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Product Description

Alephino 5.0

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1   General Overview

Alephino is the compact solution to meet the librarians' demands. Emerged from the successful Ex Libris products BIS-LOK and ALEPH 500, Alephino combines a modern surface with a library-approved database and enables an optimized workflow.

Alephino is conceived in a way that lets you easily manage the installation and the administration, even if you are a novice to IT systems. The demands on hardware and software regard the resources of small and medium libraries. Nevertheless the scope of services and functionalities is highly professional.

Alephino is a Client/Server based modular single library system. This means an optimal arrangement of data in a modern surface. Alephino is applicable to all types of libraries. A wide spectrum of functions and options is provided by default with the basic version.

All modules work integrated and consistently with graphical interfaces. The screen -split up into several frames- and intuitive operating help provide a high degree of userfriendliness for both the library staff and the patrons. Alephino integrates all steps of the library workflow. Bibliographic and administrative data are held in several interlinked master files so that records may be processed in all Alephino modules. Administrative and bibliographic data is automatically and comfortably taken over in the different modules.

Alephino is an international product which archives your data future-oriented. For Germany, the data format MAB2 is used, while the international version is based on MARC21. Thereby data can be easily exported and imported. The surface is available in German or English language. You may change the language during a session using the menu bar.

The multi-pool option of Alephino enables the user to govern any number of databases independently from each other. Via external databases you may access the holdings of other libraries, so that the retrospective cataloguing of the own holdings may be accelerated significantly.

Alephino also supports a sub-library system with a central bibliographic pool. The OPAC shows which sub-library has copies of a title. The statistics, the acquisitions, the circulation, the serials control and the privileges work separately for each sub-library. Thus, different collections of a library may keep common and separate data in one system.

2 GUI Search

The GUI Search function is available in each module and provides the user with an extensive and differentiated retrieval in all different types of records, e.g. in bibliographic and authority records. The display of titles includes further holdings information like call number, collection and loan status for all items. A multitude of search aspects is offered in the GUI Search.

Alephino offers two different entries for a query:

- **Search**
- **Browse**

2.1 Search

The function „Search" allows the user to search for keywords or phrases in the database. Hereby the user may choose between the simple mode (simple queries without Boolean operators or parentheses), the multi-base CCL mode (search in several masterfiles and databases at the same time using the Alephino command language) and the multi-field mode (search with several search aspects simultaneously). The search facilities are enhanced by:

- Truncation, simple and multiple, left, middle and right
- Boolean Operators ("AND", "OR", "NOT")
- Search for adjacent words
- Range search in numeric and alphanumeric fields
- Search queries are not case-sensitive and ignore umlauts

• location number • LoC classification • personal name • LoC location • corporate bodies • Dewey • conferences • title • personal headings • series	• corporate body headings • publisher • conference headings • place of publication • geographical headings • publication year • topical heading • imprint • LoC classification fields • uniform title

Search aspects MARC21

2.2 Browse

The "Browse" function allows the user to browse through an alphabetical list of terms from each of the above fields. The desired field is selected, and the starting text of the desired term or phrase is entered. Within the index you can scroll or navigate to any other place. When selecting an index term, the linked records are displayed in brief or full format.

2.3 **Previous searches**

All queries performed via the search mode are documented and saved as a set of results. These sets contain information on the file,that the query was placed in, the query itself and the results.You may access these sets at any time of a session and view, modify or interlink them.

2.4 **Display Formats**

Depending on the number of hits, the target information is displayed in full format or in a numbered brief list, in which you may select and call up the desired titles.

A brief list is sorted according to the selected criterium. In the standard, the available criteria for the bibliographic file are e.g. the fields publication year, title, author, corporate body. The list may be sorted ascending or descending in two steps.

A brief list may be saved as a set of results, e.g. if you want to print, save or e-mail it at a later date.

In the full view different formats are available to the user: full format, field format or ISBD format. From the full view of a record you may perform several functions:

- Navigate the record to other modules within the system
- Access linked records (e.g. common titel, authority records, items)
- Locate the record in other databases
- Access the indexes via the researchable fields
- Retrieve other records with the same index heading in the selected field
- Access links to external documents, images or tools

2.5 **Print / Save / Mail**

The print function is available from the full format or the set of results. Here you may print single records or entire lists.

As an alternative for the creation of printouts from Alephino "HTMLPrint" (Bersoft) can now be used. With that printouts can be directed to different printer devices depending on the printrequest type.

The layout may be chosen by the user. The following output formats are available:

- Full Format
- Field Format
- ISBD Format
- Brief List Format

From the full view, the brief list or the set of results you can save single records locally or send them via e-mail. In this case the above output formats are offered as well.

3 Cataloging/Items

Cataloging and Items management are integrated in one combined module and will be described below, one after the other.

3.1 Cataloging

The cataloguing function is used for creating, correcting and deleting of bibliographic records. The library operations in the domains of author-title cataloguing and subject indexing are represented. The cataloguing module is secured by a password and accessible to users with authorisation only.

Functions

The cataloguing module contains the following functions:

- Cataloging new records (bibliographic description, subject indexing)
- Editing (word processing functions)
- Copying (duplicating)
- Deleting
- Importing records
- Printing
- Creating individual cataloging templates
- Placing triggers
- Duplicate check
- Checks for plausibility and integrity
- Offline cataloging
- Handling via mouse and keyboard

3.2 Multiple file system

The data is administrated in several interlinked master files. The entered data can be accessed from and processed in all Alephino modules.

• title file • authority file (subjects)	• authority file (persons) • items / holdings file

MARC21 Filesystem

3.3 Multi-pool system

Alephino offers a multi-pool system, i.e. any number of databases can be administrated. External databases may e.g. contain the holdings of external libraries which can be used for retrospective cataloging of the own holdings.
Another comfortable application area is the administration of authority data in a separate database.

The advantage of this procedure is the fact, that the main database does not contain countless authors or headings that are not linked to bibliographic records, but only records being effectively relevant for the holdings.

The multi-pool concept allows users with several separate Alephino installations to combine these previously unconnected databases to an overall catalogue.

3.4 New records

In the cataloguing the format MAB2 resp. MARC21 is used. The cataloguing of new records can be performed via predefined or self-created templates. These templates can either be saved on the server (thus available to all colleagues) or on the local PC.
Word processing functions like overwrite, copy & paste, delete etc. support the user in cataloging. Incorrect inputs can be undone and restored at any time. Input forms, indexes and tables are further means for cataloging.

The user may use the copy function for cataloguing re-editions and multicopies; the original record remains unchanged, and a new record with modified data is created.
A cataloguer may lock single records to prevent modifications by other users. Those are not able to save the locked record to the server, until the record is unlocked by the cataloguer.

3.5 Variable fields length

The length of the fields is variable, i.e. also very long fields, e.g. corporate bodies or abstracts, can be entirely recorded. On saving records, empty fields occupy no storage space. The maximum record length amounts ca. 28.000 characters.

3.6 Special characters

Special characters are directly entered, if they are available on the keyboard. If your keyboard lacks these characters, you may enter their Unicode numerical character references. Additionally an Alephino keyboard is available on the screen; it is possible to take Latin, Greek or Cyrillic characters from this floating keyboard into the cataloguing screen.

3.7 Help system

Alephino provides various cataloging aids for the user. The help texts may be accessed via a table of contents or keywords. The linkage enables the navigation among the individual help topics. A context-sensitive help is available for each field of the input masks.

In addition, the WEB Service Modul includes an online guide which describes in detail how to handle the records in each module. Also, it contains information on the setup options of Alephino (e.g. how templates can be modified, how the colour of the screen can be changed etc.)

3.8 Storage

Each record is identified by a system number which is automatically assigned by the system whenever a new record is saved on the server. The system number acts as a link to other records that are related to the current record (e.g. authors, items, subjects).

The indexing of field contents and the linkage of records is done automatically in real-time, so that the content entered is instantly retrievable. The list of non-searchable words (stopwords) contains e.g. articles, prepositions etc. and may be modified by the user.

3.9 Checks for plausibility

While saving the data, the following checks are performed:

- Formal check for correct indicators and subfields
- Check if mandatory fields are filled
- Check if fields are filled which belong together or are mutualley exclusive
- Check if all linked records exist
- ISBN / ISMN / ISSN - Checks for formal correctness
- Checks for encoded fields
- Other Plausibility checks, e.g. for repeatability of fields / subfields
- Security checks upon deletion of records

You may define further check algorithms for each file. These checks can also be performed during cataloging.

3.10 Duplicate check

The check for duplicates can be defined for each module and each file, and different fields may be used for the check. In the default version, specific fields are selected for this purpose.

In the MARC Version, the following fields are checked: Control Number, LoC Control Number, NBA Control Number, NBA Contol Number, ISBN, ISSN, ISRN, ISMN, Title proper, Author, Corporate body, congress, Uniform Title, Non descriptive Title, Publication Date.

3.11 Delete records

A deletion of a record on the server is irrevocable. The system number is not re-assigned. Alephino protects superordinate records by ensuring, that records can only be deleted, if there are no dependent records (item or user information). The storage space in the database is re-used.

3.12 Import records

The function „Import records" enables the conversion of external bibliographic records from various input formats (including XML) to the native Alephino format. The related tools are accessible on the interface.

3.13 Triggers

A trigger is a reminder which reminds the user of a task or information related to a particular record. It serves as a holder of messages to other libraries/departments. Triggers are linked to a particular record; a search for triggers including the automatic display of the related record is part of all modules.

3.14 **Subject indexing**

For subject indexing fields with links to the following related files are available:

- Subject headings
- Thesaurus terms / facet files

Fields for subject indexing are repeatable in the bibliographic record; The fields of the subject indexing files contain e.g. statements on links, notes, explanations, generic and specific terms. External authority files may be imported and used. For an even more detailed subject indexing you may use thesaurus terms and facet files.

3.15 **Thesaurus**

According to DIN 1463, part 1, a thesaurus in the context of information and documentation is a sorted compilation of terms and their - predominantly natural language - designations, that serves for indexing, saving and retrieving in a specific subject area. The terms and designations refer explicitly to each other (synonyms are catalogued, homonyms and polysemes are particularly marked, for each term a preferred term or notation is defined); the relations between terms are displayed.

The thesaurus is integrated into the GUI Search and Cataloging functions. Any desired number of thesauri may be established and maintained, independent from entering the bibliographic data. Descriptors and non-descriptors are thereby stored as separate records. A non-descriptor may be linked to several descriptors.

The designations that are allowed for indexing within a thesaurus, are called descriptors. Not-allowed designations and their relations are called non-descriptors. To each designation a notation or term number can be assigned. Designations which are the head of hierarchy can be marked as Top Terms. Additionally scope notes for the usage of a descriptor and definitions of the intentions may be added.

Along with the cataloguing it is possible to correct and delete relations as well as terms. Deletions are permitted only if no dependent records exist, i.e. no titles are linked to the term.

3.16 **Relations**

The relations existing between the terms resp. their designations may be registered as follows:

- Equivalence relation
  This relation type combines two or more terms to an equivalent class.
  Therefore this relations is used for Synonyms and quasi synonyms to combine them and to refer the user to the authorised term (car USE automobile).
  This relation can also be used for foreignlanguage references.

- Hierarchical relation
  This relation type is used to precise a broader topic with a narrower term.
  The precision can be determined through a specific or partitive term, e.g. BT Combustion engine, NT diesel engine / BT Motor, NT Piston.

- Associative relation
  This relation type means a relation existing between two terms, that are neither unequivocally hierarchical nor equivalent. An associative relation consists of related terms, e.g. education RT school.

3.17 **Facet files**

Along with the actual thesaurus master file, you have another five files (facet files) being almost identically structured for the purpose of an even more detailed subject indexing. These are the

master files country facet, material facet, place facet, persons facet and time facet

3.18 **Items**

The items module is used to create, process and deletion items records. Item records can also be automatically created in the acquisition module.

3.19 **Creating item records**

Items are registered in a fixed items form which consists of three parts with the following fields:

General Info 1	General Info 2	Serial Info
Barcode	Inventory number	Subscription no.
Sub library	Inventory date	Pages
Collection	Price	Description
Location type 1	OPAC note	Issue date
Location 1	Circulation note	Expected Arrival
Location type 2	Internal note	Date
Location 2	Order number	Arrival Date
Volume	Invoice key	
Part	Invoice note	**Serial levels**
Copy number	Statistic	
Description		Enum. Level 1-6
Material type		Chron. Level 1-4
Item status		Alt. Enum.
Item process status		
Link to HOL record		

3.20 **Managing supplements**

Notes on supplements (e.g. CD ROM, map) are registered in the items record and displayed at returns or loans. Thus, the medium can be checked.

3.21 **Printing item processing slips**

If required, you can print processing slips for items. The processing slips contain information on the title and the item (location, collection, access number, barcode).

3.22 **Global changes**

The function „Global changes" allows you to make modifications in a selected set of items. This set of items which is retrieved is defined via the filter in the part „Select by" of the form.

3.23 **Binding**

This function allows you to bind serial issues together to one volume. The former single issues resp. items will be deleted and a single new item resp. volume is created. In the item form which is displayed during the binding activity you can assign a new barcode, location number and description.

3.24 **Digital objects**

A digital object (image, text document etc.) can be added to bibliographic (title and/or item) records in a convenient way. The respective document file will be transfered to the server and

there stored in an automatically organized directory structure (digital repository). The visibility of objects with the title full display in Web OPAC can be controlled by specific permission switches.

4 Acquisition / Serials

Acquisitions and Serials management are integrated in one module, but can be used independantly from another.

4.1 Acquisitions

The Alephino acquisitions function consists of four tabs and enables the creation and management of orders and material arrival (order tab and order index tab), the management of invoices (invoice tab) and the registration of vendors, presentation of budgets, balances and currency tables (administration tab).

4.2 Pushing the cataloging draft

A cataloguing draft may be pushed from the cataloguing client or the search tab of any module to the acquisition client. The order list will open automatically. Using the order list you may create new orders, duplicate existing orders, or update them. The order list also serves as a starting point for the registration of arrivals and the handling of invoices.

4.3 Creating an order

There are three different types of orders: monographs, serials and standing orders. In the order form you may fill the following fields:

Order Information	Vendor	Quantity & Price
Order No. 1	Vendor Code	Number of Units
Additional Order No. 1	Vendor Name	Unit Price
Additional Order No. 2	Vendor Reference	Total Price
ISBN/ISSN	Vendor Note	Quantity Note
Order Status	Vendor Contact	Create Items
Order Group	Order Delivery Type	Yes/No
Order Date	Letter Type	Collection
Open Date	Delivery Type	Currency
Status Date	Send letter by	List Price
Material Type	Claim Date	Terms Sign
Sub-Library	Rush	Terms Percent
Acquisition Method	Batch Claiming Yes/No	Final Price
Initiator ID		Local Price
Action		Price Note
Approver ID and name		Budget
Library Note		

4.4 Sending orders

The completed orders may be manually sent as a single order or via a batch process in the WEB Service module. Alephino takes all orders with a desired status into account. Additionally, each order can be filtered e.g. by vendor, order type or acquisition method. Alephino creates letters

and order lists for vendors, which may be printed or sent by e-mail.

4.5 Finding orders

The order index contains all orders. You may sort or filter this index by:

Sort:
Title	Vendor Codes
Order No.	Budget Codes
Order Groups	ISBN

Filter:
Sub library	Access Status
Order Status	Invoice Status
Order Groups	Date of Order (from to)
Type Order	Vendor Status
Rush order	

For each order the details are displayed in the frame below the index. The order index can be printed completely or pre-filtered. In addition, you can search via the order bar directly for a distinct criterium (order number, ISBN/ISSN, title phrase, order ident number) or via the search tab for title aspects.

4.6 Arrival

You can retrieve the arrival form via the order number or the order list. In this form, you see the arrival date, the number of ordered items and the number of supplied items. The arrival date and „delivery complete" are automatically filled by Alephino. If the delivery is incomplete, you may manually change the number of items. This way, you can comfortable manage partial deliveries. For each arrival you may register notes. Following the arrival the arrival status of the order automatically changes to „complete" or „partly".

4.7 Dependencies between status

When creating an order, an item record with corresponding process status may be created. This item process status is changing depending on the order status:

order status	Meaning	Assigned upon	Item process status
NEW	Intended for ordering; not yet processed	Default when creating a new order	01
IP	In process	Manual resp. automatically when budget doesn't cover the price	01
RSV	Ready to Send to Vendor	Manual	02
SV	Sent to Vendor	Automatically when sending the order	02
VC	Vendor cancelled	Manual	Items are deleted
LC	Library cancelled	Automatically when sending a cancellation letter	Items are deleted
CLS	Order closed	Automatically when arrival status and invoice status are complete	03

If an item has a process status, this status is displayed as loan status in the GUI and the Web OPAC. If the item is available for circulation (item process status is empty), the status „available" is displayed.

Item process status	Meaning	Displayed in Web OPAC as	Item displayed in Web OPAC?
01	Order suggestion	Order initiation	Yes
02	Orderded	On Order	Yes
03	In process	In Process	Yes
empty	Loanable	<item status>	Yes

4.8 **Vendor data**

The vendor list may be sorted by the vendor's name or the vendor code. Additionally all vendors can be retrieved via a keyword from the name or by truncation. A new vendor can be registered using the button „New" or by duplicating an existing vendor record. The vendor record consists of the following details:

Vendor Info 1	Vendor Info 2 & 3
Vendor code	Account No. (M)
Additional code	Account No. (S)
Vendor Name	Vendor's Bank Account
Vendor status	4 different currencies
Vendor Language	Terms sign and terms percent
Country	5 delivery types
Material type	5 delivery delays (claim periods)
Notes	5 contact persons
	Order format (list, letter)
	Order delivery type (print, e-mail)

For each vendor you may register up to five addresses: an order address, a claim address, a payment address, a return address and an EDI address (not implemented). To each sub-library you can assign specific vendors.

4.9 **Currencies**

The definition of currencies is the basic prerequisite for working with orders in foreign currencies and converting them into the local currency. In the currency list you may manage various currencies and adapt them to the current rate. In the standard, the base currency is the EURO but it is possible to define a different base currency. On changing the rates the former rates are saved. At any time you may view the history and thereby pursue the changes of rates.

4.10 **Budgets**

For a budget control that is up-to-date at all times you may register any number of budgets and link them with the orders. Registered budgets can be duplicated and thus facilitate a quick registration of equal or similar budgets. The dates may be changed after the registration and misregistered budgets may be deleted. The following fields may be filled in for each budget:

Open date	Budget name
External name (information only)	Departement
Budget code	Maximum over-encumbrance
Budget status	Maximum over expenditure
Budget type	Expressed as percentage Yes/No
4 different notes	Limit to 'under' Exp./Enc.
5 different budget groups	Annual budget Yes/No

At any time a detailed up-to-date balance of the budgets and all transactions is available in the balance tab.

- Allocation
- Transfer from one budget to another
- Encumbrances from orders
- Expenditures from invoices

Each of these actions, whether invoice or encumbrance, allocation or transfer from one budget to another, is saved and may be viewed in the „transactions" tab with the option to filter by action. The budget administration can be controlled via priviliges. The priviliges are assigned via the staff user setup in the WEB Service module. Statistical evaluations on the current fiscal year and the transfer of budgets to the following calendar year are further features of the budget administration in Alephino. See WEB Service Module.

4.11 Invoices

In Alephino you can easily register and manage collective invoices as well as single invoices. The invoice administration allows the booking of both single and collective orders. Additional costs or postal charges may be encumbered on a separate budget. The line items are the links to the orders; this way their invoice status is transparent at all times. The following fields are recorded in the general invoice:

Invoice	**Payment**
Type	Payment date
Status	Check number
Currency	Amount
Explicit Ratio	Status
Net amount	Approval department
Shipment amount	Approval number
Overhead amount	
Insurance amount	
Discount amount	
Total amount	
Note	
Invoice date	
Received date	
Shipment date	
VAT recipient	
VAT percent	
VAT amount	
VAT per line item Yes/No	
Debit / Credit	

4.12 Statistics

Alephino provides statistical evaluations according to the current German Library Statistics for research and public libraries, as well as other user defined statistics.

☞ Web Service Module p. 36

4.13 Serials

The serials module organizes the subscription data, monitors and records the arrival of issues, manages multiple subscriptions and administrates the routing lists. Orders for the subscriptions are optional and may be created in the acquisitions module.

4.14 Structure of the serials tab

Each subscription is based on a title record that was created in the cataloguing module. The subscriprions may be ordered optionally via the acquisitions module, then the order data is integrated and available in the serials tab or the subscription records are created without order records.

4.15 Subscription records

For each subscription a subscription record will be created in Alephino. It defines beginning and end of the subscription unless this hasn't aleady been done in the order record, circulation and item conditions and claim definitions. The data of all subscription records in case of multiple subscriptions is handled together in the subscription list and the items list.

Subscription Info1	**Subscription Info 2**
Sub library	Patron ID
From date	Deliver directly
To date	Print label
Item status	Send claims Yes/No
Collection	1. Claim (period)
Location type 1	2. Claim (period)
Location number 1	3. Claim (period)
Location type 2	4. Claim (period)
Location number 2	Note
Vendor code	Check-in note
Order no.	Item statistic
Vendor order no.	Copy ID
Delivery type	Remote storage ID

4.16 Subscription list

The subscription list contains all subscriptions of a title. Via this list the individual subscription records may be accessed directly and modified. Existing subscriptions may be duplicated or deleted. The list shows at one glance the subscription beginning and its end, the sub-library or the collection, the call number and an indicator for direct delivery to a patron. The subscriptions are numbered consecutively. This number will be automatically written into the item record of an issue.

4.17 Publication schedule

In the publication schedule form, the publication cycle of the serial is defined, in order to enable prediction. Due to the architecture of the module this is necessary only once and is valid for all subscriptions of a title.

Information	Issue text
Year (of the 1st issue of the cycle) Volume Issue no. Part Issue date (of 1st issue) New volume every New issue every No. issues per volume No. issues per cycle Description Notes	Per issue you may enter a free text that goes into the issue description, e.g. "index", or „January" , "February" etc.

Via the definitions of the schedule form, the expected items of this cycle for all valid subscriptions are generated automatically. Special issues or irregular publications due to combined issues may be entered retrospectively.

4.18 Issue arrival

In the Group node you can see an overview of all items grouped by issue, showing the issue description, the Expected Date of Arrival as well as the total number of items for each issue, the number of expected items and the number of arrived items. A further view with additional subdivision by vendor is also available. The group node is especially useful for an overall overview over multiple subscriptions. In the Check-In node, all items are displayed separately. Here, you can see explicitly which item for which subscription has or hasn't arrived. This list shows the subscription number of an item, the sublibrary, the collection, the description, the date when it is expected to arrive, the number of claims, the arrival date and the barcode. A further view with additional filtering by items which haven't arrived yet is also available. In the Check-In node, you can manually send claims for items. In most cases though the claims for delayed items will be sent by batch via the WEB Service module if required. The item arrival of an issue number is registered either individually or collectively. You may select multiple entries by highlighting several lines. The arrival date is always set automatically. In case of individual arrival, the arrival form is displayed for each item and you may enter specific information for each item, e.g. the first and second call number or a user note that will be displayed in the Web OPAC. Details which apply to all items like the number of pages or a check-in note may be registered in advance in the Group node, for all items. In case of a collective arrival, the arrival form is displayed only once for all items of this issue together and after entering the number of items which have actually arrived, the relevant items are checked-in in the background. Misarrival of wrongly checked-in items can be undone.

4.19 Routing list administration

Alephino support radial, ring and mixed routing lists. For each subscription any number of routing groups may be defined. When the issue is arrived, automatically a routing list is printed and the issue is loaned to the routing group. The item is returned from the routing group via the barcode in the serials module. If further routing groups exist for the subscription, the returned item will automatically be passed on to the next routing group. Each routing group may get the status active or not active and will be handled correspondingly. The order of the groups may be changed easily at any time.

For each routing group there is a routing leader from the borrower file of the circulation. When creating a routing group the library may decide if it is a controlled routing or not. The members of a routing may comfortably be taken over from pull a down menu from the borrower file. The order of the members may be changed easily at any time.

For controlled routings the issue is automatically loaned to the routing leader upon arrival. Subsequently, the issue will be claimed when the routing period is exceeded. The routing period will automatically be calculated from the defined loan days of the issue per routing member.
In case of an uncontrolled routing the arrived item is not loaned but the item process status is changed to "05 -in circulation".

5 Circulation

The circulation system contains the following functions:

- enter patron information
- Loan
- Return
- Renewal
- Hold requests
- Cash management
- Recalls
- Retrieve titles and items and view the loan status
- Fast cataloging
- Offline circulation
- Letters
- Reports
- Use of any optical readers and barcodes
- Check routines
- Administration of due dates
- Adaption to the library policy by parameterisation
- Optional: Ignoring delinquencies

For every circulation option there is a help function available, which contains instructions for the handling of the software. The help texts may be accessed via a table of contents or keywords. The interlinkage enables the navigation among the help topics. The help is always context-sensitive.

5.1 Patron information

For the creation of new borrowers a fixed input form is available. Global information (name, date of birth, barcode, correspondence language), privileges (for loans, hold requests, renewals etc.) and addresses are entered here. For some fields of the form, drop-down lists are available which contain defined entries, e.g. correspondence language or borrower group. In addition, you may add a picture of the patron.

Global patron information I	Global patron information II	Address information
Open date	Global block 1/2/3	Address
Patron ID	Global note 1/2/3	ZIP code
Barcode		E-mail
Name		Phone 1/2/3/4
Title		Valid from
Date of Birth		Valid to
Pincode		Address type
Language		
Home library		

After submitting or correcting a borrower record you may print the borrower's card.
Further constituents of the borrower data are the loan overview, the hold request overview, the routing lists overview and the cash overview. An account statement for the borrower containing loans and renewals may be created at any time.
The borrower's cash overview lists all transactions that the borrower is debited for with a charge as well as free of charge transactions and credit notes. Not only the outstanding fines but also the fines which were paid in the past or waived may be displayed, in case you have to check past transactions. The display of the cash overview can be filtered by the status of the charges (active, cash history, cancelled or all transactions).

5.2 Loan

Important for the circulation of media is the location or the barcode which is mostly assigned to the media on a label. The user may access the borrower and item information via the loan tab.
If you assign circulation notes while loaning an item, e.g. "weed item out", these notes may be displayed at the return. If a change of the loan period is desired, i.e. the default period shall not be valid for a single loan, you are able to change the due date.
In the loan options you may define if circulation notes and "items on hold for this patron" messages shall be displayed and if and in what form loan receipts shall be printed (single receipt / collective receipt).

5.3 Check routines

The system checks during a loan transaction:

- if the patron record exists
- if the patron is allowed to loan
- if the patron has reached the minimum age for this loan
- if the patron's card is still valid
- if the patron has delinquencies
- if the patron has overdue loans or open fines
- if the patron has exceeded the maximum number of allowed loans
- if the item exists
- if the item may be loaned
- if the item has hold requests

Dependent on the user's privileges it is possible to overwrite delinquencies, if necessary. If there are outstanding fines, you can change to the borrower's cash overview. The borrower may pay the entire charge or a part.

5.4 Loan history

This is a summary of all circulation transactions performed on a work station on one day. The items and borrower information of past loans are displayed, e.g. for getting information on the loans, hold requests, fines and privileges of a borrower. Via the button „Print" it is possible to retrospectively generate a loan receipt.

5.5 Offline circulation

The Alephino offline circulation function ensures the continuation of the loan and return operations in the case of a server outage. The offline circulation consists of the transaction types „Loan" and „Return". The transactions are stored in a file which is sent to the server after the connection is restored. The system will check the transactions and generate a report which lists delinquencies (e.g. charges, delayed returns) and further details (e.g. hold requests for an item).

5.6 Return

For the return of a medium, the barcode or the location of the item is entered via the keyboard or the scanner device. A modification of the return date is possible. If outstanding fines for the borrower are displayed, you may switch to his cash overview.
In the return options it is defined if return receipts shall be printed automatically, if messages on delayed returns shall be displayed and if a list of hold requests for the returned item shall be

automatically displayed.

5.7 Return history

This is a summary of all performed return transactions on a work station on one day. You may retrospectively print single or collective receipts.

5.8 Fast circulation

The fast circulation is an alternative way for loaning and returning media. It can be used by sublibraries with bad network connection or by mobile libraries which connect to the library via a modem. With the fast circulation you may loan or return items in the same window. Title and patron details are not displayed to speed up the transactions. There is no connection to the patron list and there is no option to search for items. Circulation details like the return date are not disdplayed. But the checks are the same as the checks for the regular loan and return tabs.

5.9 Barcodes / optical readers

Most libraries will use barcode labels to identify the item and the patron during circulation activities. Alephino supports the usage of barcodes. You may scan the code with a reading device or enter it manually via the keyboard.
The advantages of barcode system and optical reading devices particularly are:

- high throughput
- low input cost
- highest identification reliability
- no errors when entering the data

Alephino makes you independent in the choice of suitable barcodes and reading devices – you may choose between datapens, handscanners etc.

5.10 RFID

As an alternative to read data with barcode readers, RFID labels for media and borrower cards can be written and read (new) by Biblioteca Scanners.

5.11 Block / unblock users

The Alephino circulation module contains automatically or manually assigned blocks. Automatic blocks may come into effect, when the loan limit or the fine limit of a borrower is exceeded or the borrower's card is expired or if an item was returned late. The delinquencies are displayed in the borrower record and in the blocked functions. When the delinquency is undone - e.g. by paying the charge, renewing the borrower's card etc. – the block is automatically removed if it was automatically set. The borrower is unblocked if there are no other blocks.

Manual blocks may be assigned via the borrower information. You can choose the delinquency from a table or type it in. A manual unblocking of the borrower is possible at any time.

The blocking occurs at loans, hold requests and renewals. The delinquency is displayed. Overwriting the block is possible.

5.12 Item status

The search for titles or items results in the display of an item list which contains information on the current loan status of all items belonging to that title. The display may be changed with a filter: The default display consists of barcode, call number, item status and loan status; the filtered display shows in addition the borrower, the loan date and the due date.

You may perform or display hold requests resp. recalls via the item list. If a loaned item is highlighted, you may switch to the borrower account of the patron (and back).

From the item list you may access the circulation history, which contains details on the last performed loan. In the case of a damaged book it may become important to determine the last borrower in order to invoice a replacement.

5.13 Catalog record and create item

Media which is not yet catalogued but shall nevertheless go into circulation can get a short cataloguing record with minimum bibliographic and item information.
If such a fast catalogued item is returned, a message "Attention! Item is not cataloged yet" is displayed. Depending on the internal workflow and the item process status the book may be passed on to the cataloging department or become available again for circulation. The message is displayed at second and further returns as well.

5.14 Renewals

Renewals can be performed via the item or the borrower record. The circulation staff user may enter a new due date. It is also possible to renew all loans of a borrower at one time. During the renewal several check routines are performed, e.g. if the borrower is authorised to do renewals or if a renewal limit is exceeded.

5.15 Hold request

Alephino distinguishes between title and item requests. In the case of a title request the first returned item is provided. In contrast, item requests refer to a particular selected item. The patron may specify a validity period for each request. After the expiration of this period the request is not taken into account anymore, i.e. the item is not considered requested any longer. The validity period may be modified. Single requests or groups of requests can be deleted.

5.16 Holds

When a requested item is returned, it is recognised by the program. A list of holds is displayed, from where a letter to the first or most important requesting patron may be printed.

If an item is not available (e.g. because it is registered as lost), a letter to the borrower may be printed via the function „hold request not filled".

Holds which were not picked up can be deleted. Thus the items are available for other patron. You may generate a list of all expired holds and perform the deletion according to this list. If further requests exist for the concerned items, the patron automatically receives a hold request filled letter.

5.17 Recalls

The circulation librarian may place a recall for an item e.g. in the case of a permanent loan by creating a hold request for the item and filling the field „recall type" (regular or rush). The system calculates a new due date for each recalled item.

If it is a regular recall, the borrower may hold the item for the minimum loan period. If the new due date is after the previous due date, then the original previous date remains valid, but the borrower is informed by letter, that the item was recalled.

If it is a rush recall, then the minimum loan period is ignored, and the borrower has to return the item at the new due date. Recall letters to the borrowers are generated in order to ask them to return the recalled item.

5.18 Administration of due dates

Here you may display or modify the due dates of loans and hold requests. The modification of due dates can be performed on your local PC or on the server. Temporary modifications of loans and requests can become reasonable in the case of an unscheduled closure of the library. The modified date remains in effect until midnight, after that the due dates are calculated anew.

5.19 Reports and batches

Alephino enables the user to generate several reports, e.g. a cash report, lists of hold requests or statistical reports. The reports and batches mentioned below are run via the WEB Service Module.

5.20 Reminders

☞ Web Service Module p. 33

5.21 Hold requests

☞ Web Services Module p. 33

5.22 Delete hold requests

Hold requests whose validity period has been exceeded may be deleted.

☞ Web Service Module p. 33

5.23 Delete cash records

Cash records with the status "paid" or "remitted"may be deleted in order to remove them from the borrower's cash account.

☞ Web Service Module p. 33

6 WWW OPAC

The Alephino Frameless WWW OPAC provides the library user with the latest information about each medium. The library catalogue can be used via in the Intranet or globally via Internet. The interface can be switched between the languages German, English and French. The WWW OPAC includes the following functions:

- Search
- simple, multi-field, multi-base, complex, expert CCL
- Browse
- Facet creation from search results
- Search history
- Modification /linking of search results
- Refine results
- "Did-you-mean" function
- collecting title records ("basket")
- Download / save / print
- Localisation in GoogleBooks and Amazon
- Access borrower information
- loan overview, hold request overview, cash overview, change password and address
- Access holding information (items)
- Access circulation information (items)
- Create / delete hold requests
- Renewal
- Closed stack orders
- SDI (Selecticve dessimination of information service)
- Self service

6.1 Sign in / End session

Signing in is optional in the Alephino WWW OPAC, since it is open to everyone. Searching the database and mailing search results is possible without a prior sign-in.
However, in order to place a request it is necessary to be signed in. Thus the loan, renewal and cash accounts become available. When ending a session, the access to the user information is terminated and the search history deleted.

6.2 Search

The search function enables you to retrieve records in the database by entering keywords. The WWW OPAC searches indexes (like words in title, words in subject etc.) for records containing the keywords entered. On entering the search terms you may use truncation and logical operators.
Upper case and lower case letters are not taken into account. Within a search field multiple terms are combined by the operator AND.
If the search query effectuates no hit, then the WWW OPAC displays a list of entries from the index.
The list consists of terms standing directly before and after the entered term.

6.3 Truncation

You may enter a part of a word and add the asterisk (*) at the beginning, in the middle or at the end, which acts as a placeholder for any number of characters. Author names are automatically truncated.

6.4 Masking

Masking uses the question mark (?) to replace one or no character. This allows the OPAC to

retrieve different terms with different spelling.

6.5 Parentheses / Boolean operators

The search may be broadened or narrowed down with the Boolean operators AND, OR and NOT. These operators are part of the search query. Parentheses can be used if required in order to obtain an accurate syntax.

6.6 Range queries

The character < may be placed between two terms in order to search for records containing terms in a range from the first entered to the second term. This query is particularly useful if you want to limit a set of results to specific publication dates.

6.7 Simple search

This is a search restricted to one field which can be chosen from a list. Multiple search terms are automatically combined by the operator AND. You may activate a search for adjacent words, i.e. the search terms have to appear precisely in the entered order.

6.8 "Did-you-mean"

In the search there is a "Did-you-mean" function. The spelling suggestions are taken from Google toolbar.

6.9 Multi-field search

In this search mode you may search more than one field simultaneously. The fields are combined by the operator AND. You may activate a search for adjacent words, i.e. the search terms have to appear precisely in the entered order.

6.10 Expert CCL search

The expert search allows you to pose complex search queries incl. the Boolean operators (AND, OR, NOT) and parentheses. You may search in multiple indexes at the same time. The expert search uses a command language and can search all defined indexes.

6.11 Complex search

In the complex search you search the databases for keywords from multiple indexes. The fields to search are selected from lists. The fields are combined by the operator AND. For each search term you may activate a search for adjacent words, i.e. the search terms have to appear precisely in the entered order.

6.12 Multi-base search

The multi-base search allows you to search other databases (additional own databases or external databases via the Z39.50 interface) simoultaneously with one search. The results are displayed separately for each database.

☞

6.13 **Browse**

A browse list is an alphabetical list of index headings which the user may search. The number of titles linked to each index entry is displayed. These lists, e.g. containing titles, authors or subject headings, facilitate the search entrance. On selecting a heading from the list the linked bibliographic records are displayed.

6.14 **Systematic search**

Next to the bibliographic and browse search entry, Alephino provides a systematic search entry. Here the library can offer its subject indexing in hierarchical form. When entering a term an alphabetical list of all terms with their notations and number of documents is displayed. From there you can access the full view of the term with all its relations and synonym descriptions, the notations and the titles linked to the term.

A button in front of the term shows if there are further narrower terms for this term.
If you click on this button, Alephino displays the lower level and again a button in front of the subordinate term if there are further levels that may be displayed.

6.15 **Search history**

The history lists the sets of results for all search queries that have been performed within a session. The bibliographic records of these sets can be re-displayed at any time. You may interlink the sets by the operators AND, OR, NOT. A deletion of sets is possible.

6.16 **Result lists**

If a search was successfully performed, a list of results with short titles is displayed. It lists the records corresponding to your search query. Through an icon the material type of the individual title e.g. monograph, journal, CD-ROM or microfilm is illustrated very vividly. If the search query effectuates no hit, then the WWW OPAC displays a list of entries from the index. The list consists of terms standing directly before and after the entered term.

The results list may be sorted by different fields, e.g. title, author, publication date. The set remains in the last selected order, the sort options are displayed. The records of the results list are consecutively numbered. You may select the records to display them in full format. Using "Previous record" and "Next record" you can browse through the list viewing the records in full display.

Several records may be selected at the same time in order to shorten the list or to generate a new set of results in the search history. From the results list you can activate the items information and check the availability of the items.

6.17 **Further functions**

Save / mail
Selected records or subsets of records can be saved or sent by e-mail from the results list. For further processing in citation management software there is a specific format "RIS" available now.

Create subsets
From the records selected in the result list you may create subsets which can be saved in the search history as well. The subsets may be sent by e-mail, saved or added to the basket. Each record of the subset can be displayed in full format.

Modify
Use the function "Modify" to broaden or narrow down the number of hits. You don't have to run a new search query. To retrieve a narrower set you can use the operators AND or NOT. To

broaden a search query, use the operator OR. Select the field that you want to search, e.g. author, title, subject heading.

Refine
You may refine existing results lists by specific filter options, e.g. text range (from-to), keywords or publication date. A subset is generated, which becomes a part of the search history.

6.18 **Suppression of title records**

If you don't want to display all title records in the OPAC you may suppress these titles from the display. The titles that you want to exclude must be retrievable via a search query. This query will be internally added to each query run by the user.

6.19 **Title full view**

The full view additionally provides the folllwing functions:

Add to basket
The "Add to basket" function facilitates navigating between the various results while selecting relevant titles at the same time without the need to build a new set through a search. The selected records are available later for printing, sending by e-mail or saving. This function is available for any user including not registered ones. For registered users that have identified themselves during the session, up to 200 basket entries are stored permanently, otherwise the title collection will be deleted on closing of the session automatically.

Different display formats
You may select the display format of the records. Following formats are available in Alephino:

* Default/ tag names
  contains selected fields and enables navigation via hyperlinks (click on the underlined field name to enter the associated scan list ; click on underlined field content for related records)
* ISBD format
* Tag numbers - all fields of the record with tag numbers (MAB2- resp. MARC21)

For the record linked pictures, e.g. covers, can be displayed in the full format or in the ISBD format. In the catalog record the special field COV is filled with an Url.

Navigation
By clicking on a tag name you can switch to the browse list of the corresponding field. By clicking on the field content records with the same index heading are displayed. The corresponding tag names and field contents are underlined.

6.20 **Holdings**

The items list displays information on the items of the selected title in table form. In the standard this is location, access number, collection, loan status, barcode, due dates, number of hold requests and OPAC note.
The items list is accessible from the results list or the full display. In the items list the user may access a detailed display of the items. Also he may place a hold request or a closed stack order from here after he identified himself at the OPAC with barcode and password.

6.21 **Google Books and Amazon**

The Web-OPAC comes with a GoogleBooks- and an Amazon button available with the full bibliographic display.

6.22 **Patron information**

After the user has signed in, he gets access to his patron information. Here he may view information on items loaned by him, his hold requests and cash transactions. He may cancel his hold requests or renew his loaned items. The library may choose to permit the user to update his address or to change his password.

6.23 **SDI (selective dissemination of information)**

The Alephino SDI function enable the library to regularly and automatically send title informationen from its holdings to the patrons, e.g. all new accessions on a specific subject. The registered user may create it's own profile via a search query. This profile is then applied to the current library holdings in regular intervals.

The results of the search query are sent to the patron by e-mail. The search profiles may either be created by the patron himself via the WWW OPAC or the library staff undertake this task via the WEB Service module. If the patrons should create the search profiles themselves, they must be assigned the corresponding SDI privilige. This can be defined for all patrons of a specific status or individually for each patron in his patron record.

6.24 **Self service**

Libraries of companies and institutes want to enable the institutional staff to loan and/or return media independantly and at any time. As in most cases for reasons of economy no extra PC (possibly in connection with a book security system) is acquired, the member of staff may use the Self service function in the WWW OPAC and thus loan and return media from their work place.

The two functions self-loan and self-return are both accessible via the "self service" link in the menue bar in the WWW OPAC. If the library only wants to offer one of the two functions, it can be controlled via two separate priviliges in the patron administration.

The self service function is an additional feature and can be used together with the circulation module.

7 WEB Service Modul

All system administrative, periodical and batch tasks for acquistions, cataloguing, circulation and statistics can be easily executed with the WEB Service Modul. The user is offered a printing generator and a report generator as well as a generator for setting up the circulation parameters, number patterns, drop-down list etc.

7.1 Administration

In the administration, you may monitor log entries, job protocols and license usage. The server can be shutdown here and the database be saved. Furthermore, via the administration menue the modification of the database and the batch deletion of authority data place.

Log file

The log contains a summary of all performed jobs within the administration. Always the last hundred jobs are listed. On calling up this function the newest entry -i.e. the last performed job - appears at the top of the list.

The list contains the following information:

- Job number
- Job name
- User performing the job
- Occurred errors
- Date and time of job start
- Date and time of job end

For viewing a detailed protocol per job, click the job number.

Saving

Via this function the Alephino database is saved and subsequently released. With the menu point Restore the database can be reconstructed from a previous backup together with a logfile of the data recorded since then, in the case of a defective database. All save processes in the administration are recorded.

Modification of database

The data holdings of the database may be changed driven by Alephino script language.
Also the files may be checked for integrity.
In the case of a server crash the database is automatically closed by the system. After a successful check of the files for integrity the database will be unlocked and is ready to be used again. Through initialization a previously defined empty pool is released. Through binary load/unload an additional check for the integrity of the data is offered.

Batch deletion

This function is for deleting authority records that are not linked to a BIB record. The authority records are author records, corporate body records, subject headings or notation records. Before starting the function, you need to select the authority file that you want to edit from a drop-down list. The batch deletion can be run in a test mode before running it "in real".

7.2 Circulation services

In the Web-Service circulation all batches of the circulation are done, e.g. claims and hold requests.

Item list

The item list shows the user every item catalogued in the system. You may filter the list by collection, location no., inventory no. or loan status. The list is very useful for stock taking and weeding out. There are two extra lists for lost and missing items.

Reminders

The function Create claim letters creates the reminders for overdue items as letter or as e-mail. The log shows how many reminders were created. Afterwards the letters and e-mails are ready to print and send in the task manager. There are two extra functions for due date notifications, before the item becomes overdue, and for Legal action notification letters, when the last claim level has been reached.

Claim report

Furthermore you may create a list of overdue items that can be filtered by claim level, borrower status, item status or borrower barcode. The checkbox "Requested" is to limit the list of items to those that have at least one valid hold request assigned to bibliographic- or item record. The list may be sorted either by due date, location, borrower barcode, borrower name or claim level. Through this list you get a good overview e.g. over due items on a high claim level.

Fines

Here you can create overviews over all fees and all received payments. Furthermore, as all cash records of a borrower are saved in principle, thus also paid fines, you may delete those records by their open date.

Requests

With this function a list of current or expired holds and requests may be generated. E.g. lists of requested items that are not available yet may be printed. Expired requests and holds are deleted via this function as well, the checkbox "Create notifications on deletions?" will create such notifications for the users and it also includes hold request filled letters to subsequent requestors. Also, the recall is started here.

Borrower list

The borrower list shows all registered patrons in the system. The list may be filtered by borrower group, delinquincy, language or home sublibrary. The list contains both borrower- and address information.

Batch deletion

Both item and borrower records may be removed from the system in one batch deletion under certain conditions via the function deletions in the Web Service Module.

The prerequisite for deleting an item is that the field item process status has to be marked "04 = will be deleted". Records that are linked to the item are removed from the system from the batch deletion as well. This does not apply to active loans. The deleted items count in the holdings statistics as "separation".

Users, whose borrower ID cards have expired may be deleted incl. their local information and addresses. Each user record also contains a date of the last activity which is always updated when an action in connection with his user is performed. The number of days since the last activity can be specified before the deletion. This prevents that users are deleted whose borrower ID card has expired but whose last activity date is quite recent. The batch deletion can be run in a test mode before running it "in real".

7.3 Acquisitions

The WEB Service Module provides the order and claim letters for the vendors, creates the accessions register and arrival lists as well as the overviews over vendors, budgets and currencies.

Orders report

Here a list of all orders may be created. A list of all orders may be issued or filtered by the various order status (NEW, IG, RSV, SV, LC, VC, CLS), by acquisition method (purchase, exchange, gift, approval), arrival status (complete, partly, no arrival), by invoice status (complete, complete and paid, partly, no invoice), by vendor, budget code, sub-library or claim level. The list may be sorted by title, order number, order group, ISBN, vendor code or budget code.

Send orders / claims

Via this menu point the collective orders are initiated and the order letters and e-mails for all or selected vendors are generated. A log shows how many letters were generated. The letters and e-mails are subsequently sent or printed via the task manager. The same happens in this menu point with the claims. For these a claim date may be added as selection criterion, thus you may e.g. choose a backward date for claiming and therewith give the vendor a longer grace period. In addition you may create list of overdue standing orders. Because of the irregular character of standing orders, no claim letters are created automatically.

Arrival list

The arrival list may be generated by arrival period „from/to". It may be filtered by the item details location, material type, description, item status, inventory number or "completey processed". The list shows the full bibliographic record plus subject terms, location and the number of items. The fields displayed in the created list may be customised.

Accessions register

The accessions register is generated by arrival period „from-to". It may be filtered by inventory number, location, material type and item status. The output, either on the screen or on the printer, contains all bibliographic information with subject terms, inventory number, location, arrival date, vendor, price, budget, invoice number, invoice date and the collection.

Vendors report

The vendors report provides information on all vendors that are registered in the system, their status, main currency, language for correspondance and delivery type. The list may be filtered by status, country, language, material type, delivery type, currency and sub-library.

Invoices report

This function is for creation of reports over invoices and credits maintained with the Alephino

acquisition. The following information is provided: invoice number, vendor name, invoice date, invoice total amount, payment date, total payment, list of invoice positions each with: amount, order number, budget code. It may be filtered by vendor code, invoice or credit, open or paid.

Budget takeover

The function "Takeover annual budget" is used for the automatic generation of new budgets for the next year. These are derived from the budgets of the previous year. All budgets marked as annual budgets are taken into account. If an allocation is marked as "annual" it is also created for the new budget. You may define if the remaining funds of the previous year's budget shall be transferred or not and if the budget increased. The new allocation is automatically calculated by Alephino. You may also define if open encumbrances of the previous year's budget shall be transferred or not.

Budgets report

The budgets report provides an overview balance of all budgets, sorted in a flexibel way by various aspects. The budgets may be sorted by external budgets, budget type, budget group, department, annual budgets, status and sublibrary. All lists may be filtered by fiscal year as well as the above-mentioned aspects. Via the grouping options you may decide in which groups the budgets are summarized. The report provides information on the budget type, the status and the validity, the annual allocation, the carryover from the previous year and the total allocation. Furthermore the report lists transfers, encumbrances, unpaid invoices, the sum of paid invoices, the balance and the free amount.

Currencies report

The currencies report provides an overview over the currency ratios measured against the basis currency on a key date.

Batch deletions

Budgets, vendors, orders and invoices may now be removed from the system in one batch deletion under certain conditions via the function deletions in the Web Service Module.
Budgets can only be deleted if they have the status "NA = not active" and/or their validity period is exceeded. You may therefore delete e.g. budgets of the previous years if they are no longer needed. In conjunction with the budget the budgets transactions will always be deleted as well.

Vendors with the status "NA = Not active" can be deleted unless they are used in orders with the status "NEW", "RSV" or "SV". In those cases the vendors have to remain in the in the system so that cancelling and claiming is still possible.

The batch deletion of invoices includes all invoices with the status "P" = paid. Both the general invoice and the line items are removed from the system. Invoices from the current budget year are preserved.

The batch deletion of orders refers to orders with the tatus "CLS"; that are those where the arrival is complete and where the invoice are complete and paid. Orders with invoices or orders from the current budget year are preserved.

For the batch deletions the system generates protocol files that specify how many records have been deleted. It is also mentioned in the protocol file if certain records that fullfill the criteria described above have not been deleted. The batch deletion can be run in a test mode before running it "in real".

7.4 Serials management

In the service module serials management all procedures concerning the serials management

like subscription reports, routing groups reports, routing group members or claims may be processed.

Subscriptions

Here you may comfortably generate lists of current and non-valid subscriptions via drop-down menues. Through the filters item status, location, sub-library, collection and direct delivery the user gets information about which subscriptions need to be renewed, which subscriptions have been ordered for which area and which possibly must be added in the serials control or in the catalogue as they have been sent directly to the user.

The "subscriptions to renew" shows expiring and expired subscriptions. Batch claiming starts the batch printing of claim letters for overdue issues.

Routing groups

The routing groups report provides an overview over the issues in circulation, valid routing groups and routing group members as well as group leaders. Here, all serial titles are listed that have one or more subscriptions, the group leader is displayed and the last routed item.

The report "items in routing groups" provides an overview over the items that are currently routed.The report "routing group members" shows which member is part of which routing group and with the button "replace routing group member" a resigning collegue may globally be replaced by his successor.

7.5 Statistics

The Alephino statistics offer default statistical reports and the possibility for creating user defined statistics. The transaction data is accumulated online, i.e. during a transaction a counter is updated in the background. This ensures a fast program performance of statistical evaluations. The reports are available in different formats.

Circulation statistics

Within the circulation statistics the following transactions are counted and analysed:

- Loans incl. renewals
- Returns
- Renewals
- Hold requests
- Overdue notices

You may generate daily, monthly or yearly statistics.

Borrower statistics

The borrower statistics enable the generation of lists containing information about the registered patrons of your library.

The report may be produced by the following criteria of the borrower records:

- Status (=borrower group)
- Age
- Postal codes

The following data is counted and analysed per month or per year:

- Number of borrowers

- Loans incl. renewals in the report year
- Renewals in the report year
- Hold requests in the report year
- New borrowers in the report year
- Deleted borrower records in the report year

Holding statistics

In the holdings statistics you may create reports on the bibliographic records (titles and items) of your library. The report may be produced by the following criteria:

- Media type
- Statistical groups
- Classification / collections
- Location

The following data is counted and analysed in the holdings statistics:

- Holdings figure
- Loans incl. renewals
- Renewals
- Hold requests
- New items in the report year
- Deleted items in the report year

If you produce the report by statistical groups or notations, you may additionally indicate the length of the analysis key. This key defines how many characters of the field content in the above-mentioned input fields shall be taken for the reports. The criterions and results are composed according to the indicated length.

Acquisition statistics according to acquisition methods

The statistics according to acquisition methods contains the entries and expenditures for copies acquired in the evaluation year. The production of the results takes place according to the acquisition methods purchase, exchange, deposit, gift. Entries and expenditures of other acquisition methods are represented as summary in the line "other".
The evaluation period can be entered individually (form YYYYMMDD), if it remains empty, the current year is taken.

The following data is counted and analysed in the acquisition statistics:

- Total entries
- Total expenditures
- Entries with special budget
- Expenditures from special budget
- Entries of foreign material
- Expenditures of foreign material
- Entries of single issue additions
- Expenditures of single issue additions
- Entries of series
- Expenditures for series
- Entries electronic media
- Expenditures electronics media

Acquisition statistics according to statistical groups

The statistics according to statistical groups contains contains the entries and expenditures for copies acquired in the evaluation year. The production of the results takes place according to the

statistical groups of the DBS (German Library Statistics). Entries and expenditures of other statistical groups are represented as summary in the line "other".
The evaluation period can be entered individually (form YYYYMMDD), if it remains empty, the current year is taken.

The following data is counted and analysed in the acquisition statistics:

- Total entries
- Total expenditures
- Entries of books by volumes
- Expenditures of books by volumes
- Entries of subscriptions
- Expenditures of subscriptions

7.6 Batch Services

The batch services offers the possibility to view and edit any text file on the server in the browser without direct access to the server.

Url Checker

Use this tool for checking the validity and accessibility of URL-links that have been inserted into your Alephino database to address external documents. the check procedure only includes URLs beginning with "http://".

Browse Printfiles

This function allows to browse, display and delete all formatted – means ready-to-print – reports, that have been created as result of Alephino batch jobs.

7.7 Set-up Services

Alephino contains a multifaceted parametrisation, in order to enable libraries to use their own user and circulation policies, e.g. loan periods, fines, renewal facilities etc. These are defined according to the item status, the borrower status and the formulas for calculating the due dates.

Via the setup services the user may simply and comfortably undertake the parametrisation for the library. Via menues the addresses for the paths for Web OPAC and backup are specified. The basic currency is defined and the time for server shutdown.

The privileges for the Alephino users can be assigned via menues. The priviliges may be assigned for all Alephino functionalities, for specific modules or for specific functions within the modules. Current values of individuals or groups may be retrieved and edited at any time.

Number patterns for order, user and inventory numbers as well as for locations are defined. The numbers appear with a corresponding entry in the pull-down menus of the client.

Via the setup services all circulation periods and permissions, limits and fines may be entered clearly. Combinations of user groups and item groups are possible. Through defaults that may be modified at any time and help texts the user realizes immediately the procedure and the combination options of the matrix tables.

Via another menue point the user is lead directly to the entries of the pull-down menues where item and borrower status like monograph and video or employee and student are defined, collections like reading room or stack collection are setup as well as budget groups and order number counter code. Here too, the user realizes immediately through the entered defaults how to modify and add.

Interfaces

The cooperation between libraries, be it consortia and their corresponding participants or cooperation of different institutions, is an important prerequisite for a successful library work. Interfaces between different library systems are standard in open and efficient applications. Alephino supports the following interfaces at the moment:

Import/Export data

MARC21 and Alephino data can be imported and exported in a standardized interface. For this Alephino offers different data formats including XML and a variety of modes. E.g. for the export you may choose between export and export with linked records. For the import you can choose between an interactive mode or a loading without check and also define the response to duplicates and errors.

Data conversion from ALEPH 500

Alephino uses on the client side an ALEPH 500 client. This allows a direct connection of an Alephino client with an ALEPH system (e.g. a consortium or a cooperating library). This way, data can be retrieved in the ALEPH system and transferred to Alephino. It is a precondition that both client versions are compatible. (Availability on demand)

Z39.50

Searches in further library catalogues via the Z39.50 Gateway enable both the user and the employee to use additional information resources. Z39.50 is the international standard protocol to communicate via a search query in heterogeneous environments with several systems at the same time without leaving the familiar interface of the Web OPAC or the search client.

Alephino supports Z39.50 (Gateway and Server) and this way can integrate any information system that also supports Z39.50 into the search interface and display as result next to the local titles. The bibliographic reference may be directly transferred by the librarian from the search interface to the Alephino catalogue and be edited there.

Thus, the Z39.50 Gateway is not only a tool to provide the user with an enlarged offer of information but also a indispensable instrument for efficient cataloguing by using records retrieved from external databases.

Via the Z39.50 Server you may provide your own catalog as data resource for other libraries and actively position your data into the information offer of the different consortia.

Transfer of patron data (PLIF)

PLIF means "Patron Load Interface Format". It is a data format for the exchange of borrower data e.g. data of students. This interface enables the user to exchange the data independently between Alephino and external programs and can be used for the initial download or for updating the data. Via the PLIF interface you can add, modify or delete reader data in Alephino. Furthermore it is possible to use PLIF vice versa to update data in external systems on basis of the Alephino data. The export and import is done while the system is running. The corresponding routines are integrated in the WEB service module.

General information on the system

Technical details of Alephino

Programming Language:	C / C++
Configurability of system:	Yes
Customization:	Yes
Network:	TCP/IP
User interface:	Graphical interface
Dialogue language:	German / English / Opac also in French, Spanish, Portuguese and Turkish
Online help:	Yes
Menue control:	Yes
Manuals, system documentation	interactive, HTML format, German / English

Database concept

The Alephino server contains its own database system, developed by Ex Libris (EXL II), which is particularly suited to the storage of large quantities of library-oriented data. The database technology is relational plus sequentially-organised index. The internally used character set is Unicode (UTF-8).

Logically connected files are held in a database. As many databases as required may be defined and up to 999 files per database.
The number of entries (records) per logical file is limited to $16.777.215 = 2^{24} - 1$.
Data can be held in files of fixed or variable record length. Field length and number of fields are likewise variable. An unlimited number of fields per record can be defined. Repeatable fields are possible. For each field you may define subfields.

Among the records within the database you may define 1:1, 1:n , and n:m links. In this way relational, hierarchical, network and ring structures can be displayed.

The records may be indexed by field; several fields can be summarised in an index. A field may be indexed several times. For text fields phrase or keyword indexing is available.
The keyword indexing may be influenced by a stopword list. Indexing takes place online.

The database does not need to be reorganised. Extensions of the data structure are possible at any time and don't require a reloading of existing records. For modifying the structure of data already stored, appropriate utilities are available.