FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)
Affiliated to University of Kerala

PER MATREM PRO PATRIA

4.2.1 Libsoft ILMS Manual

IQAC INTERNAL QUALITY ASSURANCE CELL

LIBSOFT SERVER VERSION 4.1

User's Manual

Contents

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User's Manual

1. ABOUT LIBSOFT

Libsoft is an integrated, multi-user, user-friendly Library Management Software Package developed with the help and advice of a team of experts from library profession. This software can manage all library routines like book accession, multimedia accession, journal accession & indexing, classification based on DDC, membership, circulation and Information Retrieval (OPAC). This software is systematically checked with various working conditions.

1.1. Features

- Fully Flexible-Local variations possible
- Supports more than 10 Lakh of Records
- Data conversion from CDS/ISIS
- Reduced Rate
- Fully Integrated
- High Data Security
- Exhaustive Information Retrieval Tool
- More User-Friendly
- Printouts in desired formats
- Various report generation
- Simple and Boolean search
- Search result can sort with all fields
- Multi-user Facility
- Network Implementation
- Software Consistency
- Barcode Facility
- ISBN support for Book Accession
- Member Photo support
- Title reservation

1.2. Before you begin

Information in this document is provided in connection with Libsoft Server Version 4.1. Any part of this document or software should not be used with any other software or operating system other than specified by the Libsoft.

Warning: This software is protected by Copyright Law. Unauthorized reproduction or distribution of this software may result in severe civil and criminal penalties.

1.3. System Requirements

- Operating System : Windows 95 or above

- Processor : Pentium II or above

- RAM : 64 MB (Min)

- Hard Disk: 200 MB Free Space.

- CD-ROM

- Barcode Reader (optional)

1.4. Installation

Run the setup program of the Libsoft in the compact disc. The setup program will guide you through the rest of the process.

1.5. Operation Manual

After successful installation, Libsoft will appear on your programs list. Use the 'start' button to access the programs menu, and select the Libsoft icon Alternatively, if a shortcut icon has been set up on desktop, then you can activate Libsoft by double clicking on this icon .By double clicking, a welcome window will display asking User ID and Password. You can set password for a specific user to use only a specific area of the software. So the software is protected from unauthorized use. The password window will display as shown below.
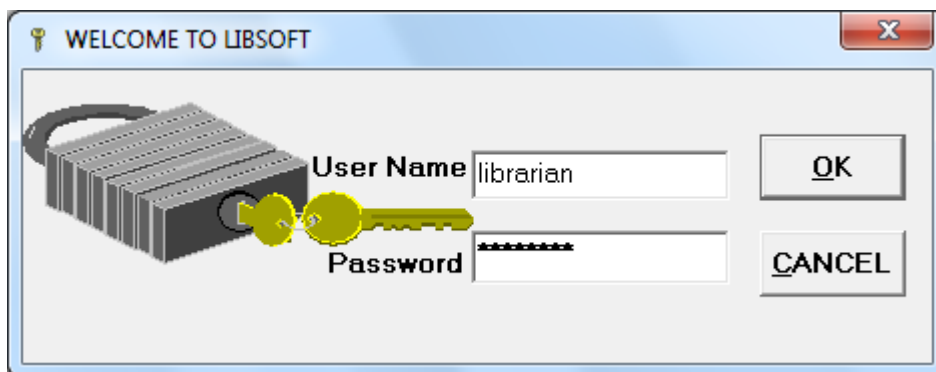
By giving the User Name and Password the front page will get displayed as shown below.
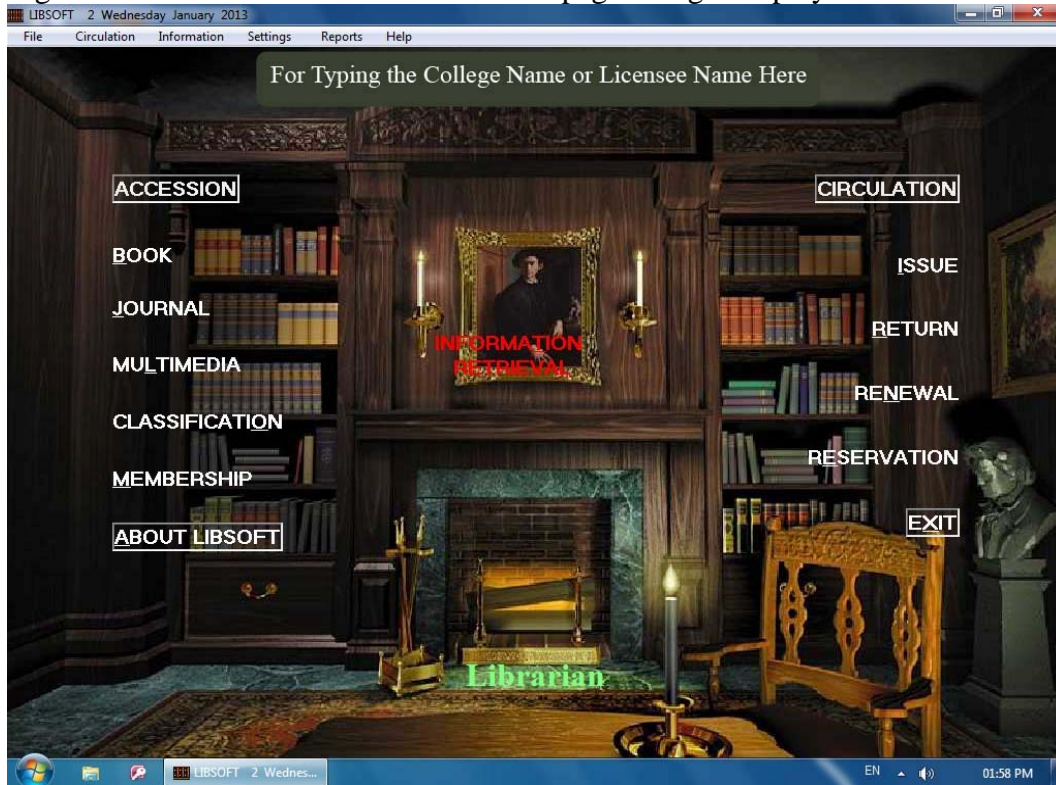
1.6. Menu

The main menus of Libsoft are File, Circulation, Information, Settings, Reports, Help, (See fig)
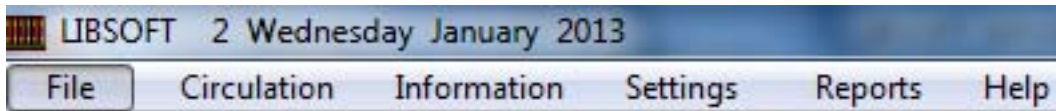
1.6.1. File Menu

The File Menu consists of seven sub menus. They are Book Accession, Journal Accession, Membership, Multimedia, Classification and Exit.

1.6.2. Circulation Menu

The Circulation Menu consists of four sub menus. They are Book Issue, Book Return, Book Renewal, and Reservation.

1.6.3. Information Menu

The circulation Menu consists of one sub menu. That is Information Retrieval.

1.6.4. Setting Menu

The Setting Menu consists of three sub menus. They are Category, Library Name and Back up.

1.6.5. Reports Menu

The Report Menu consists of three sub menus. They are Books, Member and Issue.

1.6.6. Help

The Help Menu consists of sub menus. They are Help Topics and About Libsoft.

2. BOOK ACCESSION

This is mainly used for creating the database of the books into Libsoft. We can also edit already entered books, by updating or by deleting etc. You can take the Book Accession either from the file menu or from the main screen of the Libsoft or by shortcut keys (Ctrl+B). On clicking on the 'Book Accession', a window is displayed as shown below.

2.1. Command Buttons

There are seven command buttons in this window. They are Add New, Add Copy, Delete, Update, Find, List All and Exit.

2.1.1. ADD NEW: This button is used to enter a new book. On clicking on this button all the fields become blank to enter new book. (See Book Entering)

2.1.2. ADD COPY: This button is used to enter a copy of previously entered book. On clicking the details of the selected book will come on the new screen.

2.1.3. DELETE: This button is used to delete already saved, displayed record in the window. On clicking this button, a confirmation window will appear making sure to delete the current record. On clicking 'YES' will delete the record and 'NO' will cancel the action.

NB: You cannot undo this action.

2.1.4. UPDATE: This button is used to edit already saved record. For update select a particular record and click update button. On clicking, a window will display with the details of the selected record and you can make changes and clicking 'OK' button will save the current changes. By clicking 'AUTO EDIT' Button the software automatically edit the wrong entry styles like Double space, space before comma, etc.

2.1.5. FIND: This button is used to find a particular book by accession number. On clicking, a window will appear on asking, "Enter the accession number", on entering the accession number and clicking 'OK' button will locate the particular record of the book, if exist.

2.1.6. LIST ALL: This button is used to list all the books in the order of accession number. On clicking a database window will appear listing the records row by row. After viewing, click on the button 'CLICK HERE' on the bottom of the window to go back to the book accession screen and selected recode will display.

2.1.7. EXIT: This button is used to exit from the book accession to the main window.

Each record can be selected as follows.
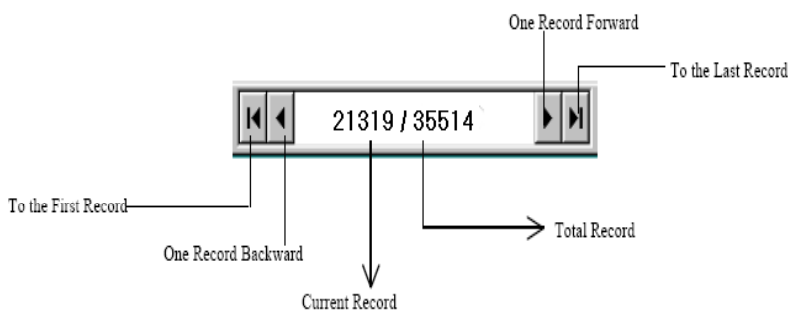
2.2. Book Entering

In this window you can see 'New R Status' box. It is used for Barcode & Spine printing. For entering new book you must read the ISBN barcode of the book in the 'Read ISBN 13' box. If you added similar copy of the same book then the all fields of the Book Accession window will come automatically copied from the previous book. If you added two or more similar copies of the book then a window will come and select suitable title and press 'A' for coping the book or press 'Z' for closing the window. If there is no similar book entered previously then the ISBN will come on the ISBN box and all other boxes will become blank.

For adding new book type keywords of the title separated by '*' in title box then press enter key. If you there is any title has similar keywords then that records will come on the new window. Select suitable title and then press 'A' for copy the record. If you don't get suitable title then press 'Z' then it will return to the previous window. There are some rules to enter the Title, Author, Imprint, etc.

2.2.1. Title

Here we will type the book's title and subtitles. Title and subtitles are separated by full colon (:). Books with Volumes, Parts, Book, etc. should put them after the main title by inserting comma (,) then one space then Vol.1 (Part or Book whatever given in the book). The first letter of the Vol., Part, and Book must be in capital letters. After Volume you must put a full stop then number (Vol.2). In case of Part, Book no need of full stop or blank space (Part1) (Book2)

Eg: Marketing research: Text, applications and case studies

Note:

•   The first letter of the title and subtitle should be entering in capital letters.

Eg: Computer programming: An introduction

•   Articles, "The, An, A" should be avoid from the beginning of the title. (Non literature books)

•   Nouns, Names of languages should be in capital letters.

Eg: Temples of Kozhikode district, Advanced English grammar

•   Books written in other languages other than English must put the first letter (lower case) of the language name in closed bracket at the end of the title.

  Eg: Hindi (h), Malayalam (m), Sanskrit (s)… so on.

•   In the case if there is Volume and Part in the book you must give the two.

Eg: Marketing, Vol.1, Part2: Indian economy

•   Avoid the use of '&' Symbol within the title

•   If there is Vol. No, Part No, and Book No in the same book, then you must enter the order given here.

Eg: World history, Vol.7: Indian history, Part1, Ancient history, Book3

2.2.2. Author(s)

In this textbox we enter the name of the author. The first part and second part of the names must start with capital letters. For entering this field follow the following instructions.

a. Foreign authors

• In the case of one part, then there is no change, show the table below:

Actual Name	Entry Format
Dowell	Dowell
Dricks	Dricks
Dostoyevsky	Dostoyevsky

- In the case of two part , then the last name should enter first and put a comma(,),then enter first the first name, show the table below:

Actual Name	Entry Format
Gary Adams	Adams, Gary
Tessie Agan	Agan, Tessie
Walter Allen	Allen, Walter
Billy Graham	Graham, Billy
Barack Obama	Obama, Barack
Ernest Rhys	Rhys, Ernest
Rex Shelley	Shelley, Rex
William Shakespeare	Shakespeare, William
Bernard Shaw	Shaw, Bernard
Cornelia Spencer	Spencer, Cornelia
Carl Stephenson	Stephenson, Carl
Graham Storey	Storey, Graham
Lytton Strachey	Strachey, Lytton
Michael Swan	Swan, Michael
Jonathan Swift	Swift, Jonathan

- In the case of three part, then the last name should enter first, then put a comma(,), then enter the first name middle name, show the table below:

Actual Name	Entry Format
Margaret Levine Young	Young, Margaret Levine
William Ernest Hocking	Hocking, William Ernest
Norman Vincent Peale	Peale, Norman Vincent
James Edwin Creighton	Creighton, James Edwin
Robert Louis Stevenson	Stevenson, Robert Louis
Ernest Belfort Bax	Bax, Ernest Belfort
Neale Donald Walsch	Walsch, Neale Donald
William Kelley Wright	Wright, William Kelley
David Woodruff Smith	Smith, David Woodruff
James George Frazer	Frazer, James George
Arthur Berriedale Keith	Keith, Arthur Berriedale

- In the case of Initials coming first, we must separate the name with comma (,) and put the initials, show the table below:

Actual Name	Entry Format
C H Waddington	Waddington, C H
C G Jung	Jung, C G
J S Turner	Turner, J S
C A Sheppard	Sheppard, C A
G F Lamb	Lamb, G F
E A Wodehouse	Wodehouse, E A

G C Thornley	Thornley, G C
V A Shahane	Shahane, V A
G N Ridley	Ridley, G N
W B Ronnfeldt	Ronnfeldt, W B
J B Priestley	Priestley, J B

b. Indian authors

- In the case of one part, then there is no change, show the table below:

Actual Name	Entry Format
Devraj	Devraj
Nagarjun	Nagarjun
Dhananjay	Dhananjay

- In the case of two part, then there is also no change, show the table below:

Actual Name	Entry Format
Achutha Menon	Achutha Menon
Anand Kumar	Anand Kumar
Arun Sharma	Arun Sharma
Devendra Bharadwaj	Devendra Bharadwaj
Dhruba Duttachowdhury	Dhruba Duttachowdhury
Gokul Sinha	Gokul Sinha
Jagdish Chandra	Jagdish Chandra
Kapildev Diwedi	Kapildev Diwedi
Maithreyi Pushpa	Maithreyi Pushpa
Manhar Chauhan	Manhar Chauhan
Meera Sreevasthav	Meera Sreevasthav

- In the case three part, then the last name should enter first, then put a comma(,), space then enter the first name middle name, show the table below:

Actual Name	Entry Format
Madhukar Kumar Bhagat	Bhagat, Madhukar Kumar
Pramod Kumar Singh	Singh, Pramod Kumar
Vijay Kant Thakur	Thakur, Vijay Kant
Janak Kumari Gupta	Gupta, Janak Kumari
Mrinal Kanti Bhadra	Bhadra, Mrinal Kanti
Hans Raj Bhatia	Bhatia, Hans Raj
Basant Kumar Lal	Lal, Basant Kumar
Jitendra Nath Mohanty	Mohanty, Jitendra Nath
Kshitish Chandra Banerjee	Banerjee, Kshitish Chandra
Syam Sundar Misra	Misra, Syam Sundar
Vinod Chandra Pandey	Pandey, Vinod Chandra

- In the case of Initials coming first we must separate the name with comma (,) and put the initials, show the table below:

Actual Name	Entry Format
P J Joseph	Joseph, P J
K P Prabhakar	Prabhakar, K P
S S Shashi	Shashi, S S
P Chandran	Chandran, P
P G Rajendran	Rajendran, P G
M K Harikumar	Harikumar, M K
R K Narayan	Narayan, R K
O N V Kurup	Kurup, O N V
O V Vijayan	Vijayan, O V
N N Kakkad	Kakkad, N N
C V Suresh	Suresh, C V

- In case of Malayalam authors with place, then enter the name should enter first, and then enter the place. The changes should separate with comma(,), show the table below:

Actual Name	Entry Format
Francis Cherunilam	Francis Cherunilam
George Irumpayam	George Irumpayam
Sudheer Kidangoor	Sudheer Kidangoor
Balachandran Chullikkad	Balachandran Chullikkad
Ramakrishnan Desamangalam	Ramakrishnan Desamangalam
Malayattoor Ramakrishna	Ramakrishnan, Malayattoor
Karoor Neelakanda Pillai	Neelakanda Pillai, Karoor
Unnikrishnan Puthur	Unnikrishnan Puthur
Kattakkada Divakaran	Divakaran, Kattakkada
S K Pottekkad	Pottekkad, S K
Punathil Kunjabdulla	Kunjabdulla, Punathil
George Onakkoor	George Onakkoor
Aymanam Krishna Kaima	Krishna Kaimal, Aymanam

c. South Indian authors

- In the case there is Caste name (Nair, Iyer etc) with name, then the 'caste name' should not enter first except in the case if there is only initials with the cast name, show the table below:

Actual Name	Entry Format
M T Vasudevan Nair	Vasudevan Nair, M T
C Achutha Menon	Achutha Menon, C
G Parameswar Ayyar	Parameswar Ayyar, G
M V Krishna Warrior	Krishna Warrior, M V
P Subba Rao	Subba Rao, P
Moothiringotte Bhavathratan Namboothiripad	Bhavathratan Namboothiripad, Moothiringotte
T K Ramachandra Iyer	Ramachandra Iyer, T K
G Sankara Kurup	Sankara Kurup, G
Mani Madhava Chakyar	Madhava Chakyar, Mani
K Ramakrishna Pillai	Ramakrishna Pillai, K
Kodungallur Kunjikkuttan Thampuran	Kunjikkuttan Thampuran, Kodungallur
Ragava Iyyankar	Ragava Iyyankar
Lalithambika Antharjanam	Lalithambika Antharjanam

- In the case if there is caste name and initials only, then can enter the caste name first, show the table below:

Actual Name	Entry Format
M K Nair	Nair, M K
E K Warrior	Warrior, E K
V N Rao	Rao, V N
O N V Kurup	Kurup, O N V

Names like V K N, E M S, M R B are written as like with spaces between the letters.

- In case of more than one authors, the name of the authors are separated by semicolon (;), remember to change each author to the entering format, Show the table below:

Thorpe, Edgar; Thorpe, Showick
Agarwal, O P; Agarwal Deepak
Gulati, G L; Phull, D S
Malhotra, AM; Bright, P S
Thorpe, Edgar; Thorpe, Showick
Knight, Rex; Knight, Margaret

- If there are more than two authors, then enter the first author name, then after a comma and space write "et al." remember to change the first author name to the entering format, Show the table below:

Darnell, Rick, et al.
Wallerstein, Immanuel, et al.
Andrews, Emily R, et al.
Agarwal, N N, et al.
Ebenstein, William, et al.
Amin, A, et al.
Kothari, D S, et al.

d. Editors and compilers

- In some books there will be only editors and compilers. In case of editors you must put 'Ed.', at the end of the name after a comma (,) and a blank space, Show the table below:

Rajeev C R, Ed.
Rakesh Dwivedi, Ed.
Ramakrishnan, M N, Ed.
Sachdeva, S K, Ed.
Fenves,Peter, Ed.
MacDonald, Paul S, Ed.
Mendel, Alfred O, Ed.

- In case of compilers you must put Comp., at the end of the name after a comma (,) and a blank space, Show the table below:

Mubashshir, Comp.
Phillips, Hubert, Comp.
Ranganna, S, Comp.
Balkrishna Rao, Comp.
Nagendra, Comp.

e. Translators

- In case of translators, you must put "Tr.", at the end of the name after a comma (,) and a blank space, Show the table below:

Radhakrishnan, S, Tr.
Arnold, Edwin, Tr.
Shamasastri, R, Tr.
Bhattia, Omprakash, Tr.
Tolstoy; Mishra, M P, Tr.
Anand, Tr.
Sivadas, P K , Tr.

- In the case editor, compiler, translator are in a same book, Show the table below:

Gopal, Madan, Comp.; Gautam, K S, Ed.
Rann-Kennedy, Charles, Tr.; Rhys, Ernest, Ed.
Bhatt, G P, Ed.; Deshpande, N A, Tr.
Rhys, Ernest, Ed.; Macdonell, Anne, Tr.
Meadd, G R S, Ed.; Taylors, Thomas, Tr.

- In the case there is more than two editors, compilers or translators in a same book, the entry format is shown in the table below:

Adams Maureen, Ed., et al.
Muller, Max F, Ed., et al.
Springer, Otto, Ed., et al.
Bose, D M, Ed.; et al.
James, Charles J, Tr., et al.
Akhmanova, O S, Comp., et al.
Edmondson, J E, Comp., et al.

2.2.3. Imprint

In the textbox, enter the Imprint of the book which is a combination of publisher name and place of publication separated by a comma (,). After entering the name of the publishing company put a comma (,) then space then you must give the place. User can select the imprint from the drop down list. Please avoid the article 'The' from the beginning of the imprint. Show the table below:

Macmillan India Ltd., New Delhi
McGraw-Hill Book Inc., New York
National Book Stall, Kottayam
Navajeevan Publishing House, Ahmadabad
Orient Black swan Pvt. Ltd., New Delhi
Prentice-Hall of India Pvt Ltd, New Delhi
Rajpal & Sons, Delhi

2.2.4. Year

In the textbox, enter the latest edition year, the copyright year or reprint year. Use only AD year. Eg: 1990

2.2.5. Series

In this textbox, enter the series of the book. If no series is given just leave it blank.

Eg: Schaum's Outline Series

ABC Series in Mathematics

2.2.6. Edition

In this textbox we are giving the edition of the book. Entries must be in number format (eg: 2, 3, 10). First edition of the book need not to be enter.

2.2.7. Subject(s)/Keywords

In this field we are entering the subject of the book. There are two methods for entering the subjects,

1. Select the appropriate subject from the DDC table and type this in the subject box then press enter key it will generate the Call No. automatically on the Call No. box

2. If you know the DDC Class No. of a particular subject, then enter it to the text box right of the subject field and press 'Enter' key it will generate the Subject name and Call No. automatically in the respective boxes (Refer Call No.).

2.2.8. Acc. No.

The accession number of the book is entered here. Libsoft prefers five-digit number in accession number, if it is a three digit number put the appropriate number of zero's to the left hand side of the number to make it a five-digit format.

Note: Do not leave the box empty and no duplication is allowed.

Eg. 971   ----- 00971

    1122 ----- 01122

2.2.9. Call No.

This textbox is used for the Call No. of the book. There is no need to enter the Call No., here because the system will automatically create the call number using the blank textbox or by the subject box or by the call no command button. The call number is divided into two parts 1) Class No. 2) Book No.
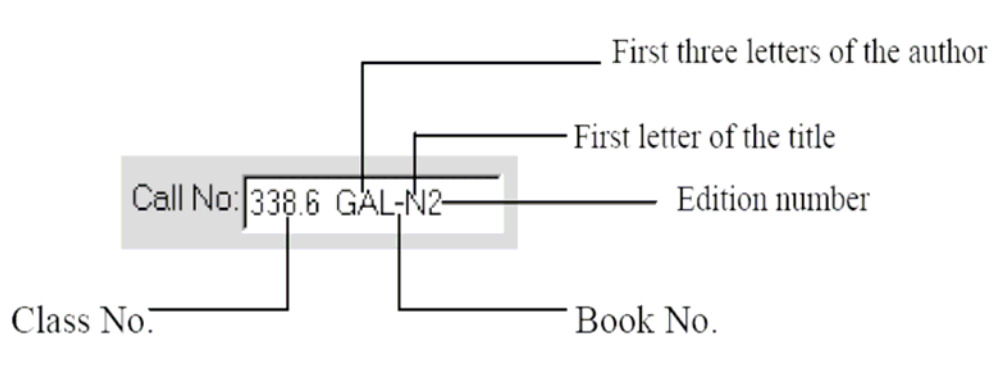
The first part of the Call No. is called the Class No [338.6] which represents the subject or keyword and the second part is called the Book No., [GAL-N2]. In the Book No., the last

numerical part is the edition [GAL-N2], here 2 indicates the edition of the book. If it was like [GAL-N.2], this '**.2**' indicates the Volume or Part or Book No., of the book.

Call No: | Class No Book No[Edition].[Volume/Part/Book] |

Two Spaces
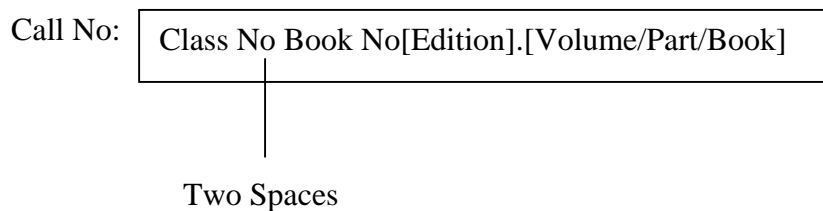
NB: In case there is no author given the software will automatically fix first three letters of the title in the Book No., and first letter of the title part will be absent.

In case there is both edition and volume you must give the two in the Call No.,

Eg. 338.6 GAL-N2.3   here '2' indicates Edition and '3' indicates the Volume If Edition, Volume, Part is given, the Call No., will be 338.6 GAL-N2.3.2   here '2' indicates Edition, '3' indicates Volume, '2' indicates Part of the book. If the book is a reference book we add 'R' at the starting of the call no separated by double space.

2.2.10. ISBN

In the textbox, enter the 13 digit ISBN number of the book without any hyphen. Usually ISBN number is given on the back side of the book above the barcode. If there is no ISBN numbers just leave the column blank.

2.2.11. Price

In this textbox, enter the price of the book, it is entered in rupees. Paisa. [34]

2.2.12. Pages

The total number of pages is entered in this text box.

2.2.13. Date of Release

The date that a particular book is entered into the software is indicated here. Libsoft is connected to your system date and time, so the software will update this field with your system date. So there is no need to enter this field.

2.2.14. Bill No.

This field is used to store the Bill No and date of book purchase. If 'Keep' checkbox is selected the content of this field will be retained by Libsoft for next entries.

2.2.15. Supplier

The name of the supplier who supplies the book to the library is indicated here. Usually there will be usual suppliers to the library. If the same supplier is giving the books you are entering

no needs to type the name each time instead select the Check Box named "Keep". Libsoft will keep the name of the supplier up to when you exit the Book Accession.

2.2.16. Book Status

In this Select Box you must select the status of the book entering. There are 8 options for selection.

They are

IN	Indicates that the book is available for circulation.
OUT	Indicates that the book had been issued to someone else.
THESIS	Indicates that the current document is a Thesis.
BINDING	Indicates that the book had gone to the binding section.
REFERENCE	Indicates that the current book is a Reference Book.
DAMAGED	Indicates that the current book is Damaged so unable to issue
LOST	Indicates that the current book is Lost.
WEEDED OUT	Indicates that the current book is Weeded Out or Discarded from the Library.

2.2.17. Reservation Status

This field is used for to keep a few books together for spine printing purpose and other applications. This field indicates the number of reservations for this book. Normally the status is zero. Default reservation status during entry is '9' after creating the spine you must change it to '0' in the spine creation section.

2.2.18. Remarks

This textbox is used to enter some remarks about a book. It can be valuable information's or tips regarding the book.

SAVE button saves the record. For saving the record the Acc.No field must not be blank and the Acc.No. is a unique number.

CANCEL button cancels the current action.

CALL NO button is used to create call no automatically after entering the details of the book. The Call No. contains 3 parts. 1. Class number (DDC). 2. First 3 letter of the author. 3. First letter of the Title. (See fig.)

REFRESH button is used to refresh the current window. It is used to refresh the newly added Classification table.

3. CLASSIFICATION

Classifications of books are entered here. Libsoft supports 21st edition of Dewey Decimal Classification Scheme. This module is linked to the Book Accession for classifying books. We can also search for classifications here or enter new classifications

3.1. Command Buttons

3.1.1. ADD NEW: - To add a new classification class no and subject. On clicking a new window will appear with buttons Save and Cancel. After entering the class no and subject save it or cancel to quit. The Class no must be in DDC 21st scheme.

3.1.2. DELETE: - To delete a current classification number and subject which are displayed on the upper textboxes Class No and Subject/ Keyword will get deleted on clicking.

3.1.3. UPDATE: - To make changes to already entered classifications. On clicking the window will change to buttons with OK, FIND, and SORT. After making changes click OK to save the changes.

3.1.4. SORT: - To arrange the classification table by selecting any of the columns. Enter 1 for Class No. or 2 for Subject/ Keyword. This will be sorted on ascending order only.

3.1.5. FIND: - To find a specific Class No or Subject/ Keyword. On clicking on this, a window will display asking to enter the expression for searching. The find result is only displayed when the expression matches the field completely.

3.1.6. SEARCH: - To search a specific Keyword we can use the search. On clicking on 'Search' a window will display asking for the search keyword. We can enter a part of the text for searching or put * symbol for a character to a group of characters, clicking OK will display the search result. If any similarity is found with the searching word it will get displayed. For displaying the result the window will change and search results only get listed. For changing to normal click on the List All button which will be active now.

NB: The difference between Find and Search is that find will look for the whole class number and that particular record will get displayed, but in search if any subject part get matched it will display it. We can replace characters with * symbol so as to truncate part of the keyword.

3.1.7. EXIT: - This button helps us to exit from the classification window

3.2. Different Classification of Books

CLASS NO	SUBJECT
000	Generalities
100	Philosophy & related disciplines
200	Religion
300	Social sciences
400	Language
500	Pure sciences
600	Technology (Applied sciences)
700	The arts
800	Literature
900	General geography & history

CLASS NO	SUBJECT
000	Generalities
010	Bibliography
020	Library & information sciences
030	General encyclopedic works
050	General serial publications
060	General organizations & museology
070	Journalism, publishing, newspapers
080	General collections
090	Manuscripts & book rarities
100	Philosophy & related disciplines
110	Metaphysics
120	Epistemology, causation, humankind

130	Paranormal phenomena & arts
140	Specific philosophical viewpoints
150	Psychology
160	Logic
170	Ethics (Moral philosophy)
180	Ancient, medieval, Oriental philosophy
190	Modern Western philosophy
200	Religion
210	Natural religion
220	Bible
230	Christian theology
240	Christian moral & devotional theology
250	Local church & religious orders
260	Social & ecclesiastical theology
270	History & geography of church
280	Christian denominations & sects
290	Other & comparative religions
300	Social sciences
310	Statistics
320	Political science
330	Economics
340	Law
350	Public administration
360	Social problems & services
370	Education
380	Commerce (Trade)
390	Customs, etiquette, folklore
400	Language
410	Linguistics
420	English languages
430	Germanic languages German
440	Romance languages French
450	Italian, Romanian, Rhaeto-Romanic
460	Spanish & Portuguese languages
470	Italic languages Latin
480	Hellenic languages Classical Greek
490	Other languages
500	Pure sciences
510	Mathematics
520	Astronomy & allied sciences
530	Physics
540	Chemistry & allied sciences
550	Sciences of earth & other worlds
560	Paleontology

570	Life sciences
580	Botanical sciences
590	Zoological sciences
600	Technology (Applied sciences)
610	Medical sciences; Medicine
620	Engineering & allied operations
630	Agriculture & related technologies
640	Home economics & family living
650	Management & auxiliary services; Business
660	Chemical & related technologies
670	Manufactures
680	Manufacture for specific uses
690	Buildings
700	The arts
710	Civic & landscape art
720	Architecture
730	Plastic arts Sculpture
740	Drawing, decorative & minor arts
750	Painting & paintings
760	Graphic arts Prints
770	Photography & photographs
780	Music
790	Recreational & performing arts
800	Literature
810	American literature in English
820	English & Anglo-Saxon literatures
830	German literature
840	French literature
850	Italian, Romanian, Rhaeto-Romanic
860	Spanish & Portuguese literatures
870	Italic literatures Latin
880	Hellenic literatures Greek
890	Literatures of other languages
900	General geography & history
910	General geography & Travel
920	General biography & genealogy
930	History of ancient world
940	History of Europe
950	General history of Asia
960	General history of Africa
970	General history of North America
980	General history of South America
990	General history of other areas

4. BOOK SPINE

Book Spine is used to create the Spine of the book, Barcode and Book Card. It consists of two parts first part is the Book and the second part is the Spine. You must create spine for taking the printouts of the Spine, Barcode and Book card.
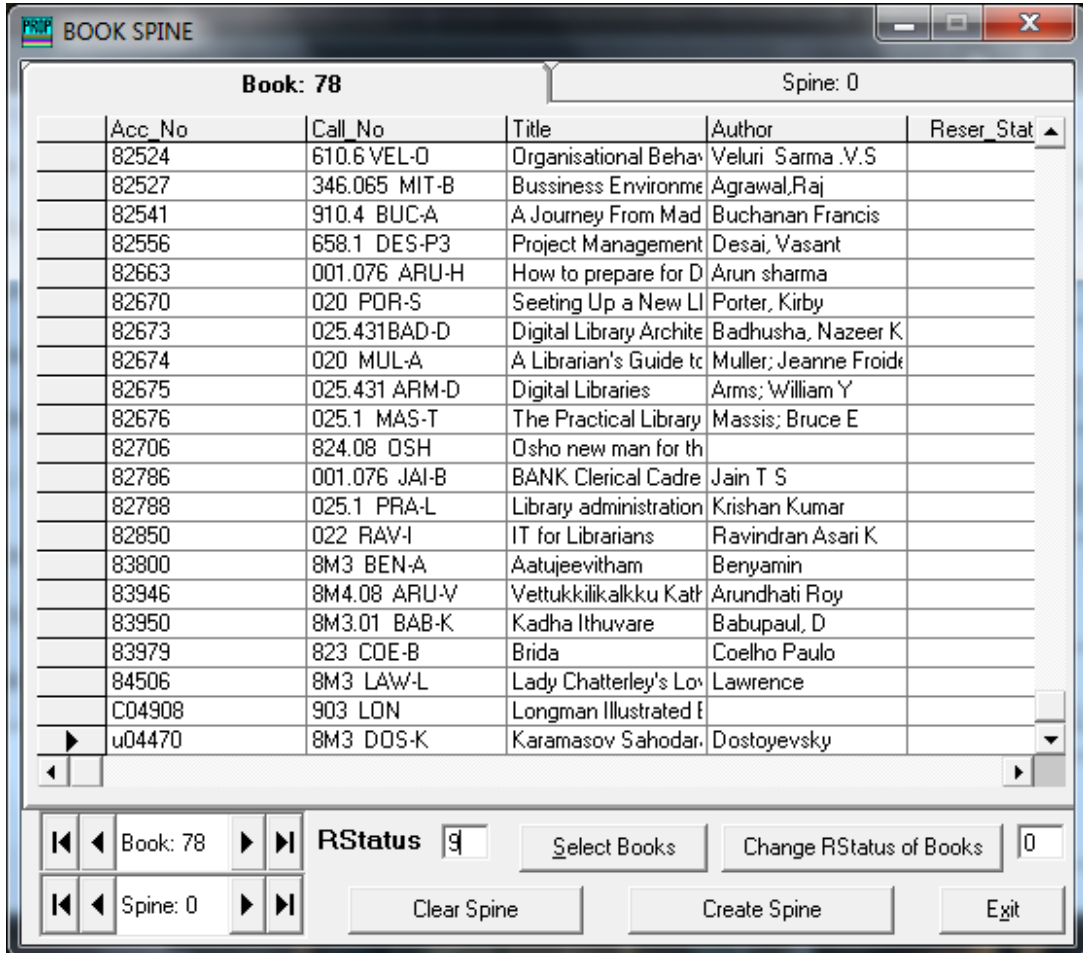
4.1. Functions in Book Spine

4.1.1. RStatus: This text box is used to select books of a particular reservation status. The reservation status of the book which you are going to select must be entered here. The default reservation status is '9'.

4.1.2. Select Books: This command is used to select the books from the database of a particular status. Before selecting the books you must enter the status of the book in the 'RStatus' textbox. Then clicking on the button will select the book and display it in the book window.

4.1.3. Change RStatus of the Books: This command is used to change the Reservation Status of the Book from one number to another. For this you must select the books using the current Reservation Status of the book in the 'RStatus' textbox and clicking on 'Select Books' command. Entering the new reservation status in the text box provided and clicking on the

button will change the reservation status of the books selected. After printing one status, you must change the status 9 to 0.

4.1.4. Clear Spine: This command is used to clear the spine (if any created earlier). Clicking on this will clear the Spine window. Once you created the Spine and want to create a new one then also we can clear the current spine using this command.

4.1.5. Create Spine: This command is used to create a new spine. Before creating Spine you must select the books for creating spine by using the 'Select Books' command. After selecting the books, clicking on 'Create Spine' button will create the spine for the selected books. Only after creating spine you can take the print outs of the Book Card, Barcode and Spine of the selected books. Spine can be viewed by clicking on the spine part of the window.

Note: Before creating new spine remember to clear the previous spine if it is not needed.

4.1.6. Exit: This command is used to exit from the Book Spine.
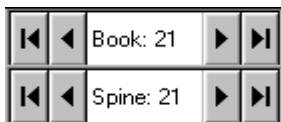
This two data tool box is used to indicate the number of books in the book part and number of books in the spine. Total number of Books and Spine were also indicated at the upper side of the window. You can move between records using the button provided and also move to the first or last part of the record also. You can switch over to the book part or spine part using the mouse.

You can select book or create spine in Book part or Spine part of the window. For viewing the selected books or for viewing the spine created you must switch over to the respective window. This window can also be used to change the reserve status of a group of books as a whole.

After creating spine, go to the Libsoft Folder; open **Spine.mdb**, then from 'Reports'

Note: Create a desktop shortcut for easy use

- Open 'Barcode' for printing Barcode
- Open 'Book Card' for printing Book Card
- Open 'Book Card Small' for printing small Book Card
- Open 'BS' for printing Barcode and Spine
- Open 'BS with Card' for printing Barcode, Spine and Small Book Card
- Open 'Spine' for printing Spine
- Open 'Spine1' for printing Spine without College Code

Show the figure below:
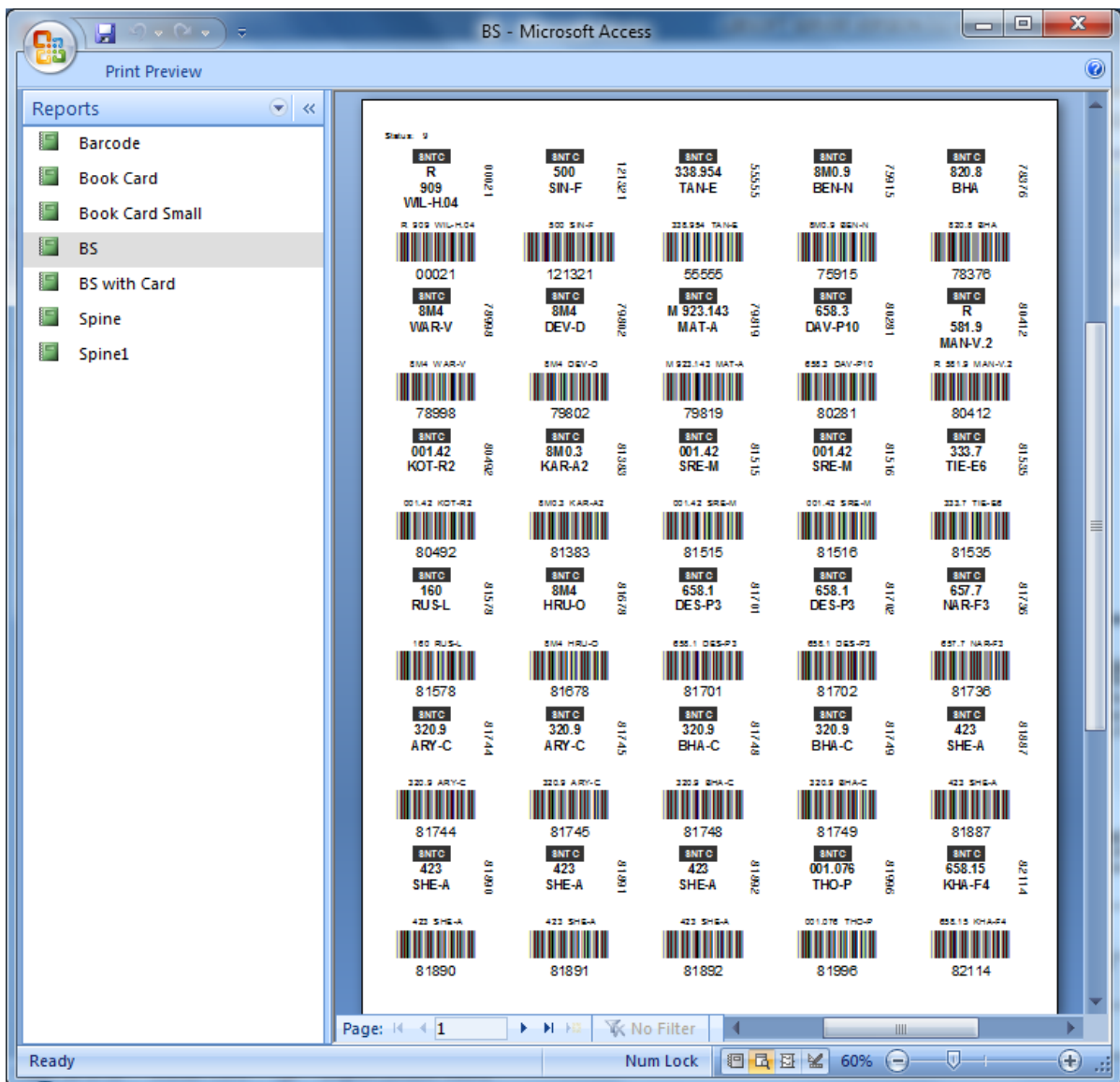
4.2. Steps in Barcode and Spine Creation and Printing

4.2.1. Spine Creation

First Click (Open) Book accession from Libsoft main Window.

• Click on file menu.

• Select Book spine from File menu.

• Clear all the previous items by click on Clear spine.

• Enter printing status (Default 9) in RStatus textbox.

• Click on select books Button.

• Click on Create Spine button.

• Exit from book spine by click on Exit button.

• Minimize the Libsoft window.

4.2.2. Spine Printing
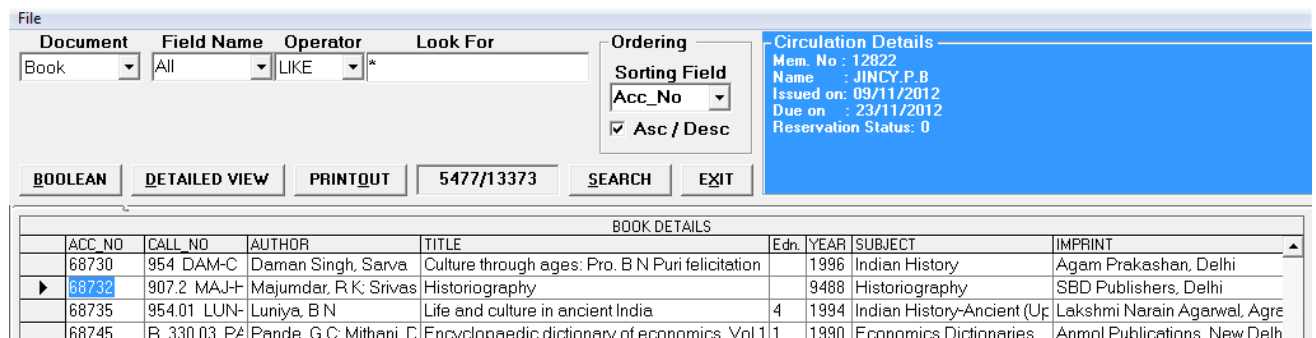
• Go to desktop.

• Select shortcut to spine.

• Double click on shortcut to spine.

• A Window will appear. Then double click on BS (Barcode and Spine).

• A new window will appear. Then click on file menu.

• From the file menu, click on print option.

• A print Dialog box will appear.

• Enter the number of pages in page number column.

• Click on OK button.

4.2.3. Change the Reservation status (After taking Printout Only)

• Go to Book accession.

• From book accession window click on file menu.

• Click on Book spine, a window will appear.

• Then enter the printed status in RStatus textbox (Default 9).

• Click on select books.

• Enter the new status in ChangeRStatus of books textbox (Default 0).

• Then click on ChangeRStatus of books.

• Exit.

5. INFORMATION RETRIEVAL

One of the amazing features of the Libsoft is that it's unique Information Retrieval. This is mainly used for searching purposes.

5 .1. SIMPLE Search

5.1.1. Document Select box

Document Select Box is used to select the document for which you are going to retrieve the information. Default selection is the Book. You can select any other by just clicking on the button, a drop down menu will appear and you can select from it. You can select **Book, Book Title, Member, Issue, Reservation, Journal, Journal Issue, Indexing, Multimedia, AllBooks and Return**. On selecting the document the fields in the 'Field Name' will change to the fields of the document you selected.

5.1.2. Field Name Select Box

You must select a field name here. The default field name will be 'All', means selected all the fields. All the fields are listed here with respect to the content in the document box.

Book	All, Acc_No, Call_No, ISBN, Author, Title, Subject, Series, Imprint, Year, Edition, Supplier, Bill_No, Date_Release, Book_Status, Reser_status, Remarks
Book Title	All, Acc_No, Call_No, ISBN, Author, Title, Subject, Series, Imprint, Year, Edition, Supplier, Bill_No, Date_Release, Book_Status, Reser_status, Remarks
Member	All, Mem_No, Branch, Mem_Name, Address, Email, Phone, Date_Birth, Sex, Over_Due, Expiry_Date, Date_Entry, Category, No_Book, No_Reserved
Issue	All, Mem_No, Mem_Name, Acc_No, Issue_Date, Due_Date, Title, Author
Reservation	All, Acc_No, Mem_No, Mem_Name, Reserv_Date, Priority, Title, Author
Journal	All, ISSN, Periodicity, Publisher, Place_Pub, Last_Vol_Bd, Renewal
Journal Issue	Title, Volume_No, Issue_No, Year, Date_Publication, Date_Receipt
Indexing	All, Title, Author, Keyword, Abstract, Journal_Title
Multimedia	Acc_No, Title, Subject, Producer, Language, Colour, Duration, Format, Details
AllBooks	All, Acc_No, Call_No, ISBN, Author, Title, Subject, Series, Imprint, Year, Edition, Supplier, Bill_No, Date_Release, Book_Status, Reser_status, Remarks
Return	All, Mem_No, Mem_Name, Title, Author, Issue_Date, Due_Date, Return_Date, Over_Due
Renew	All, Mem_No, Mem_Name, Acc_No, Title, Author, Issue_Date, Due_Date, Renew_Date, Over_Due, SLNO
Fine List	All, Mem_No, Mem_Name, Acc_No, Title, Over_Due, TotalO_Due, Fine, Reciept, Date, SLNO
Activities	All, Date_Time, User, Event, Mem_No, Name, Acc_No, Title, Date, SLNO

5.1.3. Operator Select Box

You must select an Operator here. There are 7 operators listed here. The default operator is 'Like'. Like operator is used to display similar words or like things which are given for searching. Other operators are

BEGINS	Begin With
'='	Is Equal to
'< >'	Is Not Equal to
'>'	Is Greater than
'>='	Is Greater than or Equal to
'<'	Is Less than
'<='	Is Less than or Equal to

5.1.4. Look For Text Box

What you are searching must be added here. You can replace space, character or a group of characters with the asterisk (*) symbol here. You can use more than one Asterisk (*) symbol in one search item.

For Eg: Searching for "Modern English Literature" Book can be entered like this "Mod*eng*lit*" will display the text if it is present.

Searching for Malayalam Text " Nalukettu" can be entered like "*al*ke*tu " will display the book.

NB: You can use this facility if you don't know the spelling correctly of the author, title or any field of a book.

For displaying total book in the computer select 'Book' in the document, 'All' in the Field Name, 'Like' in the Operator and Asterisks (*) in the Look For will display the total books that had entered in Libsoft.

5.1.5. Ordering

The displayed search result can be sorted in Ascending order or Descending order in respect to any field you select in the select box. Clicking the check button before Asc/Desc will get it sorted ascending otherwise descending. The fields available for sorting the results are Acc_No, Call_No, ISBN, Author, Title, Subject, Series, Imprint, Year, Supplier, Bill_No, and Date_Release.

5.2. BOOLEAN Search

The Boolean Search does searching based on more than one condition. Just clicking on the Boolean command button can make changing from Simple search to Boolean search. The window will change as shown below and Boolean command button will turn to Simple command button.

5.2.1. Logical Operator

Logical operator select box is used to select a logical operator. Three logical operators are given **AND, OR, AND NOT**

   a. AND Operator: If **AND** operator is used, the results will display when the two conditions are true.

   b. OR Operator: If **OR** operator is used, the result will display if any of the condition becomes true.

   c. AND NOT Operator: If this operator is used, the result will display only the first condition must be true and the second condition must be false.

5.2.2. Field Name Textbox

Same as the simple search will change the contents based on the field selected in the document box

5.2.3. Operator Textbox

Same as in the simple Search

5.2.4. Look For Textbox

This is same as that of the Simple Search. You can follow the same rule as that of the Simple Search. You can use asterisks (*) here also.

5.3. SEARCH

Command button is used to start the searching. Giving the conditions and clicking on the button 'SEARCH' the system starts searching for the records according to the condition given

in Look for. After entering the conditions in 'Simple' and 'Boolean' or Simple search just click on the search button or press the enter key, this will activate the search.

NB: You cannot execute a Boolean search with giving conditions only in the Simple search Look For.

5.4. DETAILED VIEW

This button is used to view the details of the book as shown below. All details of the book will appear in the window with the 'OK' and 'CANCEL' button. Clicking on the 'OK' will move to the next record and its details will be displayed. Cancel will cancel the window. Seeing the details of a particular record select that record and click on detailed view.
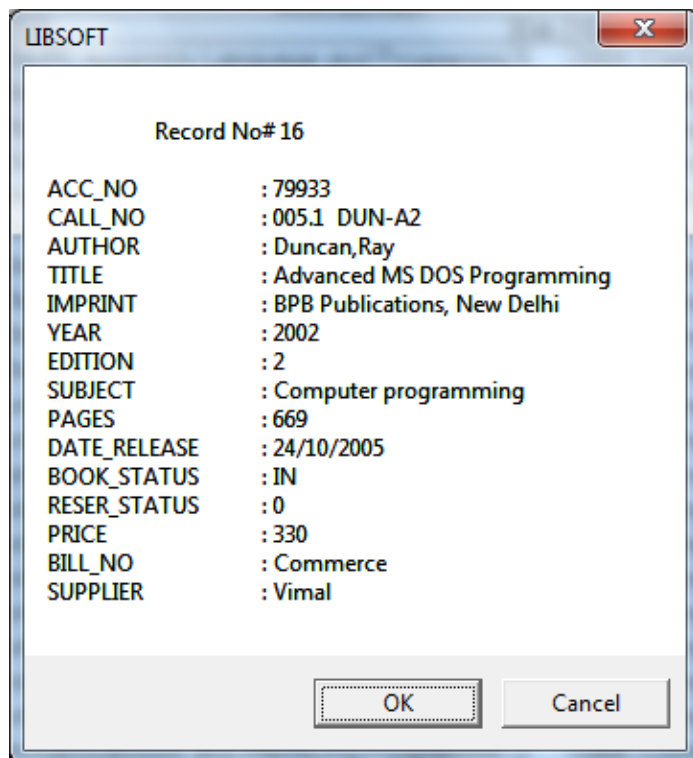
Displayed record number will be displayed at the top of the window. All fields will be displayed like this. Fields with null values will not be displayed.

5.5. Circulation Details

Circulation Details of the book are displayed here. Details include Member Number, Name, Issued On, Due Date and Reservation Status of the Book issued. If we are searching with 'Book' in the document it is displayed. For book that is not issued, Circulation Details will be Book Status and Reservation Status.
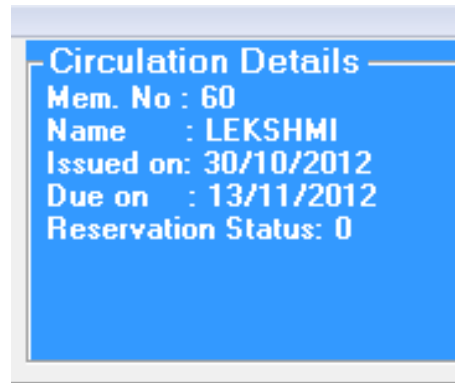
Circulation Details of the member will be different. If you are searching with Member in the document circulation details will display the details of the books taken by the selected member in accession number order. You can check any Members using circulation details. Acc. No. and Title of the books will be displayed.
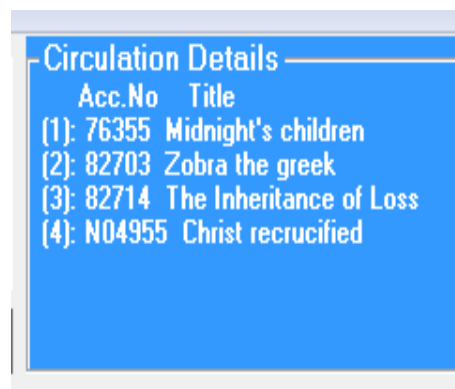
5.6. PRINTOUT

For taking the printouts of the search results we are using the "PRINTOUT" command button. Clicking on this button will display the window **'Print Option'** as shown below.
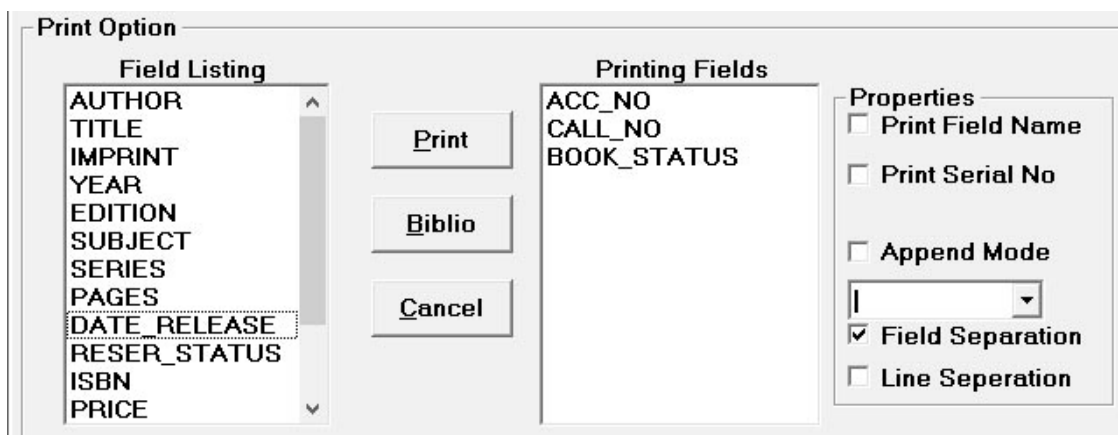
5.6.1. Field Listing and Printing Fields

In this 'Print Option' window there are two Select Boxes. The first box **"Field Listing"** and the second box are **"Printing Fields".** In the 'Field Listing' window all the fields of the Book Accession are listed. You want to select the fields from the 'Field Listing'. You can select a field by just clicking on that field in the 'Field Listing' automatically that field will move to the 'Printing Fields'.

So you can select the appropriate fields you want and it will move to the 'Printing Fields'. If you want to remove any selected field from the 'Printing Fields' just click on that field name on the 'Printing Fields' and it will automatically remove the field from the list and move back to the 'Field Listing'.

a. Print Button

This button is used to take print outs of the listed item of the search, using the 'Printing Fields' selected. On clicking on this 'Print' button a Text document file will be generated with the details of the books selected named "Information.txt" in the specified folder.

b. Biblio Button

This button is used to take the Bibliography of the searched books. The 'Biblio', contains bibliographical details of the book. On clicking on this button will generate a Text document file named "Information.txt" in the specified folder. The fields presented in 'Biblio' are Author, Title, Imprint, and Year.

c. Cancel Button

This button is used to cancel the 'Print' option and move back to 'Book Details'.

5.6.2. Properties

Properties associated with the 'Print' and 'Biblio' is given here.

a.   Print Filed Name: This checkbox is used to print the Field Name while taking Print or Biblio. If it is selected the field names also get printed; if not, only the details are printed.

b.   Print Serial No: This checkbox is used to print the Serial No. in the Print or Biblio. If it is selected the Serial No gets printed.

c.   Append Mode: This checkbox is used to append or add more contents to the file 'Information.txt' which already exist. More details can be added to an existing file without replacing the contents of the file.

d.   Field Separation: This checkbox will be only active when "Print Field Name" checkbox is not selected. If "Print Field Name" is selected "Field Separation" checkbox will get inactive. This is mainly used to separate the contents of fields from one another using

special symbols like "**|**", "**- **", "**#**". Or you can give your own field of separation. On selecting the checkbox of the 'Field Separation' a select box will appear above the 'Field Separation' and you can select the appropriate symbol from the box by clicking on the side button a pull down menu will appear indicating the symbols and you can select from these.
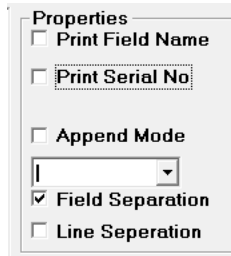
5.6.3. Convert to Microsoft Word

If the field separation is used, we can convert the text into table format based on the symbol you selected from the list box. For that you open the 'information.txt' document in Microsoft word (click right click on 'information.txt' and select 'open with Microsoft Word), then select all (Ctr+A) follow 'Insert' menu >Table>Convert Text to Table. , then a screen like this will appear
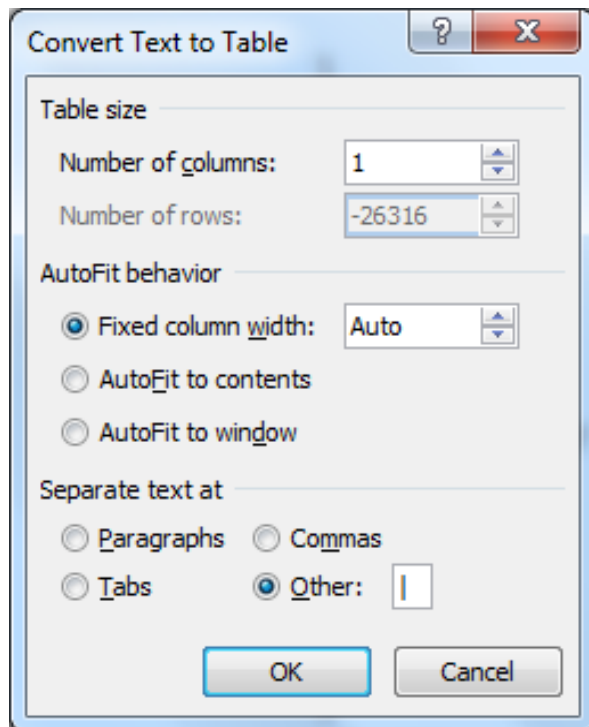
In 'Separate text at' select ' Others' and put the pipe symbol ("Ctrl+\" see figure). After editing in MS Word SAVE AS any Microsoft Word Document format.

5.6.4 Convert to Microsoft Excel

Right click on Information.txt then open with Excel. Then all data will come on 'A' column. To split it into 2 or more column select 'A' column.

- Then Select Data menu

- Text to columns then Convert text to columns wizard will come. It has 3 steps
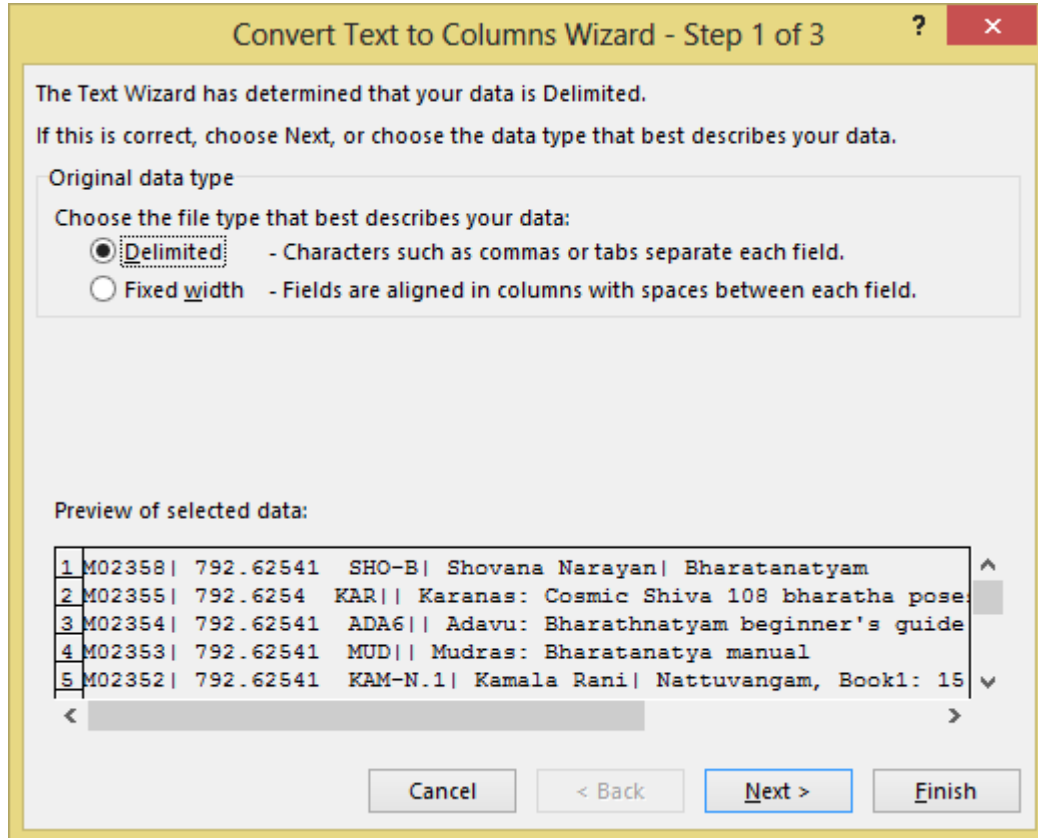
1. Step1: Select 'Delimited' option and click next button

2. Step2: Select 'Other' option type '|' symbol (Ctrl+\) in the box and click next button

3. Step3: Select General then click finish button.

Then information data will come on respective columns. You can edit the excel file and Save As an Excel Workbook.

5.7. EXIT Button

This command button is used to exit from the Information Retrieval of the Libsoft.

5.8. Frequently asked questions

Sl No	Questions	Document	Field Name	Operator	Look for
1	How can we find total number of books	BOOK	ALL	LIKE	*
2	Total number of reference books	BOOK	Book_Status	LIKE	REFEREN CE
3	Total number of damaged books	BOOK	Book_Status	LIKE	DAMAGED
4	Total number of issued books	BOOK	Book_Status	LIKE	OUT
5	Details of a particular book (Eg. Acc No.12521)	BOOK	Acc_No	=	12521
6	Searching of a book (Computer architecture)	BOOK	Title	LIKE	compu*archi
7	Find list of books which subject is 'Successful living; Applied psychology'	BOOK	Subject	LIKE	succ*living
8	List of books Acc. No. less than 20000	BOOK	Acc_No	<	20000
9	List of books Acc. No. greater than 20000	BOOK	Acc_No	>	20000
10	List of Malayalam books	BOOK	Title	LIKE	(m)
11	List of Malayalam literature books	BOOK	Call_No	BEGINS	8M
12	List of books which author is Shakespeare	BOOK	Author	LIKE	Shakespeare
13	Books entered in a particular date (Eg. 2014 July 18)	BOOK	Date_Release	LIKE	18/07/2014
14	Books entered in a particular month (Eg. 2014 July)	BOOK	Date_Release	LIKE	##/07/2014
15	Books entered in a particular year.(Eg.2014)	BOOK	Date_Release	LIKE	##/##/2014
16	Newly entered books	BOOK	Reser_status	LIKE	9
17	Searching of a book (Title: Computer architecture & Author: Sunitha Aggarwal)	BOOK	Title	LIKE	compu*archi
		AND	Author	LIKE	suni*aggar
18	Books entered in particular period (Between 2013 June 13 and 2014 March 31)	BOOK	Date_Release	>=	06/13/2013
		AND	Date_Release	<=	31/03/2014
19	List of books (Acc. No. between 10000-20000)	BOOK	Acc_No	>=	10000 (Sorting field 'Acc_No)
		AND	Acc_No	<=	20000

20	List of mathematics books issued	BOOK	Subject	LIKE	mathematics
		AND	Book_Status	LIKE	OUT
21	List of Biology books in Reference	BOOK	Subject	LIKE	biology
		AND	Book_Status	LIKE	REFERENCE
22	List of books in damage or write off	BOOK	Book_Status	LIKE	DAMAGED
		OR	Book_Status	LIKE	WRITE OFF
23	Total number of book titles in the library	BOOK TITLE	All	LIKE	*
24	Find the maximum copy of a perticular title	BOOK TITLE	All	LIKE	* (Sorting field 'Count' Descending)
25	Find total number of members entered in to Libsoft	MEMBER	ALL	LIKE	*
26	Find total number of students entered in to Libsoft	MEMBER	Category	LIKE	student
27	Find members have overdue	MEMBER	Over_Due	>	0
28	Find students have overdue	MEMBER	Over_Due	>	0
		AND	Category	LIKE	student
29	Find the students has borrowed books from library in particular branch	MEMBER	No_Book	>	0
		AND	Branch	LIKE	13-BSc ZOOLOGY
30	Find students have overdue in particular branch	MEMBER	Over_Due	>	0
		AND	Branch	LIKE	13-BSc ZOOLOGY
31	Find list of members entered in to the computer in specific date	MEMBER	Date_Entry	LIKE	25/04/2014
32	Find list of members have reserved books	MEMBER	No_Reserved	>	0
33	Find total number of books issued	ISSUE	ALL	LIKE	*
34	Find issue details of a particular book	ISSUE	Acc_No	=	01521
35	Find books issued to a particular member	ISSUE	Mem_Name	LIKE	Anil
36	Find books issued to a particular member	ISSUE	Mem_No	LIKE	13UG1421
37	Find the list of books issued in particular date and not returned yet	ISSUE	Issue_Date	LIKE	25/05/2014
38	Find the list of books issued between two days and not returned yet	ISSUE	Issue_Date	>=	01/15/2014

			AND	Issue_Date	<=	06/30/2014
39	List of issued books which has due date is over	ISSUE	Due_Date	<		mm/dd/yyyy (Enter date)
40	Find the list of total number of reservation	RESERVATION	ALL	LIKE	*
41	Find the reservation in a particular day	RESERVATION	Reserv_Date	LIKE	25/03/2014
42	List of members reserved books before a particular date (for removing reservation)	RESERVATION	Reserv_Date	<	01/01/2010
43	List of reservations of a particular member	RESERVATION	Mem_Name	LIKE	saneesh
44	List of journals	JOURNALS	All	LIKE	*
45	List of journals has monthly periodicity	JOURNALS	Periodicity	LIKE	monthly
46	List of journals have renewal date in August	JOURNALS	Renewal	LIKE	August
47	Total number of journal issues	JOURNAL ISSUES	Title	LIKE	*
48	Total journal issues in 2014	JOURNAL ISSUES	Year	LIKE	2014
49	Total journal issues received in a particular date	JOURNAL ISSUES	Date_Receipt	LIKE	18/06/2014
50	Total number of indexing in journal	INDEXING	All	LIKE	*
51	List of indexing of particular journal	INDEXING	Journal_Title	LIKE	Electronics for you
52	Search journals using keywords	INDEXING	Keyword	LIKE	keyword
53	Find all multimedia	MULTIMEDIA	Acc_No	LIKE	*
54	Search a multimedia	MULTIMEDIA	Title	LIKE	brit*encyclo
55	Search all audio multimedia	MULTIMEDIA	Format	LIKE	Audio
56	Find all books entered in Libsoft	ALL BOOKS	All	LIKE	*
57	Find hidden books in Libsoft like damaged, write off etc.	ALL BOOKS	Reser_status	>=	90
58	Find all returned books in Libsoft	RETURN	All	LIKE	*
59	Returned books in a specific date	RETURN	Return_Date	LIKE	25/03/2014
60	Returned books in March 2014	RETURN	Return_Date	LIKE	##/03/2014
61	Returned books with overdue	RETURN	Over_Due	>	0
62	Returned books with overdue in March	RETURN	Over_Due	>	0
		AND	Return_Date	LIKE	##/03/2014

63	All books returned by a specific member	RETURN	Mem_No	LIKE	13PG5214
64	Circulation history of a book	RETURN	Acc_No	LIKE	01252
65	Find all renewed books in Libsoft	RENEW	All	LIKE	*
66	Renewed books in a specific date	RENEW	Renew_Date	LIKE	30/07/2014
67	Renewed book in July 2014	RENEW	Renew_Date	LIKE	##/07/2014
68	Renewed book in 2014	RENEW	Renew_Date	LIKE	##/##/2014
69	Renewed books between 01/01/2014 and 31/06/2014	RENEW	Renew_Date	>=	01/01/2014
		AND	Renew_Date	<=	06/31/2014
70	Find all renewed books by a specific member	RENEW	Mem_No	LIKE	1866
71	Find all renewed books by a specific member in July 2014	RENEW	Mem_No	LIKE	1866
		AND	Renew_Date	LIKE	##/07/2014
72	Find all renewal of a specific book	RENEW	Acc_No	LIKE	01254
73	Renewed books with over due	RENEW	Over_Due	>	0
74	Find all fine list	FINELIST	ALL	LIKE	*
75	Fine list of a specific member	FINELIST	Mem_No	LIKE	1866
76	Fine list of a specific member and accession number	FINELIST	Mem_No	LIKE	1866
		AND	Acc_No	LIKE	01256
77	Fine list of specific date	FINELIST	Date	LIKE	30/07/2014
78	Fine list of July 2014	FINELIST	Date	LIKE	##/07/2014
79	Fine list between 01/06/2013 to 31/05/2014	FINELIST	Date	>=	06/01/2014
		AND	Date	<=	05/31/2014
80	Fine list of receipt number 23525	FINELIST	Receipt	LIKE	23525
81	Fine list of a specific book	FINELIST	Acc_No	LIKE	52458
82	Find total circulation in Libsoft	ACTIVITIES	ALL	LIKE	*
83	Find total circulation in the year 2014	ACTIVITIES	Date_Entry	BEGINS	2014
84	Find total circulation in the year 2014	ACTIVITIES	Date	LIKE	##/##/2014
85	Find total Issue list	ACTIVITIES	Event	LIKE	issue
86	Find total Return list	ACTIVITIES	Event	LIKE	return
87	Find total Renew list	ACTIVITIES	Event	LIKE	renew
88	Find total Reservation list	ACTIVITIES	Event	LIKE	reserv
89	Find total issue in July 2014	ACTIVITIES	Event	LIKE	issue
		AND	Date	LIKE	##/07/2014
90	Find total return in 2014	ACTIVITIES	Event	LIKE	return
		AND	Date	LIKE	##/##/2014

91	Total circulation details of a member	ACTIVITIES	Mem_No	LIKE	5675
92	Total circulation details of a book	ACTIVITIES	Acc_No	LIKE	12532
93	Circulation details of a member in 2014	ACTIVITIES	Mem_No	LIKE	5675
		AND	Date	LIKE	##/##/2014
94	Circulation details of a book in 2014	ACTIVITIES	Acc_No	LIKE	12532
		AND	Date	LIKE	##/##/2014
95	Circulation details of specific user	ACTIVITIES	User	LIKE	librarian
96	Circulation details of specific user in April 2014	ACTIVITIES	User	LIKE	librarian
		AND	Date	LIKE	##/04/2014
97	Total issue list by a specific user	ACTIVITIES	User	LIKE	librarian
		AND	Event	LIKE	issue
98	Total renew list by a specific user	ACTIVITIES	User	LIKE	librarian
		AND	Event	LIKE	renew
99	Total circulation details of a member and a book	ACTIVITIES	Mem_No	LIKE	1525
		AND	Acc_No	LIKE	52542
100	Find all circulation details between 01/06/2013 to 31/05/2014	ACTIVITIES	Date	>=	06/01/2013
		AND	Date	<=	05/31/2014

6. JOURNAL ACCESSION

This is mainly used for creating the database of the journals into Libsoft. We can also edit already entered journals, by updating or by deleting etc. You can take the journal accession either from the file menu or from the main screen of the Libsoft or by shortcut keys (Ctrl+J). On clicking on the 'journal accession', a window is displayed as shown below.

Journal Accession consists of mainly three parts, **Journal adding part, Issue adding part and indexing part**.

6.1. Journal adding part

The buttons used in the Journal adding part are **Add Journals, Delete Journals, Update, Find, List All Journals and Exit.**

6.1.1. Add Journals: This button is used to add new journal to the journal database of the Libsoft. On clicking this button, a window will appear with blank fields.

6.1.2. Delete Journals: This button is used to delete already entered journal. On clicking this button, there is a confirmation window will appear, if you click 'Yes' the current journal will delete and if you click 'No' the action will cancel.

6.1.3. Update: This button is used to update entered journal details. After update click 'OK' button to save the updated data.

6.1.4. Find: This button is used to find a particular journal. On clicking, you will find a window asking 'Journal Title'. Enter the title and click, you will find the journal you needed.

6.1.5. List all Journals: On clicking this button, all the journals entered will display. From the list, you can select the journal you need. Then by clicking 'Close Journal List', the journal list will close and the selected journal details will appear in the respective textboxes.

6.1.6. Exit: This button is used to quit from the Journal Accession window.

By clicking the 'Add Journal' button a window will appear like this

The textboxes in this section are

a. ISSN: International Standard Serial Number is entered here.

b. Periodicity: From this Combo Box you can select the periodicity of the journal.

Eg: Monthly, Bi monthly, Yearly etc.

c. Type: You can specify the type of the journal here. You can select from the list or type it in the combo box.

Eg: Electronics, Tourism, IT etc.

d. Title: This textbox is used to enter the title of the journal.

e. Nation: Enter the publishing country of the journal. You have two options, 'Indian' and 'Foreign' to select from the Combo Box.

f. Publisher: Enter the name of the publisher here.

g. Pub. Place: Enter the place of publishing.

h. Last Vol. Bd.: Last volume bind is used to specify up to which volume had been bind and stored as a book.

i. Acquisition Mode: Here you must specify the mode of acquisition. Whether it is 'Purchased' or 'Gifted' or any other mode you can specify.

j. Name & Address of Vendor/Donor: Here specify the name and address of the vendor or donor must be specified here.

k. Remarks: If any remark about a particular journal is there you can specify it in this box briefly.

l. Price: Price of the journal must be entered here. If you are subscribing for a period of time you must specify it here, whether it is Rs/year or Rs/issue.

m. Renewal: Renewal date/ month/ year of the journal should be specified here.

6.2. Issue adding part:

Once you entered a Journal you can add issues to it. Issues can be added according to the periodicity of the Journal. Following details should be added for adding one issue to the journal**.**

6.2.1. Add Issue: Adding a new issue to a journal. Before adding issue you must select the journal by using find in the Journal Accession. After displaying the journal in the Journal Accession you can add the issue to that journal using Add Issue command.

6.2.2. Volume No: Enter the volume number of the issue here. Volume number will be given in the issue. Make sure that the journal you selected is the same in the issue.

6.2.3. Issue No: Issue no of the journal should be entered here.

 Note: The Vol.No. and Issue No. are must be entered in two digit number.

6.2.4. Date of Publication: Publication date of the issue is entered here. The format for date input is dd/mm/yyyy. You can use other format also but it's recommended to follow a single rule for the entire journal.

6.2.5. Date of Receipt: Date of the receipt should be entered here. Or the date of purchase must be entered here. Usually system will update date from the system.

6.2.6. Year: Year of the Issue is entered here.

6.2.8. Remove Issue: This command is used to delete or remove an issue from the Issue list. On clicking Libsoft will ask for confirmation, clicking yes will delete the current issue no will cancel the action.

6.2.9. Edit Issue: Edit issue is used to edit the currently displayed issue.

6.2.10. List All Issue: This command is used for listing all the issues of the journal displayed in the Journal Accession.

6.2.11. Indexing: On clicking on Indexing a new window will appear named "Indexing' in the Journal Accession.

6.3. Indexing part

Indexing is used to index journal articles in the journal issues for further reference. You can save new articles and details in this window. Just clicking on the Indexing in the issue a new window 'Indexing' will appear as shown below.

The Options in Indexing Part

a. Add: For adding a new article to an issue just clicks on the 'Add' button. Then a new window will appear for entering the details.

b. Edit: For editing already saved article can be done using the edit command. Clicking "OK" will save the changes.

c. Remove: To permanently delete an article from the Indexing after confirmation. Clicking 'Yes' will delete the current article, else 'No' will cancel the current action.

d. Title(s): In this text box we will enter the title of the article

e. Author(s): Author or authors should be entered here.

f. Keyword(s): You can also give keywords of the articles

g. Page(s): Number of pages of the articles is entered here.

h. Year: Year is entered here.

i. Abstract: A short description of the article can be entered here.

j. List All: For listing all the indexed articles in the window. Clicking on 'Close All' will close the window and will be back to Indexing window.

k. Close: Clicking on close will exit the 'Indexing' window and go back to the Journal Accession window.

NB: Journal Accession, Issue Adding, Indexing are interconnected. Making changes in the upper hierarchy will make the lower inaccessible. For example changes made in Journal Accession will make Issues and indexing inaccessible. Accordingly changes made in the Issue Adding will make its Indexing inaccessible. So changes must be made from the lower hierarchy. Removing also must be done like this.

Hierarchy

Journal Accession	→	Issue Adding	→	Indexing
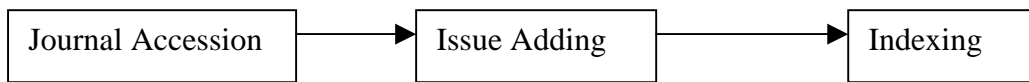
7. MULTIMEDIA

This is mainly used to enter the details of all multimedia items such as Cassettes, CDs, DVDs, Tapes, Floppy and Electronic storage devices are entered here. This window is specially designed for that purpose. We can also edit already entered multimedia items, by updating or by deleting etc. You can select the multimedia either from the file menu or from the main screen of the Libsoft or by shortcut keys (Ctrl+M). On clicking on the 'Multimedia', a window is displayed as shown below:

7.1. Buttons

7.1.1. Add New: Use to add a new multimedia

7.1.2. Delete: Delete the current displayed record after confirmation.

7.1.3. Update: Edit the currently displayed record. To update a record use 'Find' for searching the record and then update.

7.1.4. Find: Search for a particular record using accession number.

7.1.5. Exit: Exit from the current multimedia window.

7.1.6. List all: List all the records as it was entered and you can edit here. On clicking the records get displayed and the list all button will change to 'close all'. Clicking on 'Close All' button will close the current window and restore the previous window.

7.2. Entering Multimedia

7.2.1. Acc. No: This textbox is used to enter accession number of the multimedia device. It is same as that of the book accession. Acc. No. text box cannot be blank.

7.2.2. Location: Location refers to the place where these devices are kept or the shelf no etc can be entered here.

7.2.3. Title: This textbox is used to enter the title of the multimedia devices.

7.2.4. Subject: The subject of the contents in the multimedia device is entered here. You must classify it before entering and it is arranged in the shelf with this number.

7.2.5. Producer: The producer of the device is entered here.

7.2.6. Language: The language of the device is entered here.

7.2.7. Color: Color refers to colored contents or black and white contents are present inside the multimedia devices are entered here.

7.2.8. Duration: Duration refers to the length or the duration of matter or program inside the device.

7.2.9. Format: Format textbox we refer what is the device is for eg. Whether it is an audiocassette, videocassette or such like things are entered here.

7.2.10. Status: Status of the device is that whether it is inside the library or out are indicated here. When you enter the status will be 'in' when you issue it the status will automatically change to 'out'.

7.2.11. Reservation Status: Reservation Status is used for members for reserving the device.

7.2.12. Details: If any details of the multimedia device are available, it can be entered here.

8. CIRCULATION

Circulation does the circulation of library documents among members. The circulation consists of four parts **1. Issue**, **2. Return**, **3. Renewal**, **4. Reservation**

8.1. ISSUE

The issuing of book is done here. Before issuing, all details about the members, books, journals and multimedia devices must be entered in the databasae of Libsoft. On issuing you will have two textboxes of Member No. and Accession No. Enter the Member No. in the 'Member No.' textbox and press enter key, then the control will automatically transfer to 'Accession No.' Textbox, on the same time the previous Issue details of that particular member and details of the current book will show below (refer fig), enter the accession number of the book and press enter. Then Libsoft will automatically display the details of member (Member Name, Category) and the details of the book (refer fig.). On clicking on the "Issue" button will issue the book to the member and the status of the book (book status) will automatically change to 'OUT'.

Issue date (date at which the book issue) **Due date** (last date of return book without due), are automatically created by Libsoft. Total overdue and total number of the books borrowed by the member will also get displayed in the window.

Issue using barcode:

1.Read the barcode of the member card one time (make sure that the curser is in the 'Member No' text box), then the member number will automatically entered and focus will go to the 'Accession No' textbox

2.Read the barcode of the book, then details of that member will display with previous issue details and focus will go to the 'ISSUE' button

3.Read the barcode of the book once again, the book will automatically issue to that member.

8.1.1. Group Issue:

If you want to issue more than one book to a member you can use group issue. By enable (click group issue) group issue you can avoid entering the Member No. for each book. On entering the accession number and press enter will display the details of the book , then pressing group issue will issue the book and wait for the next accession number of the book by keeping the Member No.

Group issue by using Barcode

1. Enable Group Issue by click on 'Focus Group Issue'

2. Read the barcode of the member card

3. Read the barcode of the first book, then display the previous and current details of that member and read the barcode of book again to issue that book.

4. Read the barcode of next book and continue the process till the maximum number of books issued.

Note: In the case the book limit of a member is two, then after issue the second books in group issue the 'Member No:' textbox will clear

In the case the book limit of a member is five and the member take only two book at a time, then even after issue the second book, the 'Member No' textbox remains the same

member no:. In this condition before read the next membership card just cancel the process or make sure the 'Member No' box is clear.

Remember: If you enable 'Focus Group Issue' for a particular member please disable the option if the next member do not want more than book to be issue.

8.1.2. Cancel: Pressing this button will cancel the current action.

8.1.3. Exit: Exit button is used to exit from the circulation

8.2. RETURN

The Issued Books are returning here. On entering the Accession No. of the book and press enter the details of the member (Member Name, Category) and books are displayed as shown below (see fig.). By press 'Return' button or enter key the book is returned and the status of the book changes to 'IN'. Details like **Issued date**, **Due date**, **Return date**, **Reservation status**, **Total previous over due, Current over due**, **Reservation status**, **Total numbers of books borrowed and Fine Collection form (if enable)** are also displayed in the details. **Cancel**: will cancel the current action. **Exit**: Clicking this button will exit from the Circulation.

Return by using Barcode Reader

1. Read the Barcode of the book once, then details of current book and member will display and the focus will go to the 'Return' button.(**Remember:** Make sure that the curser is in the 'Accession No.' textbox)

2. Read the Barcode of the book again, then the book will return

Note: There is no need of 'Member Card' on the time of Return

8.2.1. Fine Collection form

If there is any overdue for the current book or any previous overdue for that particular member, then there is a 'Fine Collection' form will appear in the bottom of the window.

In this form there are some textboxes named Total Fine (total of previous and current fine of that member), Total Over_Due (total of previous and current overdue of that member), Current Fine, Over_Due Rate (rate of one due, default is '1'), To pay the current fine and return, there is a button named 'Pay Current Fine & Return', To pay the current fine and previous fine, press 'Pay Total Fine & Return' button, The fine details can be enter in the textbox 'Fine Receipt Details'. These fine details and return details are recorded in a database named 'Circulation.mdb' in Libsoft folder.

Note: If you Click the 'Return' button with out collecting the fine, then that fine will added as due fine and it will display as 'Total fine' when the same member returning next book later.

8.3. RENEWAL

This window is mainly used to renew an issued book to further period. By enter accession number of the Issued book's in the 'Accession No.' textbox and press enter will display the **member details (Member No., Member Name, Category) and the book details and issue date, old due date, renew date and new due date** etc are also displayed as shown in the figure. Already issued book will automatically get listed in the textbox, so you can select either from there or just key in the number and press enter key. So the book will be listed below and on clicking on the Renew button will renew the book for new period of time to the member. **Cancel**: Cancel button cancels the current action of renewal and waits for the next accession number to be entered. **Exit**: Exit button will exit from the circulation window and back to the Libsoft main window.

Note: Renewal using Barcode Reader is same as "Return"

8.3.1. Fine Collection form

If there is any overdue for the current book or any previous overdue for that particular member, then there is a 'Fine Collection' form will appear in the bottom of the window.

In this form there are some textboxes named Total Fine (total of previous and current fine of that member), Total Over_Due (total of previous and current overdue of that member), Current Fine, Over_Due Rate (rate of one due, default is '1'), To pay the current fine and renew, there is a button named 'Pay Current Fine & Renew', To pay the current fine and previous fine, press 'Pay Total Fine & Renew' button, The fine details can be enter in the textbox 'Fine Receipt Details'. These fine details are recorded in a database named 'Circulation.mdb' in Libsoft folder.

Note: If you Click the 'Renew' button with out collecting the fine, then that fine will added as due fine and it will display as 'Total fine' when the same member return/renew next book later.

8.4. RESERVATION

A member can reserve a particular book for a time period. First reserved member will get the priority for a particular book when there is more than one reservation. When a member reserves a book the reservation status of the book for that member will change from zero to 1. If another member reserves the same book the reservation status of that book for that member will be 2. So the first reserved will get priority for the issue of the book. So the reservation status of a particular book can be viewed from the information retrieval of the Libsoft.

8.4.1. Add Button: This button is used to add the reservation of a book to a member. Enter the Member No. and press Enter, then the control will transfer to the Accession No. By entering the accession number a window named '**New Book Reservation**' will display below and by pressing 'Add' Button the book will get reserve to that member and the priority of the member will get displayed in the **Priority** box.

8.4.2. Group Add: For reserving more than one book to a Member you can use 'Group Add' facility. Clicking on 'Group Add' button the Member No. is retained and waits for the next accession number to be entered. On entering the accession number and pressing enter the details of the Member (Member No., Member Name, and Category) and Book details and 'Priority' to that member are also displayed. Circulation details like 'Total Book in Hand',

'Total Books Reserved' are also listed in the window. Pressing the 'Group Add' button will reserve the book and wait for the next Accession No. to be entered.

8.4.3. Remove: You can also remove reservation made to a book by a particular user. This is done using the 'Remove' button of the Reservation window. Selecting the Member No. and Accession No. of the book and pressing enter will display the Member details (Member No., Member Name, Category) and book details and the 'Remove' button will get active and pressing the button will remove the reservation of the book.

NB: Remove button will get active only if the book is reserved to that member. Entering the member no and accession number of the book will activate the 'Remove' button otherwise only the 'Add' button will be active. If you are reserving a new book the 'Remove' button will be inactive and if you are removing a reservation the 'add' button will be inactive.

8.4.4. Cancel: Pressing this button will cancel the current action of Reservation or Removal.

8.4.5. Exit: Clicking on this button will exit from the circulation and back to the Libsoft main window

9. MEMBERSHIP

All users of the library are registered here. Libsoft keeps separate accounts of each and every user. On clicking on the Membership on the Libsoft main window a new window will appear as below.

9.1. Buttons

9.1.1. Add New: Add a new member to the membership.

9.1.2. Update: Update the details of a current member.

9.1.3. Delete: Delete the current displayed record. On clicking a confirmation message appears asking to confirm the action. Clicking yes will delete the current record, No will cancel the action.(Note: Don't delete any member who has not return the issued books.)

9.1.4. List All: To list all the records. Clicking on the button 'Click Here' will regain the original window.

9.1.5. Find: To search for a particular member using the Member Number.

9.1.6. Exit: To exit the membership window and back to Libsoft.

9.2. Entering Data in Membership

9.2.1. Member No: Member no is entered here. You can give any number including Alphabets and numbers or both. Care should be taken to identify the member easily by number. The member no is must be a unique number, no duplication is allowed.

9.2.2. Category: Category of the member is given here. Category like Student, Staff, and Non-Teaching Staff etc are added. You can add more categories and select and give in this. (Refer Category)

9.2.3. Name: Name is entered here. Normally the class is entered in bracket after the name in school libraries.

9.2.4. Branch: Branch of the member is entered here.

9.2.5. Address: Address of the member is entered here.

9.2.6. Sex: Select the sex of the member.

9.2.7. E-mail: If the member had any e-mail id it should be entered here.

9.2.8. Date of Birth: Date of the birth of the member is entered here.

9.2.9. Phone: Phone number is entered here.

9.2.10. Expiry Date: Expiry date of the membership is entered here.

9.2.11. Entry Date: Entry date of the membership is displayed here. The system will automatically update system date here.

9.2.12. Over Due: Any fine regarding failure of return of the book at due date is displayed here.

9.2.13. Total Books Borrowed: Number of books borrowed by the member is displayed here.

9.2.14. Total Book Reserved: Total book reserved by the member.

9.2.15. Remarks: Remarks regarding the member should be entered here.

9.2.16. Circulation Details: Details of the book issued to the member are displayed here.

10. CATEGORY

Category is used to categorize the members like Student, Faculty, and Staff etc. By using it, the number of books allowed for each member and the number of days allowed for each book can be determined. There is mainly three options **1.ADD, 2.REMOVE, 3.MODIFY**.
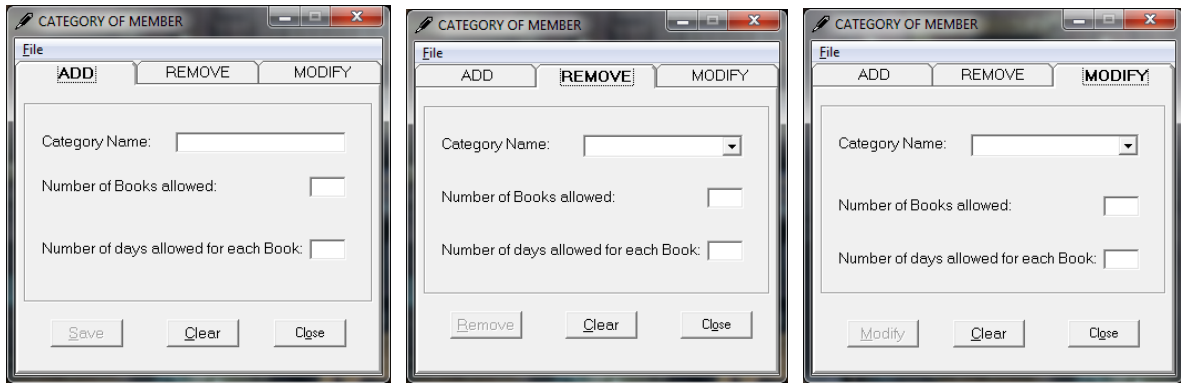
10.1. ADD

It is used to add new category. Enter the new category name, number of books allowed for each category and number of days for each book should enter the corresponding boxes, then click 'Save' button.

10.2. REMOVE

It is used to remove the unwanted category. Select the Category Name you want to remove from the combo box and click 'Remove' button

Note: If there are any members in the category you want to delete, should delete the member first

10.3. MODIFY

It is used to modify the existing category. If you want to modify any category, select the category name from

11. REPORT
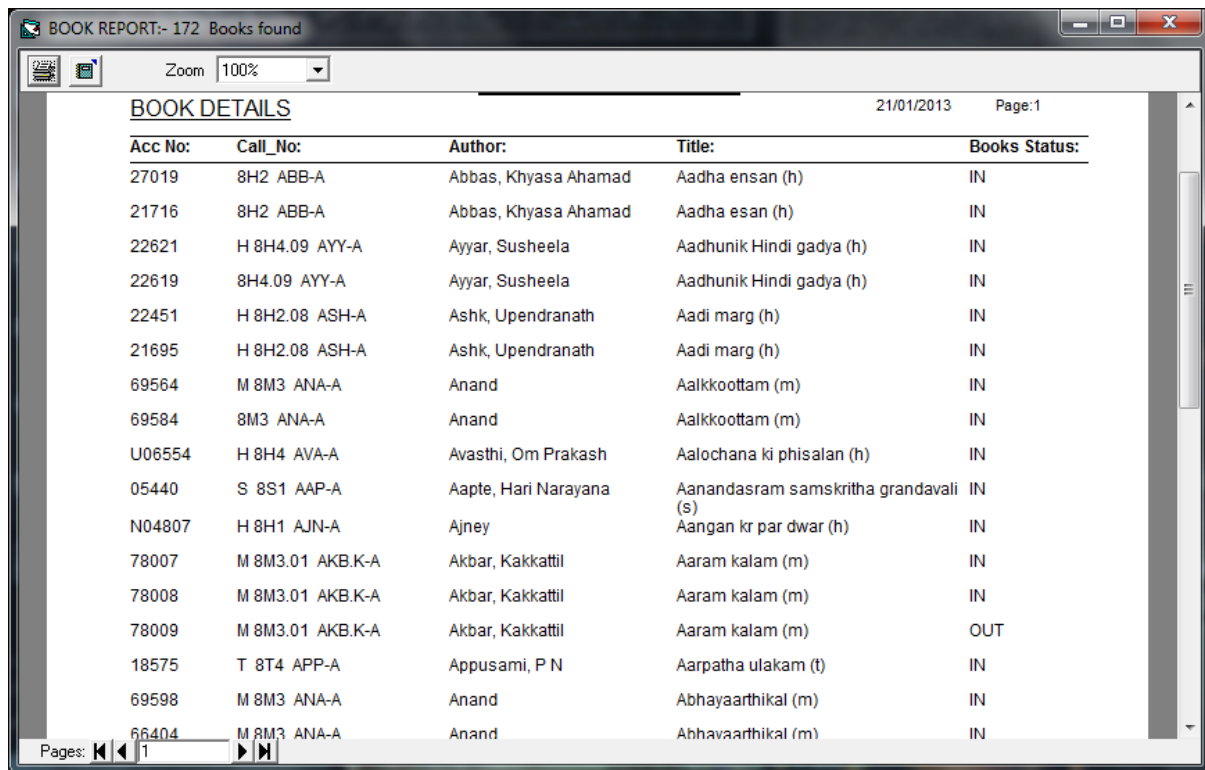
It is used for quick report. By using this facility you can immediately print reports. Mainly you can print the report of **book** and **member** separately. The report contains only limited details.

11.1. Book Report

It is used to print the report of books. By clicking this there is a window will appear which almost same to Information Retrieval. There is a button named 'SIMPLE' for Simple Search and 'BOOLEAN' for Boolean Search Which is same as Information Retrieval .But the 'Field Name' contains only the fields of Book. The 'Order By' list box is used to print the report in a particular order which is also contains only fields of Book. Show the fig below:
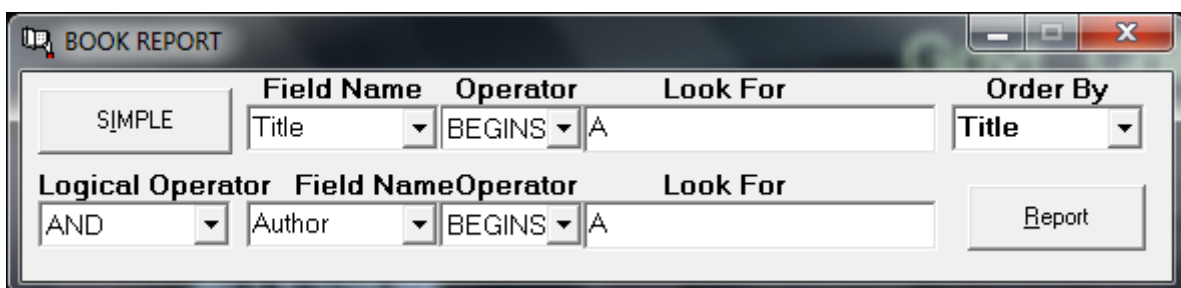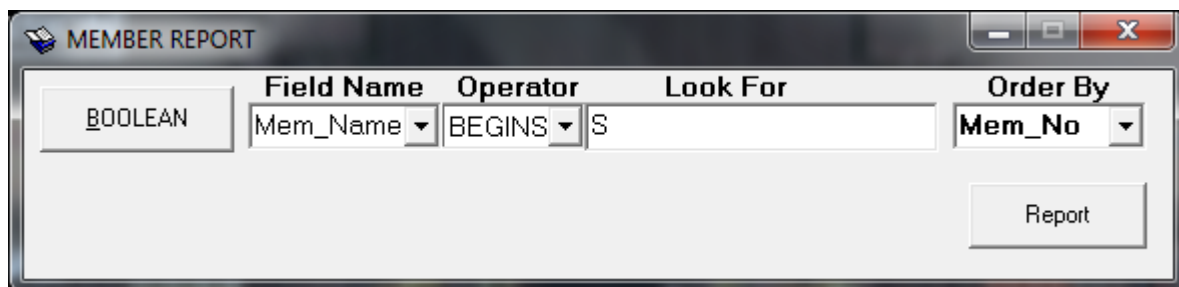
It is a Boolean Search. Based on the data entered in the above figure will display the books which 'Title' AND 'Author' Name must 'BEGINS' with 'A'. By clicking the 'Report' button, the report is like as follows:

11.2. Member Report

It is used to print the report of Members. By clicking this there is a window will appear which almost same to Information Retrieval. There is a button named 'SIMPLE' for Simple Search and 'BOOLEAN' for Boolean Search Which is same as Information Retrieval .But the 'Field Name' contains only the fields of Members. The 'Order By' list box is used to print the report in a particular order which is also contains only fields of Member. Show the fig below:

It is a Simple Search. Based on the data entered in the above figure will display the Members details in which member name 'BEGINS' with 'S' in the order of their member number. By clicking the 'Report' button, the report is like as follows:

11.3. Issue Report

It is used to print the report of Issue details. By clicking this there is a window will appear which almost same to Information Retrieval. There is a button named 'SIMPLE' for Simple Search and 'BOOLEAN' for Boolean Search Which is same as Information Retrieval .But the 'Field Name' contains only the fields of Issue. The 'Order By' list box is used to print the report in a particular order which is also contains only fields of Issue. There is three types of reports, TYPE-1,TYPE-2, TYPE-3. Show the fig below:

It is a Simple Search. Here TYPE-1 report is used which means the report will display details contains Mem_No, Name, Acc_No, Title, Author. Based on the data entered in the above figure will display the ISSUE as follows.

The following figure using the TYPE-2 report which means the report contains issue details of ach member separately.

The following figure shows TYPE-3 report which contains the details issue of each member separately with the issue and due date.

12. BACK UP

It is another facility of Libsoft, by using this we can keep the data for the future reference. You can select the backup option from 'settings' in the menu bar. By clicking the 'backup' the backup of database will copy to the 'Libback' folder (commonly it contains in the E: drive)

A screen like this will appear, Press any key to continue.

13. STOCK

There is a stock taking facility in Libsoft software. For this we use a database file named **'Stock'** in Libsoft folder. The 'Stock' file contains two tables named **'All Stock'** and **'Current Stock'**. The table 'All Stock' contains 3 fields named 'Acc_No', 'Call_No', and 'Status' (Book Status). There is three steps in stock taking.

1. **Reading Barcodes:** First of all we read barcode of all books one by one to the table 'Current Stock'. In this time we can note the starting time of the each shelf in to a paper for future reference.

2. **Transferring data from Libsoft to 'All Stock':** It has two steps.

   - **Step1:** Open information retrieval. Search all books and export into text file by using 'Printout' button. In the export file we only need fields 'Acc No', 'Call No' and 'Book Status'. (The exported file normally saved in Desktop or Document folder as text file named Information.txt)

   - **Step2:** Import text file into the 'All Stock' using import text wizard.

3. **Stock verification reports:** There are three queries in 'Stock' file.

   I.   All STOCK Without Matching CUR_STOCK (MISSING)

   This query is used to actual missing of the books in library compared to the Libsoft stock.

   II. CUR_STOCK Without Matching All STOCK (EXCESS)

   This query is used to find excess books in the library compared to the Libsoft stock.

   III. DUPLICATION CUR_STOCK

   This query is used to find the repetition of Acc. No. in two or more books.

14. MAIN SHORTCUTS USED IN LIBSOFT

Book Accession	Ctr+B
Journal Accession	Ctr+J
Membership	Ctr+M
Multimedia	Ctr+L
Classification	Ctr+O
Exit	Ctr+X
Book Issue	Ctr+I
Book Return	Ctr+R
Book Renewal	Ctr+N

Book Reservation   Ctr+E

Information Retrieval   Ctr+T

Category   Ctr+G

Backup   Ctr+K

Other Shortcuts are using Alt+ ('the underlined letter')