE not yet performed.)
NEM	New – Staff Review	IN-PROCESS	A new request. Patron fills the note field before sending request to supplier. LOCATE is not yet activated. Automatic locate is disabled.
LOC	Located	IN-PROCESS	A request on which LOCATE was performed (automatically or manually), and a match was found.
LPR	Located and Printed	IN-PROCESS	A request on which LOCATE was performed (automatically or manually), a match was found, and a pick-up slip was printed (by automatic library processes; using the ill-50 service; manually).
MLC	Multiple Located	IN-PROCESS	A request on which LOCATE was performed (automatically or manually), and more than one match was found.
NEP	New - Printed	IN-PROCESS	A new request for which an information slip has already been printed (by the ill-50 service or manually). LOCATE is not yet active. Automatic locate is disabled.



<b>Code</b>	<b>Description</b>	<b>Corresponding ISO/ILL Protocol State</b>	<b>Significance</b>
MLP	Multiple Located - Printed	IN-PROCESS	A request on which LOCATE was performed (automatically or manually), more than one match was found and for which an information slip has already been printed (either by automatic ILL library process, ill-50 service or manually).
MED	Mediated	IN-PROCESS	A request on which LOCATE was performed (automatically or manually), and a match was not found.
REF	Referred	IN-PROCESS	A request which was not located, and was subsequently referred by the ILL Unit to a different supplier, as a borrowing request. This is a special case in which the lending library acts as a clearinghouse; it supplies material from its 'home' site and forwards unanswerable requests to other sites.
SL	Sent on loan	SHIPPED	ILL staff has performed a SHIPPED action on the request, having sent a returnable item. The item has been loaned to the requesting library.
SC	Sent as copy	SHIPPED	ILL staff has performed a SHIPPED action on the request, having sent a non-returnable item.
CAN	Answer Conditional	CONDITIONAL	A message has been sent to requester stating that the material is available subject to conditions (ISO ILL-ANSWER/ Conditional message).
ART	Answer Retry	NOT-SUPPLIED	A message has been sent to requester stating that the material is not currently available and the requester should try again at a later date (ISO ILL-ANSWER/Retry message).

<b>Code</b>	<b>Description</b>	<b>Corresponding ISO/ILL Protocol State</b>	<b>Significance</b>
AUF	Answer Unfilled	NOT-SUPPLIED	A message has been sent to the requester stating that the material cannot be supplied (ISO ILL-ANSWER/Unfilled message).
ALC	Answer Locations	NOT-SUPPLIED	Local staff has sent an ISO ILL-ANSWER /Location message.
AWS	Answer Will-Supply	IN-PROCESS	A message has been sent to the requester stating that the material will be supplied (ISO ILL-ANSWER/Will supply message).
AHP	Answer Hold-Placed	IN-PROCESS	A message has been sent to the requester stating that hold has been placed so that the material will be supplied (ISO ILL-ANSWER/Hold-placed message).
AES	Answer Estimate	NOT-SUPPLIED	A message has been sent to the requester stating that there is a cost involved in supplying the material (ISO ILL-ANSWER/Estimated).
RCV	Received by Borrower	SHIPPED	The Borrower (requester) has sent a RECEIVED message.
RT	Return	SHIPPED	The Borrower (requester) has sent a RETURNED message, meaning that he has sent the material.
CLS	Closed	CHECKED-IN	ILL staff has received the material that was returned, and has performed a CHECK-IN action on the request.
LST	Lost	LOST	The borrower (requester) has sent a LOST message.
DMG	Damaged	None applicable	The borrower (requester) has sent a DAMAGED message.
CBR	Canceled by Borrower	CANCEL-PENDING	The borrower (requester) has sent a CANCEL message.
CRA	Conditional-Reply accepted	Conditional-Reply accepted	The borrower has sent a Conditional Reply – accepted message.
RCL	Recall	RECALL	Local staff has performed a RECALL action on the request.

<b>Code</b>	<b>Description</b>	<b>Corresponding ISO/ILL Protocol State</b>	<b>Significance</b>
OVD	Overdue	OVERDUE	Local staff has performed an OVERDUE action on the request.
EXP	Expired	NOT- SUPPLIED	EXPIRED message sent to borrower.



# Staff User's Guide – Items

Version 22

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# 1 Items Overview

In ALEPH, "Item Record" refers to the physical entity to which a single barcode (changeable identifier) is related.

Item records are required for circulation activities and for serials control. Each physical copy in the library must have an item record if it is going to be circulated, and it must have an item record for serials check-in.

Item records are dealt with in all the GUI modules. In the Acquisitions module, items can be added when an order record has been selected. In this case, a link from the item record to the order is automatically created.

In the Serials function of the Acquisitions/Serials module, item records are dealt with in the context of serials handling.

In the Circulation module an items list can be used to place a hold or photocopy request; display loan information; to register that a loaned item was lost, and so on. The Circulation module includes utilities for changing item status and/or location (permanent or temporary) and for restoring an item to its permanent status and/or location.

The Fast Cataloging utility in Circulation creates a bibliographic record and an item record to facilitate loans on the fly of items that have not yet been registered in the system.

The most comprehensive functionality for items is available from within the Cataloging module. This chapter presents items control as reflected in Cataloging.

Item records are linked to ADM records and cannot exist without an ADM record. Each item is identified by an ADM record number and a sequence number. Each item must also have a unique identifier in the barcode field.

Item records can also be linked to HOL records, through the Hol. Link field in the item record. If this link is present, the location information of the item can be managed by the HOL record. This record contains the item's location, collection and sublibrary. In this case, modifying the HOL record also modifies the location information in the item record.

Note that "Call Number" and "Location" are often used interchangeably.

The HOL record fields are copied to the item record (first location) as follows:

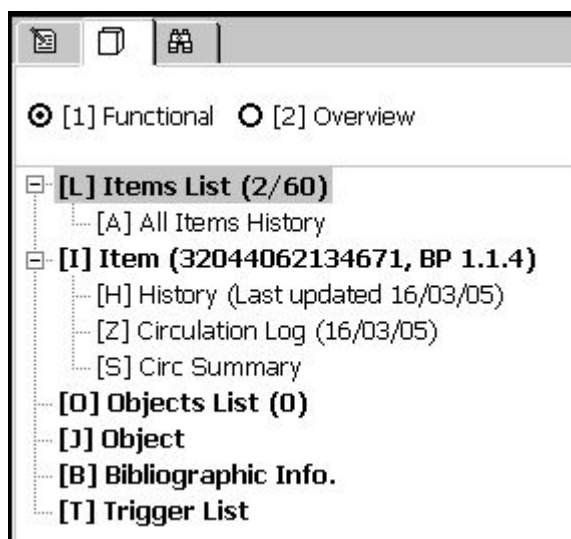
- 852 first indicator -> Location Type
- 852 b -> sublibrary
- 852 c -> collection
- 852 h, etc. -> Call number
- 852 t -> copy number (if subfield t contains a single number)



Item record fields can be indexed in the BIB library. This is done by "adding" the item records to the bibliographic record at the time of indexing, through the ALEPH Expand feature (`tab_expand`), and defining the expanded fields for indexing (`tab11_acc`, `tab11_word`, `tab11_ind`). For this reason, whenever the DESCRIPTION, INVENTORY-NUMBER, CALL-NO-TYPE, CALL-NUMBER, CALL-NO-TYPE-2, CALL-NUMBER-2, MATERIAL, SUBLIBRARY, COLLECTION, PROCESSING STATUS or ITEM STATUS is updated, the bibliographic record is re-indexed.

## 2 Items Working Modes

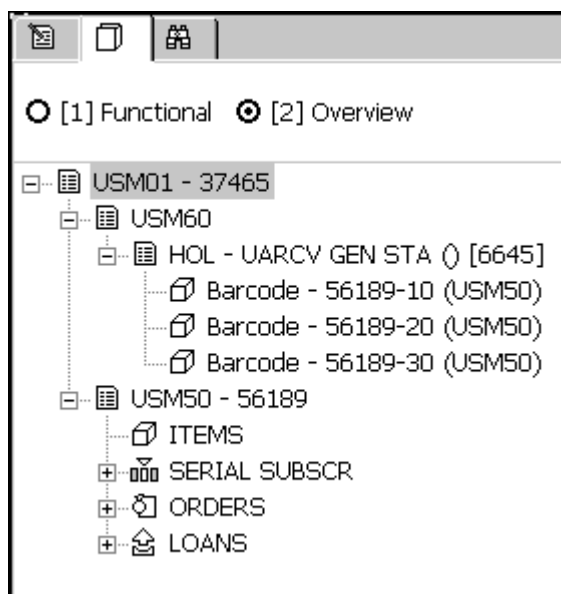
The Items function is divided into two working modes: **Overview** mode and **Functional** mode. Each mode is selected by clicking one of the two buttons in the navigation pane.



### 2.1 Overview Mode

The Overview mode displays a tree of the records in the system that are related to an item, with details for each of the records. In this mode records can be "pushed" from one module or functionality to another. The Overview mode is comprised of two panes. The navigation pane, which contains the Overview Tree, and the Record Bibliography pane.

**The Navigation Pane** displays the Overview Tree, which shows the records in the system that are related to an item.

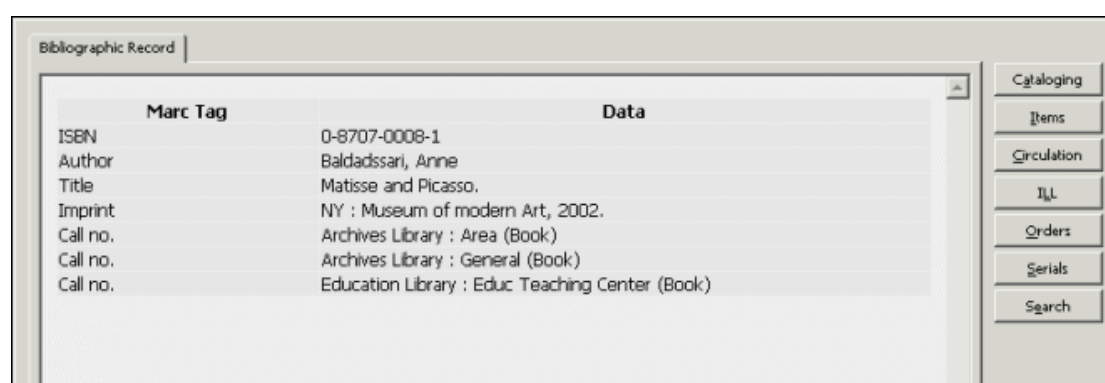


For example, it displays the bibliographic record, the holdings record and the administrative record. These can be further sub-divided into: Items, Serial Subscriptions, Orders and Loans.

Highlighting an item record in the Overview Tree will display its details in the Record Details pane. The system librarian formats these details.

Highlighting a BIB record node in the Overview Tree and clicking **Cataloging** transfers the highlighted BIB record to the Cataloging module and will activate the HOL Records tab in the lower pane. The HOL Records tab lists the holdings records linked to the record displayed in the Catalog Editor.

Highlighting a record in the Overview displays its details in the Record Details pane as follows:



The details of each record may be modified in the relevant module by selecting one of the following buttons appearing on the right side of the pane.

### Catalog Record

Click **Catalog Record** to edit a highlighted record in the Overview Tree.

## Items

Click **Items** to modify an item highlighted in the Overview Tree.

## Circulation

Click **Circulation** to transfer a highlighted item in the Overview Tree to the Circulation module to manage related circulation functions.

## ILL

Click **ILL** to transfer a highlighted item in the Overview Tree to the ILL module to edit the ILL request allocated to this item.

## Acquisitions

Click **Acquisitions** to transfer a highlighted item in the Overview Tree to the Order List display in the Acquisitions/Serials module. This will enable the user to view and manage related Serials functions.

## Serials

Click **Serials** to transfer a highlighted item in the Overview Tree to the Serials function in the Acquisitions/Serials module. This will enable the user to view and manage related Serials functions.

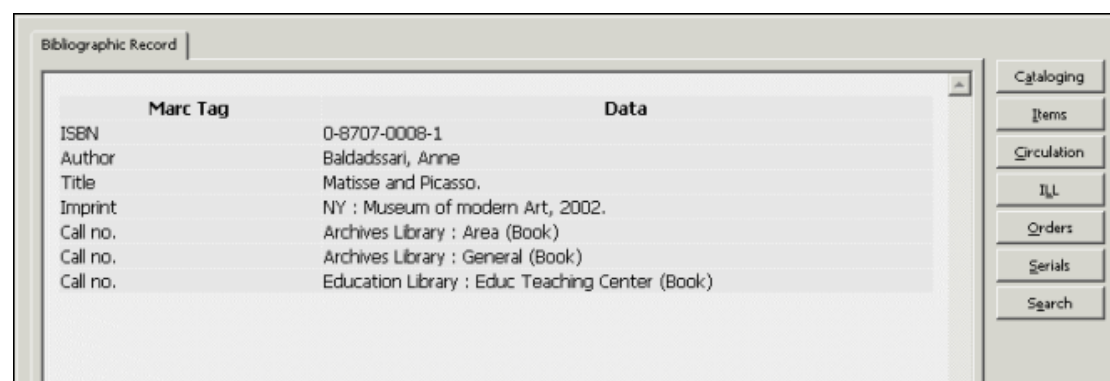
## Push to Search

Click **Push to Search** to transfer a highlighted record to the Search function.

## 2.2 Functional Mode

The Functional mode provides access to various items functions, such as creating a new item or updating the details of an existing item. In addition, this mode displays various items details.

The Functional mode displays the Item Tree, which is comprised of four roots and three nodes (which display corresponding panes when selected), as follows:



Marc Tag	Data
ISBN	0-8707-0008-1
Author	Baldadssari, Anne
Title	Matisse and Picasso.
Imprint	NY : Museum of modern Art, 2002.
Call no.	Archives Library : Area (Book)
Call no.	Archives Library : General (Book)
Call no.	Education Library : Educ Teaching Center (Book)

The screenshot shows a 'Bibliographic Record' window. On the right side, there is a vertical sidebar with buttons for 'Cataloging', 'Items', 'Circulation', 'ILL', 'Orders', 'Serials', and 'Search'. The main area contains a table with two columns: 'Marc Tag' and 'Data'.

## Items List

Displays all the items associated with a bibliographic record and enables access to various Items functions.

## All Items History

Displays the log of changes made to item records.

### **Item**

Displays details regarding a specific item.

### **History**

Displays the log of changes made to the highlighted item record.

### **Circ Summary**

This window displays the circulation summary of the item. The display information is divided into two tabs: The first tab is Current Summary. It consists of hold request and photo request information for the current Circulation summary. It also reports the total number of active loans, holds and photo requests.

The second tab is History Summary - counters of events for statistical use.

### **Objects List**

The Objects List displays the digital objects attached to a particular bibliographic record and enables access to various object related functions. For more information, see the Managing Digital Objects with ADAM section in the Cataloging Staff User Guide.

### **Objects**

This pane displays detailed information related to a particular digital object. Note that you will not be able to modify any of the details displayed.

### **Bibliographic Info.**

Displays bibliographic details from the associated bibliographic record.

### **Trigger List**

Displays a list of triggers related to a record.

## **3 Retrieving Item Records**

The items records of a bibliographic record can be accessed using:

- The Item Bar
- The Search Tab
- The Cataloging Record Manager
- The Overview Mode


### **3.1 The Item Bar**


The **Item Bar** in the Cataloging and Circulation modules serves to retrieve item records located on the server and displays them in the Items List tab in the upper pane.

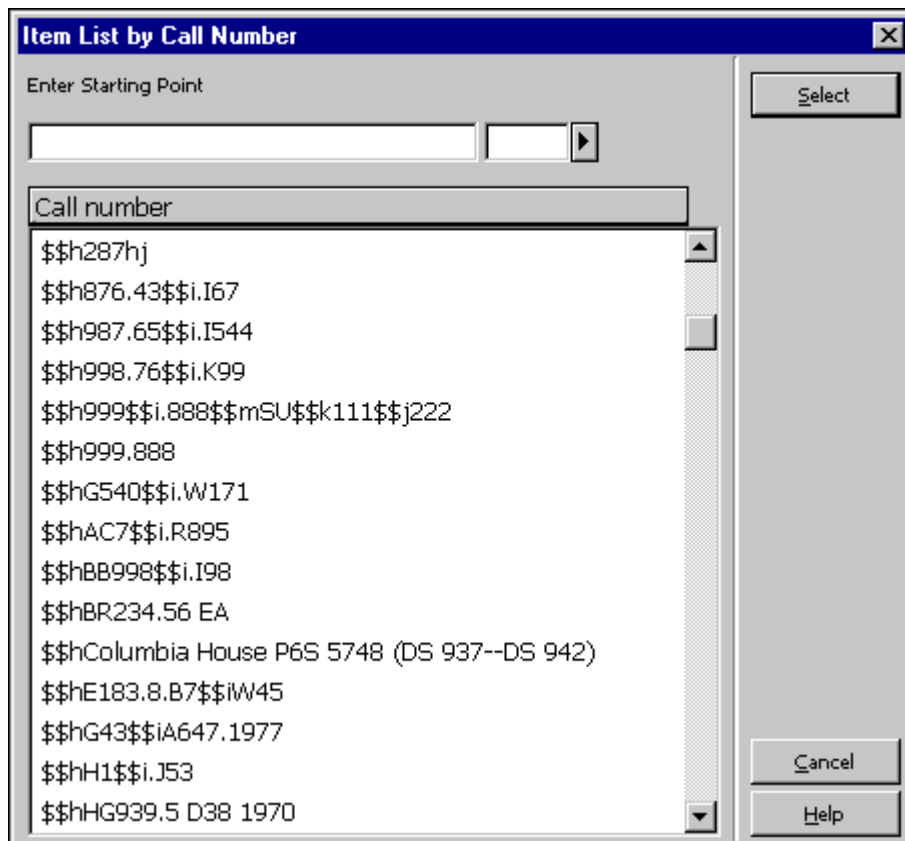
The options for retrieval are:

- **BIB system Number:** Enter the bibliographic record's system number.
- **ADM system Number:** Enter the administrative record's system number.
- **Barcode:** Enter the record's barcode.
- **Call Number:** Enter the record's call number.
- **Title:** Enter the record's title.



After entering the information (barcode, title, and so on) click . A list of items will be displayed in the Items List tab.

You can also retrieve items by clicking the **List** button . The **Item List by Call Number** window will be displayed.



Highlight a Call Number and click **Select**. A list of items for the administrative record that was found will be displayed in the Items List tab in the upper pane.



Seq	B-C	Sublibrary	Description	Call number	Collection	Status	Note	Loans
130	B45276	Education Library	v.1:no.1-12(2 002:Jan.-Dec.)			Sent to binder		0
140	54317-1 40	Education Library	v.2:no.1(2003 :Jan.)			One Hour Loan		1*
150	54317-1 50	Education Library	v.2:no.2(2003 :Feb.)			Not arrived		0
160	54317-1 60	Education Library	v.2:no.3(2003 :Mar.)			Not arrived		0
170	54317-1 70	Education Library	v.2:no.4(2003 :April)			Not arrived		0
180	54317-1	Education	v.2:no.5(2003			Not arrived		0

Sort Options: Vol./Desc./Library

### Note

If the call number is not a unique number, the system will retrieve the first item record that matches the selected number.

The Item bar contains two other options:

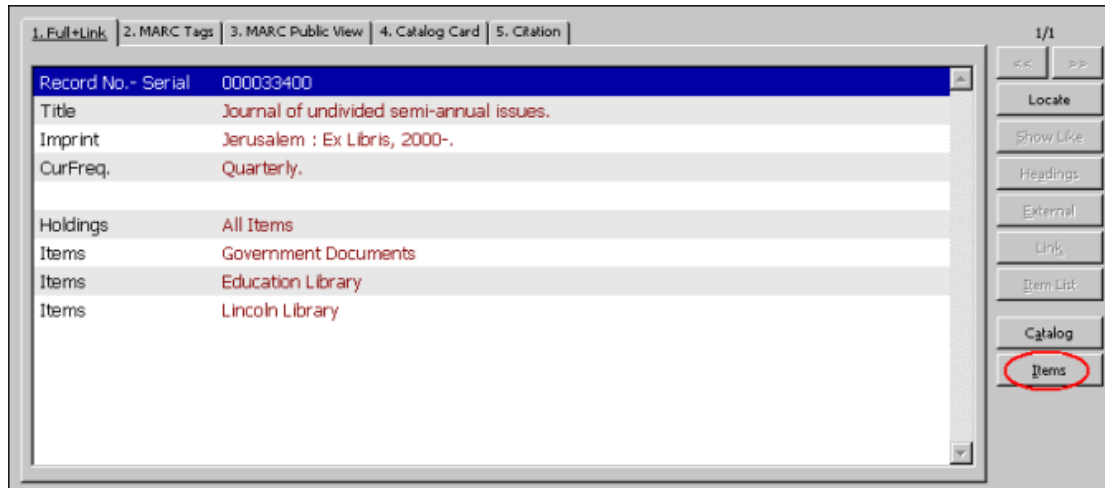
- Clear Item , to clear a loaded item and empty the item tree and its panes.
- Edit BIB Record , to display the item's BIB record in the Cataloging tab in Edit mode.

## 3.2 The Search Tab

The **Search Tab** is available in Acquisitions/Serials, Cataloging and Circulation. The Search function provides both simple and sophisticated searching for records.

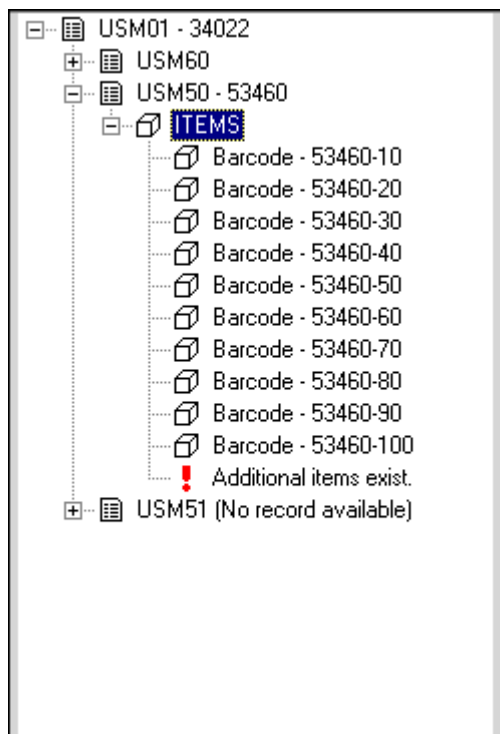
There are two ways to find records in the Search tab. You can either search (Find) by keys or keywords, or you can scan (Browse) an index. Refer to the Search chapter for full details regarding the Search functionality.

When a single full record is displayed, click the **Items** button in the lower right-hand corner of the full record display pane to transfer to the **Items** function.



### 3.3 The Cataloging Record Manager

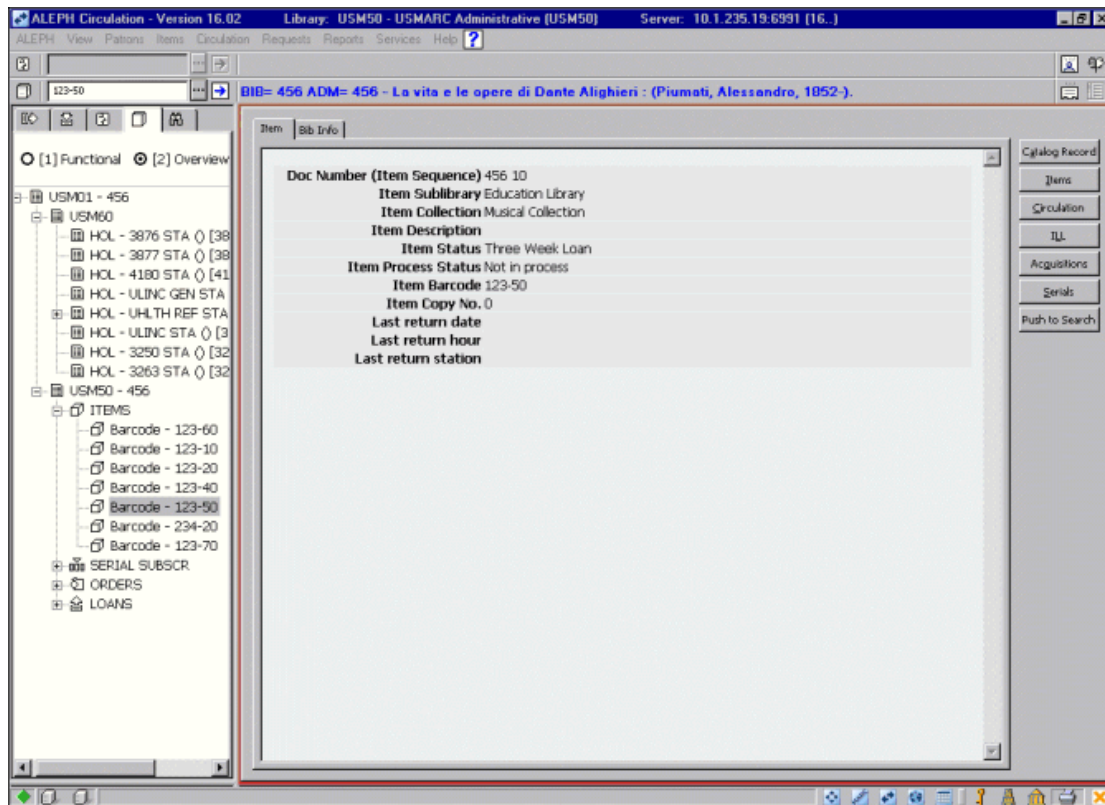
The **Cataloging Record Manager** in the Cataloging tab provides access to the **Items** tab of the Cataloging module. The Items node is displayed under the administrative library node (for example, USM50).



Double clicking the Items node enables you to view and/or add information about copies to the current record. You will be transferred automatically to the Items tab of the Cataloging module. The Items node also lists the items available for the current record. Double clicking on an item transfers you to the Items tab and enables you to view the specific copy information of the selected item.

### 3.4 The Overview Mode

When a record is displayed in one of the GUI modules, it can be "transferred" to another module or function. This can be done when the Navigation pane is in Overview mode in the Circulation and Acquisitions/Serials modules, by highlighting the relevant record in the tree and clicking the **Items** function button in the right pane.



## 4 Item List

This chapter includes the following sections:

- Item Form
- Global Changes
- All Items History/History

The Items List will be displayed after selecting the Items List root in the Item tab. The Items List, shown below, displays the items available for a particular Administrative record and enables access to various Items functions.

### Note

In the "Loans" column, in addition to the number of loans there is an asterisk to indicate that the item is currently out on loan.

You can clear the loaded item from the Items List by selecting Items/Clear Item from the Main menu.



Seq.	B-C	Sublibrary	Description	Status	Loans
3210	1069-3210	Economics Library	v.117 no.4(2002/Winter)	Claimed	2*
3220	1069-3220	Economics Library	v.117 no.4(2002/Winter)	In-library use	7
2580	30044052253010	Humanities Library	Index v.1/45 (1886/1930)	In-library use	1*
1430	30044052251907	Humanities Library	v.1 (1886)	In-library use	2*
1520	30044052251998	Humanities Library	v.10 (1895)	In-library use	1*
2420	30044052252897	Humanities Library	v.100 (1985-1986)	In-library use	0
2430	30044052252905	Humanities Library	v.101 (1986)	In-library use	1*
2440	30044052252913	Humanities Library	v.102 (1987-1988)	In-library use	0
2450	30044052252921	Humanities Library	v.103 (1988-1989)	In-library use	0
2460	30044052252939	Humanities Library	v.104 (1989-1990)	In-library use	1*
2470	30044052252947	Humanities Library	v.105 (1990-1991)	In-library use	0

The information displayed for each item is set by the System Librarian, and can include various item record fields, such as the sequence number of the item in the administrative record; the barcode number; the sublibrary to which the item belongs; a description of the item and its loan status.

You may sort the order in which the items appear in the list according to different parameters, such as year, volume, sublibrary, collection, location, etc. The order differs whether the material type is ISSUE or other. You can manually change the order according to the options available in a drop-down menu of the Sort Options field at the bottom of the pane.

You may filter the list by year and sublibraries. To do so, click the **Filter by** button at the bottom of the Item List. To clear all filters, click the **Clear Filter** button.

### Note:

If the sort routine uses chronological or enumeration fields and those fields are empty, then the item's description field will be used instead.

**For the System Librarian:** The different options according to which items will be sorted are listed in the menu ITEM-SORT-TYPE of the Administrative library `pc_tab_exp_field.lng` table.

The options of ITEM-SORT-TYPE have to be coordinated with Column 1 of `tab_z30_sort` in the Administrative library. The `tab_z30_sort` table determines both the sort order and whether the order is ascending or descending, separately for ISSUE items and other items.

The option to be used as a default in each module is determined in `cat.ini`, `circ.ini` and `acq.ini` files.

For example:

```
ItemSortType=ITEM-1.
```

The following are the buttons available on this screen

### New

Click **New** to add a new item record. The Item Form in the lower pane will be activated.

### **Duplicate**

Click **Duplicate** to copy the highlighted item record. The Item Form in the lower pane will be activated and will display the details for you to edit. The copy will be assigned a new sequence number.

### **Delete**

To delete an item record, highlight the desired item and click **Delete**. To delete more than one item, hold down the **Shift** or **Ctrl** key to select more than a single item and then click **Delete**. You will receive a prompt asking you if you are sure you want to delete. Click **Yes**.

Note that if an item has been loaned, the item record cannot be deleted in the Items GUI. You must first delete the loan transaction in the Circulation GUI, then delete the item record in the Items GUI. You cannot delete an item record in the Circulation GUI.

However, if an item has Hold/Photocopy Requests and you try to delete the item record, an override confirmation pops up, provided that the end of the request date is later than or equal to the current date. The confirmation pop-up dialog contains the following options:

- Override only this record's requests. If any other item also has Hold/Photocopy Requests another override popup will be displayed.
- Override all Hold/Photocopy Requests. If any other item also has Hold/Photocopy Requests no message will pop up.
- Continue the deletion process while skipping this item.
- Stop the deletion process.

### **Label**

To print a label for an item, highlight the item and click **Label** (for multi line selection, use the Shift and Ctrl keys. Up to 100 items can be selected). The Item Label form opens. You can print the label or close the window. In this case, the label will automatically be saved under the file directory.

If you click the **Label** button for several items, a single print file is created containing a label for each selected item. The order of printed labels is the same as the order of the items list display (as set in the Sort Option).

Note that you can also print labels in a batch mode, using the Print Item Labels Service (item-3).

### **Global Changes**

Click Global Changes to make changes on a selected set of items. The Global Changes Form will be displayed. Changes can be made on all items in the list or on a group of items selected according to defined criteria.

## **Bind/Changes**

If the highlighted item is a serial, you can view a list of issues and select issues to bind by clicking **Bind/Changes**. Selecting issues and clicking **Bind/Changes** also allows you to perform global changes. See **Binding** on page 33 for more details.

## **Completed Vols.**

You can view or print a report for a given title, listing volumes which have all other issues checked in.

## **Refresh**

This button is used to refresh the list in order to display changes that have been made in other ALEPH modules.

## **Add to Set**

This button is used to add the selected item(s) into the private Items Set. The Items Set's items can then be offline updated by using the 'Edit Items Set Offline' utility, accessible from the Items menu.

## **4.1 Item Form**

When you click the **New** or **Duplicate** buttons on the Items list form, the Item form is activated in the lower pane-Item Information pane. This form is used for displaying, modifying/updating an item record. It has six tabs. The General Information, Serial Information, and Serial Levels tabs have the following buttons:

### **Add**

This button appears if you have selected the **New** button on the Items List form. Click **Add** to add a new item to the Items list.

### **Add Multiple**

This button is displayed if you select the **New** button or the **Duplicate** button on the Items List form. Click **Add Multiple** to add up to 100 new items to the Items list.

### **Update**

The **Update** button will save all changes you have made to the item record on the specific tab, as long as the changes were made within the time limit for editing the record.

This button does not appear if you have selected the **New** button on the Items List form.

### **Save Defaults**

When you click **Save Defaults**, the information entered in any fields will be automatically used as default values when creating new item records (until you save another setup as the default).

### **Refresh**

In order to display values that come from the counter, click **Refresh**. The values are: Call. No., Barcode and Inventory No.

## Subscr defaults

This button is used when generating a new issue item linked to a specific subscription. The button appears on the Item Information Form only if a Subscription No. resides in the Subscription No. field of the Serial Information tab.

When you click the **Subscr defaults** button, the following fields of the newly-generated item will be filled in with default data derived from the subscription: temporary location, item status, copy ID, internal note, order number, item statistic, remote storage, item sublibrary and item collection.

## Cancel

Click **Cancel** to discontinue the work in the lower pane and to return to the upper pane.

### 4.1.1 General Information (1) Tab

The screenshot shows the 'General Information (1)' tab of a library system interface. The tab is selected, and the following fields are visible:

- Barcode: 238710-10
- Item Status: 02
- Sublibrary: LAW
- Item Process Status: (empty)
- Collection: GEN
- Enum. Level.1 (A)(Vol.): (empty)
- Copy Number: (empty)
- Enum. Level.2 (B): (empty)
- Material Type: ISSUE
- Hol. Link: 50079
- 85X Type/Linking Number: (empty) 0
- Temporary Location:
- Call No. Type/Call No.: 1 AS.321
- 2nd Call No. Type/Call No.: (empty)
- Description: Vol.14 Issue.5 (May 2008)

Select Items / Delete Items Defaults from the Main menu to clear all saved default fields.

Following is help for each field of the General Information (1) Tab.

## Note

Every item may be linked to a holdings record. If the library has opted to control the Location through the holdings record, this link enables the system to automatically update the item information: Sublibrary, Collection, Call Number Type, Call Number. In other words, the holdings record is the "master" record.

## Barcode

The Barcode information is mandatory. You can use your barcode reader to scan in the barcode. Alternately, you can leave the field blank and the system will automatically assign a number as soon as you click the **Refresh** or **Update** button.

## **Sublibrary**

The sublibrary information is mandatory. You can choose the sublibrary from the drop-down list. The specific choices available on the menu are determined by the System Librarian. Note that you may add or update an item for a library only if you have access rights to that sublibrary.

## **Collection**

The Collection information is optional. Your library may designate collections such as Maps, Oversized or 4th floor. You can choose from a list of collections that are valid for the selected sublibrary by clicking the arrow to the right of the field.

## **Copy Number**

The Copy Number field is optional. It can be used when performing Global Changes.

### **Note**

The following three fields are shared by Serials and Monographs. For a serial, these fields include Volume, Issue, and Issue Description; for monographs they are used for multi-volume works, and include Volume, Part, Description. The Enumeration fields are used to identify multiple copies of the same item for circulation.

### **Enumeration Level 1 (A) (Vol.)**

This information is intended for a multi-volume work. If the item is a single-volume work, leave the field blank. It can be used for determining the order of the list of items, and although you can enter both characters and numbers, it is suggested that you use numbers. For ISSUE items, the volume is filled in from the Publication Pattern record.

### **Enumeration Level 2 (B) (Issue Number)**

This information is intended for a multi-volume work. If the item is a single-volume work, leave the field blank. Enter the issue or part number.

## **Description**

The Description field is used to provide information to the end-user about the particular volume. For ISSUE items the information is copied from the publication pattern record. For multi-volume monographs enter the relevant information.

## **Material Type**

Material Type information is mandatory. Choose the material type from the drop-down list. The specific choices available on the menu are determined by the System Librarian. Note that the sort order of the Items List for items with material type "ISSUE" (as well as ISSBD for bound issues) can be different than for other items.

## **HOL Link**

The HOL Link field is optional. It is used to link the item record to a holdings record, in which case the call number information (Sublibrary, Collection, Call Number Type and Call Number) is controlled by the 852 field of the holdings record. See also Temporary Location flag.

## 85x Type

If this item was created using the 853/853X method, this field indicates whether it was created from an 853, 854 (supplement) or 855 (index) tag, by displaying 3, 4 or 5 respectively.

## Linking Number

If more than one 853/853X pair (or 854/854X pair or 855/855X pair) was created for the title, this field indicates which of them was used for the creation of this item. It is based on the content of subfield \$8 of tag 853, 854 or 855 respectively.

## Call Number Type

The Call Number Type defines the type of call number used in the following call number fields. You may choose from a drop-down list. This field is equivalent to the first indicator of the MARC 21 852 field.

## Call Number

The Call Number is an alphanumeric code that identifies the shelf location of the item. Depending on how your System Librarian has set up the Items function, you can type in text, choose from a drop-down list, or activate an automatic counter by typing ? and the code of the counter. In this case, the system automatically assigns a call number as soon as you click the Update button. If you want the Call Number to include a subfield, type two dollar signs (\$\$) before the subfield code (for example, \$\$i to designate subfield i for item part). Depending on your system setup, there is an option to call a special "852 Form". If your library assigns only one call number to an item, fill in this field and leave the **Second Call Number** field blank. The icon located to the right of the **Call Number** field enables the opening of the **Call Number List**. For more information, refer to the Call Number Field section of the *Aleph 21 System Librarian Guide - Items*.

## Second Call Number Type

Use this field to define the Call Number Type of the second call number (if you use a second call number).

## Second Call Number

The Second Call Number Type is an alphanumeric code that identifies the shelf location of the item. Depending on how your System Librarian has set up the Items function, you may type in text, choose from a drop-down list, or activate an automatic counter by typing ? and the code of the counter. In this case, the system will automatically assign a call number as soon as you click the Update button. If your library assigns only one call number to an item, be sure to fill in the first Call Number field and leave this field blank. The Second Call Number is not controlled by the holdings record. Depending on your system setup, there is an option to call a special "852 Form". The icon is located to the right of the Call Number field. It enables the opening of the **Call Number List**. For more information, refer to the Call Number Field section of the *Aleph 21 System Librarian Guide - Items*.

## Item Status

The Item Status field is mandatory. Item Status defines the circulation status for the item. Choose the Item Status from the drop-down list. The specific choices available on the menu are determined by the statuses that are valid for the sublibrary.

## Item Process Status

The Item Process Status field is optional. It describes the item's current process status.

## Temporary Location

A check mark in the Temporary Location box indicates that the location information (Sublibrary, Collection, Call Number, and Call Number Type) for this item record should not be updated from the Holdings record.

### 4.1.2 General Information (2) Tab

The screenshot shows a software interface with a tabbed menu at the top: 1. Item Display, 2. General Information (1), 3. General Information (2) (selected), 4. Serial Information, 5. Serial Levels, 6. HOL Links. The main area contains several input fields and buttons. On the left side, there are fields for: Inventory Number (empty), Inventory Date (00/00/0000), Last Invent. Report Date (00/00/0000), Price (12.00), OPAC Note (empty), Circ. Note (empty), Internal Note (empty), Order Number (51531), Invoice Key (00000), and Invoice Note (empty). On the right side, there are buttons for: Update, Add Multiple, Save Defaults, Refresh, Subscr Defaults, and Cancel. There are also some dropdown menus and checkboxes associated with the fields.

## Inventory Number

Inventory Number information is optional. A unique Inventory Number can be assigned. Depending on how your System Librarian has set up the Items function, you may type in a number, choose an automatic counter from a menu, or activate an automatic counter by typing ? and the code of the counter. In this case, the system automatically assigns an Inventory Number as soon as you click the Update button.

## Inventory Date

This is the date on which the Inventory Number is assigned. If you leave this field blank and enter an Inventory Number, the system automatically fills in the Inventory Date when you click the Update button.

## Last Inventory Report Date

This field automatically records the last date on which an Inventory report was produced. The Inventory report is produced by running the services Shelf Reading Report (item-04) and Shelf List (item-05).

## Price

Depending on the library setup, if the item is created in the Acquisitions process, Price is computed by the system, using information that was entered in the Order form. The local price is divided by the number of units. When the order is closed, the item price is calculated again: the amount of all invoices assigned to the order is divided by the number of units. If the Price is modified or the item record was created at a different time, the Price must be manually reported.

## OPAC Note

OPAC Note information is optional. The text entered here will appear in the OPAC for the user to read.

## Circ. Note

Circulation Note information is optional. The text entered here may be displayed when an item is loaned or returned (if the Circulation module's setup options have been defined to display this note).

### **Internal Note**

Internal Note information is optional. The text entered here will appear on this form and in the Navigation Window and is intended for library staff only.

### **Order Number**

Order Number information is optional. When the item record is created in Acquisitions, the Order Number is automatically copied to this field. You can use the arrow to the right of the field to place the order number to which the item is linked or click **List** to open the Orders Index List window, and select the required order number for this Item record.

### **Invoice Key**

Optional. The Invoice Key includes the following details: Vendor Code, General Invoice number and Invoice Line Item sequence number that are assigned to the Order number quoted in the Order Number field. In order to fill in this field, use the arrow to the right of the field to open the Invoice List for Order number window, and to select the relevant line item.

### **Invoice Note**

Read-only field. In the event that you select Invoice Key, the Invoice Line Item note is displayed in this field.

### **Statistic**

Depending on library's setup, Statistic information can be optional or mandatory. You may enter text up to 10 characters. Enter information such as the department or collection for which the item was purchased. An Edit Item Statistic Field form can be displayed when you click on the arrow to the right of the Statistic field, depending on your system setup.

### **Remote Storage ID**

Type in the Remote Storage ID or choose one from the drop-down list.

### **Open Date**

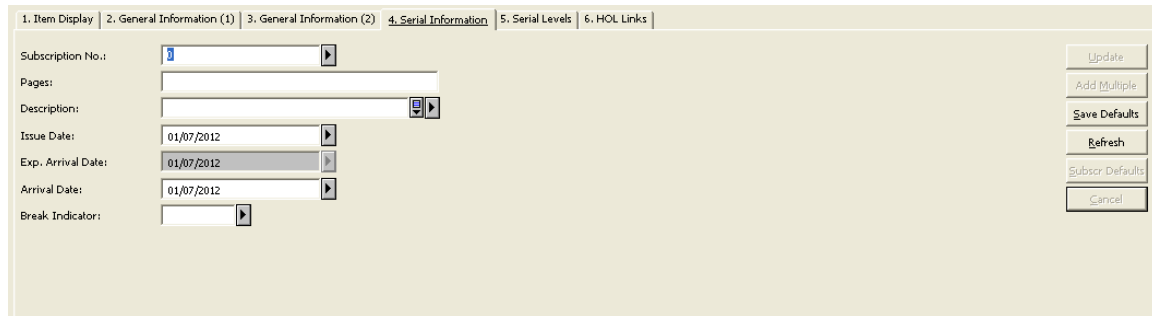
The Open Date is the date the item record was created. The date is filled in automatically by the system.

### **Update Date**

The Update Date is the last time the record was updated. The date is filled in automatically by the system.



### 4.1.3 Serial Information Tab



This tab relates to items that are journal issues. The field content is automatically created by the serials control system.

#### **Subscription No.**

Subscription No. is the sequence number of the Subscription in the Serials function. It is filled in automatically by the system if an item was opened in the Serials function. This field can be edited. The user may select the subscription number from the drop-down list with all the possible subscriptions of the document.

#### **Pages**

The Pages field is optional. Enter the pages included in the issue.

#### **Description**

The Description field is used to provide information to the end-user about the particular volume. The data in this field can be entered manually. In addition, for ISSUE items generated by the "Schedule" pattern format the description field is generated from the schedule description template, and for ISSUE items generated by the "Pattern" format the description field is generated from the captions in the 85x field and the enum/chron in the item record.

#### **Issue Date**

This is the date on which this issue was or is expected to be published. It is automatically calculated by the system when issues are opened in the Serials function or by a batch process. When an ISSUE item (Material Type beginning with ISS) is created and if the issue date is zero, the issue date is automatically set to the current date. If, however, the item process status is "NO" (not ordered), the issue date is left as zero.

#### **Expected Arrival Date**

This is the expected date of arrival of the issue, taking into account the delay from the issue date to the date of receipt or first claim period, as defined in the Subscription Form. It is automatically calculated by the system when issues are opened in the Serials module or by a batch process. When an ISSUE item (Material Type beginning with ISS) is created and if the Expected Arrival Date is zero, the date is automatically set to the current date if there is no subscription. If, however, the item process status is "NO" (not ordered), the Expected Arrival Date is left as zero.

## Note

If an item which was expected to arrive on a specific date has been claimed, it means that it did not arrive on the date specified; accordingly, set the Expected Arrival Date to zero to display item process status (claimed) in the Web OPAC due date column.

## Arrival Date

This is the actual date on which the item was checked in.

## Break Indicator

This field is optional. It can be used to indicate the reason why an item which has not arrived has not been received, and it can be taken into account when building a summary holdings statement. Summary holdings are built using the processing status, and the break indicator can be used to map the item to a process status.

**G** - Gap (there is doubt as to the cause of an item's not having been received)

**N** - Non-gap (item has not been published)

**Blank** - Irrelevant

**For the System Librarian:** The possible values are set in the `pc_tab_exp_field.lng` menu: ITEM-GAP-INDICATOR

## 4.1.4 Serial Levels

The screenshot shows a web interface with a tabbed menu at the top: 1. Item Display | 2. General Information (1) | 3. General Information (2) | 4. Serial Information | 5. Serial Levels | 6. HOL Links. The 'Serial Levels' tab is active. The form contains several input fields arranged in two columns. The left column includes: Enum. Level.1 (A)(Vol.), Enum. Level.2 (B), Enum. Level.3 (C), Enum. Level.4 (D), Enum. Level.5 (E), Enum. Level.6 (F), Alt. Enum.1 (G), Alt. Enum.2 (H), and Sub-O. The right column includes: Chron. Level.1 (I)(Year), Chron. Level.2 (J), Chron. Level.3 (K), Chron. Level.4 (L), and Alt. Chron.(M). On the far right, there are buttons for Update, Add Multiple, Save Defaults, Refresh, Subscr Defaults, and Cancel.

The fields comprising this tab are normally pre-filled with the data relevant to the serial item.

You may add additional data or change existing data. The data is based on the serial prediction pattern as defined in the 853/853X fields in the ADM record See also the Overview of 85x and 85xX Fields section in the Serials - Prediction Patterns chapter.

### Enum. Level.1 (A) (Vol.)

If this serial uses the year in its enumeration, and you entered this information in the Publication Pattern, this will be the volume number as copied from there. If, however, you are adding a new issue, this field will be empty and you must enter the relevant volume number so that the sorting of issues will be correct.

### Enum. Level.3 (B) (Issue Number)

If you entered this information in the Publication Pattern, this will be the Issue Number as copied from there. If, however, you are adding a new issue, this field will

be empty and you must enter the relevant issue number, so that the sorting of issues will be correct.

If this is a supplementary issue or an index, you can ensure that the issue will be displayed in the correct sequence by adding a decimal point to the issue number. For example, if the issue you are currently registering is an index that is published between issues 4 and 5, you can enter Issue Number 4.1 in this field to place it between issues 4 and 5. Window.

**Enum. Level.3 (C) (Part)**

Enumeration C is optional. Enter the Part number of this issue if the serial is organized in this manner.

**Enum. Level.4 (D)**

If there are more than 3 levels of enumeration for this serial, the relevant data will be displayed in this field, and in the Enumeration E and Enumeration F fields, if applicable.

**Enum. Level.5 (E)**

See Enumeration D for help.

**Enum. Level.6 (F)**

See Enumeration D for help.

**Alt. Enum.1 (G)**

If this serial uses alternative enumeration, the relevant data will be displayed in this field.

**Alt. Enum.2 (H)**

If this serial uses a second level of alternative enumeration, the relevant data will be displayed in this field.

**Chron. Level.1 I (Year)**

If this serial uses the year in its enumeration, and you entered this information in the Publication Schedule window, this will be the year as copied from there. If, however, you are adding a new issue, this field will be empty and you must enter the relevant year yourself, if applicable.

**Chron. Level.2 (J)**

If the second, third or fourth levels of chronology also apply to this serial (for example, months or seasons), the relevant data will be displayed in this field and in fields Chronological K and Chronological L, if applicable.

**Chron. Level.3 (K)**

See Chronological J for help.

**Chron. Level.4 (L)**

See Chronological J for help.

**Alt. Chron. (M)**

If the title uses alternate chronology, the relevant data will be displayed in this field.

### **Supp Index (O)**

This field is reserved for the text describing an index or supplement type issue. It is based on the content of subfield \$o of MARC 21 tag 854 (for supplement) or 855 (for index).

#### **4.1.5 HOL Links**

From the HOL Links tab of the Items form you can create a new HOL record, link or unlink the highlighted item in the Items List to an existing Holdings record, and call up a HOL record for editing in the Cataloging module. The HOL records that are linked to the highlighted item will appear in the HOL links tab with a checkmark in the Linked column. The Hol. Link field for the relevant item will have the HOL no. of the HOL record to which the item is linked. The Linked field will contain a checkmark.

## Edit

If you wish to edit an existing HOL record appearing on the List of Holdings Connections, highlight it and click the **Edit** button. The system opens the relevant HOL record in the Cataloging module where you can edit and re-send it to the server.

## Create New

If you wish to create a new HOL record to link to an item, you must first highlight an item in the Items List and then click the **Create New** button in the lower pane. A new HOL record will be created, based on the Sublibrary/Collection information from the highlighted item.

## Link

If there are already HOL records on the lower pane (for example, those created for earlier items), you can highlight one of them, and by clicking **Link**; link them to the highlighted item.

## Unlink

You can unlink the highlighted item from an existing HOL record by highlighting the HOL record and clicking **Unlink**.

## 4.2 Global Changes

The Global Changes option enables you to make changes on a selected set of items. The set of items that will be retrieved is determined by the filters in the "Select by" part of the form. The changes are made according to the values set in the "Change to" part of the form.

### Note

If the items are linked to a holdings record, the fields in the item which are taken from the holdings record (sublibrary, collection, location type, call number and copy number) will not be changed by *global changes*. In this case, if you modify the Holdings record, the related field of the linked item is changed accordingly.

Select by:		Change to:	
HOL Link:	00000000	HOL Link:	
Copy Number:		Copy Number:	
Collection:	OLDE	Collection:	
Sublibrary:	WID	Sublibrary:	
Item Status:	01	Item Status:	
Item Process Status:		Item Process Status:	
Remote Storage ID:		Remote Storage ID:	
Year:		Call Number:	
Volume:		Temp. Location:	No Change
Call Number:		Material Type:	
Material Type:	MAP	Arrival Date:	01/01/1900
Arrival Date:	04/04/2005	Order Number:	
Order Number:	LIARCV-401	Subscription No. To:	
Subscription No.:	5		

The Global Changes window has two sections:

- "Select by", for entering filters for item records to include in the global change
- "Change to", for entering the new field values.

### **Select By**

Some of the fields in the Select By section are already filled in. They are taken from the fields that are defined for the selected item. You may erase or change the values in these fields as desired. You may also enter in any field:

*	Include all values for this field.
-	Only select items that do not have a value in this field.
blank	Ignore this field

### **HOL Link**

Retrieve items that have this HOL link. The HOL link is the system number of the Holdings record to which an item is linked.

### **Copy Number**

Retrieve items that have this copy number.

### **Collection**

Your library may designate collections such as Maps, Oversize or 4th floor. Type in the collection or choose one from the drop-down list.

### **Sublibrary**

Retrieve items that are in this sublibrary. Choose the sublibrary from the drop-down list. The specific choices available on the menu are determined by the system administrator.

### **Item Status**

Retrieve items that have this item status. Choose the item status from the drop-down list. The specific choices available on the menu are determined by the system administrator.

### **Item Process Status**

Retrieve items that have this item process status. Type in the item process status or choose one from the drop-down list.

In the "Select by" section:

Enter an asterisk (\*) or leave this field blank to change ALL Item Process Statuses.  
Enter a hyphen (-) to make a change only if the Item Process Status field is blank.

In the "Change to" section:

Enter ZZ in the Item Process Status field to change the item process status to BLANK="Not in process".  
Leave this field empty if you do not want to change the Item Process Status.

## **Remote Storage ID**

Retrieve items that have this Remote Storage ID. Type in the Remote Storage ID or choose one from the drop-down list.

In the "Select by" section:

Enter an asterisk (\*) or leave this field blank to change ALL Remote Storage IDs. Enter a hyphen (-) to make a change only if the Item Remote Storage ID field is blank.

In the "Change to" section:

Enter ZZ to change the Remote Storage ID to BLANK="There is no Remote Storage ID".

Leave this field blank if you do not want to change the Remote Storage ID.

## **Year**

Retrieve items from this year. Enter the journal year in which this issue is published. Be sure always to use four digits to indicate the year, for example, 1997 instead of just 97. You may also use hyphens and slashes, for example, 1997/1998 (to indicate that a volume starts at some point within one year and ends 12 months later in the following year) or 1998-1999 (to indicate that a volume runs from the beginning of one year to the end of the following year). To identify a serial by its volume alone and not by its year, leave the year blank.

## **Volume**

Retrieve items that have this volume number. This information is intended for a multi-volume work. If the item is a single-volume work, leave the field blank.

## **Location**

Retrieve items that have this location. The small box is the Location Type and the large box is the Location.

## **Material Type**

Retrieve items that have this material type. Choose the material type from the drop-down list. The specific choices available on the list are determined by your system librarian.

## **Arrival Date**

Retrieve items that have this arrival date.

In the "Select By" section:

- Use the dummy date 01/01/1900 to retrieve all items, regardless of their arrival date.
- Use the value 00/00/0000 to retrieve only items that do not have an arrival date.

In the "Change To" section:

- Use the dummy date 01/01/1900 to mean 'do not change the arrival date'.
- Use the value 00/00/0000 to change the arrival date to zeros.

## Order Number

Retrieve items that have this Order Number. In order to fill this field, click the **List** button to the right of the field to invoke the Order Index List, and then select the relevant line, or click the arrow button to enter the order number to which the item is linked.

In the “Select By” section:

- Enter an asterisk (\*) or leave this field blank to change ALL Order Numbers.
- Enter a hyphen (-) to make a change only if the Order Numbers field is blank.

In the “Change To” section:

- Use “ZZ” to change the order number to blank.
- Leave the field empty if you do not want to change its value.

## Subscription No.

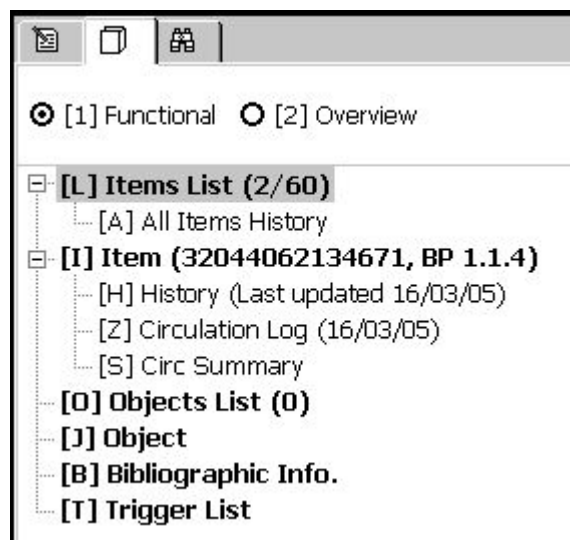
Retrieve items that have this subscription number. This is the sequence number on the Subscription List in the Serials function.

## Change to

All of the filter fields can be changed, except for Year/Volume. If the location is controlled by a holdings record, it cannot be changed, although changing the link to a holdings record can, of course, change the location. You may also use the Temp Location field in order to change the Item's temp location status.

## 4.3 All Items History/History

Select the All Items History or History node to display the log of changes made to item records.



- Click **View** to display the record as it was in view mode.
- Depending on the type of change made, the previous version of the item record can be restored by clicking the **Restore** button.



- Click **Remove** to delete the log record.

0726	Jennings, William	14/05/03 10:27	19/05/03 24:00	27/07/03 11:29	----- 00:00
0726	Jennings, William	19/06/03 11:30	24/06/03 24:00	19/06/03 11:32	----- 00:00
PID52	ABBOTT, EMMA ELIZABETH	09/07/03 12:27	13/07/03 24:00	09/07/03 12:29	----- 00:00

For a description of the Circulation Log node, refer to the *Circulation Logger* section of the *Circulation Staff User Guide*.

#### 4.4 Offline Items Editing

Items of the same ADM document may be put in a private Items Set, which is saved per staff user. The Set's items may be edited offline later, so that after the offline editing the changes are downloaded to the server in a bulk action. The following is the offline item editing workflow.

1. Add Items to the Offline Items Set by clicking the **Add to Set** button that is found in the Cataloging module Items Tab. Several items may be added in a single action by first selecting multiple lines and then clicking **Add to Set**.
2. View the Items Edit Set interface by selecting the Items\Edit Items Set Offline menu option.

Items	Edit Actions	Edit Text
	Print Item Labels	
	Item Process Status	
	Delete Item Defaults	
	Delete Object Defaults	
	Clear Item	
	Inventory Marking	
	Edit BIB Record	
	Edit Items Set Offline	

After selecting this menu option, the following interface is displayed:

Edit Items Set - ADM Doc Number 001792164

**BIB= 1792164 ADM= 1792164 - The Foxonian Quakers, dunces lyars and s (Young, Samuel, fl. 1684-1700.) Year: 1697.**

1. Items List 2. Error Report

Seq.	B-C	Sublibrary	Description	Call number	Collection	Status	Notes	Loans
10	1792164-1 0	DePauw ROW Library	v.1::no.1(: 2009:Jan. 01)			Not arrived		0
30	1792164-3 0	DePauw ROW Library	v.1::no.3(: 2009:Jan. 20)			Not arrived		0
40	1792164-4 0	DePauw ROW Library	v.1::no.4(: 2009:Feb. 01)			Regular Loan		0
70	1792164-7 0	DePauw ROW Library	v.1::no.7(: 2009:Mar. 01)			Regular Loan		0
90	1792164-9 0	DePauw ROW Library	v.1::no.9(: 2009:Mar. 20)			Regular Loan		0
110	1792164-1 10	DePauw ROW Library	v.1::no.11(: 2009:Apr. 10)			Regular Loan		0
130	1792164-1 10	DePauw ROW Library	v.1::no.13(: 2009:Apr. 10)			Regular Loan		0

Buttons: Save Set, Delete From Set, Cancel

---

1. General Information (1) 2. General Information (2) 3. Serial Information 4. Serial Levels

Barcode: 1792164-10 Item Status: 01

Sublibrary: DUROW Item Process Status: NA

Collection: Enum. Level.1 (A)(Vol.): 1

Copy Number: Enum. Level.2 (B): 1

Material Type: ISSUE

Hol. Link: 000000000

85X Type/Linking Number: 3 000000000  Temporary Location

Call No. Type/Call No.: ...

2nd Call No. Type/Call No.: ...

Description: v.1::no.1(: 2009:Jan. 01)

Buttons: Reload, Prev, Next

3. Edit the Set's items in the lower pane Item Form. Move between lines by clicking the **Prev** and **Next** buttons (or by pressing <ENTER>). An item's changes are saved offline when the line selection is moved to another line. The line color is then changed.

**Edit Items Set - ADM Doc Number 001792164**

**BIB= 1792164 ADM= 1792164 - The Foxonian Quakers, dunces lyars and s (Young, Samuel, fl. 1684-1700.) Year: 1697.**

1. Items List | 2. Error Report

Seq.	B-C	Sublibrary	Description	Call number	Collection	Status	Notes	Loans
10	1792164-1 0	DePauw ROW Library	v.1::no.1(: 2009:Jan. 01)			Not arrived		0
30	1792164-3 0	DePauw ROW Library	v.1::no.3(: 2009:Jan. 20)			Not arrived		0
40	1792164-4 0	DePauw ROW Library	v.1::no.4(: 2009:Feb. 01)			Regular Loan		0
70	1792164-7 0	DePauw ROW Library	v.1::no.7(: 2009:Mar. 01)			Regular Loan		0
90	1792164-9 0	DePauw ROW Library	v.1::no.9(: 2009:Mar. 20)			Regular Loan		0
110	1792164-1 10	DePauw ROW Library	v.1::no.11(: 2009:Apr. 10)			Regular Loan		0
120	1792164-1 10	DePauw ROW Library	v.1::no.12(: 2009:Apr. 10)			Regular Loan		0

Buttons: Save Set, Delete From Set, Cancel

---

1. General Information (1) | 2. General Information (2) | 3. Serial Information | 4. Serial Levels

Barcode: 1792164-90    Item Status: 01

Sublibrary: DUROW    Item Process Status:

Collection:

Copy Number:

Material Type: ISSUE    Enum. Level 1 (A)(Vol.): 1

Hol. Link: 000000000    Enum. Level 2 (B): 9

85X Type/Linking Number: 3    000000000     Temporary Location

Call No. Type/Call No.:

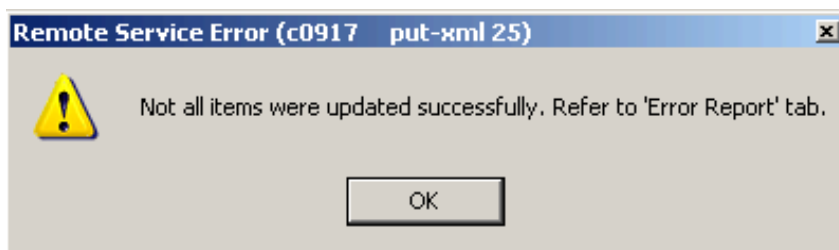
2nd Call No. Type/Call No.:

Description: v.1::no.9(: 2009:Mar. 20)

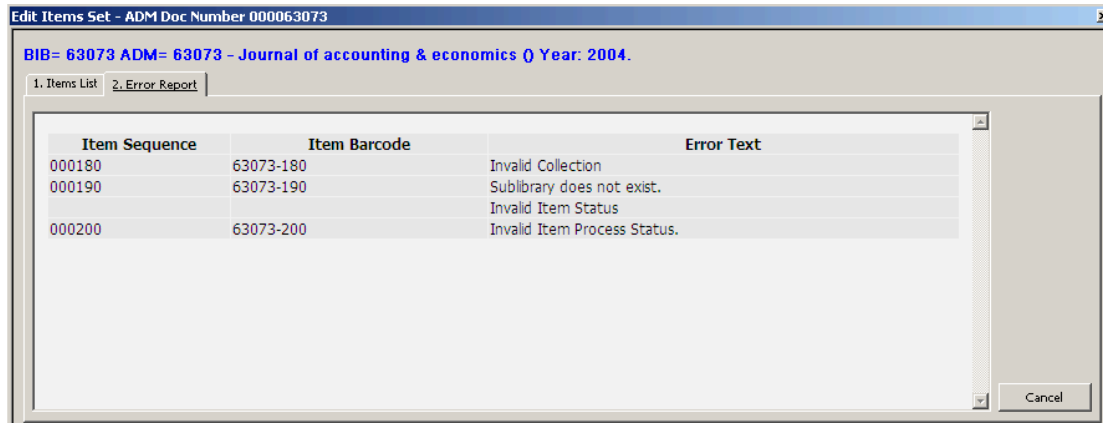
Buttons: Reload, Prev, Next

- When all of the desired changes have been done, click the **Save Set** button to download all of the changes to the server in a single bulk action. The updated items are then removed from the set.

If an error has been detected in one or more of the downloaded items, an error message is displayed.



The errors are reported in the Errors Tab.



To print the list of errors, right-click the upper pane and select **Print**.

## 5 Item Label

See the document How to Print Labels - Version 15 and Later which is available on the Ex Libris Documentation Center under ALEPH 500 Documentation/How To/Printing.

## 6 Binding

This chapter includes the following sections:


- Binding in ALEPH
- Using External Binding Software with ALEPH
- Completed Volume Report

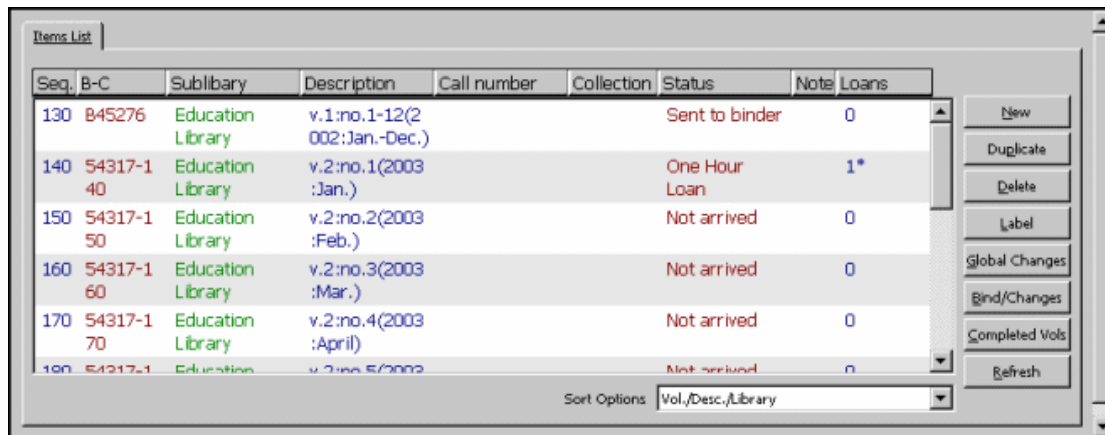
### 6.1 Binding in ALEPH

Within ALEPH, binding is defined as the process whereby a group of items (serial issues or series volumes) are "bound" into a single new item (the bound volume), and consequently deleted from the system (although still kept in the system as "historical" items). The way in which the OPAC indicates that volumes/items have been removed for binding purposes is also part of the process.

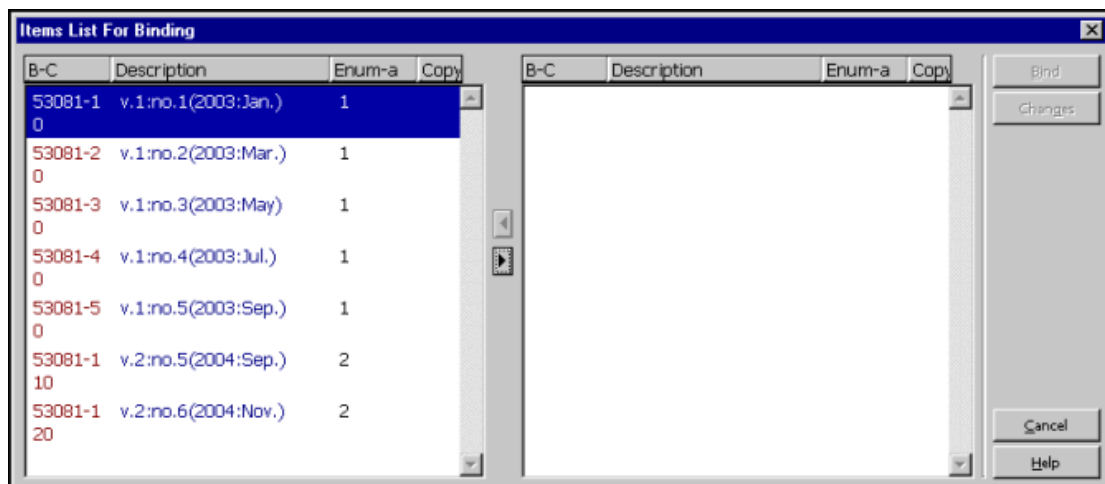
Enter the item's barcode or call number in the Item Bar's Item field.



and click . The list of items will be displayed in the Items List tab in the upper pane.



Select an item and click **Bind/Changes**. The Item List for Binding window will be displayed:



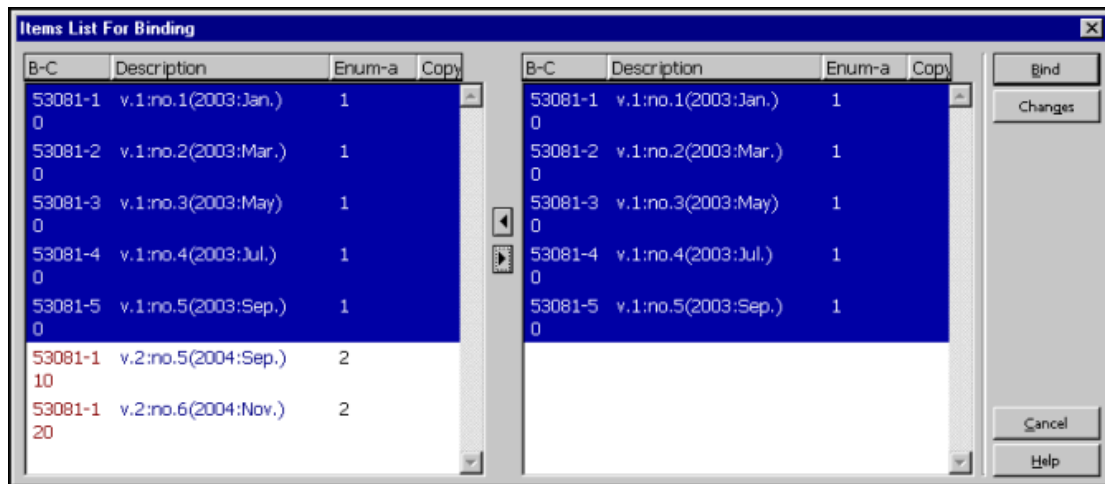
**Important Note:** Items for inclusion in the Item List for Binding window are only filtered by sublibrary. Therefore, if your library has more than one copy (subscription) for this particular title, it is important that you select an item belonging to your own sublibrary (or the one you are doing the binding for).

This window has two frames: in the left-hand frame, you can see all the items belonging to the sublibrary you are doing the binding for.

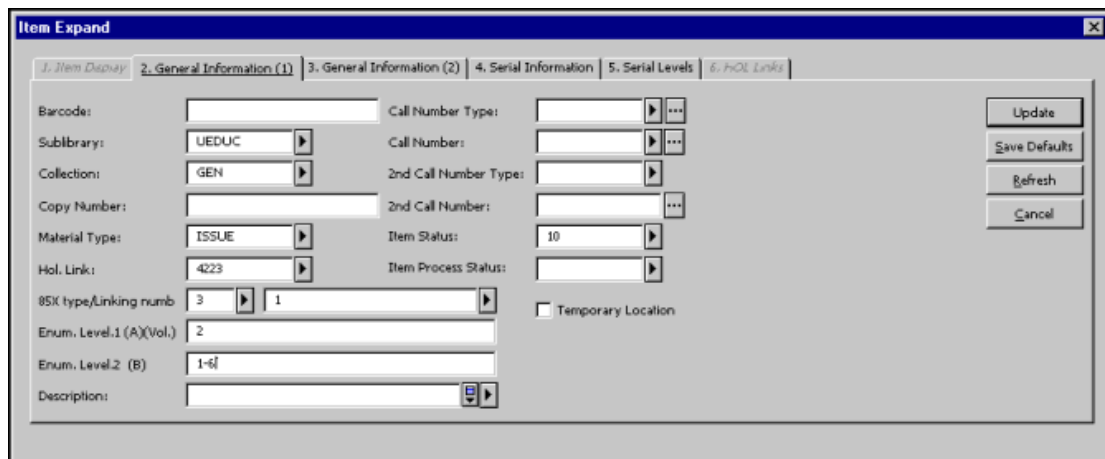
You then collate the items for binding into the right-hand frame, using the right arrow. You can use multi-selection on the left-hand items before moving them to the right-hand frame.

The following screen capture shows the window immediately following the selection of relevant items and their collation into the right-hand frame.

**Note:** You can use the arrows to move items back and forth between the two frames.



Highlight all the entries on the right side, click **Bind** and an Item Expand form will be displayed:



Enter information regarding the bound volume. If the item is not linked to a pattern record, change information as required. For example, enumeration levels and description. If the item is linked to a pattern record, change the information as required and leave the description field blank in order that it be automatically generated. Clicking the Refresh button will provide the new item with a new default barcode. When you finish updating the bound volume's information, click Update and this new item will be added to the system and displayed alongside other items belonging to this title.

Note that after Update is clicked on the modified Item Form, the following changes occur:

1. A new value, ISSBD, is entered into the Material Type field; and
  2. A new value, BD, is entered into the Item Process Status field.
- ISSBD is a special material type automatically assigned by the system to bound volume items, allowing them to be sorted as serial issue items.

- BD is automatically allocated to bound volume items to indicate to the OPAC users that those items are in binding. However, it is possible for the system librarian to allocate another Item Process Status and accompanying text in a table.

### Note

The items which comprise a newly-bound volume item are automatically discarded in the process, but they are still kept in the system as historical records. To view the items that make up a bound volume item, select the All Item History node and then the Item Changes tab in the right pane.

## 6.2 Using External Binding Software with ALEPH

The external binding preparation software packages ABLE™ and LINCPlus can be used with ALEPH. This requires Ex Libris licensing (it is not included in the standard ALEPH 500 software package).

1. Create volumes for binding as explained above.
2. The item barcode is read into the external software.
3. The interface can include exporting data from ALEPH through Z39.50; checkout of material, change process status and check-in.
4. Check out: When an item is sent to a bindery, it is checked out of ALEPH in one of two ways:
  - Set the item's process status to a status that reflects that it was sent to binding. This is activated by defining the following variable in the `pc_server_default` file:

```
setenv ext_bind_process_status          SB
```

- Loan the item to the binder with the due date for the loan set to the expected arrival date of the bound item back in the library. This is activated by defining the following variable in the `pc_server_default` file:

```
setenv ext_perform_loan                  Y
The binder is a patron whose Patron ID is <binder name>.
```

5. Check in: When an item is received from a bindery, it is checked into ALEPH in one of two ways, that correspond to the check out process:
  - Reset the item's process status to the original status that existed before it was changed to sent to binding.
  - Return the item that was loaned to the binder.

Able™ uses a Z39.50 port and LINCPlus uses the `pc_server` port. The following special set up in `pc_server_defaults` is required to provide bibliographic information for LINCPlus. This setup is used to define up to three tags from the bibliographic record:

```
setenv ext_bind_ref_no_1          LCNum,010,a
setenv ext_bind_ref_no_2          ISBN,020,a
setenv ext_bind_ref_no_3          ISSN,022,a
```

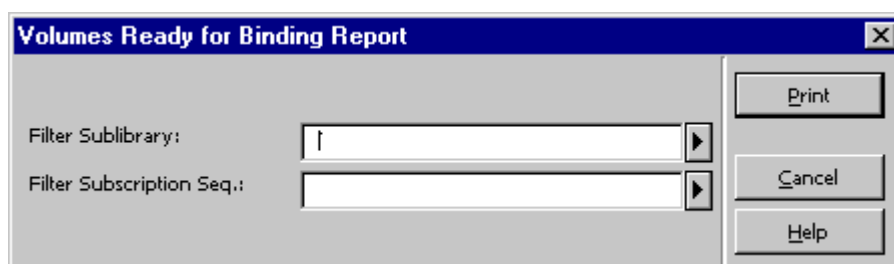
### 6.3 Completed Volume Report

You can view or print a report for a given title, listing volumes which have all their issues checked in. This can be useful for the binding preparation process.

This report can include volumes with issues that have not arrived, according to a parameter set up by the System Librarian. That parameter defines a maximum number of days for issues to arrive following their Expected Date of Arrival (EDA), after which the volume containing them is considered complete despite their unavailability in the library, and appears in the report.

To print the report, open the record in the Items function, and click the Completed Volumes button on the Items List tab in the upper pane.

The Volumes Ready for Binding Report window is displayed, where you can filter the data by sublibrary and by subscription (copy) sequence.



Click **Print** to print or view the report.

## 7 Inventory Management

Inventory Management lets you analyze inventory status with regard to missing or misshelved items. The analysis can be done either as an online process or as a batch process.

### 7.1 Initiating the Inventory

The first stage in analyzing an inventory is to define a physical range of items as an inventory. At this stage, the boundaries of the inventory range being checked are defined by parameters such as call number range, sublibrary, collection, item status and process status and material type. The inventory being checked receives an identifier that is used later on for executing the Inventory Period. This is achieved by running the Inventory Definition (item-01) batch service.



## 7.2 Conducting the Inventory

At this stage, the inventory is checked and its current status is compared with the database status. This can be done in one of two ways:

- Manual online inventory - The physical shelf is checked and the ALEPH client is updated online with each item that is scanned. This stage is called *Marking*.
- Batch inventory - The physical shelf has been previously checked, and the ALEPH client is updated by using an input file with the items' barcodes.

These two methods are described below.

### 7.2.1 Conducting an Online Inventory

To conduct an online inventory (Marking):

1. From the Cataloging module, click **Items**, then **Inventory Marking**.

The **Inventory Marking** command opens the form that defines various parameters to be used for the Marking session:

The screenshot shows the 'Inventory Marking Parameters' dialog box. The 'Shelf Report Number' field contains the value '30'. Under 'Select Lost/Missing Process Statuses', the 'None' option is selected. The 'Receive Popup Message' checkbox is checked, while 'Print Report at End of Session' is unchecked. In the 'Error Types to Include' section, all four options are checked: 'Item is on Loan', 'Item is not in place', 'Item is Lost or Missing', and 'Item is not in the Database'. The dialog includes 'OK', 'Cancel', and 'Help' buttons on the right side.

2. When you have finished filling in this form, click **OK**. This opens the marking box, where the marking of the found items is done by entering the item's barcode:

3. Click **Submit**. This marks the item as found. Clicking **Submit** also displays reports of any errors that have been configured at the beginning of the session as requested for reporting. The errors will be reported by either a popup message or a printed report, also depending on what has been configured at the beginning of the session.
4. Click **Close**. This ends the Marking session, triggering a printout of the error report, if such a report was requested at the beginning of the session.

### 7.2.2 Conducting a Batch Inventory

You conduct a batch inventory to mark items as found by running a service. The Inventory Marking (item-08) service receives an input file of item barcodes, located in the ADM library's `data_scratch` directory, and an Inventory number (shelf report number) to work on. In addition, you can choose whether or not to produce an error report in the `data_print` directory of the ADM library, and to provide the report file name. Other parameters are lists of lost/ missing process statuses and error types to include, exactly as with the online marking.

## 7.3 Summary Reports

Two Summary Reports are used to report the inventory status. They are normally run when the inventory period is over, although they can be run at any stage. The following reports are available:

### Inventory Summary (item-09)

This service creates a summary report of the inventory status, and allows updating of inventory items process statuses according to the inventory check results.

### Inventory Report (item-10)

This service produces a report of the inventory items, consisting of each item's details and whether the item was marked as found or accounted for (on loan, on hold shelf, process status *missing*, and so on).

## 8 Items Services

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### General Retrieval Form (ret-adm-01)

This service retrieves ADM record numbers and places them in an output file. The output file serves as a base for other services. For example, it is used as the input file

for the Update Item Records (manage-62) service. The service also produces a report of retrieved items. The report can be found in the PRINT directory under the same name as the output file used earlier.

### **Advanced General Retrieval Form (ret-adm-03)**

Similar to the General Retrieval Form (ret-adm-01), this service retrieves items, places them in an output file, and produces a batch report.

It has the following advanced features beyond the General Retrieval Form:

- The Advanced Retrieval Form can be run in parallel process (divided into cycles) in order to improve performance. This option is enabled only if the service is run without an input file.
- Instead of five value fields for each filter (as in ret-adm-01), there is only one field where it is possible to enter up to 20 values, separated by semicolons.
- For each filter, the user can include or exclude the listed values.

### **Update Item Records (manage-62)**

This service takes an individual Item Record or a set of Item Records and substitutes the data in fields according to the requested substitutions.

This service includes the **Temporary/Permanent Location** drop-down list that allows you to select a value for the **Item Temporary** field and update the item with temporary or permanent information. The following options are available:

- **No change** – no change in the Item Temporary location value.
  - For items that are not linked to a HOL record with 852 information, item information is updated with new values taken from the batch input.
  - For items that are linked to a HOL record with 852 information and its Temporary Location flag is set to `NO`; the HOL 852 location information overrides the batch input.
  - For items that are linked to a HOL record with 852 information and its Temporary Location flag is set to `YES`; batch input location values are stored in the item record (regardless of HOL 852 information).
- **Change to Temporary** – the Item Temporary location value is updated to `YES`.

The item location details (as well as other item information) are updated based on batch input parameters. The current item location information (before submitting the batch) is stored in the in the ADM record (Permanent information field). The ADM permanent information field allows restoring permanent location information using the GUI-Circulation-Restore Item Information tool.

The ADM permanent information is not updated in the following cases:

- If there is already an ADM permanent information in the ADM record
- If current item record (the one before submitting the batch) is set to **Temporary Location**.
- **Change to Permanent** – the Item Temporary location value is updated to No.

Item location details are updated based on batch input parameter and HOL 852 information (if it exists). HOL 852 overrides batch input values.

There is no restore from the ADM permanent information record.

The item permanent information (if it exists) is cleared from the ADM record.

The manage-62 batch can be activated with by selecting **Change to Permanent** for items with HOL 852 linkages over group of items without filling other batch substitution fields. The batch execution restores the location information from the HOL 852 information.

### **Advanced Update Item Records (manage-63)**

Similarly to Update Item Records (manage-62) service, this service takes an individual Item Record or a set of Item Records and substitutes the data in fields according to the requested substitutions.

The Advanced Update Item Records (manage-63) service supports updating more fields than Update Item Records (manage-62) service, and produces reports of the updated / rejected items.

### **Report of Missing Items (ret-item-02)**

This service identifies items that are missing (process-status = "MI"/"MS") or were declared missing but were subsequently found. The service retrieves items that have the code "MI" or "MS" in the item processing status field. The report can include the current state of the item records (Include Inventory), and/or item history records (Include Items History).

### **Print Item Labels (item-03)**

This service takes an input file of document numbers and creates various kinds of labels, according to the user's specifications.

### **Shelf Reading Report (item-04)**

This service performs an inventory check based on a shelf range of items. It compares an input file of barcode numbers to the same range of items in the system and generates a report of all items which are missing, misshelved or loaned.

The service's parameters are: Call No., Location From/To, Call No. Type, Call No. First or Second, Sublibrary, Collection, Item Status and Item Process Status.

All error messages can be found in the file \$aleph\_root/error\_lng/p\_item\_04.

If the user marks Yes in the Update Database field, then each item that is found to be missing or misshelved has the run date added to its Z30-LAST-SHELF-REPORT-DATE.

### **Shelf List (item-05)**

This is a procedure for performing a shelf list inventory check. The shelf list is based on a shelf range of items. The procedure checks the library's holdings and circulation files and creates a report of all items which should be in the shelf range.

The Call Number of the item is taken from the item's (Z30) Call Number field. The check can be limited so that it only checks the holdings of a specific sublibrary, collection or loan status.

### **Rebuild Call Number Index (item-06)**

This service rebuilds the location keys in the Item (Z30) records.

#### **When to run this service:**

Run this service after changing the definition of filing routines for items (using table `tab_filing_call_no` in the `data_tab` directory of the Administrative library).

### **Smart Barcode Export (export-03)**

This service prepares a file intended for transfer to an external program for printing barcode labels. The data included in the file is set in a configuration table and can be output in XML or fixed table format.

### **Inventory List (item-07)**

This service creates an inventory list of all items which have arrived within a defined period, usually one year. Order, invoice, and inventory information is brought together in one place. Thus, the inventory list serves as proof of holdings of a title. An inventory list consists, at the minimum, of the order slip, which is supplemented by the inventory number, the invoice number and the inventory date. The list is then bound together, sorted in ascending order by inventory number.

### **Delete Item Records (item-11)**

This service deletes batches of items, based on an input file. The items are checked for active hold requests, booking requests, photo requests, whether the item is loaned and whether or not a claim has been sent for the item.

If the item is found to be loaned or claimed, then it cannot be deleted. This cannot be overridden.

If the item is found to have one or more request, the request will be checked to see if it can be fulfilled by another *like* item. In the event that no *like* item is available, the item is not be deleted, unless an override has been requested in the services input

parameters. If the override flag is set to *Y*, then the item is deleted and a notification message is sent to the patron.

### **Inventory Definition (item-01)**

This service marks a range of items as belonging to an inventory according to various criteria. The items which are identified as belonging to an inventory have their Z30-SHELF-REPORT-NUMBER field marked with the inventory number. This is the first stage of the Inventory Management functionality.

This service also produces a report containing the shelf report number assigned, the batch parameters and a list of the shelf report numbers of Item records (Z30-SHELF-REPORT-NUMBER) which have been replaced by the new shelf report number, if a previous report number exists.

### **Inventory Marking (item-08)**

The service is used for marking inventory items as found. The service receives an input file of item barcodes, located in the ADM library's `data_scratch` directory, and an Inventory number (shelf report number) to work on. In addition, you can choose whether or not to produce an error report in the `data_print` directory of the ADM library, and to provide the report file name. Other parameters are a list of lost/missing process statuses and error types to include.

### **Inventory Summary (item-09)**

This service creates a summary report of the inventory status, and allows updating inventory items process status according to the inventory check results.

The summary report includes the following information:

- Shelf Report Number
- Selected Sort option
- Total number of items in the inventory
- Number of items found
- Number of items which were not found and are not accounted for
- A list of the items not found

An item is considered accounted for if one of the following is true:

- It is on loan
- It is on the Hold Shelf
- It has a process status of lost or missing
- It has been returned within re-shelving time

### **Inventory Report (item-10)**

This service produces a report of the inventory items, consisting of each item's details and whether the item was marked as found or accounted for (on loan, on hold shelf, process status *missing*, and so on).





# Staff User's Guide – Printing

Version 22



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# 1 General

## 1.1 Print Workflow

Printing in ALEPH is generated by one of the following actions:

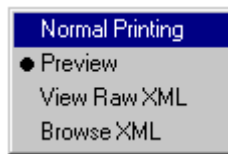
- Clicking the Print button in a GUI window;
- Pressing F11 when a list (for example, the Search list of headings, the Acquisitions list of orders) is in focus;
- Performing a transaction that triggers printing;
- Running a service that produces printouts such as reports and call slips.

## 1.2 Print Mode

Determine the mode to be used when generating printouts by right-clicking the Printer icon:



at the right bottom corner of your screen and selecting an option from the list.



### Normal Printing

When Normal Printing is selected, the system sends the output to a printer. Depending on the print setup of the workstation, the Print window displays, or the output is sent directly to the printer.

### Preview

When Preview is selected, the output displays in a Preview window. You can then click Print in the Preview window to print the file.

A printout which is intended for dispatch by e-mail cannot be sent from the Preview window. The printout must be recalled, with the mode set to Normal printing.

### View Raw XML

When this option is selected, the output displays in raw XML format in an editor window. This mode displays the data before it is filtered and formatted for printing. Therefore, it can be useful for debugging and for adjusting print templates.

### Browse XML

Similar to View Raw XML, when this option is selected, the output displays in raw XML format in the Browser window. This mode displays the data before it is filtered

and formatted for printing. Therefore, it can be useful for debugging and for adjusting print templates.

### **Browse HTML**

When this option is selected, the output is displayed in HTML format in the Browser window.

## **2 Template Printing**

Template printing refers to a method that uses predefined templates and merges them with the appropriate data to create a printout.

A print template contains placeholders for data and text.

### **Example**

The Payments Received report is generated using the Circulation service Payments Received Report (cash-03):

The screenshot shows a web-based form titled "Payments Received Report (cash-03)". The form is organized into several sections:

- Output File:** A text input field containing "cash-03".
- Include Payments Received by:** A group of radio buttons with the following options: "Workstation (enter IP address)", "Library Staff Member (enter User Name)", "Credit or Debit (enter 'C' or 'D')", "Patron Name (enter Patron Name)", "Patron ID (enter Patron ID)", "Item Barcode (enter Item Barcode)", and "All". The "All" option is selected.
- Sublibrary:** A list box containing several sublibraries, all of which are checked: "All", "Electronic Resources", "Archives Library K7ln", "UELEC Reading Room", "Government Documents", "UGDOC Reading Room", "Education Library", "Health Library", and "Law Library".
- Payment Date (From):** A date input field with "28/10/2002".
- Hour (From):** A time input field with "00:00".
- Payment Date (To):** A date input field with "27/11/2002".
- Hour (To):** A time input field with "00:00".
- Sort Report by:** A dropdown menu set to "Sublibrary".
- Report Format:** A dropdown menu showing the format: "Patron ID | Staff Member Name | Date | Hour | Receipt Number | Type of Transaction |".
- Run Time:** A dropdown menu set to "Today".
- At:** A text input field followed by "o'clock".
- Print ID:** A text input field.

On the right side of the form, there are several buttons: "Submit", "View History", "Cancel", "Help", and a checked checkbox labeled "Add to History".

In this example there are five printout formats to choose from. When the second format is selected from the Report Format drop-down list,

Report Format: Patron ID | PC-Station IP | Date | Receipt Number | Type of Transaction | Credit | Debit

Run Time: Patron ID | Staff Member Name | Date | Hour | Receipt Number | Type of Transaction | Sublibrary | Credit | Debit

At: Patron ID | PC-Station IP | Date | Receipt Number | Type of Transaction | Credit | Debit

Date | Receipt Number | Type of Transaction | Credit | Debit

Date | Receipt Number | Payment Target | Type of Transaction | Credit | Debit

Patron ID | Staff Member Name | Date | Hour | Receipt Number | Type of Transaction | Credit | Debit | Item Barcode

the printout (shown here in Preview mode) looks like this:

09/07/2013  
payment-received-report-01

### Payments Received Report

**From:** 09/06/2013  
**To:** 09/07/2013  
**SortBy:** Sublibrary

Patron ID	PC-Station IP	Date	Receipt No.	Type of Transaction	Credit	Debit
ID362	10.1.116.55	09/06/2013	898	Local Patron Registration		5.00
				Summary	0.00	5.00
				Balance (ALEPH)		5.00
ID362	10.1.116.55	09/06/2013	898	Local Patron Registration		5.00
00000012	10.1.116.36	10/06/2013	900	Late return		0.00
00000012	10.1.116.36	10/06/2013	900	Renewal		0.50
00000012	10.1.116.36	10/06/2013	900	Renewal		0.50
00000012	10.1.116.36	10/06/2013	900	Renewal		0.50
00000012	10.1.116.36	10/06/2013	900	Renewal		0.50
00000012	10.1.116.36	10/06/2013	900	Hold request		3.00
				Summary	0.00	10.00
				Balance (HYP)		10.00
00000012	10.1.116.36	10/06/2013	900	ILL request		3.00
00000012	10.1.116.36	10/06/2013	900	ILL request		3.00
00000012	10.1.116.36	10/06/2013	900	ILL request		3.00
00000012	10.1.116.36	10/06/2013	900	ILL request		3.00
00000012	10.1.116.36	10/06/2013	900	ILL request		3.00

When the fourth format is selected,

Report Format: Date | Receipt Number | Payment Target | Type of Transaction | Credit | Debit

Run Time: Patron ID | Staff Member Name | Date | Hour | Receipt Number | Type of Transaction | Sublibrary | Credit | Debit

At: Patron ID | PC-Station IP | Date | Receipt Number | Type of Transaction | Credit | Debit

Date | Receipt Number | Type of Transaction | Credit | Debit

Date | Receipt Number | Payment Target | Type of Transaction | Credit | Debit

Patron ID | Staff Member Name | Date | Hour | Receipt Number | Type of Transaction | Credit | Debit | Item Barcode

The printout (shown here in Preview mode) looks like this:

### Payments Received Report

**From:** 09/06/2013  
**To:** 09/07/2013  
**Sort By:** Sublibrary

Date	Receipt No.	Type of Transaction	Credit	Debit
09/06/2013	898	Local Patron Registration		5.00
		Summary	0.00	5.00
		Balance (ALEPH)		5.00
09/06/2013	898	Local Patron Registration		5.00
10/06/2013	900	Late return		0.00
10/06/2013	900	Renewal		0.50
10/06/2013	900	Renewal		0.50
10/06/2013	900	Renewal		0.50
10/06/2013	900	Renewal		0.50
10/06/2013	900	Hold request		3.00
		Summary	0.00	10.00
		Balance (HYL)		10.00
10/06/2013	900	ILL request		3.00
10/06/2013	900	ILL request		3.00
10/06/2013	900	ILL request		3.00
10/06/2013	900	ILL request		3.00
10/06/2013	900	ILL request		3.00
10/06/2013	900	ILL request		3.00

## 2.1 Customizing Printouts

See the document Customizing Printouts (XML and XSL), available in the Ex Libris Documentation Center for a complete guide to working with print templates.

## 3 E-Mail

### 3.1 Definitions for E-Mail Printouts

All of the following definitions must be set for each printout that is being sent by e-mail.

#### 3.1.1 Set Column 4 in the Module's print.ini File to M or B

Each module's print.ini file is located in the directory <module>/Tab. For example Circ/Tab/print.ini:

```
!-----  
!  
! 1 - function name  
! 2 - version ID (00-99)  
! 3 - display Print Setup window (Y/N)  
! 4 - mail default (M-Email/P-Print/B-Both)  
! 5 - local filename  
! 6.1-6.10 - print ID (offline printing/printer dispatching) -  
optional  
!  
!      1      2 3 4      5      6.1      6.2  
!-----+---+-----+-----+-----+  
  
LoanReceipt      00 N P loanrcpt.prn
```

PhotoWait	00	Y	M	photowt.prn
PhotoSlip	00	Y	P	photoslp.prn
PhotoLetter	00	Y	M	photoltr.prn
ReturnReceipt	00	N	P	retrcpt.prn
ReturnPhoto	00	Y	P	retphoto.prn
LostMaterialBill	00	Y	B	lostbill.prn

**Column 4** defines whether the file will be printed (P), sent by e-mail (M), or both (B).

### 3.1.2 Define an XML Translation File with the form-print-method Tag and EMAIL Type

Print templates that produce e-mail messages must have the following line present in the relevant `trn` translation file in the library's `form_lng` directory:

```
!Tag                                Type          S Parameters
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!->
form-print-method                    EMAIL         S
```

It is sufficient to define this line in the `global.trn` file. In this case, every printout that has a related e-mail address (for example, patrons, vendors), will automatically send a message by e-mail if possible.

### 3.1.3 Define "Mail" Print Templates for Print Forms that Use Different Text for E-mail Messages

Regularly, when a letter or a report is sent in the body of an e-mail as plain text, the text will be formatted based on the regular HTML-formatted template, so that the e-mail body text resembled the HTML-formatted output. However, sometimes different text is required for an e-mail message.

If you wish to have a separate template for body e-mails, copy each relevant template file to an additional file named `plain-<template file name>`. For example, copy `acq-order-claim-01.xsl` to `plain-acq-order-claim-01.xsl`. Change the third line in the file from

```
<xsl:include href="funcs.xsl"/>
```

to

```
<xsl:include href="plain-funcs.xsl"/>
```

E-mail messages produced using these templates will be sent with the `plain-<template file name>` file's text in the message of the body.

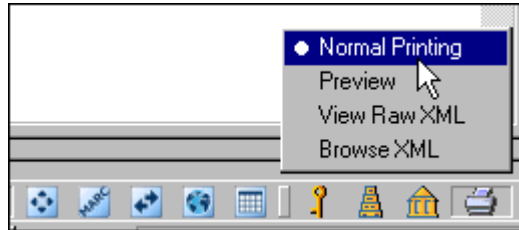
### 3.1.4 Define E-mail Formats

E-mail messages can be sent with the report or the letter as HTML attachments or as plain texts within the e-mail body. If no HTML attachments are to be used, the system librarian can turn off this option system wide. If the system librarian has defined the system to allow HTML attachments, the options of using such attachments or using plain texts within the e-mail body depend on how the receiving patron or vendor has been defined. Refer to the Circulation and Acquisition chapters of the *Staff User's Guide* for information on patron and vendor definition.

### 3.1.5 Set the Printer Setting to Normal Printing

The printer setting can be set to Normal Printing in the GUI, or by setting it as the default in the alephcom.ini file.

In the GUI right click the printer icon on the action bar and select Normal Printing.



The default for the printing configuration is set in the client's alephcom/tab/alephcom.ini file in the [Main] section's DefaultPrintConfig=0 parameter.

- 0 Normal Printing
- 1 Preview
- 2 View Raw XML
- 3 Browse XML
- 4 Browse HTML

Set DefaultPrintConfig to 0 in order to define Normal Printing as the default.

When using the Preview option for large files with more than five printouts, the dialog box with the question "You are going to Preview <n> additional documents with no option to stop the process. Continue Preview-yes/no?" is displayed. It is possible to continue or to stop the Preview process. The question is displayed after five printouts (by default) or the number set in Alephcom.ini:

```
[Print]
PreviewLimit=5
```

When printing or previewing wide tables, the table may be cut off. To avoid this problem, define the following parameter in .\Alephcom\Bin\HTMLPrint.ini:

```
[Options]
Scale=75
```

Scale=100 is the default

This change affects all printouts. There is no option to fit specific printout only.

### 3.1.6 Ensure the Patrons have Valid E-mail Addresses

Only patrons with a valid e-mail address can receive e-mail messages. The patron's e-mail address must be defined in the E-mail field of the Address Details tab (Patron tab / Patron Registration root /Address Information node).



### 3.1.7 Select the Send All Letters to Patron Check Box

The Send All Letters to Patron check box in the Global Patron Details tab (Patron tab / Patron Registration root / Global Patron Information node) must be checked.

## 3.2 Subject Line in e-mail Printouts

The subject line for e-mail printouts is set in the `form_description.<lng>` table in the relevant library's `/tab` directory. For example:

<code>opac-print</code>	An OPAC printout sent to you
<code>lost-material-summary</code>	Summary Bill for Lost Material
<code>item-sched-delete-letter-s</code>	Advance Booking Cancellation Letter

The table includes the name of the form, the form format (optional, if left blank the entry applies to all formats), and the subject line text (up to 200 characters).

## 3.3 Sending Slips For Patrons with Valid e-Mail Addresses

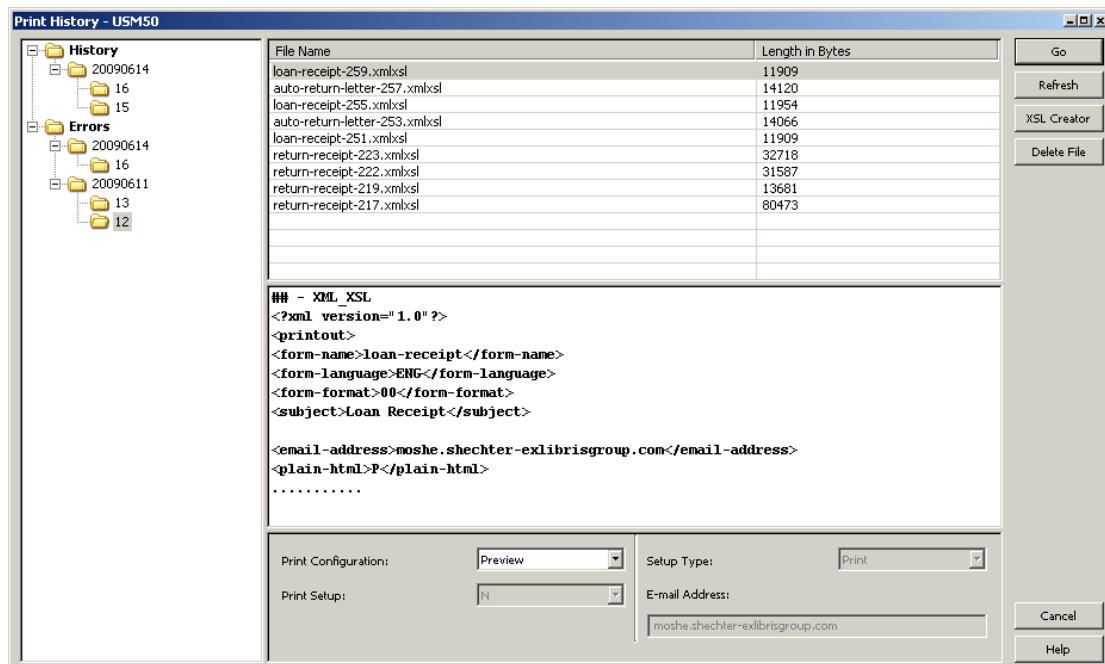
Your system librarian can set up an option which allows sending slips/letters only to patrons who have a valid e-mail address. This option separates between slips that have an empty `<email-address>` tag in the XML file and slips where an e-mail address is present in the `<email-address>` tag.

## 4 Print History

All files that are printed in an ALEPH GUI module interface are saved in a "history" section in the operator's profile. The Print History function is used to view and/or reprint all files that were printed from the GUI.

Any printout that is generated online from a GUI window or service appears in the Print History of any module that is connected to the library in which the printout was created. For example, if a Hold Request Not Filled letter was printed when the GUI was connected to USM50, it will appear in the Print History of any module that is connected to USM50.

To access the print history function, from the menu bar, click **ALEPH**, then **Print History**. The Print History window opens:



The left pane is a navigation tree that lists all the dates and rounded hours when files are printed. The pane is split into two main root nodes:

- History – lists all of the printout and e-mail attempts that were triggered from the local PC
- Mail Errors – lists e-mail attempts that failed for various reasons, such as invalid addresses or invalid e-mail server addresses. Note that if the e-mail address is valid but does not exist, it is not identified by the system as an error.

In both nodes, each day is a separate node, and each rounded hour is a separate subnode.

Highlight the relevant node to list the names of all the files that were produced in that time period.

The upper right pane lists each of the files and their size. Highlight a file on this list to see the beginning of its contents in XML format on the lower right pane.

### Print Configuration

Select one of the following options and then click the Go button:

- Normal Printing: Print the file as it was originally printed.
- Preview: Preview the printout. You can then click Print to print the file.
- View Raw XML: View the file in raw XML format in an editor window. This mode can be used for debugging.
- Browse XML: View the file in raw XML format in the Browser window. This mode can be used for debugging.
- Browse HTML: View the file in HTML format in the Browser window.

## **Print Setup**

Select Y to have the Print Setup window appear before printing. Otherwise select N.

## **Setup Type**

This field is only enabled when Normal Printing is selected in the Print Configuration field. Select P to print the file, M to e-mail it and B for both.

## **E-mail Address**

Enter the e-mail address here if you are sending the file by e-mail. If the print file includes an e-mail address, it will be displayed here.

## **Buttons**

### **Go**

Click the **Go** button to activate reprinting from the Print History.

### **Refresh**

Click the **Refresh** button to clear the bottom pane.

### **XSL Creator**

Click the **XSL Creator** button to activate the XSL Creator.

### **Delete**

Click the **Delete** button after selecting one or more files in order to delete the files from the Print History or from the E-mail Errors nodes.

## **5 Other Print Methods**

There are three kinds of print outputs that are not processed through the XSL/XML mechanism. For label printing and catalog printing, ALEPH produces raw XML that can be processed by an external program. Catalog printing is managed through two services. Printing lists from GUI windows uses an HTML mechanism.

### **5.1 Label Printing**

You can use the Smart Barcode Export (export-03) service to generate a file with label information that can be used to produce labels with separate software.

### **5.2 Catalog Printing**

#### **5.2.1 Print Bibliography (print-09)**

This service enables you to print catalog records organized in the manner of a bibliography. Note that the output consists of raw XML only - that is, it requires formatting by an external program. Examples of uses for this service are:

- A catalog of new acquisitions, over a time period, sequenced by class mark
- A catalog of AV materials in the library
- A national bibliography
- An index to journal articles

The companion service, "Print Index" (print-10) prepares indices to the bibliography. The records in the bibliography and indices are sequenced according to a headings (ACC/Z01) list. The system actually checks each heading in the list, choosing the catalog records that are contained in the input file for inclusion in the bibliography. If no records are chosen for a heading, the heading itself is also not printed. The system can also print all "see" headings that are related to printed headings.

The resulting print file is intended for regular-sized sheets of paper that can be bound together in book format.

This service adds sequential numbering to the records chosen, in order to enable printing indices, using print\_10. This sequential number is made up of two parts: subfield "a" contains the volume number (that is, this particular run and section), and subfield "n" contains the running number within the volume. The entries in the indices (such as author, title, subject, and so on) use this running number to refer to the entry in the bibliographic list. In this manner, the indices can be minimal, printing the heading followed by the sequence number. The sequential number will be added to the relevant bibliographic records, in the tag set in this service.

### **5.2.2 Print Index for Bibliography (print-10)**

This is a companion service to "Print Bibliography" (print-09). It generates indices for the bibliography. Examples of use for this utility are: indexing by authors; indexing by titles; indexing by subjects, where the basic bibliography is in some other sequence (such as classification).

The records in the indices are sequenced according to a headings (ACC/Z01) list. The system actually checks each heading in the list, choosing the headings that point to catalog records that are contained in the bibliography. If a heading does not have related bibliographic records, it does not print.

The heading is printed, followed by the sequential number of the related bibliographic records. This sequential number has been added to both the record and the output file when the "Print Bibliography" service (print-09) was run.

For example, the Author Index would appear like this:

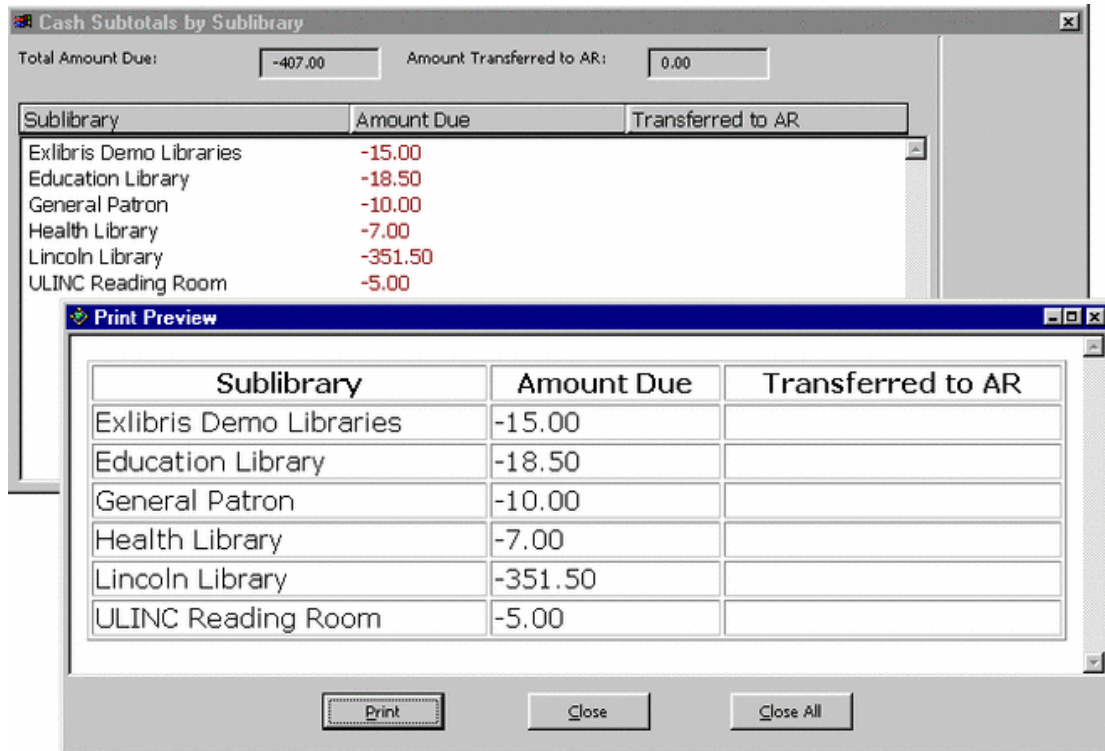
```
Amado, Jorge 664  
Amaral, Ricardo 318 319 320 343
```

In this manner, the indices are minimal.

Note that the output consists of raw XML only - that is, it requires formatting by an external program.

## **5.3 Window List HTML Printing**

In the GUI, you can print lists in windows containing data. Press F11 when the window is in focus.



Notes:

- F11 will not activate the printing of an empty page.
- F11 is a hardcoded hot key and cannot be changed.



# Staff User's Guide – Search

Version 22

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# 1 Search Function Overview

This chapter includes the following sections:

- Search Functions
- Indexes
- Functional/Overview Mode
- Full Screen Mode

## 1.1 Search Functions

You can use the Search function to:

- **Search the databases** for bibliographic and authority records.
- View **holdings information** about an item, such as the call number of each copy (for example, branch and shelf number).
- View **circulation information** such as how long the item may be on loan and whether the item is currently on loan.

There are two types of searches available in the Search function:

- **Browse** - You can browse an alphabetical list of headings, such as titles, authors and subjects.
- **Find** - You can search the database for keywords. The system searches Word Indexes (such as Words in Title, Words in Subject) for records containing the keywords entered by the patron (In the Web OPAC, this function is called "Search"). To go directly to a specific record, enter the item's unique identifier, such as its ISBN or barcode number.

## 1.2 Indexes

The system librarian can define the indexes available to the patron in the Search function. There are three kinds of indexes:

- **Headings Indexes** - Headings are whole phrases from the bibliographic record, such as author, title, subject and so on. An entire field or specific subfields may be used for a Headings Index. Headings Indexes are used by the Browse function.
- **Word Indexes** are lists of words taken from specific fields of the bibliographic record. Examples of word indexes include:
  - words from authors (tags 100, 110...)
  - words from titles (tags 240, 241, 242, 243, 245...)
  - words from subjects (tags 600, 650)

- words anywhere in the record

Word Indexes are used for the Find function.

- **Direct Indexes** can be used in either Browse or Find. Examples of Direct Indexes include:
  - system numbers
  - ISBN/ISSN
  - call numbers
  - inventory numbers

### 1.3 Functional/Overview Mode

In the left pane you can choose either Functional or Overview mode. The Functional mode allows you to search the database, view records, create sets, and so on, as described in sections 2-7 below.

The Overview mode displays the Overview Tree, which shows all the records in the system that are related to a specific bibliographic record. For example, it displays the bibliographic record, the holdings record, the administrative record, and the items, subscriptions, orders and loans attached to the selected item record.

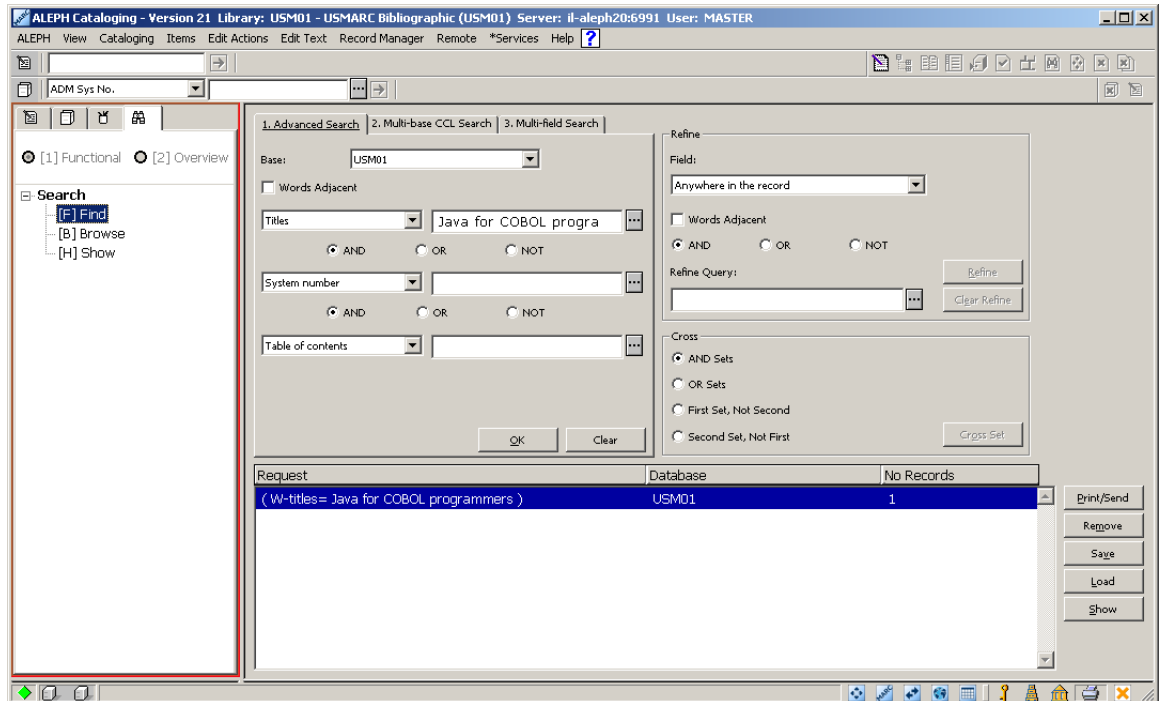
When a record is displayed in Overview mode, the right pane has buttons for transferring the record to one of the GUI functions (Cataloging, Items, Circulation, ILL, Serials Control, Ordering, Search).

### 1.4 Full Screen Mode

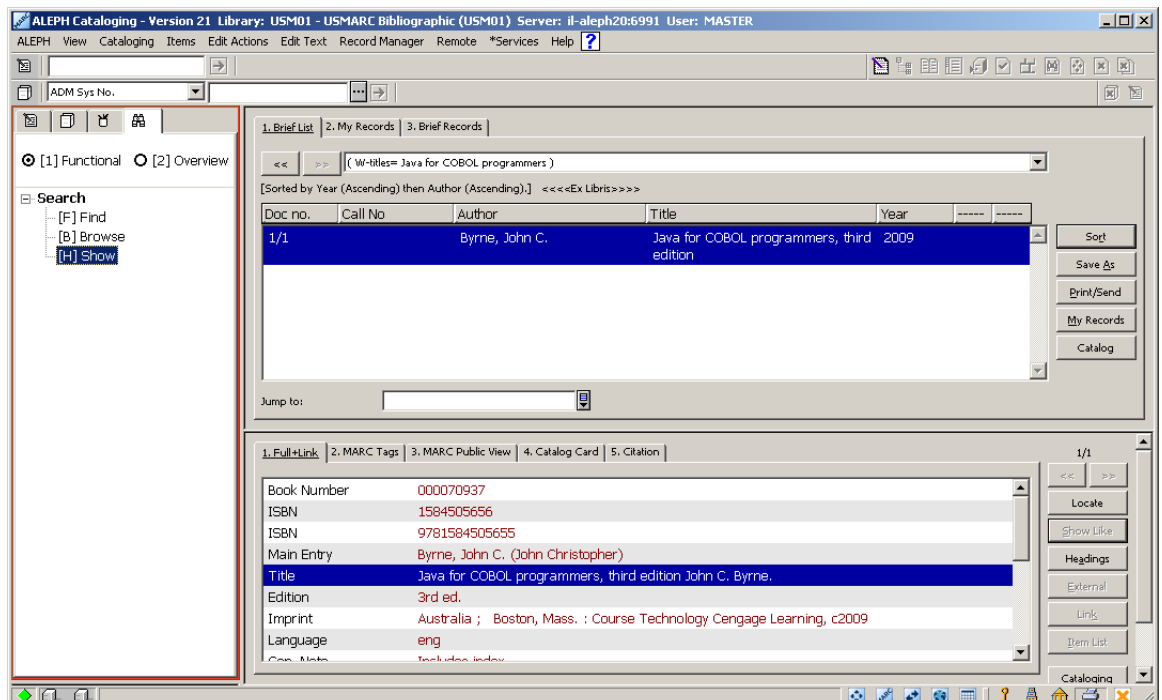
The Full Screen option enables you to enlarge a window containing a selected record.


To use the Full Screen option:

1. Enter a Find or a Browse query.
2. Highlight the record set retrieved by the query:



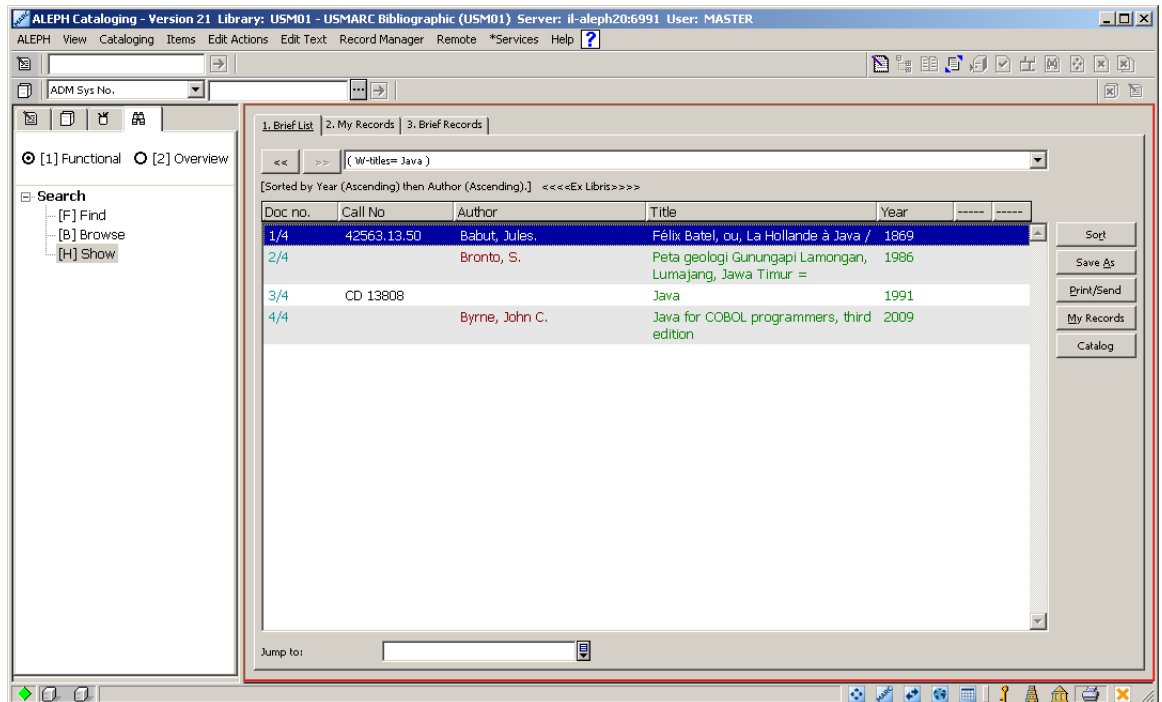
3. Click **Show**. This displays a record list in the upper pane and a Full view in the lower pane:



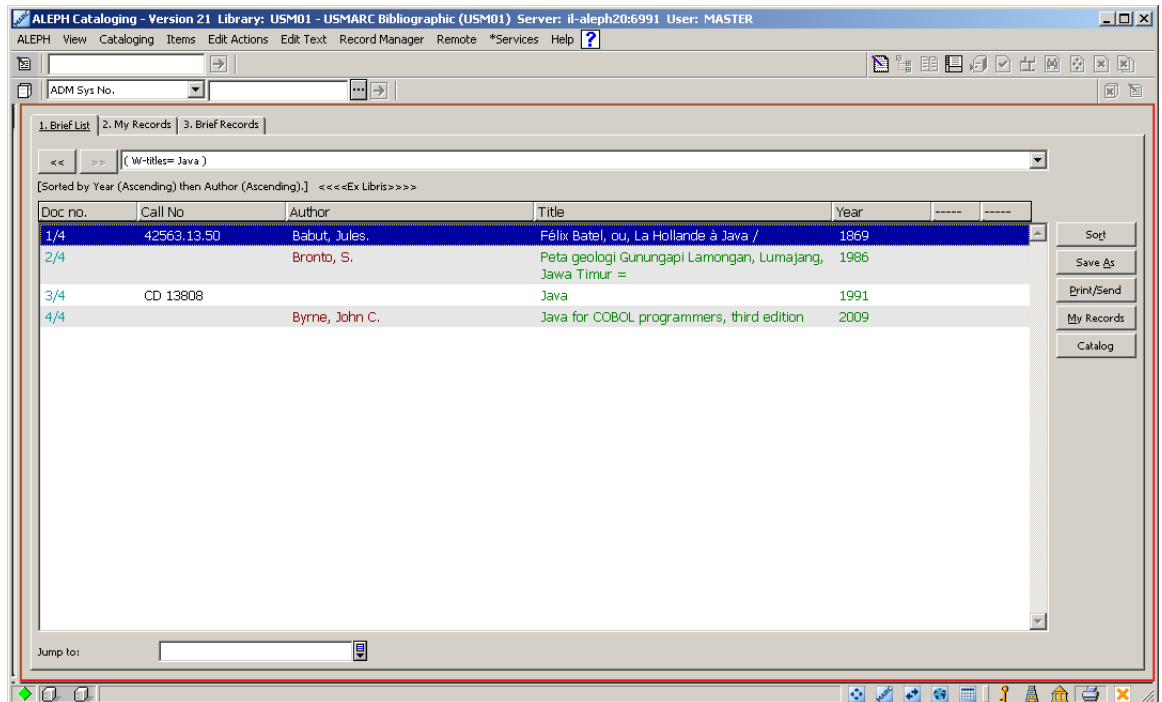
4. To view a record in Full Screen mode, click in the upper or the lower pane, select the Full Screen option from the View menu or click the  Full Screen icon on the upper right of the screen. When you select this option, the lower pane is not displayed and the screen takes up the

upper

pane:



5. If you select this option once more, the navigation pane is not shown and the record takes the whole screen:



- To turn off the Full Screen mode and switch to the previous view, select again the Full Screen option from the View menu or click the



Full Screen icon on the upper right of the screen.

## 2 Find Function

This chapter includes the following sections:

- Advanced Search
- Multi-base CCL Search
- Multi-field Search
- Word Search for CJK

The Find function enables you to search the database using keywords, unique identifiers and heading phrases. The system searches Word Indexes (such as Words in Title, Words in Subject) for records containing the keywords entered by the user; Direct Indexes for unique identifiers (such as ISSN, barcode, and so on); and Headings Indexes for heading phrases.

To use the Find Function, choose the Find node.

### 2.1 Advanced Search

When you activate the Advanced Search, the pane below is displayed:

The screenshot shows a dialog box titled "1. Advanced Search" with two other tabs: "2. Multi-base CCL Search" and "3. Multi-field Search". The "Base:" dropdown is set to "USM01". There is a checkbox for "Words Adjacent" which is currently unchecked. The first search row has a dropdown set to "Titles" and a text field containing "Cities". The second search row has a dropdown set to "Titles" and a text field containing "Tale". The third search row has a dropdown set to "Table of contents" and an empty text field. Between the rows are radio buttons for "AND", "OR", and "NOT", with "AND" selected in both the first and second rows. At the bottom are "OK" and "Clear" buttons.

Choose the field to be searched (that is, the Index to be searched) and type the retrieval text.

Selecting the Words Adjacent option instructs the system that the words in the search

string must be in the same field and must appear next to each other in the record.

When entering keywords, you can use truncation, masking and logical operators, as explained below.

### 2.1.1 Truncation

Type a portion of a word and add the ? character or the \* character at the beginning (or end) to indicate that you want all words that begin (or end) with that portion of the word. Truncation can be used in the middle and at the beginning or end, but not both in the beginning and at the end.

For example:

***chloro?***

retrieves all records that have words beginning with *chloro* in an indexed field.

***?benzene***

retrieves all records that have words ending with *benzene* in an indexed field.

### 2.1.2 Masking

In masking, special characters are used as placeholders and enable the system to retrieve words having variant spellings or matches that contain portions of words.

? or \* is a placeholder for any number of characters.

For example:

***ps?ic***

retrieves all records that have words beginning with *ps* and ending with *ic* in an indexed field, such as *psychic* and *psychotic*.

# is a placeholder for one or no character.

For example:

***colo#r***

retrieves both *color* and *colour* in an indexed field.

! is a placeholder for one character.

***wom!n***

retrieves both *woman* and *women* in an indexed field.

### 2.1.3 Logical (Boolean) Operators

A search may be narrowed or broadened by using the logical (Boolean) operators **AND**, **OR**, **NOT**.

For example:

***peasant and labo?r***

retrieves all records that have *peasant* and *labor* or *labour*.

***peasant or serf***

retrieves all records that have either *peasant* or *serf*.

***lord not serf***

retrieves all records that have the word *lord* but do not also include the word *serf*.

You can also use the following signs for the Boolean operators *and*, *or*, *not*. If no operator is present, then *and* is assumed.

- AND = + (plus sign)
- AND = & (ampersand)
- OR = | (pipe sign)
- NOT = ~ (tilde)

For example:

***peasant & labo?r***

***peasant + labo?r***

***peasant | serf***

***lord ~ serf***

The following:

***peasant and labor***

retrieves only records that contain both these words: *peasant*, *labor*.

For example: **The history of peasant labor.**

To search for words that are also used as Boolean operators, use quotation marks around the Boolean operator.

For example:

***peasant "and" labor***

retrieves only records that contain all these words: *peasant*, *labor*, and.

For example: **The story of the peasant and his labor.**

## 2.1.4 Parentheses

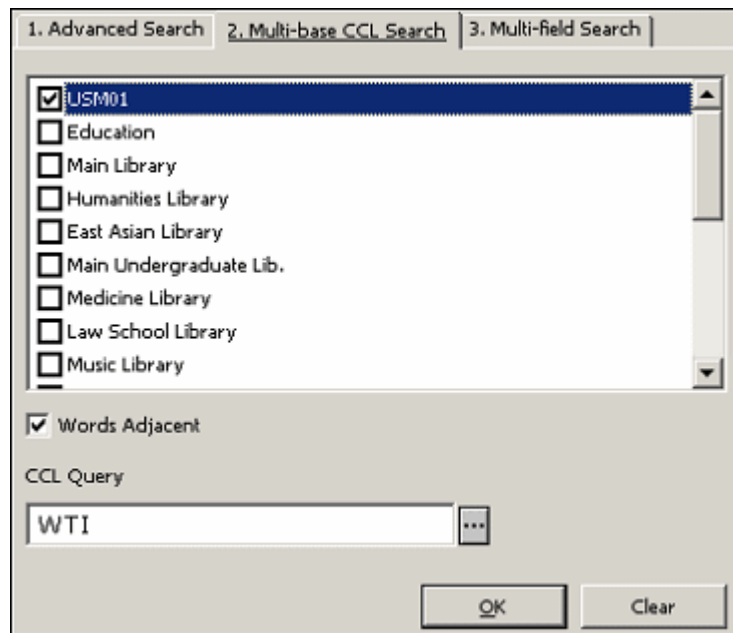
Parentheses may be used in a retrieval request. For example:

***(data or edp) and (program? or system)***



## 2.2 Multi-base CCL Search

The Multi-base CCL Search tab (shown below) lets you use Common Command Language to search for words in several different indexes at once.



You can use the Multi-base CCL Search tab to search more than one base at a time. First select the databases, and then type the keywords you are looking for.

You must specify the code of the word indexes to be searched. For example:

*wti=(chem? or bio?)* and *wau=jones* searches the **Words from Titles** and the **Words from Authors** indexes.

Selecting the Words Adjacent option instructs the system that the words in the search string must be in the same field and must appear next to each other in the record.

## 2.3 Multi-field Search

The Multi-field Search (shown below) lets you search for records using pre-set indexes. If you fill in more than one field, a Boolean *and* operation is performed:

Select the *Words Adjacent* option to indicate that the terms in the search string must be in the same field and must appear next to each other in the record.

## 2.4 Word Search for CJK

There are two ways in which the system searches in Chinese:

Both are dependent on adjacency.

- If the *adjacent* option is selected, the system looks for the exact string.

Example: A user enters a string of characters, *ABCD*. The system looks for the exact string, *ABCD*.

- If the *adjacent* option is not selected, the system breaks a given string into characters with the Boolean *AND* between them.

Example: A user enters a string of characters *ABCD*. The system breaks it into *A B C D* with the Boolean *AND* between the characters.

### 3 Browse Function

The Browse function enables you to look through an alphabetical list of phrases (such as titles, authors, subjects) from various records such as bibliographic records, authority records and so on. The Browse function can use Headings Indexes, Word Indexes, or Direct Indexes.

To use the Browse function, choose the *Browse* node.

#### 3.1 Browse Query

When you choose the Browse node, the pane below is displayed. Choose a base, a headings index, and type the starting text of the phrase you are looking for:

If the Include Expanded AUT Data check box is selected and the **Go** button is clicked, then additional authority information is displayed together with the heading. The Include Expanded AUT Data field determines whether or not the 260 (Complex See Reference - Subject), 664 (Complex See Reference - Name), 666 (General Explanatory Reference - Name), and 680 (Public General Note) fields from the USMARC authority record in the headings list are displayed, together with the linked bibliographic heading. Fields 300, 305, 310, 320 and 330 from the UNIMARC authority record in the headings list are displayed too.

When the **Include BIB/HOL Data** option is selected, the browse list changes, as follows:

- The columns change to include (1) the heading, (2) title and main entry from the bibliographic record, and (3) holdings (location) information from the HOL record (instead of columns that display the number of related records, a reference indicator, the heading, linked authority information, and base counts)
- The headings are no longer displayed once only; rather, the same heading is repeated for each separate bibliographic record, and for each holdings record.

If the Include HOL Data option is selected, the list will include the following information: Index text, Bibliographic Information and Holdings Information.

Note that the **Include BIB/HOL Data** option works only from the BIB library.

### 3.2 Search Keyword in Heading Checkbox

This checkbox is relevant only for libraries that are configured to perform a keyword search in the heading list. Check **Search Keyword in Headings** to enable users to search by keyword (as typed-in at the "Enter Starting Point" field) in the heading list. The "Enter Starting Point" text is used as a keyword (not just as a starting point of the heading) that is searched in the heading list. The system returns a list of headings that contain the requested keywords.

When **Search Keyword in Headings** is checked, the **Enter Include Text** text box is inactive.

The following is an example of a keyword search in headings: A user performs a heading keyword search for "football" and the system returns the following headings list: "All about football and basketball", "American football", "Football Association", "world cup- football", and others.

For more details regarding Keyword Search in Headings, refer to the Search Keyword in Headings section of the *Aleph 20.01 System Librarian's Guide - Web OPAC*.

### 3.3 Browse List

The system displays an alphabetical list of headings for you to browse through, with the text you typed appearing near the top of the list. The system also displays the heading before your request. The number of documents associated with each heading is also shown (in the # Docs column). Only headings that are relevant for the logical base are displayed. When the code of the search database is the same as a library code, the Browse list will include all headings, both linked and unlinked.

The screenshot shows the 'Browse' interface in the Aleph 20.01 System Librarian's Guide - Web OPAC. The search parameters are as follows:

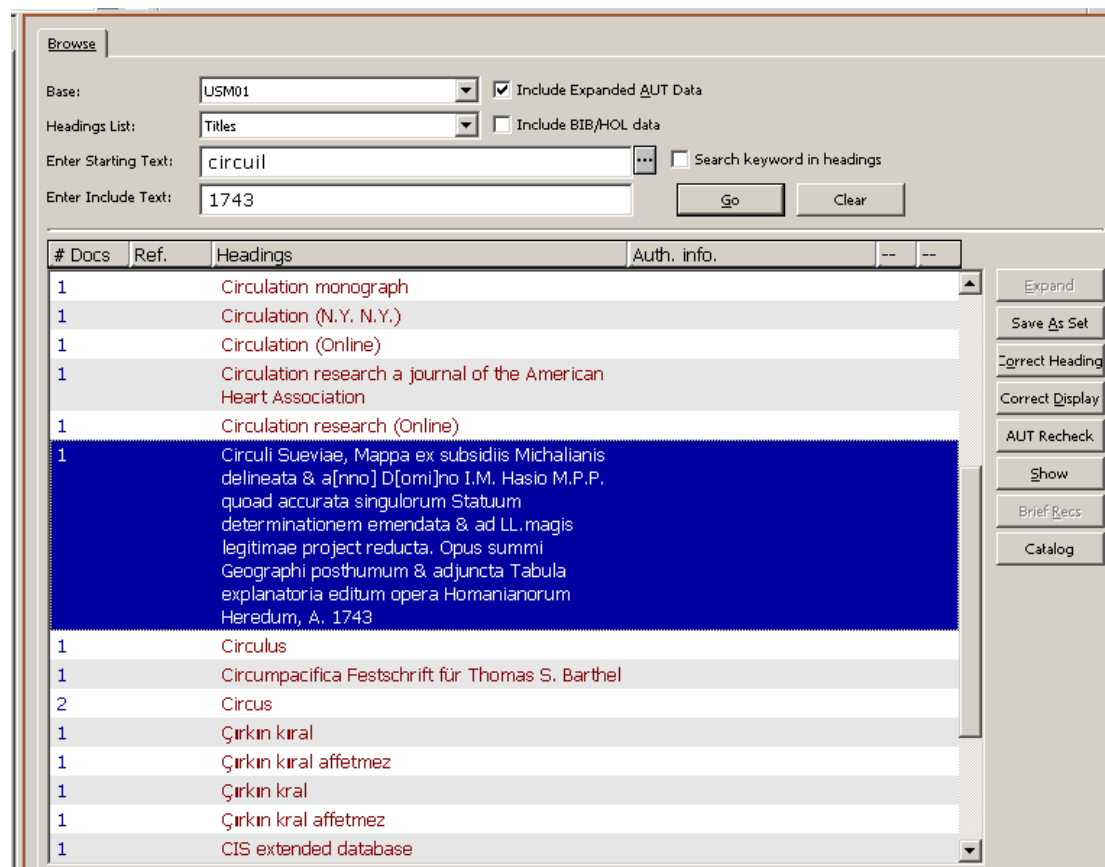
- Base: USM01
- Headings List: Titles
- Enter Starting Text: bohém
- Enter Include Text: (empty)
- Include Expanded AUT Data:
- Include BIB/HOL data:
- Search keyword in headings:

The search results are displayed in a table with the following columns: # Docs, Ref., Headings, and Auth. info.

# Docs	Ref.	Headings	Auth. info.
1		Bogre penimiyot li-mehunanim	
6		La Bohème	
1		Bohème Libretto Polyglot	
1		Bohème Madonna benedetta Vocal score	
1		La Bohème scène da La vie de Bohème di Henry Murger : in quattro quadri : partitura	
1		Bohème Selections	
1		Bohemian correspondence	
1		The Bohemians (Czechs) in the present crisis an address delivered by Charles Pergler, LL.B on the 28th day of May, 1916, in Chicago, at a meeting held to commemorate the deeds of Bohemian volunteers in the Great War	
1		Un bohemio monólogo en verso	
1		Die böhmischen Curorte eine Landesangelegenheit	
1		Die böhmischen Theobalde	
1		Bøhmisk-dansk folketone	
1		Bohn's antiquarian library	
2		Bohn's illustrated library	
1		Bohn's reference library	
1		Bohuslav Balhin T. 1	

To jump to a new location in the list type the new starting text in the **Enter Starting Text** field. You can enter up to 2000 characters in the **Enter Starting Text** field, so you can type the exact string to be retrieved.

To enable the efficient retrieval of long headings, type the specific string in the **Enter Include Text** field. This enables you to retrieve the exact heading efficiently by entering a specific string without having to type all the text.



### 3.3.1 Expand

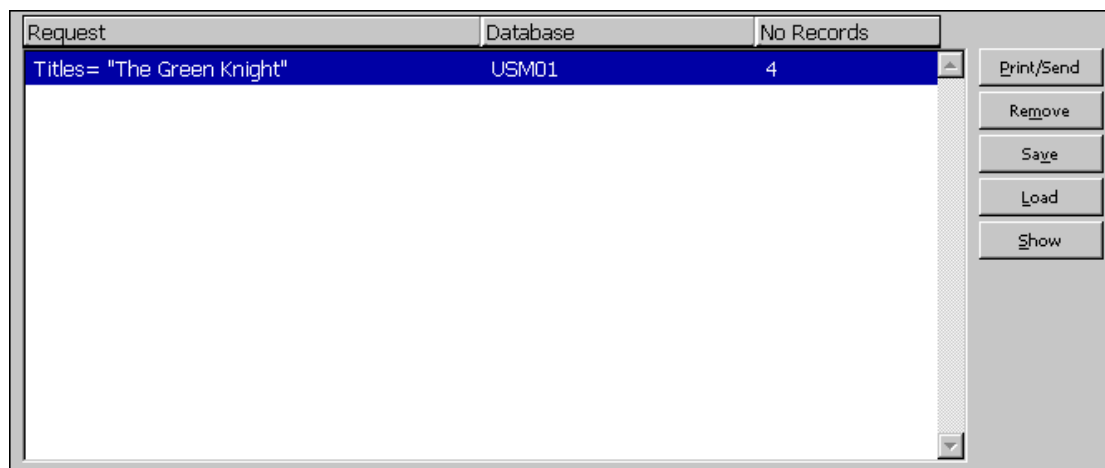
If you highlight an entry that has a related authority record, the Expand button is activated and you can click it to show the list of references from the Authority record associated with the selected heading. It enables the viewing of see, see also, and see from references. The Reference List window enables a direct transfer of the Authority record to the Records tab of the Cataloging module.

### 3.3.2 Save As Set

Highlight a single heading or a number of headings in the Browse List and click **Save As Set** to save as a set the records linked to the headings. A small window pops up, enabling you to identify the set by a name of your choice or simply to confirm the default name assigned to the set by the system.



The saved set will be displayed in the List of Sets in the Find node shown below:

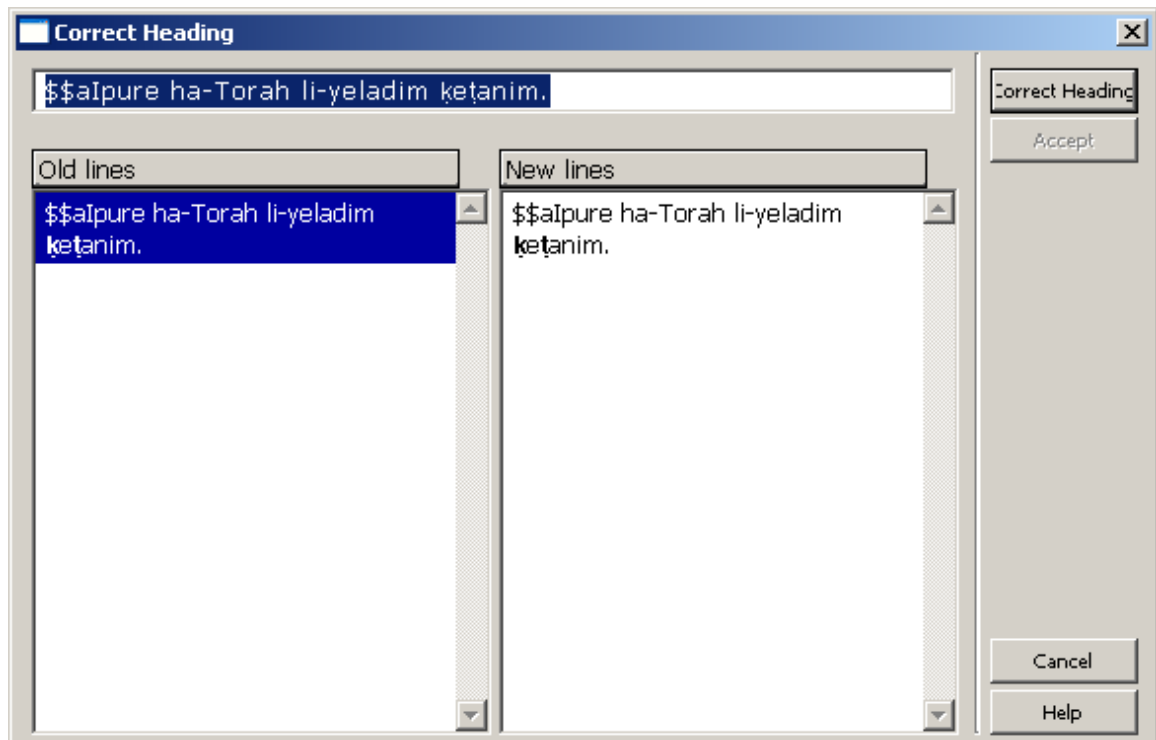


### 3.3.3 Correcting Headings

You can correct the highlighted heading by clicking **Correct Heading** displayed on the Browse List.

When **Correct Heading** is clicked for headings which are linked to an Authorities record, the following warning message is displayed, "Selected headings include authority related headings. Are you sure you want to correct the headings? Yes/No".

The Correct heading dialog box is displayed as follows:



To correct the selected heading, make changes in the upper line and click **Correct Heading** to view the changes you made on the right side of the dialog box (New lines). The previous lines are still displayed in the left side (Old lines). To accept the changes and update the Browse list, click **Accept** (after changes have been made, the button becomes active). If you want to make changes to the corrected heading before accepting the changes, you can edit the heading at the top of the dialog box and click **Correct** to view them in the New lines section. Note that all records connected to the corrected heading will be updated with the new text.

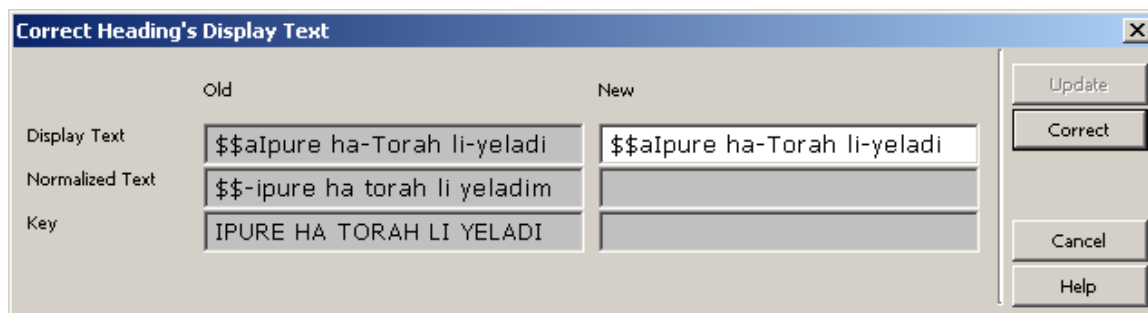
In order to delete a subfield, the contents of the subfield must be deleted, but the subfield code - including dollar signs - must not be deleted. For example, to delete subfield \$\$b from the heading "\$\$aPeople on the move:\$\$bstudies on internal migration" so that it becomes "\$\$aPeople on the move", enter the following text in the correction edit box (with subfield \$b empty):

"\$\$aPeople on the move\$\$b"

In order to change a subfield code, leave it as is and insert the new subfield code directly after it (preceding the subfield text). For example, to change \$\$b to \$\$g in the heading "\$\$aPeople on the move:\$\$bstudies on internal migration", enter "\$\$aPeople on the move:\$\$b\$\$gstudies on internal migration" .

### 3.3.4 Correcting Display

You can correct the display text of the highlighted heading by clicking **Correct Display** on the Browse node. The Correct Heading's Display Text dialog box is displayed as follows:



The Correct Heading's Display Test dialog box appears on the left side of the dialog box (Old). There you can see the current forms of the heading, including the display text, the normalized text and the filing key of the heading. To correct the display text of the selected heading, correct the display text that appears in the right side of the dialog box (New) and click Correct to view the changes you made. To accept the changes and update the Browse list, click the Update button. Note that the display text of the heading can only be corrected if the original normalized form of the heading and the filing key of the heading are not modified by this change. For example, you can correct the punctuation.

### 3.3.5 AUT Recheck - Authority Recheck for Selected Headings

Click **AUT Recheck** to initiate rechecking of a heading for a matching Authority record. Rechecking can be activated only if the heading is not related to an authority record and only if a single heading has been chosen.

This action sets the heading to NEW, in order that the *Update BIB from AUT* (ue-08) process will handle the heading again.

The ue-08 process enriches the headings of the BIB library with data from a matching record in the AUT library. This procedure checks headings in the BIB library against an AUT library and adds cross-references and/or multi-lingual equivalents to the BIB headings table.

### 3.3.6 Show

Click **Show** to see the bibliographic records associated with a heading. These records are explained in Show on page 21.

### 3.3.7 Brief Records

Some libraries use brief record displays. The brief record display format is used to sub-arrange the records that are attached to a particular heading. When a heading has brief records attached to it, the **Brief Recs** button becomes active. If you click it, the records will be shown via the Brief records tab in the Show node.

### 3.3.8 Catalog

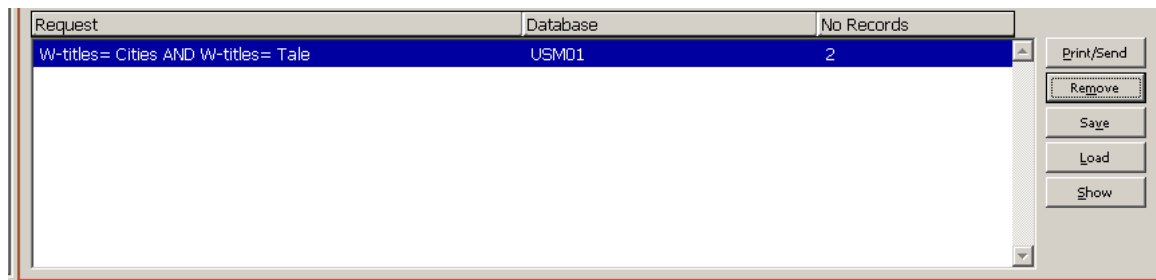
Click **Catalog** to directly transfer records related to one or more headings to the cataloging tab of the Cataloging module. You can select multiple headings, but this action is limited to 100 records.



## 4 List of Sets

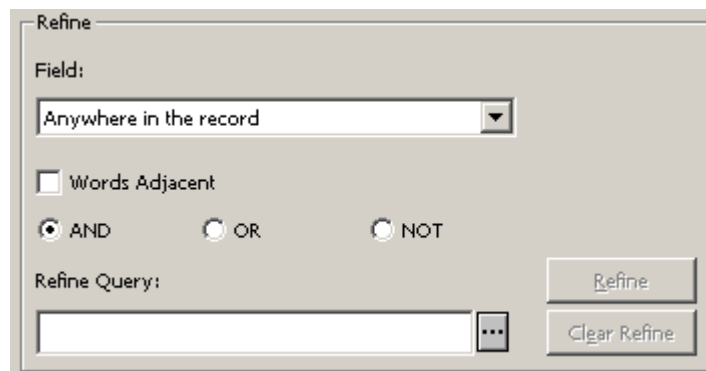
The List of Sets (shown below) displays the set of records created as a result of a Find query, or, in the Browse function, as a result of saving selected records using the Save As option. The list appears in the lower pane of the Find node.

To see brief and full display of records in a specific set, highlight a set and click **Show**. The display of the records is explained in Show on page 21.



### 4.1 Refine

If a set is too large or too small, you can narrow or broaden the search by entering "Refine" qualifiers in the right side of the right pane in the Find node:



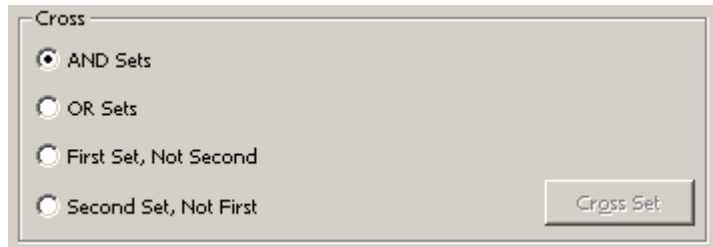
To broaden the search, choose, for example, OR. To narrow a search, choose AND, NOT or a specific field to perform the search in, then enter a string in the Refine Query field. The **Refine** button will now be active. To perform the refine operation, click **Refine**.

The Refine action will only be performed on an existing set. The selected set is crossed with a new find query in order to produce a new set that is broader or narrower than the original one.

If you select the *Words Adjacent* option, the system retrieves records in which the words in the search string are in the same field (word index) and appear next to each other in the record.

## 4.2 Cross Sets

You can cross sets by highlighting the appropriate sets, choosing the appropriate cross function, and clicking **Cross Set** (which will only be active if more than one set is chosen).



For crossing sets with AND and OR, choose as many sets as you want. For *First set not second* and *Second set not first*, you may choose two sets only.

*First set not second* will retrieve all records that contain the keyword(s) of set 1 but not the keyword(s) of set 2. *Second set not first* is the opposite condition, that is, it will retrieve all records that contain the keyword(s) of set 2 but not those of set 1.

## 5 Show

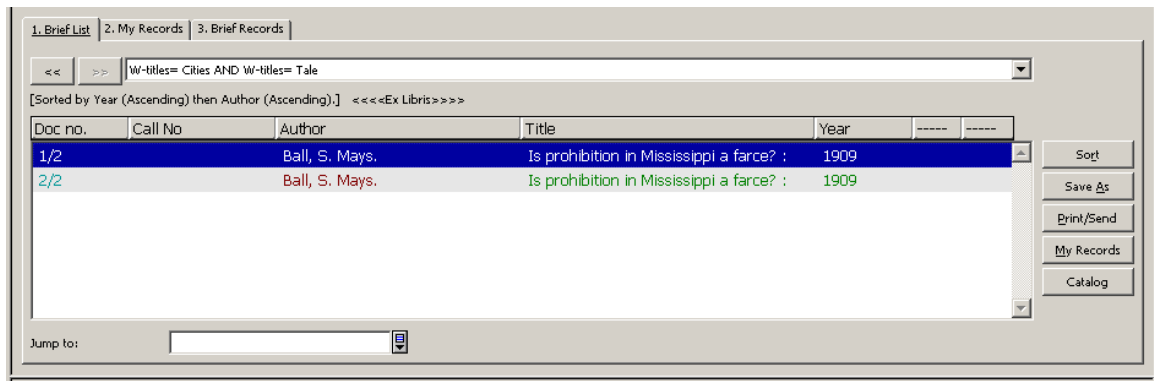
This chapter includes the following sections:

- Brief List
- My Records
- Brief Records
- Full+Link Format
- Additional Full Formats

From the Browse and Find functions, you can choose to see Bibliographic records in the Brief, Full+Link, or other Full formats (such as MARC tags, Catalog card and so on). You can set up the Search Function to display a set in the List of Sets in the Find node after a FIND command, or to immediately display the records themselves. A threshold can be set so that if there are under a certain number of records in a set, the records will be displayed in Full format. If, on the other hand, there is more than that number of records in a set, the records will be displayed in a set.

### 5.1 Brief List

To view the Brief format of records in a set, highlight a set in the Find node or a line in the Browse node and click **Show**. The window below is displayed.

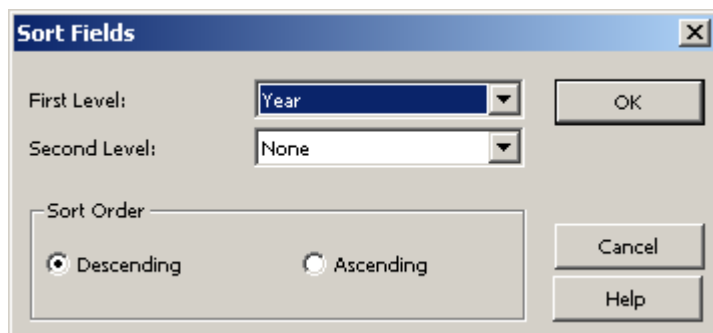


You can select either one or several lines to perform the following actions:

- Save the records to the List of Sets on the Find node by clicking **Save As**.
- Save records to the My Records tab for later use by clicking **My Records**.
- Print, save on local disk or send by e-mail selected records by clicking **Print/Send**.
- View the records in the Catalog module by clicking Catalog. This option is available only from the Search tab in the Cataloging module.

### 5.1.1 Sort

You can sort the records in the Brief List by clicking **Sort** and filling in the following form:



### 5.1.2 Save As

You can save a set of records to the List of Sets in the Find node by highlighting the appropriate records and clicking **Save As**. A small window pops up, enabling you to identify the set by a name of your choice or simply to confirm the default name assigned to the set by the system.



### 5.1.3 Jump To

When a set shown in the Brief List contains a large number of records, you can browse for a specific headings string to redisplay the list from the text of the appropriate heading. For example, you can enter a string starting with *school* to jump to a title that begins with the word *school*.

## 5.2 My Records

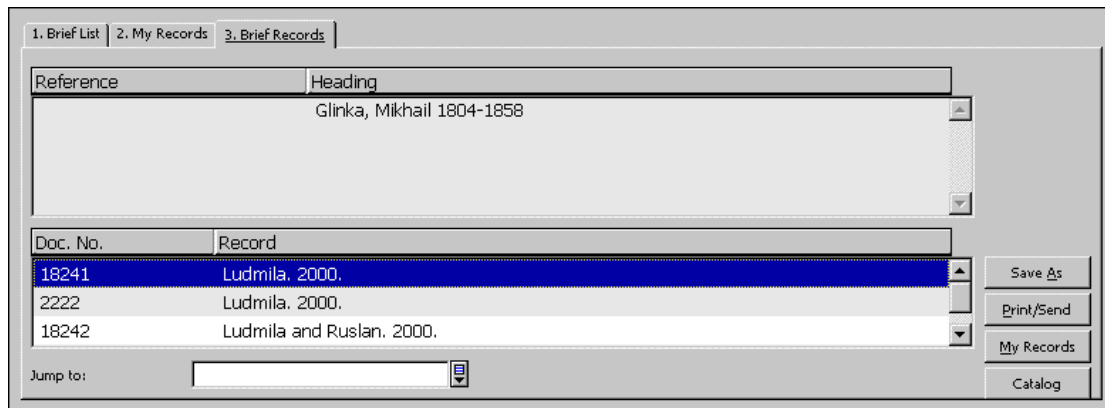
You can save records to the My Records tab for further use. You do this from the Brief List tab by clicking **My Records**. The My Records tab enables you to perform extra activities such as:

- Saving the records on a local PC by clicking **Save**.
- Loading records from a local PC by clicking **Load**.
- Removing all records from the tab by clicking **Clear**.
- Removing highlighted records from the tab by clicking **Remove**.
- Printing, saving on local disk or sending by e-mail selected records by clicking **Print/Send**.
- Viewing records in the Catalog module by clicking **Catalog**. This option is only available from the Search tab in the Cataloging module.

## 5.3 Brief Records

The brief record display format is used to sub-arrange the records that are attached to a particular heading. You send the records to the Brief Records tab by clicking the **Brief recs** button in the Browse node.

The upper pane of the Brief records tab displays the common heading of the records. The lower pane of the tab displays the bibliographic record number and its title.

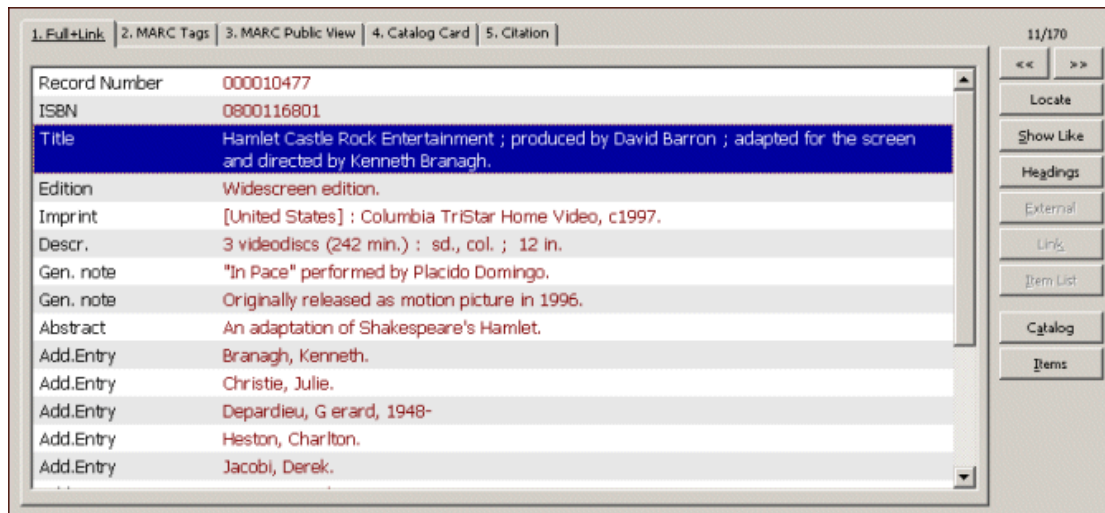


The following options are available from this tab:

- Saving the records to the List of Sets on the Find node by clicking **Save As**.
- Saving the records to the My Records tab for later use by clicking **My records**.
- Printing, saving on local disk or sending by e-mail selected records by clicking **Print/Send**.
- Viewing the records in the Catalog module by clicking **Catalog**. This option is only available from the Search tab in the Cataloging module.
- **Jumping to** a requested heading.

## 5.4 Full+link Format

The Full+Link format (shown below) is a more complete display of the bibliographic record. Above the buttons on the right side of the screen you can see the ordinal number of the displayed record and the total number of records in the selected set. In the example shown below, you can see the display of record 11 out of 170 in the set:



Various buttons on this screen are activated, depending on the links that exist between records. Each button is described below.

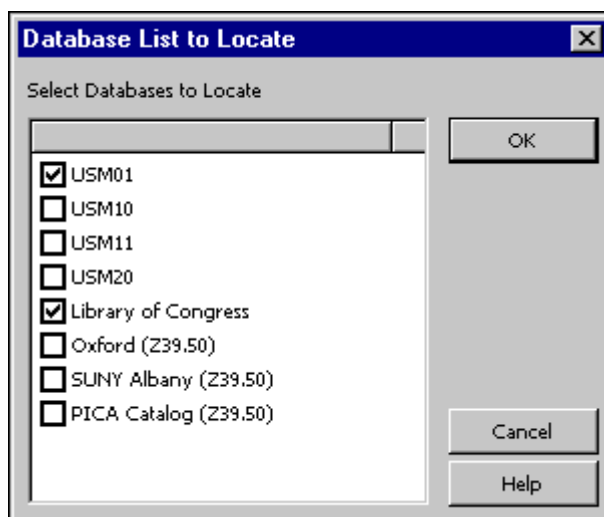
### Previous and Next

Click the << button to display the previous Brief List record, and the >> button to display the next Brief List record.

### Locate

To locate similar records in other databases, follow these steps:

1. Click **Locate**. The following window appears:



2. Choose one or more databases and click **OK**. The set containing the located records will be added to the List of Sets in the Find node.

### Show Like

This option is available for some fields of the record, such as subject and author. When you highlight a field (for example, Subject Humorous poetry, American) and click **Show Like**, the Brief List of records is displayed, showing other records that have the same subject (Humorous poetry, American).

## Headings

This option is available for some fields of the record, such as subject and author. When you highlight a field (for example, author: Shakespeare, William) and click **Headings**, the Browse List associated with the highlighted field will be displayed, with the highlighted text (Shakespeare, William) at the top of the alphabetical list.

## External

The EXT field appears in a record when there is a link to an external document, image or program. When you highlight the EXT field, the External button will become active. Click **External** to see the document or image or to run the program.

## Link

The cataloger may have linked two bibliographic records together in an UP, DOWN, or PARALLEL relationship. When you highlight the Link field in the bibliographic record, the Link button will become active. Click **Link** to see the linked record displayed in the Full format.

## Item List

Click **Item List** to see the list of items associated with the bibliographic record and to read information such as each item's call number, loan status, due date, and so on.

## Catalog

This is an example of a button which transfers the record to a functional tab in the module. In this case, taken from the Cataloging module - when you click **Catalog**, the Records tab opens, allowing you to make changes in the cataloging record.

In the Acquisitions/Serials module, there are buttons for Acquisitions (the Order List tab) and Serials (the Serials tab); in the Circulation module there is a button for Circulation (Items tab).

## Items

This is another button which transfers the record to a functional tab in the module. This example is taken from the Cataloging module - when **Items** is clicked, the Items tab opens.

## 5.5 Additional Full Formats

In addition to the Full+Link format, four other Full formats are available by clicking the tabs that appear in the Full+Link screen. The default formats are **MARC Tags**; **MARC Public View**; **Catalog Card** and **Citation**, which display the bibliographic information in a paragraph format. Your system librarian can modify these formats and add more.

Note that the display of these formats does not have the functional buttons such as those described above for the Full+Link screen.

## 6 Save/Send/Print/Load records

You can print, send by e-mail or save (on your local workstation) an individual bibliographic record or a set of records. You can also save a set of records on the

server. A set saved on the server can be recalled into Search or used by other functions, such as a batch service.

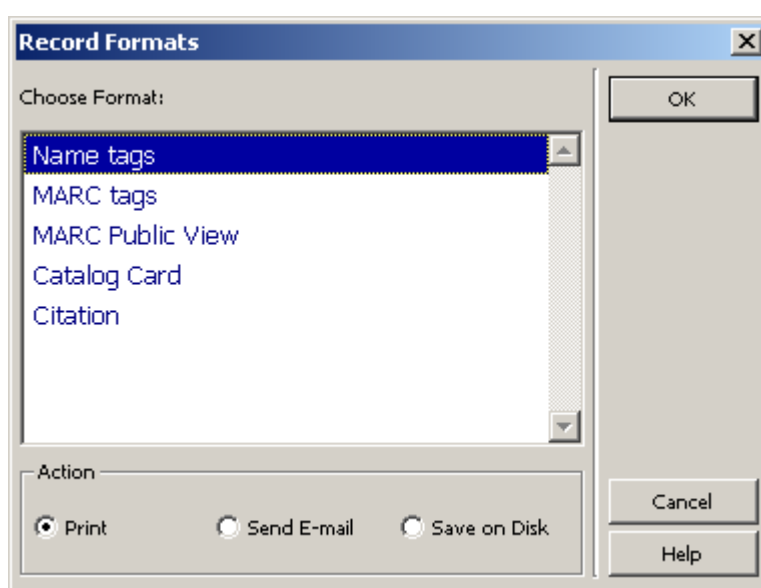
## 6.1 Print/Send by E-mail/Save locally

To print, send by e-mail or save records locally, perform the following steps:

1. Either highlight a record or records in the upper pane in the Show node, or in any one of the three tabs (Brief List, My Records, Brief Records), or

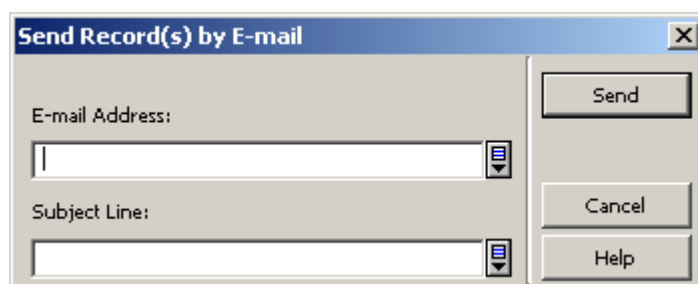
Highlight a set of records in the lower pane in the Find function.

2. Click **Print/Send**. The following window appears:



3. Choose a format and an action (Print, Send E-mail or Save on Disk), and click **OK**.

- If you choose **Send E-mail**, the following window appears:



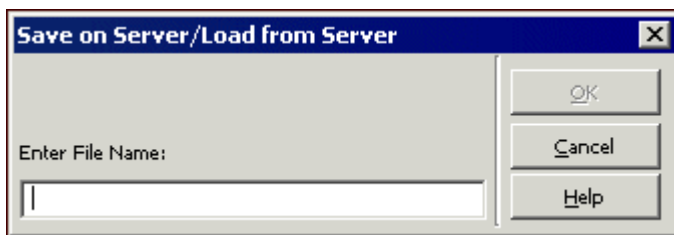
- If you choose **Print** or **Save on Disk**, the resulting action depends on the Print configuration setup on your workstation:



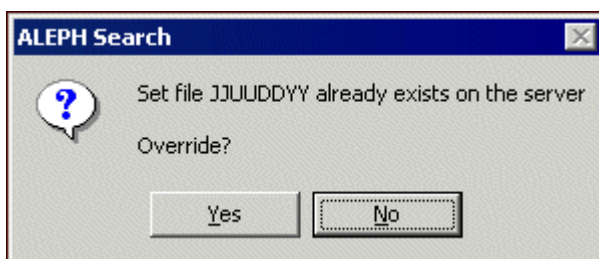
- Normal Printing + Print sends the printout to the workstation's default printer
- Normal Printing + Save on Disk displays a prompt window for "save in..."
- Preview displays the printout in a Browser window
- View Raw XML displays the printout in XML format in Notepad
- Browse XML displays the printout in XML format in a browser window

## 6.2 Set of Records

You can save, on the server, the record numbers of a set in the lower pane of the Find node. Highlight the set (only a single set can be chosen) and click **Save**. The following window will be displayed:



Enter a file name and click **OK**. If the file name is already in use on the server, the following message appears:



The record numbers are saved in a file in the `./alephe/scratch` directory on the server.

## 6.3 Load from Server

Click **Load** to recall a previously saved set of records from the server. This displays the Save on Server/Load from Server window shown above.





# Staff User's Guide – Serials

Version 22

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# 1 Serials Overview

Serial issues in ALEPH are treated as item records. An item record includes information such as ownership (sublibrary), location (collection and call number), status for loans, and barcode identifier. In addition, the identifying characteristics of a serial item record are:

- Description (for example, v.17: no.3 (1993:Mar.)); the description is displayed in lists of items and informs staff and patrons about what is available in the library.

The description and its punctuation are generated according to the ANSI/NISO Z39.71-1999 standard.

- Link to subscription record; the link is required for correspondence with the vendor. If there is no link, the item cannot be "CLAIMED".
- Enumeration and chronology information. This data is used together with pattern information to build the description field.

**ALEPH Serials Control** includes check-in and claiming of serials issues. In order to be able to accomplish this task efficiently, the system must be able to generate expected serial issues automatically.

The system generates expected issues using prediction information. The librarian enters prediction information (called "prediction patterns") into the system.

A **Subscription Record** is also required for automatic generation of serial issues.

## 1.1 Records in the Serials Module

The Serials module uses several types of records, all of which are linked to the BIB record:

### **Subscription Record**

The Subscription Record contains information relevant to a specific subscription (copy) of the serials held by the library, including the vendor, subscription period and location. The library must have one subscription record per copy.

### **Schedule (Form)**

"SCHEDULE" is a proprietary pattern format specific to the ALEPH system. A schedule record is accessed (for creation or updating) only from the Control node in the Serials tab in the Acquisitions/Serials module.

As a rule of thumb, the ALEPH Publication Schedule Form is best used for simple patterns. For example, it can be used for regularly published weekly, monthly, bi-monthly or quarterly journals, with no exceptions (such as "not published in August").



### **Pattern (Fields)**

"PATTERN" uses the MARC21 Caption and Pattern fields (853/4/5), and a proprietary Enumeration and Chronology field (853X/4X/5X), which is based on the MARC21 Enumeration and Chronology fields.

The pattern fields are held in an ALEPH document record, either the journal title's ADM record, or in one of the HOL records linked to the journal title's BIB record. In both cases, there is also a link from the Subscription Record to the Pattern's Enumeration and Chronology field, using the subfield \$9 linking sequence number.

### **Routing Lists**

Routing lists for the distribution of issues can be created for a subscription record. A subscription record can have multiple routing lists. Creation of routing lists is optional.

### **Item Records**

Every item record represents one physical issue received by the library. Items are the basis for routing and circulation.

## **1.2 Records Required for Serial Prediction**

In order that the system be able to generate serial issues records automatically (a prerequisite for efficient check-in and claiming), two types of records are required:

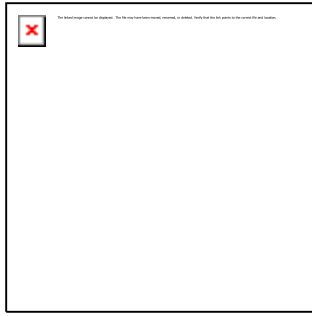
- Subscription
- Publication Prediction Pattern

ALEPH supports two types of publication prediction pattern records, which we call 'Schedule' and 'Pattern'. A single BIB record can have related prediction data in either Schedule or Pattern format. Pattern format can be defined either in the ADM record or in one or more HOL records, but not both. The system preference for pattern information is HOL, ADM, and Schedule (in this order). In other words, if a BIB record has pattern information in both HOL and ADM, the HOL pattern is used, and the ADM pattern is inactive. All pattern records for a single title must be defined in the same type of record (Schedule, ADM or HOL).

## **2 Accessing the Serials Function and Serials Records**

### **2.1 Serial Bar**

The Serial Bar in the Acquisitions/Serials module is the environment in which you can search for a record and display it in the Serials tab:

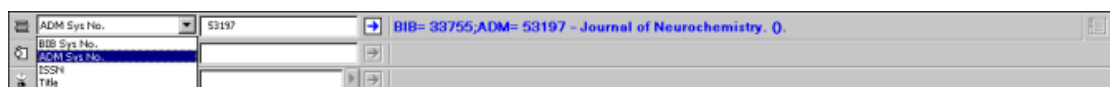


The options for searching are:

- ADM Sys No.
- BIB Sys. No.
- Publisher
- ISSN
- Title
- Issue Barcode
- SICI
- SISAC Barcode
- Order Number

The list of search options is defined in the SERIAL-SEARCH section of the `pc_tab_exp_field.lng` table. Bibliographic search options can be added by your system librarian, using any of the search codes.

In the Serial Bar, choose a search option, and enter the search text in the box to the right of the option:



If the search retrieves a single record, it is displayed. If the search retrieves multiple records, a window pops up informing you "Multiple matching records found. View in the brief list?" If you choose Yes, the set of records is displayed in the Brief List in the Search tab.

**Note:**

The SISAC Barcode is an automated representation of the SICI code. Enter the SISAC Barcode manually or with a barcode scanner.

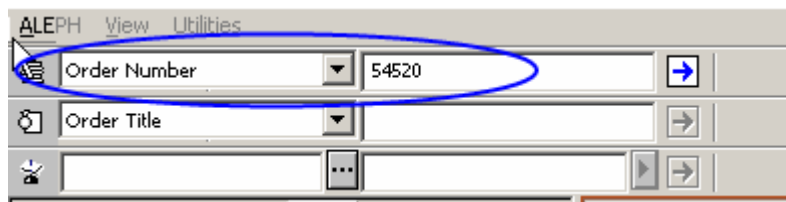
## 2.2 'Order Number' Search in Serials Search Bar

A new search option has been added to the GUI-ACQ-Serial search bar: Order Number. Activating the 'Order Number' search retrieves subscriptions that are assigned the quoted order number. This new feature enhances the serial work flow and can be used to retrieve multiple subscriptions that are related to one order.

For example:

There is an order for a membership and multiple subscription records for the journals received as benefit of that membership. There is one order record for the membership. There is no order record for each journal title that is received as part of the membership order. There is a subscription record for each journal title. The common order number (membership order) is assigned to each of the journal subscription records.

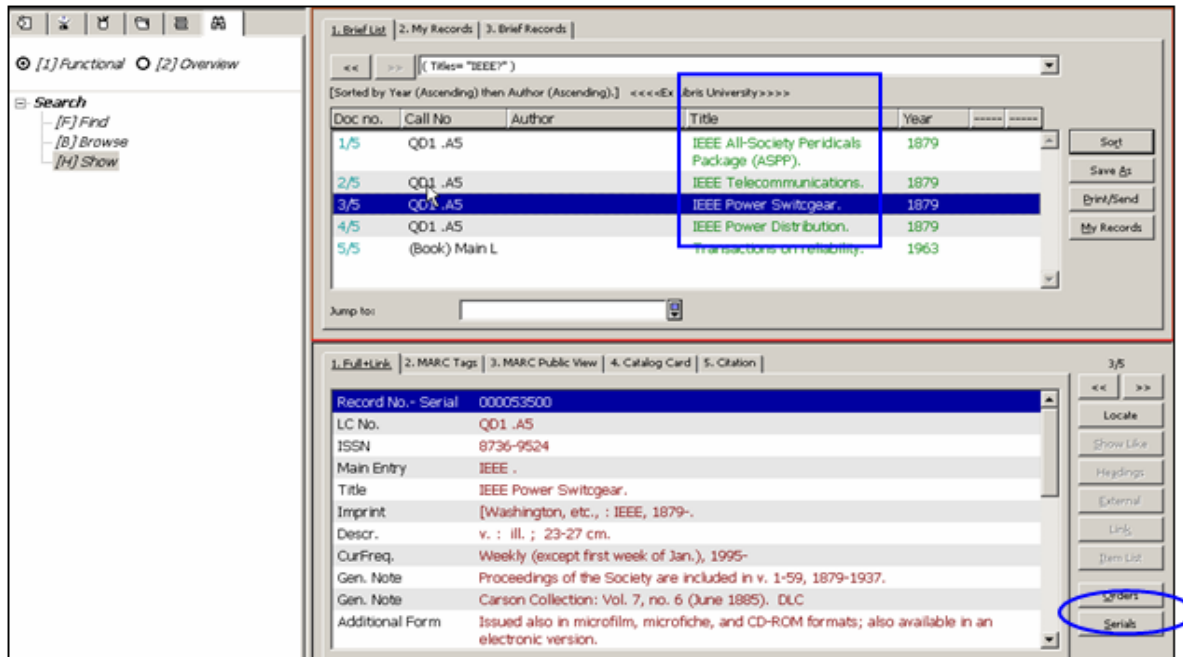
The new option in the GUI-Serials Search bar: 'Order Number', allows retrieving all subscription records that belong to the same membership order.



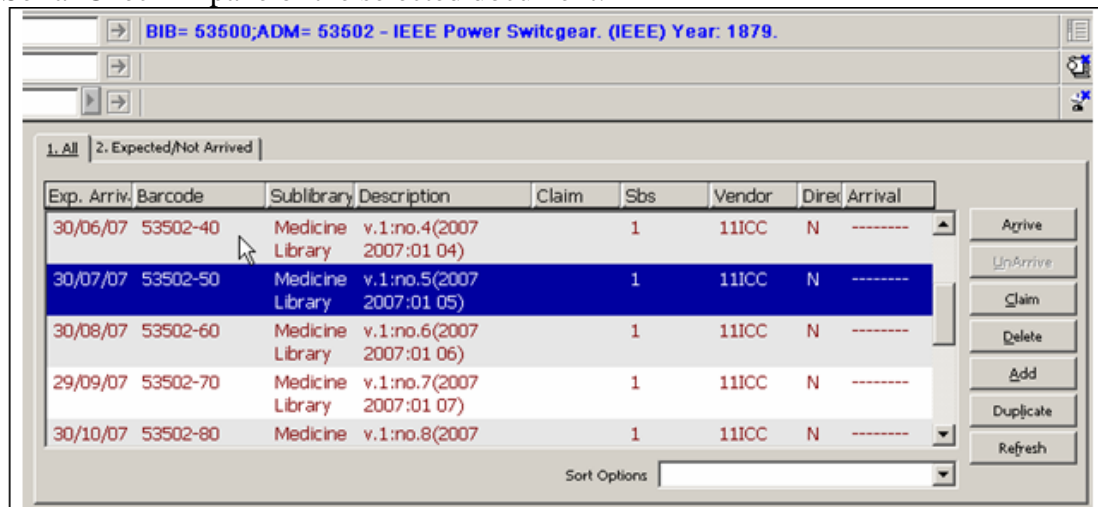
The result of using the 'Order Number' for retrieval in the Serials bar can be one of the following:

- Order number does not exist – A pop up message is displayed: Order does not exist.
- Order number exists – If the typed in order number exists in subscription record(s), the system performs another check to see if the order number is assigned to one or more subscription records; if the order number is assigned to more than one subscription record, an additional system check is performed to determine whether all the subscriptions are related to the same BIB record, or different BIB records.
  - If all detected subscriptions are linked to the same BIB record, the linked serials record is displayed, showing the check-in pane.
  - If the detected subscriptions relate to multiple BIB records, a pop up message is displayed: 'Multiple matching records found. View in brief list? – Yes/No.'
    - If the user selects No – The list is not displayed. The serial right pane does not change.
    - If the user selects Yes – The search tab is opened showing all related titles (see figure below). This list contains all the titles of the subscriptions that are registered to the same order. The user may select a specific journal title and click the Serials button. This will display the serials check-in pane of the selected title. The user can navigate to other serials panes. If the user clicks again on the search

tab, he will get the brief list again (no need to perform another search, the list is saved).



Serial Check-in pane of the selected document:

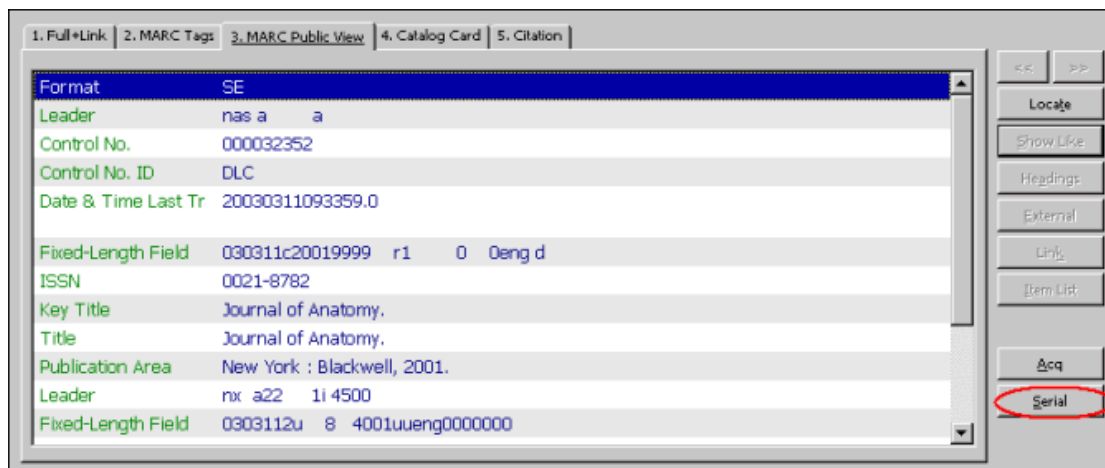


## 2.3 Search Tab in All Modules

The Search tab is available in all modules. The Search function provides simple and sophisticated searching for records.

There are two ways to find records in the Search tab. You can either search (find) by keys or keywords, or scan (browse) an index. Refer to the ALEPH User Guide Search chapter for full details of what is available in Search.

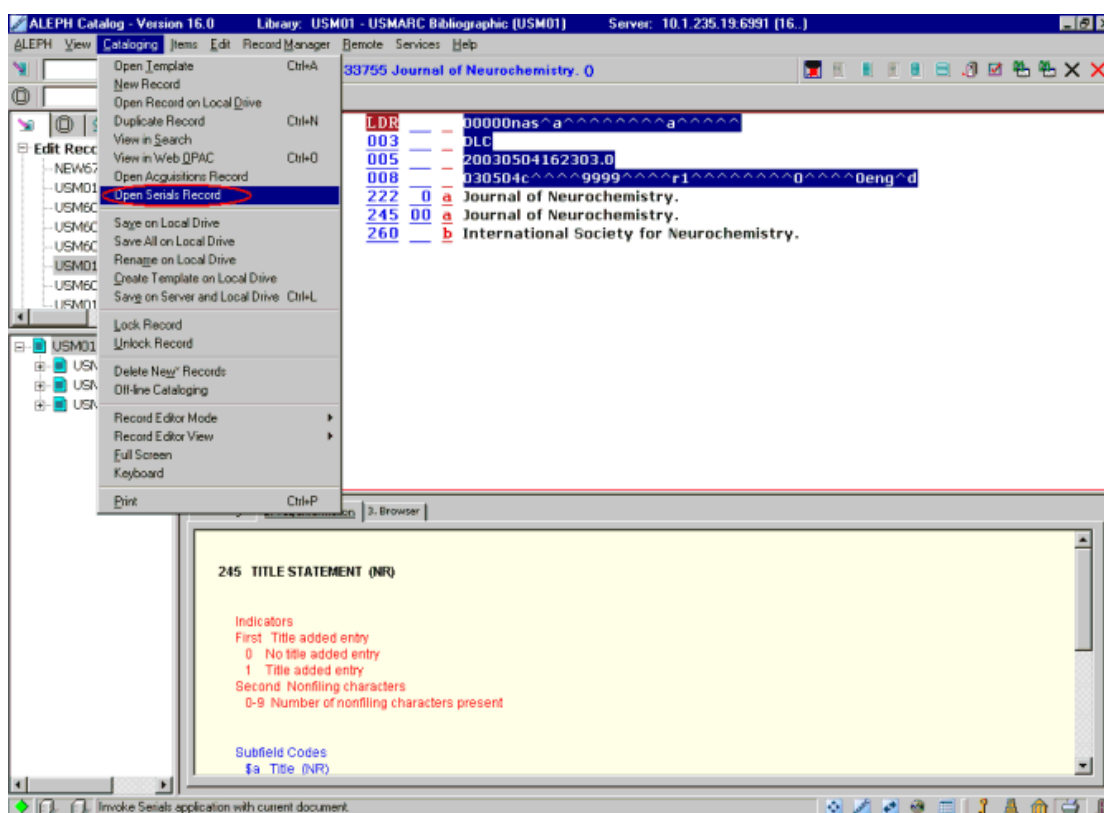
When a single full record is displayed, click the Serials button in the lower right-hand corner of the full record display pane, to transfer to the Serials function.



## 2.4 The Cataloging Record Manager

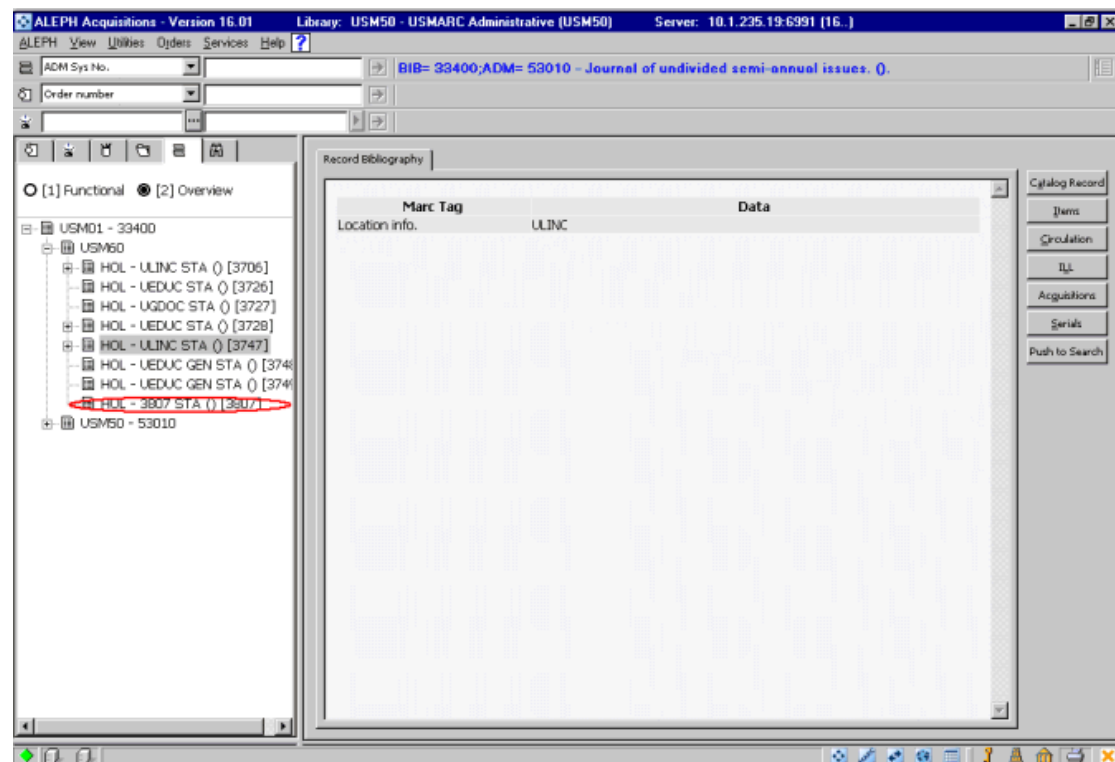
To access a serials record from Cataloging:

1. Choose the relevant record in the Record Manager pane.
2. Open the Cataloging menu, and choose "Open Serials Record". You will be transferred to the Serials function with this record.



## 2.4.1 Overview Mode

When a record is displayed in one of the GUI modules, it can be "transferred" to another module or function. This can be done when the left pane is in Overview mode in the Circulation or in the Acquisitions/Serials module, by highlighting the relevant record in the tree and clicking a function button (Catalog, Items, Circulation, ILL, Acquisitions/Serials) in the right pane:



## Subscriptions

A subscription record is required in order to generate serial items based on prediction patterns automatically, and for claiming purposes. The subscription record contains information that is used when creating item records, such as item status, collection and call number. The subscription record can also be linked to an Acquisitions Order record, and to a vendor. A vendor link is mandatory for automatic claiming. Many of the values in the subscription record are used to populate the item records that are generated for the subscription.

## 2.5 Subscription List

Subscriptions are listed in the upper pane. If no subscriptions have been registered, the upper pane is blank. This pane displays details of all subscriptions related to a particular serial title such as beginning and ending dates of the subscription, vendor's name, the sublibrary that receives the subscription and the call number.

Seq.	From	To	Sublibrary	Vendor	Call number	Hol no.
1	01/01/00	01/01/10	UEDUC	A.M.S.		3909
2	01/01/00	01/01/10	ULINC	A.M.S.		3910

Delete  
Add  
Duplicate  
Print  
Open All

Sort Options Vendor/Copy No./Date

**Note:** Each subscription has a unique identifying sequence number.

The system librarian defines the order in which columns are displayed on this pane. When you right-click the headings line, all available columns are displayed, and this allows you to remove and/or restore columns.

The following buttons are available on this pane:

### Delete

To delete a subscription, highlight the subscription and click **Delete**. Note that you may not delete a subscription if associated item records exist. Also when deleting a subscription with attached routing lists, the user is requested to confirm the deletion. If it is confirmed, the attached routing lists and routing list members are deleted together with the subscription.

### Add

To add a new subscription to the list, click **Add**. The focus is transferred to the lower pane, so that you can add the new subscription's details.

### Duplicate

You can add a new subscription by copying an existing subscription's details. To do this, highlight the subscription whose information you wish to copy, then click **Duplicate**. The lower pane will be activated for the new subscription, with some of the fields filled in with information copied from the highlighted subscription. You can then edit the details so that the information is appropriate for the new subscription.

### Print

To print the subscription details, click **Print**

### Open All

In order to open a new cycle of expected items for a particular subscription, highlight the subscription and click **Open All**. The expected items will be displayed in the **Check-In and Items List** forms.

Note that items will be opened for active subscriptions, for a cycle (year), even if a subscription period is terminated before the end of the year.

### Sort Options

You can change the order of the subscriptions according to the options available in a drop-down menu of the **Sort Options** field at the bottom of the pane.

**For the System Librarian:** The options according to which subscriptions are sorted are listed in the SUBSCR-SORT-TYPE section of the `pc_tab_exp_field.lng` ADM library table.

When the user clicks the **Add** or **Duplicate** button on the Subscription List, the focus is transferred to the lower pane. Tabs 2 and 3 contain the Subscription Information form.

Note: If you have used **Duplicate** to add a Subscription, or if you saved Subscription default values (by having clicked the Save as Default button), or if you are creating the subscription from the Order tab, some of the fields will already be filled in.

## 2.6 Subscription Record Structure

The Subscription record fields are contained in tabs 2 and 3 of the Subscription Information form (lower pane).

### 2.6.1 Subscription Information Form

This form displays details relevant to a specific subscription of a serial title. It also defines various parameters relating to the issue-items connected to the particular subscription.

The Subscription Information tabs have the following buttons:

#### **Update**

The **Update** button saves all changes you have made to a specific subscription, as long as the changes have been made within the time limit allowed for editing the record.

#### **Create New**

This button allows you to create a new subscription based on the highlighted subscription in the Subscription List pane. This button is only available if you are in Modify mode. Use this option if you wish to reassign this subscription to another sublibrary or vendor. Fill in the new sublibrary, vendor and dates, and then click **Create New**.

This saves information about the original sublibrary and vendor, and a new record is opened with information about the new sublibrary or vendor. This lets you continue making claims to the original vendor (for the period during which the subscription used the original vendor). Note that both records will have the same Sequence Number because they refer to the same basic subscription.

To use this function properly, you must set the opening (From) date of the new subscription. The system will modify the closing (To) date of the original subscription accordingly.

Note that when using this function to reassign the current subscription to another vendor, you must first check that the new vendor has all relevant fields filled in, especially the field **Delivery Delay 4** in the Vendor Info 3 tab of the vendor record.



The information in this field is transferred from the vendor record to the subscription record in the **First Claim** field. This field is used to calculate the Expected Arrival Date of the next cycle of issues. If the **Delivery Delay** field is not filled in in the new vendor, the **First Claim** field in the new subscription will have a value of 0 and therefore all issues will be claimed on the next day after the publication date.

After having checked the vendor, follow these steps:

1. Retrieve the serial.
2. Go to the Subscription List and highlight the subscription that you want to change.
3. In the Subscription Form, in the lower pane, assign the new vendor and specify the From Date - when the new subscription should start.
4. Click **Create New**.

In the Subscription List, in the upper pane, two subscriptions are now displayed with the same sequence, one for the old vendor and one for the new vendor.

### Set as Default

If you click **Set as Default**, the system saves the values that appear in all fields and enters them into each new Subscription record that you add.

### Refresh

If a system counter is used for the Call Number field, clicking this button enters the contents of that counter into the Call Number field.

## Subscription Info (1) Tab

The screenshot shows a software interface for the 'Subscription Info (1)' tab. At the top, there are four tabs: '1. Info List', '2. Subscription Info. (1)', '3. Subscription Info. (2)', and '4. HOL Links'. The '2. Subscription Info. (1)' tab is active. The form contains the following fields and buttons:

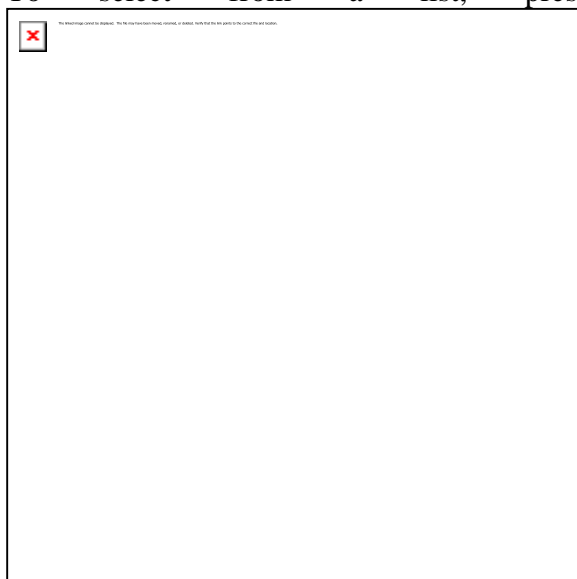
- Sublibrary: ULINC
- From Date: 01/01/2000
- To Date: 30/03/2010
- Item Status: 11
- Collection: (empty)
- Call Number Type: 4  Temp Location
- Call Number: \$\$\$N 908.45
- 2nd Call Number Type: (empty)
- 2nd Call Number: (empty)
- Vendor Code: ACSESV
- Order No.: 50823
- Vendor Order No.: (empty)
- Delivery Type: A
- Hol. Link: 3706

On the right side of the form, there is a vertical column of buttons: Update, Create New, Set as Default, Refresh, and Cancel.

The fields on the Subscription Info (1) tab are:

### Sublibrary

This field contains the sublibrary to which this subscription of the serial is assigned. To select from a list, press F4 or click the arrow



to the right of the field.

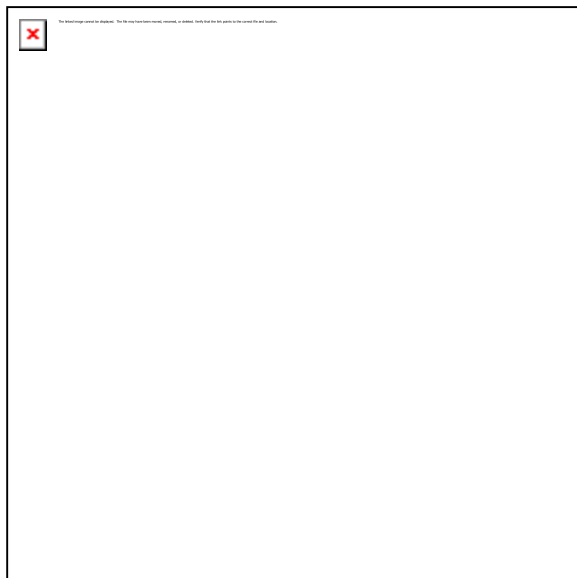
### **From Date/To Date**

These fields contain the dates between which the subscription is valid. Items are automatically generated for the subscription only when the publication date of the first issue falls within this date range.

*Note: when a subscription is created in the Acquisitions/Serials module, the dates are copied from the Subscription Start and End dates entered on the Order Form.*

### **Item Status**

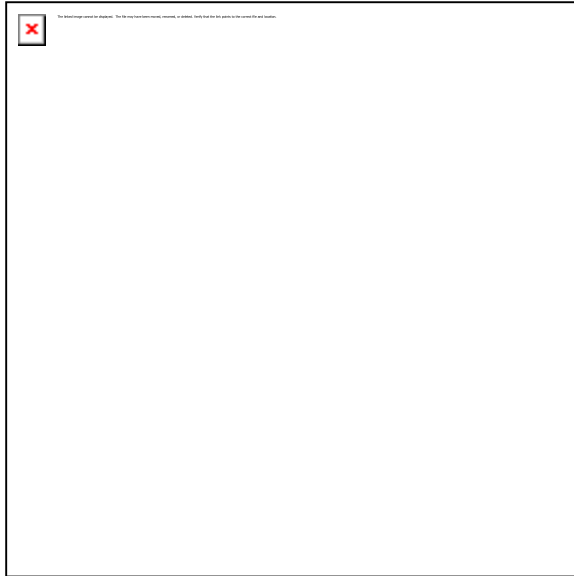
This field contains the item status for the items that are generated for this subscription. The item status defines, among other things, how long an issue can be checked out. To select from a list of item statuses, press F4 or click the arrow



to the right of the field.

### **Collection**

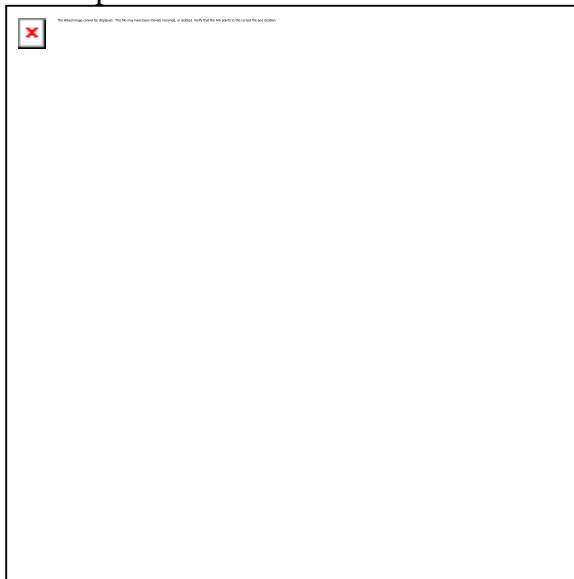
This field contains the collection for the items that are generated for this subscription. To select from a list of collections, press F4 or click the arrow



to the right of the field. The collection information is parallel to subfield c of the 852 field of the holdings record.

### **Call Number Type**

This field contains the call number type value for the items that are generated for this subscription. To select from a list of call number types, press F4 or click the arrow



to the right of the field. The call number type value is parallel to the first indicator of the 852 field of the HOL record.

### **Temp Location**

The Temp Location check box setting is copied to items that are generated for the subscription. When the check box is selected, data entered in the Collection and Call Number fields is retained, even if the library setup defines that these fields are controlled by the HOL record.

### **Call Number**

This field contains the shelf location value for the items that are generated for this subscription. Depending on system setup, you can assign a location by typing in text, choosing from a drop-down menu, filling in a form, or activating an automatic counter by typing ? and the code of the counter. When a counter is activated, the system automatically assigns a call number as soon as you click the Refresh or Update


button.

If your library uses the holdings record's 852 field to control the location, the Collection, Call Number Type and Call Number fields are automatically updated when a link to the HOL record is made. The values entered here populate the same fields in items that are automatically generated.

### **Second Call Number Type and Second Call Number**

See Call Number Type and Call Number.

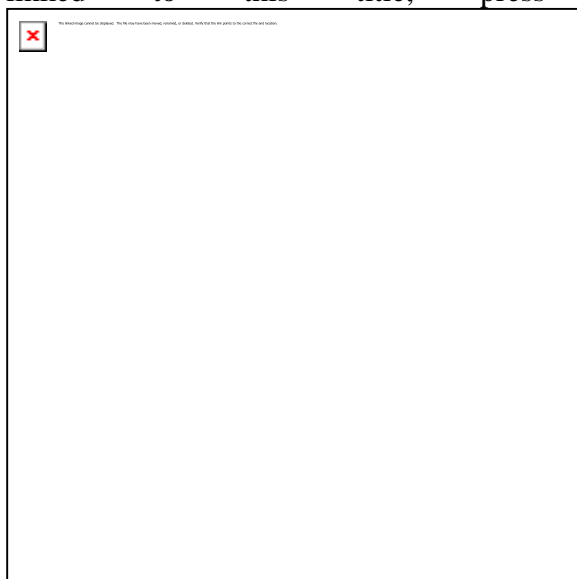
### **Vendor Code**

The vendor that supplies this subscription is entered in this field. To select from a list of vendors, click the List button  to the right of the field. A vendor code is mandatory if automatic claiming is set to **Yes**.

*Note: when a subscription is created in the Acquisitions/Serials module, the vendor is copied from the Order.*

### **Order No.**

The Acquisitions Order Number is entered in this field. To select from a list of orders linked to this title, press F4 or click the arrow



to the right of the field. You can manually enter an order number in this field.

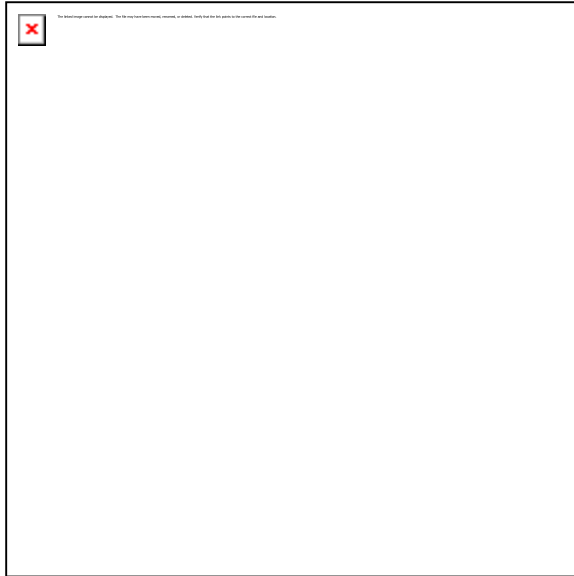
*Note: when a subscription is created in the Acquisitions/Serials module, the order number is copied from the Order.*

### **Vendor Order No.**

This field can contain the order number for this subscription of the serial as assigned by the vendor.

### **Delivery Type**

This is the method by which the subscription is delivered to the library. To select from a list of delivery types, press F4 or click the arrow

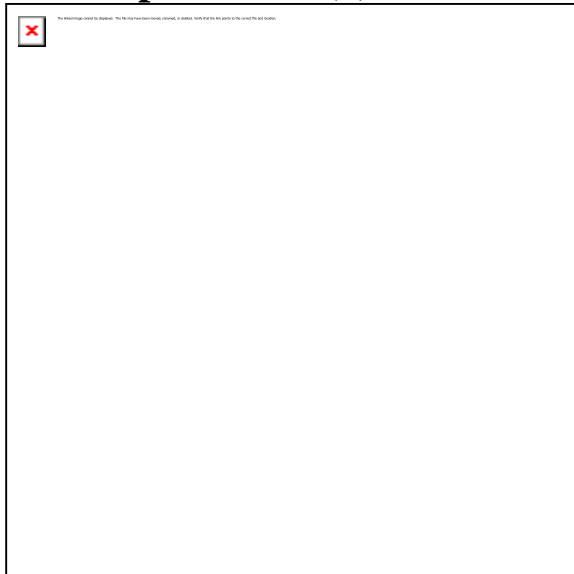


to the right of the field. This type is used when setting the Estimated Date of Arrival of an item; the system uses the matching Delivery Delay values in the Vendor record.

### **HOL Link**

If this subscription is linked to a HOL record, the HOL record's system number is displayed here. The holdings link is created using tab 4.

### **Subscription Info (2) Tab**

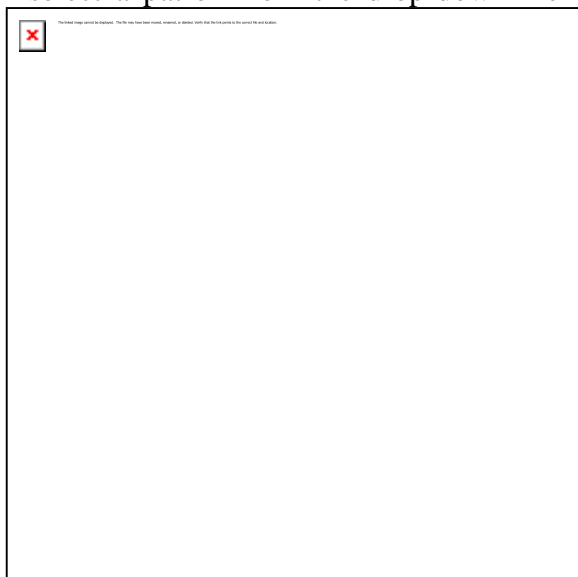


The fields on the Subscription Info (2) tab are:

### **Patron ID**

If this subscription of the serial is being ordered for a particular Patron, enter the Patron ID here for information or in relation to the check mark in the Deliver Directly

box. You can select a patron from the drop-down menu, accessed by clicking the



arrow button

### **Deliver Directly**

If you select this option, the vendor will send a newly-published issue directly to the person for whom this copy was ordered (that is, to the person entered in Patron ID above). In addition, item records will not be opened.

### **Print Label**

If you select this option, a label will be printed automatically when the arrival of an issue is registered.

### **Send Claims**

If you select the Yes option, then claims for late items of this subscription of the serial are included in the batch of claims that are printed using the Print Claims service. If you select No or Irregular, claims are not automatically sent. However, the items will appear in the claim report (serial-04).

### **First Claim**

Enter here the number of days after the issue date of each issue when you wish the system to automatically send a first claim to the vendor (only if the Send Claims option was selected). This field can also be described as the delay period from the Issue Date to the Expected Date of Arrival of each issue in the library.

### **Second Claim**

This is the number of days after the First Claim that a Second Claim should be sent to the vendor.

### **Third Claim**

This is the number of days after the Second Claim that a Third Claim should be sent to the vendor.

### **Subsequent Claims**

This is the number of days after the previous claim that a subsequent claim should be sent to the vendor.

### **Discard/Binding**

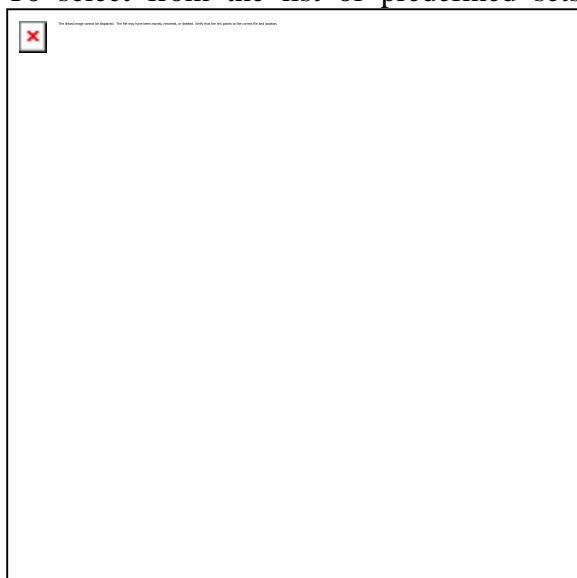
The value in this field is used for the Bind Alert Report (bind-01) and Serial Binding Slip (bind-02) services.

If this field is blank, issues linked to this subscription will not be included in the aforementioned binding reports.

Enter the coded value that defines the set of binding or discard rules that you want to apply to this subscription. The set of rules is configured separately by your System Librarian, and includes:

- Whether to bind or discard issues
- How long to retain issues before binding/discard
- How many issues to bind in a volume
- How long to wait for the last issue if it has not been received
- Binding priority and type
- Binder

To select from the list of predefined sets of rules, press F4 or click the arrow



to the right of the field.

### **Note**

This field is intended for a staff note concerning the subscription.

### **Check-in Note**

The note you enter here will be displayed when the issue displays for check-in.

### **Item Statistic**

Enter here any statistical data for this serial subscription (as required in some countries) for information only. The value entered here populates the same field in items that are automatically generated.

### **Copy ID**

Enter here the ID number for the specific copy/subscription. This can be either the number assigned by the vendor or the number assigned by your library. The value entered here populates the same field in items that are automatically generated

## Remote Storage ID

If issue items received for this subscription are going to be stored in remote storage, enter here the relevant remote storage code for this subscription. The values entered here populate the same field in items that are automatically generated, and their Item Process Status also changes to DP (remote storage).

## HOL Links Tab

Linked	Holding Text	Holding F
<input checked="" type="checkbox"/>	ULINC	3970
<input type="checkbox"/>	UEDUC	3971
<input type="checkbox"/>	UELEC	3972

The HOL Links tab is used to link a subscription to a HOL record. The HOL record is optional. It can be used to control location (sublibrary, collection, call no.) information, and it can contain Prediction Pattern fields for the generation of items records for check-in.

When a subscription is linked to a HOL record, all issue items belonging to that subscription are linked to that HOL record.

To add a new HOL record for a subscription:

1. Click **Create New**.
2. Click **Edit**. The holdings record cataloging draft is displayed in the Cataloging module, with 852 \$b [sublibrary] and \$c [collection] changing to the default values set in the subscription record.
3. Carry out any editing that is required - if you want, you can add Publication Pattern fields at this point. Templates can be used to aid in this task. However, note that you can use the Control/Patterns function in the Serial tab.
4. The HOL records that are linked to a subscription appear in the HOL links tab with a check mark in the Linked column.

## HOL Links Tab



The following buttons are available on the HOL Links tab

### Edit

In order to edit an existing HOL record, highlight the record and click **Edit**. The system opens the relevant HOL record in the Cataloging module where you can edit and resend it to the server.

### Create New

You must first highlight the subscription in the list and then click **Create New**. A new HOL record is created, with the 852 subfields \$b and \$c automatically generated, based on the Sublibrary/Collection information of the highlighted subscription.

### Link

If there already are HOL records in the list (for example, records created for other subscriptions), you can link the subscription by highlighting the line and clicking **Link**. If your library uses the 852 field in the HOL record to control item and subscription location, the sublibrary/collection of the existing HOL record must be the same as the sublibrary/collection of the subscription.

### Unlink

You can unlink the highlighted subscription from an existing HOL record by highlighting the HOL record and clicking **Unlink**.

## 2.7 Subscription Log

The Subscription Log keeps track of various subscription-related activities that have occurred, such as a change in the subscription or in the Next Claim Date. If the subscription is linked to an order created in the Acquisitions module, the Subscription Log also displays order-related transactions. Most of the transactions are automatically created by the system. See below for information on how to add transactions manually.

The image shows two screenshots of a software interface. The top screenshot is titled "Order/Subscription Log List" and features a list of checkboxes on the left: "All" (checked), "General note", "Order status", "Next claim date", "Order created", "Item(s) created", and "Item process status". An "Filter" button is to the right. Below the list is a table with columns: "Date/Time", "Description", "System note", "User note", "User", and "Action date". The table contains two rows: one for a "Change to issue arrival date" and another for a "Subscription". To the right of the table are "Add" and "Remove A. Date" buttons. The bottom screenshot is titled "Order/Subscription Log" and shows a form with fields for "Action Date" (set to 40/00/0000), "Transaction Type" (set to "General note"), "System Note" (with a text area containing "Encumbrance for budget GEN2-2003 altered to -200.00 (USD)"), and "User Note" (with a text area). "Update" and "Cancel" buttons are on the right.

Subscription Log records are accessed (for creation or updating) from the Subscription root in the Serials tab.

### 2.7.1 Subscription Log List

#### **Filter**

You can filter the transactions displayed on the list by selecting any of the options to the left of the **Filter** button and clicking **Filter**. Note that you can select more than one filter. If you select **All**, this overrides any other filter selected previously. In the same manner, if you select any filter other than **All**, this overrides the selection of the **All** filter.

#### **Add**

You can manually add a transaction to the subscription log. When you click **Add**, the lower pane Subscription Log Info is placed in focus and you can enter the details of the new transaction.

#### **Remove A. Date**

You can remove a previously entered Action Date by selecting the relevant log transaction and clicking this button.

### 2.7.2 Order/Subscription Expand

The Order/Subscription Expand display appears in the lower pane and displays details relating to a transaction log highlighted in the upper pane. You can manually add a new transaction log or update details relating to the highlighted log.

The fields in the Order/Subscription Log screen are:

#### **Action Date**

You can add an Action Date to any of the manually entered log transactions. This reminds you of any tasks that should be performed regarding this subscription.

#### **Transaction Type**

To manually add a transaction to the Subscription Log, select the appropriate type from the expand list.

You can choose from four types of free-text notes; each may be up to 2000 characters in length. Enter here any additional information you wish to record about the subscription. The following options are available:

- General Note (transaction type 00)
- Subscription History Note (95)
- Correspondence from Vendor (98) (record here any correspondence from the vendor)
- Note to Vendor (99) (summarize here any correspondence you have sent the vendor)

### **System Note**

The System Note is automatically created by the system.

### **User Note**

Enter here the full text of the General, History Note or Reply from Vendor transactions.

You can create a line break at any time by pressing **Ctrl+Enter**.

## **3 Prediction Patterns**

In order that the system can generate serial issue records automatically (a prerequisite for efficient check-in and claiming), the system requires two types of information: subscription and publication prediction pattern. This allows the system to open item records for expected issues. In ALEPH, every copy of every issue of a serial must have an item record to enable check-in, claiming, and circulation activities.

In order to predict the publication dates of the serial's issues correctly, you have to define the publication pattern of the serial, based on previous experience or on published information.

A serial prediction is based on information both on the publication pattern (for example, frequency and numbering pattern) and on the library's collection (that is, the first controlled volume number and year).

ALEPH supports two types of publication prediction pattern records: **Schedule** and **Pattern**. A single BIB record can have related prediction data in either Schedule or Pattern format. Pattern format can be defined in either the ADM record, or in one or more HOL records, but not both. The system preference for pattern information is HOL, ADM, and Schedule (in this order). In other words, if a BIB record has pattern information in both HOL and ADM, the HOL pattern is used, and the ADM pattern is inactive. All pattern records for a single title must be defined in the same type of record (Schedule, ADM or HOL).

### **Schedule (Form)**

"SCHEDULE" is a proprietary pattern format, specific to the ALEPH system. A schedule record is accessed (for creation or updating) only from the Control root in the Serials tab in the Acquisitions/Serials module.

As a rule of thumb, the ALEPH Publication Schedule Form can be used for simple patterns. For example, it is used for regularly published weekly, monthly, bi-monthly or quarterly journals, with no exceptions (such as "not published in August").

### **Pattern (Fields)**

"PATTERN" uses the MARC21 Caption and Pattern fields (853/4/5), and a proprietary Enumeration and Chronology field (853X/4X/5X), which is based on the MARC21 Enumeration and Chronology fields.

The pattern fields are held in an ALEPH document record, either the journal title's ADM record, or in one of the HOL records linked to the journal title's BIB record. In

both cases, there is also a link from the Subscription record to the Pattern's Enumeration and Chronology field.

### 3.1 Prediction Patterns - Workflows

As previously stated, Publication Prediction patterns can be registered in a Schedule form, or in Publication Pattern fields in the ADM or HOL record. This section describes the workflows for registering publication prediction patterns for these three options.

#### 3.1.1 Schedule (Form)

A schedule record is created and/or updated by clicking the Schedule node on the Serials tab in the Acquisitions/Serials module. This displays the schedule record form in the upper pane, and a list of the next cycle of anticipated items (issues).

To create or update a schedule record:

1. Fill in the fields in the Schedule Form:

The screenshot shows a web-based form titled "1. Information" and "2. Issues Text". The form contains the following fields and controls:

- Year (Chrono. i): Text input field containing "2003".
- Volume (Enum. a): Text input field containing "7".
- Issue No. (Enum. b): Text input field containing "1".
- Part (Enum. c): Text input field.
- Issue Date: Text input field containing "01/01/2003" with a right-pointing arrow.
- New Volume Every: Text input field containing "6" and a dropdown menu containing "M" with a right-pointing arrow.
- New Issue Every: Text input field containing "1" and a dropdown menu containing "M" with a right-pointing arrow.
- No. Issues per Vol.: Text input field containing "6".
- No. Issues per Cycle: Text input field containing "12".
- Description: Text input field containing "v.\$V(\$Y:no.\$I)".
- Note: Text input field with a small icon on the right.

On the right side of the form, there are two buttons: "Update" and "Delete".

2. Click the Add button. Take note of the lower pane in which the cycle of issue items that will be generated is displayed. If the issue items are incorrect, update the Schedule fields and re-check the display in the lower pane.
3. Click the Open Items button on the lower pane to create the issue item records.

Vol.	Iss. No.	Chron I.	Chron J.	863/4/5	Desc.
7	1	2003		\$\$\$a7\$\$b1\$\$2003\$\$320030101	v.7(2003:no.1)
7	2	2003		\$\$\$a7\$\$b2\$\$2003\$\$320030201	v.7(2003:no.2)
7	3	2003		\$\$\$a7\$\$b3\$\$2003\$\$320030301	v.7(2003:no.3)
7	4	2003		\$\$\$a7\$\$b4\$\$2003\$\$320030401	v.7(2003:no.4)
7	5	2003		\$\$\$a7\$\$b5\$\$2003\$\$320030501	v.7(2003:no.5)
7	6	2003		\$\$\$a7\$\$b6\$\$2003\$\$320030601	v.7(2003:no.6)

The fields in the Publication Schedule Form are:

## Information Tab

### Year

This field contains the journal year for the next publication cycle (that is, volume). The year must contain four digits (for example, 1997, and not 97). A hyphen is used to indicate that a volume runs from the beginning of one year to the end of the following year (for example, 1998-1999), a slash is used to indicate that a volume starts at some point within one year and ends 12 months later in the following year (for example, 1997/1998).

This field is mandatory.

**Note:** The system will always open a journal year, disregarding the number of volumes it contains. If, for example, a journal, which is a monthly, consists of one volume every half year, that is, six issues in each volume, the system will open two volumes.

### Volume

This field contains the number of the first volume that will be received during the year stated above. For example, the library's subscription might start with volume 17.

If the serial does not have volume numbering, this field should be left blank.

### Issue No.

This field contains the number of the first issue in the cycle.

### Part

This field contains the issue part, if the serial is organized in this manner.

Note: although alphabetic values can be entered in the Volume and Part fields, only numeric values are automatically incremented.

### Issue Date

This field contains the approximate date on which the first issue in the cycle is published. This is the basis for calculating the **Expected Date of Arrival (EDA)** for each issue and for claiming.

### **New Volume Every**

This field determines how many volumes are published within a calendar period. For example: "New volume every 6 M(onths)"; "New volume every 1 Y(ear)."

### **New Issue Every**

This field determines how many issues are published within a calendar period. For example: "New issue every 2 W(eeks)"; "New issue every 1 M(onth)."

### **No. Issues per Volume**

This field determines the number of issues that are included in one volume.

### **No. Issues per Cycle**

This field determines the number of issues that are published before issues are numbered again from 1. For example, in a monthly serial, after issue number 12, the issue cycle may start over again and the next issue will be issue number 1. In this case, the cycle is "12". If the numbering is continuous, enter the code "999".

### **Description**

This field contains a template that determines the text that is entered in the description field of the item record. The field uses a series of placeholders: \$Y for year, \$V for volume, \$I for issue, \$N for issue name, and \$D for date. In addition, you can enter words, abbreviations, punctuation and spaces. For example:

Vol. \$V, no. \$I, (\$Y).  
will be displayed as: Vol. 3, no. 2, (1998).

v. \$V:no. \$I(\$Y: \$N)  
will be displayed as v.3:no.2(1998:Apr.)

v. \$V: no. \$I (\$Y: \$N)  
will be displayed as v. 3: no. 2 (1998:Apr.)

Note that the \$N code is used to display the text from the Issue fields entered in the "Issues Text" tab of the Publication Schedule Form. This means that if you enter text in the Issue fields, you must also enter the \$N code in this Description field.

For example: for a quarterly serial, you may enter "Jan-Mar", "Apr-Jun", "Jul-Sep" and "Oct-Dec" in the Issue Text tab's first four fields, and enter the Description:

Vol. \$V, no. \$I (\$N \$Y)  
which will be displayed as: Vol. 1, no. 2 (Apr-Jun 1997).

If the description field is left blank, the system automatically inserts \$Y \$V \$P \$I (Year - Volume - Part - Issue number) with no prefixes.

### **Issue Text Tab**

These fields are used for text describing an issue. The text is included in the description field in lieu of the \$N placeholder. Issue text can be entered for up to 24 issues. Generally, this field will include a chronology description, such as a month or a season.

1. Information		2. Issues Text			
Issue 1:	<input type="text" value="Jan."/>	Issue 13:	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	
Issue 2:	<input type="text" value="Mar."/>	Issue 14:	<input type="text"/>		
Issue 3:	<input type="text" value="June"/>	Issue 15:	<input type="text"/>		
Issue 4:	<input type="text" value="Sep."/>	Issue 16:	<input type="text"/>		
Issue 5:	<input type="text"/>	Issue 17:	<input type="text"/>		
Issue 6:	<input type="text"/>	Issue 18:	<input type="text"/>		
Issue 7:	<input type="text"/>	Issue 19:	<input type="text"/>		
Issue 8:	<input type="text"/>	Issue 20:	<input type="text"/>		
Issue 9:	<input type="text"/>	Issue 21:	<input type="text"/>		
Issue 10:	<input type="text"/>	Issue 22:	<input type="text"/>		
Issue 11:	<input type="text"/>	Issue 23:	<input type="text"/>		
Issue 12:	<input type="text"/>	Issue 24:	<input type="text"/>		

### 3.1.2 85x/85xX Publication Pattern Fields

The 85x/85xX Publication pattern fields ultimately reside in an ADM or HOL document record. The fields can be created or updated in two different ways:

- In the Cataloging module, on the cataloging draft display.
- In the Serials function, using the pattern and Level-X forms.

The two methods are compatible, and either can be used at any time.

#### Method 1 - Using Catalog Editor

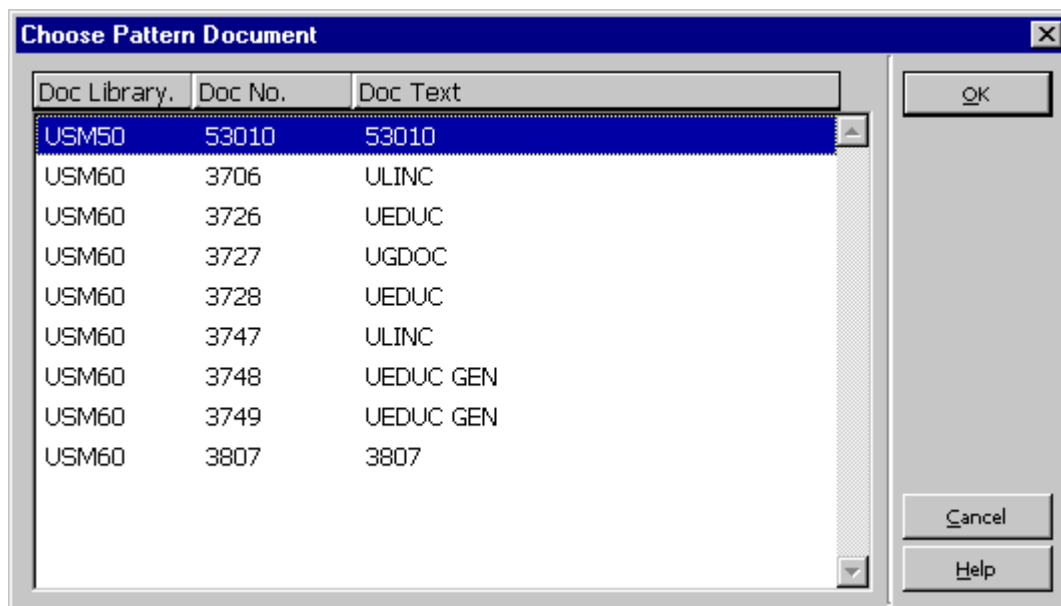
Publication pattern fields can be entered in the ADM or HOL records when the librarian is using the Cataloging module by creating or calling up the desired record and entering the fields. The record is called up or created by double-clicking the node in the Record Manager tree, or by clicking the Edit button in the HOL Links tab of the Subscription. Templates can be used to aid in creating the information.

Note: if there is no record available (neither an ADM record nor a HOL record), you can create a new record by selecting **Load/Create Record** from the **Record Manager** menu.

You can view the details of the issue item records that will be generated. In the ADM or HOL record select the 853X field and then from the **Edit** menu select **Preview Publication Schedule**. A preview of the next cycle to be opened will be displayed.

#### Method 2 - Using Input Forms

Publication pattern fields can be entered in the ADM or HOL record from within the Serials function, from the Patterns node, which is listed under Control and under Subscription. Either node can be used. When working with the form input method, you must first choose whether you want the publication pattern fields to be created in the ADM record or in a HOL record. If you want the pattern in a HOL record, you need to choose which HOL record.



To create a new pattern, click the **Add** button in the Pattern List display. The focus is transferred to the lower pane for populating the pattern details.

1. Fill in the fields in tab3 of the lower pane (Pattern Form). You can populate the fields by clicking the **Template** button, and choosing from the list of templates that is displayed. You can choose a near-match, and then update particular fields in the Pattern Form. When finished, click the **Add** button in the lower pane. This step adds the 85x field to the appropriate ADM or HOL record. See the section on Publication Pattern Fields on page 31.
2. Click the Level-X tab in the upper pane and click **Add**. The focus is transferred to tab4 of the lower pane.
3. Fill in the fields in tab4. You can populate the fields by clicking the **Template** button and choosing from the list of templates that is displayed. You can choose a near-match and then update particular fields in the cycle form. When finished, click the **Add** button in the lower pane. This step adds the 85xX field to the appropriate ADM or HOL record.

You can view the details of the issue item records that will be generated. Click the **Expected Schedule** tab in the lower pane. A preview of the next cycle to be opened is displayed. If it is incorrect you can recall the pattern form and make corrections.

Clicking the **Open Items** button in the lower pane creates the item records. When item records are created, the system automatically updates the 85xX field to the values appropriate to the next cycle.



### 3.1.3 Irregular Serials

The problem with irregular serials is that the behavioral pattern cannot be predicted accurately.

To handle irregular serial patterns:

1. Record the 853 field in either the ADM or the HOL record.
2. Make sure that subfield \$w in the 853 field includes the value X to indicate that the frequency is completely irregular.
3. Generate the first issue manually by clicking **New** from the Item List.
4. After the first issue has been checked in, create the next expected issue from the Check In List by clicking **Duplicate**, and updating the details of the next expected issue.

## 3.2 Publication Pattern Fields

The following section details the data required for creating or updating a Pattern. The system uses standard MARC 21 Caption and Pattern fields (853, 854 and 855), together with a parallel ALEPH field, 853X, 854X and 855X.

### 3.2.1 Overview of 85x and 85xx Fields

In ALEPH, the 85X fields are used to record enumeration and chronology captions and publication pattern codes.

The 85xX fields are used to record the numerical starting point (volume no., issue no., and so on), the chronological starting point (year, month, and so on) and the publication date of the first issue of the volume/year.

#### Using the 853 and 853X Fields Together

Every enumeration and chronology subfield used in the 853 field must have a corresponding subfield in the 853X field. For example, if a caption has been entered in subfield \$a of the 853 field, a corresponding number must be entered in subfield a of the 853X field.

Just as the 853 field is used for the basic bibliographic unit of a serial title in MARC 21 Holdings Format, the 854 field is reserved for the title's supplementary materials (supplements), and the 855 field is reserved for its indexes.

Accordingly, ALEPH uses the 854/854X and 855/855X pairs to predict and caption the title's supplements and indexes respectively. In the following sections, any reference to 853 and 853X fields also applies to the 854 and 854X and to the 855 and 855X fields. The only exception is subfield \$o, which is unique to the 854 and 855 fields.

### 3.2.2 Publications that lack enumeration

If a publication entirely lacks enumeration, you can use either of the two following options:

Enter a caret sign ^ instead of enumeration in 853 field, and leave the enumeration subfields in 853X blank, as follows:

853		853X	
\$a ^	\$i (year)	<blank>	\$i 2004
\$b ^	\$j(month)	<blank>	\$j01

Place data from chronology subfields in enumeration subfields, and leave chronology subfields blank, as follows:.

853		853X	
\$a (year)	\$i <blank>	\$a 2004	\$i <blank>
\$b (month)	\$j <blank>	\$b 01	\$j <blank>

**Note:**

If you use Summary Holdings functionality, choose the second option.

If the publication lacks the first level of enumeration, but has the second level of enumeration, you must use the ALEPH caret ^ convention for prediction as follows:

853		853X	
\$a ^	\$i <year>	* \$a 2004	\$i 2004
\$b (no.)	\$j <month>	\$b 1	\$j 01

\* The value placed in subfield.\$a of the 853X field can be any numeric value. This value is ignored by the system when the issue description is built.

**Note:**

Use of the caret sign ^ is an ALEPH convention (which is **not** compatible with MARC standards).

### 3.2.3 Subfields of the 853 and 853x Fields

This section includes two parts: an explanation of how to enter data in each subfield, and an explanation of how to use the subfields together.

#### Using Each Subfield

##### Subfield \$a

Subfield \$a is used for the first level of enumeration. Enter the appropriate caption in subfield \$a of the 853 field and the corresponding number in subfield \$a of the 853X field. For example, a publication that bears volume numbering beginning with v.1 will have the caption "v" recorded in subfield \$a of the 853 field and the number "1" recorded in subfield \$a of the 853X field.

If the publication lacks the first level of enumeration, see *Publications that lack enumeration* on page 31.

##### Subfield \$b

Subfield \$b is used for the second level of enumeration. Enter the appropriate caption in subfield \$b of the 853 field and the corresponding number in subfield \$b of the

853X field. For example, a publication beginning with v.4:no.1 will have the caption "no." recorded in subfield \$b of the 853 field and the number "1" recorded in subfield \$b of the 853X field.

It is important to define a full cycle (volume) even if your own collection starts mid-cycle. In that case, you simply ignore the issues you do not possess (that is, you delete any items that have been generated by "open issues" (online or batch)).

Whenever subfield \$b is used, subfield \$u must also be used to indicate the number of second-level units there are to every first-level unit (that is, how many b's there are to every a).

In addition, subfield \$v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the cycle.

For example, a quarterly publication that begins each volume with issue "1" should have the number "4" recorded in subfield \$u and the letter "r" recorded in subfield \$v.

If the publication lacks the second level of enumeration, see *Publications that lack enumeration* on page 31.

### **Subfield \$c**

Subfield \$c is used for the third level of enumeration. Enter the appropriate caption in subfield \$c of the 853 field and the corresponding number in subfield \$c of the 853X field. For example, a publication beginning with v.12:no.6:pt.1 will have the caption "pt." recorded in subfield c of the 853 field and the number "1" recorded in subfield \$c of the 853X field.

Whenever subfield \$c is used, subfield \$u must also be used to indicate the number of third-level units there are to every second-level unit (that is, how many c's there are to every \$b). In addition, subfield \$v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

For the example of a publication that has two parts to each number and 8 numbers to each volume, you would set up the 853/853X fields as follows:

```
853      $$a v. $$b no. $$u 8 $$v r $$c  
pt.    $$u 2 $$v r  
853X   $$a 12 $$b 1 $$c 1
```

### **Subfield \$d**

Subfield \$d is used for the fourth level of enumeration. Enter the appropriate caption in subfield \$d of the 853 field and the corresponding number in subfield \$d of the 853X field.

Whenever subfield \$d is used, subfield \$u must also be used to indicate the number of fourth-level units there are to every third-level unit (that is, how many d's there are to every c). In addition, subfield \$v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

### Subfield \$e

Subfield \$e is used for the fifth level of enumeration. Enter the appropriate caption in subfield e of the 853 field and the corresponding number in subfield \$e of the 853X field.

Whenever subfield \$e is used, subfield \$u must also be used to indicate the number of fifth-level units there are to every fourth-level unit (that is, how many e's there are to every d). In addition, subfield \$v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

### Subfield \$f

Subfield \$f is used for the sixth level of enumeration. Enter the appropriate caption in subfield \$f of the 853 field and the corresponding number in subfield \$f of the 853X field.

Whenever subfield \$f is used, subfield \$u must also be used to indicate the number of sixth-level units there are to every fifth-level unit (that is, how many f's there are to every e). In addition, subfield \$v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

### Subfield \$g

Subfield \$g contains alternative enumeration information. In ALEPH, subfield \$g is used for continuous numbering only and does not need a corresponding subfield \$u or subfield \$v. Enter the appropriate caption in subfield \$g of the 853 field and the corresponding number in subfield \$g of the 853X field

Consider the example of a quarterly that has both numbering that restarts and numbering that is continuous over volumes. The pattern begins with v.1:no.1=no.1; the next volume begins with v.2:no.1=no.5. The number "1" in v.2:no.1 illustrates numbering that restarts; the "5" in "no.5" illustrates numbering that is continuous.

In order for the serial to be displayed as follows:

Description	Issue date
v.1:no.1=no.1	01/01/2001
v.1:no.2=no.2	04/01/2001
v.1:no.3=no.3	07/01/2001
v.1:no.4=no.4	10/01/2001
v.2:no.1=no.5	01/01/2002
v.2:no.2=no.6	04/01/2002
v.2:no.3=no.7	07/01/2002
v.2:no.4=no.8	10/01/2002

set up the 853/853X fields as follows:

```
853  $$a v. $$b no. $$u 4 $$v r $$g no. $$w q
853X $$a 1 $$b 1 $$g 1 $$3 19980101
```

### Subfield \$h

Subfield \$h contains the second level of alternative enumeration information. Whenever subfield \$h is used, subfield \$u must also be used to indicate the number of

second-level units there are to every first-level unit (that is, how many h's there are to every g).

In addition, subfield \$v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the cycle. For example:

Consider the example of a monthly that has two levels of alternative enumeration (both \$\$g and \$\$h) and the total number of parts in the second level of alternative enumeration (\$\$h) is four per the first level of enumeration (\$\$g), the second level (\$\$h) numbering restarted after each four parts. The pattern begins with v.1:no.1=no.1:part 1; the next volume begins with v.2:no.1=no.4:part1. The number "1" in v.2:no.1 illustrates numbering that restarts; the "4" in "no.4" illustrates numbering that is continuous.

In order for the serial to be displayed as follows:

Description	Issue date
v.1:no.1= no.1:part 1	01/01/2005
v.1:no.2= no.1:part 2	01/02/2005
v.1:no.3= no.1:part 3	01/03/2005
v.1:no.4= no.1:part 4	01/04/2005
v.1:no.5= no.2:part 1	01/05/2005
v.1:no.6= no.2:part 2	01/06/2005
v.1:no.7= no.2:part 3	01/07/2005
v.1:no.8= no.2:part 4	01/08/2005
v.1:no.9= no.3:part 1	01/09/2005
v.1:no.10=no.3:part 2	01/10/2005
v.1:no.11=no.3:part 3	01/11/2005
v.1:no.12=no.3:part 4	01/12/2005

Set up the 853/853X fields as follows:

```
853 L
$$av.$$bno.$$u12$$vr$$i (year) $$j (month) $$gno.$$hpart.$$u4$$vr$$wm
853X L $$a1$$b1$$g1$$h1$$i2005$$j01$$320050101
```

In the enumeration subfields, use an asterisk (\*) in order to omit caption display in the description of the issue record.

Example: 1:no.1 (2004:Jan)

### Subfield \$i

Subfield \$i is used for the first level of chronology. Enter the appropriate caption in subfield \$i of the 853 field and the corresponding number(s) in subfield \$i of the 853X field. For example, a publication that begins with v.1(2001) will have the caption "(year)" recorded in subfield \$i of the 853 field and the number "2001" recorded in subfield \$i of the 853X field.

### Subfield \$j

Subfield \$j is used for the second level of chronology. Enter the appropriate caption in subfield \$j of the 853 field and the corresponding number(s) in subfield \$ the 853X field. For example, a publication that begins with v.3:no.2(2001:June) will have the caption "(month)" recorded in subfield \$j of the 853 field and the number "06" (the code for the month June) recorded in subfield \$j of the 853X field.

#### **Subfield \$k**

Subfield \$k is used for the third level of chronology. Enter the appropriate caption in subfield \$k of the 853 field and the corresponding number(s) in subfield \$k of the 853X field. For example, a publication that begins with v.1:no.1(2001:Jan.15) will have the caption "(day)" recorded in subfield \$k of the 853 field and the number "15" recorded in subfield \$k of the 853X field.

#### **Subfield \$l**

Subfield \$l is used for the fourth level of chronology. Enter the appropriate caption in subfield \$l of the 853 field and the corresponding number(s) in subfield \$l of the 853X field.

#### **Subfield \$m**

Subfield \$m contains alternative chronology information. Enter the appropriate caption in subfield \$m of the 853 field and the corresponding number in subfield \$m of the 853X field.

Consider the example of a semiannual title that needs to display both the Gregorian and the Jewish years in its chronology part. The pattern begins with v.1:no.1(2002=5762); the next volume begins with v.2:no.1(2003=5763). The second element in the brackets describes the Jewish year equivalent of the Gregorian one.

In order for the serial to be displayed in the Publication Schedule window as follows, subfield \$m should be used in both the 853 and 853X fields:

Description	Issue date
v.1:no.1(2002=5762)	01/01/2002
v.1;no.2(2002=5762)	01/07/2002
v.2:no.1(2003=5763)	01/01/2003
v.2;no.2(2003=5763)	01/07/2003

#### **Note**

For serial prediction, subfield \$m is not supported.

#### **Subfield \$o**

Subfield \$o is used in the 853X field and specifies the item's material type. For example, use ISSBD for an item that is already bound. If subfield \$o is not defined, the default value of the item's material type will be "ISSUE".

Subfield \$o is used in the 853 field, the 854 field (for supplements), and in the 855 field (for indexes). This field is reserved for the text describing the type of the unit (basic, supplementary, or index). In the issue form and the item form, it is displayed under the **Sub O** field.

Subfield \$o is used in the 854 field (for supplements) and in the 855 field (for indexes).

This field is reserved for the text describing the type of supplementary material (or index). In the issue form and the item form, it is displayed under the field called **Supp Index O**.

#### **Subfield \$t**

Subfield \$t is used only in the 853/4/5 fields as a caption for the copy ID.

#### **Subfield \$u**

Subfield \$u is used only in the 853 field and specifies the number of units per next higher unit. Subfield \$u is numeric and must be repeated for each additional level of enumeration; only subfields a, g and h do not have a corresponding subfield \$u.

The product (multiplication) of all subfield \$u's should equal the value of the subfield \$w (frequency) less whatever is omitted in subfield \$y.

In the case of combined issues, the number in subfield \$u should match the number of issues should there be no combining. For example, if nos. 3 and 4 of a quarterly publication are combined into one issue, subfield \$u should be 4 (not 3).

#### **Subfield \$v**

Subfield \$v is used only in the 853 field and contains numbering continuity information. Like subfield \$u, subfield \$v should be repeated for each instance of subfields b through f.

Valid codes are "c" and "r", where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

#### **Subfield \$w**

Subfield \$w is used only in the 853 field. It defines the frequency of issues (in other words, the intervals between issues) and must be present. That frequency determines the publication date of all the items that are opened from the 853 and 853X fields (unless they are specified in subfield \$y). The publication date of the first issue, as specified in subfield \$3 of the 853X field, is the starting point for the calculation of issue dates.

The following frequency codes, based on MARC 21 Holdings, are valid in ALEPH:

<b>Code</b>	<b>Description</b>	<b>Interval</b>
a	Annual	1 year
b	Bimonthly	2 months
c	Semiweekly	Twice a week
d	Daily	1 day
e	Biweekly	2 weeks (14 days)
F	Semiannual	6 months
g	Biennial	2 years
h	Triennial	3 years

I	Three times a week	Three times a week
J	Three times a month	Three times a month
m	Monthly	1 month
q	Quarterly	3 months
s	Semimonthly	Twice a month (the first day is the day specified in 853X subfield &#36;3 and the second day is that plus fourteen)
t	Three times a year	4 months
w	Weekly	1 week

The frequency must equal or exceed the number of issues actually printed. In other words, if the serial is published eight times a year, bimonthly plus January and July, assign the frequency monthly to subfield \$w, and in subfield \$y, specify that four issues should be omitted.

The frequency can also be recorded as a number, provided that subfield \$y is also used.

#### **Subfield \$x**

Subfield \$x is used only in the 853 field and it indicates the chronological point at which the highest level increments or changes. Note that this information is not used by ALEPH for prediction purposes; ALEPH uses subfield \$3 in the 85X field for this purpose.

#### **Subfield \$y**

Subfield \$y is used only in the 853 field and is used to qualify or modify the regularity of the publishing pattern as recorded in subfield \$w (frequency).

Multiple occurrences of \$y in 853/4/5 are allowed. If you wish to add additional occurrences of \$y, use the HOL or ADM record in the Cataloging module.

Note that subfield \$y is mandatory for frequency codes c, i, and j, or if the frequency recorded in subfield \$w is a number.

Subfield \$y has the following elements:

1. Publication code:

Use "o" (publication omitted) or "p" (published) or "c" (combined).

2. Chronology code definition:

To indicate a date, or a particular day of the week (such as Friday), use lowercase "d"; "m" (month) and "s" (season).

3. Chronology code(s):



If you use lowercase "d" to represent date, enter the code of the month (01-12) and the number of the day in the month (01-31). For example, March 15 is recorded as 0315.

If you use lowercase "d" to represent the specific day of the week, use its code (mo=Monday, tu-Tuesday, we=Wednesday, th=Thursday, fr=Friday, sa=Saturday, su=Sunday). This enables you, using "odsa" for example, to omit "every Saturday" from the publication schedule.

To record the month, enter the code of the month: 01-12.

To record the season, enter one of the standard MARC 21 two-character codes:

- 21 (spring, March-May)
- 22 (summer, June-August)
- 23 (autumn, September-November)
- 24 (winter, December-February)

Multiple chronology codes should be separated by a comma. Combined issues are designated by a slash (/).

#### 4. Enumeration Code Definition

Indicates whether or not the subsequent codes represent enumeration rather than chronology.

When code "e" is used, an additional numeric code is added to indicate the level of enumeration to which the regularity applies.

e1 - Enumeration, 1st level

e2 - Enumeration, 2nd level

For example:

\$\$yce21/2 - combine the first and the second issues in the second level of enumeration.

#### 5. Enumeration Code

An enumeration code may occupy the second and third positions after subfield \$y to provide for regularity patterns for those items whose sequencing must be specified separately when combinations occur.

Indicates the designation of the issues of the item for which regularity pattern information is provided.

Multiple designations are separated by a comma.

A slash (/) is used to designate a combined issue.

The presence of continuous numbering (subfield \$v, code c) in conjunction with an enumeration code signals the combination of specific numbers in the sequence of specific issues. Because of the continuous numbering, the actual enumeration values cannot be used to express the enumeration in subfield \$y. Enumerative values must be represented in terms of the number of issues expected to be published to allow combined issue prediction to occur.

Automated systems may construct algorithms to predict the second level of continuous enumeration based on the starting value of the second level of enumeration at the beginning of the subscription cycle.

Examples of subfield \$y:

ypm04,08,12	Published in the months Apr., Aug. and Dec.
yps21,23	Published in the seasons Spring and Autumn
ypd0101,0115,0201	Published on the days Jan. 1, Jan. 15, Feb. 1
yom06,12	Publication omitted in the months June and Dec.
yos24	Publication omitted in the season Winter
yod0615,1215	Publication omitted on the days June 15 and Dec. 15
yodsa,su	Publication omitted on Saturdays and Sundays
ypm03,06,09/12	Published in the months Mar., June and Sept./Dec.
\$yce21/2	Combine the first and the second issues in the second level of enumeration.
\$ycm01/02	Combine the months January and February in the first issue.

### **Subfield \$z**

Subfield \$z is used, in the 853 field only, to designate the numbering scheme used for a publication. The codes allow for recording different numbering schemes at different levels of enumeration.

- Type of designation  
Indicates whether the numbering contains a number, a letter or a combination (number first or letter first). Combined numbering should only be used when one of the elements is a constant designation (for example, 1a, 2a, 3a), rather than being two different levels of enumeration (for example, 1a, 1b, 1c).
  - a - Number
  - b - Letter
  - c - Combined, number first
  - d - Combined, letter first
  - e - Symbol or special character

- Case
  - Indicates if a numbering scheme is conveyed as alphas and applies both to those coded in the previous position as "b" or to Roman numerals.
  - a - No case
  - b - Lower case
  - c - Upper case
  - d - Mixed case
  
- Script Code/Type Code
  - Indicates either the script used in the numbering scheme or, for numerals or symbols that are not in alternate scripts, the type of numeral or symbol used. The script code is a four-character code from ISO/DIS 15924 Code. The type code is as follows:
  - an## - Arabic numeral
  - rn## - Roman numeral
  - sy<symbol># - Symbol

Examples for recording subfield \$z:

aarn## (Roman numeral)

aan## (Arabic numeral)

Note: If you wish to add \$z, use the HOL or ADM record in the Cataloging module.

### Subfield \$3

Subfield \$3 is used only in the 853X field and indicates the publication date of the first issue of the pattern. The date should be expressed as an eight-character, numeric code, where the first four characters indicate the year, the next two characters indicate the month (01-12), and the final two characters indicate the day (01-31).

Note: the date must fall within the date range of the subscription dates from-to.

To create the following serial item records:

Description	Issue date
v.1:no.1(2001:Spring)	03/15/2001
v.1:no.2(2001:Summer)	06/15/2001
v.1:no.3(2001:Autumn)	09/15/2001
v.1:no.4(2001:Winter)	12/15/2001

Enter the data in the fields as follows:

```
853  $$a v.  $$b :no.  $$u 4  $$v r  $$i
((year):  $$j (season))  $$w q
```

```
853X $$a 1 $$b 1 $$i 2001 $$j 21 $$3  
20010315
```

Note that the date entered in subfield \$3 of the 853X field 20010315) generated an issue date of the fifteenth of the month for each issue.

### **Subfield \$8**

Subfield \$8 is used for those cases where more than one pair of 853/853X fields exists in the same record.

It must be used in both the 853 and 853X fields to link each field to the other.

As an example, let us consider a serial title which uses both a semiannual frequency for its print version, and a quarterly frequency for the online version.

Two pairs of 853/853X should be cataloged, a semiannual one and a quarterly one. Each pair will have a subfield \$8 in both the 853 and 853X fields. A different one-digit number will be used for each pair to link together its 853 and 853X fields.

In the following example, the value "1" links the first pair, and the value "2" links the second.

```
853    $$81 $$a v. $$b no. $$u 2 $$v r  
$$i (year) $$j (month) $$w f
```

```
853X  $$81 $$a 1 $$b 1 $$i 2000 $$j 01  
$$3 20000101
```

```
853    $$82 $$a v. $$b no. $$u 4 $$v r  
$$i (year) $$j (month) $$w q
```

```
853X  $$82 $$a 1 $$b 1 $$i 2000 $$j 01  
$$3 20000101
```

Each item created from either field will have the relevant Linking Number (that is, the value from subfield \$8) displayed in its Item Form.

### **Subfield \$9**

Subfield \$9 is used in the 853X, 854X, and 855X fields. It indicates a connection between the subscription copy and the relevant 853X, 854X, or 855X line in the HOL/ADM record.

## **3.2.4 Special Features**

### **Enumeration Subfields (a-h)**

To display ordinal numbers (such as 1st, 3rd or the French 1er), a '+' sign should be inserted in the relevant enumeration subfield of the 853 field preceding the enumeration text. For example,

```
$$a +series
```

will be displayed as 1st series, 2nd series, and so on.

Ordinal values in various languages are based on table 853\_numbering. The correct language to use is based on the language code cataloged in positions 22-24 of the 008 field in the HOL record used for registering the pattern information. If a certain language does not exist in the table, or if there is no language code in field 008, the English form is used as the default.

### **Chronology Subfields (i-l)**

Subfields i-l of both the 853 and the 853X contain chronology information. To suppress the display of the chronology captions, enclose them in parentheses.

The display of season and month names in the item description is based on the 853\_chrono table. The correct language to use is based on the language code cataloged in positions 22-24 of the 008 field in the HOL record. If a certain language does not exist in the table or there is no language code in field 008, the English form is used as default.

### **3.2.5 Key Fields for Bibliographic Linking**

There are four key fields that are used to identify the item as being a particular issue. These fields are year (subfield \$i), volume (subfield \$a), issue (subfield \$b, level 2) and part (subfield \$c, level 3).

Information about the four key fields (year (chronological level i), volume (enumeration level a), issue (enumeration level b), and part (enumeration level c)), should be entered in the LKR field when you want to create a link between one bibliographic record and the items of another bibliographic record.

### **3.2.6 Related Features - Pattern Templates**

Pattern templates are placed centrally on the server, under the ADM or HOL library's /pc\_tab/catalog directory. Templates for ADM records are in the ADM library's directory, and templates for HOL records are in the HOL library's directory.

Local templates can also be created, in the user's profile\catalog\template folder on the workstation.

## **4 Items**

Refer to the Items List section in the Items chapter of the ALEPH User Guide for an explanation of Items.

## **5 Issue Check-in**

It is important for a library to be able to handle serials check-in as quickly as possible and to deal with exceptions, such as combined or never-to-be published issues. Serial

check-in can be handled in one action for a group of copies (like items), or individually for each item record.

Serials check-in is performed in the Check-In or Group functions under the Control node in the Serials tab (left pane) of the Acquisitions/Serials module. A serial check-in action is performed on the ALEPH item record and it updates the item record. (In previous versions the check-in could be performed in a number of different ways. These have been combined in the version 16 interface.)

A serial can be called up quickly by one of its identifying numbers (SICI, ISSN), searched for by Acquisitions indexes (such as order number or vendor), or searched for by title or any other bibliographic information.

## 5.1 Check-in

Serials check-in can be performed either from the **Check-In** or from the **Group** nodes under Control in the Serials tab in the Acquisitions/Serials module.

In the Check-In node, single issues (items) are listed for check-in. In the **Group** node, groups of like items (that is, items that share the same enumeration and chronology) are listed for check-in.

## 5.2 Check-in Node

When the Check-In node is selected, the upper pane displays a list of serial item records and the lower pane displays an item record with data for update. There are two filters available for the item list:

- By selected sublibraries
- By all items, or only non-arrived items

To filter by sublibraries, click the **Control** root in the Navigation tree, mark the relevant libraries, and click **Update**.

To filter by non-arrived items, choose tab2 (Expected/Not Arrived) of the upper pane (Check-In List).

Note that items are automatically filtered by the operator's authorization. For example, if the operator is authorized for serials check-in for a single sublibrary, only the items of that sublibrary will be displayed in the list.

To check in a single item, select the item line and click the Arrive button; to check in a group of items, select the relevant lines and click the Arrive button. The focus transfers to the lower pane, and the Arrival Form is activated.

1. All 2. Expected/Not Arrived

Exp. Arrive	Barcode	Sublibrary	Description	Claim	Sbs	Vendor	Dir	Arrival
31/01/03	54310-10	Educatio n Library	v.1:no.1(2003:Jan.)	1	010	010	N	-----
03/03/03	54310-20	Educatio n Library	v.1:no.2(2003:Feb.)	1	010	010	N	-----
31/03/03	54310-30	Educatio n Library	v.1:no.3(2003:Mar.)	1	010	010	N	-----
01/05/03	54310-40	Educatio n Library	v.1:no.4(2003:April)	1	010	010	N	-----
31/05/03	54310-50	Educatio n Library	v.1:no.5(2003:May)	1	010	010	N	-----
01/07/03	54310-60	Educatio n Library	v.1:no.6(2003:Jun.)	1	010	010	N	-----

Arrive  
UnArrive  
Claim  
Delete  
Add  
Duplicate  
Refresh

---

1. Info List 2. Arrival Form 3. Serial Levels

Check-in Note:

Description: v.1:no.1(2003:Jan.)

Arrival Date: 10/11/2003 Barcode: 54310-10

Sublibrary: UEDUC Item Status: 10 Break Indicator:

Collection:  Item Process Status:  Material Type: ISSUE

HOL Link: 4904 85X Type: 3 85X Link: 1

Pages:

Call Number:  \$\$\$h111\$\$\$13  Temp Loc.:

2nd Call Number:

OPAC Note:  Issue Date: 01/01/2003

Internal Note:  Exp Arrival Date: 31/01/2003

Arrive  
Print Label  
Skip  
Cancel

Click **Arrive** to check in the item. You can update item data before clicking **Arrive**.

If you update enumeration/chronology fields on the Serial Levels form, blank out the description field so that the system will regenerate it using the updated data. If a group of items has been selected for being checked in, you can defer checking in a single item by clicking the **Skip** button, after which the next item's details will be displayed. Clicking **Cancel** takes you out of the check-in function; all items that were checked in before **Cancel** was clicked remain checked in.

### 5.3 Group Node

When the **Group** node is selected, the upper pane displays a list of groups of serial item records and the lower pane displays an item record with data for updating:

The screenshot shows a software interface with two main panes. The upper pane contains a table with columns: No. Items., Arrived, Expected, and Desc. The lower pane contains a form with fields for Issue Date, Item Status, Item Proc. Status, HOL Link, 85X Type/Linking No., Break Indicator, Pages, and Note. The interface also includes navigation buttons like '<<', '>>', 'Update', and 'Cancel'.

No. Items.	Arrived	Expected	Desc.
2	2	0	v.30:no.1(2011:Jan.)
2	2	0	v.30:no.2(2011:Feb.)
2	2	0	v.30:no.3(2011:Mar.)
2	2	0	v.30:no.4(2011:Apr.)
2	0	2	v.30:no.5(2011:May)
2	0	2	v.30:no.6(2011:June)
2	0	2	v.30:no.7(2011:July)

Sort Options: [Dropdown]

Buttons: Arrive, UnArrive, Merge, Delete, Add, Duplicate

1. Information | 2. Enumeration/Chronological

<< >> 1 out of 2

Update Cancel

Issue Date:  01/02/2011

Item Status:  02

Item Proc. Status:  NE

HOL Link:  0

85X Type/Linking No.:  3  0

Break Indicator:

Pages:

Note:

The upper pane displays a summary for each line, giving the total number of copies of an issue in the group, the number of copies checked in, and the number of copies that are still expected. The lower pane displays an item record field for updating if required. Use the arrow keys to move from one copy to the next or to the previous copy.

Note that items are automatically filtered by the operator's authorization. For example, if the operator is authorized for serials check-in for a single sublibrary, only the items of that sublibrary will be displayed for check-in. Also note that the Control root filter (which can be used in check-in) does not apply to the Group view.

The tabs in the upper pane give different groupings of items:

- Tab1 (All Items) displays one line for all items that share the same enumeration and chronology.
- Tab2 (Sublibrary Groups) displays one line for all items that share the same enumeration, chronology and sublibrary.
- Tab3 (Sublibrary/Collection Groups) displays one line for all items that share the same enumeration, chronology, sublibrary and collection.



- Tab4 (Vendor/Sublibrary/) displays one line for all items that share the same enumeration, chronology, vendor and sublibrary.
  - Tab5 (Vendor Groups) displays one line for all items that share the same enumeration, chronology and vendor.
  - Tab6 (Order Information) displays one line for all items that share the same enumeration, chronology, and order number.
1. To check in a single group of items, select the line and click **Arrive**. To check in several groups of items, select the relevant lines and click **Arrive**. Depending on your system setup (in the modify\_item\_arrival parameter in pc\_server\_defaults), the check-in window per single item is displayed or the check-in action is performed for all grouped items without displaying the check-in window per item. For more information, refer to the **Item Arrival Form** section of the *Aleph 21 System Librarian's Guide-Serials*.
  2. Click **Arrive** to check in the item.

If your system is set to display the check-in window per item, you can update item data on the Arrival Form before clicking the **Arrive** button. If a group of items has been selected, you can defer checking in a single item by clicking Skip, after which the next item's details will be displayed. Click **Cancel** to quit the check-in; all items which were checked in before Cancel remain checked in.

The Enumeration/Chronology tab in the lower pane displays the information relevant to the highlighted line in the upper pane. The Enumeration and Chronology fields can be updated, in which case, all items in the group will be updated. Remove the data in the Description field in order that the system can regenerate the field, using the new Enumeration and Chronology data.

## 5.4 Exceptions in the Check-in Process

Exceptions can be dealt with either in the Check-In list or in one of the Group lists. The items created, updated and/or deleted will be in relation to the list. In other words, if a line in the Group list includes several copies, all copies will be included in the update.

### 5.4.1 Unpredicted Issues

The library might receive an extra copy of an issue and want to add it to the library's collection. To do so, highlight the relevant line in the Check-In list and click **Duplicate**. A new issue form will be displayed in the lower pane, with all fields duplicated, including links to HOL and Subscription records.

The library might receive an unexpected extra issue (for example, special 50th anniversary issue). To create a new issue record, click either **Add** or **Duplicate**. A new issue form will be displayed in the lower pane. If **Duplicate** was chosen, all fields are duplicated, including links to HOL and Subscription records. Update the

Enumeration and Chronology fields on tab3 (Sublibrary/Collection Groups), and delete the Description field. Click **Add** to add the new issue. The **Description** field will be automatically generated, provided it was unpopulated. When the Add or Duplicate actions are activated, the number of added items is the same as the number of active subscriptions. Add and Duplicate require the population of the Issue Date field, which can be edited by user at the lower pane of the form.

#### 5.4.2 Merged issues

It often happens that two issues are published together as a "merged" issue. In a Group List, choose the relevant lines and click **Merge**. The issue record of the last line is retained, and the other lines are deleted. Correct the fields in the record displayed in the lower pane to match the issue data, correct the description field, and click **Update**.

## 6 Summary Holdings

### 6.1 Summary Holdings

Summary Holdings statements are 866/7/8 fields which can be generated by the system from paired 853/4/5 (Captions and Pattern) fields and 863-865 (Enumeration and Chronology) fields in the holdings record by using the procedure `expand_doc_hol_86x`.

### 6.2 Generating 863/4/5 Fields

Using item records that are linked to the HOL record, the 863/4/5 fields can be generated by the system using the routines `expand_doc_hld_stmt` or `fix_doc_hld_stmt`.

As an expand routine, the compressed holdings statements (863/4/5 fields) are built on-the-fly when the record is displayed. When the `fix_doc_hld_stmt` routine is performed, the 863/4/5 fields can be added to the HOL record.

Note: these two routines (`expand_doc_hld_stmt` and `fix_doc_hld_stmt`) are relevant to HOL libraries alone and can be applied only if there are 85x Publication Pattern fields in the HOL document record.

In addition, each subscription record (linked to the HOL record) must include a unique identifier in the `copy_ID` field.

The following item records are taken into consideration when generating the 863/4/5 fields:

- Items that have HOL No. in the HOL Link field.

- Items for which the enumeration field is equal to or greater than the value entered in subfield \$\$a of S63/4/5 (Starting Point field) in the HOL record. If there is no S63/4/5 field, enumeration in the item record is not checked.

### Item Groups:

All items which share the same Linking Number identifier in \$\$8 and the same Copy-ID (if there is one) are taken into consideration for a single holdings statement. If one HOL record has more than one linked Copy-ID, each Copy-ID creates a separate holdings statement. In this case, the S63 field should be registered in the HOL record for each Copy-ID.

## 6.3 Generating Summary Holdings Statements

In order to generate summary holdings statements when the record is displayed the setup of `tab_expand` of the HOL library should be as follows:

```
! 1                2                3
!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
WEB-FULL  expand_doc_hld_stmt
WEB-FULL  expand_doc_hol_86x
```

The summary holdings statement will be displayed as in the following example:

```
Summary Holdings    v.1:no.1-2(2002:Jan.-April), v.1:no.4(2002:Oct.)
Summary Holdings    v.1:no.1(2003:Jan.); v.1:no.3-4(2003:Jul.-Oct.)
```

Note: a gap within the range caused by issues that have not yet arrived is indicated by a comma. A gap caused by units that were never published is represented by a semicolon.

863/4/5 fields also can be generated by activating the `fix_doc_hld_stmt` routine.

In order to activate the `fix_doc_hld_stmt` program, the `tab_fix` table of the HOL library (XXX60) should include the `fix` program, as illustrated in the following example:

```
! 1                2                3
!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
HSTMT fix_doc_hld_stmt
```

The `fix_doc.lng` table of the HOL library (XXX60) should include a line for the program.

For example:

```
! 1  2 3                4
!!!!-!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
HSTMT N L New Summary Holdings
```

The `fix_doc_hld_stmt` is activated in the Cataloging module. From the edit menu click "fix record" and then select the New Summary Holdings routine in order to generate the 863/4/5 fields.

If the pattern of the title has been changed, the following steps should be taken:

- Delete the 853X field of the first pattern.
- Create the publication pattern fields 85x/85xX fields for the new pattern.

## 7 Claims

### 7.1 General

#### 7.1.1 Basic Settings

There are several factors involved in the claiming process.

- Non-arrival of an issue by its "Expected Date of Arrival".

This is the basis for detection of items that should be claimed. For this reason, expected issues should exist in the system and should have an estimated date of arrival. An exception to this is a new serials order for which a claim can be triggered even when it does not have an issue record.

- Automatic claim flag in the Subscription record.

If this flag is not checked, the serial title will be listed in a claim report, but claims will not be automatically generated. (Interactive ad-hoc claims can be generated).

- Vendor address setup

The vendor address setup determines if a claim will be printed, sent by e-mail or sent electronically using EDI.

#### 7.1.2 Claiming Methods

There are three ways to initiate claiming for serials:

- Generate a claim for new orders for which an issue has not arrived within the time expected using the Claim Report for Serials Orders (acq-19) batch claim service.

- Generate a claim for all issues which have not arrived by the expected date, using the Print Claim Letters (serial-44) batch claim service. Claims are generated only for subscriptions with automatic claiming set to "Yes".
- Interactive generation of a claim from the Check-In List display in the Serials function.

### 7.1.3 Claim Dates

The first claim date is the expected arrival date of the issue, which is calculated from the issue date plus the value appearing in the First Claim field of the Subscription Info (2) tab of the Subscription Information form.

The Expected Arrival Date is calculated by the system using the publication date of the first issue in the cycle. If you are using pattern fields in the HOL or ADM record for a journal, this is the date registered in subfield \$3 of the Level-X field. If you are using the ALEPH Schedule for journal prediction, this is the Issue Date field.

In the above screen, the value entered in the First Claim field is 90 days. In the following examples, we will see how this value affects the first claim dates:

**Example 1:** A quarterly journal's Level-X subfield \$3 contains 20040301 (1st March, 2004) as the date of publication of the first issue in 2004. The subscription is to be shipped by surface mail. Since the subscription's first claim field is 90 days, the issue's first claim date will be 20040530 (May 30th, 2004).

**Example 2:** The third issue in the cycle will be published on 20040901 and is therefore expected to arrive in the library within 90 days by 20041130. Therefore, the issue's first claim date will be November 30, 2004.

### 7.1.4 Claiming Interval

The claiming interval is set on the second, third, and subsequent claim fields of the Subscription Info (2) tab of the Subscription Information form (as shown in the screen above).

The interval sets the number of days which elapse from the time of the previous claim.

In the first example above, the second claim will be on April 30th 2004.

In the second example above, the second claim will be on December 30th 2004.

## 7.2 Interactive Claiming

When you click the **Claim** button on the Check-In List pane, the Claim List window is displayed. This window displays a list of claims that have already been sent (if at least one claim has already been sent). This enables you to send a new claim to a vendor by clicking **New**. You can update an existing claim (for example, to register the vendor's reply to a claim) by highlighting the appropriate line in the upper pane, updating details in the lower pane and then clicking **Update**.

The image shows two windows from a software application. The top window, titled "Claim List", contains a table with the following data:

Claim Date	Reply Date	Next Claim	Barcode	Desc.
18/06/03	-----	01/07/02	B42165	

Below the table is a "Sort Options" dropdown menu set to "Claim Date (asc)". A "Delete" button is located to the right of the table. The bottom window, titled "SerialClaimExpand", contains the following fields and buttons:

- Claim Text: [Text input field]
- Claim Date: [Date dropdown menu, value: 18/06/2003]
- Claim Reply: [Text input field]
- Reply Date: [Date dropdown menu, value: 20/07/2003]
- Expected Arrival Date: [Date dropdown menu, value: 01/07/2002]
- Buttons: "Update" and "Cancel"

When you have finished filling in the details, click **Add** on the lower pane.

Following is the help for each field and button:

### Claim Text

Enter text to be included in the letter to the vendor (in addition to the text that is already part of one of the standard claim letters you will choose below.)

**Claim Date**

The system automatically enters the current date.

**Claim Reply**

This field registers the vendor's reply to a claim.

**Reply Date**

This field registers the date of the vendor's reply to a claim.

**Expected Arrival Date**

This field registers the issue's Expected Arrival Date.

**Claim Format**

This field is displayed when creating a new claim. Choose one of the standard claim letters prepared by your system librarian for use in your library.

**Buttons****Add**

When you have finished filling in details of a new claim in the form, click **Add**.

**Update**

After updating an existing form, click **Update**.

## 7.3 Batch Claiming

### 7.3.1 Claim Report for Serial Orders (acq-19)

This service produces a report of serials orders that have not yet arrived. Claim letters for serials can then be sent manually by using the **Claim** button on the Check-In List.

### 7.3.2 Print Claim Letters (serial-44)

This service saves or prints out claim letters for serials. For each vendor, a letter is printed listing all late items due from that vendor.

Letters will be printed only for titles for which the Send Claims option in the Subscription Information Form was selected (that is, for those titles which were part of the automatic claiming mechanism).

## 8 Routing Lists

The routing list record contains information regarding the group leader, group members and loan procedure. If a routing list exists for a particular subscription, then when the issue item is checked in, the system displays the following message:



After clicking **OK**, depending on your system setup, the following form may be displayed:

12/05/2003  
serial-rout-list-00

---

**Serial Route List**

Ex Libris University Libraries  
222 Aleph Causeway  
Chicago, IL 60614  
thechoice@exlibris.co.il  
Tel# 773.404.5527

Henry Ambrose McCormack  
Apartment 4-L  
1365 York Avenue  
New York, NY  
10021  
2128323295

**Patron ID:** 1033

Journal of Hol Patterns including two Volumes a year..

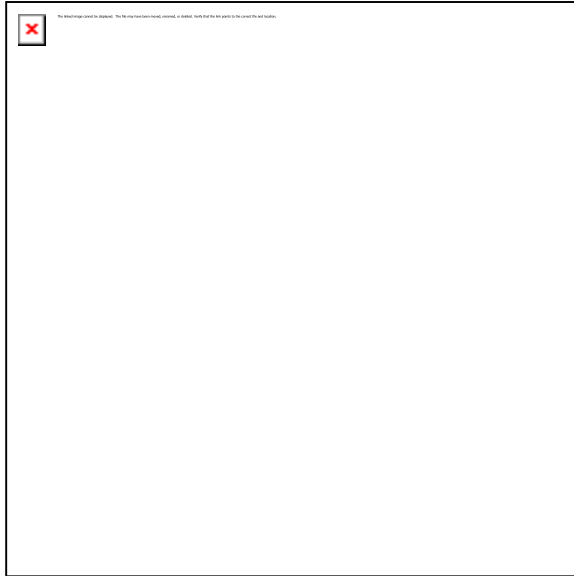
**Description:** 000:no.17-18(2000:May-Jun.)  
**Issue barcode:** B35307  
**Subscription number:** 03  
**Number of days per member:** 05

Member ID	Member Name	Address
1033	Henry Ambrose McCormack	Apartment 4-L
1165	Murphy, Medrick D.	760 Leland Avenue

## 8.1 Creating a Routing List

Routing lists, or multiple routing lists, can be created for some or all of the subscriptions of a title. The routing list for a title is created or opened, if it already exists, by highlighting, in the navigation tree, the Routing List node under the Subscription root, or by highlighting the Routing List root.





The Routing List display (in the upper pane) will become active.

Sort Order	Group Leader	Last Trace	Last Item
1	McCormack, Allan T. Apartment 4-L 1365 York Avenue		
2	ABBOTT, EMMA ELIZABETH 234 Brush St. mevasseret	08/05/03	v.10: no.46 (2002:Oct)

Buttons: New, Duplicate, Delete, Print, Apply

This pane shows the routing lists for a particular subscription or for a serial title. For each routing group, the Last Trace shows the date when the Last Item was routed to the group.

The following buttons are available on this pane:

### New

Click **New** to add a new routing list. The lower pane will be activated in order to create a new routing list.

### Duplicate

Click **Duplicate** to copy the highlighted routing list. The details of the Routing Info will be copied and displayed for you to edit in the lower pane. The new group will be assigned a new sort order number. The Members are not duplicated.

### Delete

Click **Delete** to delete a highlighted routing group. Note that you cannot delete a group which has an item on loan.

### Print

Highlight a routing group and click **Print**, to print the list of members making up a routing group.

The following buttons are displayed when the pane is activated from the Subscription root.

### Apply

After moving a routing list up or down a level, click **Apply** to set the routing order among the groups.

*Note: To move the highlighted routing list up a level in the list, click the Up arrow button. To move the routing list down a level, click the Down arrow button.*

## 8.2 Routing List Information

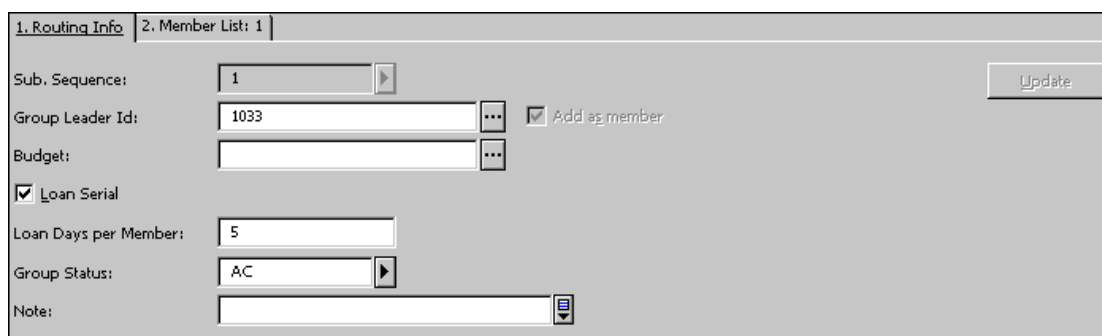
When you click the **New** or **Duplicate** button on the Routing Lists pane, the Routing List form is activated.

The screenshot shows a form titled "1. Routing Info" with a secondary tab "2. Member List: 0". The form contains the following fields and controls:

- Sub. Sequence:** A text box containing the number "1" with a right-pointing arrow button.
- Group Leader Id:** A text box with a right-pointing arrow button and a "..." button.
- Budget:** A text box with a "..." button.
- Loan Serial:** A checked checkbox.
- Loan Days per Member:** A text box containing the number "0".
- Group Status:** A dropdown menu showing "AC" with a right-pointing arrow button.
- Note:** A text area with a right-pointing arrow button.
- Buttons:** "Add" and "Cancel" buttons are located on the right side of the form.

This form is used to define a new routing list or to update an existing list. It has two tabs: Routing Info and Member List.

## Routing Info Tab



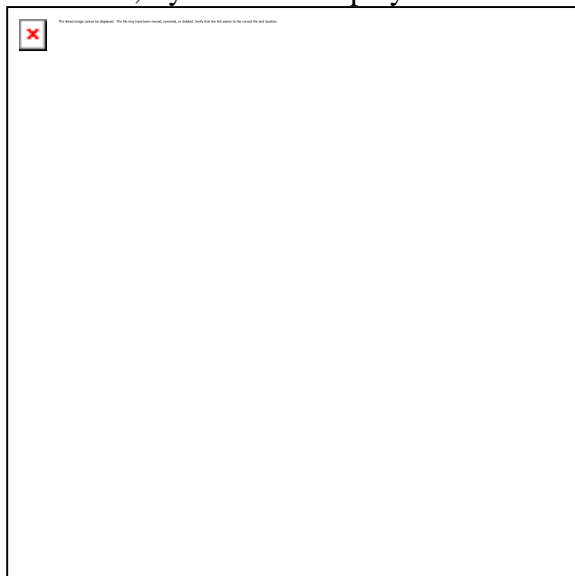
The screenshot shows a web interface with two tabs: "1. Routing Info" (selected) and "2. Member List: 1". The "Routing Info" tab contains the following fields and controls:

- Sub. Sequence:** A text input field containing "1" with a right-pointing arrow button.
- Group Leader Id:** A text input field containing "1033" with a "List" button (a square with a red 'x') and a checked checkbox labeled "Add as member".
- Budget:** A text input field with a "List" button.
- Loan Serial:** A checked checkbox.
- Loan Days per Member:** A text input field containing "5".
- Group Status:** A dropdown menu showing "AC" with a right-pointing arrow button.
- Note:** A text area with a "List" button.
- Update:** A button in the top right corner.

The following section describes buttons and fields in the Routing Info tab.


### Sub. Sequence

This is the sequence number of the subscription to which the routing list is linked. If there is only one subscription, the system will automatically enter 1. If there is more than one, you can display a list of subscriptions by clicking the arrow



to the right of the field.

### Group Leader ID

Enter the ID of the group leader. This is the library patron (which can be a department) to which the routing list is assigned. The issue may be checked out to this user (see the Loan Serial field below). When clicking the List button  to the right of the field, the Patron List window is displayed. The Patron List offers several options that facilitate your search for the desired Patron.

### Add as Member

Insert a check mark to add the leader of the group to the list of members.

### Budget

Optional. You can link the routing list to a budget. This is for information only; the budget will not actually be debited.

## Loan Serial

If this option is selected, the system will loan the item to the Group Leader using the circulation loan function. This means that the loan will be displayed in the Web OPAC in the patron's list of loans. A due date will be displayed and the library can send the patron overdue notices. If this option is selected, the following field (Loan Days per Member) must be filled in, otherwise the Update button on this screen will not be activated. The due date is calculated as: number of days multiplied by the number of routing list members.

## Loan Days Per Member

This is the number of days that each member on the list can keep the item. The system will multiply this value by the number of members in the list in order to calculate the due date of the item.

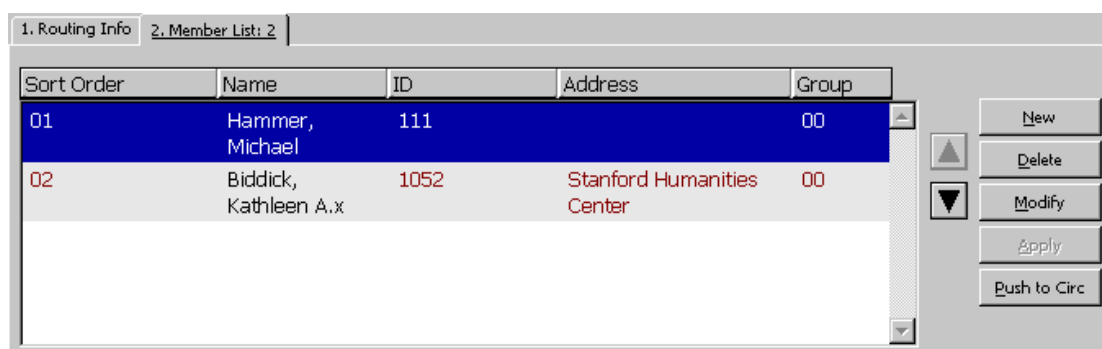
## Group Status

A routing list can be active (AC) or inactive (NA).

## Note

For internal data.

## Member List Tab



Sort Order	Name	ID	Address	Group
01	Hammer, Michael	111		00
02	Biddick, Kathleen A.x	1052	Stanford Humanities Center	00

Buttons: New, Delete, Modify, Apply, Push to Circ

The Member List Tab lists the members of one routing list and the position of each member in the list. Note that a user cannot be listed on more than one routing list for any one title. Each routing list is limited to 98 members.

The following buttons are available on this tab:

### New

To add a new member to the routing list, click New.

### Delete

To remove a member from the list, highlight the member's name and click Delete.

### Modify

To modify a list member's record, click Modify.

### Apply

After moving a member up or down, click Apply to save the changes.


### Push to Circ

Click Push to Circ to display the Patron record of the highlighted member in the list in the Circulation module. If you have authorization, you can display and manage related circulation functions.

*Note: To reposition a member in the list, highlight the member, and use the up or down arrows.*

## 8.3 Member Form


When you click the New or Modify buttons on the Member List tab (Routing Information form), the following window is displayed:



The screenshot shows a dialog box titled "Routing Group Member Form". It contains two input fields: "Member ID:" with a text box and a list button (three dots), and "Group:" with a text box containing the value "0". To the right of the input fields are three buttons: "Update", "Cancel", and "Help".

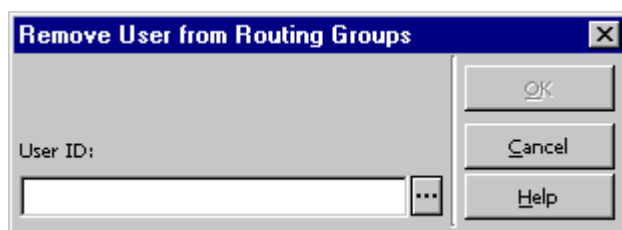
This form enables you to add a member to the selected routing list. When you are finished filling in the form, click **Update**.

### Member ID

To add a member to the routing list, enter the Patron ID of the member. You can select from a list by clicking the List button  to the right of the field.


## 8.4 Remove User

To select the Remove User From Routing Groups function, go to the Utilities menu and choose the function. The following form is displayed:



The screenshot shows a dialog box titled "Remove User from Routing Groups". It contains one input field: "User ID:" with a text box and a list button (three dots). To the right of the input field are three buttons: "OK", "Cancel", and "Help".

This window enables you to remove a user from every routing group of which he is currently a member.

Enter the user's ID or select from a list by clicking the List button  to the right of the field. When you have selected the desired user, click **OK**. You will be asked to confirm that you do, indeed, want to remove the user from all of his routing groups.

## 8.5 Return Item

To select the Return Item From Routing Group function, go to the Utilities menu and choose this function. The following form is displayed:



This window enables you to check in an item that was previously checked out to the Group Leader of a Routing List.

Enter the barcode of the item and click **OK**.

If other Routing Groups are waiting for the item, the item will be loaned automatically to the Group Leader of the next Routing Group in the list.

## 9 Binding

A library can decide for each serial subscription whether its issues should be retained (and if so, whether they should be bound), or discarded (that is, disposed of and its item records deleted from the catalog) after a certain period of time has elapsed.

In ALEPH, Binding includes two stages:

1. Identification of issues for binding or discarding
2. The binding process itself

### 9.1 Identification of Issues for Binding or Discarding

To identify whether issues are to be bound or discarded:

1. In the Discard/Binding field of the subscription form in the Acquisitions/Serials GUI, select a coded value from the drop-down menu. This code defines the set of binding or discard rules that will be applied to the subscription.
2. From the Service menu, Serials submenu, in the Acquisitions/Serials GUI, run the Bind Alert Report (bind-01) service (see description below).
3. Run the Serial Binding Slip (bind-02) service (see description below).

#### **Bind Alert Report (bind-01)**

This service generates a report that alerts staff to journal volumes and their issues that should be examined for binding readiness. It identifies the titles and volumes that, according to parameters set by the library, are ready for binding or discarding. It prepares a printed report, which lists each of the relevant issues, and an output file, which will be used as input for the Serial Binding Slip (bind-02) service.

This service retrieves issues that match the following conditions:

- The binding policy that has been set for the subscription to which the issues are linked. (in the Discard/Binding field of the subscription form). Each policy is derived from a set of rules and parameters as defined in the `tab_binding` table of the ADM library.
- The retrieval parameters that are set in this service when it is submitted.

### **Serial Binding Slip (bind-02)**

This service produces a printed report, pick slips and hold requests for volumes and their issues that are considered ready for binding.

This service retrieves issues listed in the input file that match the following conditions:

- The binding policy that has been set for the subscription to which the issues are linked. (in the Discard/Binding field of the subscription form). Each policy is derived from a set of rules and parameters as defined in the `tab_binding` table of the ADM library.
- The retrieval parameters that are set in this service when it is submitted.

## **9.2 Binding Process**

In ALEPH, the binding process is located in the Items function. Refer to the Binding section in the Items chapter of the ALEPH User Guide for a description of the binding function.

## **10 Serials Services**

Each service is identified in the Batch Log and Batch Queue by its procedure name.

### **10.1 Claims**

#### **Print Claim Letters/Reports (serial-44)**

This service saves or prints out claim letters or reports for serials. Letters can be sent to each vendor containing all claims or sent separately for each title per sublibrary. Reports can contain a list of claims with or without ignoring the CLAIM flag in the subscription record.

Letters will be printed only for titles for which the Send Claims option in the Subscription Information Form has been selected (that is, for those titles taking part in the automatic claiming mechanism).

The Item Process status NP (Not Published) is not included in this service.

You can create triggers for claimed items for specific departments using the Create Triggers Y/N parameter.

## 10.2 Routing

### **Report of Routing Lists (serial-07)**

This service creates a report listing the serial titles that are routed to library users. It shows the users both in their role as Routing Group Leaders and as Routing Group Members. The report is sorted by user. You can view the report for a specific user.

### **Letters to Routing List Members (serial-08)**

This service sends a letter to each member of every Routing Group, telling them which titles are being circulated in all the Routing Groups to which they belong.

## 10.3 Serial Patterns

### **Test Pattern Opening (serial-12)**

This service checks serial patterns, and tries to open the next cycle based on the level-x field for records listed in the input file. The level-x files contain enumeration and chronology information for the next volume/cycle that will be opened.

### **Merge and Deduplicate Serial Pattern Files (serial-53)**

This service merges serial pattern files (up to 10 files) and deduplicates identical records. The files should be sequential files which result from running the service Export 85x Records (serial-51). These files must be copied from their original location in the ADM/HOL library's \$data\_scratch directory to \$alephe\_scratch.

## 10.4 Check-in

### **List of Serials Titles and Number of Arrived Issues (serial-16)**

This service retrieves serial titles for which issues have arrived in the specified time span. The report includes the serial titles and the number of issues that have arrived. The report can be generated for all libraries or limited to issues that belong to a particular sublibrary.

### **Print Arrived Issues Report (serial-06)**

This service creates a report listing the serial items that have arrived within the period that you define.



For a report which lists only the number of items that have arrived per title, run the List of Serial Titles and Number of Arrived Issues (serial-16) service.

### **Issues Arrival Statistics by Sublibrary - Dates (serial-09)**

This service produces a statistical report of the number of issues that have arrived within a specified range of dates. The results are grouped by sublibrary and by collection (within a sublibrary). For each sublibrary, the total of arrivals is provided. In addition, there is a grand total of arrivals for all sublibraries.

When serial\_09 is run, it can be restricted to one or more sublibraries or set to apply to all sublibraries.

### **Open Expected Issues (serial-13)**

This service opens expected issues based on the date entered in the Open Expected Issues Until field.

New issues will only be opened when there is a valid subscription in place for them and only if they have not been opened in the past.

### **List of Expected Issues (serial-17)**

This service retrieves a list of issues that are expected to arrive in a given time period. The purpose of the list is to enable the user to quickly locate an item for issue check-in. The list includes the item barcode, which can be entered into the Serials bar to directly access the particular issue.

## **10.5 Publication Schedules**

### **Export 85x Records (serial-51)**

This service is used to export serial prediction field pairs (853/853X, 854/854X and 855/855X) from your library to identical titles in another library.

For each ADM record that has one or more of those 85x pairs for publication schedule prediction, this service will write these fields, as well as MARC 21 fields 001, 022, 035 and 245, into a file called export\_85x.dat in the ADM/HOL library's data\_scratch directory.

This file can then be sent to another library for matching against its own database and for downloading the prediction field pairs when a match is found. The other library will have to run the Import 85x Records (serial-52) service.

### **Import 85x Records (serial-52)**

This service is used to add imported serial prediction field pairs (853/853X, 854/854X and 855/855X) from another library to identical titles in your library.

The system checks records from your specified BIB library against the data in the imported file export\_85x.dat (which has to be placed in the ADM library's data\_scratch directory).

The system uses tab\_85x\_import to define the way in which the input from the fields in this service is used for matching. Using the table, you can define which index or word file should be used for the match, whether the entire field from the input file or a specific subfield should be used for the match, and which subfield in the field in the database should be used. You cannot match tab\_85x\_import against a headings index.

Where there is a match of any of the MARC fields 001, 022, 035 or 245, the prediction field pairs (853/853X, 854/854X and 855/855X) from that file will be imported into the ADM records that are linked to the BIB records. Note that it is possible to specify other fields (and their relevant indexes) to match against in a table. In that way, any MARC standard can be used for the matching process.

A log file listing all the matches found is also created by the system for viewing prior to the actual import of data.

## **10.6 Serials**

### **Bind Alert Report (bind-01)**

This service generates a report that alert staff to journal volumes and issues that should be examined for binding readiness or discard.

### **Serial Binding Slip (bind-02)**

This service produces a report, pickup slips, and hold requests, for volumes and issues that are considered ready for binding.



# Staff User's Guide – Staff Privileges

Version 22

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# 1 Staff Privileges

The Staff Privileges function enables you to add new staff members (users) to the system and to assign them passwords and access rights. Passwords are always changed to uppercase, unless your system is running in Kerberos mode.

## 1.1 Staff Privileges in a Single/Multi-ADM Environment

### Multi-ADM Environment

In a multi-ADM environment it is important to have both autonomy and limitations within the group of libraries related to the particular ADMInistrative library. In order to achieve this functionality, the User Library field in the User Password Information form defines which library group is authorized.

For password control, there is a "super user" who is assigned ADMIN in the User Library field. He can create a user who is authorized to create and/or update passwords and authorizations for a particular ADM library group. This new user must be assigned an ADM library and the privileges that allow him to create new users. This user will be able to assign any of the libraries in the ADM group to a user.

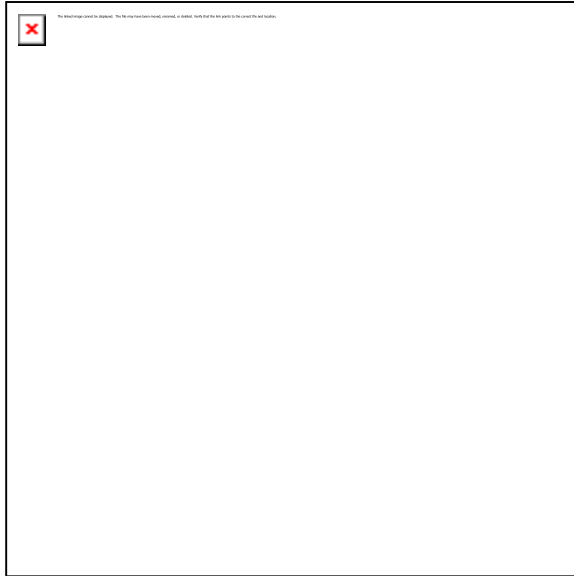
When ALEPH is installed, the "master user" included in the system is username/password (details available from your project manager or support desk). This user is authorized for creating users. In a multi-ADM setup, when setting up password authorizations, the first step is to open a user for each password group (for example, ADM library); this user is assigned privileges for creating/updating users who can be assigned privileges in any of the libraries that are included in the ADM library group. For example, in the following setup:

```
PAS USM50 USM01 USM10 USM60 USM20 USM30
PAS USM51 USM01 USM10 USM60
```

The user with password authorization for creating/updating users in USM50 will be able to assign the USM01, USM10 USM60 USM20 USM30 libraries to the user being created/updated. The user with password authorization for USM51 will be able to assign only USM01 USM10 and USM60 libraries to the user being created/updated.

The ADM groups are set up in the PAS line in the  
./alephe/tab/library\_relation configuration table as shown above.






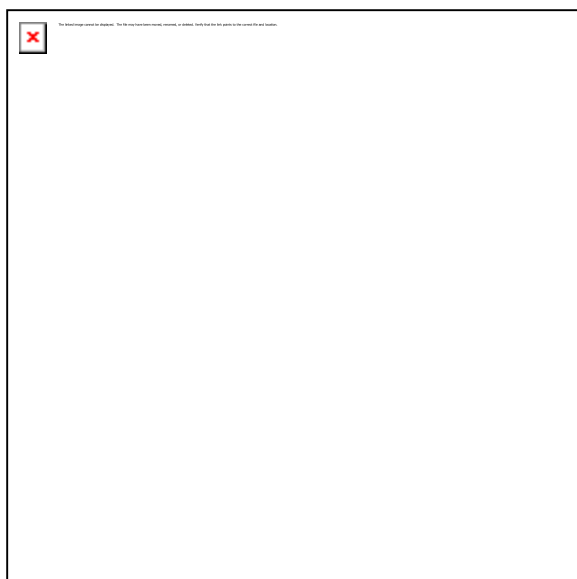
When the Staff Privileges function is opened, the system displays a list of users, username and the libraries for which the user has been assigned authorizations. The list can be set to display all users, or only users that belong to the same ADM group as the logged in user.

### **Single-ADM Environment**

A single-ADM environment does not need to define the PAS relation in the `library_relation` table. In this case, all users have the ADMIN value in the `user_library` field (Z66), and every user can see the privileges of all the other users in the environment. You do not need to create a "master user" for the ADM library - the "super user" can directly create/update the staff users.

## **1.2 Staff Privileges Window**

To access the Staff Privileges functionality right-click the key icon  on the Operations bar (at the bottom right of the screen) and select Staff Privileges. The Staff Privileges window is displayed:



This screen lists the users in the system. To select a user, scroll through the list. Alternatively, enter part of the user name in the space provided and press Enter. The list will automatically scroll to the first matching user name.

#### **Note**

In a multi-ADM environment, in order to display only users with the same User Library as the connected user, select the checkbox at the top of the screen. If the check box is not selected, users for all libraries will be displayed. The buttons on the right side of the window will be activated only when the highlighted user in the list is assigned to the same ADM library as the connected user.

#### **New User**

To add a new staff member to the list of users, click **New**. The User Password Information form will pop up for you to fill in the user name, password, cataloger level, etc. When you are finished filling in the form, the new user will appear in the list of users. Then, to assign access rights to this user, highlight the name on the list and click **Access Rights**.

#### **Modify User**

To modify a user's password or cataloger level, highlight the name on the list and click **Modify User**. The User Password Information form will pop up for you to edit.

#### **Duplicate User**

To add a new user by copying an existing user's details, highlight a user on the list and click **Duplicate User**. The User Password Information form will pop up for entering new user information. The new user will be assigned the same privileges as the user chosen for duplication.

#### **Delete User**

To delete a user, highlight the user and click **Delete**. Do not delete the ALEPH user unless you have first created another user with the access rights to assign passwords. The only way to reinstate the ALEPH user is to delete the files that contain user

names and passwords (files Z66 and Z67), using UTIL A/17/1. Consult Ex Libris before doing this.

### **Access Rights**

To view or modify a user's access rights to various functions in the system, highlight the user name and click **Access Rights**. Choose the library you are interested in, and click **OK**. The User's Access Rights window will be displayed.

Note that if a user has been assigned a proxy, you cannot view or modify the user's access rights directly. Since the user automatically receives the same access rights as the proxy, in order to view or change access rights for the user, you must view or change the access rights for the proxy. Any number of users may be assigned the same proxy. If you change the access rights for the proxy, the access rights of all users having this proxy will also be changed.

### **Summary**

To view the complete list of libraries, functions and subfunctions to which a user has access, highlight the user's name and click **Summary**. Note that the permissions tree that opens up displays only those actions for which a permission (allowed or denied) has been specified.

### **Display Proxies**

To display the list of proxy users assigned to a specific user, select the user's name by highlighting it and click **Display Proxies**.

### **Budgets**

Use the **Budgets** button to assign allowed budget/s for the user.

### **Sublibraries/Order Units**

This button can be labeled Order Units or Sublibraries, depending on your system setup: If your Acquisitions system is set to work with order units, name this field Order Units. If your Acquisitions system is set not to work with order units but with sublibraries, then name this field Sublibraries.

Use the Sublibraries/Order Units button to assign allowed Sublibraries/Order Units for the user in Acquisitions. If there is more than one Administrative library, after you click **Budgets** you will be asked to choose the Administrative library. The Administrative library displayed is the Administrative library assigned to the connected user. You must select the allowed sublibraries/order units, otherwise the user will not be permitted acquisitions activity in any sublibrary/order unit. The system first checks whether the user has permission for the action (user's access rights) and then checks whether he has sublibrary/order unit rights for the sublibrary/order unit. Only if both checks are successfully concluded is the user allowed access to these functions.

## **1.3 User - Password Information**

When you click **New User**, **Modify User** or **Duplicate User**, the following form will be displayed:

### User Library

This field defines the ADM library to which the staff user is assigned. The ADM library is used to define the sphere within which the staff user is assigned privileges, and by inference includes other library types that are contained within the same sphere. The value in this field is selected from the drop-down list. The list contains the one ADM library that has been assigned to the staff user who is authorized for creating/updating passwords and authorizations for the library. Each system also has at least one 'super' staff user who is authorized to create staff users who can create/update passwords. The drop-down list for this super user includes all the ADM libraries. A staff user with 'ADMIN' in this field can be assigned privileges in all the libraries.

### User

The user name is the unique string by which the system identifies the user. The user name may be up to 10 alphanumeric characters.

### Password

A password is required in order to use every ALEPH module except for the OPAC. Enter a password up to 10 alphanumeric characters. The password you enter will not be displayed.

### Cataloger Level

This information is used only in the Cataloging module. When a catalog record is edited and saved on the server, the level of the cataloger is assigned to the record. In order for someone else to update the record, he must have a level equal to, or higher than, the level assigned to the record. Note that the higher the level, the greater the access. (For example, level 99 can see every record.)

### **Function Proxy**

If you want the selected user to have exactly the same access rights as another user, enter the user name of the other user here. (This other user is referred to as the "proxy" for your selected user.) Note that if you assign a proxy to the selected user, you will not then be able to define access rights for the selected user. Rather, he will automatically receive the same access rights as the proxy. In order to change access rights for the selected user, you must change the access rights for the proxy. Any number of users may be assigned the same proxy. If you change the access rights for the proxy, the access rights of all users having this proxy will also be changed.

#### **Note**

In a Multi-ADM environment a proxy can be assigned only for a staff user belonging to the same ADM library.

### **Cataloger Proxy**

This field contains the user name of the cataloger proxy. This is used to define that the user has exactly the same allowed/denied tag permissions and the same OWN definitions as another user. This other user is referred to as the "cataloger proxy" for the selected user. If a cataloger proxy is assigned, there is no need to create entries for the user in the `permission.dat` table (this table is used to define cataloging allowed and denied tags for users) and there is also no need to fill in the OWN definition fields. The proxy's definitions are used.

#### **Note**

In a Multi-ADM environment a proxy can be assigned only for a staff user belonging to the same ADM library.

### **Budget Proxy**

This field contains the user name of the budget proxy. This is used to specify that the user has exactly the same allowed/denied budget permissions as another user. This other user is referred to as the "budget proxy" for the selected user. If a budget proxy is assigned, there is no need to create budget permissions for the user. Instead, the proxy's definitions are used.

#### **Note**

In a Multi-ADM environment a proxy can be assigned only for a staff user belonging to the same ADM library.

### **Order Unit/Sublibraries Proxy**

This field can be labeled Order Unit Proxy or Sublibraries Proxy, depending on your system setup: If your Acquisitions system is set to work with order units, this field should be named Order Unit Proxy. And if your Acquisitions system is set to work not with order units but with sublibraries, then this field should be named Sublibraries Unit Proxy.

This field contains the user name of the order unit proxy. This is used to define that the user has exactly the same order units/sublibraries privileges as another user. This other user is referred to as the Order Unit/Sublibraries Proxy for the selected user. If

an Order Unit/Sublibraries Proxy is assigned, there is no need to create order unit/sublibraries permissions for the user. Instead, the proxy's definitions are used.

#### **Note**

In a Multi-ADM environment a proxy can be assigned only for a staff user belonging to the same ADM library.

#### **Cat. OWN ID**

Use this field to enter the text that will be written in the OWN field of the Cataloging record. This option is relevant only if the library uses the option for automatic generation of the OWN field.

Select the Cat. Own ID from the list, by clicking the arrow to the right of the field.

#### **Note**

Place a value in this field only if you want to prevent certain catalogers from updating the records created by this cataloger, even if they have the appropriate Cataloger Level (see above). If you want all catalogers with the appropriate level to be able to update the records created by this cataloger, then leave this field blank.

#### **Cat. OWN Permission**

Use this field to enter the OWN field value of the cataloging records that this user is allowed to update. Enter GLOBAL to allow this user to update all records, regardless of OWN field. This option is relevant only if the library uses the OWN field in cataloging records.

Select the Cat. Own Permission from the list, by clicking the arrow to the right of the field.

Note that if the user is a proxy for another user, then the OWN values for the user are taken from the proxy's record (Cat. OWN ID and Cat. OWN Permission).

The `tab_own` table lets you translate the single Cat. OWN Permission value into multiple permissions (if this user needs to be able to update records with various OWN values -- but cannot have GLOBAL permission).

#### **Circ. Override Level**

This information is used only in the Circulation module. In order to override a specific error message a librarian must have a level equal to, or higher than, the level assigned to the error message. Note that the higher the level, the greater the permission to override. (For example, level 99 can override every message.)

#### **ILL Unit**

The ILL unit in which the staff user is authorized to manage requests. The drop-down list of allowed ILL units depends on the type of user that is being defined. If the user belongs to a specific administrative unit, then the ILL units of that specific administrative unit will be displayed. If the staff user is an ADMIN type then all ILL units will be displayed.

The ILL Unit can be set to ADMIN. In that case, the staff user is allowed to manage ILL partner records but not a specific ILL unit's incoming and outgoing requests

**Name**

The name of the staff user.

**Department**

A department that is associated with the staff user.

**Note 1 and Note 2**

A general note that is attached to the staff user.

**Email**

The staff user's e-mail address.

**Address**

The staff user's address.

**Telephone**

The staff user's telephone number.

**Expiry Date**

The staff user's expiry date. The staff user will be blocked from logging into the system after this date.

**Last Alert Date**

The last date that the staff user was alerted concerning an upcoming block.

**Blocked**

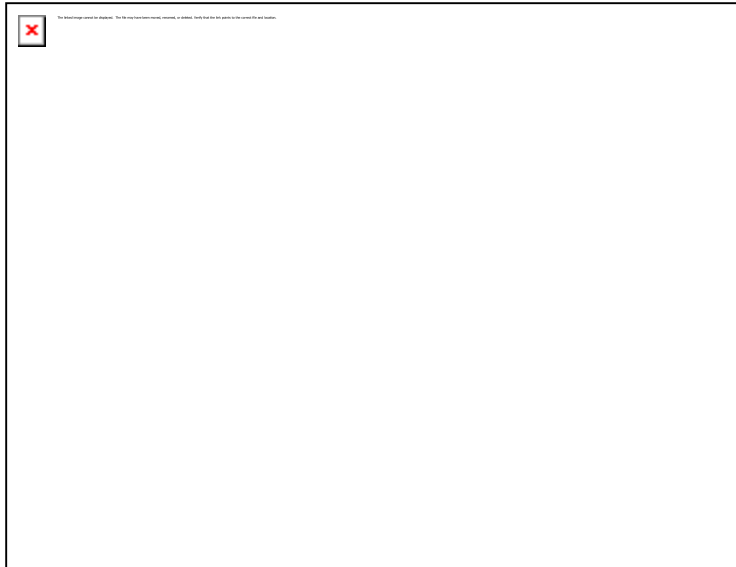
Whether or not the staff user is blocked from accessing the system.

**Block Reason**

In the event that the staff user has been blocked, the reason for the block can be entered here.

## 1.4 User's Access Rights

When you click the Access Rights button the following screen will be displayed:



This screen lists the libraries to which the user can be assigned. The list of libraries displayed depends on the ADM library assigned in the User\_library field. The ADM library is used to define the sphere within which the staff user is assigned privileges, and by inference includes other library types that are contained within the same sphere.

The PAS line in the `./alephe/tab/library_relation` configuration table defines which libraries are included in the sphere of the ADM library. For example:

```
PAS USM50 USM01 USM10 USM60 USM20 USM30 USR00 USM90
```

If you have connected to the GUI with an operator whose Z66-USER-LIBRARY is USM50, the list of libraries displayed in the Access Rights window will include USM50, USM01, USM10 and USM60, USM20, USM30, USR00, USM90. Libraries that have a plus sign (+) next to the library code have sublibraries associated with them. To view the list of sublibraries, double-click the + library.

**Note:** ALEPH will be listed if both the connected user and the selected user are ADMIN users or if ALEPH is in the PAS list of the ADM to which the selected user belongs.

To select the library for which you want to view or modify access rights, highlight the library and click **OK**. The window displayed and the task you can perform with it depend on the type of library you choose:

#### **Global Library without Sublibraries**

If you choose a global library that does **not** have sublibraries (there is no + next to the library code), you will be able to add or delete access rights for the selected global library.

#### **Global Library with Sublibraries**



If you choose a global library that **does** have sublibraries (the + symbol appears next to the library code), you can modify access rights either for the global library or for individual sublibraries. Choose one of the sublibraries to limit all permissions to the chosen sublibrary. Alternatively, you can choose one or more sublibraries when you modify the user's access rights, as explained in [Modify Permitted Sublibraries](#) on page 19.

### **Individual Sublibrary**

If you select an individual sublibrary, you will be able to modify access rights for that one sublibrary only.

### **Sublibrary Sensitivity**

You can create permissions for creation, deletion or update on the sublibrary level (and not only on the ADM level) for the following:

- In both Cataloging and Circulation, records that have sublibrary identification - Local Patron Records, items and all item-related actions
- In Circulation, some of the actions on a patrons list of loans (sublibrary is checked for Delete, Declare lost, Claim returned, and Renew but not for Change date)
- In Circulation and Acquisitions, some of the batch services receive sub-library as a parameter. This is in order to display only permitted sub-libraries in the list in the service's form dialog box.

#### **Note:**

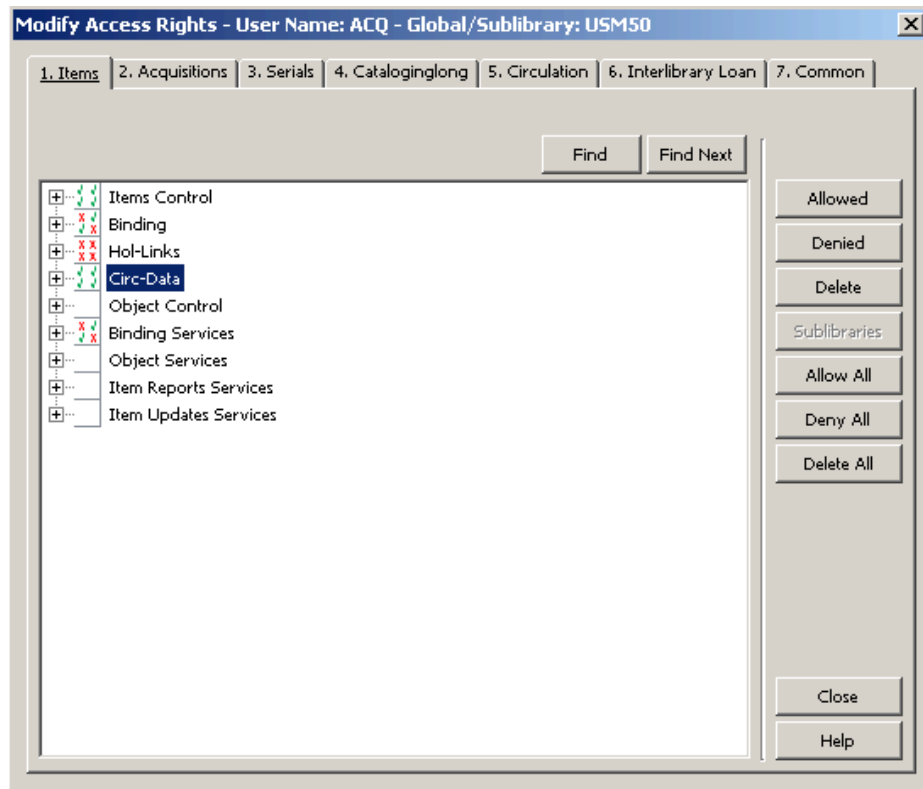
The **Sublibrary** button is accessible only if the highlighted permission is sublibrary sensitive.

Note that sublibrary (or order unit) sensitivity for acquisition orders and budgets is controlled by assignments made through the **Budgets** and **Order Units** buttons on the Staff Privileges main window (the Staff Privileges list), and sublibrary sensitivity for Circulation Charge and Discharge is defined per workstation, and not per user.

**Note:** ALEPH will be listed if both the connected user and the selected user are ADMIN users or if ALEPH is in the PAS list of the ADM to which the selected user belongs.

### 1.4.1 Modify User's Access Rights

After selecting a library, the following screen will be displayed:



This window allows managing a specific user's privileges in the selected library or sublibrary. The window is divided into tabs, with each tab listing actions that are relevant to that single module. Another **Common** tab lists actions that are not module specific.

Within each tab the actions are arranged in groups so that each group contains actions that make up a specific workflow, such as **Ordering** or **Loan Management**. The group may be expanded to view all of the actions it consists. In addition, each group's **All Unspecified Subfunctions** action enables implicitly allowing all of the group's actions that have not been explicitly denied.

**Note:** Denying the **All Unspecified Subfunctions** action forces a denial on all of the group's actions, even if they have been explicitly allowed.

The group's status is marked by an icon, and may be one of the following:

- **Fully allowed** – All of the group's actions are allowed.
- **Fully denied** – All of the group's actions are denied.
- **Not specified** – None of the groups actions has been allowed nor has any action been denied.
- **Partially allowed** – The groups actions have more than one of the above statuses.

The specific actions' status is marked by a check mark if allowed and by a X sign if denied.

Managing the user's privileges may be done either at the group level, by selecting the group title and allowing or denying the entire group, or at the specific action level, by selecting a specific action and allowing or denying it.

The following buttons may be used:

**Allowed**

Allow the selected group or action.

**Denied**

Deny the selected group or action.

**Delete**

Delete the status that is currently assigned to the group or action.

**Sublibraries**

Select from a list of the selected library's sublibraries, to set a status (allowed or denied) only at the sublibrary level. This action is accessible only for actions whose privileges are sublibrary sensitive.

**Allow All**

Allow all of the actions in the selected module.

**Deny All**

Deny all of the actions in the selected module.

**Delete All**

Delete all of the explicitly assigned privileges in the selected module.

**Note**

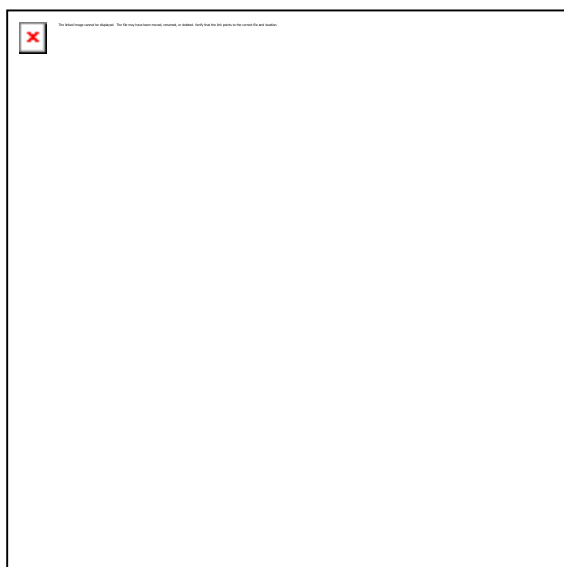
User Passwords and User Profiles are not included in the **Common** tab's **All Functions** action. In other words, **All Functions** refers to every function EXCEPT User Passwords and User Profiles. If you want to give a user access rights to User Passwords or User Profiles, you have to choose these specifically, and not just give access to **All Functions**.

Note that the system distinguishes between the right to display a record and the right to update the record. If you want a user to be able to read a record but not change the information, then assign **Display rights only**. However, if you wish to assign the right to update a record, you must also assign the right to display the record.

Display-only access is useful for an installation with a number of sublibraries. You may wish to give display-only access to a user so that he can read the records of a sublibrary that is not his own.

## 1.4.2 Modify Permitted Sublibraries

When you click the **Sublibraries** button on the Modify User's Access Rights window, the screen below is displayed:



The left side of this screen, Permitted Sublibraries, lists the sublibraries for which the user has access to the selected subfunction.

The right side of the screen, Available Sublibraries, lists all sublibraries of the selected global library.

To give the user access to a function for a particular sublibrary, highlight the sublibrary in the right-hand list and click the left arrow with the check mark. The highlighted sublibrary will then appear in the Permitted column on the left side of the screen, with the letter Y in the Allowed column.

### Note

The system limits the number of a user's sublibraries that can be assigned to a specific function/subfunction to 100.

To remove a sublibrary from the Permitted column, highlight the sublibrary and click the Right arrow.

Optionally, you can assign a global library access (by clicking **Allowed** on the first Modify Access Rights window), and then deny this access for one or more sublibraries.

To deny user access to a function for a particular sublibrary, highlight the sublibrary in the right-hand list and click the left arrow with the X sign. The highlighted sublibrary will then appear in the Permitted column on the left-hand side of the screen, with the letter N in the Allowed column.

To highlight more than one sublibrary, hold down the Ctrl key while clicking the

desired sublibraries. To highlight an entire range of sublibraries, click the first sublibrary in the range, then, while holding down the Shift key, click the last sublibrary in the range.

### Note

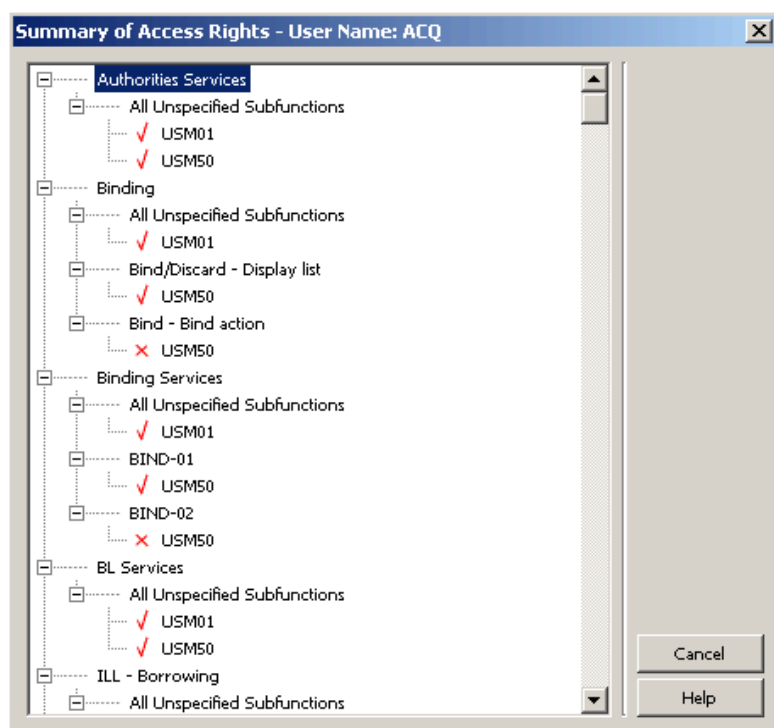
In ALEPH, the loan and return of items from a specific sublibrary is not controlled via the staff user names and passwords but rather via the IP identification of the PC.

This is done in the ADM library \$data\_tab/tab\_attr\_sub\_library table, or - if not found - in the \$alephe\_tab/tab\_attr\_sub\_library table (see the Circulation System Librarian chapter for more information).

## 1.5 Summary of Access Rights

The Summary of User's Access Rights window enables you to view the complete list of functions and subfunctions to which a user has access.

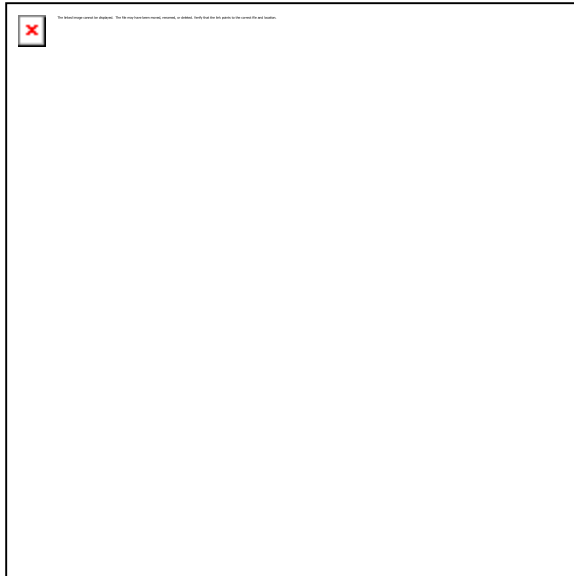
To change the access rights, return to the Staff Privileges window (by clicking **Close**) and then click **Access Rights**.



The window lists only the actions for which a privilege has been explicitly assigned (allowed or denied).

### Viewing Proxy Users

When you click **Display Proxies**, the following screen will be displayed:

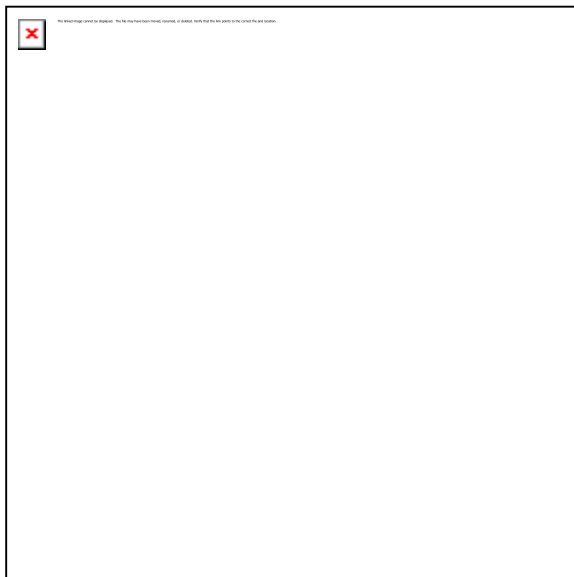


The Proxy Users list window enables you to view the complete list of proxy users assigned to a specific user.

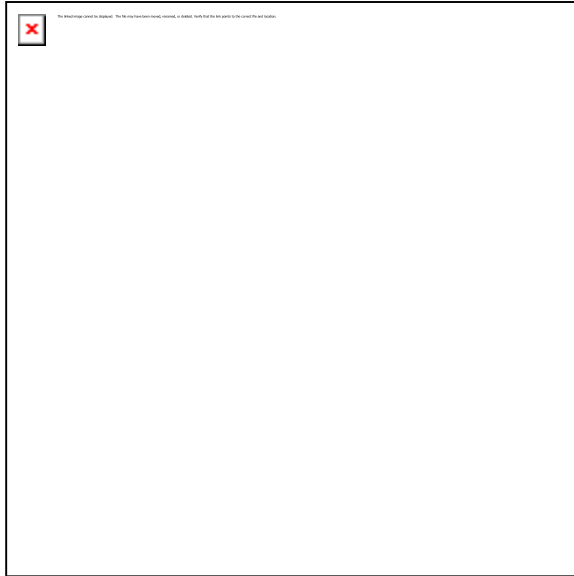
To switch to one of the users displayed in the list, highlight the user and click **Select**.

## 1.6 User's Budget Permissions

The Budgets button in the Privileges window is used to assign budget permissions for the user. After you click **Budgets**, the Choose Administrative Library window will be displayed:



Highlight the relevant administrative library and click **OK**. The Budget Permissions for User window will be displayed.



This window displays a list of the user's budget permissions. The list is divided into five columns:

1. Budget Code
2. Alloc (Allocation)
3. Trans (Transfer)
4. Enc (Encumbrance)
5. Exp (Expenditure)

If Y (Yes) is displayed under the budget transaction, this means that the user has permission for this transaction type. If N (No) is displayed under the budget transaction, this means that the user has no permission for this transaction type.

#### **Note**

In the Budget column, an asterisk (\*) can be displayed to represent a group of budgets.

For example: If \*-2002 is displayed in the budget column, this refers to all budgets that end with -2002. If HISTORY-\*, is displayed in the budget column, this refers to all budgets that start with HISTORY. If \* is displayed in the budget column, this refers to all budgets.

#### **Modify**

To modify a specific budget permission, highlight the budget's permission and click **Modify**. The Budget's Transaction Permissions window will be opened.

#### **Add**



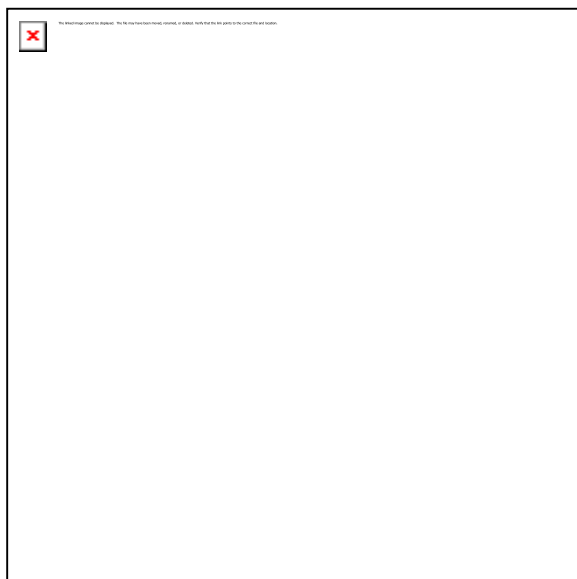
To add a new budget permission, click **Add**. The Budget's Transaction Permissions window will be opened for you to add the new budget permission.

### **Delete**

To delete a budget permission, click **Delete**.

### **1.6.1 Budget's Transaction Permissions**

When you click **Add** or **Modify** in the Budget Permission for User, the Budget's Transaction Permissions window will be opened:



This window enables you to assign budget permissions for a user. In the budget field, type in or select from the list a budget code. You may use an asterisk (\*) to assign user permissions for a group of budgets. For example: If you type in budget code \*-2002, all budgets that end with -2002 will be permitted to the user. If you type in HISTORY-\*, all budgets that start with HISTORY will be permitted to the user. If you type in \*, all budgets will be included.

After typing or selecting the budget code, check the relevant budget transaction permission/s for the user:

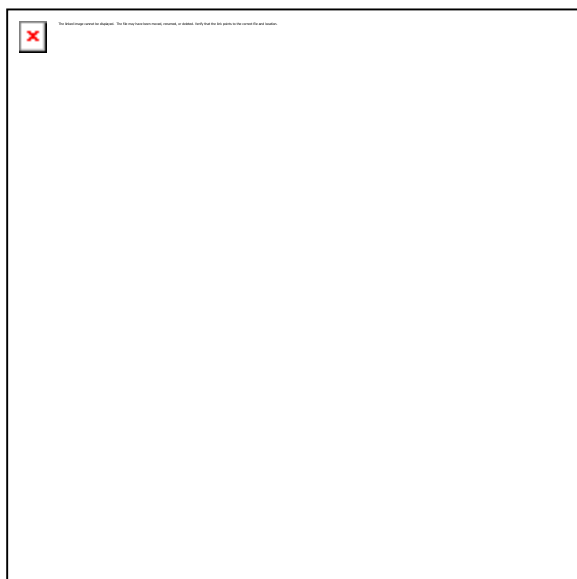
- Allow Budget Allocation
- Allow Budget Transfer
- Allow Budget Encumbrance
- Allow Budget Expenditure

Click **OK** to add the selected budget permission/s to the Budget Permission for User list.

## **1.7 Sublibraries / Order units**

When you click Order Units or Sublibraries in the Staff Privileges window, the Sublibrary / Order Units management screen will be displayed (note that if you are

working in a multi-ADM library environment you will need to select an ADM library first). The list can contain sublibraries or order units, depending on whether your Acquisitions system is set to work with sublibraries or with order units.

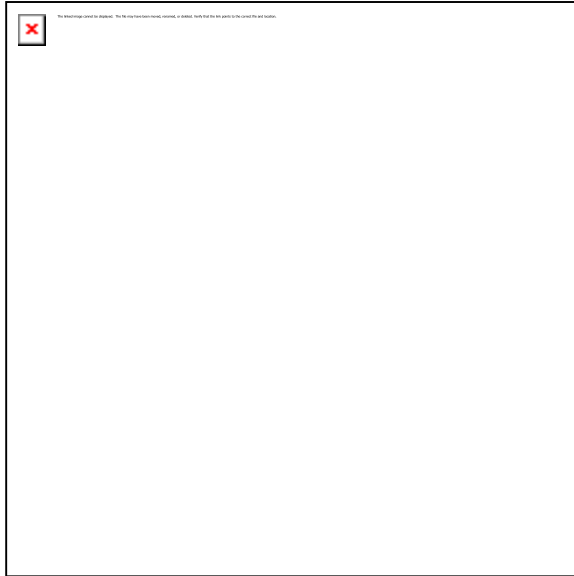


The user is allowed to be active in Acquisitions only in the selected sublibraries/order units. You must select the allowed sublibraries/order units, otherwise the user will not be permitted acquisitions activity in any sublibrary/order unit. The system first checks whether the user has permission for the action (user's access right) and then checks whether he has sublibrary/order unit rights for the sublibrary/order unit. Only if both checks are satisfactorily passed is the user allowed access to these functions.

To assign a sublibrary/order unit to a user, go to the right-hand list, highlight the desired sublibrary/order unit, and click the left arrow. The sublibrary/order unit will move to the left-hand list. To highlight more than one sublibrary/order unit at a time, hold down the Ctrl key while clicking each desired sublibrary/order unit. To highlight a continuous range of sublibraries/order units, highlight the first sublibrary/order unit in the range, then hold down the Shift key and highlight the last sublibrary/order unit in the range. To remove a sublibrary/order unit from a user, go to the left-hand list, select the unwanted sublibrary/order unit, then click the right arrow. The sublibrary/order unit will move to the right-hand list.

## 1.8 Display of Libraries in ALEPH Services

Every service in ALEPH (for example, Print Trigger Report (com-01)) contains a **Library** field. Staff users select the library on which they want to run the service from the drop-down list of libraries.



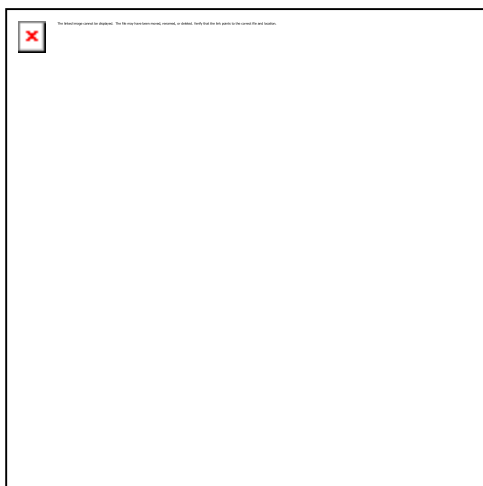
These libraries are made available by the setting in the PAS line in the `./alephe/tab/library_relation` configuration table for the ADM library (for example, USM50) to which the active user has password authorization:

```
PAS USM50 USM01 USM10 USM11 USM12 USM14 USM15 USM19
```

If the user is an ADMIN user (superuser), the list will display all of the ALEPH libraries.

## 1.9 Display of Libraries in the Task Manager Window

The Task Manager window contains a **Connect to:** field. Staff users who want to work with files that have been produced by various ALEPH functions select the appropriate library from the drop-down list:



These libraries are made available by the setting in the PAS line in the `./alephe/tab/library_relation` configuration table for the ADM library (for example, USM50) to which the active user has password authorization:

PAS USM50 USM01 USM10 USM11 USM12 USM14 USM15 USM19

If the user is an ADMIN user (superuser), the list will display all of the ALEPH libraries.

## 2 ALEPH User Privileges

Below is a list of the ALEPH user privileges.

### 2.1 Items

#### 2.1.1 Items Control

Function	Location	
	Tab	Node
Items - Display list	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul>
Filter items list (History, Tree, etc.)	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> Expand Item Information
Item - Print label	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul>
Items - Global Changes	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul>
Item - Display form	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> Create and update item
Item - Update	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> Create and update item
Item - Delete	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul>
Item - Delete by override a block	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul>
History - Display history list	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Serials</li> </ul>	History (Item Changes tab)
History - Restore item from history	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Serials</li> </ul>	History (Item Changes tab)
History - Delete item history line	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Serials</li> </ul>	History (Item Changes tab)
Inventory online marking	Cataloging	Items\Inventory Marking menu option
Invoice field - Display invoice list	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> Expand 'Invoice Key' field

#### 2.1.2 Binding

Function	Location	
	Tab	Node
Bind/Discard - Display list	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> 'Item List for Binding' dialog

Function	Location	
	Tab	Node
Bind - Bind action	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> 'Item List for Binding' dialog

### 2.1.3 Hol-Links

Function	Location	
	Tab	Node
HOL links - Display list	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> HOL-Link tab in right lower pane
HOL links - Link item	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> HOL-Link tab in right lower pane
HOL links - Unlink item	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Orders</li> <li>Acquisitions\Serials</li> </ul>	<ul style="list-style-type: none"> <li>Items List</li> <li>Items</li> </ul> HOL-Link tab in right lower pane

### 2.1.4 Circ-Data

Function	Location	
	Tab	Node
History - View circulation history	<ul style="list-style-type: none"> <li>Cataloging\Items</li> <li>Acquisitions\Serials</li> </ul>	Circ Summary

### 2.1.5 Object Control

Function	Location	
	Tab	Node
Object - Retrieve object information	Catalog\items	Objects List
Object - Update	Catalog\items	Objects List
Object - Delete	Catalog\items	Objects List
Object - Display info	Catalog\items	Objects
Object - Display list	Catalog\items	Objects List
Create Scan Job	Catalog\items	Objects List

### 2.1.6 Binding Services

Service Name	Service Description
bind-01	Print Bind Alert Report
bind-02	Print Serial Binding Slips

### 2.1.7 Object Services

Service Name	Service Description
adam-01	Create Digital Objects Upload File
adam-02	Import Records and Digital Objects
adam-03	Change Object Location
adam-04	Export Records
adam-05	Create Thumbnail or Full Text
adam-06	Technical Report
adam-07	Usage Report
adam-08	Create Digital Objects Upload File from DigiTool Export

### 2.1.8 Item Reports Services

Service Name	Service Description
ret-adm-01	General retrieval form
ret-adm-02	Report of missing items
item-03	Print items labels
item-04	Shelf reading report
item-05	Shelf list
item-07	Inventory List
item-09	Inventory summary report
item-10	Inventory report

### 2.1.9 Item Updates Services

Service Name	Service Description
item-01	Initiate an Inventory
item-06	Re-build Call No. Index
item-08	Inventory batch marking
item-11	Delete Item Records
manage-28	Create new Z311 table
MANAGE-62	Update item records

## 2.2 Acquisitions Module

### 2.2.1 Order-index

Function	Location	
	Tab	Node
Order Search - Order index	Order Search	Index List
Order Search - New/Cancelled index	Order Search	New & Cancelled Order Index

### 2.2.2 Ordering

Function	Location	
	Tab	Node
Orders - Display list for single record	Order	Order List
Order - Retrieve order information	Order	Order List (expanded information)
Order - View summary information	Order	Order
Order - Update	Order	Order List
Order - Handle order which is not NEW	Order	Order List
Order - Delete	Order	Order List
Order log - View	Order	Order Log
Order log - Update	Order	Order Log
Budget for Order - Display	Order	Encumber
Budget for Order - Update	Order	Encumber
Order - Assign budget	Order	Invoice (Create button in Budget List of invoice)
Display Vendor	Order	Select vendor in order form
Catalog for Order	Orders\Catalog Order menu option	

### 2.2.3 Order-Claim

Function	Location	
	Tab	Node
Order - Claims - Display list	Order	Claims
Order - Claim - Display	Order	Claims (expand information)
Order - Claim - Update	Order	Claims
Order - Claim - Delete	Order	Claims

### 2.2.4 Material-Arrival

Function	Location	
	Tab	Node
Material Arrival - Display list	Order	Arrival
Material Arrival - Display single	Order	Arrival (expand information)
Material Arrival - Update	Order	Arrival
Material Arrival - Delete	Order	Arrival



Function	Location	
	Tab	Node
Material Arrival - Print arrival slip	Order	Arrival

## 2.2.5 Invoicing

Function	Location	
	Tab	Node
Order - View summary information	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items (order information in lower pane)</li> <li>• Invoice</li> </ul>
Budget for Invoice - Update	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items (add budget in budget list of invoice)</li> <li>• Invoice</li> </ul>
Budget for Invoice - Display	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items (add budget in budget list of invoice)</li> <li>• Invoice</li> </ul>
Invoice - Change invoice number	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• General Invoice (Change Invoice Number button)</li> <li>• Invoice</li> </ul>
Invoice, general - Display	Invoice	General Invoice
Invoice, general - Update	Invoice	General Invoice
Invoice, general - Delete + debits	Invoice	General Invoice
Invoice, general - Update "Released (REG)"	Invoice	General Invoice (special tab48.lng permission)
Invoice, general - Update "Not approved"	Invoice	General Invoice (special tab48.lng permission)
Invoice, general - Update "Preliminary approval"	Invoice	General Invoice (special tab48.lng permission)
Invoice, general - Update "Approved and printed"	Invoice	General Invoice (special tab48.lng permission)
Invoice, general - Update "Frozen (ADJ)"	Invoice	General Invoice (special tab48.lng permission)
Invoice - Update although "Payment authorized"	Invoice	General Invoice (special tab48.lng permission)
Invoice - Update although "Paid"	Invoice	General Invoice (special tab48.lng permission)
Invoice - Display list of line items	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items</li> <li>• Invoice</li> </ul>
Invoices - Display list of line items	Order	Invoice (creating new invoice line)
Invoice - Display line item form	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items</li> <li>• Invoice</li> </ul>
Invoice - Update line item	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items</li> <li>• Invoice</li> </ul>
Invoice - Delete line item	<ul style="list-style-type: none"> <li>• Invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items</li> </ul>
Invoice - Assign budget	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Order</li> </ul>	<ul style="list-style-type: none"> <li>• Line Items</li> <li>• Invoice</li> </ul>
Print Invoice with line items	Invoice	General Invoice

## 2.2.6 Vendor Maintenance

Function	Location	
	Tab	Node
Vendor - Display	Administration	Vendor
Vendor - Update	Administration	Vendor
Vendor - Delete	Administration	Vendor
Sub-vendor - Display	Administration	Vendor
Sub-vendor - Update	Administration	Vendor
Sub-vendor - Delete	Administration	Vendor

## 2.2.7 Budget Maintenance

Function	Location	
	Tab	Node
Budgets - Display list	Administration	Budgets
Budget - Balance - Display	Administration	Budgets (lower pane Balance tab)
Budget - Transfer action	Administration	Budgets (lower pane Transactions tab)
Budget - Display	Administration	Budgets
Budget - Update	Administration	Budgets
Budget - Delete	Administration	Budgets
Budget (Order Unit) - Balance - Display	Administration	Budgets
Budget (Order Unit) - Display	Administration	Budgets
Budget (Order Unit)- Update	Administration	Budgets
Budget (Order Unit) - Delete	Administration	Budgets
Budget Transactions - Display list	Administration	Budgets (lower pans Transactions tab)
Budget Transaction - Assign	Administration	Budgets (lower pans Transactions tab)

## 2.2.8 Currency Utilities

Function	Location	
	Tab	Node
Currencies - Display list	Administration	Currency
Currency - Update	Administration	Currency

## 2.2.9 Info Services

Service Name	Service Description
acq-03	Print records

## 2.2.10 Maintenance Services

Service Name	Service Description
acq-04	Rebuild order index

### 2.2.11 Budget Services

Service Name	Service Description
acq-05	Open annual budgets
acq-06	Renew order encumbrances
acq-07	Transfer remaining balance
acq-08	Update local price of budget transaction
acq-09	De-activate encumbrances
acq-16	Budget summary
acq-17	Budget's order summary
acq-31	Transfer orders from one budget to another
acq-55	Budget Allocations
acq-97	Budget's Orders

### 2.2.12 Vendor Services

Service Name	Service Description
acq-60	Vendor Address Data Update Report

### 2.2.13 Claim Services

Service Name	Service Description
acq-11	Standing orders to claim
acq-12	Claim report and letters
acq-19	Claim Report for Serials Orders

### 2.2.14 Currency Services

Service Name	Service Description
acq-01	Currency report
acq-20	Upload Currency Ratios

### 2.2.15 Invoicing Services

Service Name	Service Description
acq-10	Invoice report
acq-21	BANNER/FRS Export

### 2.2.16 Ordering Services

Service Name	Service Description
acq-02	Order Record retrieval
acq-14	Send list of orders to vendor
acq-22	Order-Log Report
acq-23	Subscription Renewal Letters
acq-24	General ADM and Orders Creation
acq-25	Statistics by Dates - Material/Month

<b>Service Name</b>	<b>Service Description</b>
acq-26	Update Vendor Code in Order and Subscription Records
acq-27	Replace Vendor - Close and open Orders and Subscriptions
acq-28	Change Order Status and EDA in Order Records
acq-30	Export Orders
file-96	Load YPB Records

### **2.2.17 EDI Services**

<b>Service Name</b>	<b>Service Description</b>
edi-09	Process EDI Incoming Messages
edi-10	Load EDI Incoming Messages
edi-11	Send Outgoing EDI messages

## 2.3 Serials

### 2.3.1 Issue

Function	Location	
	Tab	Node
Check In - Arrive	Serials	<ul style="list-style-type: none"> <li>• Check In</li> <li>• Group</li> </ul>
Check In - Unarrive	Serials	<ul style="list-style-type: none"> <li>• Check In</li> <li>• Group</li> </ul>
Group - Display list	Serials	Group
Group - Update line	Serials	Group
Group - Delete line	Serials	Group
Items - Display items list	Serials	<ul style="list-style-type: none"> <li>• Items</li> <li>• Items List</li> </ul>

### 2.3.2 Pattern

Function	Location	
	Tab	Node
Patterns - Display list	Serials	Patterns (Patterns tab)
Pattern - Display	Serials	Patterns (Patterns tab)
Pattern template	Serials	Patterns (Template button)
Pattern - Update	Serials	Patterns (Patterns tab)
Pattern - Delete	Serials	Patterns
Pattern Level-X - Display list	Serials	Patterns (Level X tab)
Pattern Level-X - Display	Serials	Patterns (Level X tab)
Pattern Level-X template	Serials	Patterns (Level X tab)
Pattern Level-X - Update	Serials	Patterns (Level X tab)
Pattern Level-X - Delete	Serials	Patterns (Level X tab)
Pattern Level-X - Expected schedule	Serials	Patterns – View items in lower pane when Level-X tab is selected
Expected Schedule - Open items	Serials	Patterns – Open items from lower pane button when Level-X tab is selected.

### 2.3.3 Schedule

Function	Location	
	Tab	Node
Schedule record - Display	Serials	Schedule
Schedule record - Update	Serials	Schedule
Schedule record - Delete	Serials	Schedule
Schedule - Open items	Serials	Schedule

### 2.3.4 Subscription

Function	Location	
	Tab	Node
Subscriptions - Display list	Serials	Subscription List
Subscriptions - Display info	Serials	Subscription List (Info List is lower pane)
Display subscriptions	Serials	Subscription List (expand in lower pane)
Update subscriptions	Serials	Subscription List
Delete subscriptions	Serials	Subscription List
Use vendor defaults (Delay, Delivery Type)	Serials	Subscription List (Change subscription's vendor)
Expected Schedule - Open items	Serials	Subscription List (Open All button)

### 2.3.5 Claim

Function	Location	
	Tab	Node
Claims - Display list	Serials	Claims
Claims - Display claim	Serials	Claims (lower pane expanded information)
Claims - Send claim	Serials	Claims
Claims - Register vendor's reply	Serials	Claims (Update claim)
Claims - Delete	Serials	Claims

### 2.3.6 Serial-Hol

Function	Location	
	Tab	Node
HOL record - Retrieve HOL record list	Serials	<ul style="list-style-type: none"> <li>• Items</li> <li>• Items List</li> <li>HOL Links tab</li> </ul>
HOL record - Link subscription to HOL	Serials	<ul style="list-style-type: none"> <li>• Items</li> <li>• Items List</li> <li>HOL Links tab</li> </ul>
HOL record - Unlink subscription from HOL	Serials	<ul style="list-style-type: none"> <li>• Items</li> <li>• Items List</li> <li>HOL Links tab</li> </ul>

### 2.3.7 Routing

Function	Location	
	Tab	Node
Routing – View Routing Lists	Serials	Routing Lists
Routing - Create Routing list	Serials	Routing Lists (Create and update)
Routing - Display Routing list	Serials	Routing Lists (Lower pane expand information)

Function	Location	
	Tab	Node
Routing - Delete Routing list	Serials	Routing Lists
Routing - Members - Display list	Serials	Routing Lists (lower pane Member List tab)
Routing - Member - Modify (display)	Serials	Routing Lists (View list in lower pane Member List tab)
Routing - Member - Modify (update)	Serials	Routing Lists (update in lower pane Member List tab)
Routing - Member - Delete	Serials	Routing Lists (delete in lower pane Member List tab)
Routing - Print route list members	Serials	Routing Lists (upper pane)
Utilities - Return routed issue	Utilities\Return Item from Routing Group menu option	
Utilities - Remove user from all Routing Lists	Utilities\Remove User from Routing Groups menu option	

### 2.3.8 Serials Statistics Services

Service Name	Service Description
serial-06	Print arrived issues
serial-09	Issues Arrival Statistics by Sublibrary
serial-16	Serial Titles + No of Issues Received

### 2.3.9 Routing Services

Service Name	Service Description
serial-07	User's routing lists
serial-08	Routing letter

### 2.3.10 Pattern Services

Service Name	Service Description
serial-12	Check Serial patterns

### 2.3.11 Subscription Services

Service Name	Service Description
serial-13	Open Expected Issues

### 2.3.12 Claim Services

Service Name	Service Description
serial-44	Print claim letters

### 2.3.13 Management Serials Services

<b>Service Name</b>	<b>Service Description</b>
serial-51	Export 85x Records
serial-52	Import 85x Records
serial-53	Merge/Deduplicate Serial Pattern Files



## 2.4 Cataloging Module

### 2.4.1 Cataloging Record

Function	Location	
	Tab	Node
Local cataloging functions	Records	Create HOL in HOL Records tab in lower pane
Retrieve and view record	Records	View a record
Send record to server	'Save on Server' option	
Send record to remote server	Records	Remote menu
Delete record on server	Edit Text\Delete Record from Server menu option	
Total delete (BIB and all its related)	Record Manager\Total Delete menu option	
Low-List		
Item-Show	Show items in Navigation Pane tree	

### 2.4.2 Catalog Management

Function	Location	
	Tab	Node
Local cataloging functions	Edit Actions\Hanja Hangul Conversion menu	

### 2.4.3 Catalog Overview Tree

Function	Location	
	Tab	Node
View list of Holding Records	Records	HOL Records tab in lower pane
Overview Tree - Move (set in BIB)	Records	When in Overview Tree mode
Overview Tree - Move subscriptions	Records	When in Overview Tree mode
Overview Tree - Move orders	Records	When in Overview Tree mode
Overview Tree - Move items	Records	When in Overview Tree mode
Overview Tree - Move BIB record	Records	When in Overview Tree mode
Overview Tree - Move HOL record	Records	When in Overview Tree mode
Overview Tree - Move ADM record	Records	When in Overview Tree mode

### 2.4.4 Catalog Headings

Function	Location	
	Tab	Node
Heading - Correction	Search	Browse (Correct Heading button)
Heading - Choose heading for correction	Search	Browse (Correct Display button)
Heading - Correct heading's display text	Search	Browse (Correct button in Correct Heading Display)

Function	Location	
	Tab	Node
		Text dialog)
Heading - Update heading's display text	Search	Browse (Update button in Correct Heading Display Text dialog)

## 2.4.5 Authorities Services

Service Name	Service Description
auth-03	List unauthorized headings
auth-04	List of headings that have multiple Docs
auth-14	List/delete records with ambiguous headings
manage-434	Authority record selection

## 2.4.6 Loading Services

Service Name	Service Description
export-01	Export BIB records with Holdings
export-02	Export Holdings retrieved by XPR
file-01	Convert MARC records (Step 1)
file-02	Convert MARC records (Step 2)
file-05	Convert SWETS records
file-08	Modify MARC Record File
file-10	Conversions
file-11	Oracle Loader
file-12	Convert Aleph Seq to MARC
file-13	Load Z300 Data
file-14	Create MAB-AUT Records
file-15	Oracle Loader
file-93	Load OCLC Records
file-94	Produce Report for Loader Logger
file-95	Update Catalog Records
file-97	RLIN Loader
file-99	Load Marcive records
manage-18	Load Catalog Records
manage-20	Load MAB2 authority records
manage-22	Character conversion
manage-24	Load Items
manage-31	Load Authority Records
manage-36	Check input file against database
manage-38	Merge records
manage-39	Pre-process Input File of Records
manage-42	Load ZDB Records
manage-44	Add Subject Information to BIB Records
manage-50	Create Holdings and items using Bibliographic data
manage-180	Parallel Load Catalog records
manage-500	Create Holdings and items using Bibliographic data
FILE-98	Load BNA records

## 2.4.7 Indexing Services

Service Name	Service Description
manage-01	Rebuild Word Indexes
manage-02	Build Headings Index
manage-05	Build Direct Retrieval Index
manage-07	Create Short Bibliographic Records
manage-15	Delete Unlinked Headings
manage-16	Alphabetize Headings - Setup
manage-17	Alphabetize Long Headings
manage-27	Sort index
manage-32	Build counters for logical bases
manage-35	Update Brief records
manage-40	Update indexes for selected records
manage-91	Update Full Text Index
manage-102	Pre-load BIB headings from AUT database
manage-103	Trigger Z07 Records
manage-105	Update Untraced references

## 2.4.8 Record Services

Service Name	Service Description
manage-12	Build links between records
manage-13	Delete "CAT" fields
manage-14	Rebuild last-001-number
manage-19	Create/Update Z106 table for "CAT" field
manage-21	Global changes
manage-23	
manage-25	Fix and check catalog records
manage-26	Detect Similar Headings
manage-33	Delete BIB records including ADM/HOL related records
manage-37	Fix catalog records
manage-55	Copy tags to linked records
manage-93	Deletion of COR fields
manage-431	Create merge index
manage-432	Title record selection by tag 010, 453 and 623
manage-433	Match Routine
manage-435	Complete selected records
manage-436	Title record selection by series
manage-437	Report of matched records
com-02	Cont New and Updated Catalog Records
print-11	URL Check

## 2.4.9 BL Services

Service Name	Service Description
manage-45	Load PALAS Shelfmarks

## 2.4.10 Union Catalog Services

Service Name	Service Description
union-01	Create Equivalencies Table
union-02	Populate Equivalencies Table
union-03	Convert Records
union-04	Rebuild Record Equivalencies
union-07	Purge identical Records
union-08	Empty Deleted records
union-09	Re-build equivalencies table
union-13	Load Records to Union Catalog
union-14	Build Word Index for Records Loaded Through union-13
union-15	Report updated preferred documents
union-16	Create Suncat-ID for all Documents
union-17	Add Suncat-ID Before Load Converted Records
union-18	Assisted Matching General Report
union-19	Report Document with No Match found Status
union-20	Delete Library

## 2.4.11 Publishing Services

Service Name	Service Description
publish-04	Initial Publishing Process
publish-05	Delete ALEPH Published Records
publish-06	Create Tar File for ALEPH Published Records

## 2.5 Circulation Module

### 2.5.1 Patrons, Global

Function	Location	
	Tab	Node
Patron Record - Display	Patron	Global Patron Information
Patron Record - Update	Patron	Global Patron Information
Patron Record - Picture - Update/Add	Patron	Global Patron Information
Patron Record - Picture - Delete	Patron	Global Patron Information
Patron Record - Delete	Patron	Global Patron Information
Patron Record - prepare for delete	Update Patron Records (cir-77)	Change patron record to status TO-DEL
Addresses - Display	Patron	Address Information
Addresses - Update	Patron	Address Information
Addresses - Delete	Patron	Address Information
IDs - Display list	Patron	Additional IDs
ID - Display	Patron	Additional IDs
ID - Update	Patron	Additional IDs
ID - Delete	Patron	Additional IDs
Patron, Local - Display	Patron	Local Patron Information
Patron, Local - Renew registration	Patron	Local Patron Information
Patron, Local - Update	Patron	Local Patron Information

Function	Location	
	Tab	Node
Patron, Local - Delete	Patron	Local Patron Information
PATRON, Global - Display	<ul style="list-style-type: none"> <li>Patron</li> <li>Return</li> </ul>	<ul style="list-style-type: none"> <li>Local Patron Information</li> <li>Session</li> </ul>

### 2.5.2 Patron Profiles

Function	Location
Display List	Patron Profile List Dialog
Profile - Display	Patron Profile List Dialog
Profile - Update	Patron Profile List Dialog
Profile - Delete	Patron Profile List Dialog

### 2.5.3 Patrons – Cash

Function	Location	
	Tab	Node
Transaction - Init Cash	New Cash Transaction Dialog	
Transaction - Create new	New Cash Transaction Dialog	
Transaction - Pay	Patron	Cash
Transaction - Waive	Patron	Cash
Transaction - Print	Patron	Cash
Print cash summary	Patron	Cash

### 2.5.4 Patron Circulation Info

Function	Location	
	Tab	Node
Display List		
View Patron Loan List	Patron	Loans (List of Loans)\Reading Room
View Patron Cash List	Patron	Cash
View Patron Requests Lists	Patron	Hold Requests\Title Req.
View Patron Photocopy Requests Lists	Patron	Photocopy Requests
View Patron ILL Requests List	Patron	ILL Requests
List Patron Booking Requests	Patron	Booking List
Patron Routing list and proxy list	Patron	Routing List\Proxies-Sponsor
Circulation log - View	Patron	Circulation Log
View patron actions summary	Patron	Circulation Summary

### 2.5.5 Circulation Desk

Function	Location	
	Tab	Node
Global Due Date settings - Update	Loan	Active Due Dates
LOAN	Loan	Session

Function	Location	
	Tab	Node
Loan blocks - Override	Loan	Session (Blocks tab in lower right pane)
RETURN	Return	Session
Return Date Override	Return	Session
PATRON, Global - Display	Return	Session (Patron Information right pane tab)
Patron Direct Queue - Return	Return	Session
Cross Institution Loan	Loan	Session
Main Menu-Circulation-Offline	Circulation\Offline Circulation menu option	
Main Menu-Circulation-In house use	Circulation\In House Use menu option	
Main menu-ALEPH-Options-Loan/Return set	ALEPH\Options\Setup Loan Options and ALEPH\Options\Setup Return Options menu options	
Circulation log - Update	Patron	Circulation Log
Manual transfer of an item	Circulation\Manual Transfer menu option	
Booking request - View	<ul style="list-style-type: none"> <li>• Items</li> <li>• Patron</li> </ul>	Booking List
Patron - Loan - Display details	Patron	Loan
Transaction - View	Patron	Cash

## 2.5.6 Loan Management

Function	Location	
	Tab	Node
Patron - Loan - Renew	Patron	Loan
Patron - Loan - Change due date	Patron	Loan
Patron - Loan - Claimed Returned	Patron	Loan
Patron - Loan - Delete	Patron	Loan
Item - Lost	Patron	Loan
Item - Recall	<ul style="list-style-type: none"> <li>• Item</li> <li>• Requests-Hold Requests-Create Hold Requests menu option</li> </ul>	For using the online recall option on the hold request form
Item Show - Loan	Item	Loan

## 2.5.7 Circulation Requests

Function	Location	
	Tab	Node
Hold request - Access	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Hold Requests-Create Hold Requests menu option</li> </ul>	For creating a hold request
Hold request - Create	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Hold Requests-Create Hold Requests menu option</li> </ul>	For creating a hold request

Function	Location	
	Tab	Node
Hold request - Override blocks	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Hold Requests-Create Hold Requests menu option</li> </ul>	
Hold request - Update	<ul style="list-style-type: none"> <li>• Items</li> <li>• Patron</li> </ul>	Hold Requests
Hold request - Delete	<ul style="list-style-type: none"> <li>• Items</li> <li>• Patron</li> <li>• Requests\Hold Requests – Delete By Barcode option</li> </ul>	Hold Requests
Hold request - Print	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests\Hold Requests – Print options</li> </ul>	Hold Requests
Title Request - Delete	Patron	Title Req.
Title Request - Create	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Hold Requests-Create Hold Requests menu option</li> </ul>	For creating a hold request
Title Request - Update	Patron	Title Req.
Booking request - Update	<ul style="list-style-type: none"> <li>• Items</li> <li>• Patron</li> </ul>	Booking List
Booking request - Create	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Booking Requests-Create Booking Requests menu option</li> </ul>	For creating a bookinh request
Booking request - Override Blocks	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Booking Requests-Create Booking Requests menu option</li> </ul>	
Booking request - Delete	<ul style="list-style-type: none"> <li>• Items</li> <li>• Patron</li> </ul>	Booking Requests
Booking Request - Deliver	<ul style="list-style-type: none"> <li>• Items</li> <li>• Patron</li> </ul>	Booking Requests
Advance Booking - List of slots	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Hold Requests-Create Hold Requests menu option</li> <li>• Requests-Booking Requests-Create Booking Requests menu option</li> </ul>	For creating an advance booking request
Advance Booking - Create	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Hold Requests-Create Hold Requests menu option</li> <li>• Requests-Booking Requests-Create Booking Requests menu option</li> </ul>	For creating an advance booking request
Photocopy request - Create	<ul style="list-style-type: none"> <li>• Items</li> <li>• Requests-Photocopy Requests-Create Photocopy Requests menu option</li> </ul>	For creating a photocopy request
Photocopy request - Update	<ul style="list-style-type: none"> <li>• Items</li> <li>• Patron</li> </ul>	Photocopy Requests

Function	Location	
	Tab	Node
Photocopy request - Print	<ul style="list-style-type: none"> <li>Items</li> <li>Requests\Photocopy Requests – Print options</li> </ul>	Photocopy Requests
Photocopy request - Delete	<ul style="list-style-type: none"> <li>Items</li> <li>Patron</li> </ul>	Photocopy Requests

## 2.5.8 Items Management

Function	Location	
	Tab	Node
ITEMS - List	Items	List of Items
Main Menu-Items-Change item	Items\Change Item Information menu option	
Main Menu-Items-Restore item	Items\Restore Item Information menu option	
Main Menu-Items-Quick catalog	Items\Catalog Record menu option	
Maintenance record - View	Items	Maintenance Record
Maintenance record - Create/Update	Items	Maintenance Record
Maintenance record - Delete	Items	Maintenance Record
Maintenance profile - View	Items	Maintenance Profile
Maintenance profile - Create/Update	Items	Maintenance Profile

## 2.5.9 Circulation Management

Function	Location	
	Tab	Node
View Opening Hours of Sublibrary Group	Loan	Open Hours
Update Opening Hours of Sublibrary Group	Loan	Open Hours
View Opening Hours of a Depository	Loan	Open Hours
Update Opening Hours of a Depository	Loan	Open Hours
Set Station Identification	Set Workstation Identifier	
Main menu-Requests-Holds-Global delete	Requests\Hold Requests – Delete Multiple Hold Requests option	
Main menu-ALEPH-Dates-Update due dates	ALEPH\Dates\Change Due Dates option	

## 2.5.10 Course Reading

Function	Location	
	Tab	Node
Course Reading interface		
Course - Catalog Record		
Course - Delete course		
Modify item		

## 2.5.11 Cash Services

Service Name	Service Description
cash-02	Cash report



<b>Service Name</b>	<b>Service Description</b>
cash-03	Payment report
cash-05	Update transactions to paid
cash-09	Export records (special)
cash-10	Export records
cash-11	Import records
cash-12	Add/Correct VAT

### 2.5.12 Circulation Desk Services

<b>Service Name</b>	<b>Service Description</b>
cash-06	Patrons in excess of fine limit
cir-04	Loan report
cir-08	Automatic loan renewal
cir-10	Print courtesy notices
cir-13	Recall items on hold
cir-19	Claimed Returned Items Report
cir-37	Circulation Summary Per Patron
cir-50	Print overdue notices
cir-51	Print overdue summaries
cir-52	Print overdue summaries

### 2.5.13 Management Circ Services

<b>Service Name</b>	<b>Service Description</b>
cir-01	Rebuild Due Dates
cir-21	Circulation Logger Report
cir-25	Build Patron Indexes
cir-78	Circulation Logger Cleanup
cir-83	Automatic Creation of ALEPH Records

### 2.5.14 Items Management Services

<b>Service Name</b>	<b>Service Description</b>
cir-03	Remote Storage Import
cir-14	Report of items in high demand
cir-15	Report of items in reading room
cir-16	Report of returned lost items
cir-18	Remote Storage Export
cir-20	Remote Storage Request Arrival
cir-36	Maintenance List
cir-80	Report of in transit items

### 2.5.15 Patron Services

<b>Service Name</b>	<b>Service Description</b>
cir-05	Print patron list
cir-23	Delete patron records

cir-32	Remove Patron IDs
cir-77	Update Patron Records
file-20	Load Patron Records (PLIF)

### 2.5.16 Requests Services

Service Name	Service Description
cir-06	Print hold shelf report
cir-07	Print hold requests
cir-09	Print reserve item schedule report
cir-11	Report of hold request availability
cir-12	Print call slips
cir-17	Report/Delete expired hold requests
cir-22	Print photocopy requests
cir-24	Campus Hold Requests Router
cir-33	Booking Reminders
cir-34	Report/Delete expired booking requests
cir-35	Risk Analysis Report
cir-60	Open reserve item schedules
cir-61	Delete reserve item schedules
cir-65	Delete advance booking slots
cir-79	Title requests router
cir-240	Campus Hold Requests Router - Cleanup

### 2.5.17 Circ Statistics Services

Service Name	Service Description
cir-30	General Circulation Statistics
cir-31	Circulation Statistics by Activity Type
cir-81	PDQ reports
cir-82	Institute time report

### 2.5.18 Course Reading Services

Service Name	Service Description
course-01	Print Course Lists report
course-02	Print pickup list
course-03	CR records linked to inactive course
course-04	CR records not linked to course
course-05	Course not active
course-06	Instructor Summary report

## 2.6 ILL Module

### 2.6.1 ILL – Borrowing

Function	Location	
	Tab	Node
Display Borrowing Status Tree	Borrowing	Summary View
Display Borrowing Requests	Borrowing	Borrowing Request List
Delete Borrowing Request	Borrowing	Borrowing Request List
Locate Borrowing Request	Borrowing	Borrowing Request List
Print Borrowing Request	Borrowing	Borrowing Request List
Return Borrowing Request	Borrowing	Borrowing Request List and Bulk Operation\Return
Change Borrowing Request Status	Borrowing	Borrowing Request List
Send Borrowing Request	Borrowing	Borrowing Request List
Update Borrowing Request	Borrowing	Borrowing Request List
Borrowing Response	Borrowing	Borrowing Request List
Copyright	Borrowing	Borrowing Request List
Receive	Borrowing	Borrowing Request List and Bulk Operation\Receive
Request suppliers	Borrowing	Borrowing Request List - Manage suppliers in lower pane Suppliers tab
Borrowing Unfilled	Borrowing	Borrowing Request List - lower pane Suppliers tab Unfilled button
Logger Management	Borrowing	Request Log
Message Management		Borrowing Request List – lower pane Messages tab

### 2.6.2 ILL – Lending

Function	Location	
	Tab	Node
Display Lending Status Tree	Lending	Summary View
Display Lending Requests	Lending	Lending Request List
Delete Lending Request	Lending	Lending Request List
Locate Lending Request	Lending	Lending Request List
Print Lending Request	Lending	Lending Request List
Change Lending Request Status	Lending	Lending Request List
Ship Lending Request	Lending	Lending Request List and Bulk Operation\Ship
Update Lending Request	Lending	Lending Request List
Lending Response	Lending	Lending Request List and Bulk Operation\Unfilled
Check In	Lending	Lending Request List and Bulk Operation\Checkin
Refer	Lending	Lending Request List
Logger Management	Lending	Request Log
Message Management	Lending	Lending Request List – lower pane Messages tab

### 2.6.3 ILL – Management

Function	Location	
	Tab	Node
APDU Exceptions	Administration	APDU Exceptions
Roster Management	Administration	Potential Suppliers
Customer ID Management	Administration	Customer ID
Partner Management	Administration	

### 2.6.4 Borrowing Services

Service Name	Service Description
ill-01	Print new requests
ill-02	Print claims report and claims
ill-03	List of items returned in circulation
ill-05	Send list of requests to British Library
ill-07	ILL request report
ill-08	Static status requests report
ill-10	Send requests to ILL suppliers
ill-11	Patron Request Status Report
ill-12	ILL Hold shelf report
ill-63	Borrowing Library Statistic Report
ill-66	Claim Report and Letters
ill-67	Outstanding Requests of Former Patrons
ill-73	Claim Report and Letters
ill-74	ILL Patron Requests Report
ill-75	Send Requests to the British Library
ill-76	Pickup List report
ill-88	Generate Borrowing History

### 2.6.5 Lending Services

Service Name	Service Description
ill-50	New incoming ILL requests report
ill-64	Lending Library Statistic Report
ill-65	Lending Library - ILL Requests Report and Slips
ill-68	Lending Library Overdue Handling
ill-69	Lending Library - Expired Messages
ill-89	Generate Lending History

### 2.6.6 Management ILL Services

Service Name	Service Description
ill-04	Rebuild request index
ill-09	Outstanding requests of former patrons
ill-52	Load Potential Suppliers Default

<b>Service Name</b>	<b>Service Description</b>
ill-61	Copyright Payment Report
ill-62	Copyright Statistics Report
ill-70	Patron Link Removal
ill-72	Archive ILL Requests
ill-77	Synchronize patrons data with ILL partners data

## 2.7 Common Functions

### 2.7.1 Overview Tree

Function	Location	
	Tab	Node
View Item information	Overview mode of left pane	Expanded information in right pane if item is selected
View Loan information	Overview mode of left pane	Expanded information in right pane if item is selected
View Order information	Overview mode of left pane	Expanded information in right pane if order is selected
View Subscription information	Overview mode of left pane	Expanded information in right pane if subscription is selected
Mex	Overview mode of left pane	Expanded information in right pane
Item-Show	Overview mode of left pane	View items in navigation tree

### 2.7.2 Record Triggers

Function	Location	
	Tab	Node
Display List - All triggers	Retrieve triggers between dates: <ul style="list-style-type: none"> <li>• Catalog\Record tab</li> <li>• Circulation ALEPH\Retrieve triggers menu option</li> </ul>	
Display List - Triggers of a record	Items\Orders\Serials	Triggers List
Trigger - Create/Modify	Items\Orders\Serials	Triggers List
Trigger - Display	Items\Orders\Serials	Triggers List
Trigger - Delete	Items\Orders\Serials	Triggers List

### 2.7.3 Task Manager

All Task Manager views

### 2.7.4 Configuration Manager

Function	Location
Tables Navigator - Display list	ALEPHADM – Tables Navigator
Tables Navigator - Get table/file	ALEPHADM – Tables Navigator
Tables Navigator - Check-in table/file	ALEPHADM – Tables Navigator
Tables Navigator - Lock/Unlock table	ALEPHADM – Tables Navigator
Tables Navigator - ALEPH_ERRORS list	ALEPHADM – Errors Table Dictionary
Language - Error dictionary - Display	ALEPHADM – Errors Table Dictionary
Language - Error dictionary - Save	ALEPHADM – Errors Table Dictionary
History - View list	'Show History' options in Tables Navigator
History - View previous version	'Show History' options in Tables Navigator
History - Restore previous version	'Show History' options in Tables Navigator
History - Activate/Deactivate	'Show History' options in Tables Navigator

<b>Function</b>	<b>Location</b>
History - Purge files	'Show History' options in Tables Navigator
History - Clear files	Tables Navigator - "Clear" button in 'Show Log'
Error messages - save new text	

### **2.7.5 Staff Privileges (Passwords)**

<b>Function</b>	<b>Location</b>
User list - Display	Staff Privileges dialog box
User - Duplicate	Staff Privileges dialog box
User - Update	Staff Privileges dialog box
Access rights - Display	Modify Access Rights dialog box
Access rights - Update	Modify Access Rights dialog box
Access rights - Delete	Modify Access Rights dialog box
Password - Change	Change Current Password option in right side lower pane menu.

### **2.7.6 Z39.50 users**

Z39.50 search users – Update via Z39.50

### **2.7.7 SIP2**

SIP2 login

### **2.7.8 XSL Generator**

Update XSL print template on server

### **2.7.9 Union Catalog Management**

Access Union Catalog Management Interface

### **2.7.10 Utilities Interface**

Access Utilities Interface

### **2.7.11 Services Interface**

Services Menu Interface

### **2.7.12 Reports Services**

<b>Service Name</b>	<b>Service Description</b>
com-01	Print trigger report
manage-70	Record Keys Conversion
sys-90	Batch jobs summary report

### 2.7.13 DB Services

Service Name	Service Description
file-03	Export Oracle database
file-04	Import Oracle DB (without checks)
file-06	Import Oracle DB (with checks)
file-09	Check for Duplicate Keys
manage-06	Count Database Table
manage-08	Organize Database Tables
manage-11	Check Database Tables
manage-92	Remove Library

### 2.7.14 ADM Indexing Services

Service Name	Service Description
manage-64	Create Filing Keys for Names
manage-111	Build word indexes for ADM records

### 2.7.15 Printing Services

Service Name	Service Description
print-01	Custom format
print-03	Export document records
print-04	Catalogs
print-05	Full Catalog
print-08	Column format
print-09	Print Bibliography
print-10	Print Index for Bibliography
print-20	Format Print
print-50	Sort Printouts
ret-05	Marc XML

### 2.7.16 Search Services

Service Name	Service Description
ret-01	Document record fields
ret-02	Filter Items
ret-03	Retrieve records using CCL
ret-04	Retrieve Catalog records by Date
ret-10	Cross Files
ret-21	Sort retrieved records

### 2.7.17 SDI Services

Service Name	Service Description
sdi-01	Run SDI
sdi-02	SDI User Notification
sdi-03	Delete Expired SDI Requests



Service Name	Service Description
sdi-04	SDI User Broadcast

### 2.7.18 Server Jobs Services

Service Name	Service Description
sys-01	start servers
sys-02	build Print Templates Package
sys-03	build Cataloging Tables Package

### 2.7.19 Staff Services

Service Name	Service Description
staff-01	Staff Privileges Report
staff-02	Staff Users Report

### 2.7.20 X-SERVER Interface

Service Name	Service Description
main	X-SERVER Interface
bor-auth	Borrower - Authentication
bor-by-key	Borrower - Retrieve by Key
bor-course	Borrower - Course Info
bor-info	Borrower - Information
circ-status	Circulation status
get-holding	Holdings Info
hold-req	Hold request - Create
hold-req-cancel	Hold request - Cancel
log-off-id	Log Off
ill-in-loc	ILL - Locate
ill-in-loc-previ	ILL - Locate Preview
item-data	Item Data
renew	Renew Loan
renew-all	Renew All Loans for patron
get-sort-codes	Format tab_sort table to xml
sort-set	Sort set of documents
update-bor	Update Patron details
update-doc	Update Document
verde-get-order	VERDE - Get Order
verde-upd-order	VERDE - Update Order Status
verde-open-order	VERDE - Open new Order
user-auth	Staff Authentication

## 3 Staff Services

The following new services enable the production of staff user related reports:

- **Staff Privileges Report (staff-01)** – This service produces a report of staff users and their privileges according to various filters that may be placed on both which staff users will be retrieved and on what staff privileges will be reported.
- **Staff Users Report (staff-02)** – This service produces a report of staff users according to various filters. The filters may be placed on staff user information or on the privileges that the user has.



# Staff User's Guide – Task Manager

Version 22

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# 1 Task Manager Overview

## 1.1 Task Manager Function

The Task Manager function is present in the Admin tab of each of the ALEPH modules. It enables you to work with print files that have been produced by various ALEPH functions, view the batch queue and batch logs, and set up and activate printers.

You can copy files from the server to the local directory and then view, edit and print the local files.

You can set up the Print Daemon to periodically look for files of a particular library that have a particular Print ID and print them on the PC's default printer.

You can view the Batch Queue, which lists the batch processes that are waiting in line, ready to be run. You can delete entries and change their run times.

You can also view the Batch Log, which lists the batch processes which have run or are currently running and which provides information such as start and end time and log file text.

## 1.2 Activating the Task Manager

The Task Manager interface is found as a node in the Admin tab of all ALEPH GUI modules.

The screenshot displays the Task Manager interface. On the left is a navigation tree with options: [J] File List, [A] Batch Log (selected), [Q] Batch Queue, [D] Print Daemon, and [F] Upload/Download files. The main window is titled 'Batch Log' and contains a table of batch jobs. The table has columns: Proc name, Library, Start time, End time, Param, Status, Log file, Job by, Print-i, User, Process-id, and Alert. Two jobs are visible: 'p\_edi\_11' and 'p\_ret\_01'. The 'p\_ret\_01' row is highlighted in blue. Below the table are buttons for 'Service Form', 'View Printouts', and 'Refresh'. A 'Sort By' dropdown is set to 'Date/Time Descending'. At the bottom, there are tabs for '1. Batch Job Details' and '2. Log File'. The 'Log File' tab is active, showing a text log with paths and system information.

Proc name	Library	Start time	End time	Param	Status	Log file	Job by	Print-i	User	Process-id	Alert
p_edi_11	USM50	23/08/12 10:07	23/08/12 10:07	USM 50,	Succ ess	/exli/aleph/a21_1/alephe/tab/tab100		CAT	SYS	4371	Y
p_ret_01	USM01	23/08/12 10:07	23/08/12 10:07	USM 8	Succ estre	/exli/aleph/a21_1/alephe/tab/tab100		CAT	MAS	4420	N

```
Load: /exlibris/aleph/a21_1/alephe/tab/tab100
Load: /exlibris/aleph/a21_1/usm50/tab/tab100
[2J] [H] [0m
ALEPH/LINUX x86_64, Copyright Ex Libris.
version 21 revision 01 copy 1, 02-Aug-2012
Load: /exlibris/aleph/a21_1/alephe/tab/tab100
Load: /exlibris/aleph/a21_1/usm01/tab/tab100
[2J] [H] [0m
ALEPH/LINUX x86_64, Copyright Ex Libris.
version 21 revision 01 copy 1, 02-Aug-2012
start USM01,,testret,000000001,000000201,,00,00000000,99999999,00000000,99999999,,AND,NOT,,,,
procedure=p_ret_01
Load: /exlibris/aleph/a21_1/alephe/unicode/unicode_case
```

The following nodes are found under the Task Manager

- File List - View and/or print files.
- Batch Log - View the Log of a batch procedure.
- Batch Queue - View the Batch Queue.
- Print Daemon - Set up and activate or deactivate the Print Daemon.
- Upload/Download Files – upload or download files from a remote server to the local station.

## 2 File List

### 2.1 Viewing the List of Files

To view a list of print files, choose a library from the "Library" drop-down list at the top of the right pane. The files in the library's print directory on the server are displayed in the lower pane; files that have been copied to the local workstation are displayed in the upper pane.

There are various options available for sorting the lists. To change the sort, choose from the **Sort By:** drop-down list that is displayed at the bottom of the right pane.

In order to display and/or print a file, it must be copied from the server list (in the lower pane) to the local list (in the upper pane). To do this, follow these steps:

1. Select the line in the lower pane and double-click, or click the arrow button in the center of the right pane. The following form pops up:



2. Type a new file name for the copied file in the Local File Name field. This enables you to give the copied file a new name in the local directory.
3. Click **OK**. The file is displayed in the list of local files.

### 2.2 Viewing and/or Printing a File

Four options are available for viewing and/or printing files:

- Normal Printing - the file is sent to the workstation's printer.
- Preview - the file is displayed, after which it can be sent to printing. From Preview, it is possible to print (but not to send e-mail messages).
- Raw XML - displays the full XML data in raw form, in Notepad.
- Browse XML - - displays the full XML data in raw form, in a Browser window.

Choose the view/print mode from the drop-down Print Configuration list at the bottom of the window. Then, select the file from the local list (upper pane), and click **Print**.

### **Additional functions**

#### **Clear Filter**

This button is used to view all of the printouts in the directory, and remove a filter which was created by using the 'View Printouts' button on the Batch Log node.

#### **Delete**

The Delete button is functional only for local files. It enables you to delete one local file at a time. You will be prompted to confirm.

#### **Rename**

The Rename button is functional only for local files. It enables you to rename a file in the local directory.

#### **Refresh**

The Refresh button is functional only for remote files. It refreshes the list from the server.



## 2.3 Mailing a File

You can choose whether a file is to be printed, sent via e-mail, or both. To do this:

1. In Task Manager, select a file.
2. Set **Print Configuration** to Normal printing.
3. Choose one of the options in the **Setup type** combo box
4. Click **Print**.

### Note

In order for a file to be sent by e-mail, it must be addressed to a specific person (for example, overdue letter to the patron) with his e-mail address specified in this file. Otherwise, the file will be printed and not mailed.

## 3 Batch Log

The Batch Log lists the batch processes which have run or are currently running.

The screenshot shows the 'Batch Log' window. At the top, there are several filter fields: 'Library:' (USM50), 'Type:' (All), 'Status:' (All), 'Print ID:' (All), 'Date From:' (21/04/2007), and 'Date To:' (24/05/2007). Below these is a table with columns: Job ID, Proc name, Library, End time, Status, Job type, User, and Alert. The table contains several rows of data, including Job IDs 000000312, 000000311, 000000303, and 000000302. To the right of the table are buttons for 'Service Form', 'View Printouts', and 'Refresh'. At the bottom, there is a 'Sort By:' dropdown menu set to 'Date/Time Descending'.

Job ID	Proc name	Library	End time	Status	Job type	User	Alert
000000312	p_edi_11	USM50	16/05/07 12:17	Success	ACQ	SYSTEM	N
000000311	p_cir_07	USM50	15/05/07 16:50	Success	CIRC	MASTER	N
000000303	p_edi_10	USM50	15/05/07 14:23	Success	ACQ	SYSTEM	N
000000302	p_edi_09	USM50	15/05/07 14:23	Success	ACQ	SYSTEM	N

The upper pane of the Batch Log displays various information such as Start and End Time, Job Status, Job Type, Job Submitter etc'. The upper pane filters may be used to filter the batch jobs list by library, job type, job status, print ID and time of execution. In addition, various sorting options may be used to sort by date of execution, job type and job status.

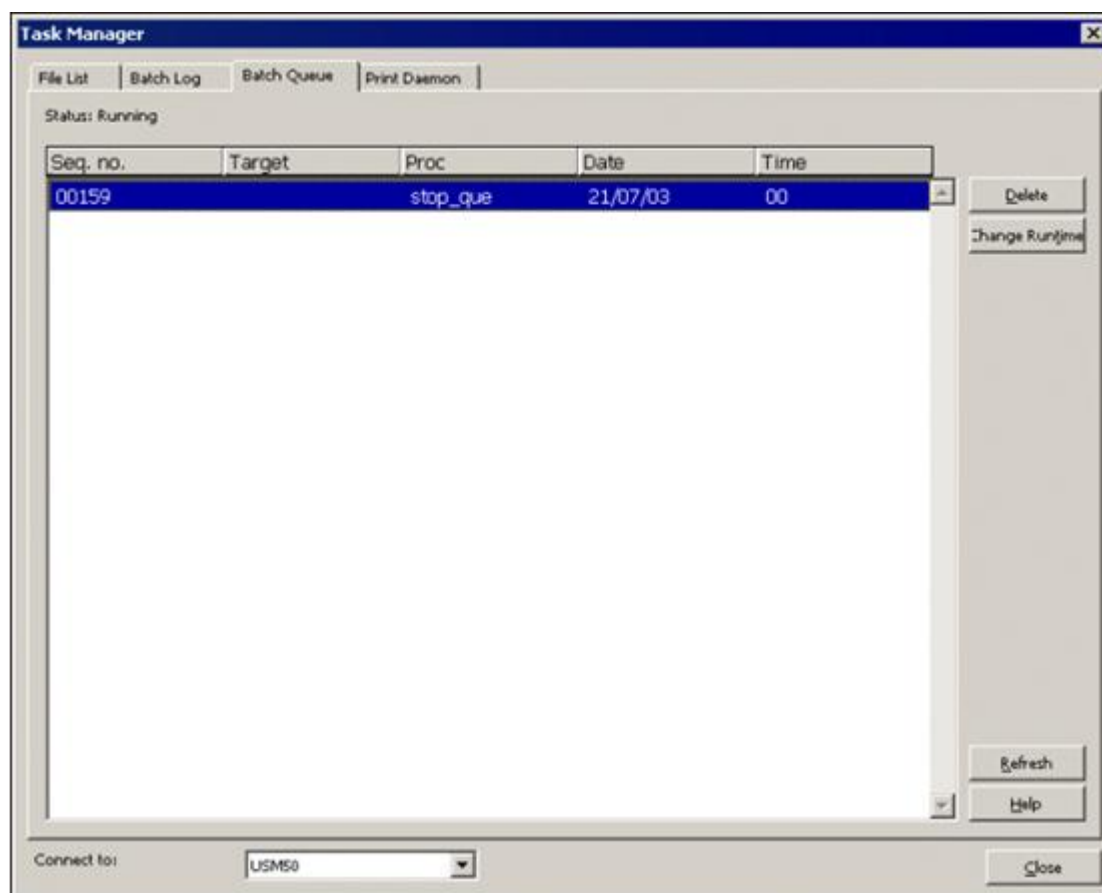
The lower pane displays additional information for the selected job, such as job statistics (for some jobs), printouts location etc'. In addition, the second tab of the lower pane displays the full batch job's log file, allowing to search the log file for required terms. Special buttons allow viewing the executed job's parameters in a readable form and jumping to the **File List** node, with the printouts list being filtered to view only the printouts of the selected batch job.

You can clean batch logs records (Z100) from the data by activating Util X/12.

## 4 Batch Queue

The Batch Queue lists the batch processes that are waiting in line ready to be run. To view the Batch Queue, go to the Batch Queue tab. The Batch Queue window is

displayed:



The Status line at the top of the window indicates whether or not the queue is running.

To delete an entry from the queue, highlight the entry and click **Delete**. You receive a prompt asking if you are sure you want to delete the entry.

To change an entry's run time, highlight the entry and click **Change Runtime**. You receive a form for entering the new date and hour for running the procedure.

In order to stop or start the batch queue, you need to use UTIL C on the server.

The status of the queue (Running or Not Running), and the list of entries in a running queue is dynamic on the server. However, when the Task Manager window is open, the content of the Batch Queue tab does not automatically change. You can use the Refresh button to show the current status.

## 5 Print Daemon

The purpose of the Print Daemon is to transfer print files from the server to the workstation for printing. When the daemon is activated on the PC, it periodically looks for files in the print directory of a particular library that have a specific Print ID, transfers the files to the PC, and prints them on the PC's default printer. The Print Daemon tab contains the tools for setup and activation of the Print Daemon.

## 5.1 Print IDs

Print files created on the server can have a "Print ID" extension. This extension is determined by the operator in a service or in the print.ini file of a GUI module. Print IDs can be used to identify the file as belonging to a particular person (for example, Sue) or department (for example, Circulation), or type of printout (for example, "Itemlabel") or to identify the printer on which the file should be printed (for example, dec3500).

When printing Photocopy Requests using cir-22, the print ID that you give is suffixed to the output filename. When the Print Daemon is set up in the Task Manager, it is set to recognize the suffix and to print the file automatically on the PC's default printer.

Print IDs are also used in the PRINT.INI file of the GUI clients to reroute online printouts to the Task Manager for automatic printing by the Print Daemon (usually on a printer other than the GUI client's printer.)

There are several features related to the Print ID which must be taken into account:

- **Assigning a Print ID**

The print daemon will only print reports that have a specific, non-blank print ID assigned to them. If you are using an ALEPH procedure, assign a print ID to its output by filling in a value in column 4 of `$alephe_tab/job_list`.

For everything to work properly, the print ID must contain only lowercase letters, digits, and hyphens and underscores.

- **Printing Output**

If you want the output of one of your own scripts to be printed by the print daemon, you must take note of the following points:

1. the output file must be placed in the `$data_print` directory of the appropriate ALEPH library.
2. the name of the file should follow the accepted format:

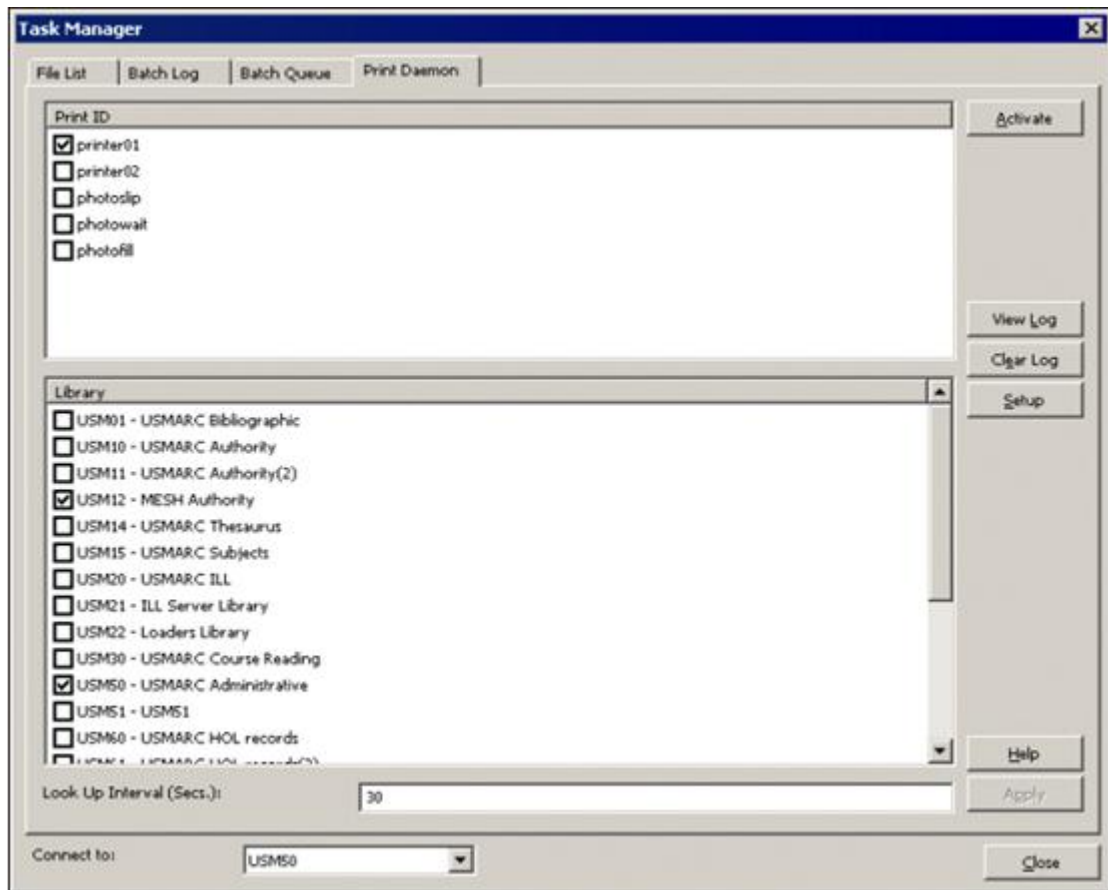
`<base_file_name>.<print ID>`.

For example: `yoursite_custom_report.your-id`

The base file name should not contain any periods.

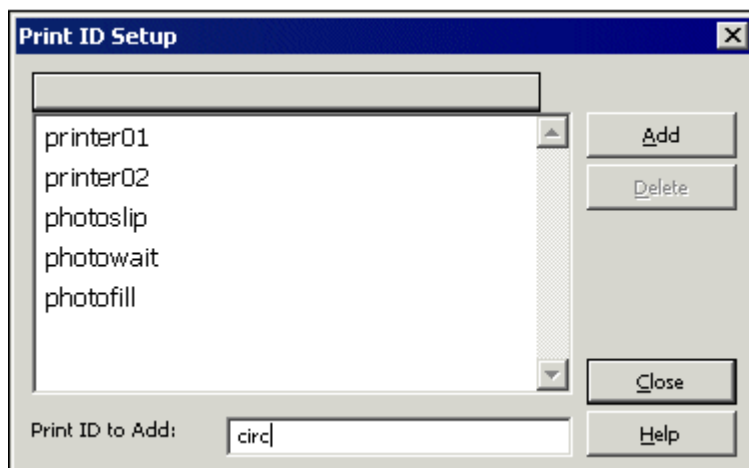
## 5.2 Print Daemon Setup

To set up the Print Daemon, go to the Print Daemon tab. The Print Daemon window is displayed:



**To set up and activate the Print Daemon, follow these steps:**

1. Define the PC workstation's default printer, using the standard Windows procedure for this task.
2. Add the Print IDs that you want to be recognized by the workstation. To do this, click **Setup**. The following dialog box is displayed:



- To add a print ID, place the cursor in the field at the bottom of the window labeled "Name of print ID to add" and enter a Print ID. Then click **Add**. If you do not want to make any additional changes to the list, click **Close**.

Remember that the print ID is the extension of the report name.

- To remove a Print ID from the list, highlight the Print ID and click **Delete**. If you do not want to make any additional changes to the list, click **Close**.
3. Choose the libraries and print IDs that will be directed to the workstation's printer. To do this, select the relevant options in the upper and lower panes of the Print Daemon tab. After you have made changes, click **Apply**.

You can choose any combination of print IDs and libraries. You can also choose more than one print ID and library. In this manner, you can direct all files from a particular library to the default printer.

4. Activate the Print Daemon by clicking the Activate button on the Print Daemon tab. When the Print Daemon is active, the system will look periodically for files of a particular library that have a particular Print ID and will print them on the PC's default printer.

Note that when the Print Daemon is inactive, you can still print a file by viewing a list of files and selecting **Print File**.

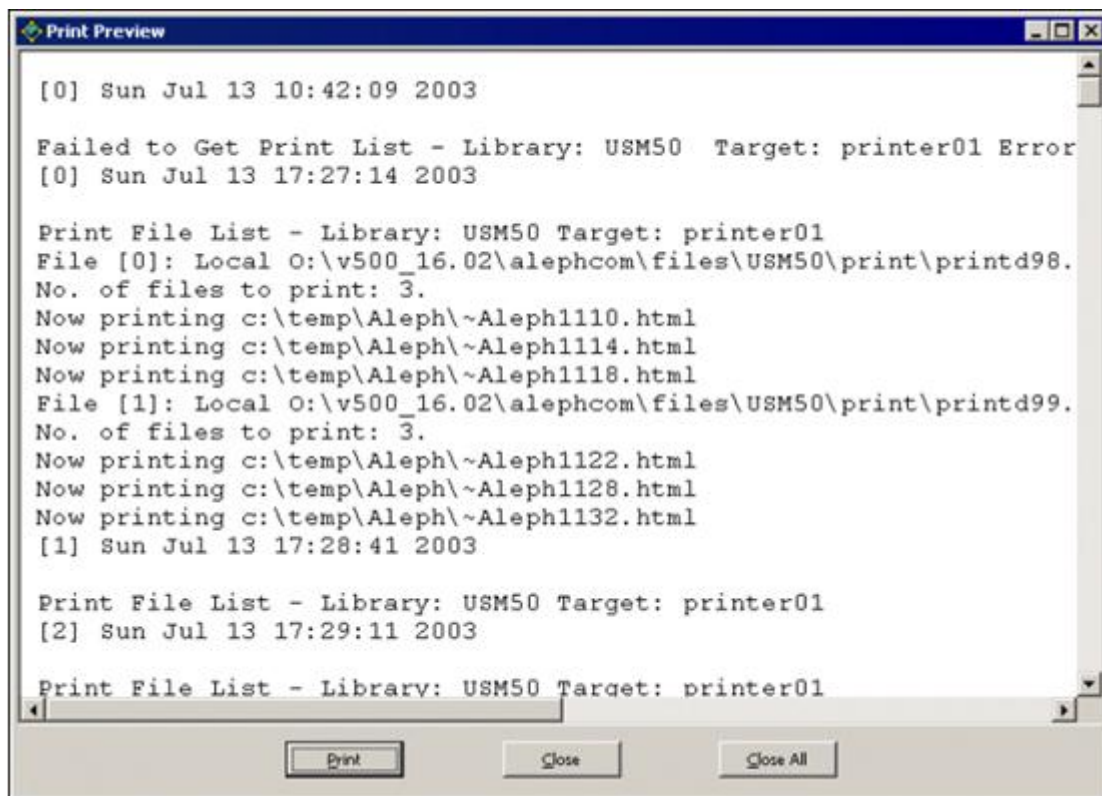
Following is an explanation of other options on the Print Daemon tab of the Task Manager window:

### **Lookup Interval**

The Lookup Interval tells the system how often it should look for files that need to be printed by the Print Daemon. Enter a number between 001 and 300 (seconds). For example, if you enter 120, the system will check for files every 120 seconds. Values under 100 need leading zeroes (030 for a 30 second interval).

### **View Log**

Click **View Log** to read the log of print jobs that have been processed by the Print Daemon or errors that have occurred. For example:



### Clear Log

Click **Clear Log** to clear the log display.

## 6 Upload/Download Files



The Upload/Download Files tab is used for downloading files from the server to your local workstation and uploading files from your local station to the server.

The tab is divided into two main parts: Remote Files and Local Files. Both sides contain file lists that can be sorted and a Refresh button to refresh the lists.

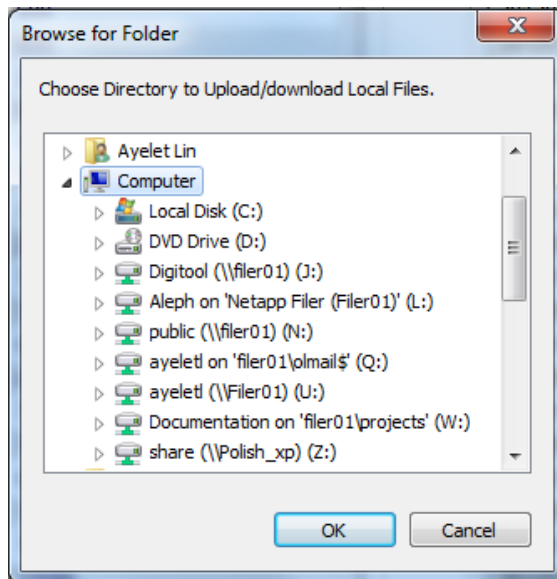
### Remote Files

Select the required library and directory from the drop-down lists. The Directory drop-down list is defined for three directories: Data\_file, data\_print, and data\_scratch. The directories are defined under the required library /tab/pc\_tab\_exp\_field.lng as follows:

UPLOAD-DOWNLOAD	L Print	PRINT
UPLOAD-DOWNLOAD	L Files	FILES
UPLOAD-DOWNLOAD	L Scratch	SCRATCH

### Local Files

To select the required directory on the local side, click the **Browse** button. The following dialog box opens:



After selecting a directory, click **OK** and the files are displayed.

When uploading a file from local to remote, note that filenames may be any combination of the following types of characters:

- Upper and lower case letters (A-Z, a-z)
- Numbers (0-9)
- Periods, underscores, hyphens (.\_-)

Spaces are not allowed in filenames. Do not use the following characters in filenames:  
| ; , ! @ # \$ ( ) < > / \ " ' ` ~ { } [ ] = + & ^ <space> <tab> \* ?

File names are case sensitive and can be up to 256 characters long.

Use the arrows to upload or download the files. Note that the download and the upload operations are managed separately in the staff privileges.

Note that when uploading a file the system uses ASCII mode, therefore uploading binary files (for example, Excel files) is not supported.

## 7 Batch Job Reporting

The **Batch Jobs Summary Report (sys-90)** batch job is used to report batch jobs that ran in the system in a given range of time, using various filters such as batch job type, batch job status, and the library in which the batch job was executed. The output report includes different information on each job, such as the job's time of execution, the batch job's statistics, and other information.





# Staff User's Guide – Web OPAC

Version 22

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# 1 Web OPAC Overview

The Web OPAC is an interface for accessing an ALEPH 500 online catalog via the HTTP Internet standard. The Web OPAC allows patrons to enter the system as a guest user or to sign in, which activates their customized profiles. Patrons can also customize their session, for example, by selecting default sort or display options.

The Web OPAC is a search tool that is both powerful and easy-to-use. All access points are defined by the library. ALEPH 500 supports a virtually unlimited number of browse and search indexes and has many features to help patrons navigate the large result sets that are generated in research libraries and consortia. Result sets are displayed in a default sort order defined by the library, but the system allows for other sort options, which the patron can activate as necessary. Patrons can have records sorted by relevancy; can limit result sets by date range, language, and other filters; can use various operators to combine sets; and can select or deselect items in a set to form a subset when appropriate.

Via the Web OPAC, patrons can check their fines, loans, and reserves. They can request materials through hold requests, document delivery, and inter-library loan functions. Patrons can view their current loans and renew materials subject to the library's circulation policies. As ALEPH 500 supports MARC-based linking fields, electronic and Internet resources are readily accessible. Libraries all around the world can be quickly and effectively searched through the Z39.50 gateway.

The Web OPAC user can change the interface language at the click of a button. Thereafter, all menus, help screens, and messages will be displayed in the selected language until the patron logs out or the session times out or is reset.

Data in ALEPH 500 is stored in Unicode, which means that records can be displayed in any language supported by the Unicode character set.

## 1.1 Notes on Terminology in the Web OPAC Chapters in the ALEPH User Guide

The Web OPAC can be accessed by any user from a library terminal or from a PC with a Web browser, whereas access to the other ALEPH 500 modules is restricted to authorized librarians. This distinction is reflected in the style of the text in the Web OPAC chapters which is significantly different from the rest of the ALEPH 500 User Guide in two ways:

Use of the third person to refer to the end user.

Use of different terms to refer to the individual using the Web OPAC.

These differences are discussed in the rest of this section.

### **1.1.1 Second Person Versus Third Person**

In general, the ALEPH User Guide is written in the second person, as it is assumed that the reader is a librarian who is an end user of the ALEPH 500 system. For example, in the Circulation section of the User Guide, the following is written:

*Enter the item barcode. You can use the barcode reader to scan in the number. Then click OK. The following 2-part form is displayed...*

However, in the case of the Web OPAC section of the ALEPH User Guide, with the exception of the System Librarian chapter, it is assumed that the reader is not necessarily an end user. The assumed reader is a librarian who wants to become familiar with the functions that are available to the different types of users who access the Web OPAC. Accordingly, the third person is used when referring to the Web OPAC user. For example,

*From the Basket, the patron clicks the Save/Mail button. The Mail / Print Basket form appears.*

*The patron fills in the relevant details, including the destination e-mail address, and clicks Go. The patron can also add a textual note (of up to 300 characters) to be included in the e-mail message.*

In the case of the System Librarian chapter, it is assumed that the reader is a System Librarian who is responsible for customizing the Web OPAC. Accordingly, the second person is used. For example:

*You can determine which IP addresses (that is, which workstations) may access the Web OPAC. To do so, edit the server\_ip\_allowed table located in the \$alephe/tab directory. An example from that table is given below...*

### **1.1.2 User Versus Patron**

In the Web OPAC section of the ALEPH User Guide, the one using the Web OPAC is sometimes referred to as a user and sometimes as a patron. A patron has a library patron ID and information about his library activities is stored in library records. The choice of term used depends on the following:

Has the user identified himself as a library patron by signing in?

Are the functions described available to all Web OPAC users or just to library patrons?

## **1.2 Basic Web OPAC Functions**

The user can use the Web OPAC to:

Search the database for bibliographic records.

View holdings information about items, for example, the location of each copy (that is, branch and shelf number).

View circulation information such as how long the item can be borrowed and whether or not the item is out on loan.

Place hold and photocopy requests for items and renew loans (if he is a library patron with appropriate privileges).



Search external databases.

### **1.3 Search Functions**

Two types of searches are available in the Web OPAC:

#### **Browse**

The user can browse an alphabetical list of headings, such as titles, authors and subjects (see Browse on page 18). The alphabetical list leads to bibliographic records.

#### **Search**

The user can retrieve records from the database using Word, Phrase or Direct Indexes (see Search on page 21).

### **1.4 Indexes**

To support the search functions, the system librarian defines the indexes available to the user in Web OPAC. There are three kinds of indexes:

#### **Headings or Browse Indexes**

Headings are whole phrases from the bibliographic record, such as author, title, subject, and so on. An entire field or a specific subfield can be a Headings Index term.

#### **Word Indexes**

Word Indexes are lists of words taken from specific fields of a bibliographic record. Following are examples of word indexes:

Words from authors (tags 100, 110...)

Words from titles (tags 240, 241, 242, 243, 245...)

Words from subjects (tags 600, 650)

Words from all fields

#### **Direct Indexes**

Direct indexes enable the user to retrieve a specific record. Following are examples of Direct Indexes:

Bibliographic record number

ISBN/ISSN

Call numbers

Barcode number

## 2 Getting Started

When a user accesses the Web OPAC, he is assigned a default patron profile (for example, ALEPH) defined by the System Librarian. The default patron profile sets default preferences for display, language, database, home library, and privileges.

A user "identifies" himself by signing in. Sign-in is optional in the Web OPAC, but required for certain patron-related actions (request, renew, view list of loans, and so on). "Identification" also activates the user's patron profile (if he has been assigned a profile in the global patron record). All Web OPAC users can set preferences for the session, overriding the default patron profile (see Preferences on page 16). A patron can save his preferences for later sessions.

### 2.1 Sign-in

The first Web OPAC screen that the user encounters is the Sign-In screen:

<b>User ID/ Barcode:</b>	<input type="text"/>
<b>Verification:</b>	<input type="text"/>
<b>Library Branch:</b>	Shared Pool <input type="button" value="v"/>
<input type="button" value="Log On"/> <input type="button" value="Guest"/> <input type="button" value="Register"/> <input <="" td="" type="button" value="Forgot Password?"/>	

There are four options available from the Sign-In screen:

Login

Guest

Register

Forgot Password?

#### **Login**

A patron enters his Patron ID and Password, chooses an administrative library, and clicks **Login** to be admitted to ALEPH. Instead of manually entering the ID and Password, the system can also be set up to accept a barcode and verification number or other additional options which the library can define.

A patron can perform catalog searches, place hold requests, view the circulation record, use the e-shelf and History options.

#### **Guest**

A user who enters as a Guest can only perform catalog searches, browse, print search results, and send search results by e-mail.

A user enters as a Guest by clicking **Guest** and choosing an administrative library without filling in the Patron ID and Password fields.

## **Register**

A library can enable users to register as patrons for the first time. When a user clicks Register, a New Patron Registration Form appears:

## New Borrower Registration Form

### \* Mandatory fields

Name:	*	<input type="text"/>
ID:		<input type="text"/>
Library Branch:	*	<input type="text"/>
Enter Pincode:		<input type="text"/>
Verify Pincode:		<input type="text"/>
Language		ENG <input type="text"/>

### Personal details (only for first registration)

Address:	*	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
Zip Code:		<input type="text"/>
E-mail Address:		<input type="text"/>
Telephone (1):	*	<input type="text"/>
Telephone (2):		<input type="text"/>
SMS Number		<input type="text"/>
Receive SMS		<input type="checkbox"/>
Address Type:		Permanent Address <input type="text"/>
Address valid from:		20120823 (yyyymmdd)
Address valid to:		20130223 (yyyymmdd)
Gender:		<input type="text"/>
Place of Birth:		<input type="text"/>
Birth Date:		00000000 (yyyymmdd)
Export consent:		<input type="checkbox"/>
Mail Attachment:		<input type="text"/>

If you forgot your password, you can use the "Password Bypass" mechanism by selecting one of the questions and answering it.

Question Database:	Your eye color <input type="text"/>	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>		

The user should enter as much information as possible, and must at least fill in the mandatory fields. The user should take note of his ID number, and PIN code. After the user has completed the form and clicked Register, the system sets up a new patron record for him. The user is assigned basic default patron privileges as set by the library. The user must apply to the library in person in order to add to his patron privileges.

If the user registers without filling in a date in the "Address valid to" field, the date is taken from the value of `setenv www_bor_registration_ends`.

### **Forgot Password?**

Forgot Password? - This function allows a patron to recover a password if he forgets it. This function is accessed by clicking Forgot Password? in the Sign-In window. The patron is asked to choose a question he saved earlier, and to answer it.

This function is also available from the Register screen.

A user can perform catalog searches and send results by e-mail without first identifying himself.

However, a patron must sign in if he wants to place a request for material. If the patron has not signed in before activating his request, he is prompted to identify himself.

In addition, if a patron has a pre-defined profile in his Patron record (either group or personal), his language and display preferences are activated if he signs in (see Personal Profile on page 65 in the My Library Card chapter and in the Circulation module, Patron Profiles).

To sign in, from the Sign-In window, the patron:

Types in his Patron ID number, then his PIN code in the Verification box, and clicks **OK**, or

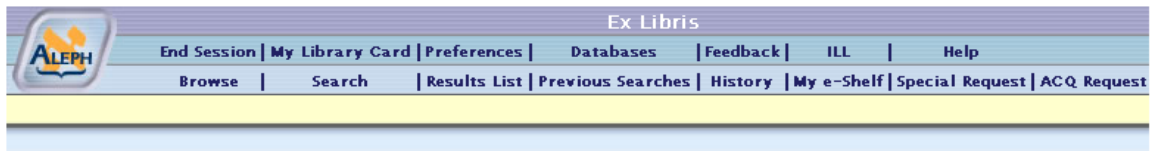
Types in his Barcode and then his verification number in the Verification box and then clicks **OK**.

If the entries match, the patron is signed in and the Search screen appears.

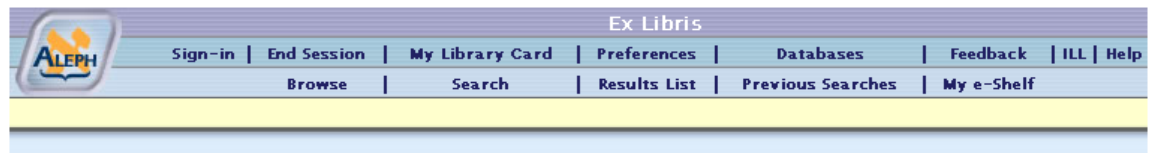
If your system is set to display the Patron Notification screen, it might be displayed before the Search screen. The patron notifications screen appears if the patron has delinquencies, unpaid cash transactions, overdue loans or a user's account that are about to expire.

## **2.2 Menu Bar**

The menu bar appears at the top of the Web OPAC screen. The options shown on the menu bar vary according to whether or not the user has signed in. When a user has completed sign-in, (if he has all display permissions) the display of the menu bar is as follows:



If the user has not signed in, several options are unavailable and the menu bar looks like this:



The options available from the menu bar are explained briefly in the following section:

### **Sign-in**

Displays the Sign-in screen to a user who has entered as a Guest.

### **End Session**

Ends a user session. This nullifies the user sign-in and automatically deletes the session history.

### **My Library Card**

Displays patron administrative information, such as loans, cash transactions, requests, blocks, personal details, and display preferences (see My Library Card on page 57).

### **Preferences**

Lets the user determine the way the system shows him a list of records, language interfaces, and language records (see Preferences on page 16).

### **Databases**

Displays a list of databases for the user to choose from. Note that the library determines which databases are available to the user.

### **Feedback**

Lets the user send feedback about the ALEPH Web OPAC to the library administration.

### **ILL Request**

Lets an authorized patron request material from another library (see ILL (Interlibrary Loan) on page 68).

### **Help**

Displays brief information about the Web OPAC interface.

### **Browse**

Enables the user to scroll through an alphabetic or alphanumeric index.

Returns the user to his last Browse operation.

(see Browse on page 18)

Search

Lets the user find records by entering keywords or phrases (see Search on page 21).

Results List

Returns the user to the search results of a previous Search. (see Results List on page 31).

## Previous Searches

Displays Search History of all previous searches in the current session (see Previous Searches on page 42).

## History

Displays Search History of all saved searches present in the patron record (see History on page 83).

## My e-Shelf

Displays list of all BIB records which have been saved by a guest during the current session and by a patron during the current and previous sessions.

## Special Request

Lets the patron place special requests for items that are not found in the Web OPAC, but are listed in the card catalog (see Special Request on page 70).

### 2.2.1 Message Bar

The message bar appears underneath the menu bar. The message bar contains online information, instructions or warnings that inform the user about Web OPAC or about conditions that may require special consideration. There are two types of messages:

**Information** - provides information about the results of a command. The user is not offered a choice. For example:



**Warning** - informs the user about a situation that may require an intervention or correction before work can continue. For example:



### 2.2.2 Preferences

ALEPH lets the user set preferences for the display of information in the Web OPAC, such as interface language, thesaurus language. The user can also determine the format in which records are presented. Preferences can also be set in a patron's Personal Profile (see Personal Profile on page 65 in the My Library Card chapter).

The user sets his preferences by clicking Preferences from the menu bar. The Display Format window appears:



### Display Format

This function lets you determine the way the system shows you a list of records. Note that even if you choose to see titles only, or one of the brief views, you will always be able to expand an individual record to see its complete bibliographic details.

<b>No. of brief records per page:</b>	<input type="radio"/> 3 <input checked="" type="radio"/> 10 <input type="radio"/> 15 <input type="radio"/> 20
<b>Max. no. of records for Auto Full:</b>	<input checked="" type="radio"/> 0 <input type="radio"/> 5 <input type="radio"/> 10 <input type="radio"/> 15
<b>Format:</b>	<input type="radio"/> Option 1(951) <input type="radio"/> Title only (952) <input checked="" type="radio"/> Brief view-table <input type="radio"/> Card (037) <input type="radio"/> Full view (950)
<b>Include AUT data in Browse List ?</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes

If the user has been assigned a personal patron profile, he can save his preferences.

### 2.2.3 Display

The Display Format window offers a number of options:

#### Records per page

This lets the user set the number of records he wants to appear per page.

#### Max no. of records for Auto Full

The system automatically displays records in full view, if the number of records in the set does not exceed or equal the number the user sets here.

#### Format

Lets the user choose pre-defined format preferences.

#### Include AUT data in Browse List

If Yes is selected, the Browse List displays links to Authority records related to headings.

#### Update Personal Profile

This option only appears if a patron is signed in (and has a personal patron profile). If Yes is selected, changes made to the patron's display preferences are updated in his ADM record.

### 2.2.4 Language

To set the user's preferred language, from the Display format window, the user selects Language. The Language Preferences window is displayed.

The Language Preferences window offers the following options:

#### Language of interface

Lets the user set his preferred language for the interface by marking the appropriate box and clicking **OK**.

## Language of records

Lets the user set his preferred language for records by marking the appropriate box and clicking OK.

## 3 Browse

Browse enables the user to search through an alphabetical list of phrases (for example, title, author, subject, and so on) from various records such as bibliographic records, authority records and so on. Browse facilitates the user's search by means of the Headings Indexes, Word Indexes and Direct Indexes (see Indexes section, Overview chapter).

To search by using Browse, from the menu bar, click Browse. The Browse an Alphabetical Index window is displayed:

### Ex Libris – Browse an Alphabetical Index

Type word or phrase:  Search keyword in headings

Select index to browse: Title

Go Clear

- Korean Author
- Author+Title
- Subject
- Subject - L.C.
- Subject - MESH
- System Number
- Place of Publication
- Publisher
- Series
- Location
- ISSN
- ISBN
- Dewey Decimal Class
- LC Index
- LC Classification
- Thesaurus
- Word Index
- Words from title
- Words from author
- Words from LC subject

### 3.1 Browse Query

The user submits Browse queries from the Browse an Alphabetical Index window.

To submit a Browse query:

In the Browse an Alphabetical Index window, the user types the word or phrase that he is looking for. This must be the initial text of the heading.

The user selects an index and clicks Go. A Browse list is displayed (shown below).

If your system is set to enable Keyword Searching in the heading list, a checkbox is displayed next to the "Type word or phrase" field. The checkbox is labeled "Search Keyword in heading". Selecting "Search Keyword in heading" enables users to perform a keyword search in heading list. For more details regarding keyword

searching in headings, refer to the Search Keyword in Headings section of the Aleph 20.01 System Librarian's Guide - Web OPAC.

### 3.2 Browse List

A Browse list is comprised of an alphabetical list of headings for the user to browse through. The text the user types in when submitting his Browse query appears in the first or second line if there is a match. If there is no match, the list will appear either with the immediately preceding and succeeding headings in the first two lines, or with the succeeding heading in the first line. The manner of display depends on library setup. The number of documents associated with each heading is shown.

The user can reach the Browse List window in three ways:

From the Browse an Alphabetical Index window (see Browse Query on page 18).

When viewing a record from Full View, click an underlined field name to receive a window listing the services available for the field. The user can choose to browse a headings list.

When viewing a list of cross-references. To see a Browse List, the user clicks an underlined field name. For example, clicking the Heading tag displays an alphabetical list of entries with the current heading at the top of the list.

The Browse list displays headings. If there is an Authority Record related to a particular heading, the system will display a link to it.

<b>Browse List: Authors</b>		
No. of Recs	Brief Recs	
		<u>Klemens, Sam i u el, 1835-1910 - [LC Authority Record]</u> See: Twain, Mark, 1835-1910
		<u>Klemens, Se imeul Lenghorn, 1835-1910 - [LC Authority Record]</u> See: Twain, Mark, 1835-1910
1		<u>Klengel, Paul, 1854-1935</u>
1		<u>Klier, Betje Black</u>
1		<u>Klimek, Walter S</u>
1		<u>Klingelhofer, Eric C</u>
1		<u>Klosterman, Leo J., 1927-</u>
4	<input type="checkbox"/> Brief Recs	<u>Klotz, Jennifer-Claire V</u>

To view an Authority Record, the user clicks the Authority Record link. The Authority Record, including Cross-references, appears.

## Cross-references - Authors - Klemens, Se imeul Lenghorn, 1835-1910

Click on an underlined tag to see a Browse List.

<b>Sys. no.</b>	000002069
<b>Heading</b>	<u>Twain, Mark, 1835-1910</u>
<b>Seen from</b>	Clemens, Samuel Langhorne, 1835-1910
<b>Seen from</b>	Klemens, Samuel, 1835-1910
<b>Seen from</b>	Klemens, Se imeul Lenghorn, 1835-1910
<b>Seen from</b>	K o-lan-man-ssu, Sai-mi-erh Lang-en, 1835-1910
<b>Name Complex SA Ref</b>	Works by this author are usually entered under Twain, Mark, 1835-1910. For a listing of other names used by this author, search also under Twain, Mark, 1835-1910
<b>Update Flag</b>	Y

Close

### Brief Records Display (Sorted Index)

In a Browse list (list of headings), the user can click a [Brief Recs](#) button to retrieve a pre-arranged list of works related to the heading. Note that the [Brief Recs](#) button is active only if the highlighted heading has related brief records:

### Browse List: Authors/Names

No. of Recs	Brief Recs	Entry
50+	<a href="#">Brief Recs</a>	<a href="#">Proust, Marcel, 1871-1922</a>

Each entry in the brief list displays information from the cataloging record that describes the work:

#	Doc No.	Entry
Proust, Marcel, 1871-1922		
Records 11 - 20 of 44 <a href="#">Jump to Text</a> <input type="text"/>		
11	3312	<a href="#">A la recherche du temps perdu. 1933.</a>
12	3313	<a href="#">A la recherche du temps perdu. 1987.</a>
13	3322	<a href="#">A la recherche du temps perdu. 1994.</a>
14	3318	<a href="#">A la recherche du temps perdu. English. 1992.</a>
15	3325	<a href="#">A la recherche du temps perdu. Hebrew. 1981.</a>
16	3844	<a href="#">A la recherche du temps perdu. Hebrew. 1999.</a>
17	3320	<a href="#">A la recherche du temps perdu. Italian. 1981.</a>
18	3321	<a href="#">A la recherche du temps perdu. Persian. 1370.</a>
19	3323	<a href="#">A la recherche du temps perdu. Spanish. 1966.</a>
20	3324	<a href="#">A la recherche du temps perdu. Swedish. 1993.</a>

The content of the entry determines its arrangement and differs from list to list, depending on the type of heading to which it is related. For example, a list of works related to a series heading is arranged by and displays the volume number; a list of works related to a prolific author is arranged by and displays the uniform title. The list might include cross-references from work to work in the list (for example, a translated title can be listed as a cross-reference to the uniform title).

The Authority record related to the heading might be displayed at the head of the list. Within the list, the user can browse by clicking Next Page or Previous Page. The user can also jump to a particular entry in the list by entering its initial text in the "Jump to Text" box and clicking the "Jump to Text" button.

**Note:** Initial definite and indefinite articles ("a", "the", and so on) must be omitted.

## 4 Search

To activate Search, click **Search** on the menu bar.

Search lets the user retrieve relevant records from the database by keywords. The Web OPAC searches Word Indexes (such as Words in Title, Words in Subject, and so on) for records containing the keywords entered. The Web OPAC also searches Direct Indexes for records classified by unique identifiers such as System Number, Barcode, ISBN, and so on.

There are five different Search types available in Web OPAC: Basic; Multi-base; Multi-field; CCL; and Advanced Search. To choose a particular type of Search, the user clicks the relevant link from the Search window:



The different Search types are explained in the rest of this chapter.

A Search request is limited to the number of records set by the System Librarian (for example, 5000). In addition, the limit for the default result display and for a sort in the results list window is 1000.

A Search query is limited to eight Logical (Boolean) operators and/or 500 characters in length.

A truncated Search is limited to the number of different terms matching the truncation defined by the System Librarian. The default is 2000.

### 4.1 Logical Operators

ALEPH supports "and", "or", and "not" Boolean operators. "and" is assumed if no operator is present. Operators can be typed in English or expressed by using any of the following conventions:

AND = + (plus sign)

AND = & (ampersand)

OR = | (pipe sign)

NOT = ~ (tilde)

When entering keywords, the user can use truncation, masking and logical operators, as explained below.

#### **4.1.1 Truncation**

The user can type a portion of a word and add the ? character or the \* character at the beginning (or end). This indicates that the user wants all words that begin (or end) with that portion of the word.

For example:

**?ology**

retrieves all records containing words ending with *ology* in an indexed field, such as *anthropology*, *archaeology*, *psychology*, and so on.

**Chloro?**

Retrieves all records containing words beginning with *chloro* in an indexed field.

The ? character can also be used to find variant spellings. For example, *alumin?m* finds both the American spelling, *aluminum*, and the British spelling, *aluminium*.

The user cannot use the truncation symbol both at the beginning and at the end; for example, *?dva?* is not valid.

? or \* are placeholders for any number of characters.

For example:

**ps?ic**

Retrieves all records containing words beginning with *ps* and ending with *ic* in an indexed field, such as *psychic* and *psychotic*.

#### **4.1.2 Logical (Boolean) Operators**

The user can narrow or broaden a search by using the logical (Boolean) operators AND, OR, and NOT. The user can use these operators in a search string.

For example:

**government and labo?r**

Retrieves all records containing *government* and (*labor* or *labour*).

## **government or cabinet**

Retrieves all records containing either *government* or *cabinet*.

## **government not parliament**

Retrieves all records containing the word *government* but not including the word *parliament*.

### **4.1.3 Parentheses**

Parentheses must be used in a retrieval request, when required for correct query syntax.

For example:

wti = (strategy or tactics) and wau = (dunnigan and churchill)

### **4.1.4 Proximity Operators**

#### **england %3 ballads**

The % symbol, followed by a number, can be placed between two words. This indicates that the user wants the words to appear within a particular distance from each other, without regard to the order in which the words appear. For example, *england %3 ballads* retrieves *Ballads of England*, *England and Her Ballads*, and *Ballads of Merry Old England*.

ballads !3 england

The ! character, followed by a number, can be placed between two words. This indicates that the user wants the words to appear within a particular distance from each other, and in the same order in which he types the words. In this case, *ballads !3 england* retrieves *Ballads of England* and *Ballads of Merry Olde England* but not *England and Her Ballads*.

### **4.1.5 From - To**

#### **1993 -> 1996**

The -> (hyphen and greater than) symbols can be placed between two words. This indicates that the user wants to retrieve records that have words from (and including) the first word, through the second word. This search is particularly helpful for limiting a set of records by year of publication. The symbols must be used; that is, the user cannot use "to" instead of the symbols.

### **4.1.6 Phrase Searches**

#### **"Olympic Games"**

Search strings wrapped in double quotes are treated as phrase searches. A phrase search acts in the same manner as a words search with the adjacency operator set to Yes. For example, to find information on the Olympic Games, enter: *"olympic games" information*.

Note that words are highlighted in the resulting record display, but phrases are not.

It is possible to search by using only the search filters, without a search term. This can be done by using the pseudo search term "alldocuments". To search for a phrase which includes the word "and", "or", or other operators as regular words, surround the whole phrase with quotation marks.

## 4.2 Basic Search

The Basic Search window looks like this:

Basic Search			
Type word or phrase	shakespeare		
Field to search	Title Words		
Words adjacent?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Base to search	Ex Libris University		
<input type="button" value="Go"/> <input type="button" value="Clear"/>			
Limit search to:			
Language:	English	Year from:	1988
		Year to:	1995 <small>yyyy (Use ? for truncation when not using from/to)</small>
Format:	Visual Materials	Location:	Education Library

The user chooses a field to be searched (that is, the Word Index or Direct Index to be searched, such as Author, Subject, Publication Year, System Number) and types in the keywords he is looking for. The user can also choose in which base the search will be made. The default base is always the current base.

Lowercase letters can also find matches of capitalized words. The user can use the Boolean operators AND, OR, and NOT in his search string. AND between words is implied. The Web OPAC also accepts AND/OR/NOT as real words (that is, not as Boolean operators) when they are part of a phrase, as in, for example, *TIT=gone but NOT forgotten*, or if the operator is enclosed in double quotes, as in, for example *WTI=gone but "NOT" forgotten* (NOT is written in uppercase for the sake of clarity - it can be lowercase in the search query).

**Note:** The Web OPAC also accepts the slash mark (/) in search strings.

### 4.2.1 Words adjacent?

The user can choose Yes for "Words adjacent?". The Web OPAC recognizes that the user wants only records that contain the query terms one after the other.

## 4.3 Multi-field Search

The Multi-Field Search lets the user search more than one word group at the same time, with "AND" between them.



### 4.3.1 Using Multi-field Search

From any Search window, the user clicks Multi-field. The Multi-field Search form appears:

#### Multi-field Search

<b>Subject</b>	<input type="text"/>	
<b>Author</b>	<input type="text"/>	
<b>Title phrase</b>	<input type="text"/>	(Begin with the first word of the title)
<b>Title words</b>	<input type="text"/>	
<b>Year</b>	<input type="text"/>	
<b>Publisher</b>	<input type="text"/>	
<b>Words adjacent?</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<b>Base to search</b>	Ex Libris University ▼	
<input type="button" value="Go"/> <input type="button" value="Clear"/> <a href="#">For other writing systems click here</a>		

The user must fill in as many fields as he can. The more lines filled in, the narrower the search.

The user can also choose in which base the search will be made. The default base is always the current base.

When the user clicks **Go**, a Results List appears.

## 4.4 Search/Browse

The Search/Browse window lets the user search or browse from the same screen.

As search and browse options exist on the same page simultaneously, if the user chooses to perform a search, all the special character functionality will be available. If the user chooses to browse, the Words Adjacent option will be irrelevant.

Whether or not this screen is available depends on the library setup.

## 4.5 Multi-base Search

A Multiple base (or Multi-base) search query retrieves a set of records in selected databases matching specific criteria. The user can use the Multi-base Search to search more than one database at a time.

### 4.5.1 Using Multi-base Search:

From any Search window, the user clicks Multi-base. The Multi-base Search form appears (see below).

**Multi-base Search**

Type word or phrase

Field to search

Words adjacent?  No  Yes

Select databases:

<input type="checkbox"/> USM01	<input type="checkbox"/> Library of Congress
<input type="checkbox"/> UNI01	<input type="checkbox"/> Drewdb
<input type="checkbox"/> Serials (USM01)	<input type="checkbox"/> Oxford University
<input type="checkbox"/> Monographs (USM01)	<input type="checkbox"/> Cun01

---

Limit search to:

Language:  Year from:  Year to:  yyyy (Use ? for truncation when not using from/to)

Format:  Location:

The user selects the fields he wants to search using the pull-down menus.

The user types in the required keywords.

The user selects the databases he requires by checking the adjacent boxes. When he clicks **Go** the Multi-Base search results page displays. This page contains the list of the searched databases with the number of records retrieved per database. The user can click the database link in order to view the results of the search in this particular base.

## 4.6 CCL - Common Command Language

### 4.6.1 Using CCL

The user can use CCL - Common Command Language to search for words and headings in several different indexes at once. The user must specify the code of the word and the heading indexes to be searched.

The following are the most common abbreviations used in the ALEPH command language.

WRD - Words

WTI - Words in title field

WAU - Words in author field

WPU - Words in publisher field

WSU - Words in subject field

WYR - Year of publication

Example of CCL Search:

From any Search window, the user clicks **CCL**. The CCL Search form appears:

The screenshot shows a web form titled "Common Command Language Search". It has a text input field containing "shakespeare". Below it are radio buttons for "Words adjacent?" with "No" selected. A dropdown menu for "Base to search" is set to "Ex Libris University". At the bottom are "Go" and "Clear" buttons.

The user types WRD=(heart OR cardiac) AND surgery. This retrieves all records containing heart or cardiac, together with the word surgery.

The user can also choose in which base the search will be made. The default base is always the current base.

To display a Results List, the user clicks **Go**.

The Base to search field in is automatically filled with the name of the current base.

When the user makes a search with no results and then clicks **CCL**, the command test box is populated with the search string and the appropriate Words adjacent? option is selected, according to the choice made in the "Basic Search" query.

**Note:** When searching by WYR (Year of publication), the user can search by range of years using the -> sign. For example, WYR=1999->2002.

## 4.7 Search/Browse

The Search/Browse screen allows the user to make a search query and a browse query from the same screen:

The screenshot shows a web form titled "Search/Browse". It has a text input field for "Type word or phrase", a dropdown menu for "Field to search" set to "Browse Title", radio buttons for "Words adjacent?" with "No" selected, and a dropdown menu for "Base to search" set to "Ex Libris University". Below these are "Go" and "Clear" buttons. A section titled "Limit search to:" contains dropdown menus for "Language:" (all), "Year from:" (empty), "Year to:" (empty), "Format:" (all), and "Location:" (all). A small note next to the "Year to:" field says "yyyy (Use ? for truncation when not using from/to)".

The user can use a pull-down menu to specify which query he wants to perform and on what fields.

As search and browse options exist on the same page simultaneously, if the user chooses to perform a search, all the special character functionality will be available to him. If he chooses browse, the Words Adjacent option will be irrelevant.

If a search query is made, a Results List appears, if Browse is chosen, a Browse list is displayed.

## 4.8 Advanced Search

Advanced Search lets the user search the database for keywords. The user can use pull-down menus to specify fields and define search mode. The Web OPAC offers various fields, such as Author, Subject and Title. The relationship between these five fields is handled by the Logical operator, AND.

### 4.8.1 Performing an Advanced Search

From the Basic Search window, the user clicks **Advanced Search**. The Advanced Search form appears:

#### Advanced Search

Field to search	Type word or phrase	Words adjacent?	No. of records
All Fields	united	<input checked="" type="radio"/> No <input type="radio"/> Yes	<a href="#">4797</a>
All Fields	states	<input checked="" type="radio"/> No <input type="radio"/> Yes	<a href="#">4686</a>
Subject	Geography	<input checked="" type="radio"/> No <input type="radio"/> Yes	<a href="#">179</a>
Title Words	Hill?	<input checked="" type="radio"/> No <input type="radio"/> Yes	<a href="#">54</a>
All Fields	south	<input checked="" type="radio"/> No <input type="radio"/> Yes	<a href="#">1557</a>
Base to search	Ex Libris University		
Click Total number of docs to view records.			Total: <a href="#">9</a>
<input type="button" value="Go"/> <input type="button" value="Clear"/>			

#### Limit search to:

Language:	all	Year from:		Year to:		<small>yyyy (Use ? for truncation when not using from/to)</small>
Format:	all	Location:	all			

The user selects the fields he wants to search using the pull-down menus.

The user can also choose in which base the search will be made. The default base is always the current base.

The user types in the required keywords, and clicks **Go**. The *No. of records* column appears to the right of the form. This column shows the number of records that match the search request.

To view a list of records, the user can click on an adjacent link in the *No. of records* column.

## 4.9 Limiting Searches

The search limit option is available in all the Search screens. The search limit option allows the user to limit his searches according to fields such as year, format, language, and so on.

Limit search to:						
Language:	all	Year from:		Year to:		<small>yyyy (Use ? for truncation when not using from/to)</small>
Format:	all	Location:	all			

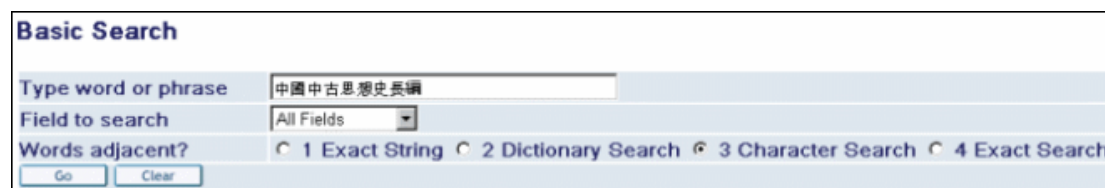
## 4.10 The Authority Database as a Search Aid

The user can use an Authority database as an aid for searching for records in the bibliographic database. This functionality is particularly useful when classification (such as UDC) is used for subject indexing of the bibliographic database and when the

library also maintains an authority database with records that include descriptors for the classification.

## 4.11 Word Search for CJK

There are four options for a search in CJK:



The screenshot shows a search interface titled "Basic Search". It includes a text input field containing the Chinese characters "中國中古思想史要綱". Below the input field is a dropdown menu labeled "Field to search" with "All Fields" selected. Underneath is a section for "Words adjacent?" with four radio button options: "1 Exact String", "2 Dictionary Search", "3 Character Search", and "4 Exact Search". The "3 Character Search" option is selected. At the bottom of the form are two buttons: "Go" and "Clear".

**Exact String:** The system looks for the exact string.

Example: A user enters a string of characters *ABCD*. The system looks for the exact string *ABCD*.

**Dictionary Search:** The system looks for the longest word in the string that matches a word in the dictionary (Z113).

Example: *ABCD* and *XY* are words in the dictionary. A user enters a string *ABCDXY*. The system looks for *ABCD* and *XY*.

If there is no word in the string that matches a word in the dictionary, the search will resemble **Character Search** (see below).

**Character Search:** the system breaks a given string into characters with the Boolean *AND* between them.

Example: A user enters a string of characters *ABCD*. The system breaks it into *A B C D* with the Boolean *AND* between the characters.

**Exact Search:** The system looks for the words entered in the indexes. A word is a string between spaces.

Example: a user enters words with spaces such as *ABCD XY*. The system looks for the words.

## 4.12 Permute Search

A user can search for more than one word. In cases when no results are available and the user chooses to make the search without using adjacency mode, the system will list the words and their hits.

When a user chooses to make the search using adjacency mode, the system will first list the string of words and then the separate words and their hits as shown below:

**Permute Search**

Type word or phrase

Field to search

Words adjacent?  No  Yes

Number of hits	Request permutation (No Adjacency)
2	<a href="#">Words= animal east</a>
24	<a href="#">Words= animal</a>
176	<a href="#">Words= east</a>

The results will appear next to the first line if all the words appear in a record, but are not adjacent.

### 4.13 Floating Keyboard

Multi-language floating keyboard functionality is available in Web OPAC in the following screens:

- Multi field search
- Multi base search
- Advanced search
- Results list

The floating keyboard link is located near the **Go** and **Clear** buttons:



When the user clicks the link, a popup window is opened with a keyboard containing different languages. The user chooses a language and can click on the desired letters/words in the keyboard. They are added to a text line in the bottom of the window.



The user clicks **Done** and the text is transferred to the search line in which the cursor was in last.

Note that this function can only be used with Internet Explorer and cannot be used with Mozilla FireFox.

## 5 Results List

When the user enters a successful search query, a Results List is displayed. The Results List can display up to 1000 records. The Results List shows how many records satisfy the query specifications:

#	Author	Format	Title	Year	Rank	Lib/items	Photo Media	SFX
1	<input checked="" type="checkbox"/> British Library	Monograph	Electronic Bookshelf	1999		<a href="#">Lib:Library(1/1)</a>		
2	<input type="checkbox"/>	Computer file	Early English prose fiction	1997		<a href="#">Main:Library(1/0)</a>		
3	<input checked="" type="checkbox"/> American and French Research on the Treasury of the French Language file (Project)	Computer	ARTFL Project, University of Chicago	1996				

Each record in a Results List is sequentially numbered. The user can view the results list of his last search by clicking Results List on the menu bar. The user can view a results list of earlier searches by clicking **Previous Searches** on the menu bar.

The search results can be displayed in different formats, (the display format depends on library setup, or on preferences set by the user in the Preferences option or in the user's Personal Profile).

The Results List screen contains a number of options for treating records. These options are displayed in an options bar:



## 5.1 Sort Options

The user can sort records using predefined sort options. These sort options appear in a bar above the Results List:

Sort options: [Author/Year\(d\)](#) [Author/Year\(a\)](#) [Year\(d\)/Author](#) [Author/Title](#) [Title/Year\(d\)](#) [Title/Year\(a\)](#) [Year\(d\)/Title](#)

For example, if the user searches by Author/Year(d), ALEPH first sorts records by Author, and then by Year.


Additionally, in the Brief view table, the user can click a column heading to sort the list (for example, clicking Author sorts records by Author, then Year).

Keep in mind that ALEPH sorts records in either descending or ascending order, and that ALEPH also ignores certain stopwords, such as *A* or *The*, depending on the library setup. The set remains in the last order selected, and the sort parameter is displayed at the top of the screen (for example, *Year then Author*).

## 5.2 Jump Options


There are two options that enable the user to jump to designated records in the set, Jump to Text and Jump to #. These options are located above the Results List.

### Jump to Text

 This option enables the user to jump to designated records (according to the parameter by which records were sorted). For example, a user searches for plays by William Shakespeare, and retrieves 113 records. He then sorts these records by Title/Author. When he enters *Mea* in the Jump to Text box, the Results List reappears, beginning with *Measure For Measure* and continuing through to the end of the alphabet.

### Jump to #



 This option enables the user to jump to a record by entering its number in the Jump to # box. For example, a user searches and retrieves 113 records. When he enters 54 in the Jump to # box, the Results List reappears, beginning with record number 54 and continuing through to record number 113.

### 5.3 View Selected

From the Results List in Table format, View Selected lets the user view selected records in Full view.

To view selected records:

To view specific records from the Results List, the user selects records and clicks View Selected,

OR

To view all the records displayed, the user clicks Select All, then View Selected. ALEPH displays the selected records in Full format. The user can navigate through the selected records by clicking the Previous/Next record button.

OR

To view a particular record, the user clicks its sequential number. From this Full View, the user can go backwards and forwards to the previous and next records.

### 5.4 Save/Mail

This option is available to all users (provided that the *number of max. save/mail* setting in the current user profile is greater than 0).

Save/Mail lets the user save locally and/or send via e-mail either selected records or a subset of records from the Results List.

#### 5.4.1 Saving a Record on the Local PC

From the Results List, the user clicks Save/Mail. The E-mail or Save Selected Records form appears:

<b>Records:</b>	
<input checked="" type="radio"/> All	
<input type="radio"/> Selected	
<input type="radio"/> Range	<input type="text"/>
<b>Record format</b>	
Select Predefined Format:	<input type="text" value="Name Tags"/>
OR	
Create Your Own Format:	<input type="checkbox"/> Author <input type="checkbox"/> Title <input type="checkbox"/> Pages <input type="checkbox"/> Notes <input type="checkbox"/> Subject <input type="checkbox"/> System Number <input type="checkbox"/> Imprint
<b>Encoding:</b>	
<input checked="" type="radio"/> ASCII (recommended / default)	<input type="radio"/> Unicode / UTF-8 (non-Roman character sets) <input type="radio"/> ISO 8859-1 (Roman character sets)
Subject	<input type="text"/>
Name	<input type="text"/>
Email	<input type="text"/>
Text (optional)	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>	

The user fills in the relevant details, without typing an e-mail address, and clicks **Go**.

#### 5.4.2 Sending a Record by E-mail

From the Results List, the user clicks **Save/Mail**. The E-mail or Save Selected Records form appears.

The user fills in the relevant details, including the destination e-mail address and clicks **Go**.

### 5.5 Create subset

#### 5.5.1 Creating a Subset of Records

To create a subset of records:

The user selects records from the Results List.

The user then clicks **Create Subset**. Web OPAC displays the subset in a brief table view or a full view (depending on preferences).

The subset of the records can be mailed/saved or added to a folder using My e-Shelf. Each record of the subset can be viewed in Full view format by clicking the underlined number of each record.

### 5.6 Add to My e-Shelf

This option lets a user save selected records to a buffer (whether or not this buffer is temporary or permanent depends on whether the user is a guest or a patron).

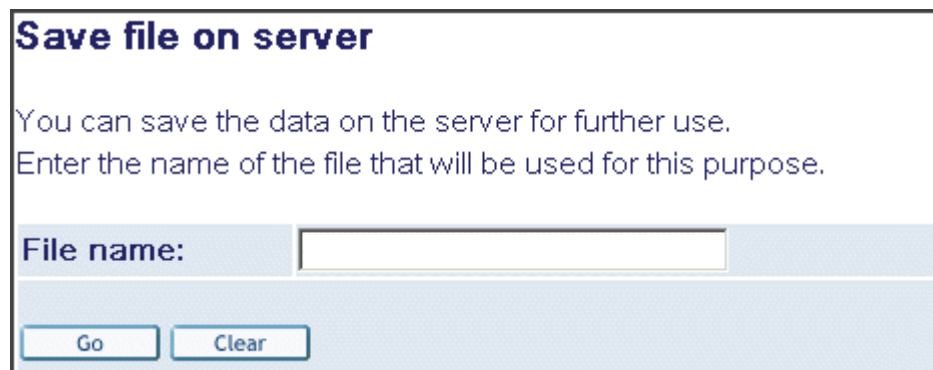
## 5.7 Save on Server

This option is only available to users with Save permission defined in their patron profile.

The Save on Server option lets the user save selected records from the Results List on the server.

To save a file on the server:

From the Results List, the user selects records and clicks Save on Server. The Save File on Server form appears:



**Save file on server**

You can save the data on the server for further use.  
Enter the name of the file that will be used for this purpose.

File name:

The user enters the file name that he wants to save the records under, then clicks **Go**. The file is saved in `alephe_scratch`.

## 5.8 Rank

Web OPAC can rank sets, using the words that appear in the Rank Set window (see below). Web OPAC ranks the sets, using the words of the search query. Records are ranked according to a formula that takes into account the number of times the word appears in a record (a document gets a higher ranking if a significant word occurs several times), and the weight given to the word (for example, if the word appears in the title, it might be given greater weight.)

Note that there is a Boolean AND operator between each field.

### 5.8.1 Ranking Sets

To rank sets in Web OPAC:

From the Results List, the user clicks **Rank**. The Rank Set window is displayed with the original search query:

### Rank Set

Words= history

Enter the word(s) you want the system to search for when ranking records.  
Note that there is a Boolean AND between each field.

history

Go Clear

The user enters the word(s) he wants the system to search for when ranking records, and clicks **OK**. A ranked Results List table appears:

#	<input type="checkbox"/>	Author	Format	Title	Year	Rank
1	<input type="checkbox"/>	Butler, Kenneth D.	BK	Early Japan :	1976	1000
2	<input type="checkbox"/>	Friedman, Milton,	BK	The great contraction, 1929-1933	1965	857
3	<input type="checkbox"/>	Laughlin, J. Laurence	BK	The history of bimetallism in the United States.	1968	428
4	<input type="checkbox"/>	Keegan, John	BK	An Illustrated History of the First World War.	2001	142
5	<input type="checkbox"/>	Lewis, Bernard	BK	The Middle East: A Brief History of the Last 2,000 Years.	2001	142
6	<input type="checkbox"/>	Gilbert, Martin	BK	The Jews in the Twentieth Century : An Illustrated History	—	142
7	<input type="checkbox"/>	Schama, Simon	BK	A History of Britain, Volume II: The Wars of the British 1603-1776.	2001	142
8	<input type="checkbox"/>	Smith, Tom	BK	History of mumps.	2001	142
9	<input type="checkbox"/>	Lake, John	SE	Modern History Bulletin.	1998	142
10	<input type="checkbox"/>	Morrison, Henry	BK	History in the cyber age.	1998	142

## 5.9 Refine

Refine lets the user modify a search by adding search terms to the set.

## 5.9.1 Refining a Search

From the Results List, the user clicks **Refine**. The Refine window appears:

The screenshot shows the 'Ex Libris University - Refine' window. At the top, it displays 'Words= opera'. Below this, a message states: 'You may modify your search by applying another search term to the set.' The window is divided into two main steps. Step 1, titled 'Step 1:', instructs the user to choose a Boolean operator for crossing the set with a new search term. It provides instructions: 'To narrow a search, choose AND or NOT. To widen a search, choose OR.' Below this, there are three radio buttons: 'And' (selected), 'Or', and 'Not'. Step 2, titled 'Step 2:', instructs the user to choose a field to search and enter a new search term. It features a dropdown menu for 'Field to search' (currently set to 'All Fields') and a text input field for 'Type word or phrase'. Below these are 'Go' and 'Clear' buttons. At the bottom of the window, there is a 'Limit search to:' section with several filters: 'Language:' (dropdown set to 'all'), 'Year from:' (text input), 'Year to:' (text input with a note 'yyyy (Use ? for truncation when not using from/to)'), 'Format:' (dropdown set to 'all'), and 'Location:' (dropdown set to 'all').

To produce a new set that is narrower than the original one, the user chooses one of the Boolean operators AND or NOT. To widen a search, the user can choose OR.

The user chooses a field to search, such as Author, Title, Subject and so on, and enters a new search term.

The user can further limit his search by filling in the fields in the **Limit search to:** section of the window (if the System Librarian has made this section available).

When the user clicks **Go**, a modified list of records is displayed.

## 5.10 Filter

Filter lets the user define filter options post-search, creating his own filter or using predefined filter options.

### 5.10.1 Using Filter

From the Results list, the user clicks **Filter**. The Filter form is displayed (see below).

The user chooses a filter to create a subset. For example, the user can create a subset in a specific language. If the user clicks *Filter-Ing*, the records are filtered accordingly.

## Filter a set of records - Words= Geography

Choose a filter to view a subset of the List of Records.

Click on one of the following to define your own filter options

- [Range on data](#)
- [Text](#)
- [Year](#)
- [Created after date](#)

Click on one of the following for predefined filter options

- [New records](#)
- [Available records](#)
- [1990-2003](#)
- [Refine ab](#)
- [Filter - heb](#)
- [wyr=1980 to 2000](#)

### 5.10.2 User-defined Filters

These are filters which operate on parameters specified by the user.

#### Range on Data

The Range on Data filter displays records containing terms relating to the text in the range specified by the user.

Example: The Title field, from *a* to *b*, shows all the titles in the list beginning with the letter *a* through all titles beginning with the letter *b*.

#### Text

The Text option specifies that the Web OPAC searches the WRD Index for words determined by the user in the text box filter.

Example: Defining 'Title' as the field, and 'poems' as the text, displays all the records in the list containing the word 'poems' in the title.

#### Year

The Year filter displays all records in the date range defined by the user.

Example: 1992 to 1995 includes all records in the list published from the beginning of 1992 up to the end of 1995.

#### Created After Date

The Created After Date filter checks all the records that have been created since the date typed in by the user.

### 5.10.3 Predefined Filter Options

Predefined filter options are filters which operate on parameters predefined by Web OPAC.

#### **New Records**

The New Records filter displays all records added or modified within the last seven days. Web OPAC checks the CAT field in the Catalog record to determine the date.

#### **Available Records**

The Available Records filter displays records which currently have copies in the library.

#### **1990-2003**

The 1990-2003 filter displays records that were published between 1990 and 2003.

#### **Refine ab**

The Refine ab filter displays all records of the current set containing words beginning with the letters *ab*. The Refine ab option specifies that Web OPAC searches the WRD Index for words starting with *ab*.

#### **Wyr=1980-2000**

The Wyr=1980-2000 filter displays all records of the current set containing the years 1980 to 2000 in the WYR (words in year field) index.

#### **Filter - lng**

The Filter - *lng* filter shows all records of the current set containing, for example, *eng* for English in the WLN (Words in Language Field) index.

## 5.11 SDI

A patron can set up an SDI (Selective Dissemination of Information) request from the current Results List and Previous Searches screens. The SDI function is designed to alert patrons to recently added or updated records in their specified area of interest. This is particularly important for researchers and scholars for whom access to the latest information is essential (for example, medical or legal updates). The SDI function can be tailored to fit the interest profile of a specific individual or group.

The SDI mechanism enables sending notification about new publications on a specific field as well as new journal issues that arrive at the library.

An SDI request defines a search query, a sublibrary to search (a patron may also set his SDI request regardless of location), a list of bases to search, a frequency with which the SDI query will be run, expiry date for the SDI request, the suspend period, and the character set. When the library activates a special service, the system runs the query and retrieves records that have been added to the database since the last time the query was run. The resulting set is sent by e-mail to the patron. The format of the records is defined in the patron's SDI profile.

A patron must have SDI permission in his profile in order to be able to create SDI requests.

Note that SDI requests can also be typed in CCL (Common Command Language).

To make an SDI request, the patron must click the SDI Request from the current search results list or from a previous search. The SDI Record (new/update) window appears:

<b>SDI Record (new/update)</b>					
<b>* Mandatory fields</b>					
SDI Name :	* biology				
Print Format :	MARC tags				
Interval Count :	* 1 Days				
SDI Message :					
SDI Request :	Words= biology				
SDI Sub Library :	* ALL				
SDI Base List :	* <table border="0"> <tr> <td><input type="checkbox"/> USMARC (USM01)</td> <td><input type="checkbox"/> Monographs (USM01)</td> </tr> <tr> <td><input type="checkbox"/> UNIMARC (UNI01)</td> <td><input type="checkbox"/> Serials (USM01)</td> </tr> </table>	<input type="checkbox"/> USMARC (USM01)	<input type="checkbox"/> Monographs (USM01)	<input type="checkbox"/> UNIMARC (UNI01)	<input type="checkbox"/> Serials (USM01)
<input type="checkbox"/> USMARC (USM01)	<input type="checkbox"/> Monographs (USM01)				
<input type="checkbox"/> UNIMARC (UNI01)	<input type="checkbox"/> Serials (USM01)				
Alternative Email :					
Email Subject :					
Expiry Date :	(yyyyymmdd) ...				
Suspend SDI from :	(yyyyymmdd) ... to: (yyyyymmdd) ...				
Encoding :	<input checked="" type="radio"/> ASCII (recommended / default) <input type="radio"/> Unicode / UTF-8 (non-Roman character sets) <input type="radio"/> ISO 8859-1 (Roman character sets)				
No Result Message :	<input checked="" type="radio"/> Yes <input type="radio"/> No				
<input type="button" value="Go"/>					

## Key to Fields:

### SDI Name

A patron enters the name that he wants to save his request under.

### Print Format

A patron chooses the print format that he wants to receive his records in.

### Interval Count

A patron defines the intervals between runs of his SDI query, for example, seven days, four weeks, and so on.

### SDI Message

A patron can enter a text of a message to be included into the SDI notification's body.

### SDI Request

Displays the original search term (for example words= *Buddhism*).

### SDI Sublibrary

A patron can set his SDI query to run for a specific location or regardless of location.

## Note



If an SDI profile is set regardless of location (All from the drop-down menu of Locations), the query will retrieve only records that are absolutely new in the entire database. Records that are new in a specific sublibrary but are not new in other sublibrary/sublibraries will not be sent to the patron.

### **SDI Base List**

A patron selects the bases that he wants his SDI request to run on by marking the relevant check boxes.

### **Alternative Email**

A patron can define an alternative e-mail address for his SDI results lists to be sent to. An e-mail address must be defined on either the patron's Z304 record (patron's address) or on the *Alternative email* field of the SDI profile page. If it is defined on both, the SDI results lists will be sent to both addresses.

### **Email Subject**

A patron can define a subject for his SDI results lists.

### **Expiry Date**

A patron can define the expiry date for his SDI profile. The SDI results lists will not be sent to the patron after this date. A library runs a special batch job that alerts patrons whose SDI profile is going to expire. If a patron who receives this notification does not change the expiry date, he will not be notified again.

### **Suspend SDI from/to**

A patron can suspend his SDI searches for a certain period (for example, vacations). Even if new records that meet the criteria of his SDI profile are added to the database, the patron will not get SDI notifications till the end of the suspension period.

### **Encoding**

A patron can select the character set in which he wants to receive his SDI results list.

### **No Results Message**

The patron can define whether or not to receive reports of SDI searches that retrieve zero results.

## **5.12 Empty Sets**

If there are no matches, a new window opens, either showing the entries in the Index closest to the query specifications or showing the request permutation.

### **Search Query With One Word**

If the user's search query includes only one word and is unsuccessful, the Web OPAC displays a list of words from the index. This list includes several words that appear directly before the given word, and several words that appear directly after it. In the example below, the search term *antimony* was not found:

No. of Recs	Entry
4	<a href="#">antichrist</a>
2	<a href="#">antidepression</a>
4	<a href="#">antifederalism</a>
1	<a href="#">antiguos</a>
1	<a href="#">antiidealistic</a>
	<a href="#">antinomy</a>
4	<a href="#">antioch</a>
2	<a href="#">antigua</a>
2	<a href="#">antiquarian</a>
1	<a href="#">antiquites</a>
58	<a href="#">antiquities</a>

### Search Query With More Than One Word

If the user's search query includes several words and is unsuccessful, the Web OPAC displays the request permutation, showing the sets retrieved for each word. In the example below, the search term *black forest* was not found:

Number of hits	Request permutation
15	<a href="#">Words= black</a>
14	<a href="#">Words= forest</a>

The user can click the words which are underlined and retrieve records containing that word only.

## 6 Previous Searches

Previous Searches lists sets from past searches in the current session and lets the user:

- View a set and see the list of records in the set.
- Delete a set from the list.
- Cross sets.
- Make an SDI request, if he is a library patron (see SDI on page 39).
- Save sets into a permanent history buffer, if he is a library patron.

## Previous Searches

	Database	Search Request	No. of Records
<input type="checkbox"/>	Ex Libris	Words= River	294
<input type="checkbox"/>	Ex Libris	Words= amazon	9
<input type="checkbox"/>	Ex Libris	Words= Brazil	96
<input type="checkbox"/>	Ex Libris	Words= Shakespeare	197

### 6.1 Viewing Sets

The user clicks **Previous Searches** from the menu bar. A Previous Searches list is displayed.

The user selects a set by marking the relevant check box. Only one box can be selected at a time.

By clicking **View**, a records list for the sets selected is displayed in the Results List window.

### 6.2 Deleting Sets

The user clicks **Previous Searches** from the menu bar. A Previous Searches list is displayed.

The user selects sets by marking the relevant check boxes.

By clicking **Delete**, the sets selected are deleted.

### 6.3 Crossing Sets

The user clicks **Previous Searches** from the menu bar. A Previous Searches list is displayed.

The user selects sets by marking the relevant check boxes. At least two sets must be selected.

By clicking **Cross**, the Cross between Sets form is displayed:

## Cross between sets

Select logical operation between sets :

- And
- Or
- First set not second
- Second set not first

No.	Search Request	No. of Records
1	Words= Brazil	96
2	Words= amazon	9

From the options available the user selects a logical operation, and clicks Cross. A results list is displayed.

### 6.3.1 AND and OR

To cross sets with AND and OR, the user can choose an unlimited number of sets.

### 6.3.2 First Set not Second / Second Set not First

To cross sets with the "First Set not Second" and "Second Set not First" operations, the user chooses two sets only.

The "First Set not Second" operation retrieves records that are contained within the first set only.

The "Second Set not First" operation retrieves records that are contained only in the second set.

## 6.4 Saving Previous Searches

The patron can click **Save** to store a previous search in a permanent history buffer. This means that the record of a search is preserved for future use when the session is ended. Searches saved in the permanent history buffer can be viewed when the History option on the menu bar is selected.

## 7 Full Record Display

The Full view comprises the most complete display of the data elements contained in a bibliographic record. Exactly which data elements are shown depends on the library

setup.

The Full View of the Record is displayed:

When the user clicks the numbered hyperlink on the left of the record in Brief View, as shown below:

#	Author	Format	Title	Year	Rank	Lib/Items	Photo	Media	SFX
<a href="#">1</a>	Berlin, Irving.	Printed music	Irving Berlin's Lower East Side songbook :	1995		<a href="#">Music-Library( 1/0)</a>			
<a href="#">2</a>	Partch, Harry.	Sound recording	17 lyrics of Li Po	1995		<a href="#">Humanities-Library( 1/0)</a> <a href="#">Music-Library( 1/0)</a>			

or

When the number of records obtained by a Browse or Search is below the number specified in the user's Auto Full Preference.

Here is an example of a full record display:

The screenshot displays the 'Full View of Record' page for a book. At the top, there is a navigation bar with links for 'End Session', 'My Library Card', 'Preferences', 'Databases', 'Feedback', 'ILL Request', and 'Help'. Below this is a secondary bar with 'Browse', 'Search', 'Results List', 'Previous Searches', 'History', 'My e-Shelf', 'Special Request', and 'Self-Check'. A third bar contains 'Title Request', 'Add to My e-Shelf', 'Booking', 'Locate', 'Save/Mail', 'Save on Server', and 'ILL Request'. The main content area is titled 'Full View of Record' and includes a 'Choose format' section with links for 'Standard format', 'Catalog card', 'Citation', 'Name tags', and 'MARC tags'. Below this, it shows 'Record 1 out of 1' with 'Previous Record' and 'Next Record' buttons. The record details are as follows:

Book Number	000008938
Record Format	Monograph
ISBN	<a href="#">3533026922</a>
Main Entry	<a href="#">Julian, b. 1343.</a>
Title	<a href="#">Julian of Norwich's Revelations of divine love : the shorter version ed. from B. L. Add. MS 37790 / by Frances Beer.</a>
Title	<a href="#">Revelations of divine love. English</a>
Imprint	Heidelberg : Winter, 1978.
Descr.	102 p. ; 23 cm.
Series	<a href="#">Middle English texts ; 8</a>
Bibliogr.	Bibliography: p. 99-102.
Subject - Lib. Cong.	<a href="#">Devotional literature.</a>
Add. Entry	<a href="#">Beer, Frances.</a>
Add. Entry	<a href="#">British Library. Manuscript. Additional 37790.</a>
Holdings	<a href="#">All items</a>
holdings (h)	Main Library <a href="#">General 12414.5.6 vol.8</a> <a href="#">Holdings</a> <a href="#">All items</a>

## 7.1 Full View Functionality

The Full View of the Record in Web OPAC allows the user to perform certain actions, define the display format, and access services in regard to that record.

The actions are contained in the options bar which appears above the Full view:

The options bar contains the following text: 'Selected records: View Selected | Save/Mail | Create Subset | Add to My e-Shelf | Save on Server | Whole set: Select All | Deselect | Rank | Refine | Filter | SDI Request'.

The various choices for formatting the display appear directly below the options bar:

**Choose format:** [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

For more information, see below.

Services can be accessed via the relevant line (hyperlink) in the record display. For more information, see below.

Additionally, if there is more than one record in the set, the user can view the remaining records by clicking the  or  icons.

### 7.1.1 Title Request

When the user clicks **Title Request**, the system checks whether or not all of the title's items belong to the same group, meaning that they all have common enumeration and chronology information. If they do not belong to the same group, a list of the groups will be displayed:

Title Request - Stage 1							
	Year	Month	Day	Volume	Issue	Part	Material
<a href="#">Request</a>				v.2			BOOK
<a href="#">Request</a>				v.1			BOOK

If the user selects one of the groups, a request form appears. If the system detects that all of the title's items belong to the same group it will skip this stage and immediately open the request form.


Title Request - Aadland, Dustin	
Items are currently available at the following locations:	
Main Library	
Pickup/delivery location :	<input type="text" value="Economics Library"/>
Period of interest :	from <input type="text" value="20060122"/> to <input type="text" value="20060322"/> (Date format : yyyyymmdd)
Enter additional information as necessary:	
Author of article	<input type="text"/>
Title of article	<input type="text"/>
Pages	<input type="text"/>
First Note (or table no. for closed stack request)	<input type="text"/>
Second Note	<input type="text"/>
Rush Handling	<input type="checkbox"/>
Title Request Information:	
Material	BOOK
Year	
Month	
Day	
Volume	2
Issue	
Part	

### 7.1.2 Display Format

The user can choose the display format of the record. The choices available are:

- Standard - includes pre-set fields and allows navigation by clicking the field text to display a window of available services (such as BROWSE or SEARCH).
- Catalog card
- Citation
- Name Tags - all fields of the record with tags in name format.
- MARC tags - all fields of the record, with tags in MARC values.

### 7.1.3 Services

The availability of services from the Full view is dependent on the library setup. When the user clicks a hyperlink adjacent to the  icon, a Services window appears. Here is an example of the services available:

#### ALEPH Services

**Find other documents in the database**

General Subjects : Travel

**Browse a headings list in the database**

General Subjects : Travel

LC Subjects : Travel

**Service-aut**

Subjects -vxyz: Travel

**Service-aut**

General Subjects: Travel

**Service-aut**

LC Subjects: Travel

**Find related information using search engine**

From this window, the user can:

Browse a headings list in the database

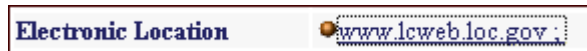
Find other documents in the database

Find related information using search engines (Google, Excite, Britannica, AltaVista, and so on).

See Authority references.

### 7.1.4 Electronic Location

Depending on the library setup and on user privileges, the Full view can display external links to electronic resources relevant to the record (such as a URL):



Electronic Location hyperlinks can facilitate the electronic transfer of a file, a subscription to an electronic journal, or a logon to an electronic resource.

## 7.2 Holdings

Holdings are the total stock of materials (print and non-print) owned by a library or library system and listed in its catalog. The Full view can contain holdings links that represent titles in the library catalog. The holdings functionality lets a library patron view the number and call number of specific items.

### Key to Holdings Links

A library typically includes only one of the following options:

#### **Holdings (1)**

- All items

Lists all items (all years/vols./libraries).

#### **Holdings (2)**

- Item (no., year, for example, 1969): intended for serials

Lists item records that is, vol., no., and so on. for year selected.

#### **Holdings (3)**

- by sublibrary, for example, Education USM50

Lists item records for sublibrary selected.

Clicking left column (Holdings) displays information about the library.

#### **Holdings (4)**

- links to items in remote libraries without providing circulation information (special applications only).

#### **Holdings (5)**

- by sublibrary, taken from the default holdings sublibrary in the patron's profile. Other sublibraries can be requested from the list of items.

#### **Holdings (h)**



- links to holdings and items. Each sublibrary and collection is listed on a separate line. Note that the holdings and items display is not sensitive to collection and displays the data at the sublibrary level.

### 7.2.1 Holdings Windows

In order to reach the Holdings window, from the Full Record screen, the patron selects one of the hypertext holding links such as *All items*; *Item (no., year)*; the sublibrary name for example, *EducationUSM50*. The type of links displayed depends on the library setup.

An additional way to reach the Holdings window is from the Results List in table format, when there is a link to a library or location.

The Holdings window displays holdings information for items selected by the patron (see example below).

**Ex Libris University - Holdings** Back

Author: Jordan, Jack Louis.  
 Title: Marcel Proust's A la recherche du temps perdu : a search for certainty / Jack Louis Jordan.  
 Imprint: Birmingham, Ala. : Summa Pub., 1993.  
 Pages: 129 p. ; 24 cm.

**Location** ; PQ2631.R63 ; A8253 1993x

Click on the link ("request" or "photo") to make a hold request or photocopy request for an item.  
 Click on an underlined due date to view details about the person borrowing the item.

Select year  Select volume  Select sublibrary   Hide loaned items

	Description	Item status	Due date	Due hour	Sublibrary	Collection	Location	Copy Number	Pages	No. of requests	Location-2	Barcode	OPAC note	SFX
<a href="#">Request</a> <a href="#">Photo</a> <a href="#">Expand</a>		Regular loan	Requested		Main Library	WID-LC	PQ2631.R63 A8253 1993x			1 (1/1)		32044021811161		

The Holdings window consists of three sections:

Top section - contains bibliographic information, provided there is a holdings record.

Middle section - contains options for filtering the holdings list.

Select year  Select volume  Select sublibrary   Hide loaned items

This is particular useful for libraries with large collections of serials.

Bottom section - contains administrative information.

### 7.2.2 Holdings Options

The Holdings window can contain several different hyperlinked actions for each item:

<a href="#">Request</a> <a href="#">Photo</a> <a href="#">Expand</a> <a href="#">Booking</a>	Regular On loan	On Shelf	Main Library											24917-10
---	-----------------	----------	--------------	--	--	--	--	--	--	--	--	--	--	----------

The options that can be accessed via these links are as follows:

## Request

This option lets the patron place a hold request. The hold request form is displayed:

### Hold Request – Aaberg, Oscar

[Back](#)

Braitmaier, Dietrich Adolf.:  
 Reichsbahn : zwischen Schwäbischer Alb und Schwarzwald : [1920-1949] / Dietrich Adolf Braitmaier, Siegfried Bufe..  
 Eggldham : Bufe-Fachbuch-Verlag, c1995..  
 159 p. : ill., maps. ; 29 cm..

**Item is in the closed stacks.**  
**Item status: Regular loan (depository) (01) Call number:.**  
**Item Description:**  
**Remote Storage item. Expected delivery time is: 18/05/11 15:00**

**The following locations have been excluded from the Pickup Location list:**  
 Pickup/delivery location :   
 Period of interest : from  to  (Date format : yyyymmdd)

**Enter additional information as necessary:**

Author of article   
 Title of article   
 Pages   
 First Note  
 (or table no. for closed stack request)   
 Second Note   
 Rush Handling

Clicking **Go** directs the End user to the Hold Request Details page:

### Hold Request details – Aaberg, Oscar

**Item has been requested for pickup at Law Library.**

<b>Period of interest :</b>	from 26/04/11 to 26/06/11
<b>Author of article</b>	Marica Field
<b>Title of article</b>	
<b>Pages</b>	
<b>First Note (or table no. for closed stack request)</b>	This is a note
<b>Second Note</b>	
<b>Rush Handling</b>	No

**Requested Item Details**

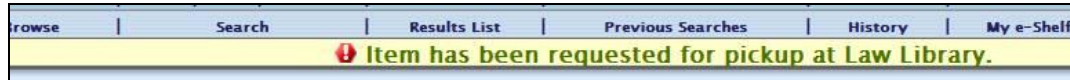
**Bibliographic Information:**  
 My boys.Facebook the past / directed by Arlene Sanford ; written by Courtney Lilly and Marcia Field..  
 2009-05-12..  
 1 videocassette of 1 (Betacam SP) (30 min.) : sd., col. ; 1/2 in. viewing copy..

<b>Item status:</b>	Regular loan
<b>Sublibrary:</b>	Law Library
<b>Collection:</b>	General
<b>Location:</b>	VAN 2705 (viewing copy)
<b>Location-2:</b>	
<b>Description:</b>	

Note that the request will not be active unless the 'Go' button is clicked

The user may go back to the previous page and change the details by clicking **Back** and print the hold request details by clicking **Print**. In order to activate the request, the user must click **Go**.

After clicking **Go**, the following message is displayed in the Full view of the record:



## Photo

This option lets the patron make a photocopy request. A photocopy request form appears:

Photo Request –		Back
Green, Yaacov Jeffrey.: 6Hazarah el Marsel Prost /Ya'akov G'efri Grin.. Yerushalayim : Karmel, c756, 1996.. 188 p. ; 21 cm..		
<b>Item is in the closed stacks.</b> <b>Item status: Regular loan (depository) (01) Call number: Heb 42605.137, test for call no 2</b> <b>Item Description: test for description</b>		
Pickup/delivery location	Main Library ▾	
Author of article	<input type="text"/>	
Title of article	<input type="text"/>	
Pages	* <input type="text"/>	
Note	<input type="text"/>	
Note 2	<input type="text"/>	
Additional Info	<input type="text"/>	
Go Clear		

Clicking **Go** directs the End user to the Photo Request Details page:

Photocopy Request details – ayelet	
Item has been requested for pickup at Main Library	
Author of article	
Title of article	
Pages	44
First Note	
Second Note	
Additional Info	
<b>Requested Item Details</b>	
<b>Bibliographic Information:</b>	
Green, Yaacov Jeffrey.:	
6Hazarah el Marsel Prost /Ya'akov G'efri Grin..	
Yerushalayim : Karmel, c756, 1996..	
188 p. ; 21 cm..	
<b>Item status:</b>	Regular loan (depository)
<b>Sublibrary:</b>	Main Library
<b>Collection:</b>	Web Depository test
<b>Location:</b>	Heb 42605.137
<b>Location-2:</b>	test for call no 2
<b>Description:</b>	test for description
Note that the request will not be active unless the 'Go' button is clicked	
<input type="button" value="Go"/> <input type="button" value="Print"/> <input type="button" value="Back"/>	

The user may go back to the previous page and change the details by clicking **Back** and print the hold request details by clicking **Print**. In order to activate the request, the user must click **Go**.

After clicking **Go**, the following message is displayed in the Full view of the record:

Search	Results List	Previous Searches	History	My e-Shelf
<b>Item has been requested for pickup at Main Library.</b>				

The photocopy option depends on the library setup and on the patron privileges granted by the library.

## Expand

This option lets the patron view all available details about the item record:

Item Record Expand View	
<b>Description:</b>	1974 41 3
<b>Item Status:</b>	Two Week Loan
<b>Due Date:</b>	01/07/02
<b>Due Hour:</b>	23:59
<b>Sub-library:</b>	Lincoln Library
<b>Collection:</b>	General
<b>Location:</b>	AG5 .O83
<b>Pages:</b>	
<b>No. of Requests:</b>	
<b>Location-2:</b>	
<b>Barcode:</b>	856-270
<b>OPAC Note:</b>	
<b>SFX Services:</b>	

## Booking

This option lets a user create a booking request. When a Booking link is clicked, the booking request form appears:

Booking Information																																																																																																																																																																																																									
<b>Item Status</b>	Regular loan (depository)																																																																																																																																																																																																								
<b>Loan Period</b>	28 Days at 12:00																																																																																																																																																																																																								
<b>Lead Time</b>	50 Minutes																																																																																																																																																																																																								
Wang, Jilei: Ottura Asiya tankhi /Wang Jilei ; tājīmā qilghuchilac, Ablāt Nurdun, Eiz Yūsüp.. Ürümchi : Shijiang Khāliq Nāshiyati, 1993-.. v. ; 22 cm..																																																																																																																																																																																																									
<b>Item Booking</b>																																																																																																																																																																																																									
<b>From</b>	Day (yyyymmdd) <input type="text"/> .. Hour (hhmm) <input type="text"/>																																																																																																																																																																																																								
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<b>Delivery Method</b>	Normal																																																																																																																																																																																																								
<input type="checkbox"/> Delivery Needed																																																																																																																																																																																																									
<b>Pickup</b>	Location: Main Library Sub Location: <input type="text"/>																																																																																																																																																																																																								
<b>Return (from pickup)</b>	Location: Main Library Sub Location: <input type="text"/>																																																																																																																																																																																																								
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<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Booked by user <input type="checkbox"/> Loaned by user																																																																																																																																																																																																									
<a href="#">Click here to view Items Availability separately.</a>																																																																																																																																																																																																									

The above form has three sections:

**Booking information** - This section contains general request information such as the item's status, its loan period and its bibliographic information.

**Item Booking** - In this section, the patron should fill in the request information such as from when and until when it is requested, what the required delivery method is, and the delivery location of the item.

**Availability** - this section consists of a calendar showing, in block form, the dates of the item's availability. The patron can see for what times a request can be made and when the item is not available, for example, because of other bookings or loans. The link at the bottom of the page can be used to view the availability calendar of each of the items that are like the requested item.

When the patron fills in this form and submits it by clicking **Go**, the confirmation page appears. A request must be confirmed in order to become an active booking request.

This option depends on library setup and on patron privileges granted by the library.

### Due Date

If the Holdings List contains a Due Date hyperlink, this indicates that the item is currently on loan:

<a href="#">request</a>	Volume 80,	Three				
<a href="#">photo</a>	Number 3, July	Week	On Shelf		Science Library	Reference
<a href="#">expand</a>	1999	Loan				
<a href="#">request</a>	Volume 80,	Three				
<a href="#">photo</a>	Number 2, April	Week	<u>09/07/02</u>	23:59	Science Library	Reference
<a href="#">expand</a>	1999	Loan				

The patron can click the Due Date (if it is underlined) to view details about the patron who has the item checked out:

Borrower of Item	
<b>Patron:</b>	Lanxner, Jules Wadell
	Program of Liberal Studies
	Room 215
	O'Shaughnessy Hall
	Notre Dame, IN 46556
	46556
<b>Telephone:</b>	
<b>Patron status:</b>	06

### No. of requests:

The *No. of requests* column can show (with the appropriate settings), the number of Hold requests for an item that has like copies:

<Number of Original hold requests (Total number of hold requests for the item)/  
<Total number of like-copy items including the original>

The example below shows a document that has three items, all of which are like copies. A patron can make a hold request on one of the items (in our example, the hold request was made on 1066-10).

If like copies are available and there is no restriction on "exact" copies only, then two additional hold requests are created automatically. The information in the *No. of requests* column of the requested item is as follows: 1 ( 1 / 3 ).

	Description	Item status	Due date	Due hour	Sub-library	Collection	Location	Pages	No. of requests	Location-2	Barcode	OPAC note	SFX
<a href="#">Request</a>		Four			Lincoln Library	General	866.9		1 ( 1 / 3 )	499.5(47) CAS	1066-10		
<a href="#">Photo</a>		Week	Requested				D624a						
<a href="#">Expand</a>		Loan											
<a href="#">Request</a>		Four			Lincoln Library	General					1066-40		
<a href="#">Photo</a>		Week	On Shelf										
<a href="#">Expand</a>		Loan											
<a href="#">Request</a>		Four			Lincoln Library	General					1066-60		
<a href="#">Photo</a>		Week	On Shelf										
<a href="#">Expand</a>		Loan											

In addition, if another patron requests the same item, the following line is displayed in the item's request window:

"There is a total of 1 requests on 3 items"

### 7.2.3 Advance Booking

Many libraries maintain a reserve collection from which patrons can borrow items on a short-term basis (for example, for one or two hours). The library sets up a booking schedule and patrons can request to borrow an item during one of the time slots available in the schedule via the Web OPAC. After requesting the item, the patron goes to the circulation desk of the reserve item collection and the librarian loans the requested item to the patron.

To set up an advance booking, the patron selects a reserve item and clicks **Booking**. A schedule of available time slots for that item appears:

Advance Booking - Smith, John			
From	To		Requests
Wednesday 19/06/02	17:00	19:00	<a href="#">request (0/2)</a>
	19:00	09:00 Thursday 20/06/02	<a href="#">request (0/2)</a>
Thursday 20/06/02	09:00	11:00	<a href="#">request (0/2)</a>
	11:00	13:00	<a href="#">request (0/2)</a>
	13:00	15:00	<a href="#">request (0/2)</a>
	15:00	17:00	<a href="#">request (0/2)</a>
	17:00	19:00	<a href="#">request (0/2)</a>
	19:00	09:00 Friday 21/06/02	<a href="#">request (0/2)</a>
Friday 21/06/02	09:00	11:00	<a href="#">request (0/2)</a>
	11:00	13:00	<a href="#">request (0/2)</a>

The patron selects an available time slot and clicks the adjacent **request** link. The item is made available for pickup during the selected time slot.

## 7.3 Extended Services

### 7.3.1 Cover Images (for libraries working with Syndetics)

ALEPH supports the integration of Syndetics' enrichment data within the Web OPAC. This includes bibliographic enrichment data and cover images relating to various types of items, such as books, videos, and DVDs.

The enrichment content resides on Syndetics' Internet servers and is integrated into the Web OPAC through automatic links provided by the ISBNs within your local MARC records. The content is accessed and displayed via a hyperlinked cover image. The cover image is placed on your full record display:



## Full View of Record

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

Record 1 out of 1

Book Number	000034218
LC no.	PS3561.L496 S63 2002
Record Format	Monograph
ISBN	●0060504072 (acid-free paper)
Main Entry	● <a href="#">Kingsolver, Barbara.</a>
Title	● <a href="#">Small wonder</a> / Barbara Kingsolver ; illustrations by Paul Mirocha.
Edition	1st ed.
Imprint	New York : HarperCollins Publishers, c2002.
Descr.	xvi, 267 p. : ill. ; 22 cm.

	LOC
Cover Image	

Clicking on the cover image invokes an HTML pop-up window containing the available enrichment elements:

### Additional Information

- ▶ [First Chapter or Excerpt](#)
- ▶ [Summary](#)
- ▶ [Cover Image](#)
- ▶ [Review - \*Publisher's Weekly\*](#)
- ▶ [Review - \*Library Journal\*](#)

## 8 My Library Card

This section describes how a library patron can view and carry out his library activities via the Web OPAC.

The patron can access his Library Card by clicking **My Library Card** from the menu bar (provided that he has already signed in):

[Messages](#) | [Blocks](#) | [Personal Profile](#) | [SDI Profiles](#) | [Password](#) | [Addresses](#)

**USMARC ADM (USM50) – Library Card – Aaberg, Oscar**

[Change library](#) [USMARC ADM \(USM50\)](#) [USMARC ADM \(USM51\)](#) [MAB ADM \(MAB50\)](#)

**There are 1 Messages for you.**

**Activities** (click to view more info, renew, delete, etc.)

	USM50	USM51	MAB50	Summary
Loans	81	2	0	83
Loan History List	12	10	0	22
Hold Requests	26	0	0	26
Hold Requests History	68	5	2	75
Booking Requests	3	0	0	3
Photo Requests	29	1	0	30
Cash Transactions	-3552.40	-169.50	-152.50	-3874.40

Please note that there is an additional accrued overdue items fine of: 69.18

## 8.1 Change Library

When the library defined has a multi-ADM library setup (that is, a group of Administrative Libraries, although completely separate, serve a common set of patrons), the patron has the option of viewing and working with another ADM library:

[Change library](#) [USMARC ADM \(USM50\)](#) [USMARC ADM \(USM51\)](#)

If there is no multi-ADM setup, the Change Library link does not appear.

## 8.2 Activities

The Activities area of the patron's Library Card lets him view statistical information concerning all his library activities at a glance:

## USMARC ADM (USM50) – Library Card – Aaberg, Oscar

[Change library](#) [USMARC ADM \(USM50\)](#)

[USMARC ADM \(USM51\)](#)

There are **1** Messages for you.

**Activities** (click to view more info, renew, delete, etc.)

	USM50	USM51	MAB50	Summary
Loans	<a href="#">91</a>	<a href="#">2</a>	<a href="#">0</a>	93
Loan History List	<a href="#">12</a>	<a href="#">10</a>	<a href="#">0</a>	22
Hold Requests	<a href="#">26</a>	<a href="#">0</a>	<a href="#">0</a>	26
Hold Requests History	<a href="#">68</a>	<a href="#">5</a>	<a href="#">2</a>	75
Booking Requests	<a href="#">3</a>	<a href="#">0</a>	<a href="#">0</a>	3
Photo Requests	<a href="#">30</a>	<a href="#">1</a>	<a href="#">0</a>	31
Cash Transactions	<a href="#">-6452.44</a>	<a href="#">-169.50</a>	<a href="#">-152.50</a>	-6774.44

Please note that there is an additional accrued overdue items fine of: 59.52

ILL Total Requests	<a href="#">55</a> (54 requests out of allowed 9999)
ILL Active Requests	<a href="#">49</a> (48 requests out of allowed 9999)
ILL Recently Closed	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Total acq requests	
Active acq requests	
Cancelled acq requests	
Recently acq closed requests	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Title Level Requests	<a href="#">0</a>

The activity table displays the patron's activities in all of the ADM libraries in which the patron is active. A separate column summarizes the number of actions of this activity type in all ADM libraries. For example, the number of loans in each ADM is displayed next to Loans. To receive more detailed information regarding a particular activity in a particular ADM, the patron clicks the related hyperlink, and an expand window appears. Note that each expand window contains an options bar containing the other available options and an option to view the same activity type in another ADM, as is shown in the examples below.

Note that the availability of the options described below is dependent on library policy and setup.

### Loans

When a patron clicks **Loans**, the Items on Loan screen is displayed:

User Info   Loans   Hold Requests   Booking Requests   Photo Request   History Loans   Renew All   Renew Selected Cash Transactions   ILL Request Acq Request   Title Request   Proxies/Sponsor   Save/Mail												
<b>Franklin Coll. Lib - Items on Loan for: Irina Di</b>												
<a href="#">Assoc. Menn. B. Sem. - 1</a>			<a href="#">DePauw Library - 2</a>			<a href="#">Franklin Coll. Lib - 5</a>						
Total sum of accrued fines: 12.00												
For details about a loan, click on the underlined number.												
No.	Author	Description	Year	Due date	Due hour	Fine	Sublibrary	Location	2nd Location	Item Desc	SFX	Number of Renewals
<u>1</u>	<input type="checkbox"/>	Contemporary American philosophy : personal statements / edited by George P. Adams and Wm. Pepperell	1930	18/February/2009	11:59 PM		Franklin College Library	191 C76		v. 1 c.1		0 (out of 3). No limit on latest due date.
<u>2</u>	<input type="checkbox"/>	Searis, Hank, 1922- The lost prince: young Joe, the forgotten Kennedy; : the story of the oldest brother, / by Hank Sear	1969	Lost		3.00	Franklin College Library	973.91 Se17L		c.1		0 (out of 3). No limit on latest due date.
<u>3</u>	<input type="checkbox"/>	Fisher, Arthur, 1931- The healthy heart / by Arthur Fisher and the editors of Time-Life Books.	1981	06/January/2009	09:00 PM	3.00	Franklin College Library	616.12 F531h		c.1		1 (out of 3). No limit on latest due date.
<u>4</u>	<input type="checkbox"/>	Uncataloged item Franklin CR10	2000	06/January/2009	06:00 PM	3.00	Franklin College Library	CR10				0 (out of 1). No limit on latest due date.
<u>5</u>	<input type="checkbox"/>	Uncataloged item Franklin DVDRemote	2000	06/January/2009	06:00 PM	3.00	Franklin College Library	DVDRemote				0 (out of 1). No limit on latest due date.

From here, a patron can view Due Date, Due Hour, and so on, according to the library setup. By clicking the underlined number on the left of a row, a patron can view expanded details on a loan. If there is an option to renew the loan, a Renew link appears. The patron can also choose to view loans in another ADM, as well as view other activities within the currently displayed ADM, by using the links at the top of the page.

Clicking **Renew All** from the options bar of the Items on Loan screen enables the patron to renew all items that he has on loan. If some items have not been renewed, he will receive a report of the items which were not renewed followed by the items which were renewed so that the total number of items (not renewed and renewed) will be the number of all the items loaned by the patron. Information explaining why a certain item was not renewed appears in the *Reason for non-renewal* column.

A patron may want to renew several loans only. To do this, he needs to select the check boxes of the items to be renewed and click **Renew Selected**. If some items have not been renewed, he will receive a report of items which were not renewed followed by a report listing the items which were renewed. The total number of items (not renewed and renewed) appearing in the report will be all of the items selected for being renewed.

Sometimes, items are not renewed for the whole renewal period. If an item has been renewed, but not for the whole period, a message appears in the "Due Date" column of the renewed items section, stating: *Renewal for the full loan period is not possible. New due date has been set to dd/mm/yy.*

The message will not specify why the item was not renewed for the entire period.

No.	Description	Item status	Due date	Due hour	Sublibrary	Barcode	Item Desc
5	The riddle of cancer /	Regular loan	Renewal for the full loan period is not possible. New due date has been set to 24/06/05	24:00	Medicine Library	32044020921318	

The patron can also save/mail from the 'Loans' screen. The save/mail interface includes encoding and information required for e-mail submission. All records in the 'Loans' list will be included in the output.

## Loan History List

A patron clicks Loan History to view a list of previous loans. The loans are sorted by due dates, in descending chronological order.

The patron can also save/mail from the 'Booking Request' screen. The save/mail interface includes encoding and information required for e-mail submissions. All records in the 'Loan History List' list will be included in the output.

## Hold Requests

A patron clicks Hold Requests to view a list of items that he has requested:

User Info   Loans   Hold Requests   Booking Requests   Photo Request   History Loans Cash Transactions   ILL Request   Title Request   Proxies/Sponsor   Save/Mail																	
<b>USMARC ADM (USM50) - Hold Requests for: Aaberg, Oscar</b>																	
Change library <a href="#">USMARC ADM (USM50) - 15</a> <a href="#">USMARC ADM (USM51) - 0</a>																	
For details about a hold request, click the underlined number.																	
No.	Author	Description	Year	Request date	End request date	Hold date	Sublibrary	Request status	Call number	Call number 2	Item Description	Pickup Location	Item Status	Group ID	SFX	Note 1	Note 2
<u>1</u>	American Chemical Society.	Journal of the American Chemical Society.	1979	23/03/06	23/05/06		East Asian Library	Waiting in position in queue; current due date 09/05/06	GEN1.23.66		Vol 15 1995	East Asian Library	Regular loan	0			

By clicking the underlined number on the left of a row, he can view expanded details on a hold request. If the request can be deleted, a Delete link is activated. An option to view the patron's hold requests in other ADM libraries is also given, as well as links for viewing other activities in the presently shown ADM.

## Hold Requests History

A patron clicks Hold Requests to view a list of items that he has requested:

User Info   Loans   Hold Requests   Booking Requests   Photo Request   History Loans   History Hold Requests Cash Transactions   ILL Request   Acq Request   Title Request   Proxies/Sponsor   Save/Mail													
<b>USMARC ADM (USM50) - Hold Requests on History List for: Aaberg, Oscar</b>													
<a href="#">USMARC ADM (USM50) - 68</a> <a href="#">USMARC ADM (USM51) - 5</a> <a href="#">MAR ADM (MAB50) - 2</a>													
For details about a hold request, click the underlined number.													
No.	Author	Description	Year	History Date	Request date	End request date	Hold date	Sublibrary	Call number	Pickup Location	Item Status	Note 1	Note 2
<u>1</u>	Knight, William Allen, 1863-1957.	On the way to Bethlehem /	1912	12/09/11	10/08/11	30/08/12		Medicine Library		Medicine Library	Regular loan	122340001	

By clicking the underlined number on the left side of a row, he can view expanded details of an historical hold request. An option to view the patron's hold requests history in other ADM libraries is also available, as well as links for viewing other activities in the displayed ADM.

## Booking Requests

A patron clicks Booking Requests to view a list of items that he has requested:

**USMARC ADM (USM50) - Booking Requests for: Aaberg, Oscar**

Change library <a href="#">USMARC ADM (USM50) - 1</a> <a href="#">USMARC ADM (USM51) - 0</a>													
For details about a booking request, click the underlined number.													
No.	Author	Description	Year	Booking Start time	Booking End time	Sublibrary	Call number	Call number 2	Item Description	Pickup Location	Item Status	SFX	
<u>1</u>	Paganini-Ambord, Maria, 1935-	Reading Proust :	1994	08/02/06 10:00	08/02/06 11:00	Main Library	PQ2631.R63 A8528 1994			Main Library	Regular loan		

By clicking the underlined number on the left of a row, he can view expanded details on a booking request. If the request can be deleted, a Delete link is activated. An option to view the patron's booking requests in other ADM libraries is also given, as well as links for viewing other activities in the presently shown ADM.

Note that Advance Booking requests are also viewable in this part of the library card.

The patron can also save/mail from the 'Booking Request' screen. The save/mail interface includes encoding and information required for e-mail submissions. All records in the 'Booking Request' list will be included in the output.

## Photo Request

A patron clicks Photo Requests to view a list of his photocopy requests:

### USMARC ADM (USM51) - Photocopy Requests for : Aaberg, Oscar

[Change library](#) [USMARC ADM \(USM50\) - 0](#) [USMARC ADM \(USM51\) - 1](#)

For details about a photocopy request, click on the underlined number.

No.	Author	Description	Year	Date	Status	SubLibrary	Location	Location 2	Item Description
<u>1</u>	Proust, Marcel, 1871-1922.	A la recherche du temps perdu / 1977	08/11/04	Waiting	Education Library 51				

By clicking the underlined number on the left of a row, he can view expanded details on a photocopy request. If the request can be deleted, a Delete link is activated. An option to view the patron's photocopy requests in other ADM libraries is also given, as well as links for viewing other activities in the presently shown ADM.

The patron can also save/mail from the 'Booking Request' screen. The save/mail interface includes encoding and information required for e-mail submission. All records in the 'Photo Request' list will be included in the output.

## Cash Transactions

A patron clicks Cash Transactions to view information about his fines and other cash transactions (arranged by sublibrary if permitted by the library setup):

User Info   Loans   Hold Requests   Booking Requests   Photo Request   History Loans									
Cash Transactions   ILL Request   Acq Request   Title Request   Proxies/Sponsor   Save/Mail									
<b>Franklin Coll. Lib - Cash Transactions (Irina Di)</b>									
<a href="#">Assoc. Menn. B. Sem. : 0.00</a>		<a href="#">DePauw Library : -53.50</a>			<a href="#">Franklin Coll. Lib : -58.10</a>				
The accrued fine for overdue items is: 12.00									
Sublibrary	Balance	Transferred to Accounts Receivable							
Franklin College Library	- 58.10	0.00							
<b>Total:</b>	<b>- 58.10</b>	<b>0.00</b>							
For details about a transaction, click on the underlined number. (All transactions are <b>UNPAID</b> transactions).									
No.	Author	Bibliographic Info	Year	Description	Credit	Debit	Date	Status	
<u>1</u>	Searls, Hank, 1922-	The lost prince: young Joe, the forgotten Kennedy; : the story of the oldest brother. / by Hank Sear	1969	Lost Item -Processing fee		8.00	14/January/2009	Not paid	
<u>2</u>			1969	Lost item -Replacement charge		50.00	14/January/2009	Not paid	
<u>3</u>	Emery, Robert E.	Marriage, divorce, and children's adjustment / Robert E. Emery.	1988	Overdue fine <0001 0000 4 .10>		0.10	07/January/2009	Not paid	

By clicking the underlined number on the left of a row, he can view expanded details on a cash transaction. The patron can also view his cash transactions that are registered in other ADM libraries than the one currently displayed.

If several cash transactions have been made on items of the same Bibliographic record, the Bibliographic information will appear only once in the first line.

The patron can also save/mail from the 'Booking Request' screen. The save/mail interface includes encoding and information required for e-mail submissions. All records in the 'Cash Transactions' list is included in the output. Note that the sum of the accrued overdue fines that have been charged so far is displayed at the top of the cash charges list.

### **Blocks**

The Blocks field on the Library Card contains information concerning a patron's non-compliance with library regulations, possibly including sanctions Imposed. For example, a patron may be prohibited from checking out materials from a library, usually because of overdue items or unpaid fines. Most online circulation systems are designed to automatically block patron functions under circumstances prescribed by the library. In ALEPH, blocks and comments are added via the Patron Information screen in the Circulation module.

### **ILL Total Requests**

ILL Total Requests shows the total number of Interlibrary Loan requests that a patron has made. Patrons can click ILL Total Requests to view information about all the ILL requests they have made. By clicking the underlined number on the left of a row, they can view expanded details on an ILL request. The expand details window also allows the patron to cancel ILL requests with the status of NEW, UNF (unfilled), or WAP (waiting for processing). Note that the Library Card also displays how many of the ILL requests are discounted from the patron's current ILL quota, and what that quota is.

### **ILL Active Requests**

ILL Active Requests provides information on and specifies the number of ILL requests active at any one time. Patrons can click ILL Active Requests to view information about their active ILL requests. By clicking the underlined number on the left of a row, they can view expanded details on an ILL request. The expand details window also allows the patron to cancel ILL requests with the status of NEW or WAP (waiting for processing). Note that the Library Card also displays how many of the active requests are discounted from the patron's current ILL quota, and what that quota is.

### **Total ACQ Requests**

Number of all orders initiated by/for the patron.

### **Active ACQ Requests**

Number of orders initiated by/for the patron whose status is not "Closed" or "Library Cancelled".

### **Cancelled ACQ Requests**

Orders initiated by/for the patron with "Library Cancelled" status (rejected requests).

### **Recently Closed ACQ Requests**

Orders initiated by/for the patron with "Closed" status. This section is divided by the number of days in which the orders are already closed.

### Title Level Requests

Title Level Requests provides information regarding patron's title level hold requests. As such requests are not placed on items and can be fulfilled by any institution, the requests are not shown in the general activities table. Instead, title level request information and status is displayed in this section only.

The patron can also save/mail from the 'Booking Request' screen. The save/mail interface includes encoding and information required for e-mail submission. All records in the 'Title Level Requests' list will be included in the output.

## 8.3 Updating Addresses

This option enables patrons to update their address record through the Web OPAC, if the library allows them to do this.

Patrons click the Update Address link in their Library Card in order to activate the Update Address form:

### Update Address of - Hatoum, Robert

\* Mandatory fields

Address (1)	*	Robert Hatoum
	*	Ukrainian Research Institute
		1583 Massachusetts Avenue
		Oxford St Mail Area H0163
Email		moshe.shechter@exlibris.co.il
From		20020814
To		20060830
Zip Code		H0163
Telephone (1)		
Telephone (2)		
Telephone (3)		
Telephone (4)		
Mail Attachment		Attachment Only

After they have typed in their new details, they click **Modify** and their address record is automatically updated.



## 8.4 Administrative Information

The information contained in this section is for display purposes, and can only be modified from the Global Information Form in the Circulation module:

Administrative Information:	
Status	01
Type	
Barcode	B-034916
Registration expires	16/07/08
Budget	BIDGE
<u>Proxies/Sponsor</u>	2
<a href="#">Leave a note for borrower</a>	

Other than the patron's global status information, the following global information is also displayed:

### Proxies / Sponsor

In the standard library system, each patron is able to borrow items for himself but not for anyone else. However, in more complex systems, the library may allow a patron to borrow items for someone else who acts as his sponsor. For example, a teaching assistant may be able to borrow items for sponsoring professors.

Patrons can click **Proxies / Sponsor** to view details of their proxies and sponsors.

## 8.5 Messages

To send a note to another patron, patrons can click **Leave a Note for Patron**. To use this option, the patron needs to know the other patron's ID.

If a patron has messages awaiting pickup, a notice appears: "You have *n* message(s)." To access messages, the patron clicks the underlined number.

## 8.6 Personal Profile

Patrons can define the following in the Personal Profile window:

- Number of records displayed per page.
- Minimum number of records in set for automatic jump to full display.
- Preferred short display format.
- Preferred sublibrary for searching.
- Preferred language of interface.

The first three options listed above can also be set in Preferences.

### Defining a Personal Profile

From their Library Card, a patron clicks Personal Profile. The Personal Profile window is displayed:

The screenshot shows a web interface for personal preferences. It includes the following elements:

- Records per page:** Radio buttons for 3, 10 (selected), 15, and 20.
- Auto full:** Radio buttons for 0, 5, 10, and 15.
- Select default holdings sublibrary:** A dropdown menu currently set to "Lincoln Library".
- Format:** Radio buttons for "Option 1(951)", "Option 2 (952)", "Brief view-table" (selected), "Card (037)", and "Full view (950)".
- Select language of interface:** Radio buttons for "English" (selected) and "French".
- Include AUT data in Browse List ?** Radio buttons for "No" (selected) and "Yes".
- A "Go" button at the bottom left.

The patron selects his preferences and clicks **OK**. His updated personal preferences are entered into Web OPAC.

When a patron logs into the Web OPAC, the system looks for his personal profile. There are three possible outcomes:

Web OPAC locates his personal profile, created in the Web OPAC Patron Information section.

Web OPAC does not locate his personal profile, and checks if an IP station profile is defined for the station he is using.

Web OPAC does not locate his personal profile, and does not locate an IP station profile defined for the station he is using. Web OPAC then uses the default (ALEPH) profile.

## 8.7 SDI Profiles

This option only appears if the patron has SDI permission in his profile.

Clicking SDI Profiles invokes a list of the patron's SDI Profiles:

The screenshot shows the "USMARC ADM (USM50) - SDI Profiles for: Troll, Donald" screen. It includes a navigation bar with "Modify Record", "Duplicate Record", "Delete", "On-Line Search", and "Refine". Below the title, there is a message: "Click on requested record before selecting an action." The main content is a table with the following data:

No.	Sdi name	Interval	Request	Base-list	Last action-date	Message	RSS URL
<input checked="" type="radio"/>	paris1	1 Days	Words= paris	Ex Libris University	12/03/06		http://il-aleph02:8991/F/?func=load-rss&rss_key=MMY4137ELCS8EYL4

At the bottom of the screen, there is a copyright notice: "© 2005 Ex Libris".

The SDI Profile screen displays all the SDI profiles already set up by the patron. SDI requests can also be typed in CCL (Common Command Language). If the delivery

mode for a specific SDI profile is set to "RSS" or "Both", the SDI Profile screen will contain an RSS URL column. The corresponding URL should be copied by the patron into the RSS viewer.

The SDI Profile screen also offers the following options:

### Modify

Clicking **Modify** invokes the SDI Record (new/update) window:

**SDI Record (new/update)**

\* Mandatory fields

SDI Name : \* paris1

Print Format : MARC tags

Interval Count : \* 1 Days

SDI Message :

SDI Request : Words= paris

SDI Sub Library : \* ALL

SDI Base List : \*

USMARC (USM01)  Monographs (USM01)

UNIMARC (UNI01)  Serials (USM01)

Alternative Email :

Email Subject :

Expiry Date : (yyyyymmdd) ...

Suspend SDI from : (yyyyymmdd) ... to: (yyyyymmdd) ...

Encoding :

ASCII (recommended / default)  Unicode / UTF-8 (non-Roman character sets)

ISO 8859-1 (Roman character sets)

Delivery Mode :  EMail  RSS

Both

No Result Message :  Yes  No

Go

From this window, a patron can either modify an existing SDI profile or add a new one.

### Duplicate

Clicking **Duplicate** invokes an SDI Record (new/update) window displaying details of a patron's selected SDI profile.

### Delete

Deletes a record. Clicking **Delete** invokes the Delete box. A patron clicks OK to delete or clicks Close to cancel.

### Online Search

Clicking **Online Search** executes the selected SDI request in real time. No SDI letter will be sent to the patron regarding items found in the online search.

### Refine

This option lets patrons refine their existing SDI search. Clicking on **Refine** opens a standard Refine page:

## 8.8 Password

This option enables a patron to change his patron verification (password, PIN code, and so on). Clicking Password invokes the following screen:

### Change in verification/Pincode

Type your current Pincode	<input type="text"/>
Type your new Pincode	<input type="text"/>
Retype Pincode	<input type="text"/>

---

We suggest that you choose a question and give an answer, in order to be able to Log On in the future, although you have forgotten your password. Remember the question and the answer!

Questions:

The patron fills in the fields as required and clicks **Go**. His profile is updated with his new user verification.

## 9 ILL (Interlibrary Loan)

When a book or other item needed by a patron is checked out, unavailable for some other reason, or not owned by the library, the patron can request that it be borrowed from another library by filling out an ILL Request form via Web OPAC. Materials borrowed on interlibrary loan can usually be renewed on or before the due date. Interlibrary loan is a form of resource sharing that depends on union catalogs.

The patron can choose whether he prefers to receive the material by loan or by photocopy. This option is only available for a patron who has signed in to the Web OPAC.

### 9.1 Placing ILL Requests

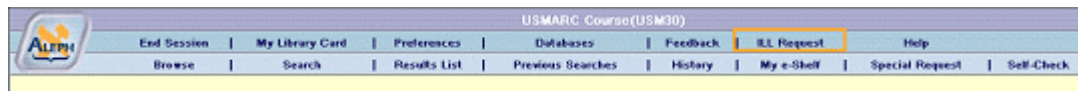
There are two ways that ILL Requests can be placed via the Web OPAC:

Via the menu bar, OR

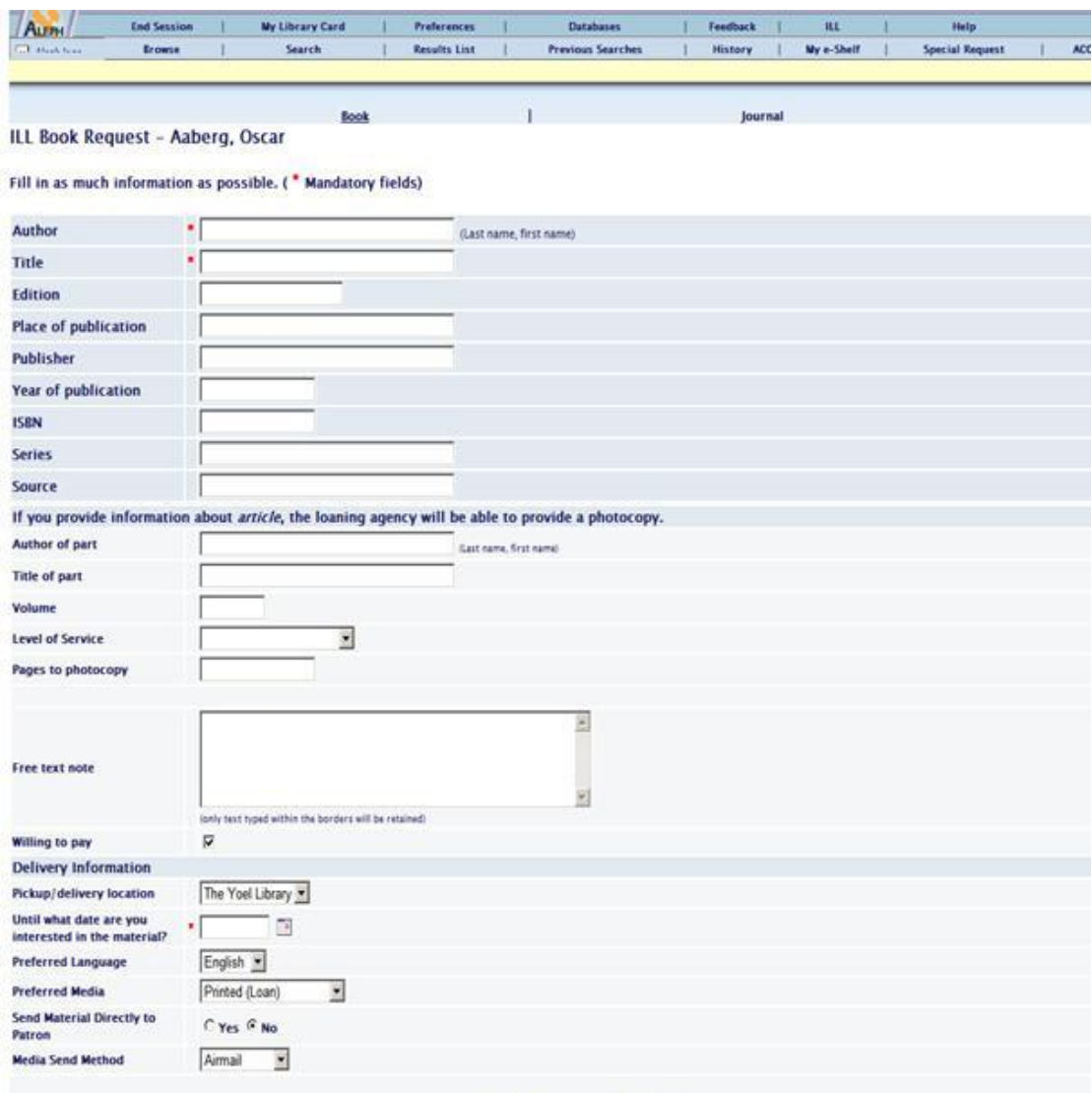
Via the Full view of a record.

## Placing an ILL Request from the Menu Bar

From the menu bar, the patron clicks **ILL Request**.



The ILL Request form appears:

A screenshot of the "ILL Book Request" form. The title is "ILL Book Request - Aaberg, Oscar". The form is divided into sections: "Fill in as much information as possible. (\* Mandatory fields)" with fields for Author, Title, Edition, Place of publication, Publisher, Year of publication, ISBN, Series, and Source; "If you provide information about article, the loaning agency will be able to provide a photocopy." with fields for Author of part, Title of part, Volume, Level of Service, and Pages to photocopy; "Free text note" with a text area; "Willing to pay" with a checked checkbox; "Delivery information" with fields for Pickup/delivery location (The Yoel Library), Until what date are you interested in the material?, Preferred Language (English), Preferred Media (Printed (Loan)), Send Material Directly to Patron (Yes/No), and Media Send Method (Airmail).

The patron fills in as much information as possible, then clicks **Go**. This sends the ILL request to the library for processing.

## Placing an ILL Request from the Full View

From the Full view, the patron clicks **ILL Request**:

The screenshot shows a library catalog interface. At the top, there is a navigation bar with links: 'Add to e-Shelf | Add to Basket | Locate | Save/Mail | Save on Server | SFX | ILL Request'. The 'ILL Request' link is highlighted with a red rectangular box. Below the navigation bar, the page title is 'Full View of Record'. Underneath, there are format options: 'Choose format: Standard format Catalog card Citation Name tags MARC tags'. It indicates 'Record 13 out of 109' with 'Previous Record' and 'Next Record' buttons. The main record details are as follows:

Record No. - Serial	000002074
LC No.	RJ499.A1 J674
Record Format	Serial
	ON
ISSN	0140-1971
Main Entry	Journal of adolescence (London, England).
Title	Journal of adolescence.
Imprint	London ; New York : Published for the Association for the Psychiatric Study of Adolescents by Academic Press, c1978-
Descr.	v. ; 23 cm.
CurFreq.	Quarterly
Gen. Note	Title from cover.

The ILL Request Form is displayed.

The patron fills in as much information as possible, then clicks **Go**. This sends the ILL request to the library for processing.

There are two different types of requests. Each type has a specific form which the patron accesses by clicking the relevant link at the top of the request form window:

Book - this is the default window

Journal

## 10 Special Request

The Special Request function lets the patron place special requests for items that are not found in the Web OPAC, but that are listed in the card catalog. The link for making a special request is displayed in the menu bar if the patron's patron profile includes permission for placing a special request. The library processes the request, that is, fetches the item and delivers it to the patron if it is available.

### 10.1 Making a Special Request

From the menu bar, the patron clicks **Special Request**. The Special Request form is displayed:

**Request item not found in OPAC**

You may wish to request an item that was found in the card catalog. To do so, provide as much information as possible, including the item's title and location (call no.).

\* Mandatory fields

Library or Branch	Education Library ▼
Author	<input type="text"/> (Last name, first name)
Additional Author	<input type="text"/> (Last name, first name)
Title	* <input type="text"/>
Edition	<input type="text"/>
Place of publication	<input type="text"/>
Publisher	<input type="text"/>
Year of publication	<input type="text"/>
ISBN	<input type="text"/>
Series	<input type="text"/>
Source	<input type="text"/>
Location (call no.)	* <input type="text"/>
Description	<input type="text"/>

The patron fills in as much information as possible, including the item's title and call number, and clicks **Go**.

Note that the link only appears if permission for Special Requests is defined in the patron's profile.

## 11 ACQ Request from Web OPAC

The Web OPAC allows the submitting of an acquisition request from the library Web OPAC interface.

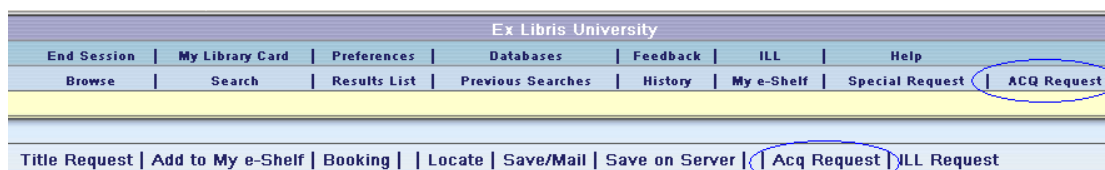
### 11.1 Prerequisites for Patron Record

In order to allow a patron to submit an ACQ request via the OPAC, the patron must have the followings settings in the patron record:

- Acquisition Request permission in the patron's profile record (see figure below).
- Patron Home Library must be populated with a valid sublibrary code.

## 11.2 Submitting an ACQ Request

An ACQ Request can be submitted by a patron who is signed in by using one of the ACQ Request links available in the Web OPAC:



- **ACQ Request link from the upper bar menu** – Opens a blank ACQ Request form. This link should be used when the patron wishes to request a non-periodical item that was not found in the online catalog or is missing from the shelf. The patron must provide as much information as possible, including the item's BIB information and the reason for requesting this material.
- **ACQ Request link at the lower pane menu** – Available in the Full View of a document. This feature is used by a patron who has performed a search in the local or external database, found the material in question, and decides to submit an acquisition request for the found title. An ACQ Request form is opened with the BIB information already populated in the form. The patron then fills in the reason for requesting the material.

### Note:

- 1) An ACQ Request can also be submitted through MetaLib and use SFX to connect directly to the services of the Aleph Web OPAC using PDS (SSO - Single Sign On).
- 2) For a library which has more than one BIB library, there is an option to configure the OPAC Acquisitions Confirmation page so that the patron can select the BIB



library in which the BIB record will be created. The locate procedure will be activated at the selected BIB library. For set up details, refers to the *System Librarian's Guide-Web OPAC*.

### 11.3 Local Own Check Procedure

Once the ACQ request form is submitted, the system activates the “locate similar record in local database” function for blank ACQ requests and for titles found in an external base. This function is inactive for titles found in a local base. The base that is used for this locate action is the BIB library where the ACQ request's BIB document is about to be created.

The ACQ request BIB document is created in the BIB library to which the patron's ADM library is attached. For a library with more than a single BIB library, there is an option to adjust the OPAC HTML ACQ requests page so that the patron picks the desired BIB library in which the ACQ request and locate action are placed. For more information, refer to the **ACQ Request for Library with more than One BIB Library** section of the *System Librarian's Guide – Web OPAC*.

The ‘locate similar title’ function that is activated for blank ACQ requests and requests made for titles found in an external base, can result in one of the following:

- **If the title is not found in the local base** – A confirmation message is displayed, “ACQ Request was submitted successfully”.
- **If the title is found in the local base** – A message is pop-up informing the patron that a match title has been found in the local database. The patron is required to click **Go** or **Cancel**. If **Cancel** is clicked, the ACQ Request is not registered and the action is aborted. If **Go** is clicked, a confirmation message is displayed, “ACQ Request was submitted successfully”.
- **If multiple matching records are found for the requested title** – All found titles are listed and the following message is displayed, “Multiple matching records were found for your query. Select desired record and submit ACQ request”. The ACQ request is not registered. The patron is expected to select a specific title and re-submit the ACQ request.

Once an ACQ Request is successfully submitted, the system creates a new order record for the requested title. If there are existing BIB and ADM records for the title, the system appends their order record. If there are no BIB or ADM records for the title, the system creates a new BIB/ADM record. For more information, refer to the **Applying ADM Filter in OPAC-ACQ Request** section of the *System Librarian's Guide – Web OPAC*.

The newly created order is populated with the followings information:

- Order status - OPAC New Order (ONW)
- The patron's home library is set in the order's sublibrary field.
- The patron that submitted the ACQ Request is registered in the order's Initiator ID field.
- The GUI-ACQ-OPAC Request List enables the retrieving and handling of ACQ requests (orders with ONW status). The ONW orders are initially

created with minimum information. The orders lack information (like Vendor details). Staff users are expected to review those orders, verify them, and process the order.

- If a new BIB record is created as part of submitting an ACQ request using the blank ACQ Request form, it is assigned with STAS\$aSUPPRESSED so that it is not displayed in the general Web OPAC catalog.

## 11.4 Web OPAC – Patron's Library Card

The Web OPAC library card reports the patron ACQ Requests. It includes orders initiated by the patron via WEB OPAC and orders initiated by staff via the GUI on behalf of the patron (the patron ID is populated in the order's Initiator ID).

There are four relevant entries for ACQ Requests in Web OPAC library card:

- **Total ACQ Requests** – Number of all orders initiated by/for the patron.
- **Active ACQ Requests** – Number of orders initiated by/for the patron whose status is not “Closed” or "Library Cancelled".
- **Cancelled ACQ Requests** – Orders initiated by/for the patron with “Library Cancelled” status (rejected requests).
- **Recently Closed ACQ Requests** – Orders initiated by/for the patron with “Closed” status. This section is divided by the number of days in which the orders are already closed.

ILL Total Requests	( requests out of allowed )
ILL Active Requests	( requests out of allowed )
ILL Recently Closed	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Total acq requests	<a href="#">35</a>
Active acq requests	<a href="#">21</a>
Cancelled acq requests	<a href="#">10</a>
Recently acq closed requests	<a href="#">10 days</a> <a href="#">30 days</a> <a href="#">60 days</a>
Title Level Requests	<a href="#">1</a>

Each of the above entries links to the list of orders. Each line in the list enables the viewing of the details of each order.

## 12 My e-Shelf

The My e-Shelf function is available for both identified patrons and guest users. My e-Shelf acts as a storage area for retrieved records from local or external databases that have been selected to be set aside and managed in folders.

Records and folders are available for a guest user as long he is logged in, and emptied automatically when the current session is ended. When a guest clicks **Add to My e-Shelf** from the options bar or **My e-Shelf** from the menu bar, he is prompted by a

message informing him that records and folders have been added to My e-Shelf and will be deleted at the end of the current session:

 Selected items were added to My e-Shelf.

 This is a temporary list. All items and folders will be deleted when this session ends.

If a guest signs in after uploading records into “My e-Shelf”, the records in the temporary E-Shelf are copied to the e-Shelf of the signed-in Patron. The names of folders created by the guest are preceded by TMP after the patron signs in.

Folders generated by a patron and the records stored in each of the folders can only be deleted by the patron himself.

Records can be added to the My e-Shelf function from the OPAC brief view list or from the record’s full display, by clicking **Add to My e-Shelf** from the options bar.

Depending on the permission defined in the patron's or guest’s profile and on the library setup, the selected records in the e-Shelf can be:

- Saved on the local PC
- Saved on the server
- Sent by e-mail to a specified address
- Sent by e-mail to the Course Reading Administration in order to inform them about new records needed for courses.
- Printed out

Records in the My e-Shelf function are managed in folders. Each folder (including the BASKET folder) can contain a maximum of 500 records, depending on how your System Librarian has set up the system.

There is no limit on the number of folders that a patron or guest can create and manage.

## 12.1 Viewing the e-Shelf

To view an e-Shelf:

1. From the menu bar, the patron or guest clicks **My e-Shelf**. The Documents in My e-Shelf are displayed in a brief view:

Folder:		Save/Mail		Delete		Folder Management		Serial Request		Parallel Request		Request	
BASKET ( 238)		Select All		Deselect All									
Documents in My e-Shelf: ✓ submitted a hold request													
#		Author	Title	Imprint	Year	Library	Call No.	Locations	Note	SFX			
1	<input type="checkbox"/>		Karate kid	USA : Columbia Tristar Home Entertainment, [2003].	2003	Ex Libris University	KAR [DVD]						
2	<input type="checkbox"/>	Deutsch, Shaul Shimon.	Chabad in America	Brooklyn, N.Y. : Chasidic Historical Productions, Ltd., c1995-	1995	Ex Libris University							
3	<input type="checkbox"/>	Eichhorn, Guenther.	The NASA Astrophysics Data System	[Cambridge, Mass. : Center for Astrophysics, 1995-	1995	Ex Libris University	QB43.2 .N37						
4	<input type="checkbox"/>	Parikh, Anoop.	The book of home design using Ikea home furnishings /	New York, NY : HarperStyle, c1995.	1995	Ex Libris University	NK2175 .P37 1995						
5	<input type="checkbox"/>	Boudewijn, Jan.	Thuiszorg in (bedrijfs) economisch perspectief /	Amsterdam : Thesis, 1993.	1993	Ex Libris University							
6	<input type="checkbox"/>	Taviani, Paolo, 1931-	La Notte di San Lorenzo	Culver City, Calif. : MGM/UA Home Video, c1991.	1991	Ex Libris University	PN1995.9.W3 N68 1991x						

2. The patron or guest selects a folder from the drop-down list of the folder field to display the records that are stored in that folder:

Folder:

The patron or guest can also view the records in full format.

Records can be sorted by Author Title and Year.

From the brief view, the following options are available on the option bar:

- Delete
- Save/Mail
- Folder management

Folder:  Save/Mail | Delete | Folder Management

### 12.1.1 Deleting Records

Select the records you want to delete from My e-Shelf and click **Delete** from the option bar.

## 12.2 Saving and Mailing Records

This option is available for both patrons and guests.

ALEPH lets patrons and guests save records locally on their PCs and/or send them via e-mail.

Other options such as saving records on server and notifying Course Reading administration about new records needed for courses require specific permission.

### 12.2.1 Saving a Record on a Local PC

1. From the **Documents in My e-Shelf**, window, the patron or guest clicks **Save/Mail** on the option bar. The **Save / Mail My e-Shelf** form appears:

**Save / Mail My e-Shelf**

Items in My e-Shelf can be sent by mail or saved locally on your computer

Enter Email address for mail option only; leave blank for save option.

**Records:**

All (BASKET)

Selected

**Record format**

Select Predefined Format:

OR

Create Your Own Format:  Author  Title  Pages  Notes  Subject  System Number  Imprint

**Encoding:**

ASCII (recommended / default)  Unicode / UTF-8 (non-Roman character sets)  ISO 8859-1 (Roman character sets)

**Subject**

**Name**

**Email**

**Text (optional)**

2. The patron or guest fills in the relevant details, without typing an e-mail address or filling in the optional text, and clicks **Go**.

### 12.2.2 Sending a Record by E-Mail

1. From the **Documents in My e-Shelf** window, the patron or guest clicks **Save/Mail**. The **Save / Mail My e-Shelf** form appears.
2. The patron or guest fills in the relevant details, including the destination e-mail address, and clicks Go. The patron or guest can also add a textual note to be included in the e-mail message.

### 12.2.3 Saving a Record on the Server

This option is only available to patrons with Save permission defined in their patron profile.

1. From the **Documents in My e-Shelf** window, the patron clicks **Save/Mail**. The **My e-Shelf Save on Server/PC/Mail or Send by Mail to Course Reading Administration** form appears:

**My e-Shelf Save on Server/PC/Mail or Send by Mail to Course Reading Administration**

Items in My e-Shelf can be sent by mail, saved locally on your computer, saved on server or send by Mail to Course Reading Administration.

**Saving My e-Shelf items on server**

Enter file name for saving My e-Shelf records on server (in alephe\_scratch).  
Must be alphanumeric characters only, with no spaces.

**File name**

Select this option to inform the Course Reading administration that you want these records added.

2. The patron types in a file name and clicks **Go**. The record is saved to the server. It can be found later in the `alephe_scratch` directory or any other directory defined in `aleph_start`.

### 12.2.4 Sending Records to the Course Reading Administration

This option is only available to patrons with Course Reading permission defined in their patron profile.

1. From the Documents in My e-Shelf window, the patron clicks Save/Mail. The My e-Shelf Save on Server/PC/Mail or Send by Mail to Course Reading Administration form appears.
2. The patron types a file name, selects the relevant option in order to inform Course Reading administration about new records needed for a course, and clicks Go.

## 12.3 Folder Management

This option is available for both patrons and guests and allows them to handle and maintain records and folders.

The maximum number of records in a folder (including the BASKET folder) is defined by your system librarian.

There is no limit on the number of folders that a patron or guest can create and manage.

From the **Documents in My e-Shelf** window, the patron or guest clicks **Folder Management**. The **My e-Shelf –Folder Management** form appears:

**My e-Shelf - Folder Management**

Folder: History (3) [Delete Folder](#)

[New](#)  [Rename](#)

**Records in Folder History :**

<input type="checkbox"/> Title	Action
<input type="checkbox"/> Papers of the Civil Rights Congress [ca. 1946-1956], microform.	<a href="#">Delete</a>
<input type="checkbox"/> Papers of the Civil Rights Congress [ca. 1946-1956], microform.	<a href="#">Delete</a>
<input type="checkbox"/> The "Black Legend" of Spain : radio address / by Henry Grattan Doyle.	<a href="#">Delete</a>

Folder: BASKET (2) [Clear Basket](#)

[Save Basket As](#)

<input type="checkbox"/> Title	Action
<input type="checkbox"/> Boston and the Parker house : a chronicle of those who have lived on that historic spot where the ne	<a href="#">Delete</a>
<input type="checkbox"/> Boston and the Parker house : a chronicle of those who have lived on that historic spot where the ne	<a href="#">Delete</a>

### 12.3.1 Using the Basket Folder

The BASKET folder appears on the right of the **My e-Shelf –Folder Management** form. This is a default folder generated when the patron or guest clicks **Add to My e-Shelf** for the first time. The records selected to be stored in the e-Shelf are primarily saved to this folder.

When a guest's session ends, this folder, and the documents stored in it, are deleted.

When a patron's session ends, this folder, and the documents stored in it, are retained.

The available options for the BASKET folder are:

- **Clear Basket** - Clears all the records contained in the BASKET folder
- **Save Basket As** - Saves all the records stored in the BASKET to a new generated folder

### 12.3.2 Moving Records

Navigation arrows are displayed on the **My e-Shelf - Folder Management** window. These navigation arrows are used to:

- Move selected records stored in the BASKET folder to any of the folders displayed in the left hand side of the window.
- Move selected records in any of the folders displayed in the left hand side of the window to the BASKET folder.

In order to move records from folder to folder:

The records should first be moved from the folder to the BASKET, then from the BASKET to the new folder (selected from the list in the folder field at the left of the **My e-Shelf - Folder Management** window).

### 12.3.3 Other Folders

Folders generated by patrons or guests are displayed at the left of the **My e-Shelf - Folder Management** window:

**My e-Shelf - Folder Management**

Folder:

**Records in Folder History :**

<input type="checkbox"/> Title	Action
<input type="checkbox"/> Papers of the Civil Rights Congress [ca. 1946-1956], microform.	<input type="button" value="Delete"/>
<input type="checkbox"/> Papers of the Civil Rights Congress [ca. 1946-1956], microform.	<input type="button" value="Delete"/>
<input type="checkbox"/> The "Black Legend" of Spain : radio address / by Henry Grattan Doyle.	<input type="button" value="Delete"/>

The available functions are:

- **New** - Creates a new folder.
- **Rename** - Renames an existing folder.

**Note**

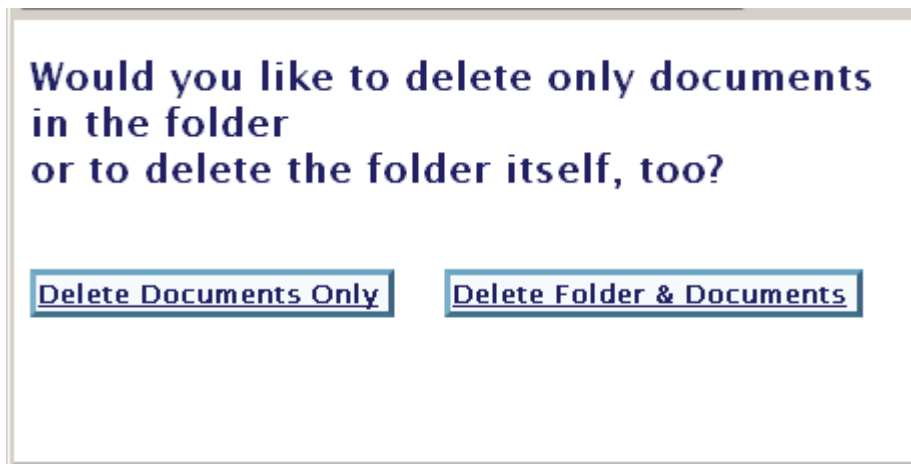
The folder name can include all kinds of characters, such as alphanumeric characters, CJK characters, Arabic characters, etc. Folder names that contain single quotes (') and double quotes (") are not accepted and invoke an error message.

- **Delete Folder**

**12.3.4 Deleting Folders**

When **Delete Folder** is clicked, the following window is displayed:





- Click **Delete Documents Only** to delete only the records stored in the folder.
- Click **Delete Folder & Documents** to delete the folder and records stored in the folder.

## 12.4 Requesting Records

You can request records that have been saved in the E-Shelf in one of three ways:

- Regular Requests
- Parallel Requests
- Serial Requests

### 12.4.1 Regular Requests

You can place regular hold requests on all of the selected records.

#### Steps

1. Choose records by selecting the check box next to each record in the list, and click **Request**. A form for selecting the requests' pickup location displays:

**Hold Request - NAME** Back

Pickup location :

Period of interest : from  to  (Date format : yyymmdd)

Enter additional information as necessary:

Note  
(or table no. for closed stack request)

Rush Handling

2. Click **Go**. This creates separate requests for all of the selected records, as described below. Accordingly, if three records have been selected, then three separate hold requests are created, one for each selected record.

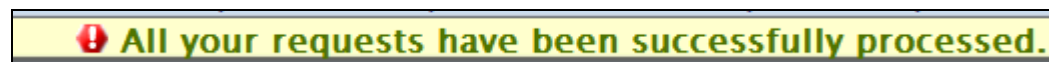
The drop-down list of available pickup locations includes all of the pickup locations that are allowed for this patron for all of the selected records. Selecting one of the pickup locations, as well as setting the period of interest, the note and the 'Rush Handling' option, sets these values for all of the requests that are created.

In some cases creating a request on the record may fail. This might happen because one of the selected records may require creating the request from the record's item list. For example, a record may have items that differ from each other and therefore do not belong to the same group of like items. Another possibility is that the patron is not allowed to create a request on any of the record's items, or that the selected pickup location is not allowed for any of the record's items. Therefore, after submitting the form a report such as the following will be displayed with a note containing the reason of its failure:

Ex Libris University - Records which were not requested		
No.	Title	Note
1	Genomic Peri	Not all items are like item - Please apply to hold request on a specific item.
2	Monitoring the future	Item or like copy is on shelf. Cannot place hold request.

To set up the Note column in the table, refer to the **Setting Up the Note Column in the Records Which Were Not Requested Table** section of the *Aleph 21 System Librarian's Guide - Web OPAC*.

After all requests have been submitted, the following message is displayed at the top of the E-Shelf page:



After a hold request is submitted successfully, the relevant record in My e-shelf is marked with a check: ✓.

Any records with a hold request is displayed in My e-shelf marked with the a check ✓. To set up the Submitted a Hold Request column in My e-shelf, refer to the **Setting Up the Submitted a Hold Request Column in My e-Shelf** section of the *Aleph 21 System Librarian's Guide - Web OPAC*.

### 12.4.2 Parallel Requests

A parallel request instructs the library to supply the patron with any one of the selected records. The workflow for placing such requests is similar to that for placing regular requests, as described in [12.4.1 Regular Requests](#) above. The only difference is that the patron clicks on the Parallel Request link. However, the resulting requests are treated as a single group of hold requests, so that if any one of the requests is filled, all of the group's requests will be considered as filled.

### 12.4.3 Serial Requests

Serial requests are a group of requests that are required by the patron to be filled in a particular order. The workflow for placing such requests is similar to that for placing regular requests, as described in [12.4.1 Regular Requests](#) above. The only difference is that the patron clicks on the Serial Request link. However, as the order of the

requests is significant, the selected records in the E-Shelf must be arranged in order prior to the request being created. The patron does this by using the arrow buttons that are next to each record in the E-Shelf list. The buttons let the patron move a record up or down in the list, and the order of the selected records in the list sets the order of the serial requests.

The resulting requests are considered as serial requests, so that the system will fill them in the order in which they were created. Only the first request in a group of serial requests will be considered active.

## 12.5 Selecting\Deselecting All

You can select or deselect all of the E-Shelf records by clicking **Select All** or **Deselect All**.

## 13 History

The History function lets a library patron view his search queries which he saved on his previous visits to the library. These search queries are saved to a permanent buffer and can be used as "bookmarks" for future use. The queries are saved to History from the Previous Searches window. To activate the History function, the patron clicks **History** from the menu bar. The following screen appears:

Find   Delete				
<b>Search Request in History</b>				
	Database	Search Request	Date	No. of Records
<input type="checkbox"/>	USMARC BIB (USM01)	W-subjects= chemistry	04/03/02	13
<input type="checkbox"/>	UNIMARC BIB (UNI01)	W-author= Wittgenstein	04/03/02	1
<input type="checkbox"/>	USMARC Course(USM30)	W-Course Name= philosophy	04/03/02	6
<input type="checkbox"/>	USMARC BIB (USM01)	Words= United States	04/03/02	1203

From the Search Request in History window, the patron can rerun his search queries by clicking **Find**, or delete them from the permanent buffer. Note that the value displayed in the No. of Records column refers to the number of records retrieved at the time that the search query was first run.