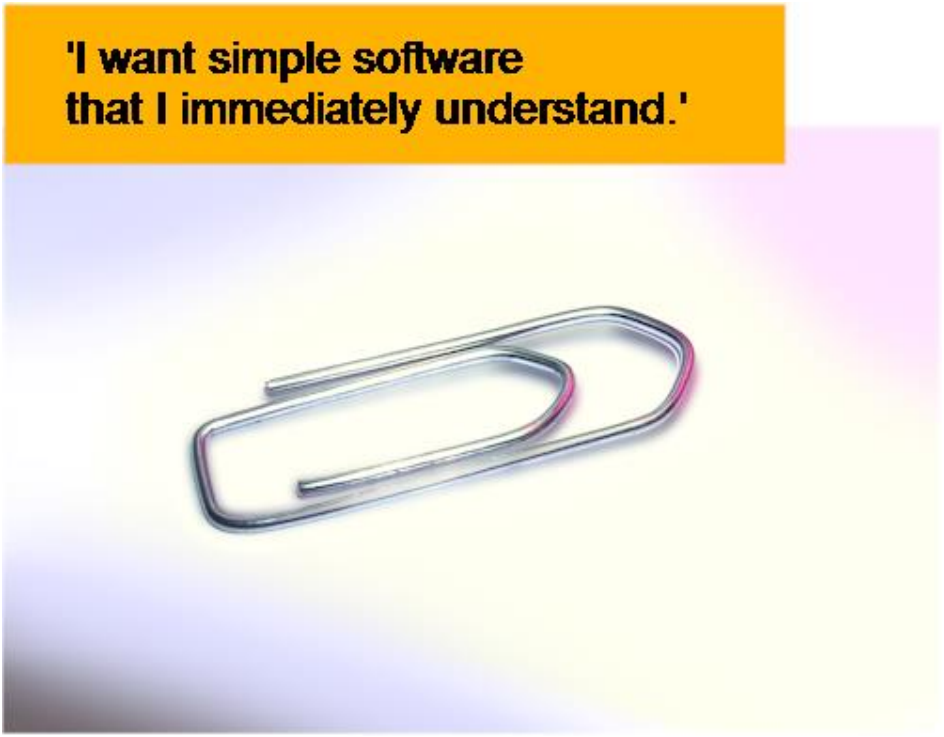
Perpustakaan library software



User handbook

Status May 2014

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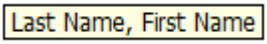
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1 Introduction

1.1 Preface

Structure of the handbook
The main chapters correspond to the task areas in the order of the menu items.

Further aids

- For some fields and buttons information is available. Please hover the cursor for about 1 second at the point of interest, and you will receive information on the meaning and/or effect, where available. Example:
  

- F1 within the application will take you to Online Help. Where applicable, you will be taken straight to a relevant topic on the basis of the stated context.
- Information arising from the entries, e.g. from the plausibility test, will usually be displayed on the status line (lower edge of window).

This handbook is available in hard copy and as a PDF. The PDF version can be opened using Menu *Help*. A PDF viewer will then make useful search functions available.

Perpustakaan is undergoing constant development. We thus reserve the right to make technical changes to all the functions described in the handbook.

1.2 Quick instructions

The description of these quick instructions is restricted to the steps that are indispensable for use of Perpustakaan. The aim is for users to be able to try out the essential functions after a short time.

Prerequisites (system-administrator tasks)

1. The application must be installed.
2. You must have access to the database.

In establishing the database we have taken the liberty of setting up a few elementary types of media. If necessary they can be changed. For a quick introduction to the application the following approach is recommended:

Cataloguing
Register three media, e.g. an individual work, a title and a CD. Allocate a unique number (media barcode) for the medium to be used for lending.

Registering readers
Register two readers. Allocate a unique number for the reader card to be used for lending.

Searching
Acquaint yourself with the search options.

Operating the desk
Carry out lending and returns.

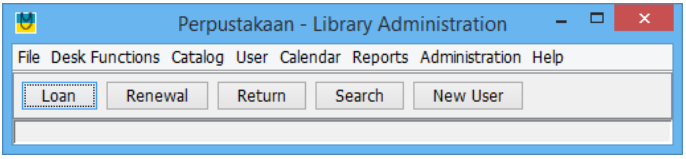
Further steps
1. Buy a barcode reader
2. Print out barcodes via Menu *File*, *Print Barcodes*.
3. Register further readers and media in the same way as the entry examples

Tips regarding barcodes
All barcode readers that simulate keyboard strokes are suitable, i.e. standard equipment. The sources of supply include http://www.reichelt.de/ and http://ekz.de. Scanners with a USB connection are recommended.
Perpustakaan allows printing of barcodes (Code 128 etc.) on some AVERY Zweckform forms. For individual design and printing of labels you can, if necessary, use AVERY Zweckform's DesignPro®. Free download from http://www.avery-zweckform.com. The barcode reader may also read the personnel numbers on your company passes!
Technically it is possible to use a given barcode on the outside of a book to identify the medium, though multiple copies are of course not identifiable in this manner.

2 General operation

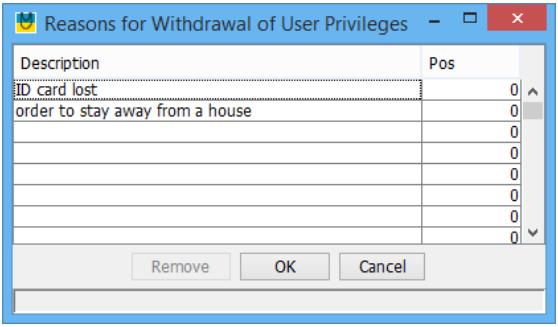
Preface
Various types of window are used in Perpustakaan – usually there are several concrete windows per type. The window types are explained below using representative examples.

Menu window



The window bearing Perpustakaan's menu is the application's uppermost entity. Closing this window ends use of the whole application.

Tabular entries
Occurrence: keys for uniform allocation of affiliations, e.g. reasons for blocking readers. They can then be offered in selection boxes in other contexts.



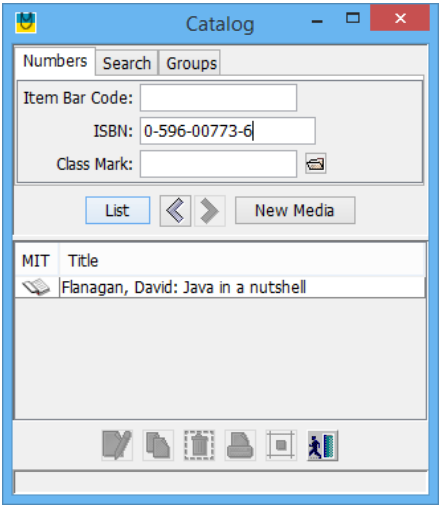
Operation: register several entries and save in one step using the *OK* button. In the event of changes simply overwrite the entry to be changed and confirm with *OK*.

To delete, highlight the entries to be deleted, click on *Remove* and then on *OK*.

The *Pos* (position) column allows any sorting of the keys. If it is left empty the keys will be sorted alphabetically. The keys thus defined are offered in selection boxes in the management of the catalogue. The text therefore no longer has to be entered when registering media. This makes writing easier, and ensures uniform allocation without typos.

50 empty lines are initially available. At each further call at least 20 empty lines are offered for new entries, thus any number of entries can be registered.

Selection window



Occurrence: existing media, searching, reader pool.
The application is based on large numbers of catalogue entries. This requires limitation of the data pool in order to find the desired entry. The *Selection for Listing* serves this purpose. The listed body of results will then be clear.

All criteria are ‘And’ conditions. This means that the more that is stipulated, the smaller the number of media concerned will be. Textual information is fundamentally interpreted generically, i.e. the German *Schul* will find *Schulart* and *Schulbetrieb*. The entries corresponding to the criteria are selected by clicking on the *List* button, and will be listed in the area below it. Previous queries can be reactivated using the button.

Processing listed entries
Highlighting an entry on the list will activate processing options, e.g. *Properties* and *Remove*. Double-clicking on an entry in the list will have the same effect as

Single-click + *Properties* button.

 Properties (if available also double-click)

 Edit Properties (also double-click)

 Copy

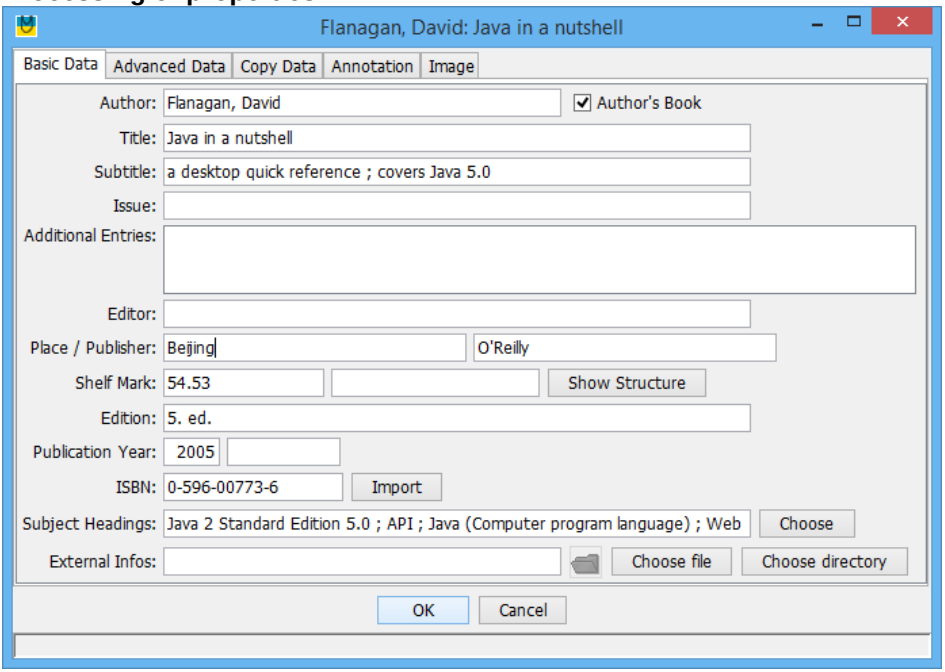
 Deletion

 Print

 Print spine labels

 Close

Processing of properties

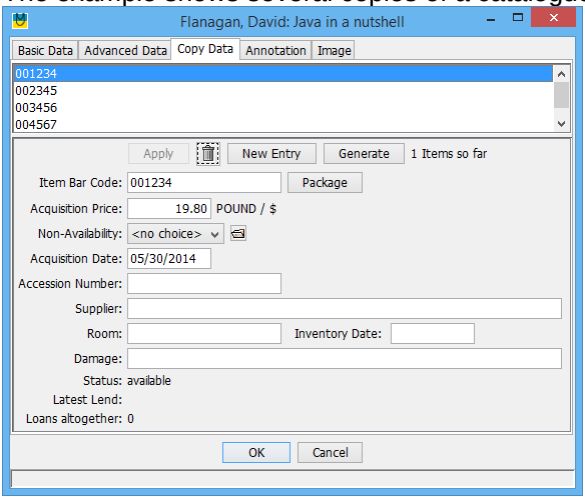


The properties of the selected catalogue entry will be represented in a new window. They can be changed here. The changes are activated using the *OK* button. The previously defined keys (e.g. type of medium) can here be selected from the selection boxes. If a further key is needed, the relevant key management can be requested using the button in question. If you are unsure about the meaning of a property, please hover the cursor over the entry

field. After about 1 second you will get information on meaning and/or effect, where available.

Multiple entries

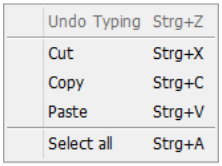
The example shows several copies of a catalogue entry.



Special features:

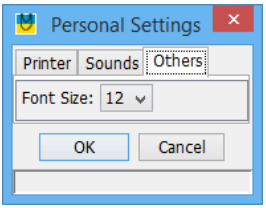
- In the event of a single entry, click on *OK*
- If further entries are to be registered, click on the *Apply* button and select a further entry for processing.
- In the event of multiple acceptance, the last acquisition price and the last purchase date for the new copy will be suggested again.

Context menu in text fields



In text fields a context menu can be called up using the right-hand mouse button. The copy functions offered can reduce typing work.

Adjust font size



The trend towards flat screens and high resolution is leading to use of small fonts, because with flat screens only the maximum resolution is of a high quality. Perpustakaan thus offers individual adjustment of the font size. See Menu *File*, *Personal Settings*. The font size selected will be implemented when you next start Perpustakaan. The buttons and windows will consequently also be bigger.

3 Catalogue

3.1 Useful pointers

Before starting with large-scale registration we would like to give you a few pointers:

First design your shelfmarking
It is a good idea to develop the shelfmarking / classification system prior to cataloguing. A classification system worked out in advance can then be selected and allocated when cataloguing. When developing the classification system, external professional advice for libraries, e.g. from a school-library specialist, can also be helpful. See also *6.1 Preparation for cataloguing*.

Only handle the medium once!
Regardless of how you are cataloguing – whether using the wizard or working manually – if possible always stick a barcode in, even if you are not currently planning a loan. This also constitutes inventory labelling and possibly a designation of ownership – the number will additionally be displayed in plain text. And if you later do wish to use a barcode you will be spared the annoying and time-consuming task of labelling at a later stage, involving addition of the number!

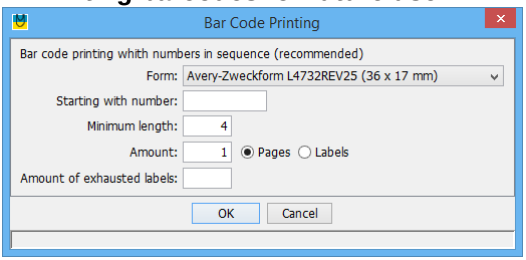
Data backup
Please think about how you will organise data backup. If the computer breaks down, you will earn great recognition if you can restore the data on a new computer. For further details see Chapter *6.3 Data backup*.

3.2 Cataloguing

3.2.1 Printing barcode labels

Two methods are available: 1. Printing barcodes for future use before starting cataloguing. 2. Printing barcodes as part of copy generation. The first approach is recommended for standard use, and the second approach is suitable for large numbers of copies, e.g. in managing learning aids.

1. Printing barcodes for future use

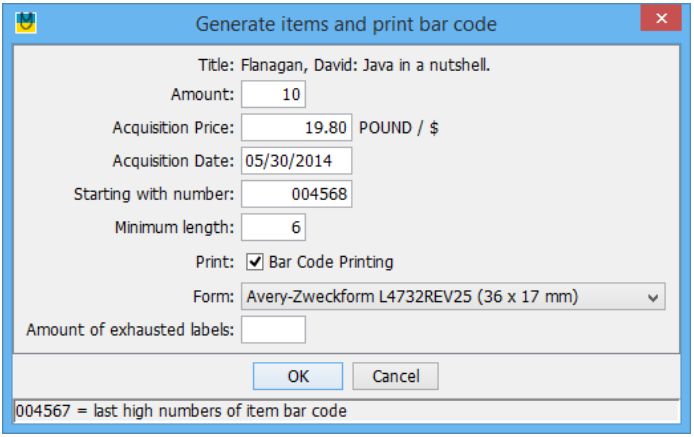


Call up via Menu *File*. Barcode labels are printed for future use on A4 forms. When cataloguing, the desired label is then torn off and allocated to the copy. This approach means you do not need a special label printer.

Form:	Form used for barcode labels.
Initial digit:	Printing starts with this number. The numbering of labels goes up in increments of +1. Upon a renewed call following printing, the last number+1 will be suggested.
Minimum length:	Number of digits. When ‘6’ is stipulated, 1000 becomes 001000 by adding initial zeros. This (alphanumerically processed) identification number is differentiated from 01000, for example.
Number:	Quantity of pages or labels to be printed
Number of labels used:	Labels already detached from the A4 form. Already used forms can thereby be used further. NB: Some of the manufacturers of the forms advise against multiple printing.

The Code 128 barcode is standard. A deviating type and/or a logo can be defined in the *Parameters for Use*, *Labels* tab – likewise the form type suggested here.

2. Printing barcodes as part of media generation



As an alternative to ‘Printing barcodes for future use’, when stipulating copies using the *Generate* button during cataloguing, several media can also be generated at once, whereby the relevant barcode can be printed and

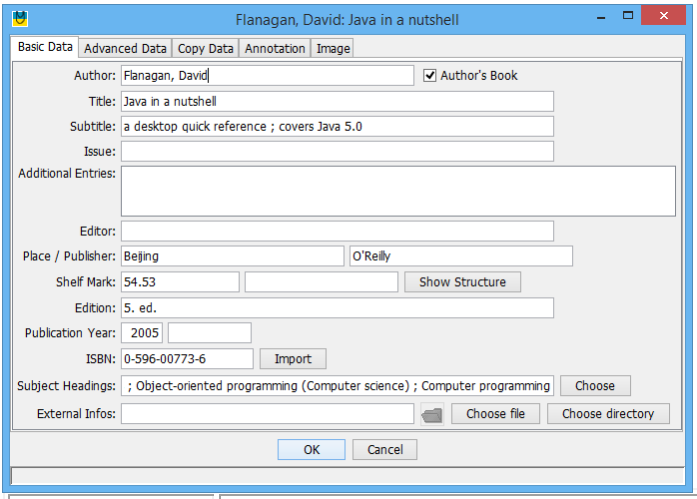
allocated. This is particularly helpful if you have a lot of copies and know the number.

3. Reprinting barcodes (special instances)
If you have copies with media numbers and want to print labels for them you can do so using this function.
Tip: Individual illegible labels do not have to be reprinted. They can easily be replaced with any other number, and allocation to the borrower will remain unaffected.

3.2.2 Classification system

Ahead of cataloguing it may be a good idea to think about a suitable classification system. This usually hierarchically structured subdivision of stock can only be mentioned here peripherally; there is specialist literature on the subject. External advice may also be helpful, e.g. from *School-library specialists*. The classification system forms part of the shelfmarking. This is explained later, and where applicable it is reflected in the spine label. See also 6.1 Preparation for cataloguing.

3.2.3 Description of catalogue data



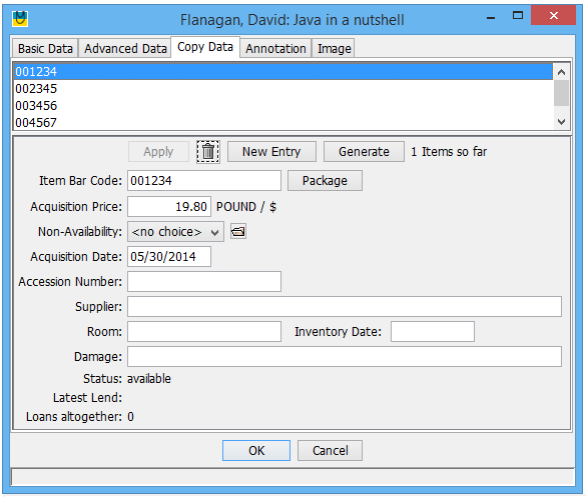
The following describes the information entered manually, unless reference to external data (a professional function) is used.

NB: Several media copies can be allocated to the catalogue entry.

Author:	Entry of *Surname, First name*. If *Individual Work* is selected then the title will be sorted by author and the author will be displayed in title overviews.
Title:	Tip: The Do Not Sort symbol (¬, key combination Alt 0172) is taken into consideration. Thus ¬*The*¬ *mirror* will be sorted under *M*.
Shelfmark:	The first field is the systematic part, e.g. ASB (Allgemeine Systematik für Bibliotheken = General Classification System

	for Libraries). In the second part the beginning of the author/title and/or more detailed information on the place or person, e.g. the subject of a biography, can be entered. This shelfmark can be printed as a spine label. For the corresponding A4 forms see Parameters for Use, Labels.
Edition	e.g. *1st ed.*
Keywords:	Separate individual keywords with semicolons. Using the button to the right of the entry field **Keyword selection** can be requested. Tip: Keyword synonyms can be defined via Menu *Catalogue*, *Synonyms*. Example line: 'Spelling ; orthography' – consequently, when looking for one of the terms, entries containing the other keywords can also be found.
ISBN	New ISBN-13 or old ISBN-10 numbers can be entered here, as the ISBN will in any case be recognised in the duplicate check. Import button (Professional Version): collects data for the ISBN from the internet and completes fields. See also 3.2.4 Cataloguing wizard
External information:	PDF files, internet sources and whole folders can be allocated here. In Search Details this appears as a link, and single-clicking on it opens the file or folder.
Body	e.g. *ADAC*
Unit title	For translations of the title under which the volume first appeared.
Language	The language in which the book is written. Where applicable enter the language if it deviates from the standard language. Searchable after selection in *Parameters for Use*, *User Interface*
Translated from	e.g. *transl. from the Amer.*
Series	e.g. *The three ???* – the register for this makes suggestions while you type.
Stipulation of scope	e.g. *184 pp*
Illustrations	e.g. *numer. col. Ill.*
Enclosures	e.g. *1 CD-ROM*
Footnote	Information, e.g. source details
Age recommendation	Numerical stipulation of minimum recommended age for the title.

Interest groups	e.g. *Cooking and baking* – the register for this makes suggestions while you type.
Reason for block	Can be self-defined, e.g. *Reference Only*
Statistical group	Systematic classification for statistics with subtotals for each hierarchical level



Media barcode (label):	Logical media identification, which can be used for lending and returns. Usually a number, it can be inputted using a barcode. Barcodes are printed in advance for future use via Menu *File*.
Acquisition price	Cost of the acquisition in euros
Non-availability	Entries can be self-defined. Example: *Undergoing Repair*
Purchase date	Date of acquisition
Access number	Inventory number, usually 2-figure acquisition year plus serial number with initial zeros, e.g. *070074*
Damage	Note regarding damage. A reference is consequently made upon return, so the borrower is not approached about the damage without reason. Example *p. 17 missing*

Adding copies

To add individual copies, select *New Entry* and add media barcodes using a scanner or keyboard entry. To add larger numbers of copies, e.g. when managing learning aids, the *Generate* function is available. During generation barcodes can also be printed. Half-used label forms are reused, whereby the number of used labels is stated.

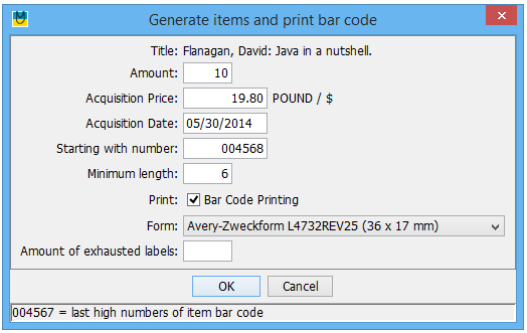
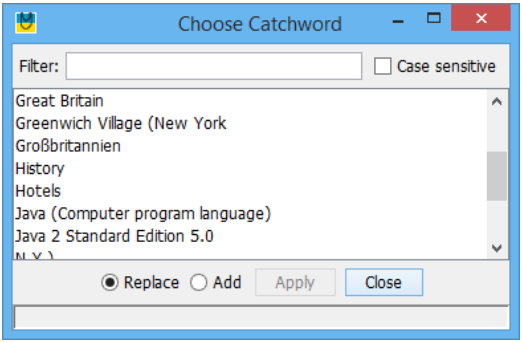


Image allocation

For easier identification of a book an image can be assigned. To do this, right-click in the area of the *Image* tabulator and select an image. The selected image will be displayed and can be saved using *OK*. It is also possible, after selecting the *Image* register card, to drag an image file from the File Explorer onto the form using the mouse.

NB: The storage location of the images is not the database but somewhere in the file system. This is initially set to *C:\Programme\Perpustakaan\images*, and can be adjusted via Menu *Administration*, *Basic Parameter*, *Application Paths*.

Keyword selection



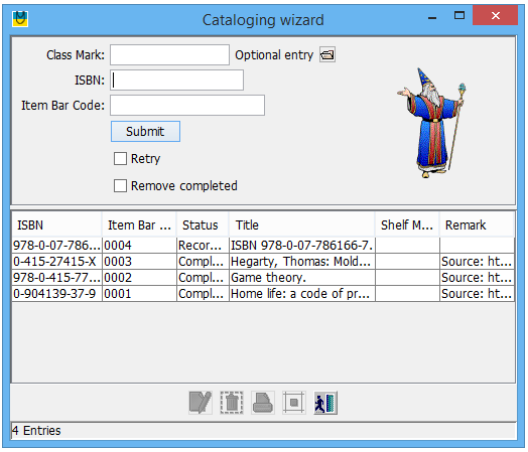
Keyword selection is automatically based on the entries activated during cataloguing. If necessary it can be updated via Menu *Catalogue*, *Rebuild Keyword List*.

The keyword list can be restricted using the filter function. Acceptance of the keyword transfers it to the Keyword field during cataloguing. When searching, the keyword is used as a search criterion and the search is then immediately triggered.

Synonyms

To define synonyms please enter in succession words to be handled as synonyms, separated by space, semicolon, space.
Example: ‘Spelling ; orthography’
When searching for keywords, with this entry titles including the keyword *orthography* are also found if the reader searches for *spelling*.

3.2.4 Cataloguing wizard



This (professional) function supports quick registration of new media, especially for initial indexing of stock. A barcode reader should ideally be used for this.

Tip: work in twos, with one person sticking the barcode in and the other operating the barcode reader.

- Input the ISBN.
- Input the barcode on the media label.
- The wizard will see to the rest in the background, taking care of the catalogue data and filing it.

Optional indication of the classification group is useful if you are indexing your stock shelf by shelf and thus several books will belong to the same classification group. This classification group is then assigned to all the indexed media. If required, spine labels are printed automatically.

The focus automatically switches to and fro between the ISBN and media-barcode fields. After each handover to the wizard the entry fields are emptied. In the process the barcode reader must never be put down. The wizard works asynchronously with your entries. This means you never have to wait until the data reference has been concluded.

New Attempt tickbox: Should no data reference have come about, it can be requested again in this way. This can also be used to retrospectively supplement data registered offline, even if the computer has been switched off in the interim.

Remove Processed Media tickbox: All media to which data has been referred initially remains on the list. As a result of this they can easily be supplemented, e.g. by double-clicking on the entry. If the media have been processed and been given the status *Ready* they can be removed using this checkbox. NB: this removal and removal into the waste bin only deletes the entry in the wizard, not in stock!

By double-clicking on the entries they can be processed further. The buttons below the list refer to the catalogue entry, apart from the *Delete* button. The

latter does not delete the catalogue entry but merely the list entry.

NB: the free internet service http://z3950.de/zack/ or a service accessible via SRU can serve as a data source. No guarantee can be given regarding the availability of these services. Configuration is via *8.2 Parameters for use*; *MAB-Prov*. Depending on the specialist area, you can influence the quality of the catalogue data there by choosing a suitable provider.

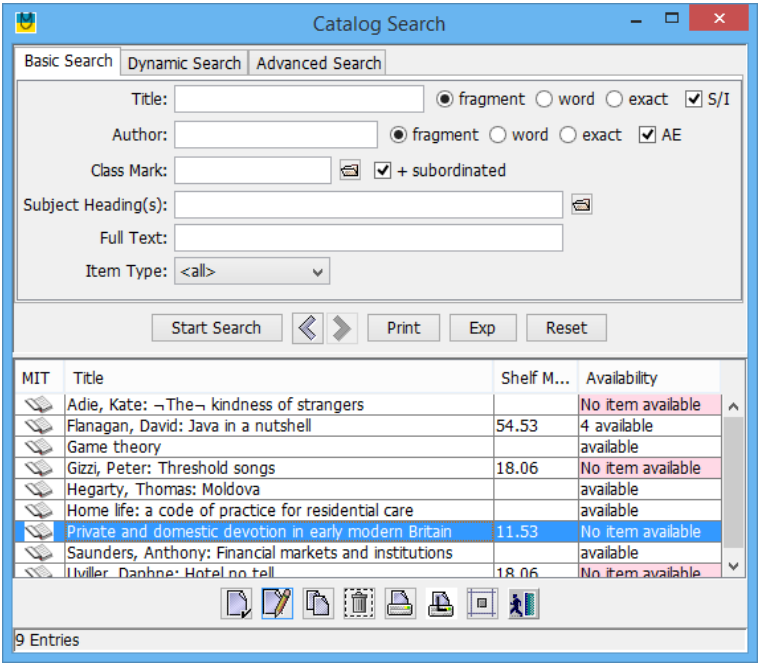
3.2.5 Printing spine labels

Unlike the printing of barcode labels, printing of spine labels takes place **after** cataloguing. So that something can be printed about a book, at least one shelfmark field must be filled in, e.g. the *Classification Group* field. Using the symbol for Label Printing, the shelfmark label will be cached, and will then be printed together with other shelfmarks on an A4 form. For this purpose select the cached labels via Menu *File*, *Print Spine Labels*. (This handling eliminates the need for a special label printer.)

Special configuration of the spine labels takes place via Menu *Administration*, *Parameters for Use*, *Labels* tab.

3.3 Search

3.3.1 Standard Search



All criteria are And-linked. With the title and author the search can be refined as follows:

- Fragment: ‘them’ finds mathematics etc. everywhere
- Word: mathematics finds mathematics in ‘physics and mathematics and ...’
- Exact: mathematics finds mathematics only in ‘mathematics’ without additions

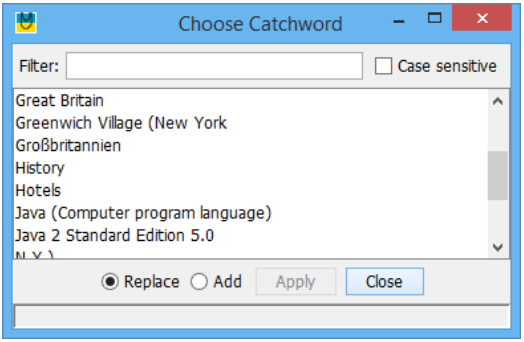
Joker: Ma_er finds Mayer, Maier, Mager etc.
Ma[yi]er only finds Mayer and Maier

SE activated: authors are also found in the secondary entries

S/V activated: title fragments are also found in Subtitle and Volume

+ subordinate activated: search for classification system W also finds entries using classification system Wa, Wb etc., otherwise only entries with W.

The full-text search can be used to search in all fields including the annotation. Columns can be added to the search-results list (see Chapter *8.2 Parameters for use*, *Columns* tab.)



Using the button to the right of the keyword-entry field **Keyword selection** can be requested. A keyword can be adopted from the keyword register, and the search for this keyword will be carried out immediately.

Using the ◀ and ▶ buttons you can access previous or later searches, as with an internet browser.

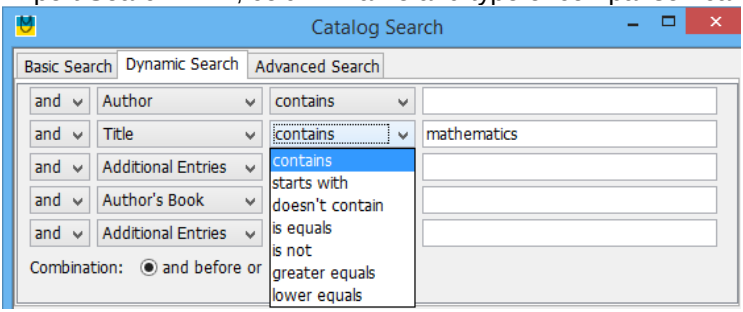
The *Print* button creates a literature list in HTML and displays it in your standard browser. The literature list can be printed from the browser or can also be processed further. To do so, open the file *C:\Users\<YourName>\Perpustakaan\LiteratureLists\New.html*, e.g. in Word, and save as a *.doc* file.

The *Exp* key exports all titles including media data to the file *C:\Users\<YourName>\\Perpustakaan\LiteratureLists\New.csv*. It can be opened in Excel.

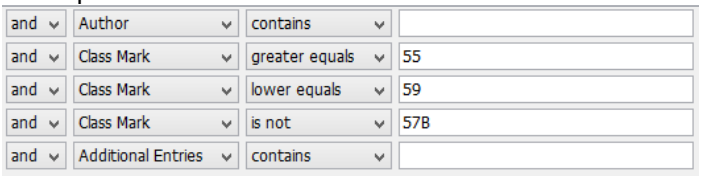
In the search-details display, the title can be flagged using the *Flag* button.

3.3.2 Dynamic Search

Dynamic Search is available as an interim step between Standard Search and Expert Search. Link, column name and type of comparison can be selected.



For this purpose multiple use of a column is also possible. Example = search for a specific shelfmark area



NB: the Dynamic Search is combined with the entries in the Standard Search, i.e. information in the Standard Search is taken into consideration in the Dynamic Search.

3.3.3 Expert Search

A search with any combination of criteria including bracketing is available for experts. SQL syntax is interpreted. This is subjected to dialects, i.e. an enquiry on MS Access will possibly be different from one on MySQL. Further details in the relevant SQL literature (see *where-clause*). The following examples refer – unless designated otherwise – to MS Access.

Tip: Enter values in *Standard Search* and right-click in *Expert Search*. This creates the relevant condition. It can now be changed and/or expanded. The condition is also particularly comprehensive when using *Full Text*.

Examples

- Annotation like '%search term%' and ErschJahr > 1995 and ErfassDat < #2000-02-01#
- (title like '%Java%' or keyword like '%Java%') and SystemId not like 'Wbr%' and keyword not like '%Programmiersprache%' and ErschJahr > 1997

Searchable fields

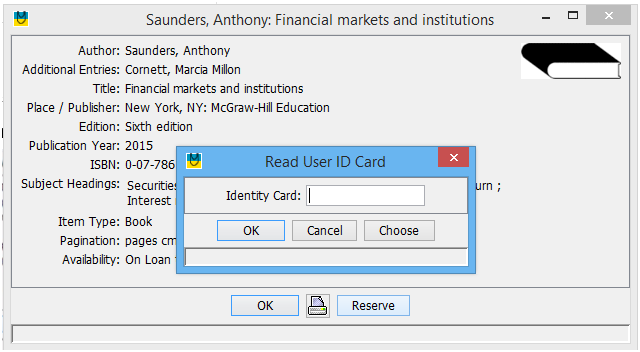
Field name	Meaning	Type	Length, where applicable
KatalogNi	catalogue number internal	INTEGER	
SortFolge	sorting order	VARCHAR	254
RAKkurz	RAK preparation short	VARCHAR	254
MedArtKb	type of medium	CHAR	3
Koerpers	body	VARCHAR	254
EinhSaTit	unit title	VARCHAR	254
Titel	title	VARCHAR	254
UntTitel	subtitle	VARCHAR	254
Bandangabe	volume details	VARCHAR	254
Autor	author	MEMO	
VerfWerk	individual work	BOOLEAN	
NebenEintr	secondary entries	MEMO	
Herausgeb	publisher	VARCHAR	254
Uebersetzt	translated from	VARCHAR	60
Verlag	publishing house	VARCHAR	120
Verlagsort	place of publication	VARCHAR	120
Reihe	series	VARCHAR	254
SystemId	classification group	CHAR	15
SignFort	continuation of shelfmark	VARCHAR	20
Auflage	edition	VARCHAR	60
ErschBem	note on publication	VARCHAR	10
ErschJahr	year of publication	INTEGER	
Umfang	stipulation of scope	VARCHAR	60
Illust	illustration	VARCHAR	60
Beilagen	enclosures	VARCHAR	60
Fussnote	footnote	MEMO	
ISBN	ISBN	CHAR	17
EAN	European article number	CHAR	13
Schlagwort	keywords	MEMO	
AltEmpf	age recommendation	INTEGER	
InterKreis	interest group	VARCHAR	254
SperrKatNi	reason for blocking catalogue entry	INTEGER	
Frist	loan period (deviating from type of medium)	INTEGER	
ErschWeis	mode of publication (journals)	VARCHAR	60
Heft	individual issue (journals)	VARCHAR	60

AufnJahr	year of inclusion	INTEGER	
BestNr	order number	VARCHAR	30
Annotation	annotation	MEMO	
StatGruppe	statistical group	CHAR	15
ErfassDat	registration date	DATE	
ErfassAnw	user of registration	VARCHAR	20

Further options in Expert Search
Hitherto, entry in the Expert Search was only processed for restrictive information. Beyond this, however, complete SQL statements can also be used there. With self-designed SQL statements please ensure that the columns required in the list representation are also provided, e.g. using *Select * from Katalog*.

Example of request	MS Access solution	MySQL solution
Search for a purchase date 25.05.02 (details of copies)	KatalogNi in (select KatalogNi from media where KaufDat = #2002-05-25#)	Select * from Katalog left join Medien on Katalog.KatalogNi = media.KatalogNi where KaufDat = '2002-05-25'

3.4 Reservation



Reservations allow controlled issue of media in the order in which they have been reserved. Reservations are carried out using the *Reserve* button in the Search Details Display, which you can access by double-clicking on the list entry. The time of the reservation will also be taken into consideration if several reservations for the same title are made on the same day.

Reservations furthermore have the following advantages for desk work:

- If an attempt is made to extend a loan, reservations will be recognised. An extension will only be carried out if the staff member agrees to it.
- Upon return there will be an acoustically supported indication that the book has been reserved. As a result of this, the medium will be put

aside, where applicable, and the reserving reader will be informed that the medium has come in.

- When lending to someone who has reserved the title, the reservation will automatically be removed.

Cancellations of reservations can be undertaken in the reader account and in Cataloguing, where the *Reservations* button will appear on the button bar, if applicable. In the following dialogue window the reservations to be cancelled for a reader or title can be selected and removed using *OK*.

3.5 Import / Export

1. Simple initial import of book data from CSV files (Excel)

This function serves for simple initial transfer of book data not available in MAB (maschinelles Austauschformat für Bibliotheken = mechanical exchange format for libraries) format. The following data will be transferred:

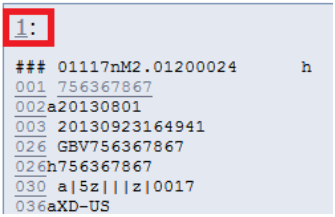
1	A	Media number (barcode label, must be unique or empty)
2	B	ISBN
3	C	author
4	D	title
5	E	subtitle
6	F	volume
7	G	place of publication
8	H	publishing house
9	I	year of publication
10	J	individual work (0/1 or true/false – if empty, automatically individual work as soon as author filled)
11	K	secondary entries
12	L	type of medium (optional, *Buc* if empty or type of medium with this brief description not defined)
13	M	classification group (first part of shelfmark)
14	N	continuation of shelfmark (second part of shelfmark)
15	O	continuation of shelfmark (third part of shelfmark)
16	P	scope
17	Q	keyword
18	R	series
19	S	annotation
20	T	edition

(1st column = column number, 2nd column = Excel column description)

The information must be separated by semicolons. Example:
7452331;3-1234-1234-X;Müller, Christoph;Buchrecherche leicht gemacht;;;Stuttgart;Klett-Verlag;2004
7452332;3-1234-1235-X;Mayer, Christian;So werde ich berühmt;einsame Tipps;5.: New Trends;Stuttgart;Boorberg-Verlag;2003

;;;Rechtssichere Musterverträge;;;Berlin;Nochein-Verlag;2002
...
NB: Individual data transfer using MÜLLER AND STEIN software is available as a service.

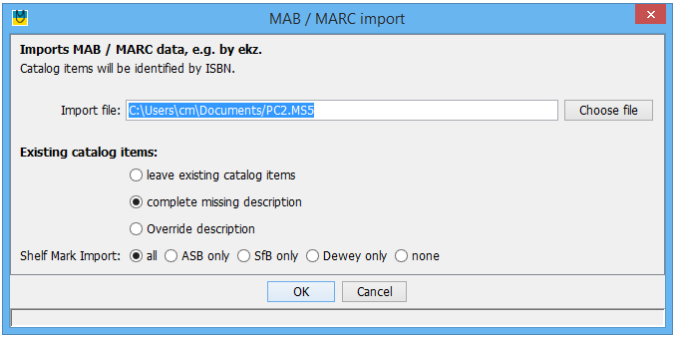
2. Import using download, e-mail or data storage device (Professional Version)
Perpustakaan Professional supports transfer of external data in MAB2 and MARC format. Possible sources are ZACK (http://z3950.de/zack/) or ekz. To obtain the download function at Zack you must also click on the serial number at the top left.
Save the files with the data to be imported into the sub-directory *mabimport* in your personal Perpustakaan area.
Example:



Windows: in folder *C:\Users\<YourName>\Perpustakaan\mabimport*
Linux: in folder */home/<userid>/Perpustakaan/mabimport*
The data will be integrated automatically, and the imported file will then be deleted. With the window *Catalogue Stock / Number Search* open, you can follow which titles have been added and edit them if necessary.

3. Import using Import button next to ISBN entry field (Professional Version)
Following entry of the ISBN the *Import* button will be active. This button starts a fully automatic internet search for the catalogue data on the entered ISBN amongst various providers. Meanwhile you can also enter data, e.g. the data on copies. After completion of the internet search, the catalogue data will automatically be updated. The free internet service http://z3950.de/zack/ serves as a data source, though no guarantee can be provided regarding the availability of this service.

4. Import using file selection
Call up via Menu *Catalogue*, *Import/Export*, *MAB/MARC Import*:



Please import MARC data as an XML file (file extension .xml). The format of files with the extension .mrc is not currently supported.

Following selection of the file with the MAB or MARC data to be imported you can decide what is to happen to entries with the same ISBN that are already in stock.

Leave catalogue entry	Leaves the catalogue entry unchanged.
Add missing details	Only completes previously empty fields.
Overwrite details	Also changes fields in which data has already been entered.

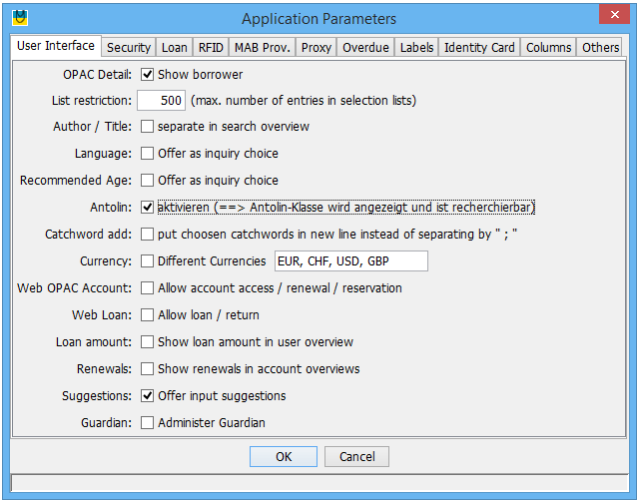
You can furthermore decide whether the shelfmarks offered are to be accepted, and if so which ones.

5. Export of your catalogue data (Professional Version)
Call up of Catalogue Export in MAB2 format is via Menu *Catalogue*, *Import/Export*, *MAB Export*. Export can be followed and, where applicable, interrupted. The data will be outputted to the file *Katalog.pmab* in your personal Perpustakaan area (e.g. *C:\Users\<YourName>\\Perpustakaan\Katalog.pmab*.

Tip: Rudimentary imported catalogue data can be added to later, as long as the ISBN is correct. To do so, select Menu *Catalogue*, *Import/Export*, *Add Catalogue Data*.

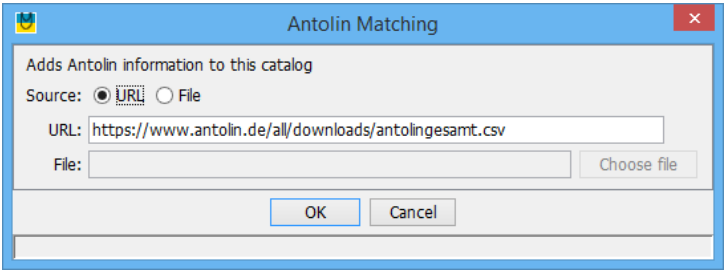
3.6 Antolin

Activation



Activate Antolin once using the Antolin checkbox via Menu Administration, Parameters for Use, User Interface, and restart Perpustakaan.

Reconciliation



To reconcile your stock with the Antolin stock, access the file https://www.antolin.de/all/downloads/antolingesamt.csv directly on the internet. Alternatively, download the file and then carry out reconciliation using Menu Catalogue, Antolin Reconciliation and selection of this file, e.g. from a USB stick.

Manual operation

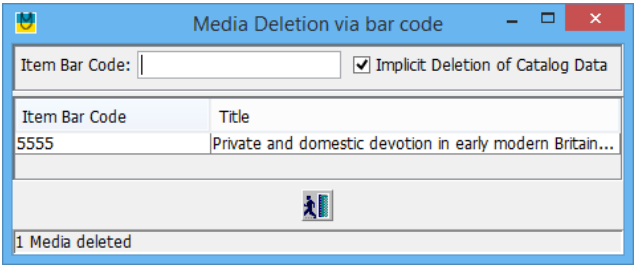
On p. 2 of Cataloguing the Antolin class can be entered manually.

Search

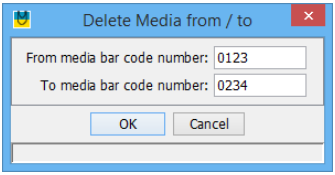
You can carry out a targeted search for the Antolin class here, also together with other criteria. Instead of a concrete number, '*' can also be entered; all the books also listed in Antolin will then be listed in all classes.

3.7 Withdrawal

The 🗑 button is available for deletion of books including catalogue data. If you obtain the catalogue data from the copy details, individual copies can be deleted with 🗑. In both instances no further lending is allowed for these books, so where applicable please first cancel via *Returns*.



For rational withdrawal the function *Media Deletion* is available (see Menu *Catalogue*). Deletion takes place here by inputting the barcode.



Via Menu *Catalogue*, *Reorganisation* media can be deleted by entering the From barcode and the Until barcode. The entries in question will then be listed for confirmation, and media with Lending are protected against deletion. Catalogue entries are retained.

Regardless of how a medium has been deleted it will initially only be transferred to the media waste basket (Menu *Catalogue*). From there it can be restored in the event of accidental deletion. The waste basket can be emptied at a later stage. As the waste basket is also used for withdrawal data in the statistics, this emptying should only take place for periods for which the requisite statistics have already been created. For this reason the end of the year before last is initially proposed as an 'Until Deletion Date'.

3.8 Inventory

3.8.1 Inventory by scanning

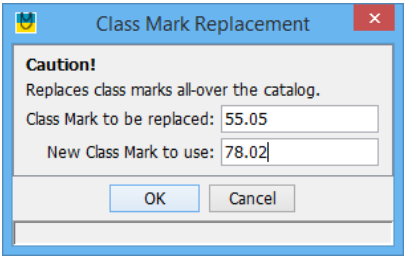
Inventory by scanning (Professional Version) is suitable for media stocks chiefly comprising one copy or a few copies per catalogue entry. The call is via Menu *Catalogue*. If required, enter the room and input the media barcodes one after the other using the normal barcode scanner. This will mean the inventory date for the copy will be set to the date and, where applicable, the stated room will be entered. Following this a difference report can be requested, either per room or for the entire stock. This will include the media that has not been registered through the inventory and has thus possibly been lost.

3.8.2 Inventory by list

Inventory by list (Professional Version) is suitable for media stocks in which there are mainly numerous copies per catalogue entry, e.g. for management of learning aids. Call up is via Menu *Reports*, *Inventory List*. The check can take place by counting the copies available and comparing with the total number stated on the list, or as a copy-by-copy check using the media label numbers.

3.9 Reorganisation

3.9.1 Replacing classification groups



If the specifications for classification of the stock change as a result of external influences, or if you personally consider another structure advisable, numerous catalogue entries are already linked to the classification group. So you do not have to change all of them individually, you can make changes using this replacement function. NB: careful users will back data up before applying this powerful tool.

3.9.2 Replacing keywords

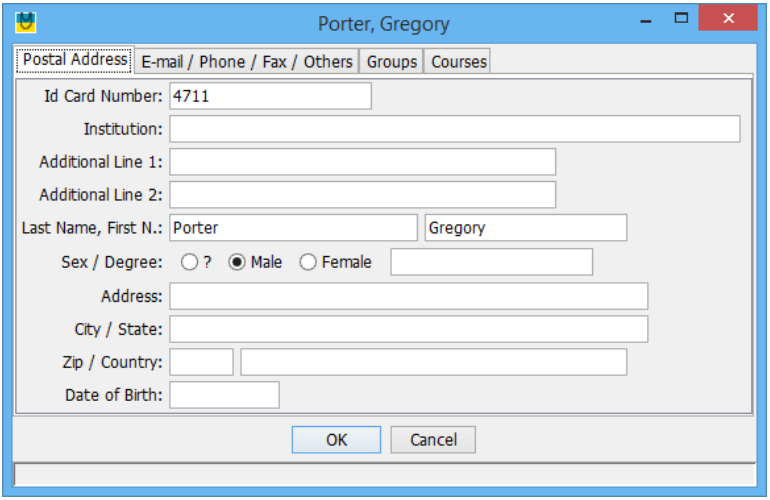
Function and operation as for Replacing classification groups.

3.9.3 Rebuild keyword list

Removes keywords from the list for which there are no longer any hits, and rebuilds the keyword list in the current style. To be found under Menu *Catalogue*, *Reorganisation*. The function is only to be implemented in exceptional cases, e.g. after switching individual keywords for keyword chains or vice versa, see Menu *Administration*, *Parameters for Use*, *Adding Keywords*.

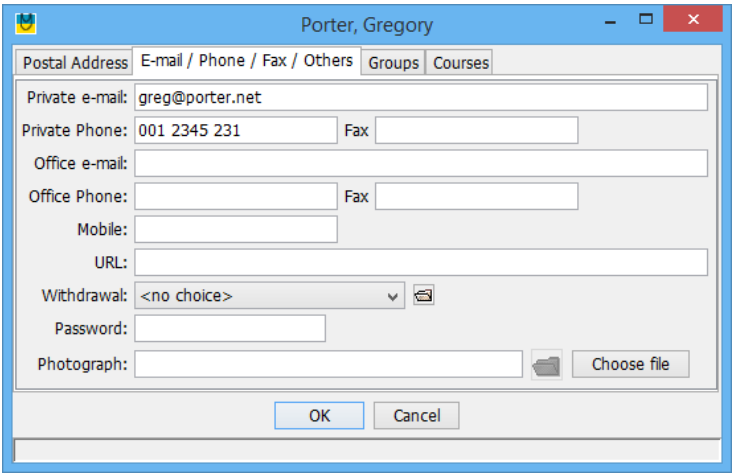
4 Readers

4.1 Reader management



Setting up readers is a prerequisite for carrying out lending. It is basically address maintenance in connection with an ID number.

ID card number:	Loans and returns can be carried out using this number. Usually entered numerically with a barcode. Reader identification is also possible using a unique abbreviation that is entered here.
Title	Academic title, e.g. Dr – used in letters.
Address details:	Used for Overdue letters.
Date of birth:	Used for identification of pupils in imports from SchILD-NRW and for comparison with the age classification details in *Age Recommendation* for DVDs.



Tel. private:	Appears in the Overdue list
Tel. work:	Appears in the Overdue list
Reader group:	Grouping according to the requirement in question, e.g. cost centre or school class
Loan group:	Used for group loans (Chapter 5.6) – for pupil-data import this is provided in the form of the class.
Year group:	Of interest to schools for group loans of course materials. Depending on the year group, the relevant courses are represented on the *Courses* tab and can be allocated.
Blocking	A reader who has an allocation here is rejected when the ID is entered.
Password:	Only relevant to the web OPAC if it is also to be used to support access to an account. See Menu *Administration*, *Parameters for Use*, *User Interface* tab, checkboxes *Web OPAC Account* and *Web Loans*.
Passport photo	A graphics file can be allocated to the reader here. It is then printed in Chapter *4.4 Reader lists with barcodes for lending*, or can be used to create an ID using external means. The photo is also shown when initiating a loan.

Stipulation of courses is used for the loan of learning aids to upper secondary schools.

4.2 Reader import

4.2.1 General

All reader imports are conceived as reconciliation; they can thus regularly be repeated, e.g. to carry out transfers. For this purpose existing readers are recognised, depending on the data source using an ID or surname, first name and date of birth.

All reader imports are based on CSV files. They can easily be created using Excel (Menu *File*, *Save Under*, file type *CSV*), and can be processed like a text file using a text editor such as Notepad. The column order is irrelevant. Apart from the obligatory fields named during the respective import, columns can be omitted as required. Nor is it a problem if the CSV file contains surplus columns, as they will simply be ignored during an import. Perpustakaan will select the relevant data using the column designation in the first line.

A semicolon is usually used as a separator, though commas and | will also be accepted.

Example of the structure of a CSV file (SVP-BW):
Birthday;Gender;ID;Class;Name;PostcodePlace;StreetNo.;Telephone;FirstName …
27.06.1990;m;9020;L2LW;ModelPupil;68775 Paukhausen;DiligentSt. 12;01234/554433;Anton …
….
Explanation: the first line contains the headings, and lines 2 to n contain the respective pupils (or in the event of courses the relevant courses etc.).

The appropriate import can be selected via Menu *Reader*. Please ensure that the same import is always used. To this end you can also commit yourself to the selected import through a tickbox selection. As a result of this the other import menu items will no longer be displayed, so an incorrect call will no longer be possible. The selection can later be changed again via Menu *Administration*, *Parameters for Use*, *Miscellaneous*.

If necessary, all readers reconciled as part of this import can be allocated to a reader group.

After the import you will be informed which readers have not been reconciled, separated according to those who still have media on loan and those who have not loaned any media. It will usually be a question of withdrawals. You will thus be offered the option of deleting non-reconciled readers without loans at the push of a button.

4.2.2 Reader CSV import

Standard column separator: semicolon
Valid column headings for pupil file (obligatory fields bold):

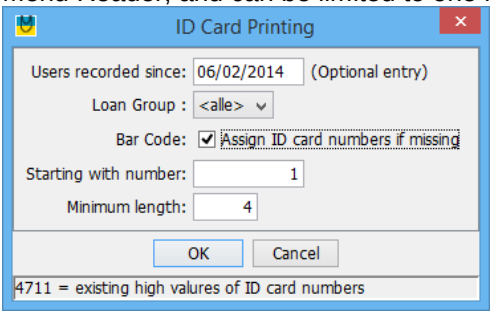
- **ID**
- Postcode
- ForeignLanguage1

- **Surname**
- **First name**
- Birthday
- Gender
- Class
- Year
- PLACE
- StreetNo
- Telephone
- Fax
- Email
- ForeignLanguage2
- ForeignLanguage3
- ParticipationRe

In reconciliation with repeated import pupils are identified using their ID. This can optionally also be transferred to their ID number. ParticipationRe = Participation in religious education

4.3 Print reader ID cards

Reader ID cards are not generally vital to implementation of lending using Perpustakaan, as readers can also be selected. Existing ID cards can also be used if they contain a barcode. This ID-card printout function offered in Menu *Reader* allows printing of ID cards on perforated A4 forms for push-in labels. They can then be laminated. The design (texts and position) is created via Menu *Administration*, *Parameters for Use*, *ID Card* tab. Printing is started via Menu Reader, and can be limited to one loan group (class):

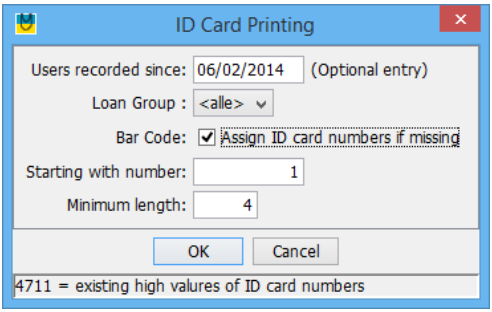


If required, ID numbers are issued if the reader has not yet been allocated an ID number, whereby duplicated numbers are excluded. In the above example the status line contains information as to which number you have already issued, so that you can continue with 483011, where applicable.

Individual ID cards can be printed using the *ID* button from the reader stock, e.g. if a reader has lost his ID card.

4.4 Reader lists with barcodes for lending

If you do not wish to use ID cards and do not want to select the reader on-screen, a further option is available: reader lists with barcodes. They are printed separately by loan group (class) and gender. Allocated passport photos are also printed. When lending, the barcode for the reader can be inputted from this catalogue.



4.5 Notifications for readers

Sometimes readers need notifying of something when they next come in to the library, e.g. because they have left something behind or because they have omitted to pay for something. For this purpose, select the button from *Reader Stock* and enter the notification to be conveyed. This notification will automatically be displayed when this reader next returns or loans something.

4.6 Deleting readers

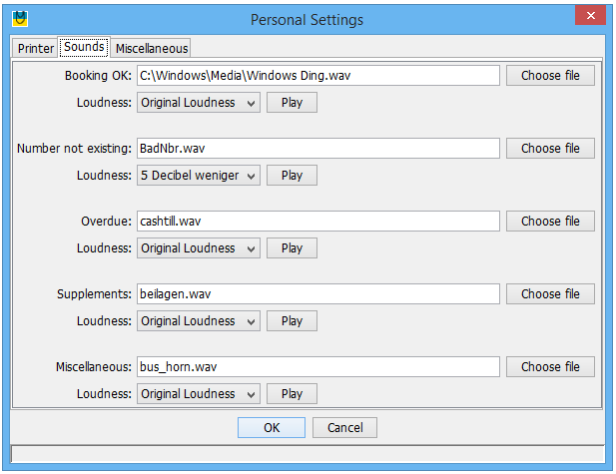
Readers are deleted using the waste-bin symbol:
As a rule readers can only be deleted if they no longer have any media on loan. In individual instances, readers together with their loaned books can be deleted, the requisite keyword for this being OK.

Regardless of how readers have been deleted they will initially only be transferred to the reader waste basket (Menu *Reader*). From there they can be restored in the event of accidental deletion. The waste basket can be emptied at a later stage. As the waste basket is also used for withdrawal data in the statistics, this emptying should only take place for periods for which the requisite statistics have already been created. For this reason the end of the year before last is initially proposed as an ‘Until Deletion Date’.

5 Desk functions

5.1 General

During registration Perpustakaan will support you with acoustic signals, so you do not constantly have to look at the screen. You can thus be sure of successful registration without harming your eyes. For special instances there are various sounds, which you can change if necessary, see Menu *File*, *Personal Settings*:



As the personal settings for each Windows user and PC are saved, personal preferences can be implemented, or two adjacent workplaces can be configured with different sounds for the same thing, so you immediately know which computer the communication is coming from.

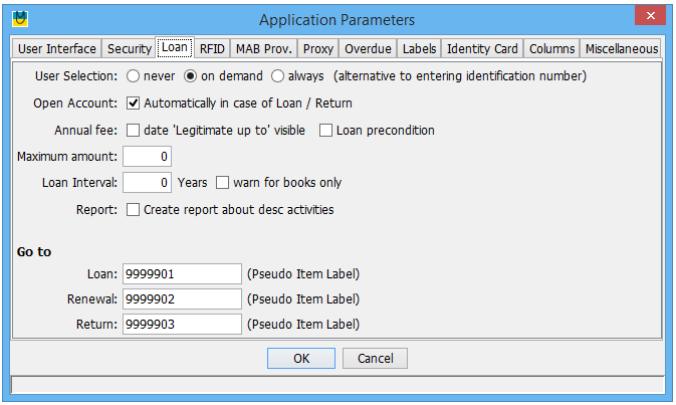
5.2 Lending

First, consecutively register the reader number, then the media number. After entering each number press *Enter* (the barcode reader will do this automatically). The return date will be calculated automatically.

Incidentally, the loan periods are stored with the media types. See menu *Catalogue*, *Media Types*. (Please double-click on line to access the details.) Determination of the return date also takes into consideration the *Regular Opening Hours* and *Special Closure Days*, see Menu *Calendar*.

Tip 1: In order to loan up to a fixed date, use Menu *Desk Functions*, *Fixed Return Date*

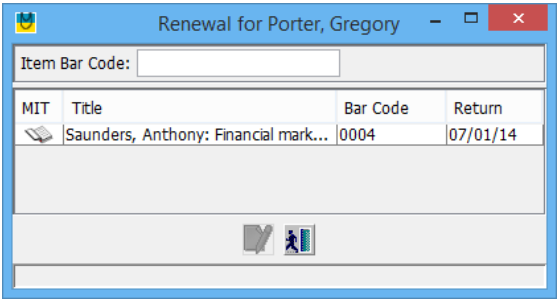
Tip 2: Switch from one desk function to another when entering barcodes.



Via Menu *Administration*, *Parameters for Use*, *Lending* you can determine the control numbers, i.e. which numbers are to be given which functions.

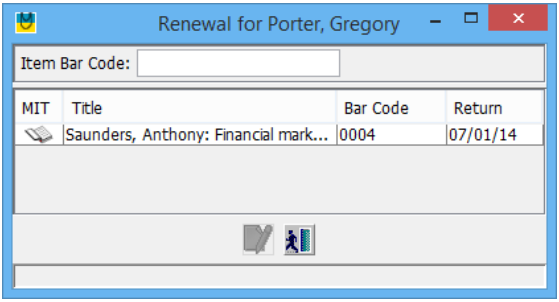
Tip 3: If you allocate a passport photo to the reader master data this will be displayed when lending starts. The aim of this is to afford you further security regarding the authenticity of the person standing in front of you.

5.3 Extension



Extensions are also possible for loans. The difference in this special extension function is that extension can take place without readers needing to identify themselves with their ID number.
If there has been a reservation (Professional Version) the extension will not automatically be carried out. Instead, thanks to the reservation information, the medium can be sent to Returns, or the desk staff can nevertheless decide to extend the loan.

5.4 Returns



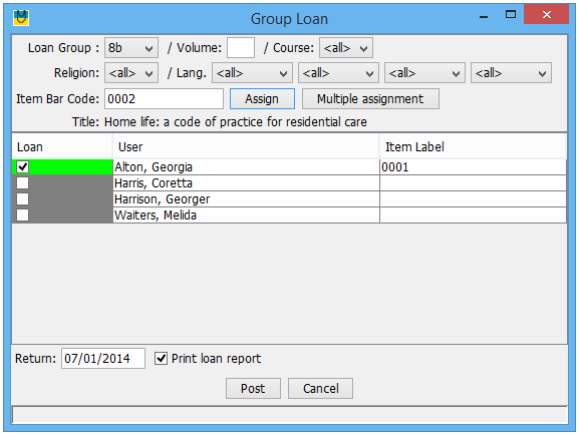
Register media numbers consecutively. The reader will automatically be recognised. If there is a change of reader the media listing will begin afresh. Media returned late will cause a ‘cash-till sound’. The number of days will be displayed in the *Due* column.

5.5 Account

Can be explicitly called via Menu *Desk Functions*, though it will also open automatically for lending and extension, unless this has been deactivated via *Parameters for Use*, *Lending*.

What the reader still has on loan will be displayed in the account. The number of reservations will be displayed in the *V* column. prints the account, and puts the account data onto a clipboard. You can then insert this data into an email using Ctrl-V.

5.6 Group loans

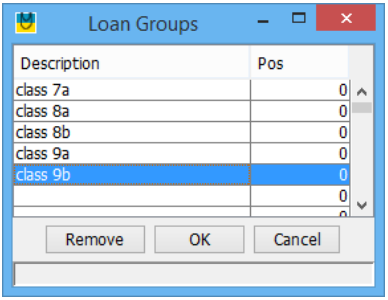


One area of use is lending of class batches. Select loan group or year and course, and the relevant pupils will be listed. Where applicable the number of pupils can be further restricted to a specific religion or foreign-language group. Allocation can then be carried out copy by copy using barcode entry. Alternatively, input a medium and press *Multiple Allocation* ==> Perpustakaan will create a loan proposal, which will be sorted in ascending order. The loan is implemented using the *Register* button. A loan record can be created if required, thus the exact copy can be handed to the pupil in question.

Tip: for exotic loans for which only a few of the listed pupils receive a copy, the list entries can be highlighted before registration, e.g. using Ctrl + left mouse button. The media will then be allotted to the highlighted pupils.



Change in school year

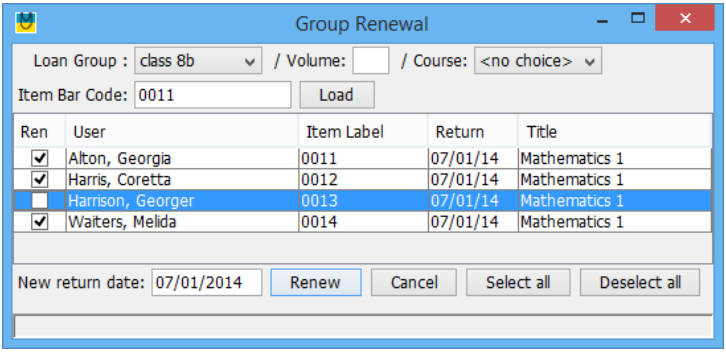


A tip about changes in school year: to avoid having to allocate all pupils to a new loan group (class) you can also rename the groups. For example, Class 9c could be renamed Class 10c etc. Pupils who have not been transferred can then be allocated to another group. Everyone else will automatically be given the new class allocation.
NB: When using the reader import function (e.g. in school-administration software), transfer takes place automatically.

5.7 Group extension

As with Group loans, a loan group (class) can also be extended. To do this, just the group can be selected, just a media barcode can be entered or both can be used together. By deselecting the tickbox in the initial columns, specific

individual loans can be excluded from extension.



5.8 Group return

Select any class. Input a media label. All loaned copies of this catalogue entry will now be listed and offered for return. Readers who cannot return their items can be excluded through deselection. Using the *Register* button all selected media will be taken back.

6 Organisation

6.1 Preparation for cataloguing

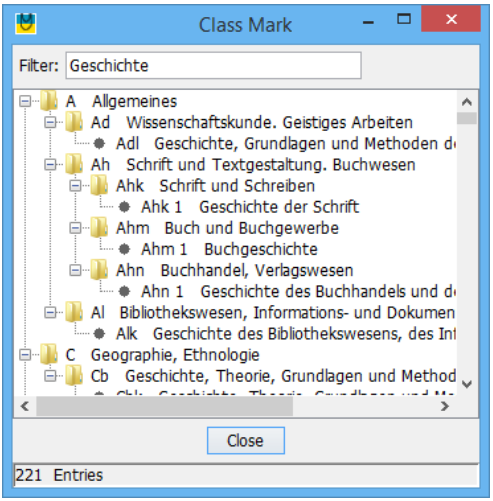
6.1.1 Classification systems

If you want to systematically index your stock, creation of a classification system or/and import of an existing classification system may be useful. Depending on the area of application you can select from the following:

- Hierarchy by length of the abbreviation (as with ASB)
- Plain-text classification system (popular in Bavaria)
- No hierarchy (a long list)

The General Classification System for Libraries (ASB = Allgemeine Systematikgruppe für Bibliotheken) that is common in public libraries can be integrated via Menu *File*, *Import Classification System*.

Example of classification system (ASB):
A General
Aa General reference works
Aak General foreign-language dictionaries
Aal General German-language dictionaries
Ab General periodicals
Abl General journals
Ae Organisation and promotion of science and culture
Aek Organisation and promotion of culture (General)
Aem Organisation and promotion of science and research
Aem 1 Universities and colleges of higher education (General)
Aem 10 Study programmes



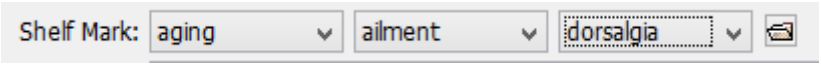
Clarification: the above example is hierarchical. The longer the abbreviation, the deeper the hierarchical level. This form of structuring is necessary so that Perpustakaan can represent the classification system as a tree.

This hierarchical representation is the standard setting for classification systems. The classification group plus successor field(s) go together to make the shelfmark. This can then be printed on spine labels. It can be in two or three lines, see *Parameters for Use*, *Labels*.

Mnemonic classification systems e.g. the library classification system SfB (Systematik für Bibliotheken):
Allg (Allgemeines) – General
BID (Bibliothekswesen. Information und Dokumentation) – Librarianship. Information and documentation
Gesch (Geschichte) – History
HW (Hauswirtschaft) – Home economics

If you want to use a mnemonic classification system like this please set the shelfmarking concept in Menu *Administration*, *Parameters for Use*, *Miscellaneous* to *No Hierarchy*.

Plain-text classification system
If you want to use a plain-text classification system please set the shelfmarking concept in Menu *administration*, *Parameters for Use*, *Miscellaneous* to *Plain Text Classification System*. Allocation in cataloguing will then use selection boxes:



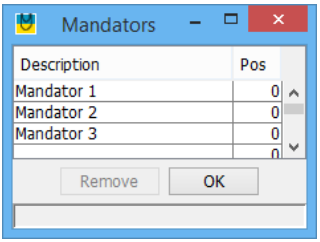
Perpustakaan can also be run without any shelfmarking at all, but if stock is to be systematically classified it is a good idea to at least work out a rough

classification system before starting cataloguing. If you recognise afterwards that another classification would be appropriate then the function *Replace Classification Group* will be available under Menu *Administration*. With the clear-text classification system no replacement function is required, as the change will take place directly in Classification System Management.

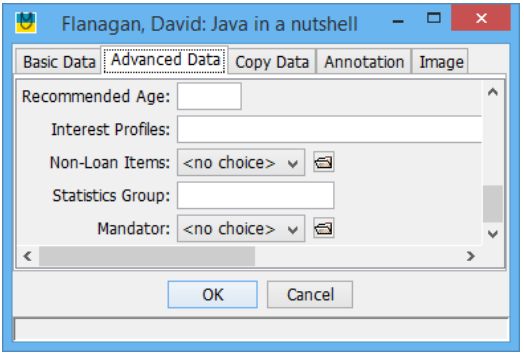
6.1.2 Client separation

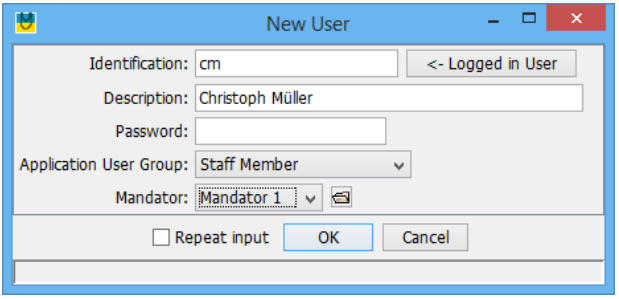
Perpustakaan (Professional) supports several forms of client separation:

- Separated databases – generally recommended for separation of school library and management of learning aids.
- Client separation with joint database – described below



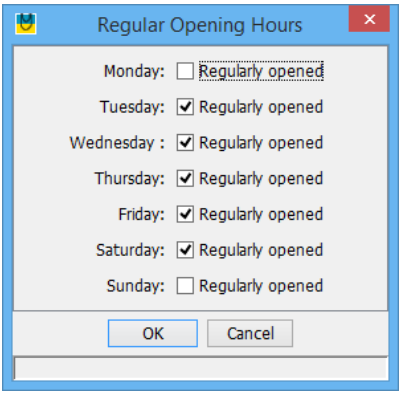
As soon as you register clients via Menu *Administration* these clients will be ready for allocation amongst users and in cataloguing. Following allocation, other clients' catalogue entries can only be inspected – not changed or deleted.





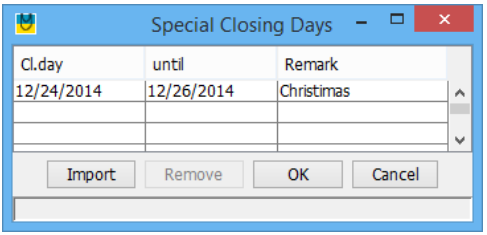
6.2 Organisation of lending

6.2.1 Regular opening days



Please enter here the weekdays when the library is normally open. With automatic determination of the return date only these weekdays will be used.

6.2.2 Special closure days



You can enter here special days when the library will be closed, contrary to the regular agreement as above. No return date for loans is allocated in the periods described; items instead have to be returned the next day the library is open. For an individual day the *Until* information can remain empty. With the *Import* button you can import calendar entries in iCal format, e.g. from http://www.schoolholidays.org/iCal/

6.2.3 Reader ID cards and media labels

Barcode labels are not printed constantly but are printed for future use and allocated to new media. Barcode numbers must be unique, but can be replaced in the course of operation, when links are introduced, e.g. lending with another, internal number. This makes for maximum flexibility.

Examples regarding reader ID cards

- Use the ID card print function, see Chapter 4.3 Print Print reader
- Use the available staff ID card as a reader card and input the barcode for the time registration as an ID number into Perpustakaan Reader Properties.
- Buy ready-made ID cards, e.g. from ekz
- Design ID cards yourself using text processing. Then stick any barcode on them.

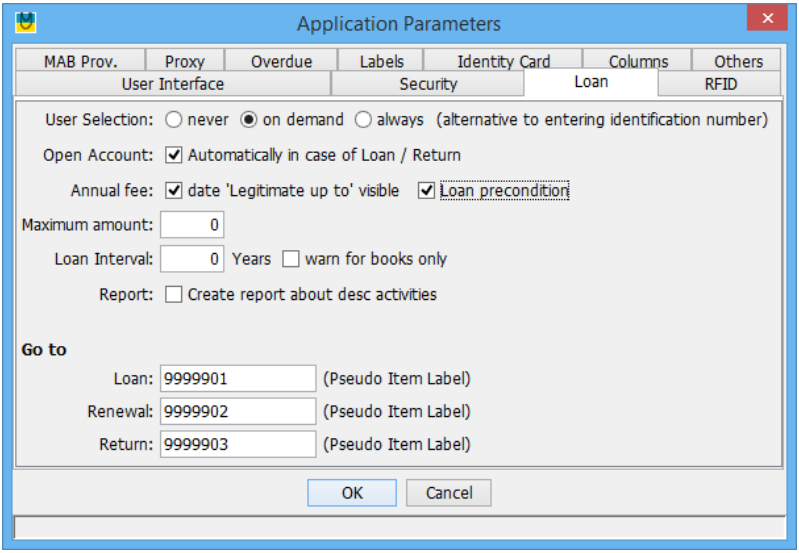
- Do without reader ID cards and use reader selection. Particularly in management of learning aids using group lending, reader ID cards are not necessary.

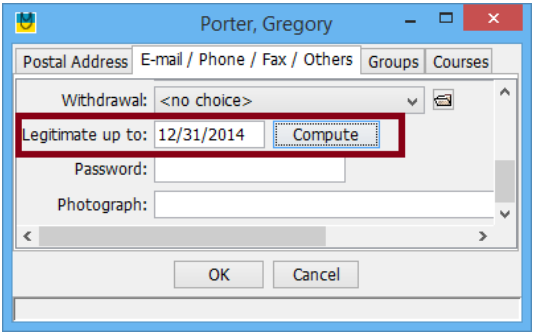
Examples regarding media labels

- Print barcodes on A4 forms for future use, via Menu *File*, *Print Barcodes*, and allocate an arbitrarily selected label to each medium.
- Design barcodes using a special software or buy printed barcode labels, e.g. from ekz

6.2.4 **Annual fee** (Professional Version)

Regulated in the *Parameters for Use*, *Lending* tab:





The first annual-fee tickbox (above) makes the date visible in Reader Management (second tab below). After all readers have entered an *Authorised for Loans Until* the second tickbox can be activated. Consequently, readers without a loan date or with an expired date will no longer be approved for lending. As soon as a reader pays the annual fee the new *Authorised for Loans Until* date will be calculated using the *Calculate* button.

6.3 Data backup

Please carry out regular data backup. If you were supported by an administrator during installation of Perpustakaan please approach the latter regarding data backup. The administrator will possibly undertake data backup himself.

6.3.1 Database-related backup

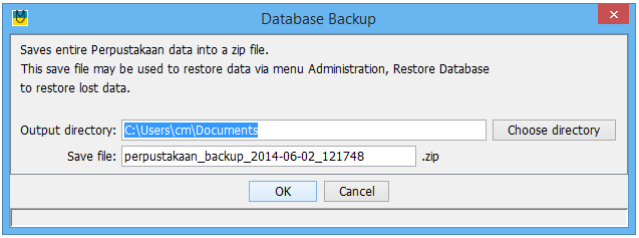
Database-related backup is more suitable for administrators, who ideally will automate it. Background information is given below, depending on the database.

Data backup with use of ODBC with Access driver
In the simplest case this means copying the file *C:\users\public\Perpustakaan.mdb* or *C:\Programs\Perpustakaan\databases\Perpustakaan.mdb* to external data storage devices, e.g. USB sticks. For organised backup, e.g. automated server backup, please observe the following:

- All Perpustakaan ODBC connections used have their own database file (.mdb)
- In ODBC Data Sources Administrator a decision has been made on the part of the user as to which database will be processed with it.
- All library data is saved in these databases. Regular backup can thus be restricted to these files. Basic parameters are saved in *\bin\ParmV001.ser* and individual window sizes in *\bin\<NT-user-name>.wpr*.

Data backup with other databases (Professional Version)
Data backup in Linux with MySQL can be as follows:
mysqldump --tab=/target/directory --opt –full

6.3.2 Data backup by the user



As an alternative to and/or in addition to data backup by the system administrators, users can back up data themselves, see Menu *File*, *Data Backup*.

This backup creates a zipped folder with one CSV file per database table. The content of the latter can incidentally be viewed by double-clicking in Excel. This kind of backup is always the same, regardless of the database used. It can furthermore be used to transfer the data from one database to another, and even with differing types of database.

Data backup can be suggested at regular intervals, see *Administration*, *Parameters for Use*, *Security* tab. A data-backup prompt will be issued every 7 days by default.

Restoration from the backup file is via Menu *Administration*, *Restore*.

7 Reports

Overdue list
Lists all readers who have not returned media on time, stating the phone number. Call up via Menu *Reports*. If necessary, the report can be restricted to one loan group (class) / one year and course.

Overdue letter
As for the overdue list, but intended for despatch. The texts can be changed via Menu *Administration*, *Parameters for Use*, *Overdue* tab.

Overdue emails
As with the overdue letter, but the overdue information is emailed. Requires details on the mail server in Menu *Administration*, *Parameters for Use*, *Overdue* tab.

List of loaned media
Lists all loaned media.

List of available media
Lists all available media. This list can be used for the inventory, for example.

Media list general
Used for free creation of tabular media lists, for which the table columns are freely selectable. The body of results can be restricted by stipulating *Shelfmark From Until* and *Registered From*. Example of use: checking of the last catalogue entries.

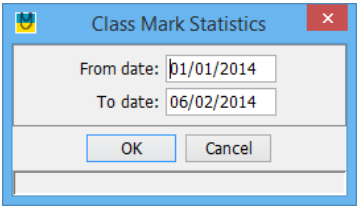
Overview of multiple copies
Of interest with regard to learning aids, for example. You can see at a glance how many copies of a book are available, and alongside you will see the number of loans as well as the number of remaining copies available.

Residual-value list
Lists readers' loaned media, whereby the residual value depending on depreciation is calculated (see *Parameters for Use*, *Miscellaneous*).
NB: The residual-value list is called from the reader stock (*RVL* button).

Inventory list (Professional Version)
Arranged by room: new page for each room, sorting either by title or by shelfmark, total information and individual information on available and loaned copies. See also 3.8.2 Inventory by list.

Statistics
Statistics are called up via Menu *Reports* (Professional Version). The period for which the statistics are to be created is requested in each instance. Loans are thus taken into consideration that took place during this period. For the stock details, only entries not registered after the *Until Date* are accumulated.

Accessions, withdrawals, stock, loans and turnaround (loans divided by stock) are issued. Tip: through *Process* and *Highlight Everything* you can transfer the evaluations using the clipboard, e.g. to MS Word, and can continue processing it there.



Restriction of the scope of reports, exemplified by statistics according to classification group

NB: with hierarchical statistics such as statistics according to classification groups, subtotals are issued. They can be recognised by the *. Example: P* is the subtotal for Pa + Pb etc.

Individual Evaluations option
MS Access is employed as a database in the standard version. Numerous evaluation options will thus be available. Examples of this are data import in Excel and reporting using MS Access or Crystal Reports.

8 Administration

Administration includes tasks such as setting up users with their authorisation, and selection of the database to be used and the kind of access, including any requisite stipulation of user and password for database access.

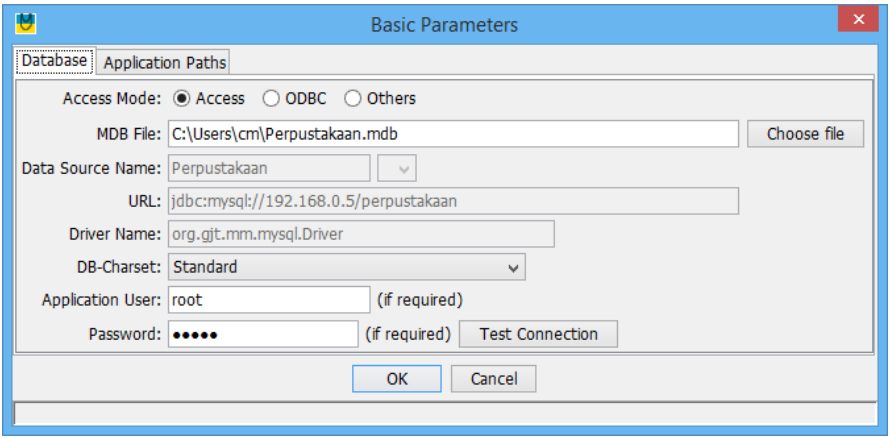
8.1 Basic parameters

Basic parameters are local parameters as opposed to parameters for use, which are filed in a (possibly joint) database and thus apply to the whole workplace. However, at least the database to be used must of course initially be locally defined. This basic information is saved in the file *BaseProperties.ser*. The preferred storage location for this purpose is *C:\Users\Public\Perpustakaan*. Deviating information in *C:\Users\<YourWindowsUser>\Perpustakaan* is taken into consideration. With

installation on a server it can be a good idea to transfer *BaseProperties.ser* to the program directory *Perpustakaan* (e.g. *C:\Programs (x86)\Perpustakaan*), where it will then be read by all clients.

NB: These explanations are intended for administrators. Users without the relevant prior knowledge are asked to engage an administrator if necessary.

Database
With a single-location installation the standard setting does not have to be changed. When using a database deviating from MS Access or with transfer of the Access file to another drive, the configuration options are as follows:



Field	Meaning
Access	(Standard) The simplest direct access to an Access database, without the need for an MS Access licence. For the *MDB File* field activated by this selection please select the file to be used. With a single-location installation an example of this would be: C:\Users\<YourName>\Perpustakaan.mdb or C:\Users\Public\Perpustakaan.mdb
ODBC	To be activated if the database is to be accessed via an ODBC connection. See System Control, ODBC. In the selection box the available data sources are offered to facilitate quick selection, e.g. for change of client.
Other	To be activated if the database is to be used via a direct JDBC driver. The information *URL* and *Driver Name* is necessary for this purpose.
Name of data source	Name of data source as defined in ODBC-DSN.

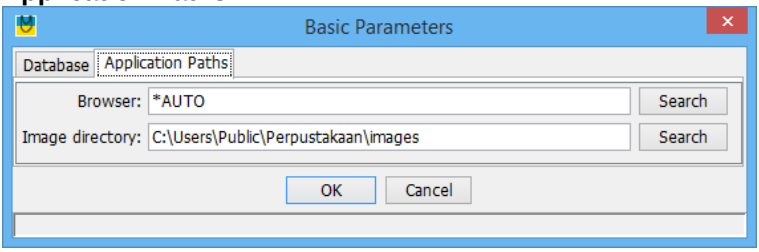
URL	Address of the database for access via JDBC without ODBC.
Driver name	Name of the class for the driver to be used. Drivers must be provided as jar files in the directory <InstallationPath>\Perpustakaan\lib\.
DB charset	Database character set: Use UTF-8 if unusual characters (e.g. Arabic) are to be supported. Ideally you should make this decision when starting use of Perpustakaan.
User/ password	Enter a user with a password here if the database so requires. This is in particular to be expected with direct access.

The *Test Connection* button is for testing the database connection. If this information is correct, pressing this button will call up the message *Connection Possible.*

Detailed instructions for setting up and configuring the database are to be found in the sub-directory *Help* in the following documents:

- Odbc.htm (standard variant with MS Access)
- InstallProfessional.pdf (MS SQL, Oracle or similar)
- OpacWindows.pdf (webOPAC set-up for Windows)
- LinuxInstallation.pdf (installation on Linux including Linux Clients)

Application Paths

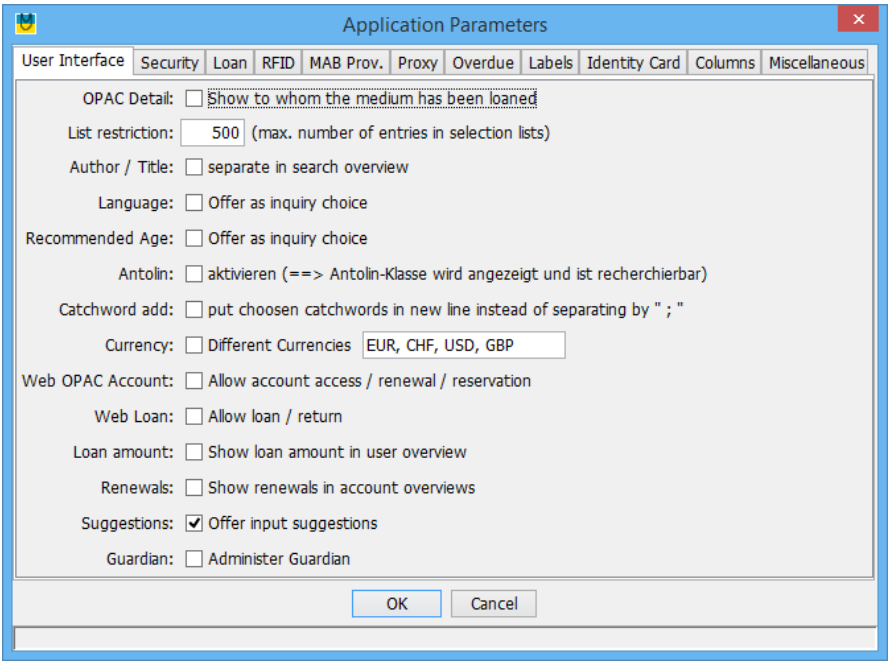


Browser information: currently irrelevant

Image directory: the directory in which images for the catalogue entry are filed. With joint use of the network, a server should be entered here that can be accessed by each client under the same name.

8.2 Parameters for use

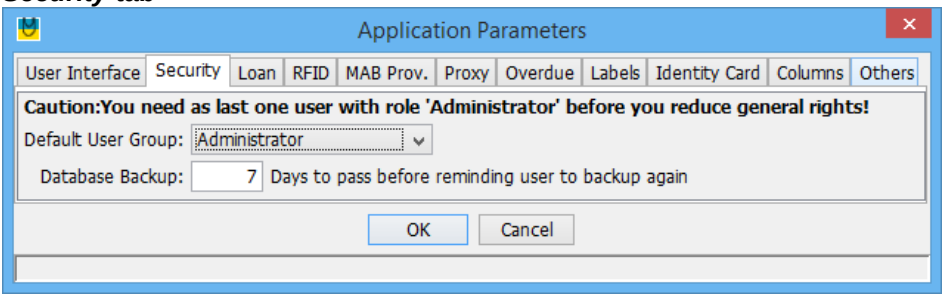
***User Interface* tab**



Field	**Meaning**
OPAC detail	For data-protection reasons OPAC will not usually display to whom the medium has been loaned. If this is unimportant and the reader information is to be displayed, it is configurable here.
List restriction	Maximum number of data sets presented as the result of a *Listing*. If the result is consequently incompletely listed, this will be referred to on the status bar (*Partial Listing*). When you get to the end of the scroll bar, a reload will take place.
Language	This can be used to activate the language as a selection criterion for the search. Of interest to bilingual schools. You can thereby carry out targeted searches for literature in another language.
Age recommendation	When activated you can restrict the search to a targeted age-recommendation search.
Antolin	See 3.6 Antolin
Adding keywords	You can if necessary change the keyword-selection logic here. Activation makes the keyword field in cataloguing multi-lined, and the selected keywords or keyword chains

	are put on a new line. If you switch during operation, updating of the keyword list is necessary, see Menu *Catalogue*, *Rebuild Keyword List*. In this configuration all keywords on one line are treated as a keyword chain.
Web OPAC account	Only applies to the OPAC in the browser (internet / intranet): following authentication users can request their account, extend media loans and make reservations.
Web lending	When this is activated, the web OPAC user can also register loans and returns.
Suggestions	When activated, during entry of text you will be prompted with suggested completions, where applicable.

***Security* tab**

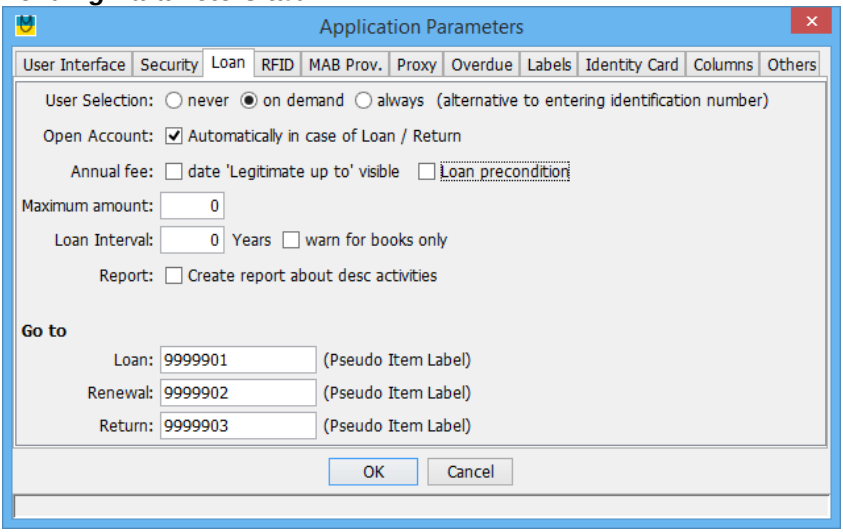


Changes in the Parameters for Use affect all users using the same database.

The Omissions User Group comprises the group to which Windows users not listed in User Management are allocated. The OPAC user is useful here. **Important**: to facilitate continuing administration of the application please first allocate the group administrator to the user!

Data backup: Perpustakaan regularly prompts users to back up data. The default is 7 days after the previous data backup. To switch off this reminder function please set the value to 0. Regardless of this, data backup can be started manually via Menu *File*.

***Lending Parameters* tab**



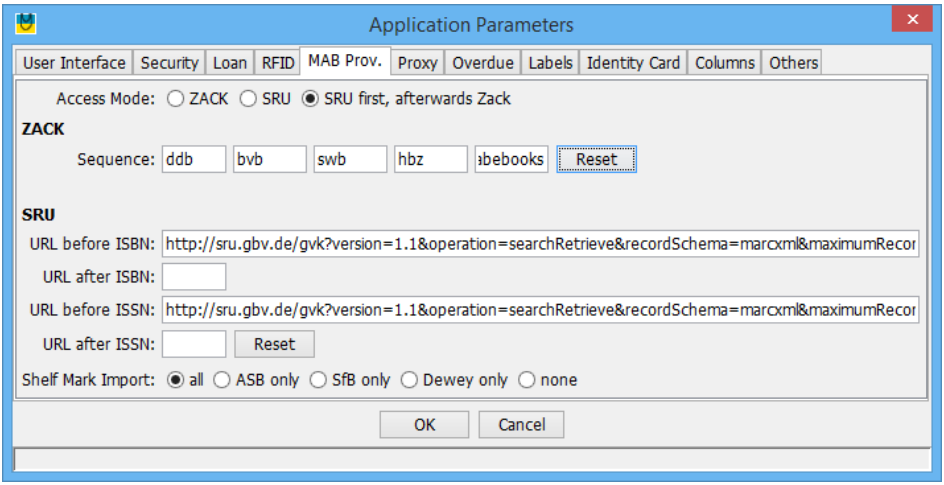
Field	Meaning
Reader selection	Regulates the alternative to entry of the reader ID number. If you do not use reader ID cards it is a good idea to always select the borrowing reader. If you select *Always* here you will never again have to press the *Select* button in Reader Identification. If, however, readers are not to be selectable at all, e.g. because they themselves are borrowing, then reader selection can be prevented by selecting *Never*.
Opening an account	Following identification of the reader by means of his ID card or the returned books, his account will automatically be opened on request. If it has been deactivated it can also be opened via Menu *Desk Functions*, *Account* in isolated instances.
Annual fee	See 6.2.4 Annual fee (Professional Version)
Max. quantity	Quantity restriction for loans. If something has been entered here, a warning tone will sound in Loans when the quantity is exceeded. Exceptions are possible.
Lending frequency	Addresses the problem of readers being unable to remember whether they have read a book and wanting the library staff to tell them. If you increase the value from *0* to *5*, for example, then Loans will be notified if the reader has loaned the book during the past 5 years. This check can also be restricted to the media type ‘Book’.

Report	Activates the report on desk activities, with the aid of which any incorrect registration in lending, extensions etc. can be reproduced and can thus be corrected better. The reports are written to the folder C:\Users\<YourName>\Perpustakaan\Lending

After this come control numbers for lending, extension and returns. These are pseudo-media numbers, and are for switching desk functions. If, for example, a barcode bearing the number 9999901 is inputted in fields for media numbers using the barcode reader, then Loans will be activated.

***MAB Provider* tab**

Catalogue data is accessible using either *ZACK* or *SRU*. Zack-Gateway is a free service from Braunschweig University. If *SRU* is selected, any source that returns MARC data, accessible using http, can be stated. Experience shows that an SRU reference is useful for learning aids, as with multi-volume works the title is also provided there. The SRU interface is also faster.



Zack

Depending on specialist area, the quality of data from the various suppliers can vary. Changing the order can consequently optimise the quality. Other / new abbreviations can also be entered there. For further usable abbreviations see the subsequent pages at http://z3950.de/zack/ (Check out which supplier delivers the best data for you …). You can see the effect in Cataloguing via the *Import* button alongside the ISBN.

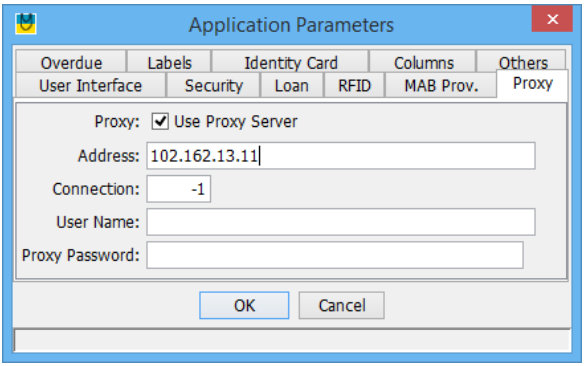
SRU

SRU is an abbreviation for Search / Retrieval via URL. You can enter any internet address here that provides catalogue data on an ISBN in MARC

format. So that Perpustakaan can use the link for new ISBNs, it always inserts the relevant ISBN into the link. Thus please configure the link in two parts: the part before the ISBN and the part after the ISBN. (Preset available, reproduceable using the Reset button.) To import journals the URL can be entered for import via ISSN, as with ISBN.

Shelfmark import: Several shelfmarks are sometimes provided from the catalogue-data sources. Which of these are to be imported can be defined here. The choice can also be to not import any of the available shelfmarks.

***Proxy settings* tab**



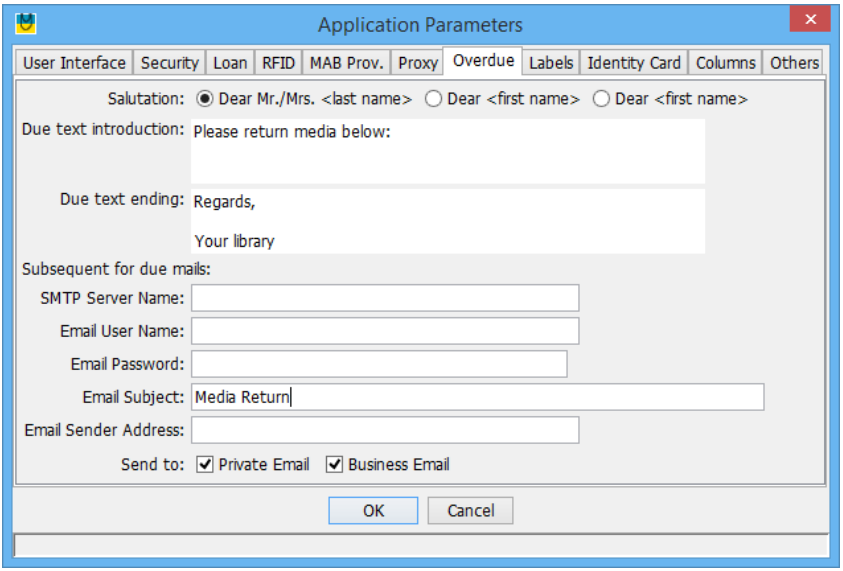
Only necessary if you generally only access the internet by proxy. Undertake settings as in Internet Explorer. Please seek the advice of an administrator where applicable.

Connection -1 means *Standard Connection* (Port).

Information on firewall configuration: the executable forming the basis of Perpustakaan is *javaw.exe*.

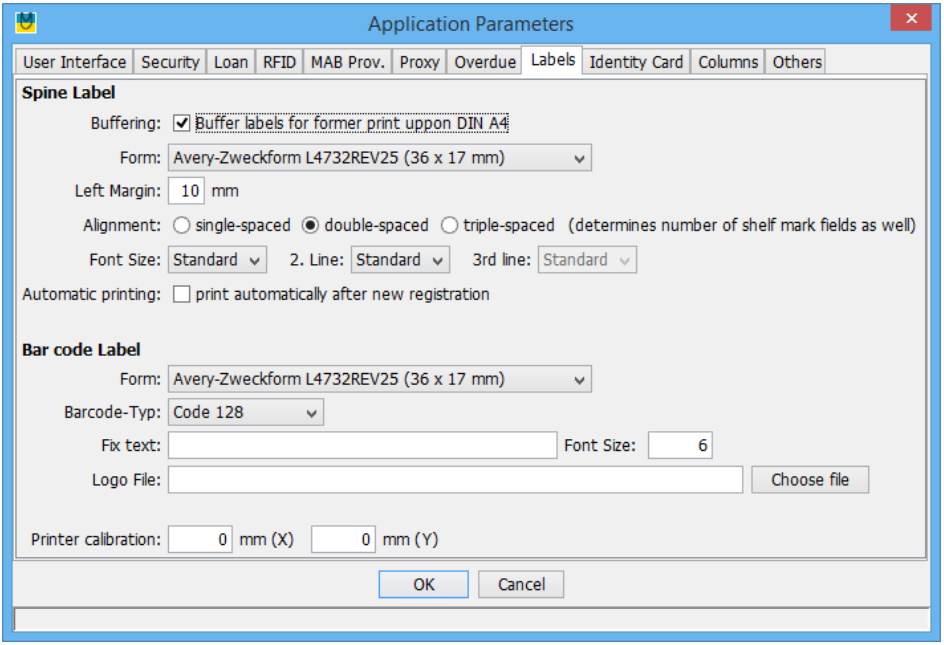
***Overdue* tab**

The option for designing the reminder. This begins with selection of the form of address. Write your personal texts under this and determine line changes using the Return key. The *Overdue Introduction* is printed above the table of overdue books, and the *Overdue Ending* below it. If different forms of address and texts are required for the overdue letters, deviating stipulations can be entered for each reader group (Menu *Reader*).



In order to be able to use the Overdue Email function, also define the details from SMTP-Server-Name. The email addresses must also be correspondingly maintained for Readers.

***Labels* tab**

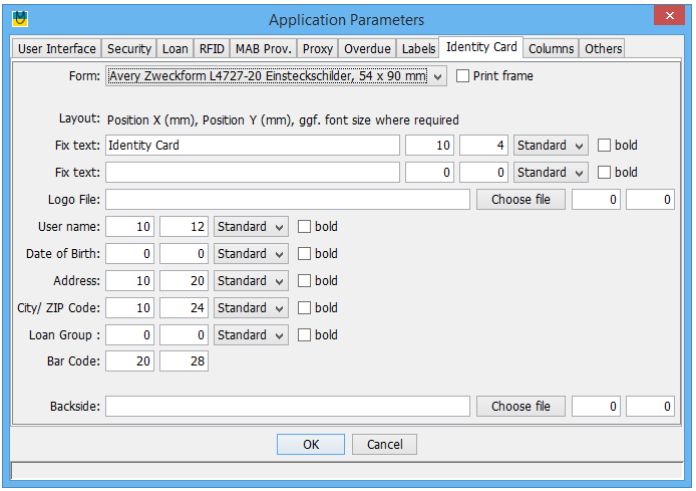


Spine labels (details in the *shelfmark* fields) can be printed on A4 forms. For this purpose cacheing of the individual labels is switched on in the *Parameters for Use*. The A4 form used will also be selected there. When a label is requested, e.g. using the  button in Menu *Catalogue*, *Stock* or *Search*, this label is cached until Label Printing is instigated via Menu *File* or Perpustakaan is ended.
On request the spine label can be printed automatically after a book has been set up. Activate *Automatic Printing* to do so.
NB: For something to be printed there has to be an entry in the *Classification Group* field (first field of the shelfmark).

Barcode labels are determined in the lower section of the *Labels* tab.

Field	**Meaning**
Barcode type	You can establish here which type of barcode is to be used for barcode printing (Menu *File*).
Logo file	Enter the path to a Graphics file (jpg) here. This graphic will be printed under the barcode. Please select coordinated sizes for the graphic and the label.
Printing corrections	Printers are as a rule so precise that Label Printing will be correct. If a printer occasionally prints a label imprecisely, positive and negative horizontal and vertical correction values can be defined here.

ID Card tab



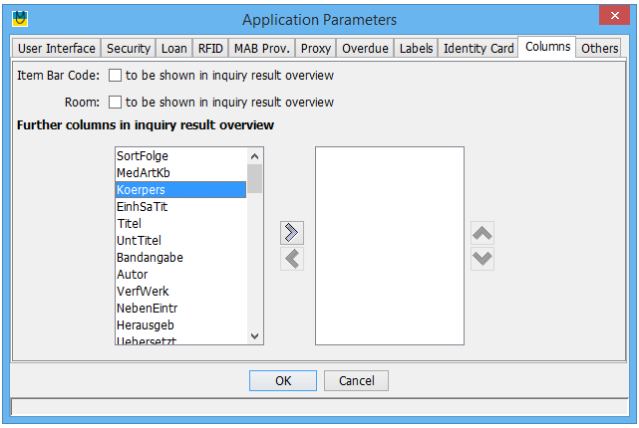
This is where you can set the information to be printed on the reader card and its location on the card. Order: X position in mm, Y position in mm, font size where applicable. With an X position of 0 no printing will take place. With fonts

the position refers to the beginning of the text, lower edge of letter. With graphics and barcodes the position refers to the upper left-hand corner of the graphic.

Field	**Meaning**
Form	The A4 form to be used with the pre-perforated ID cards
Logo file	Path to a graphics file to be printed on the ID card
Unchanging text	e.g. name of the school / library
Reader's name	Reader's title, where applicable, and surname and first name
Barcode	Barcode position

***Columns* tab**

In the Search overview additional columns can be requested:

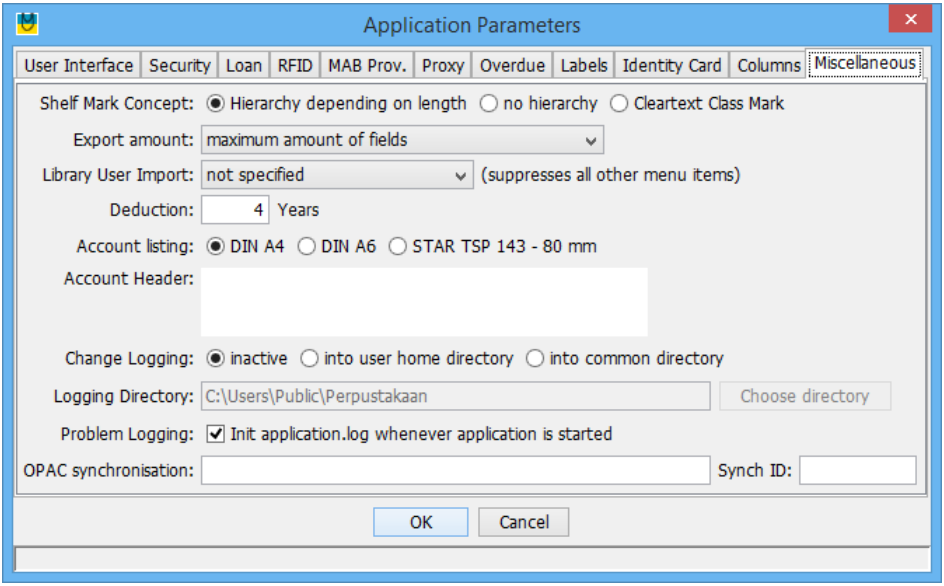


To display the media barcode – or multiple barcodes – and the room / rooms, activate the relevant tickbox. (This information comes from the copy details.)

To display additional columns from the catalogue details in the search overview, highlight the relevant field name in the list on the left and transfer it to the list on the right using ›. The meaning of the fields is described in Chapter 3.3.2. The order of the additional columns can then be adjusted using the ^ and ˇ buttons.

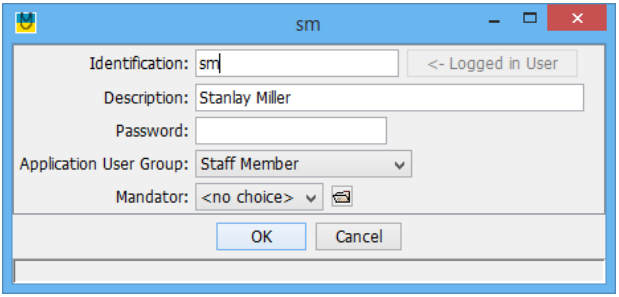
After restarting Perpustakaan the search for the desired columns will be extended.

***Miscellaneous* tab**



Field	Meaning
Shelfmark concept	When using strictly hierarchical classification groups the standard setting is correct. If, however, you use mnemonic shelfmarks, then select *No Hierarchy*. Selection of a plain-text classification system creates selection boxes for the shelfmark. See also Chapter *6.1 Preparation for cataloguing*.
Export quantity	Varies the number of columns issued in Search, *Export* button.
Reader import	Sets the reader import to be used, as a result of which other imports will no longer be offered in the reader menu, and incorrect calls will thus be excluded.
Depreciation	(in years) Information that takes effect in the creation of the residual-value list. (RVL button in Reader Stock)
Account printing	Printing of the reader account can take place either on A4 or A6 or using the continuous-feed printer STAR TSP 143. With printing on A6 and using STAR, smaller fonts are used and less data is listed. A normal PC printer can be used. It can be allocated via Menu *File*, *Personal Settings*, *Printer* (*Account* line).
Logging options	Special functions
OPAC synchronisation	(Professional Version + Komfort-OPAC, information only relevant for administrator): internet address of the Komfort-OPAC to which ongoing changes are sent via http.

8.3 User administration



Field	Meaning
Identification	The user ID with which the user registers in the operating system. Through this identification allocation of a role within Perpustakaan is possible, e.g. restriction of OPAC functions.
Description	Free description of the user, e.g. first name and surname, department etc.
Password	Only necessary if a change in the user's registration is to be used. (Menu *File*, *Change User*) In this way, for regular use the authorisation can be allocated to the Windows user as registered, and if necessary it will be possible to switch to a higher authorisation.
User group	Group the user belongs to. Possible groups are administrators, organisers, employees, lenders and OPAC users. OPAC users can only search and view catalogue data including availability without any link to the reader.

NB: For non-registered Windows users the omissions user group is used. This is defined in the Parameters for Use, *Security* tab.

Description of the user groups

User group	Authorisation
Excluded	Cannot call up the application.
OPAC user	Can only search for media.
Lender without returns	Can carry out lending and searches.
Lender with returns	Can carry out all desk functions.
Employee only new items	Can additionally register media and readers.
Employee	Can additionally change and delete media and readers.
Organiser	Can additionally maintain keys, e.g. reasons for blocks.
Administrator	Can allocate these user groups and change parameters for use.

NB: Please always ensure that at least one user is always allocated to the *Administrator* group. If no user belongs to the *Administrator* group the application can only be administered by a Windows user called *Administrator*.

8.4 Adjustment of the user interface

The user interface can be adjusted via Menu *Administration*, *Term Replacements*. To do so, in the *Original* column please enter the term to be replaced (without a colon) and in the *Replacement* column to the right of it write the term to be used instead. After restarting the application the manipulations will take effect.

NB: these term replacements are global, i.e. not restricted to individual masks.

9 FAQs

9.1 Where does the name Perpustakaan come from?

Perpustakaan is an Indonesian word meaning library. It was chosen because the application was written in Java programming language and there is an island in Indonesia called Java.

Opinions regarding the name vary. For some it is unpronounceable, whilst for others it is striking. “Finally something that doesn’t start with *Biblio* or *Lib*” was one comment. The library software is now well known under this name, so there is no question of renaming it.

9.2 Why am I not getting a database connection?

(Aimed mainly at administrators) Possible causes:

- Database or ODBC connection not set up: see file Odbc.htm in the Help directory for Perpustakaan installation when using ODBC or InstallProfessional.pdf when using MS SQL-Server, Oracle or similar.
- Data source not stated: see Menu Administration, Basic Parameters, Name of Data Source.
- No authorisation. When using MS Access full authorisation is necessary for the folder in which the database file (e.g. Perpustakaan.mdb) is to be found. The reason is that Access creates an ldb file (restriction notices).

9.3 What do I have to look out for when using the network?

1. When using MS Access put the Perpustakaan.mdb file onto a server and select this database via Menu *Administration*, *Basic Parameters*, *MDB File*.
2. If images are to be allocated: via Menu *Administration*, *Basic Parameters*, *Application Paths* select the *Images Directory* so that it is accessible for all clients.

9.4 Do I have to register?

Registration with Perpustakaan is not necessary. The user will be identified through the Windows user name. The authorisation in question will be assigned on this basis. The user can be changed via Menu *File*. The prerequisite for this is that the user has been assigned a password. Higher authorisation can thereby be achieved without the need for a deviating Windows registration.

9.5 What is the meaning of *No entry corresponds to the selection*?

With the given restrictive information there were no hits. NB: the selection fields are partially distributed amongst several selection pages. There is possibly still a restrictive value on a concealed page.

9.6 Why is nothing happening after *OK*?

Please check whether a reason has been given on the status line (lower edge of window). This message is easily overlooked. To spare you repeated closure of message windows, however, we do not want to present common messages in a special window.

9.7 Perpustakaan is not saving – why?

Please get your administrator to establish that the user with which you are registering with Windows has write authorisation for the database. Example:

C:\Users\Public\Perpustakaan.mdb cannot generally be write-protected, and the user authorisation must permit writing. Please note that the user in question also needs write permission for the folder in which Perpustakaan is to be found, because upon opening Access sets up in this folder a *Perpustakaan.ldb* for blocking notices. If there is no write authorisation a reference will be made to this upon starting Perpustakaan.

9.8 Where does the barcode come from?

Barcodes are printed out in advance for future use via Menu *File*. When cataloguing, in each instance one label is taken from the form, stuck into the book and, where applicable, inputted into the Media Label field via Barcode Reader. You thus do not need to start a printing process for each book.

9.9 Do I need a label printer?

No, a label printer is not necessary. Barcodes and spine labels can be printed on a normal PC printer using A4 forms. See Menu *File* and Menu *Administration*, *Parameters for Use*, *Spine Label*.

9.10 Are three-line spine labels also possible?

Yes, see Menu *Administration*, *Parameters for Use*, *Labels, Arrangement*.

9.11 Can I use foreign characters?

Yes. Open the database for this with UTF-8, see 8.1 Basic parameters.

9.12 Why is the classification system in a mess?

The name Classification System does after all express something: it must be hierarchically structured. If you do not need this and would prefer mnemonic shelfmarks, then configure accordingly in Menu *Administration*, *Parameters for Use*, *Miscellaneous.*

9.13 How can I remove keywords from the register?

The keyword register builds itself up whilst you are cataloguing, in that all keywords used are automatically included in the register. After clearing keywords, call up Menu *Catalogue*, *Rebuild Keyword List*. The cleared keywords will then be dropped from the register.

9.14 Difference between Reason for Title Block and Reason for Non-Availability

A Title Block refers to the catalogue entry and thus to all copies, e.g. *Reference Only*.
The Reason for Non-Availability refers to an individual copy, e.g. *Undergoing Repair*

9.15 How can I influence the return date for a loan?

- *Types of Media* (Menu *Catalogue*) always states the number of days the medium can be loaned for, e.g. books 28 days and CDs 14 days. (Please double-click on line to access the details.)
- To carry out a loan with fixed dates (e.g. end of school year), a fixed return date can be issued via Menu *Desk Functions*. This can be session-related or be valid for all sessions and all users. (The plug-in *Stock Planning and Acquisition* offers further options.)
- In individual instances the date can be individually changed by double-clicking on the entry in the Loans window.

9.16 Has the reader already read the book?

Readers ask this question time and again, and with the card indexes it was easy to meet this need. You can have information issued: configure it in Menu *Administration*, *Parameters for Use*, *Miscellaneous*, *Lending Frequency*. A message will then be issued if the reader in has already loaned the book in question in recent years.

9.17 Medium or reader accidentally deleted

What can I do if a medium or reader has accidentally been deleted? In Menu *Catalogue* or *Reader* call up the relevant 'waste basket', look for the entry and recreate it through highlighting and the *Restore* button.

9.18 Can we also sell books instead of lending them?

This is possible using the *Billing* plug-in. Talk to the manufacturer.

9.19 Can I influence the further development of Perpustakaan?

Ergonomic software is important to us. Please make use of this offer to voice your opinion on this application. The following interests us in particular:

- Experiences with intuitive operation: have there been any misunderstandings anywhere?
- Desirable function extension of general significance

Please send your feedback to mail@must.de
If you want advance information on new developments please go to http://www.must.de/Libakt.htm

Even though not every idea is put into practice, nearly all developments offered through updates are attributable to users' suggestions.

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