USER'S MANUAL

LIBRARY MANAGER

(Version – 4.00)

A COMPLETE LIBRARY MANAGEMENT SOLUTION

sofexindia

UNIQUE SOFTWARE ON LIBRARY MANAGEMENT
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INTRODUCTION

What is Library Management and why it is at all required?

Have, what you have

This one sentence is enough to understand Library Management in a nutshell. If your reading materials/ documents are not placed or arranged systematically, you will find that most of the time, it is impossible to locate a certain book/ document. What a funny situation, you are sure, you possess the required book/ document, but it is either not accessible or is traceable only after a long search causing hotchpotch conditions of a number of previously shelved books/ documents. Such a situation becomes more intolerable/ grave in case of very large number of books/ documents and then you feel:

I am *not having, what I have*

Thus, one very basic necessity of Library Management is to locate a certain required document instantly. However, if the number of items is very large a number of problems come on the way of searching a specific document.

Library Management plays a vital role in case of large number of documents. The Library Manager Software helps to manage the documents and retrieve the required specific document at fingertips.

Before the Library Manager is installed, the following points are to be noted which would make your software more user-friendly and useful:

1. Structure your Library i.e. set the Almirahs, Shelves, Tables, Rakes or any other type(s) of container to be used for book keeping.
2. Create suitable locations for various size and shape of documents. Give unique and easy to understand IDs for different types of containers.
3. Think before arranging as how to keep the documents so that the size & shape do not come on ease of handling these documents afterwards.

4. Number of books/ documents in a particular column or row must be limited for easy handling.
5. Give unique Identification number (ID) to such and every document alongwith its Title/ Subject.

FEATURES OF LIBRARY MANAGER SOFTWARE

The software Library Manager helps to manage different types of library activities of a library and is suitable for use of any library being maintained in:

a) Schools and Colleges   b) State Libraries
c) Home Library   d) Planning and Design Institutions
e) Archives of Industrial R & D   f) Bar Libraries etc.

This software can handle thousands of records where a number of members utilize its facilities.

The main features of 'Library Manager' are as under:

a) It keeps complete records of a document (may be a book, project report, drawing sets, registers, files of any type etc.)
b) New arrivals can be appended to the records
c) Any person can navigate through the Database and can locate a document of his/ her choice
d) In a network environment, where several PCs of different department are connected together, a member or even a non-member can search a book without consulting Library personnel
e) It has enormous search facilities along with point search facility where, a particular item/ string in a given field of a specified period may be searched at finger tips
f) Existing records can be edited only by an authorised person
g) Authorised person/ administrator shall have a password that can be changed at any time
h) New members can only be registered by the library administrator/ authorised person
i) Member's signature and photograph can be included and may be verified at the time of issuing any document
j) The software can give the following information at finger tips:

   i) Issue/ Return records of any document

       ii)   Issue/ Return records of a member
       iii)   Details of all documents issued from the library on date

   k)   The search method can provide numerous information at any time like

   l)   Total number of documents in the library or in a particular almirah/ rake or even in a column stack

There is no end to search method and depends on individual's need.

LIBRARY ORGANIZATION & MANAGEMENT

Before the 'Library Manager' software be used, it is necessary to organize the library documents in a manner described hereunder:

Types of containers where the books/ documents will be placed are to be codified in a simple manner like:

Wooden/ Steel Almirah (WA/SA)	Wardrobe (WDB)
Wooden/ Steel Filing Cabinet (WPC/SFC)	Wooden Rake (WR) etc.

Take the case of a Steel Almirah. It may have four or five levels of rakes where books/ documents can be placed in each level either in a row or three to four column-stacks as shown hereunder:

ARRANGEMENT OF DOCUMENTS IN ALMIRAH

In an organization where books/ files and other documents are hard bound, it is easy to keep them in a row (vertically or horizontally). However, most of the organizations deal with the following types of documents:

   a)   Hard bound documents
   b)   Soft and thick/ voluminous documents
   c)   Soft bound/ unbound thin or of such type that they cannot be put vertically or horizontally of their own size and weight
   d)   Flat File/ Cover File and Arch File documents
   e)   Documents kept in A-4 size or smaller/ larger size envelopes
   f)   Very thin documents
   g)   Product information sheets/catalogue/literature/brochure etc.
   h)   Drawing sheets etc.

LIBRARY MANAGER

Suggested arrangement for Library Documents
Concept of Levels, Rows, Columns & Location Address

Levels

Steel Almirah
E&M-1

Location Address
SA/E&M-1/L3/BS2

L1   R

L2   A   B   C

L3   A   B   C

L4   A   B   C   D

L5   A   B   C
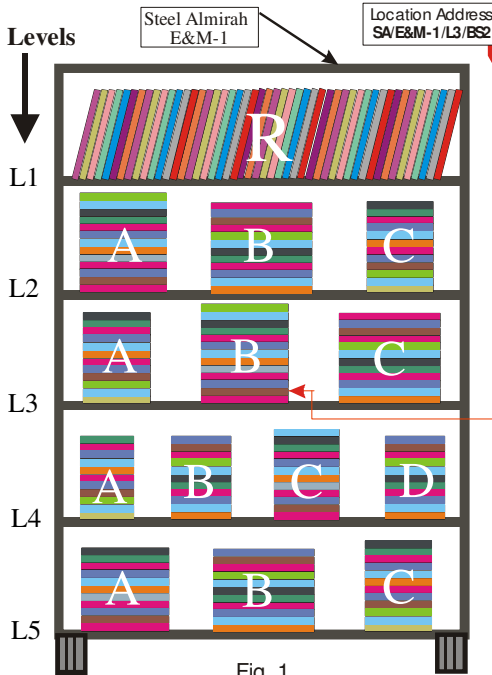
Fig. 1
(TYPICAL LIBRARY ARRANGEMENT)

Suggested Abbreviations:

L1, L2,.. -> Levels   **A, B,....** -> Columns   **R, R1, R2, ...** -> Rows

Location Address: **SA/E&M-1/L3/BS2**

- Locates the document at 2nd position from bottom of B Column of L3 Level of E&M-1 Steel Almirah

Give unique, possibly sequential, DOCUMENT ID to each Document:
1, 2, 3, 4, ...998, 999, 1000, 1001, ... 7789, 7790, ...

To handle these various types of documents the following method is suggested. It may be noted that the method is not *unique* and can also be handled in several other ways. The facilities of 'Library Manager' software have been kept in mind while designing the method.

From here onwards, we will concentrate to only one department, say Engg. or E&M Department.

Before starting, the following points are to be thought of:

     (a) Total volume of documents (not number!)
     (b) Total space in various types of containers

If the volume of documents is more than the space available in the containers, then it is strongly recommended to first make adequate space available for keeping the documents.

Now plan where to keep different types of documents before arranging them according to their importance/ size/ volume/ utility or any other preferences.

An approximation is to be made as to how much documents can be put in one almirah. Separate these documents and arrange them in rows (in case of hard bound documents) and columns (in case of soft bound/ unbound documents). While arranging in rows, the size and length of row of the almirah is to be kept in mind. On the other hand, the columns of documents should be such that the total height of documents can be handled easily. Taking out-from, and keeping back-to, must be easy. Each rake of almirah may contain three columns (and earmarked as A, B and C) or more if the size of document is smaller. After the approximate arrangement described above is over, take out the documents sequentially and make their details as under:

Document Code:	ISBN-81-7656-840-6/ IS-2605 … etc.
Document Class:	Class-X/ PR/ DPR … etc.
Document Type:	Book/ FF/ CF … etc.
Subject/ Project:	Physics/ Botany/ Talcher … etc.
Title Description:	Report on Energy Audit of Industries … etc.
Published in:	Januany 1997 … etc.
Publisher:	ABCD Publishers, New Delhi … etc.
Approx. pages:	224

Brief History:	Received from HOD (Mining)
Price code:	25.00
Date Recorded:	15.01.2005
Location:	*LEAVE IT BLANK*

About ISBN (International Standard Book Number)

Each edition and variation (except reprints) of a book receives its own ISBN. The number is either 10 or 13 digits long (from 1 January 2007), and consists of four or five parts:

1. if 13-digit ISBN, a GS1 Prefix, either 978 or 979
2. the country of origin or language code,
3. the publisher,
4. the item number, and
5. a checksum character or check digit.

The different parts can have different lengths and are usually separated by hyphens or spaces - the international ISBN agency "ISBN User Manual" states "The ten-digit number is divided into four parts of variable length, which must be separated clearly by hyphens or spaces" although it allows these to be omitted for internal data processing as the prefix code ensures that no two codes start the same way. If present, hyphens must be placed correctly; however they are not always practically sufficient for identifying the publisher since the listing of all assigned publisher identifiers The Publishers International ISBN Directory (PIID) is a chargeable periodical publication.

The country field is 0 for English speaking countries, 2 for French speaking countries, 3 for German speaking countries, 4 for Japanese, 5 for Russian, etc. (The original SBN lacked the country field, but prefixing 0 to a 9-digit SBN creates a valid ISBN.) The country field can be up to 5 digits long; 99936 for instance is used for Bhutan.

Because of a pending shortage in certain ISBN categories, the International Organization for Standardization (ISO) started migrating to a thirteen-digit ISBN (sometimes referred to as ISBN-13) in a process that began on 1 January 2005 and will finish on 1 January 2007.

Once the details of a document is noted, a unique number, later on will be referred as 'Document ID', is given to the document and is written over it. It is advisable to start from 1(one) and go on increasing order up to any desired value. Initially allotted number will be like these:

1, 2, 3, ….. 23756

Later on we will edit these numbers and name them such that they will reflect the associated department like:

7EM1, 7EM2, 7EM3, ……7EM23756

Where 7 stands for Regional Institute VII and EM for E&M Department.

For easy handling of the recorded data, it is suggested to record them in MS Excel or Lotus worksheet with the headers suggested earlier.

Once, all the books of a column stacks are numbered, move to next and continue till all the documents of that almirah is over. Allot a unique name to this almirah like:

E&M - 1, E&M - 2, … , E&M-15

After noting the details and numbering the documents, wait and re-plan. See whether your earlier plan was OK or not. You can make changes at this stage like:

(a) Arrange thicker documents at lower part of columns
(b) Arrange similar size documents in one columns (size means LxB)
(c) Shift some documents of almirah 1 to 2 or vice-versa for appropriation
(d) Arrange documents such that handling becomes easy afterwards and give a better look to your library

Now, we assume that all the documents of almirah 1 are numbered and there is no further space for any more row or column in it.

Name this Almirah as E&M-1. Open it and count the number of documents in each column which are already named as:

L1, L2, …..   and A, B, C etc.

Note down the column code (or row code) and number of documents in that column. The following example will clarify it further:

L1/A………15   L1/B………17   L1/C……….20

L2/A………52	L2/B………37	L2/C………18
L3/A………12	L3/B………16	L3/C………21
L4/A………15	L4/B………13	L4/C………10
L5/A………8	L5/B………9	L5/C………12

So, the total documents in this almirah are:

Level	L1	-	52 (15+17+20)
	L2	-	107 (52+37+18)
	L3	-	49 (12+16+21)
	L4	-	38 (15+13+10)
	L5	-	39 (8+9+12)
Total		-	52+107+49+38+29 = 275 Documents

Now, arrange computer sticker sheets with sticker size of about 3 cm x 1.5 cm. I got such sheet with 13x5 smaller stickers, easily available in market. The same stickers can be used for marking Levels L1, L2, L5 and A, B, C columns of almirahs. Supposing that the almirah has five levels and each level can accommodate three columns and there is no row in it. Total stickers we need for marking within one almirah will be like this:

For Levels	-	1 x 5	=	5
For Columns	-	3 x 5	=	15

So, the total stickers we require for our almirah is

275 + 5 + 15   = 295

Therefore, number of sticker sheets required for will be:

295 / 65 = 4 x 65 + 35

i.e. 4 complete sheets and 35 stickers in the 5th sheet.

Now, we will set a standard nomenclature system, as under, for the location of each of documents as under:

Container ID +Level ID +Column ID +sequence number of document in column

For the bottom most document of column-B Level-2 of our almirah, the location address will look like this:

SA/E&M-1/L2/BS1

It will be known as **Location ID** or Location Address

Each Location ID will be printed on the stickers sheet. Printing should be so adjusted that each ID is printed at the centre of each sticker. For ease of understanding, I write all the Location ID of almirah, which is as under:

SA/E&M-1/L1/AS1 to	…/AS15
BS1 to	…/BS17
CS1 to	…/CS20
L2/AS1 to	…/AS52
BS1 to	…/BS37
CS1 to	…/CS18
L3/AS1 to	…/AS12
BS1 to	…/BS16
CS1 to	…/AS21
L4/AS1 to	…/AS15
BS1 to	…/BS13
CS1 to	…/CS10
L5/AS1 to	…/AS8
BS1 to	…/BS9
CS1 to	…/CS12

Now write L1, L2, L3, L4, L5 and A, B, C (five times – one for each level). The font size of L1, L2 … and A, B, C may be changed according to space & choice.

Print out in 5 sheets is now available with us. A separate plain sheet (A-4 size plain paper) is required with the following contents:

Document ID	Location ID	Document ID	Location ID
1		26	
2		27	
3		28	

4		29	
5		30	
6		31	
7		32	
8		33	
.		.	
.25		50	

Each of these plain sheets shall have space available for documents from 1 to your desired number. This will contain 50 Location ID/sheet i.e. from 1 to 50, 51 to 100, 101 to 150 and so on.

With the printed sticker sheets and Location ID sheet available open almirah 1 and start from Level-1, column A. check the Doc. ID and paste the sticker with Location ID. Note this Location ID against the document ID in your plain sheet meant for this. You will find that the entire 15 stickers exhausted in the 1st column. Similarly column B and column C of Level-1 are pasted with respective printed Location IDs and noted in the plain sheet. Same procedure is followed for Level-2, 3, 4 and 5.

Stickers marked with L1, L2, A, B, etc. are pasted suitably in the almirah. Now, the physical arrangement of all documents of Almirah-1 is over.

Similar procedure can be followed for other almirahs/ containers etc. Our next job is to make necessary entry of the Location ID to their respective Document ID. This should be done very carefully. However, any error in Location ID entry can be debugged by several means, though they may not be simple.

Our Database is almost on the completion stage. However, it is presently in Excel or Lotus. We have intentionally kept this in Excel, as because some of the operations can easily be performed in Excel/ Lotus than in MS Access. We will first add our identity to the document number written as 1, 2, 3, prefixing these numbers with '7EM' make these numbers as 7EM1, 7EM2, 7EM3 and so on.

Similar prefixes or suffixes can be added to any of the fields of the Database in Excel/ Lotus.

Once all the data of all the documents physically placed in several locations is completed and the Excel sheet is re-organised as per the

fields of the main Database, which is in MS Access, we simply copy the contents of the Excel/ Lotus worksheet so formed to the Database Table named as 'Libenm' (in our case).

Now our Database is ready and can be used in association with the 'Library Manager' software.

THE LIBRARY MANAGER SOFTWARE - DESCRIPTION

The following major interfaces between the user and program conform the software program:

1. Main Opening Interface
2. New Member Interface
3. Append Interface
4. Navigate Interface
5. Issue/ Return Interface

Each interface helps/provide us suitable platform to do some specific jobs through the 'Library Manager' software. We will discuss the facilities/ services that are accompanied with these major interfaces one by one:

Main Opening Interface

Observe the interface thoroughly. Move your mouse pointer over the interface. You will find changes at several locations. This interface provides the following services:

a) It provides a gate-way to go to any of the following sections:

(i)   Append
(ii)   Navigate
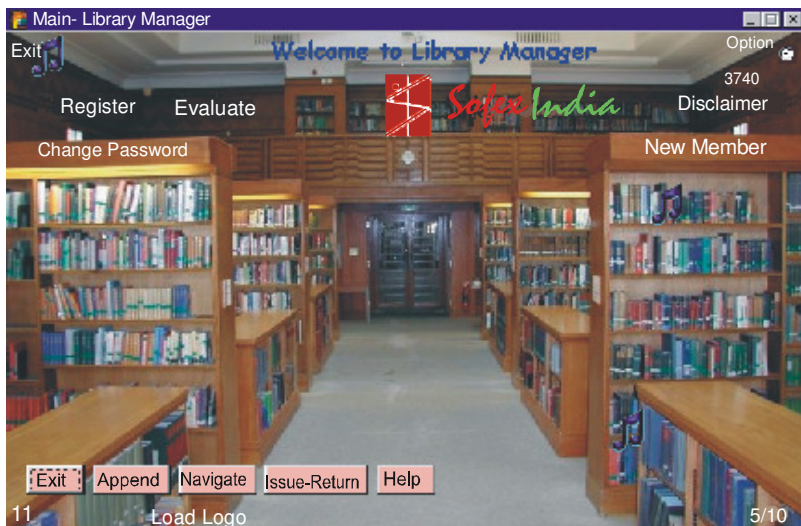(iii)   Issue/Return
(iv)   New Member

MAIN OPENING SCREEN

Fig. 2 (MAIN OPENING SCREEN)

FEATURES IN THE MAIN OPENING SCREEN

APPEND RECORD	**CHANGE A NEW LOGO**
SEARCH/ NAVIGATE	**VIEW REGN. DETAILS**
ISSUE & RETURN	**READ THE DISCLAIMER**
ADD NEW MEMBER	**GET INSTALLATION INFO**
CHANGING PASSWORD	**GET LOGGING INFO**
LOAD YOUR OWN LOGO	**HELP & ABOUT US**
YOUR COMPUTER SPEED	**EXIT FROM PROGRAM**

b) The 'Disclaimer of this program' can be read from here on clicking the 'Disclaimer'. It can be hide by again clicking it or by clicking the music knot on the right of 'Disclaimer Terms' appeared on the screen or by double clicking the 'Disclaimer Terms' itself.

c) Exit from this program

d) Registration information where from one can change user logo, which is an *avi* file of dimension 97x73 pixels. Registration information can be obtained by clicking the word 'Registered' on top left or 'Regd.' on bottom right.

e) By clicking 'Load Logo', the user logo is loaded and will be displayed in 'Append', 'Navigate' and 'Issue/ Return' sections. It may be noted that user logo can only be registered through the program. Simply, by renaming an avi file to 'userlogo.avi' will not serve the purpose. Similarly, logo of 'SofexIndia' is an avi file in the application folder. You can't use any other avi file in place of the 'sofexindia.avi' file. Renaming will not serve any purpose.

f) Program information and Help file are two such items, which can be accessed from any interface of the program. Here also you can have access to these items.

g) You will find some option buttons in the interface. Bring mouse over it and read the appended tool text. If your 'Library Manager' software is not registered you can get 'Registration information' through these option buttons.

h) Observe a number above the word 'Disclaimer'. This number indicates the time of loading of the 'Library Manager' software in milliseconds. It is a reflection of your computer speed.

i) Observe another number on the bottom left of the screen. This number indicates the popularity of the software and gives information about the login and logout times alongwith duration of the session in seconds. The total duration can also be seen at the bottom of this logging screen. The

details of this popularity will be available on clicking this number.
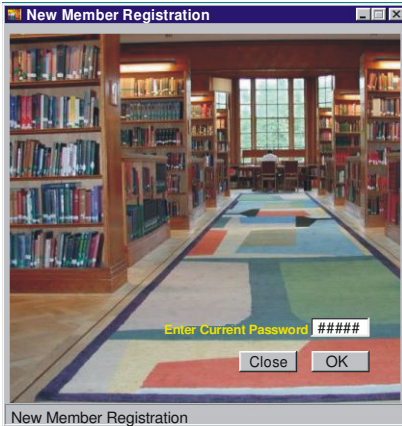
New Member Registration Interface

Start the application. In the main opening interface, move your mouse pointer to the right topside below the word 'Disclaimer'. You will find 'New Member' highlights at some point. Click the label 'New Member'. A new interface known as 'New Member Interface' appears asking for password for entry. If you have not changed the password then your default password is 'sofex'. Type this in the space provided and press OK. If accepted, you will move to the Registration section.

You will observe three frames in this Interface, namely:

j)   Registered Members
k)   Member Registration Details
l)   Add Signature/Photograph

- *Registered Members* – As the caption implies it displays list of registered members authorised to avail the library facilities.

- *Member Registration Details*: If you want to register a new member follow these steps in sequence:

      (i)   Press Add New Member command button
      (ii)   Fill up new member details like 'Full Name', 'Address' and 'Date of Registration'.
      (iii)   Allot a *unique* Member ID to the new member. Duplicate Member ID will not be allowed.
      (iv)   Now, press the command button 'Register'

Now the new member registration process is over. You can add new members signature or photograph through the window above.
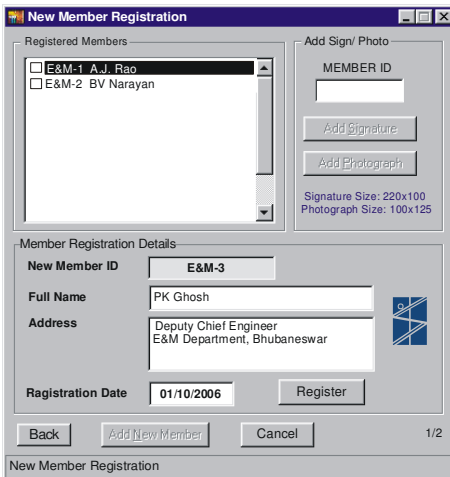
LIBRARY MEMBER REGISTRATION

New Member Registration

Enter Current Password #####

Close   OK

New Member Registration

FEATURES

PASSWORD PROTECTION FOR CONTROLLING NEW MEMBER REGISTRATION

Fig. 7 (PASSWORD FOR NEW REGISTRATION)

New Member Registration

Registered Members
- E&M-1 A.J. Rao
- E&M-2 BV Narayan

Add Sign/ Photo
MEMBER ID

Add Signature
Add Photograph

Signature Size: 220x100
Photograph Size: 100x125

Member Registration Details

New Member ID   E&M-3

Full Name   PK Ghosh

Address   Deputy Chief Engineer
E&M Department, Bhubaneswar

Ragistration Date   01/10/2006   Register

Back   Add New Member   Cancel   1/2

New Member Registration

FEATURES OF NEW MEMBER REGISTRATION SCREEN
ADD/REGISTER NEW MEMBER
CREATE UNIQUE MEMBER ID
ADD MEMBER SIGNATURE
ADD MEMBER PHOTOGRAPH
EXISTING MEMBERS' NAMES

Fig. 8 (NEW MEMBER REGISTRATION SCREEN)

- *Add Signature/Photograph*: Signature or photograph of a member can be added/replaced at any stage after allotment of Member ID. It is important to note that signatures and photographs must be as specified hereunder for better resolution and undistorted shape:

  o *Signatures*:   Image files with gif extension and sixe 220x100 pixels

  o *Photographs*: Image files with jpg extension and size 100x125 pixels

To add a signature or a photograph, write Member ID in the box provided and press 'Add signature' or 'Add photograph' as the case may be. Browse for the signature or photo file and press 'Open' in the dialogue box. The signature/ photograph will be included in records.

Now you can go back to Main Opening Interface through the 'Back' command button.

APPENDING NEW ENTRIES TO DATABASE

Start the application. Go to append section by pressing the 'Append' command button.
The only function of this section is o provide proper platform to write the various detals of a document and append the written details as a record in the database.

RESET OPTIONS

To make the record entry simpler, a 'ResetOptions' menu has been provided in this section. This 'ResetOptions' menu item and 'Reset' command button at the bottom of this screen are related to one another o some extent. In 'ResetOptions' menu there is a 3-tabbed interface wherein commonly used contents/ prefixes can be set for different record elements (fields) inputs.

Press the 'ResetOptions' menu item to open the tabbed interface. You will see three tabs viz. 'Class/ Types', 'Default Settings' and 'Default Settings'. We will discuss them one by one:
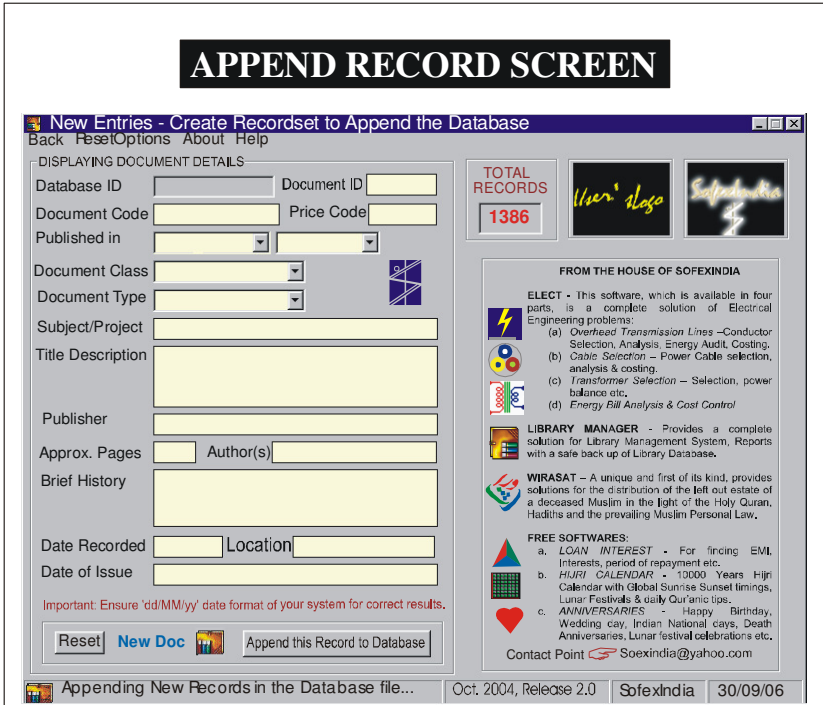
APPEND RECORD SCREEN

Fig. 3 (APPEND SCREEN)

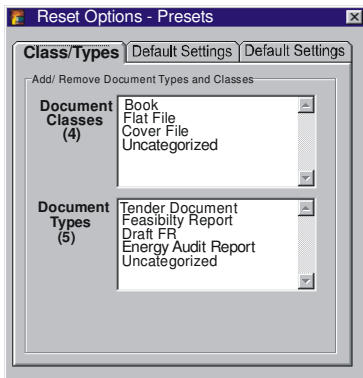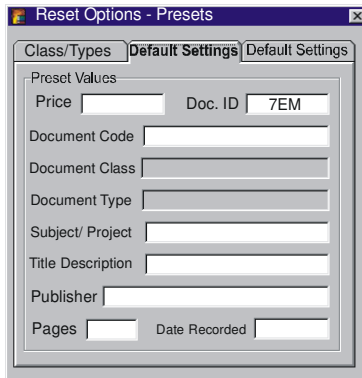| FEATURES IN APPEND SCREEN |
| --- |
| NEW RECORD ENTRY |
| APPENDING RECORD TO DATABASE |
| VIEW TOTAL NO. OF RECORDS |
| AUTO DATABASE ID |
| RESET FOR NEW ENTRY |
| VIEW REST OPTIONS |
| USE FIG. 4A, 4B & 4C SCREENS FOR SETTING DEFAULT OPTIONS |
| USER'S LOGO DISPLAY |
| UNIQUE DOCUMENT ID |

RESET OPTIONS SCREENS

Reset Options - Presets ☒

Class/Types | Default Settings | Default Settings

Add/ Remove Document Types and Classes

Document Classes (4)
- Book
- Flat File
- Cover File
- Uncategorized

Document Types (5)
- Tender Document
- Feasibilty Report
- Draft FR
- Energy Audit Report
- Uncategorized

Fig. 4A (DEFAULT OPTIONS 'A')

Reset Options - Presets ☒

Class/Types | **Default Settings** | Default Settings

Preset Values

Price [ ]   Doc. ID [7EM]

Document Code [ ]

Document Class [ ]

Document Type [ ]

Subject/ Project [ ]

Title Description [ ]

Publisher [ ]

Pages [ ]   Date Recorded [ ]

Fig. 4B (DEFAULT OPTIONS 'B')

FEATURES IN THREE TABBED OPTION PRESETS

NOTE: These settings are useful in APPEND RECORD when the new entry of various fields are of repetitive nature. One can PRESET a field value that is repetitive, this will appear on pressing RESET command button while appending new documents.
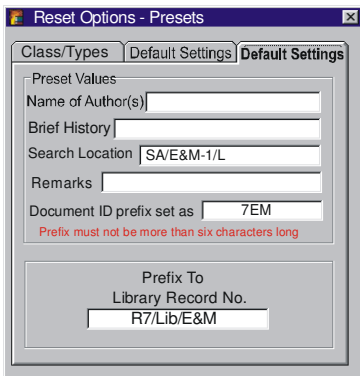
Reset Options - Presets ☒

Class/Types | Default Settings | **Default Settings**

Preset Values

Name of Author(s) [ ]

Brief History [ ]

Search Location [SA/E&M-1/L]

Remarks [ ]

Document ID prefix set as [7EM]

Prefix must not be more than six characters long

Prefix To
Library Record No.
[R7/Lib/E&M]

Fig. 4C (DEFAULT OPTIONS 'C')

Class/ Types Tab:
List appropriate terms for the Classes & Types of Documents. Some values given may erased and suitable new values may be written in their place.

Default Settings I & II:
The values correspond to different fields of the APPEND SCREEN. All these are optional. One can leave them blank if so desired. However, frequently used values may be noted in the figures shown at 4A, 4B & 4C.

(a)   If the 'Class/ Types' tab is not pressed then press it to view its contents. You can erase the contents of Document Classes and Document Types. These classes and types will be available in the 'Append/ New Entry' interface respective combo boxes for later on for selection. You are free here to set your own Classes and Types of your documents.

(b)   Now press the middle tab 'Default Settings'. The following prefix options are available here:

i.	Price
ii.	Doc. ID
iii.	Document Code
iv.	Document Class
v.	Document Type
vi.	Subject/ Project
vii.	Title Description
viii.	Publisher
ix.	Pages
x.	Date Recorded

Since, 'Document Class' and 'Document Types' has already been set in the 1st tab, they have been disabled and you cannot set them here. However, out of the remaining items 'Price', 'Title Description' and 'Pages' normally have no repetitive prefix or suffix. The other items may have prefix/ suffix, for example, like these:

Doc. ID	7EM
Doc. Code/ ISBN	ISBN-
Subject/ Project	Chemistry
Publisher	BPB Publishers
Date Recorded	15/01/2005

(c)   Now press the third tab 'Default Settings'. The following prefix options are available here:

i.	Name of Author(s)
ii.	Brief History
iii.	Search Location
iv.	Remarks
v.	Prefix to Library Record No.

Here, again 'Name of Author(s)' may not be a repetitive item. However, remaining items prefix may be, for example, like shown here:

Brief History	Received from Systems Deptt.
Search Location	SA/Finance/L2/
Remarks	Obsolete records
Prefix to Library Record No.	R7/Lib/Finance/

In the above prefix code of Search Location; SA/Finance-3/L2/ may be used for Level-2 of Finance Department's Steel Almirah no. 3 and Prefix to Library Record No.; R7/Lib/Finance/ may be used for Finance Department's Library of Regional Institute-VII.

However, you are free to use any of the above options. Even, all the options may be kept blank except 'Document Class' and 'Document Types'.

WRITING NEW RECORDS TO DATABASE

In a library, new arrivals are common events. To append new records in the database follow these steps:

- Open the application 'Library Manager'
- Move to 'Append' section by pressing the related command button at bottom left of the Main Interface.
- Observe the 'Append' section and try to understand the various menu and the facilities provided in this section.

The following actions can be performed:

a) We have already discussed the 'ResetOptions' in the previous section.

b) Press the 'Reset' command button at the bottom left. This will reset your record values as set in the 'ResetOptions'. Observe 'Database ID' and 'Document ID'. These two items have, in addition to the set values of prefixes, are suffixed with new numbers. The program, as the next record of the Database, has automatically created these new numbers. You cannot change the 'Database ID' number. However, you can change the 'Document ID' number. But, it is important to note that this

'Document ID' will not accept *duplicate* values. If a 'Document ID' has already been given to one document, no other document can be given the same ID. It is a safeguard against making such errors during entry.

c)   Record values can be written, before appending as under the database, as under:

   i)   *Document code/ ISBN* - May be any thing like ISBN-0-07-463666-9, IS–2605, IEC56, IER, etc. This may be taken as indicative of any code, Publisher, Norms, Rates etc. It may also be used to write ISBN number of the document.

   ii)   *Price Code*: May be in Rs./Dollar or any other currency or even some codes.

   iii) *Published in* – Only month and year are to be set in the combo-box provided. However, while searching between dates, it is important to note that Dec. 2004 will mean from or up to 1.12.2004. Case should be taken while attempting such search.

   iv)   *Subject/ Project* – Subject name like Chemistry or Project name like Talcher Underground Mine may be written here.

   v)   *Title Description* – This is a very important part of record entry. You can search the document later on based on the words used here.

   vi)   *Approx. Pages* – Number of pages of the document can be entered here. However, it is not always important information.

   vii) *Author(s)* - Names, designation, and qualification of authors of the document may be entered here.

   viii) *Brief History* **-** A brief history like how this document was made available to library or any other selected information.

ix)   *Date Recorded* **-** to avoid any discrepancy of date format current date automatically appears in the box in the desired format. Users are advised not to change the date format and make entry in the same format.

x)   *Location* - This is a very important entry. It gives the address where the selected document will be found. An entry without location has no meaning and the document could not be traced where number of documents is large. It should be carefully entered. It can be used to squeeze many other informations like;

(a) No. of documents in the deptt.
(b) No. of documents in an almirah or Filing Cabinet.
(c) No. of documents in any rake of any almirah'
(d) No. of documents in any Column/Row of any rake of any almirah etc.

It is advised not to keep this entry 'Blank'. If a document location is not known then 'Not-Traceable', 'Document Missing' etc. must be written. However, a 'Null or Blank' Name is acceptable by the database.

xi)   *Remarks* – any important fact about the document can be written in this text box.

Now, after filling up all the input entities, you are in a position to append this record to the database. Before doing so, check the record entry once again.

Now, press the long command button 'Append this Record to Database'. You will be prompted of the action you are going to perform. Observe the value of 'Total Records' on the top middle of the screen and press 'OK'. The 'Total Records' value increases by 1. However, if you respond 'Cancel' instead of 'OK' the 'Total Records' value will remain unaltered.

This completes entry of one new record to the Database. Press 'Reset' for a fresh new entry and continue the above procedure.

NAVIGATING THROUGH THE DATABASE

NAVIGATION SCREEN

Fig. 5 (NAVIGATE SCREEN)

FEATURES IN SEARCH SCREEN
NAVIGATE THROUGH THE DATABASE
FIND A RECORD BY ANY FIELD
FIND A RECORD BY DATE
FIND A STRING IN ANY FIELD
MOVE NEXT/ PREVIOUS RECORD
EDIT A RECORD & UPDATE
SAVE THE SEARCHED LIST
JUMP & VIEW ANY RECORD
DELETE AN OBSOLETE RECORD
USE OF POINT SEARCH METHOD

Start the application. Go to navigation section by pressing the *'Navigate'* command button.

This is the most important section of the Library Management Software. The function of this section is to search a document in the Library by providing some clue related to the desired document. The clues may some word or part of string in any of the database fields listed in the dropdown box appearing on the right bottom of this screen like:

- Title Description
- Subject
- Author
- Remarks
- History etc.

By selecting the field and writing the clue string, press the command button *'Find Records'.* If any record is found that matches the given string in the given field then that record! records will be displayed in the list appearing just above the pressed command button.

If the number of matching records is very high then you can further Filter the search by modifying your search string or changing the field.

Now, you can select your desired document from the items found and listed above. To get the location of the document in the Library, click your desired record in the searched out list and note the address of the book in the **Location** label on the left details screen. Let the location is mentioned as under:

SA/E&M-1/L2/AS11

The above address might be for the location in a Steel Almirah marked E&M-1. The document is shelved on the second rake (L2) and its position is 11th in column A counted sequentially (AS11).

Saving Resulting Searched Record! List

The searched results displayed in the form of list can be saved fully or partially from the menu item as under:

Save

- *Save Displayed List* or

- *Save Selected List* or
- *Save Currently Displayed Record* (One record details on the screen)

The Database can be navigated by Record Number also. For this just write the record number in the text box with green backcolor at the bottom of the screen in between **Previous & Next** command buttons. The record details will be displayed immediately on the screen. From the displayed record you can go forward or backward just by clicking the *Previous* or *Next* command buttons.

Editing/ Deleting a Database Record

Both *Edit* & *Delete* actions will require password. Password is same for the both (all other) actions.

To edit a record of the database, first of all select the desired record either by writing record number in the text box or search method as discussed above. Once the record is displayed on the screen, press the **Edit** command button. Now, edit the desired field of the record. Observe that the **Edit** command button has changed to **Update.** Press this **Update** command button after editing. In this way the editing of record is over.

Similarly, displaying the desired record first and the pressing the **Delete** command button can perform a delete action. The program will seek confirmation before deleting a record. In this way a record can be deleted from the database.

CHANGING PASSWORD

Password is required for the following actions:

- Adding new members
- Removing existing member(s)
- Adding records (documents in the library)
- Editing existing records
- Deleting existing records
- Issuing documents to some member
- Receiving an issued book from member

Password for all these actions is same. If you have not changed it then the initial password of the Library Manager is *sofex* and it is case

sensitive. However, if you have changed it and forgotten, then perform the following action.

To change the current password, move the mouse pointer below the *Register* or *Evaluate* labels in the *opening screen* of the program. Observe the highlighted text *Change Password.* Click this to change the current password. You will be asked to provide current password. On providing correct current password, a new password will be accepted for further use of the software.

FORGET PASSWORD?

Password is required for various operations in the Library Manager Software. The password can be retrieved as under:

Open the program info section by pressing About in the menu item of any interface screen. Press the tab *Sofex Products.* Now bring the mouse-pointer over the violet color text in between the displayed icon and drop-down box. Note the Tool tip text. The part of the text after SofexIndia is the required password.

Example:

Mouse-painter's Tool tip text	=>	*SofexIndiaAtlas*
Password will be	=>	*Atlas*

ISSUE & RETURN OF LIBRARY DOCUMENTS

ISSUE/ RETURN INTERFACE

Open the Library Manager and press **Issue-Return** command button to go to Issue Return section of the program.

ISSUE OF DOCUMENTS

Before issuing any document the following informations are required by the administrative department! Library Manager:

- • Member's ID number
- • Verification of member's signature and/ or
- • Verification of member's photograph

- Document's Library Serial Number
- Status of the document i.e. whether available for issue or already issued to some one or lost etc.

Write the member's ID on the text box at left top.

Member's signature can be verified by pressing the menu item SignView. Signature of the member will be displayed on the left bottom part of the screen, if available.

Member's photograph can be verified by pressing the menu item PhotoView. Photograph of the member will be displayed on the left bottom part of the screen, if available.

Write the Document's Library Serial Number on the text below member's ID text box.

Press the Show Status command button to get the status of the document Le. whether available for issue or already issued to some one or lost etc.

If the document is available for issue, then the program will give message accordingly and will ask whether you want to issue this document to the member whose ID is given earlier. Reply accordingly. If you reply in **YES** then you will be asked to give password. On supplying correct password the document will be recorded as **ISSUED** in the name of the member with ID given earlier.

RETURN OF DOCUMENTS

Following are the conditions to return a document to the library:

- Member's ID who has issued the document
- Document's Serial Number as recorded in the library
- Password

The document will be accepted in the library only if it is issued to the member or else shall not be accepted.
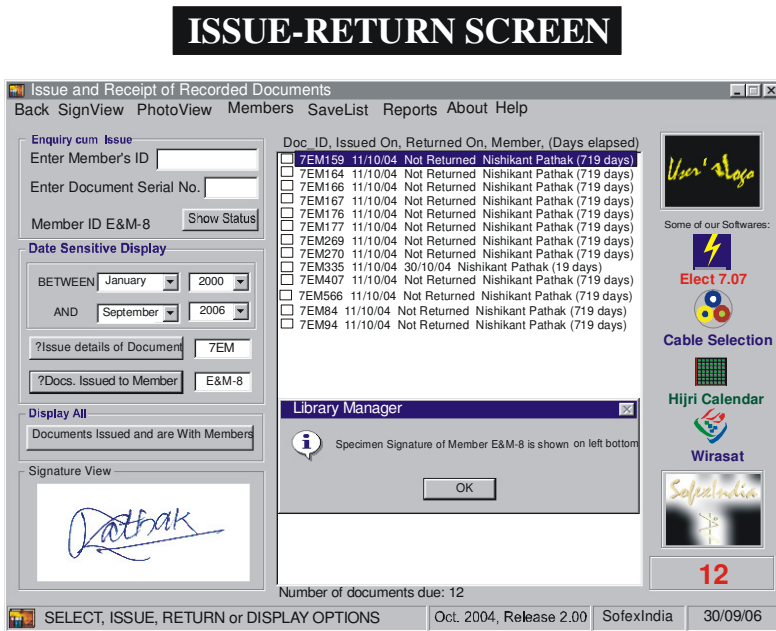
ISSUE-RETURN SCREEN

Fig. 6 (ISSUE-RETURN SCREEN)

FEATURES IN ISSUE-RETURN

KNOW STATUS OF A DOCUMENT
ISSUE TO MEMBERS ONLY IF AVAILABLE
RETURN ACCEPTED FROM ISSUED MEMBER ONLY
VERIFY MEMBER'S SIGNATURE
VERIFY MEMBER'S PHOTOGRAPH
DISPLAY LIST OF MEMBERS
KNOW NO. OF DOCUMENTS OUT OF LIBRARY
KNOW NO. OF DOCUMENTS ISSUED TO A MEMBER
KNOW ISSUE DETAILS OF A DOCUMENT IN A SPECIFIED PERIOD FROM-TO DATE
NO. OF DAYS A DOC. RETAINED BY A MEMBER
DISPLAY WITH DOC_ID, ISSUE-RETURN DATE ETC.
SAVE DISPLAYED LIST GIVING A FILENAME
LISTS ALL ISSUED DOCUMENTS
MOVE TO REPORT SECTION
ENQUIRY BY DOCUMENT SERIAL NUMBER

QUERIES IN THE ISSUE RETURN SECTION

The following queries can be made in the Issue-Return Section of the software:

- List of Library Members (Ref. Menu item *Members)*
- List all issued Documents (Ref. Menu item *Reports)*
- List of all documents that are issued and are lying with members (Press command button *Documents Issued and are With Members).*
- Save the displayed list (Ref. Menu item *Save)*- The list will be saved in the folder **Results** with a unique name.
- Issue details of a particular document between any two given
- dates (Press *?Issue details of Document)*
- Documents issued by a member between any two given dates (Press *?Docs. Issued to Member).*

CREATING REPORTS OF ISSUED DOCUMENTS

To create report go to the 'Create Library Report' section of the program.

You can go to this section through the following routes:

- Open the main program and go to the *Issue-Return* section
- In the *Issue-Return* section, open the menu item *Reports* and click *Move to Report* Section'

OR

- Open the executable file *Create Library Reports*

The Create Library Report Screen is shown in Fig. 9. Observe the default contents of the screen. You can change the default contents suitable to your Library. All contents written in Blue Colour are editable. You can see a Sample header by clicking the command button *Sample*. Similarly, a sample default text can be seen any time by clicking the command button *Set Default Texts*. User is advised to make a suitable logo and report's text part of his/ her Library.

REPORT DEFAULT SETTING SCREEN

Fig. 9 (REPORT DEFAULT SET SCREEN)

FEATURES OF REPORT SCREEN

CREATE REPORT OF ANY LIBRARY MEMBER
SET REPORT PERIOD FROM-TO DATES
CREATE A SUITABLE USER LOGO FOR LIBRARY REPORT
CREATE USER'S OWN LETTER HEAD
WRITE A SUITABLE DEFAULT LETTER CONTENT
CAN RE-WRITE/ MODIFY CONTENTS WRITTEN IN GREEN
NO REPORT IS CREATED IF THERE IS NO OUTSTANDING DOCUMENTS WITH THE MEMBER
CAN MOVE TO VIEW REPORT SECTION FROM HERE

Contents changed will remain as default till it is changed/ modified again.

At the top of the screen user will find some text written in RED. This text is not printable and one should not worry for this.

Once the texts in blue colour are modified as per Library's requirement, one can set the report criteria by setting the following parameters:

Name of the Library Member: From the drop-down combo list select the member's name whose report is to be created.
Period of Report: Select **FROM** month & year to **TO** month and year

Now, you can view the report before taking print of it by choosing the options (i) View Report and/ or (ii) Print Report.

The printable view from this report section is shown in Fig. 10.

REPORT OUTPUT SCREEN

A. J. Rao, Chief Engineer, CWMI, Bhubaneswar

Zoom 75%

CWMIL ARCHIVE LIB BHUBANESWAR

CENTRAL WINE MANUFACTURING INSTITUTE LIMITED
(A subsidary of Wine India Ltd.)
Regional Institute-VII, Samudran Building, Bhubanswar - 751 001

Phone: 0674-2407765, 2403498   Email: samudranwine@yahoo.com

Ref. No.: RI-7/E&M/Lib/7/   Dated: 03 September 2006

REPORT ON DOCUMENT/S WITH MEMBER

To,
Rev. Library Member- A. J. Rao (E&M-1)
Chief Engr. (E&M), CWMIL, Bhubaneswar

Sub.: Documents between 01/01/2000 AND 11/01/2006

Dear Sir,

The following documents of this library are issued against your name from the date

Shown against each document. The library, assumes that the documents have been

Utilised for the purpose they have been issued, and request you to return the issued

documents at your convenience so that it can be issued by other members:

Sl. No.	Issued_On	Days	Doc_ID	Document Title Description
1	17/12/04	653	7EM123	Rope attachment and Associated Apparatus for Hoisting and Guide Ropes in Vertical Mine

Pages: 1

Fig. 10 (REPORT SCREEN)

SAMPLE LIBRARY REPORT

MEMBER E&M-1, FOR THE PERIOD BETWEEN
01/01/2000 (1st JAN. 2000)
AND
11/01/2006 (1st NOV. 2006)

TAKE A PRINT OF THIS REPORT

POPULAR SOFTWARES OF THE AUTHOR

Some of the softwares are Evaluation Packages while others are Free Packages. Both type of softwares can be downloaded free of cost from the following websites: *http://www.sofexindia.com* (2) *http://www.download.com*

Elect 7.07 Software deals with Electrical Engineering of Overhead Transmission lines and Selection of Most Economical Conductor. Unique software for Energy Audit, Power Bill checking, recording and analysis, Sag and Tension of overhead lines, Costing of overhead lines of any given specification

Cable Selection Software deals with selection of most suitable cable for a specific purpose, cable network analysis, properties, costing of PVC, PILC & XLPE Cables of any specification. Unique software on Power Cables.

Standard Transformer capacities, Transformer Selection and Power Balance, Power Factor improvement capacitor selection, Transformer connections and vector diagrams, Star-Delta Conversion, Winding temperature rise, percentage impedance calculations etc.

1000 Year HIJRI Calendar in Arabic & English. Simultaneous display of selected dates in Hijri and Gregorian system of calendars. It can convert Hijri dates into Gregorian and vice versa. The Date Conversion Range is from 1 Muharram 1 AH to 30th Jumadis-sani 20874 AH correspondingly from 16th July 622 AD to 30th May 20874. It displays Sunrise & Sunset of your city and many other features.

As per Muslim Law of inheritance, the estate of a person, after death, is distributed among his/ her legal heirs. The WIRASAT computer software, deals with distribution of deceased's estate/ wealth as guided by the Holy Quran, Hadith & Muslim Personal Laws. WIRASAT is unique software of its kind, first time in India as well as in the Muslim world. WIRASAT software will help you to find it with logical and legal explanations.

PC Alarm for those who concentrate deep during some work. Just set the time and get free. A number of alarm sounds have been provided with a facility to add your own voice.

Set of Happy Birthday, Happy Wedding Anniversary, Death Anniversary, Lunar Festival Celebrations and National Anniversary programs. If installed, will wish/ remind respective dates to celebrate the occasion.

FILE NAVIGATOR software is a unique software for music lovers, entrepreneurs, audio and video editors, audio cassette makers, CD/DVD writers etc. In addition to number of various types of jobs can easily be done with the help of this software.

Other feathers in the cap of SofexIndia are Loan-Interest Calculator, Abjad numbers, HCF-LCM calculator, You Can Win this Game, Real Time Share Analyzer, Pata-Saaz, Job Card Analyzer, Material Manager and many more.
Visit our Homepage: http://www.sofexindia.com