

LIBRARYSOFT™
Version 12



LIBRARY
Version 12.0 (Build 940)
Registered to :LIBRARY

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LiBRARYSOFT 12.0

Build 948

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Welcome to LiBRARYSOFT!



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New Generation Technologies Inc.

Our help is designed to provide some of the most common issues users run into as well as the latest information.

Online Help files are automatically updated. Direct Help download links are provided with Upgrade links.

LiBRARYSOFT is upgraded every few weeks. There are 22 to 30 upgrades per year.

LiBRARYSOFT is upgraded every few weeks. There are 22 to 30 Upgrades per year.

Upgrades are optional. Due to the wide range of Libraries we work with the latest upgrade may not necessarily apply to your Library type.

Version 12 of LiBRARYSOFT

The new Interface contains the same programs as Version 10 but the access is presented as a page rather than as a Toolbar. The program can be reset to use the Toolbar.

Version 12 can use an updated Database Engine. A new Database Connection window allows you to point to the Data file and to the Library dll file.



The new Interface contains the same programs as Version 10 but the access can be presented as a page or toolbar.

Installation and System Requirements

Installation can be by DVD or by download links.

Please Note: LiBRARYSOFTWeB, OPACinternet and LiBRARYSOFTWeB Self-Circ are automatically installed but are optional. Their ini files must be configured before they can be used.

Operating Systems:

Windows 11, 10, 8.1, 8, 7, XP, ME and 2000, 2008, 2012, 2016, 2019

Networking LiBRARYSOFT requires a Server class of operating system for the computer acting as the Server. Professional or better for Windows 11,10, 8, 7 or XP.

Memory and space Requirements:

RAM and hard disk space requirements are minimal. The basic install requires around 50 megabytes on the hard disk. Ten thousand records require around 7 megabytes of space. Note that data such as cover images and pdf data will increase the size of the record.

Upgrade Files:

Unlike the Setup file the Upgrade install file will automatically upgrade the applications without wiping the Data File.

Please ensure that you install the separate Firebird Upgrade routine. It includes required additional files which will be loaded into the UDF folder of the Firebird_3_0 folder.

Install options

You can install LiBRARYSOFT and LiBRARYSOFTWeB on a single computer, on a Server, on a Cloud such as Dropbox, or on a Server with a Web Static ip address.

Single Station - Licensing is per the Library so as many stations as necessary can be used. We also license the Librarian to install and use a copy at home for personal use. Note that the Import option allows work at home to be imported into the Library computer without interfering with Circulation.

Server - See the Network install instructions. The basic idea is to install on the Server, install on the Workstations and point to the data file on the Server. The Server can be Dedicated or used as a workstation but it must have a Server Class of operating system. Home Editions cannot be used as Servers. There are no network licensing restrictions from LiBRARYSOFT, you can network to as many computers as your Network can handle.

Cloud - LiBRARYSOFT can be installed locally but the Data file can reside on a Cloud such as Dropbox.

Server with Web Static ip Address - Installation can also be on a Network. The installation treats the Network as an Intranet. If the Server has a Static Web ip address your library patrons can search and use LiBRARYSOFTWeB from computer with a Browser on the Internet.

Should you require support...

If you require any assistance with the installation or use of LiBRARYSOFT, please call our customer support department between 9 a.m. and 4 p.m. PST Monday to Friday. Our fax lines and voice mail system are active 24 hours a day. Or contact us by e-mail at support@librarysoft.com

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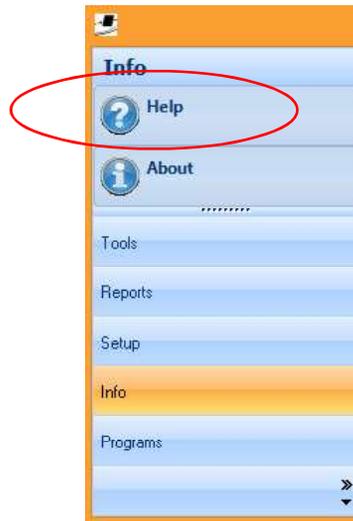
720 Seneca St. Ste 107 #1053 Seattle WA 98101

Telephone +1 800 661 7112 Fax +1 206 299 9079

E-mail: mail@librarysoft.com

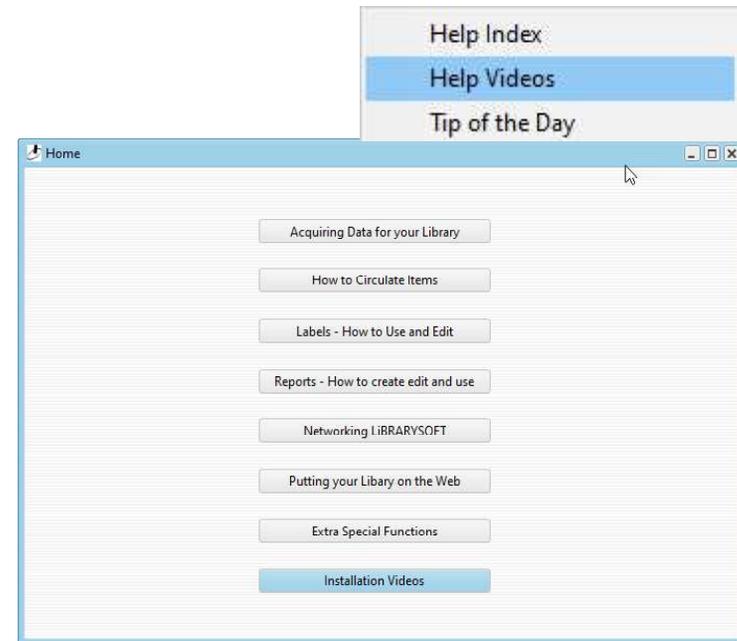
Getting Help

The Toolbar and new Page display both have a Help menu option. The help includes online streaming videos, a regular help file along with Help Tutorials.



Training Videos are loaded in with the Upgrade

We provide online streaming video access. Please do not hesitate to request videos of interest.



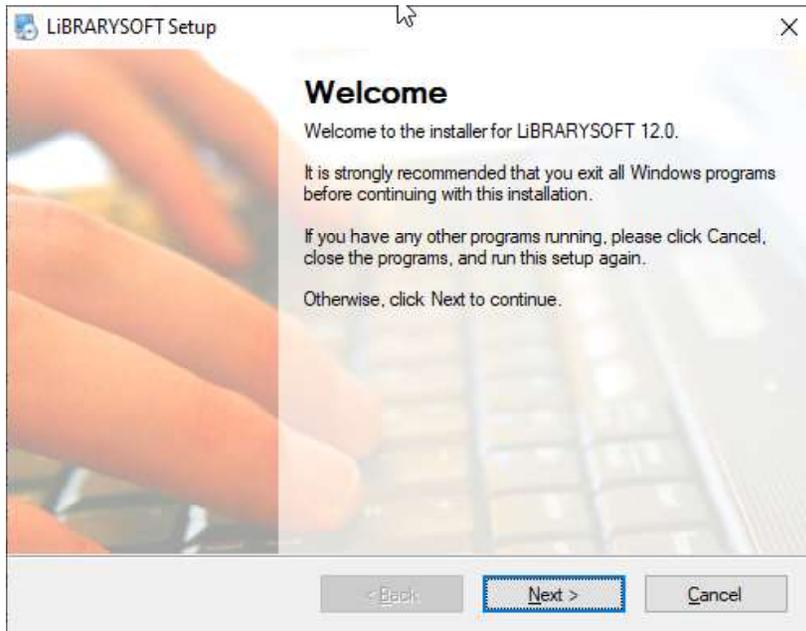
Installing LiBRARYSOFT Version 12 on a Single Computer

0. Please log into the computer as an Administrator.

1. Use the link you were provided by email to download the Setup file.

The file will go into your downloads folder.

Double-click to start the install and follow the defaults.



2. Skip this step and to go step 3 if you you are using LiBRARYSOFT 11 or 12. Earlier Versions of LiBRARYSOFT user Firebird 1.5.

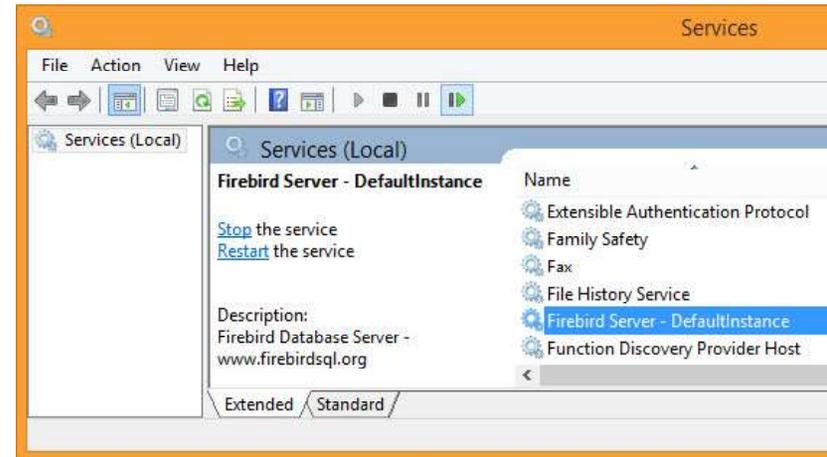
Note that Version 12 can work with Firebird 1.5 by pointing the data file and to the fbclient.dll file in the Bin folder of Firebird.

To use Firebird 3.0 please follow the steps below.

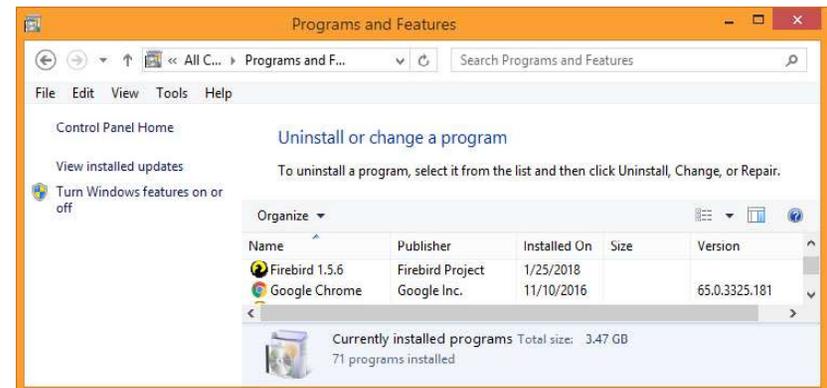
Check if the Firebird 1.5 is present.

Go to the Control Panel > Administrative Tools > Services

Check if Firebird 1.5 is listed. If it is please stop that service.



Uninstall Firebird 1.5 using the Control Panel (Programs and Features).

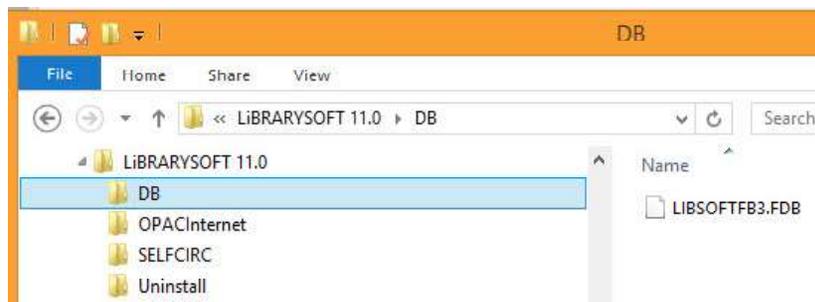


Go to the Program Files (x86) folder and delete the Firebird 1.5 folder, also delete any gds32.dll and fbclient.dll files in the Windows System folders.

3. Skip this step and to go step 4 if you have never installed LiBRARYSOFT.

Remove or delete the empty LIBSOFTFB3.FDB file from the DB folder of LiBRARYSOFT 12

Copy the converted LIBSOFTFB3.FDB our staff has sent into the DB folder.



4. Use the link below to download the database engine Firebird 3.0.

http://www.librarysoft.com/Upgrades72/Firebird-3.0.2.32703_0_Win32.exe

After it has downloaded double-click on the exe to start the install.

Select Classic Server when prompted

It is important to use the word **masterkey** as the password. It should be in all lower case. Clicking Next will add masterkey automatically.

Select "Run as a Service" when prompted.

5. Set sharing and permissions for the LiBRARYSOFT 12.0 folder.

Not all of your users may have full Administrator rights to the Computer. Users require full rights and permissions to the LiBRARYSOFT 12.0 Folder as well as the LiBRARYSOFTAutoCataloguing Folder.

Right-click on the LiBRARYSOFT 12.0 Folder and click Properties.

First you must share the folder and then set up Permissions

To view details go to the main screen and click the Help Video by clicking

Info > Help > Help Videos > Install Videos > Setting Permissions



When you have time you may wish to follow the steps below so users do not have to right-click to run as Admin.

Step 1: Locate LiBRARYSOFT.exe which is located in LiBRARYSOFT 12.0 Folder which is in the Program files (x86) folder of C drive.

Step 2: Right-click on LiBRARYSOFT.exe and click Properties.

Step 3: Click the "Compatibility" tab.

Step 4: Click the box to change to run as admin.

Step 5: Click Apply

6. Starting LIBRARYSOFT.

If Shortcuts are not available you can create one by going to the LIBRARYSOFT Folder, right-clicking on LIBRARYSOFT.exe and selecting Shortcut.

7. Registration: A new install will prompt you to register.

To register click Register > Register Offline and email us the hardwareid code that appears along with a name for the Library.

We will send back the Registration Key.

7. Pointing to the Data File.

The Video Link below steps through pointing to the Data File and the Library Client dll file.

To view the steps Click Info > Help > Help Videos > Install Videos > Pointing to the Data File

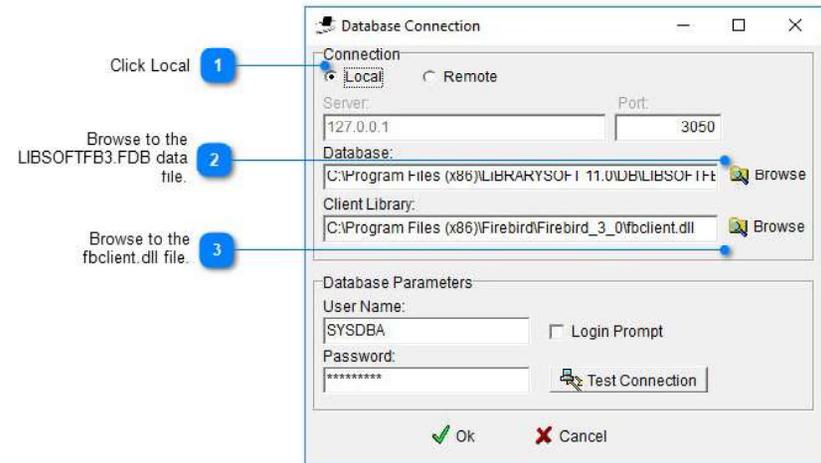
1. Click Local - The Remote Connection is used to enter a Static IP address.

2. Browse to the Data File - The default location is within the DB folder of LIBRARYSOFT.

3. fbclient.dll file - Browse to the local Firebird _3_0 folder.

Note that the address 127.0.0.1 is a loopback address pointing to the computer itself.

If the data resides on a Server and you are installing on a workstation, click Remote and enter the Server IP address.



Installing LiBRARYSOFT Version 12 on a Network

1. On the Server.

Install and register LiBRARYSOFT Version 12 on the Server and Install Firebird 3.0 on the Server (see Single Station Install).

The Server must have a Static IP address.

Port 3050 must be free for Firebird.

LiBRARYSOFT uses Port 7

Start LiBRARYSOFT

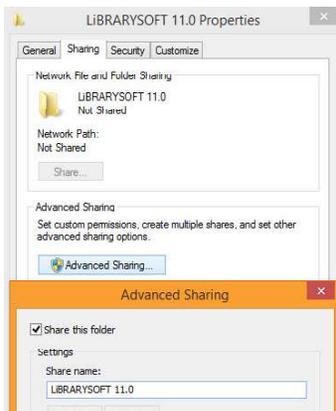
Click Setup > Administration > Client Registration

Click Listen.

2. Users require full rights and permissions to the LiBRARYSOFT folder on the Workstation and to the LiBRARYSOFT Folder on the Server.

See the Video Link below.

http://www.librarysoft.com/TRAIN/Client_SharingAndPermissions.mp4



3. On a Workstation

Install LiBRARYSOFT Version 12 on a Client Workstation.

Install Firebird 3.0 on the Workstations (see Single Station Install).

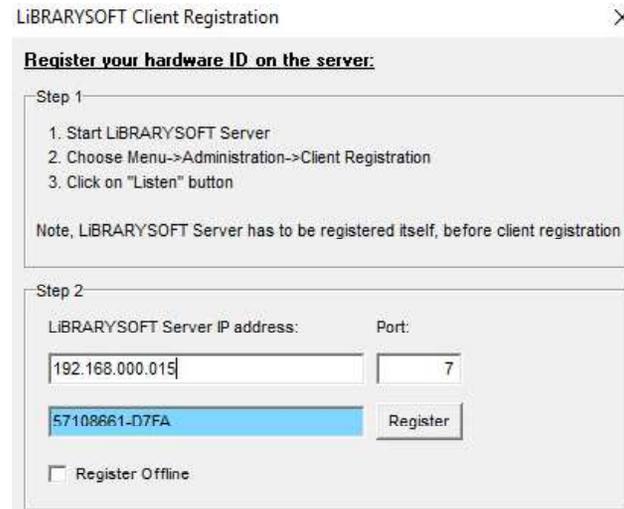
Run by clicking continue, registering is not necessary, you just want to confirm that LiBRARYSOFT is working on the workstation.

Close LiBRARYSOFT.

Start LiBRARYSOFTClient.exe

Enter the Static ip address of the Server, click Register.

If it does not register automatically please check Register Offline and Click Register. Email us teh Hardwareid code that appears.



If it does not connect or if Errors appear

1. Check that you are logged in as Admin for the computer.
2. Turn off Firewalls and Security programs that may be blocking access.
3. The LIBRARYSOFT applications used must be registered.
4. Ping the Server to ensure that the two machines are connecting.

Go to the Command Prompt on a Workstation and Type: PING 192.168.0.15 if the Server address is 192.168.0.15

5. Users need full shared rights and permissions to the LIBRARYSOFT folder on the Server and the LIBRARYSOFT Folder on the Workstation.
6. Both the Server and the Workstation must be using the same Build of LIBRARYSOFT. The Build number and Version number are shown in the starting Splash screen and can also be seen by clicking the Info Button and clicking About.
7. Check that Firebird is running on the Server and on the Workstation. You can check by going to the Control Panel > Administrative Tools > Services. Click Firebird to see whether it is running. If stopped please start.
8. Check that the correct data and fbclient files are pointed to. All the stations should point to the same path and filename. The networking process goes to the computer with the ip address (Server) and follows the path shown to the data file. On a workstation point to the local fbclient.dll file not the one on the Server.

9. Firebird Port

Port 3050 must be free to allow Firebird access to it. If the Port is in use please contact us for directions regarding configuration changes.

10. A valid IP address must be used.

If you are unable to connect to your data file please check that your server IP is within the ranges defined by IANA.

The Internet Assigned Numbers Authority (IANA) has reserved the following three blocks of the IP address space for private internets:

10.0.0.0 - 10.255.255.255 (10/8 prefix)

172.16.0.0 - 172.31.255.255 (172.16/12 prefix)

192.168.0.0 - 192.168.255.255 (192.168/16 prefix)

11. The message that the Firebird login must be changed indicates that the word masterkey was not entered correctly as the password when Firebird was installed. The simplest solution is to stop Firebird as a Service, Uninstall Firebird and reinstall ensuring that Next is click when prompted to have the system automatically enter masterkey as the password.

12. The message that the remote connection is refused indicates that the LIBRARYSOFT Folders are not shared or the permissions are not set correctly. Sharing fairly simple but setting full permissions does have a number of steps. See video link below. Note that this applies to the LIBRARYSOFTAUTOCATALOGUING Folder as well if you are using AutoCataloguing.

Video Help is loaded along with LiBRARYSOFT

To access click Info > Help > Help Videos

Installing LiBRARYSOFT Version 12 on a Cloud (Dropbox example)

Install on your computer following the Single Computer Install instructions.

Put a copy of the Data file into Dropbox.

Start LiBRARYSOFT click Network click the top Browse.

Browse to the Data file in Dropbox.

Click Test Connection.

If it connects click OK.

Toolbar option Interface

The Version 12 install presents with the new Button Front Screen Interface but you can change it back to the Toolbar layout.

To change to the Toolbar please follow the steps below:

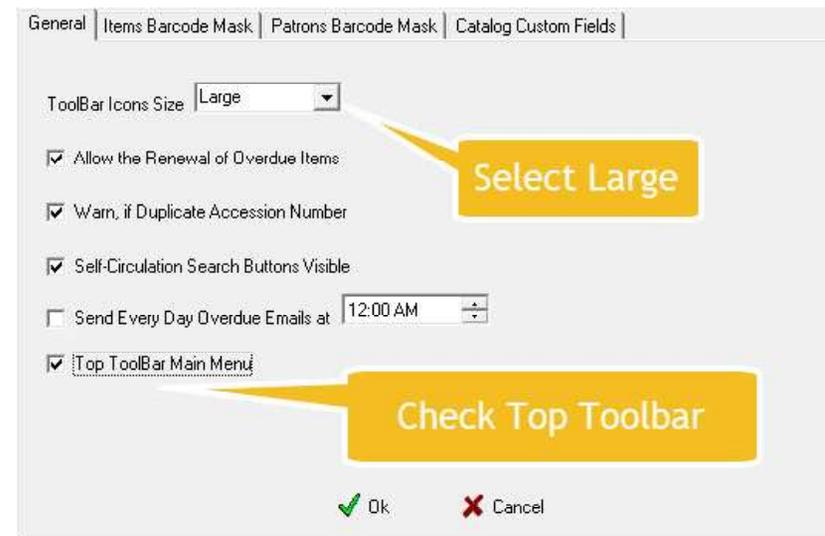
Select Large

Check the Toolbar

Click OK.

Restart LiBRARYSOFT

Now when you double-click on the shortcut the Toolbar will appear.



A simpler way to network using LiBRARYSOFTWeB - Intranet & Internet

We include LiBRARYSOFTWeB for a single library which can be used on the same data file as LiBRARYSOFT. It is automatically installed along with LiBRARYSOFT. For Intranet access you would use the Static IP of the Network Server. For Internet access use the Web Static IP provider given by your Internet provider.

LiBRARYSOFTWeB has a simpler interface and can be used as a Web Application or used on a Network by treating the Network as an Intranet which would not require internet access. All computers connected to the Network would have instant access via a browser and the appropriate username passwords.

For Searching the OPACinternet/intranet Module is included would not require internet access. All computers connected to the Network would have instant access via a browser. Users can place Holds, Renewals and enter Review/Ratings for items. If the library has a Static Web IP address it can of course provide full internet access to Staff and Patrons.

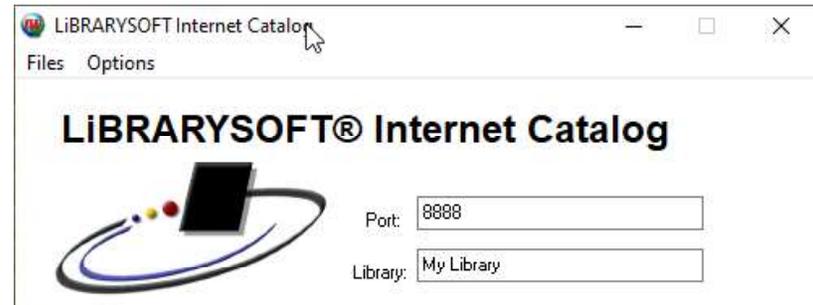
Registering LiBRARYSOFTWeB

LiBRARYSOFTWeB registers automatically after LiBRARYSOFT is registered.

The LiBRARYSOFTWeB.ini file in the LiBRARYSOFT 12.0 folder contains path and port settings. You can open the file using Notepad and edit the file to change settings. You can also change some settings in the LiBRARYSOFTWeB start screen.

Running LiBRARYSOFTWeB

To start LiBRARYSOFTWeB right-click on LiBRARYSOFTWeB.exe and choose "Run as Administrator"
Double-left-click on the LiBRARYSOFT Logo that appears.



The default browser will appear with the Entry Screen of LiBRARYSOFTWeB.

LiBRARYSOFT Staff will have provided a Username & Password.

If you would like to use LiBRARYSOFTWeB on the server for entry. This step is not necessary if no entry is to be done on the Server.

To network to other machines the computer as the Server must have a Static IP address and must have a Server class OS such as professional or better.

To access the application from another computer please start a browser and use the address below. Your Server will have a different static ip address and port number.

Example: <http://192.168.0.26:8082>

The LIBRARYSOFTWeB ini file

The LIBRARYSOFTWeB ini file has default settings pointing to the installed data file. There is little here that you would need to change unless you move your data file. In the example below the location of the database has been changed and the name has been changed. Such changes are optional.

```
DataBaseName=C:\DATA\StLeoSchool\LEO.FDB
```



```
LIBRARYSOFTWeB.INI - Notepad
File Edit Format View Help
[Options]
Library=My Library
BarColor=White
Background=Background.jpg
Port=3061
[Database]
Port=3050
Password=masterkey
UserName=SYSDBA
ServerName=127.0.0.1
DataBaseName=C:\DATA\StLeoSchool\LEO.FDB
FBClient=C:\Program Files (x86)\Firebird\Firebird_3_0\fbclient.dll
SQLDialect=3
[Charset]
Charset=NONE

[LIBW]
BarColor=White
Background=Background.jpg
Library=Your Library
DataBaseName=C:\DATA\StLeoSchool\LEO.FDB
FBClient=C:\Program Files (x86)\Firebird\Firebird_3_0\fbclient.dll
SQLDialect=3
Password=masterkey
UserName=SYSDBA
Library=Your Library Name
ServerName=127.0.0.1
[Email]
UserdefaultMAPI=0
[Charset]
Charset=NONE
|
```

Server installation

Note that the Server can be any windows OS pro edition such as Windows 11 Pro or Windows 10 Pro or any Server Class such as Windows Server 2012

1. Install on the Server, follow all defaults.
 2. Register LIBRARYSOFT, this will automatically register LIBRARYSOFTWeB and all the other modules.
 3. To start any of the web applications right-click and select "Run as administrator".
 4. LIBRARYSOFTWEB.ini within the LIBRARYSOFT 12.0 folder allows you to point to the database, set the port number and other settings.
 5. OPACinternet, SelfCirculation and KidsOPACinternet all have ini files that can be edited as well.
- They must however use a unique port number not used in any of the other librarysoftweb applications.
6. To start LIBRARYSOFTWEB on the Server Right-Click "Run as an Administrator"
 7. On a browser use the ip address and the port number.
Example: <http://192.168.120.15:3072>

Registering LiBRARYSOFTWeBSelfCirc

The LiBRARYSOFTWeBSelfCirc setup process is similar to that for LiBRARYSOFTWeB except it is in a separate folder. It requires a separate port number.

LiBRARYSOFTWeBSelfCirc is automatically registered when LiBRARYSOFT is registered.

Users enter using their Barcode and the last 4 digits of their phone number.

Running OPACInternet/intranet

Please go to the LiBRARYSOFT Folder in the program files x86 folder > OPACInternet Folder.

To start OPACInternet right-click on OPACInternet.exe and choose "Run as Administrator"

Double-left-click on the LiBRARYSOFT Logo.

OPACInternet.ini contains path and port settings. You can open the file using Notepad. Edit the file to change settings. You can also change settings in the OPACInternet start screen.

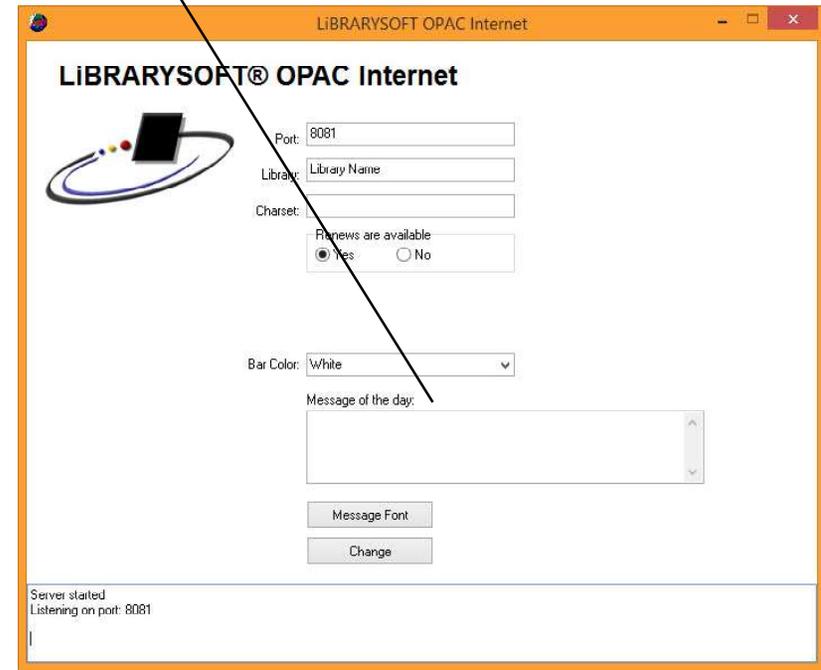
To network to other machines the computer as the Server must have a Static IP address and must have a Server class OS such as professional or better.

To access the application from another computer please start a browser and use the address below. Your Server will likely have a different static ip address and port number.

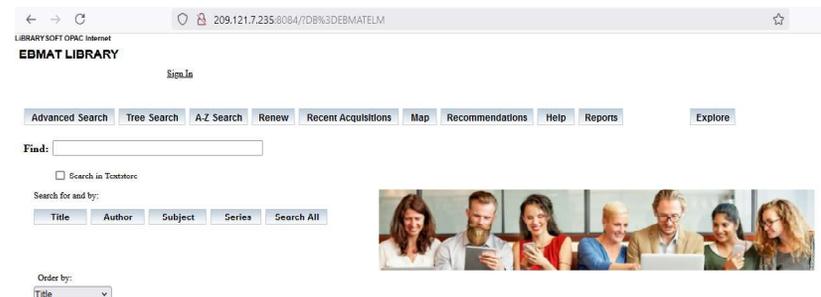
If LiBRARYSOFTWeB is being used at the same time the Port number for OPACInternet must be different.

Example: [http://192.168.0.26:8081/\\$/?DB](http://192.168.0.26:8081/$/?DB)

The message entry here will appear in the OPACInternet Screen.



Renew, Reports, Recent Acquisitions and Holds can be deselected in the OPACInternet.ini file. The Help link provides information for users.



Running Kid's OPACInternet

The procedure is exactly the same as for OPACInternet except it must use a Port number different from that used by the other Intranet/internet modules. A different port number is already within the ini file.



Installing Service Versions

The great benefit of a Service Version is that the application will restart even if the computer is accidentally restarted.

OPACInternet service install

Go to the Windows System 32 folder

Right-click on CMD.exe and select "Run as an Administrator"

Type CD/ to clear

Type

CD Program files (x86)

Type

CD LiBRARYSOFT 12.0

Type

CD OPACInternet

Then type

OPACInternetService.exe /install

The message below will appear.

Service installed successfully.

Click OK

Start the Service

Go to

Control Panel > Admin Tools > Services

Scroll down to OPACInternet, click on it and click Start.

To view it on the server use the link below on any browser.

<http://127.0.0.1:3062>

or

or

[http://127.0.0.1:3062/\\$/Start/?DB=LIBW](http://127.0.0.1:3062/$/Start/?DB=LIBW)

or

[http://127.0.0.1:3062/\\$/Start/?DB=LIBW](http://127.0.0.1:3062/$/Start/?DB=LIBW)

To view it on any workstation change the 127.0.0.1 to the Static IP address of your Server.

LiBRARYSOFTWeB Service Install

Go to the Windows System 32 folder
Right-click on CMD.exe and select "Run as an Administrator"
Type CD/ to clear
Type
CD Program files (x86)
Type
CD LiBRARYSOFT 12.0
Then type
LiBRARYSOFTWeBService.exe /install
The message below will appear.
Service installed successfully.
Click OK

Start the Service

Go to
Control Panel > Admin Tools > Services
Scroll down to LiBRARYSOFTWeB click on it and click Start.

To view it on the server use the link below on any browser.

<http://127.0.0.1:3064>

or

<http://localhost:3064>

To view it on any workstation change the 127.0.0.1 to the Static IP address of your Server.

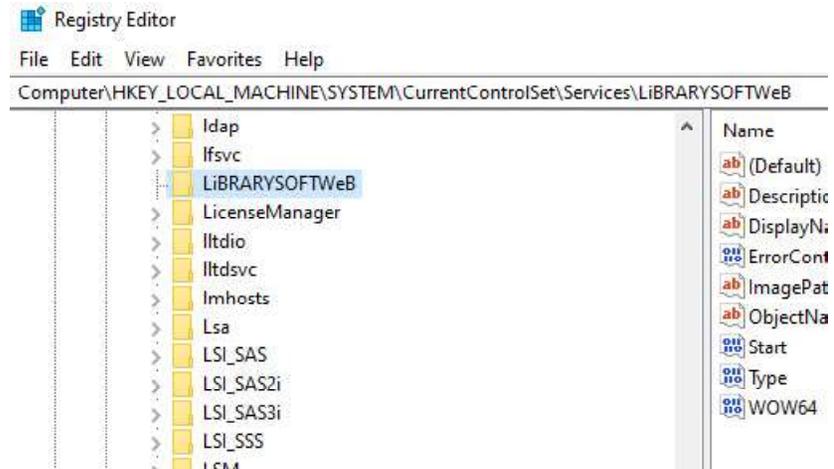
Uninstalling a Service

Run Regedit or Regedt32.

Go to the registry entry "HKEY_LOCAL_MACHINE/SYSTEM/
CurrentControlSet/Services"

Scroll down to the service that you want delete right-click| and select delete.

Restart the Computer.



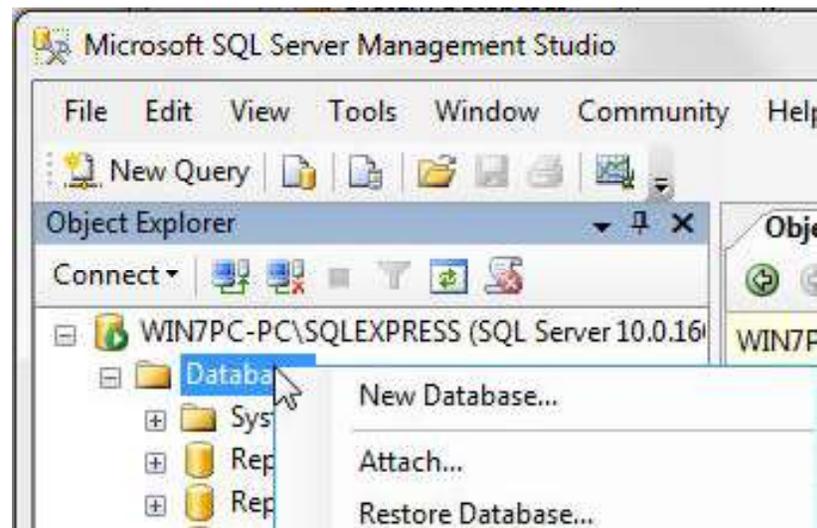
Installing the MS SQL Version of LIBRARYSOFT

For Libraries that have purchased the Ms SQL version of LIBRARYSOFT please see the install instructions below.

1. Download and run the Install file for the Ms SQL Server Version.

The screen will appear, click on Next follow all the default settings.

2. Go to your MSSQL Enterprise Manager, attach Libsoft.mdf database to your MSSQL Server: Right Click on Databases, then go to the menu and click on Action>All Tasks>Attach Database



Click on the browse box to locate libsoft.mdf file (the default location is: c:\Program Files\LIBRARYSOFT 12.0\DB\LIBSOFT.mdf)

Once attached the Libsoft data file should appear.

3. Please ensure, that the user of the program will has all rights to read and write the "Libsoft" database.

4. Run Librarysoft.exe either from the Start button or from the LIBRARYSOFT 9.0 folder (note that it can be run as a service).

5. You will be prompted with the "SQL Server Connection" window.

6. Type your MS SQL Server name (note that this can be read from the SQL Service Manager application).

7. Choose "Windows NT integrated security" or "Use a specific user name and password".

8. If you chose "Use a specific user name and password", type SQL Server user name and password you are going to use.

9. Type database name on the server ("Libsoft" by default)

10. Click on "Test connection" button. If connection successful, click on "Ok" button, if not, check your settings with SQL Server Administrator and repeat steps 2-6 again with more attention to details.

Please, note that the program is using "Microsoft OLE DB Provider for SQL Server" for the connection with MS SQL Server (it should be installed with correct MS SQL Server installation or can be installed separately with the latest MDAC from Microsoft).

Note that there can be a Firewall Issue. Port 3050 must be opened.

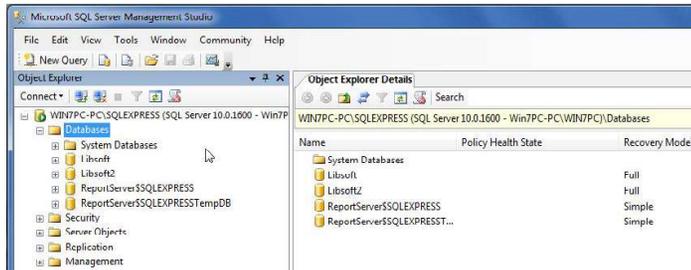
Users must exist as a login on the SQL server with DBO role to the libsoft database as per the example Andrei below.

Users require full permissions and rights to the LIBRARYSOFT folder on the server and the LIBRARYSOFT folder on the workstation.

For Terminal Servers users in a group require the ability change the LIBRARYSOFT registry settings.

Multiple MS SQL Data files can be accessed from different workstations.

In the example to the below we have two data files Libsoft and Libsoft2.



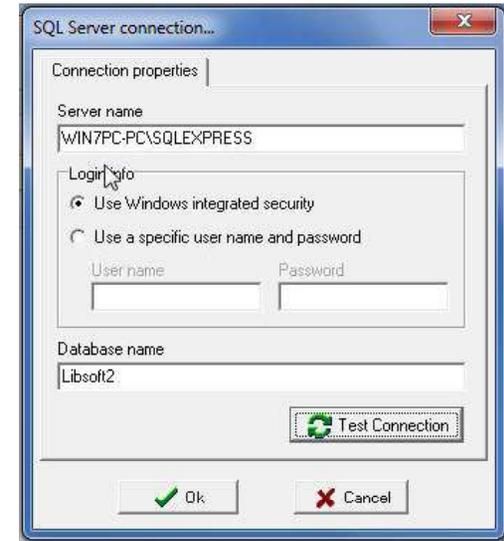
After clicking on the Database Connection Icon the screen to the right will appear.



On other workstation change the name from Libsoft to Libsoft2.



To verify the connection click the Test Connection Button.



Click OK to save the Change.



OPACInternet - Ms SQL Version

There are three OPACInternet ini files within the LIBRARYSOFT 12 folder.

OPACInternet.INI, OPACInternetService.INI and OPACInternetISAPI.INI

OPACInternet.INI applies to OPACInternet.exe which is an executable to be run from the server, just double-click to run.

OPACInternetService.INI applies to OPACInternetService.exe, this service requires a particular installation process. Please see the Readme.

OPACInternetISAPI.INI applies to OPACInternetISAPI which requires special installation see the Readme.

You will need to modify the INI file that applies to the OPACInternet you wish to use. Note that you can certainly modify all three but you only need to modify the one that applies to the version you wish to use. As an example we will modify the OPACInternet.INI file the process for the other two are similar.

Open OPACInternet.IN with Notepad (Start button > Accessories > Notepad).

For each library add the following three lines as per the image below.

[library_short_name]

Library = library_full_name

```
ConnectionString=Provider=SQLOLEDB.1;Integrated
Security=SSPI;Persist Security Info=True;Initial
Catalog=Libsoft;Data Source=WIN7PC-PC;Use Procedure for
Prepare=1;Auto Translate=True;Packet Size=4096;Workstation
ID=AT-3000;Use Encryption for Data=False;Tag with column
collation when possible=False
```

The modification you would make to apply to your library will be to use the actual library name as library_full_name and use Library as any name you would like to represent the library in question.

For example if one of the libraries was called Winston Public then you could have.

WP = Winston Public

The connection string is the same for each library. The only two areas you would normally change as it applies to your library is the name of the computer (server) which contains the data and the name of the data file. For example although the default name of the data file is Libsoft you may have changed it to say library data in which place you would enter library data in place of libsoft. The name of your computer may be WIN2008 in which place it would replace WIN7PC-PC.

```
ConnectionString=Provider=SQLOLEDB.1;Integrated
Security=SSPI;Persist Security Info=True;Initial
Catalog=Libsoft;Data Source=WIN7PC-PC;Use Procedure for
Prepare=1;Auto Translate=True;Packet Size=4096;Workstation
ID=AT-3000;Use Encryption for Data=False;Tag with column
collation when possible=False
```

Below is an example of an ini file.

[Options]

Port=8080

Library=NW Public Library

[Charset]

Charset=windows-1252

ConnectionString=Provider=SQLOLEDB.1;Integrated
Security=SSPI;Persist Security Info=True;Initial
Catalog=Libsoft;Data Source=WIN7PC-PC\SQLEXPRESS;Use
Procedure for Prepare=1;Auto Translate=True;Packet
Size=4096;Workstation ID=AT-3000;Use Encryption for
Data=False;Tag with column collation when possible=False

The links for your patrons that correspond to the example could be placed on individual or central websites or given directly to your patrons.

The links for each library would be the link below if you were looking at the data from a browser on the server itself using OPACInternet.exe

<http://192.168.1.15:8080/?DB>

Copy or drag OPACinternet.ini into the LiBRARYSOFT 11.0 Folder

Copy or drag Background.jpg into the wwwroot folder replacing the old file of the same name

You will need to edit the OPACinternet.ini file to put in your own computer information.

The ini file can be opened and edited with Notepad.

```
ConnectionString=Provider=SQLOLEDB.1;Integrated  
Security=SSPI;Persist Security Info=True;Initial Catalog=Libsoft;Data  
Source=NGTI-PC\NGTI2;Use Procedure for Prepare=1;Auto  
Translate=True;Packet Size=4096;Workstation ID=NGTI-  
PC\NGTI2;Use Encryption for Data=False;Tag with column collation  
when possible=False
```

After you have made the changes Right-click on OPACinternet.exe and select Run as Administrator.

The Window below will appear. Double - click on the LiBRARYSOFT icon to start the Application.

LiBRARYSOFT® OPAC Internet



Port:

Library:

Charset:

Renews are available:
 Yes No

Bar Color:

Message of the Day:

Getting Started

The first step is to get familiar with LiBRARYSOFT. However, as with almost all software you need to be aware of the licensing restrictions prior to installing.

Licensing

The general idea, please see the appendix for details

1. We license a software purchase to the library, not to individual computers, we define a library as a location in which circulation of items occurs. Multiple libraries even within the same building would require multiple licenses.
2. Please feel free to install LiBRARYSOFT. in as many computers as you need within the building housing the library. You can install search only stations off site at no charge.
3. We provide a free personal and home use license to LiBRARYSOFT. for the single person designated as the Librarian by the library. This allows the librarian to perform work at home should they wish to do so. The smart import process of LiBRARYSOFT allows such work to be imported into the library database without adversely effecting any library operations which may have proceeded while the librarian was at home. It will only add changes made by the librarian.
4. We are generous with regard to any additional costs required (if any) for any reasonable changes to the license restrictions. Please do not hesitate to email or call us with any questions.
5. A common install scenario would be the installation of a Checkout station, a Cataloguing station and several search stations within the library. Additional search stations could be scattered within the building or if OPACInternet/intranet is installed on the buildings file server then every computer connected to that server will be able to search the library database, place holds and renewals.

For advanced installation including network/internet installation of LiBRARYSOFT please view the Appendix at the end of the manual.

System Requirements

LiBRARYSOFT. will install on almost any computer running Windows from windows ME to the latest operating system including Vista, Windows 2003, Windows 2008, Windows 2012, Windows 11, 10, 8.1, 8, 7, XP, and ME.

The RAM required is minimal. If Windows runs, LiBRARYSOFT will be able to run.

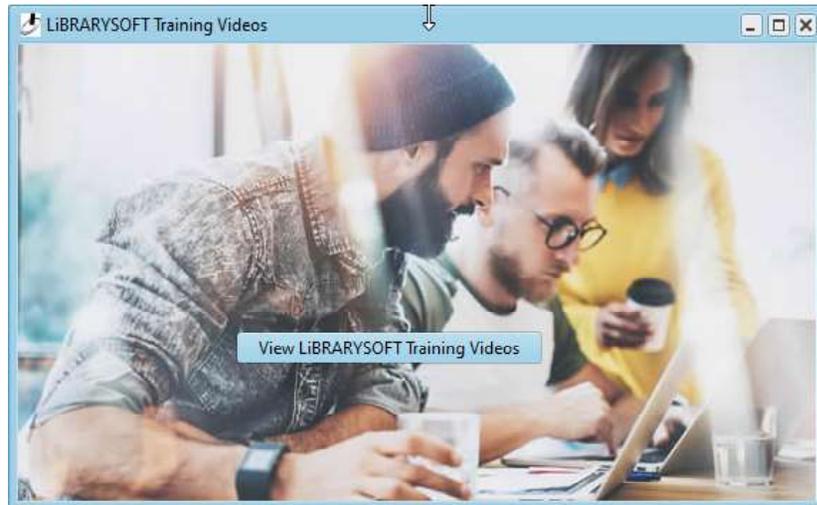
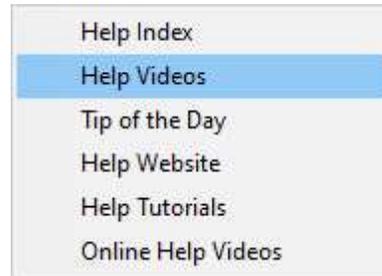
Hard disk space required is also minimal. A rough estimation of hard disk space is less than 1000 bytes per record. As an example if the library had 10,000 items it would require about 7 to 10 megabytes of space. This is an exceptionally small amount of space given that most computers today come with 500 gigabytes of space.

Data can be searched on the internet with computers using Windows, Macintosh and Linux operating systems.

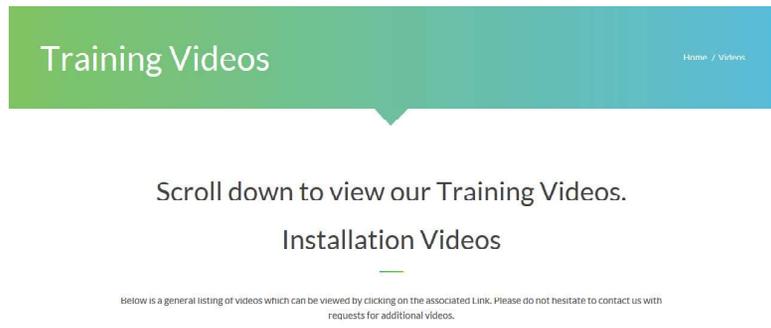
Ensure that the person installing LiBRARYSOFT. has full administrative rights to the computer. Shut off all firewalls including the Windows firewall prior to installing. LiBRARYSOFT. users require full rights and permissions to the LiBRARYSOFT folder. Users only require full rights and permissions to the LiBRARYSOFT folder on the server and the LiBRARYSOFT folder on the workstation.

Accessing Training Videos from LiBRARYSOFT

Videos can be accessed from the the Help menu.



Or, clicking the Online Help Videos will bring up a site that brings up Streaming Links to the Training Videos.



Help Screens

Help can be accessed by clicking on the Help Index menu option.

To access Help click the book icon on the tool bar.

Or, press the F1 key while within any LiBRARYSOFT screen.



The Contents tab displays all of the help information in a + - tree type format.

Click on the plus button to have it expand into more headings.

The Search tab allows you to enter in a search term or phrase

For the latest help please go to:

<http://www.librarysoft.com/HELPLIBSOFT/index.htm>

New help information is added continuously please download the latest help file from the LiBRARYSOFT support site and copy it into your LiBRARYSOFT 12.0 folder.

Overview of the Setting Up Process

There are default values already entered into LIBRARYSOFT which can be edited to best fit your library. The easiest way to begin is to enter in a few records to get the feel of the system and then begin to modify the settings as required. Once you have an impression of how the system works you may wish to modify some of the options below.

Optional Settings to modify:

0. Language: The default language is English but data can be entered in multiple languages even on the same line.

1. Try different buttons and menu settings to see what all the options are available.

2. Add Edit Loan Types settings to best apply to your items.

3. Add Patron Groups to identify your users if they are not already listed.

4. Loan Groups to define borrowing periods unique to certain patron groups and loan types. Say students have one set of borrowing periods and you want instructors or staff to have another.

5. Edit/Add Subject Tree values. Enter in trees of subject hierarchy that best fit your data, this is optional as subjects can be entered directly.

6. Tree Photos or icon display. Assign photos or images to the tree structure that best suit your subjects, under the Options select Subjects.

7. Holiday Settings can be changed to set up dates that no fines would be charged. This is not necessary if the library does not charge fines and no fines are set in Loan Groups or Loan Types.

8. Under the Administration menu > User List and User Group administrative staff can define access along with usernames and passwords for your staff. The library may not wish all staff to have complete access to all menu options.

9. If your Library was using Version 10 or later of LIBRARYSOFT it will be necessary for our staff to convert your old database into a new format. File less than 10 meg can be email as attachments. For larger files a service such as Dropbox or Google drive can be used.

10. The Mail Client Setup can be set up to send any overdue or Hold notices by Email.

11. If data resides on multiple machines the data can be appended to the main data file by using the Import Database option.

12. Labels:

Item and Patron barcodes can be printed in advance of data entry or afterwards.

Spine Labels and other labels can be printed as required.

13. Reports:

The layout of the Reports can be changed as required.

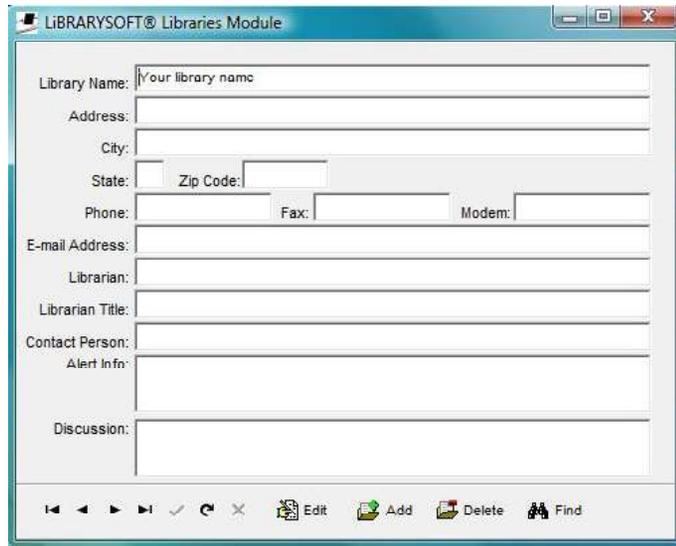
Print out reports as you need them.

General Custom Reports are reports that have been created using the old Custom Report Generator. You can modify these reports.

Fast Custom Reports can be used to create customized reports over any fields, in any order, with full control over layout.

Library Name Entry

To begin using LiBRARYSOFT you need to first set up your library name and loan types. Click on the Option icon and select Libraries.



You must enter at least the name of the library.

Click on Edit button to change an existing library name.

Notice that after you click on edit the Checkmark and X buttons turn dark.

Type over or clear the name and type in you library name. The X button can be clicked if you have not saved your edit or add and wish to cancel.

The information entered in this screen can be used in reports, email notices, and printed notices.

Click on the Checkmark icon to save the changes.

If you have more than one library.

Click on the Add to get a blank screen.

Enter in the library information.

To save the data click on the Checkmark button at the bottom of the screen. The X button can be clicked if you have not saved your edit or add and wish to cancel. The half-circle button is a refresh button. It is used mainly if you are working in a network and need to instantly update all users with the change you just made. The system will of course update itself so it rarely necessary to use this button.

Loan Types

Loan types are used to define the items that you will be entering into LiBRARYSOFT.

If your library has more loan types than are displayed please enter them or edit the existing names to best suit your library.

To edit a Loan type just highlight the Loan type and then click on the edit button. The loan type will appear at the upper right, now you can change the name of the Loan type to fit your own. Once you are done, click on the check mark button.

To add a new Loan type click on the Add button and then enter the loan type name into the blank entry box that appears at the upper right of the screen.

The borrowing period of the items and how long the patrons can borrow them are set up in the Loan Groups and Patron Groups screen but at this initial stage of entry you do not need to enter that information until you begin to enter patrons.

At the beginning stage of using LiBRARYSOFT you may wish to enter in the loan types of the various types of items you will be entering such as Book, Paperback, DVD... Note that you can treat Book and Paperback as the same LoanType it all depends upon whether you would like to loan them out for different periods of time or charge different amounts for overdue fines. The field information however can be edited later.

Loan Period: Duration an item can be borrowed.

Grace Period: If fines are charged it is the period in days that no fines will be charged after the item is due.

Fine Cycle: The cycle over which fines are charged. A value of 1 would mean that fines are applied every day an item is overdue. If the value was 2 then fines would be applied every two days.

Max Loan Amount: Maximum number of items that can be borrowed. Note that Loan Groups (see the chapter on circulation) allow you to set different borrowing periods for different patron groups.

Fine Amount: The amount of fine that is charge over every fine cycle. If the fine cycle is 1 then the fine amount is the amount that would be charged every day.

Fee Amount: If you library charges fees you would enter the amount charged to use the library. Note that the Circulation has a fee screen to accept payment for fees.

Item can leave library: Check the box if the item is not a reserved item and is allowed to leave the library.

Loan by hour: Check this box for items that are loaned on an hourly basis.

LiBRARYSOFT® Loan Types Module

Loan Type: BOOK

Default values:

Loan Period: 14 Day(s)

Grace Period: 1 Day(s)

Fine Cycle: 1 Day(s)

Max Loan Amount: 5

Fine Amount: 0.00

Fee Amount: 0.00

Deposit: 0.00

Renews are Allowed: Once

Item can leave library

Loan by the hour

Expendable

Edit Add Delete

Patron Groups

Patron Groups allow you to define a name for a Group, an Expiry Date, Hold Period and Loan Type limits, optional Payments and the ability to disable a Group.

Looking at the Group Students. Select Patron Groups and choose student as the group. You can now vary the expiry date of this group so if this was a library for a junior college on semester you would likely want this group to have borrowing privileges end at the end of December assuming that now is the beginning of the term in September. The hold period is the number of days an item will be kept on hold for a patron of this Patron Group.

To make changes first click on the Edit button. Make the changes and then click on the Check Mark button and the Database Refresh button.

Note that when you make changes to date fields you can use the Calendar that pops up or just highlight and type in the new information.

You can of course add entirely new Patron Groups that may apply such as STUDENT FULL TIME and add the appropriate information.

The Max All Types Loan Amount field defines the total number of items of all Loan Types that can be borrowed by a patron belonging to the Patron Group.

Loan Groups

Loan Groups are linked to Patron Groups so as to allow you the most complete control over what Patron Group can borrow.

If you do not define a Loan Group for a Patron Group the system will use the Loan Type information in terms of borrowing terms. So if that is sufficient you need not enter Loan Groups.

To assign a Loan Type to a Patron Group just click on the Loan Type pulldown to select a Loan Type. Now enter in the information that you would like to apply for that Loan Type for that Patron Group.

Loan Period defines how long the book can be loaned out for before fines apply.

Grace Period defines a period after the book is overdue that no fines will be charged.

Fine Cycle is the period over which fines are charged. Normally with a Fine Cycle of 1 the fines are charge once per day. With 2 it would be once per every two days.

Maximum Amount refers to the maximum number of items that a patron from this Patron Group can borrow of this Loan Type.

Fine Amount is the amount of fine charged per each fine cycle. If no fines are to be charged leave this amount to zero.

Loan Groups (continued)

Click on Add to add a new Loan Type to the Loan Group or Click Edit to change existing settings for a Loan Type. Once you are done click on the Check Box to save the changes.

Select the Renewal Period.

If the item should not leave the library deselect the check box.

If your library is loaning this particular item to a Patron Group by the hour click on the Loan by the hour checkbox.

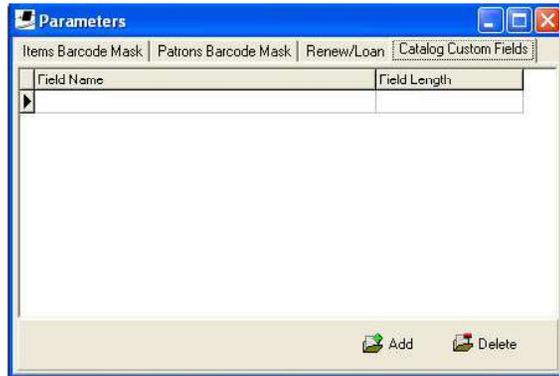
Hourly Loan Groups are often used for Loans of laptops or loans of material that should have short term borrowing periods. Such periods are also used for materials that will be used for studying for midterms or upcoming exams.

The Expendable Checkbox should be checked if the item can be discarded.

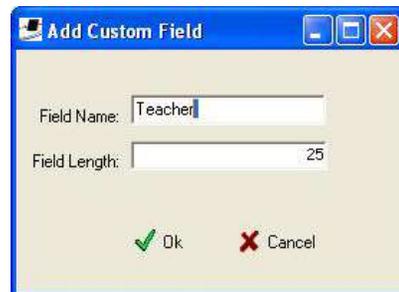
Adding Custom Fields

Some libraries may find the need for extra fields such Archival fields. Another 13 fields can be added to LiBRARYSOFT. Search results will display these fields in the OPAC module.

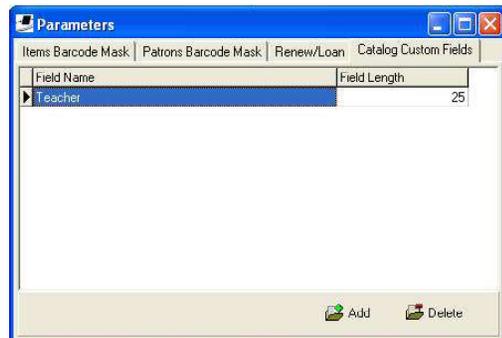
Go to the Options icon > Parameters



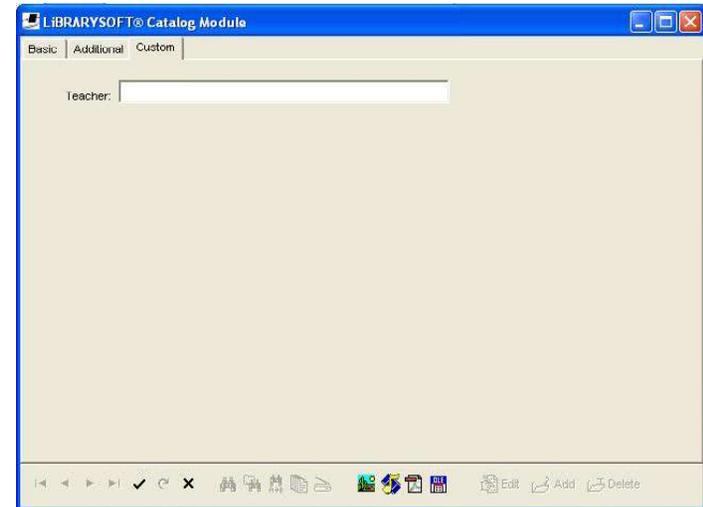
Click on the Custom Fields Tab



Click on the Add button



Enter the Field Name and size of field, click OK.



Data can now be entered for that field. In this example we added only one field but we could have as easily added 13.

Setting up Item Barcodes

Note that the basic rule of Barcodes is "The simpler the Better!" Should your barcode scanner be stolen or go missing it is always much easier to type a 4 digit number in rather than a 14 character value.

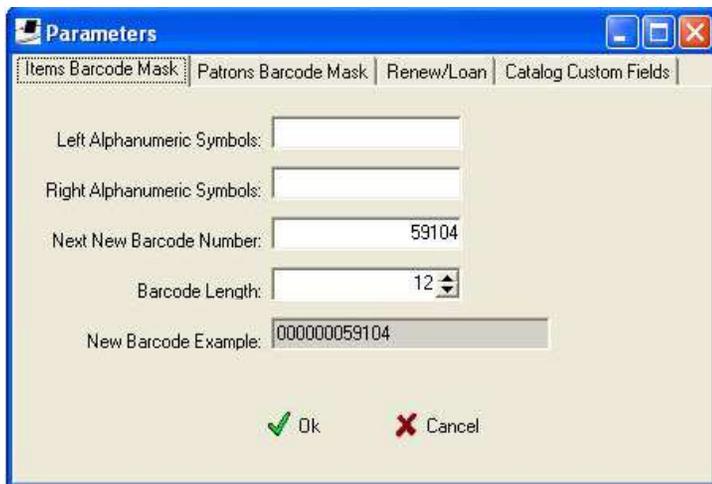
Whenever you click the Add button in Catalog or in Patron Data a new barcode button will be created one larger than the previous one.

If you need to change the appearance of the item barcodes go to the Options Menu > Parameters > Click on Items Barcode Mask tab for item barcode changes.

Left/Right Alpha symbols - allows alpha symbols to be added such as an I for item. Or words such as HighSchool. This is not commonly used as barcodes are simply a one to one identifier linking the item to the database.

Barcode Length - size can be increased, zeros will appear in front of the current barcode to give longer length.

Use Follet Scanner Rules - This is to allow databases which had old Follet barcodes to be able to use LIBRARYSOFT without purchasing specially configured scanners.



The screenshot shows the 'Parameters' dialog box with the 'Items Barcode Mask' tab selected. The fields are: Left Alphanumeric Symbols (empty), Right Alphanumeric Symbols (empty), Next New Barcode Number (59104), Barcode Length (12), and New Barcode Example (000000059104). There are 'Ok' and 'Cancel' buttons at the bottom.

Setting up Patron Barcodes

The process for setting up Patron Barcodes is similar to that for Item Barcodes

If convenient it can be helpful to use a different range of barcodes for Patron Barcodes than Item Barcodes. The reason for mutual exclusivity is to allow the option of External Circulation. Your library may never use this process so it is optional

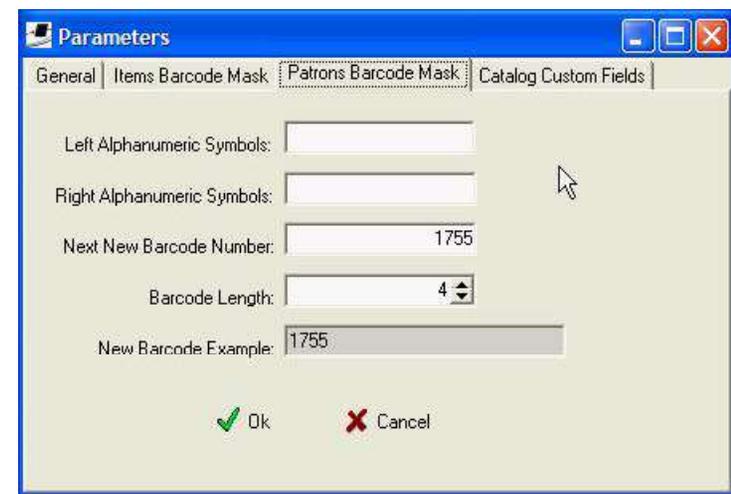
External Checkout is an option that allows the library to check items in and out using Wordpad, Notepad or any word processor.

If you need to change the appearance of the Patron barcodes go to the Options Menu > Parameters > Click on Patron Barcode Mask tab for Patron barcode changes.

Left/Right Alpha symbols - allows alpha symbols to be added such as an I for item. Or words such as HighSchool. This is not commonly used as barcodes are simply a one to one identifier linking the item to the database.

Barcode Length - size can be increased, zeros will appear in front of the current barcode to give longer length.

Use Follet Scanner Rules - This is to allow databases which had old Follet barcodes to be able to use LIBRARYSOFT without purchasing specially configured scanners.



The screenshot shows the 'Parameters' dialog box with the 'Patrons Barcode Mask' tab selected. The fields are: Left Alphanumeric Symbols (empty), Right Alphanumeric Symbols (empty), Next New Barcode Number (1755), Barcode Length (4), and New Barcode Example (1755). There are 'Ok' and 'Cancel' buttons at the bottom.

Printing Item Barcodes

Barcode numbers are key to making automation easy. The system requires a unique barcode number for every item, even for those items that may never circulate.

There are three ways to get barcode numbers.

1. Purchase pre-printed barcode labels.

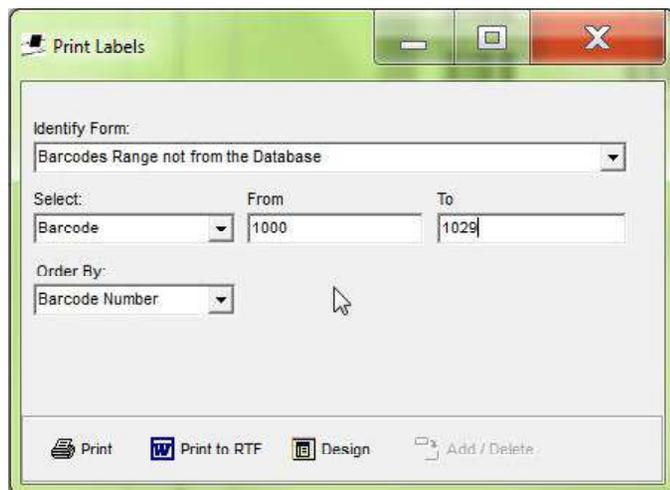
The benefit of such labels are their great durability, no label protector is required. You can purchase pre-printed labels from LiBRARYSOFT. Cost is \$39 per 1000 labels, the labels can be ordered from our website or by email or telephone.

To order we just need to know the starting barcode number, the library name you would like to appear on the barcode and the quantity of labels.

2. Printing barcode labels using LiBRARYSOFT before data entry.

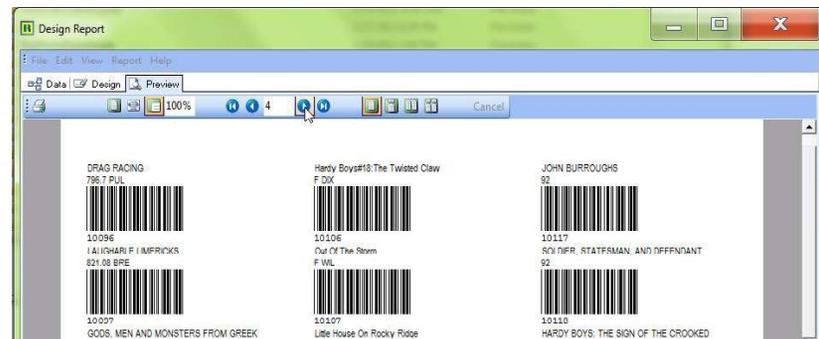
Click Reports > Labels

The Advance Label Print Screen is the first option on the Pull-down.



Selecting Order by Barcode Number, this will present the data in Numeric order. Order by Barcode will be in Alpha order which is useful if barcodes have alpha characters.

The Name of the library and the Telephone number of the library can be added to the label by using the Design Button.



2. Printing barcode labels using LiBRARYSOFT after data entry.

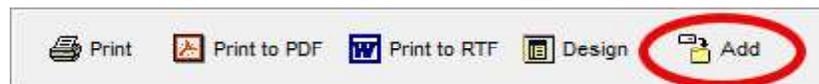
Click Reports > Labels > Item Barcodes

Leave the From and To blank will print all barcodes.

Selecting the Periodical Date range will all you to print items that were entered over a certain date range. The entry process stamps the date of entry into the Periodical Date field.

Or you can go to Reports > Labels > Customized Labels

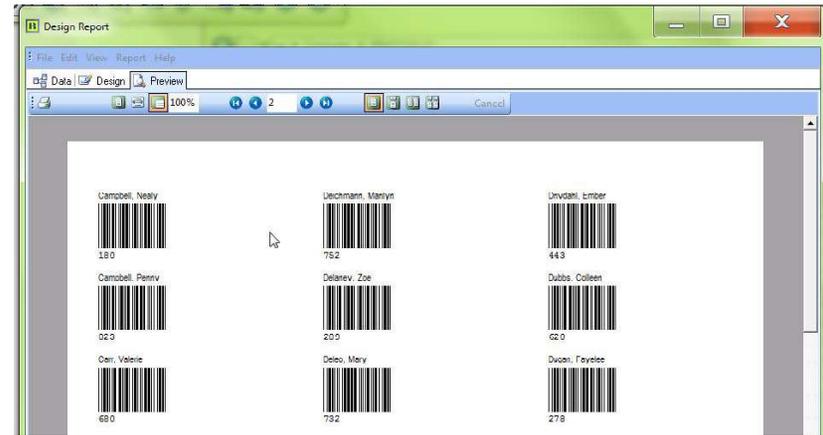
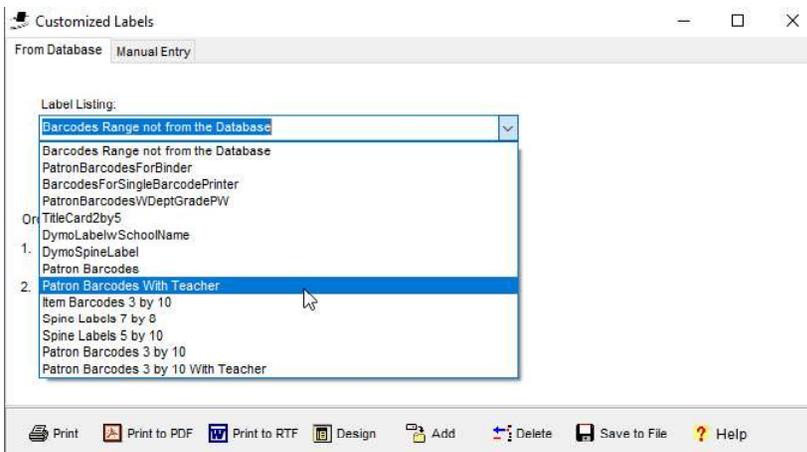
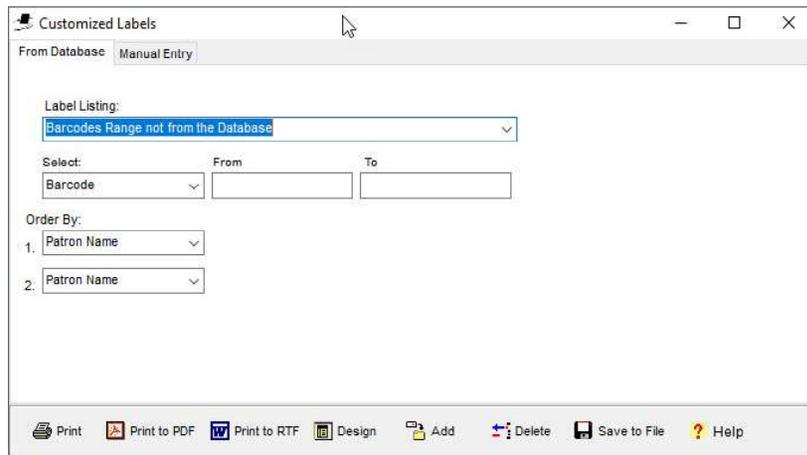
Clicking the Add button at the bottom of the window allows you to load Label formats from the New Labels folder in the LiBRARYSOFT 12.0 Folder.



Printing Patron Barcodes

Patron Data can be entered individually (Circulation icon > Patron Data) or loaded in en masse (Admin icon > Ongoing Patron Import). As with Item Barcodes the Barcode numbers for patrons must be unique. You can even print Patron Cards (2.5 inches by 5.0 or 2 inches by 3.5) with a photo of the patron and the barcode by going to Reports > Circulation Reports > Patron Pass.

With LIBRARYSOFT you can print Patron Barcodes with the name of the patron at the top of the label, additional information could be added by clicking The Design button to modify the label.



Changing the Field names for Catalog Circ OPAC

LiBRARYSOFT gives you the ability to change the field names that appear on the screen.

To change the field names you need to open the Caption.txt file that is within the LiBRARYSOFT Extras Folder. If you have the install CD you can access this folder by putting the CD into the drive and clicking on Upgrades. Just drag the Captions.txt file into the librarysoft folder on your computer (located in the program files folder of C drive). Or, you can create your own Captions.txt file by just using Notepad.

Example:

For a Film library you may want to change Title to Film, Author to Director and Subject to Category.

Open Notepad (Start button of your computer > All programs > accessories > Notepad).

Type in:

Author=Director
Title=Film
Subject=Category

Click on Save as and Save it as Captions.txt
Save the Captions.txt file into the librarysoft 12 folder of every computer you wish the change to appear in.

Returning to the Original Settings:

To reset or clear the field names back to the default values first close LiBRARYSOFT one computer you are using.
Delete the Captions.txt file and the Grid Columns.txt files from the LiBRARYSOFT 12.0 folder. In Windows 7, 8, 10, 11 search the computer for gridcolumns.txt and delete it after it appears in the search results.
Start LiBRARYSOFT and all fields will be back to the default settings.
If this does not help please contact LiBRARYSOFT Support.

Item and Patron Field Names

Below is a listing of the Item and Patron Fields.

AUTHOR1	WEBSITE	EBOOKDATATY...
AUTHOR2	SOUND	EBOOKINSTRU...
AUTHOR3	MEDIA	OCLCEC
AUTHOR4	INVDATA	EBOOKCONTEN...
SUBJECT1	EBOOK	LASTUPDATE
SUBJECT2	CHECKOUTDATE	NAME
SUBJECT3	EBOOKTEXT	ADDRESS
SUBJECT4	MARC	CITY
SUBJECT5	COPIES	STATE
SUBJECT6	NUMCHARCODE	ZIP
EDITION	SUBJECTTYPE	PHONE
PUBLISHER	DATASOURCE	EMAIL
PLACEPUBL	HISTORICALDA...	CONTACT
PUBDATE	AUTHORORIGIN	IDLOCAL
CALLNO	CONTENTTYPE	DEPT
ALTCALL	BIBLIOGRAPHY	DEPTLEVEL
LOCATION	LOCALNOTES	ROOM
CUSTOM1	LEXILECODE	SEX
CUSTOM2	LEXILENUMBER	PATRONGROU...
CUSTOM3	DOCTYPE	AMTPAID
LCCN	AWARDS	FINE
ISBN	LASTLEXILEUP...	ALERT
RESERVEORG	LEXILECOMBIN...	BIRTH
COLLATION	READINGPROG...	PICTORIAL
SERIES	INTERESTLEVEL	MESSAGES
DUEDATE	READINGLEVEL	PBARCODE
ANYSTORE	POINTS	PCHARCODE
IMAGE	ATOS2000	RATING
BORROWER	WORDCOUNT	FEES
ICHARCODE	READINGQUIZNO	EXPIRYDATE
IBARCODE	READINGQUIZ...	FEESTATE
PRICE	LITERACYQUIZ...	LASTDATE
NOTE	LITERACYQUIZ...	LASTPAY
TITLE	VOCABQUIZNO	LASTEXDATE
SUBNOTE	VOCABQUIZQU...	RENEWDATE
VOLNO	EBOOKURL	HARDWAREKEY
COPYNO	EBOOKDATATY...	LIBRARYID
TEXTSTORE	EBOOKINSTRU...	FAX
LOANTYPEID	OCLCEC	SECONDCONTA...
LIBRARYID	EBOOKCONTEN...	CELLPHONE
STATUSID	LASTUPDATE	LASTUPDATE
SECTITLE		

OPACInternet/Intranet Field Changes

This can also be done for OPACInternet/Intranet for search computers.

To do so put a copy of the Captions.txt into the Files folder that is within the OPACInternet folder of the LIBRARYSOFT 12.0 Folder.

If you have multiple libraries such as the additional Library EBMATHS you can set up such libraries with individual captions by Editing the OPACInternet.ini file.

Add the line

Create the new Captions file for another library and save it as say Caption2.txt

Edit the OPACInternet.ini file using Notepad to add the line below to another library.

```
[Options]
ShowLogin=1
NotLoggedInSearch=1
SetEmailAsPasswordForHolds=0
Port=3062
Library=EBMAT Elem
MessageFontName=Arial
MessageFontSize=10
MessageFontUnderline=0
Email=support@librarysoft.com
[Database]
Port=3050
DataBaseName=C:\DATA\EBMAT\EBMAT.FDB
Password=masterkey
UserName=SYSDBA
ServerName=127.0.0.1
FBClient=C:\Program Files (x86)\Firebird\Firebird_3_0\fbclient.dll
SQLDialect=3
[Charset]
Charset=NONE
CustomLogo=newgenlogo.JPG

[EBMATHS]
Background=Background.jpg
CaptionsFileName=Captions2.txt
DataBaseName=C:\DATA\EBMAT\EBMAT.FDB
FBClient=C:\Program Files (x86)\Firebird\Firebird_3_0\fbclient.dll
SQLDialect=3
Library=EBMAT High School
```

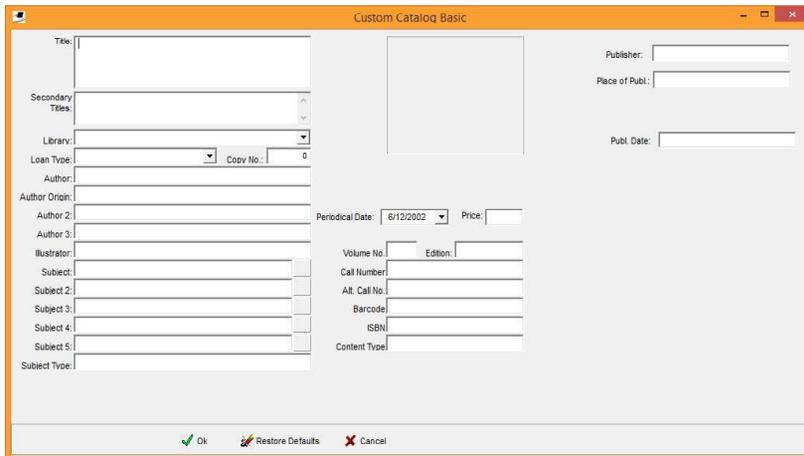
Changing the Screen Layout - Item Entry

The layout of the Catalog Basic and Additional entry screens of the Catalog Module can be customized.

Click Setup > Options >Custom Catalog



As an example you could drag the screen to change the size and move fields around



Click OK to save the change or click Cancel.

If you wish to go back to the original settings click Restore Defaults.

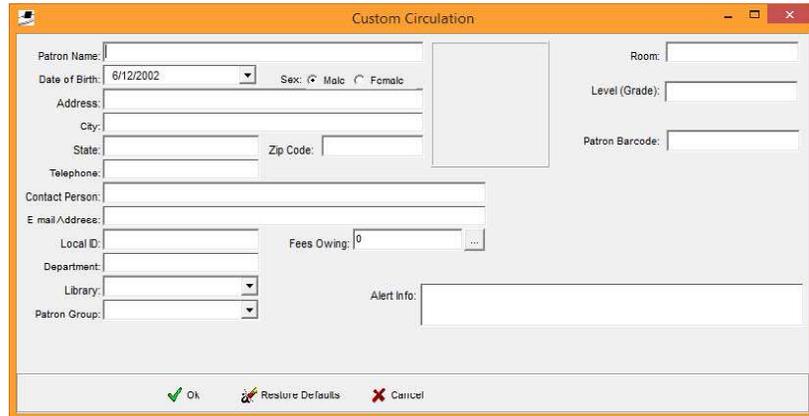
Changing the Screen Layout - Patron Entry

The layout of the Patron Entry Screen can be customized.

Click Setup > Options >Custom Circulation



As an example you could drag the screen to change the size and move fields around



Click OK to save the change or click Cancel.

If you wish to go back to the original settings click Restore Defaults.

Multilingual Field Names

You can change the field names to other languages as well as enter the data in other languages. Add language settings using the Control Panel (available for Windows 10, 8.1, 8, 7, 2008, 2003, 2000 and XP).

Example: Working with Hebrew:

Hebrew will have to have been set up as a language available from the Windows toolbar.

Go to the Control panel of Windows > Regional settings

Languages - set complex script for left to right languages

click details

click add select Hebrew

click OK

Click Setup > Options > Regional options

select the Arial font

select Hebrew under script, the default is western.

Restart librarysoft

Go to the Catalog Screen

On your task bar select Hebrew and you should be able to enter in Hebrew script.

This presumes that Hebrew was set up via the regional settings in the control panel.

Regional settings

Languages - set complex script for left to right languages

click details

click add select Hebrew and click OK

This can also be done in OPACInternet by setting the Charset to the correct setting for that language.

To work with two languages:

Create files:

1) CaptionsFiles.txt should contain lines like:

<language name>=<file name>;<Language Charset>

For example:

English = Captions.txt;1252

French = Captions2.txt;1252

Charsets for Language

Windows-1250 Central Europe languages: Albanian, Croatian, Czech, Hungarian, Polish, Romanian, Serbian (Latin),

Slovak, Slovenian

Windows-1251 Cyrillic languages: Azeri, Belarusian, Bulgarian, FYRO Macedonian, Kazakh, Kyrgyz, Mongolian,

Russian, Serbian, Tatar, Ukrainian, Uzbek

Windows-1252 Latin 1 languages: Afrikaans, Basque, Catalan, Danish, Dutch, English, Faroese, Finnish, French,

Galician, German, Icelandic, Indonesian, Italian, Malay, Norwegian, Portuguese, Spanish, Swahili,

Swedish

Windows-1253 Greek

Windows-1254 Turkic languages: Azeri (Latin), Turkish, Uzbek (Latin)

Windows-1255 Hebrew

Windows-1256 Arabic, Farsi, Urdu

Windows-1257 Baltic languages: Estonian, Latvian, Lithuanian

Windows-1258 Vietnamese

2) Create Captions.txt and Captions2.txt Both files should contain equal number of lines for the same terms:

<original English term>=<new term>

For example for English and French:

Captions.txt:

Title=Title

Author=Author

Author=Auteur

Subject=Subject

Subject=Sujet

Captions2.txt:

Title=Titre

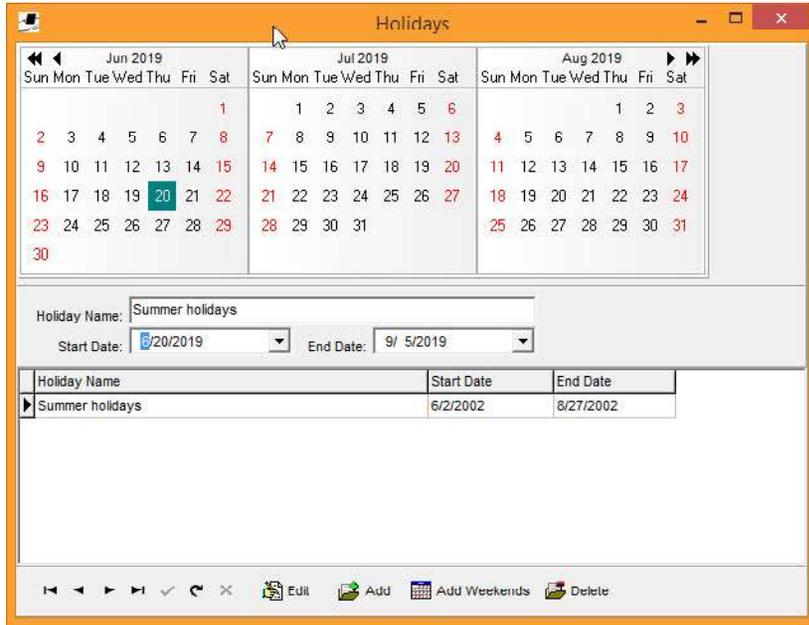
Note that LiBRARYSOFTWeB is Unicode capable and can use multiple languages even in the same field. No adjustment to settings are required.

3) Copy all files to the folder where OPACInternet is located

Holidays

Click Setup > Options > Holiday Settings

If your Library charges fines you can set up holiday dates over which no fine payments will accrue.

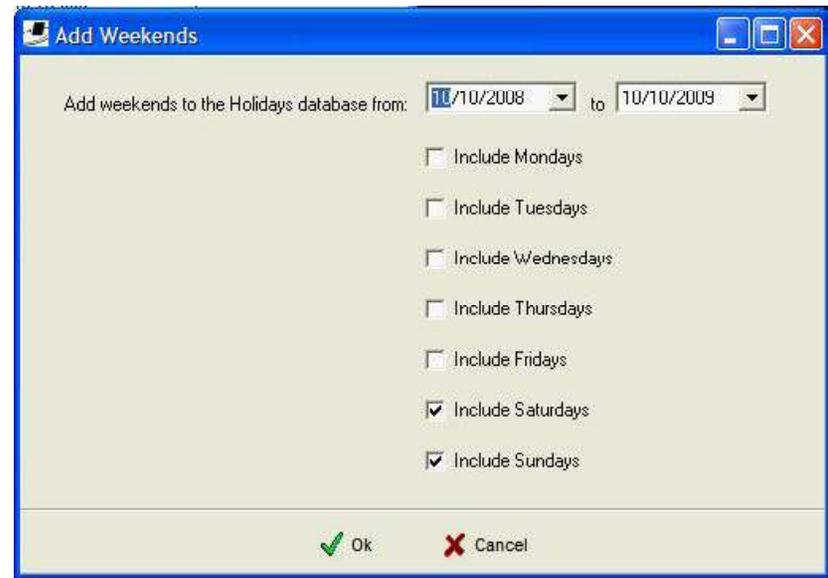
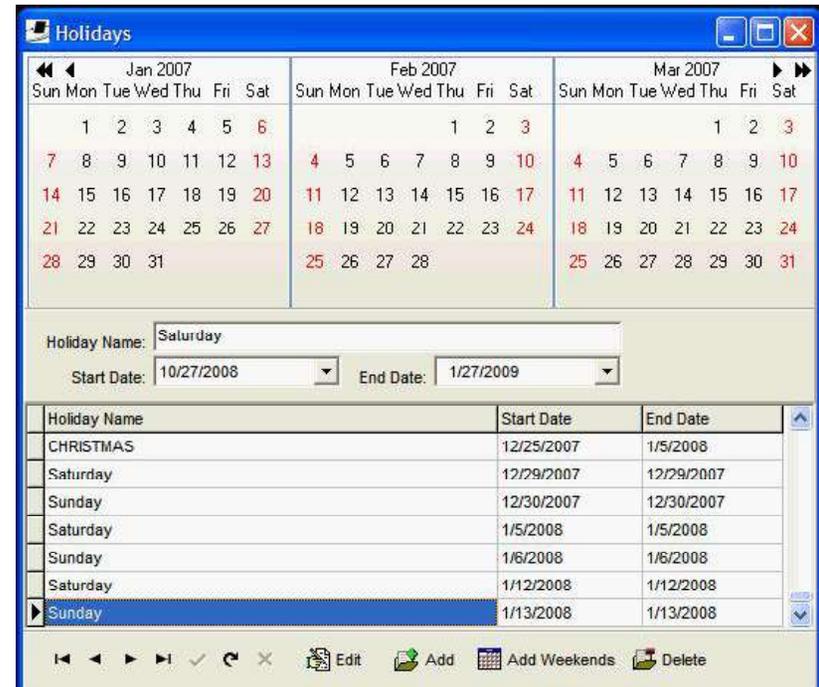


To add a holiday or closure date just click on the Add button, scroll to the right or left to find the date and click on it. Enter a descriptive name of the closure or holiday.

To save the change click on the checkmark button to post the data and the refresh button to refresh the database with this new data.

Whenever a holiday is encountered the system will calculate an overdue amount but will not charge for the days listed as Holiday.

Regular Weekdays and Weekends can also be added by clicking on the Weekend button.



Adding Items - Overview

Item Data can be added using a few different methods.

1. Direct Data Entry of Item Data

The Catalog Module can be used with the AutoFill button or if newer items are entered that other sites have not yet Cataloged you can click Add and enter the Title, ISBN, Loan Type. This minimal amount of data can be later expanded by using the AutoFill tab in the AutoCataloging Module which can sweep the database completing missing entries by using the ISBN to key into library internet sites.

Within the Catalog Module there are a number of extra fields that will not be available within internet sites such as Extra Subjects, Reading Levels, TextStore (up to 300 pages of searchable text), Videos, Sound and data links to applications such as Excel, Word and Powerpoint. All this extra information need not be entered does provide extra useful options.



2. AutoCataloging

The AutoCataloging Module allows staff to automatically add new items including their barcode if one is on the item. If not the system will automatically add a barcode. The acquisition process also loads in an image of the cover of the item if one is available. It can be used for Books or DVDs. The AutoFill option can be used to fill in missing information for items that were previously entered directly or from another system.

3. Ongoing Catalog Import

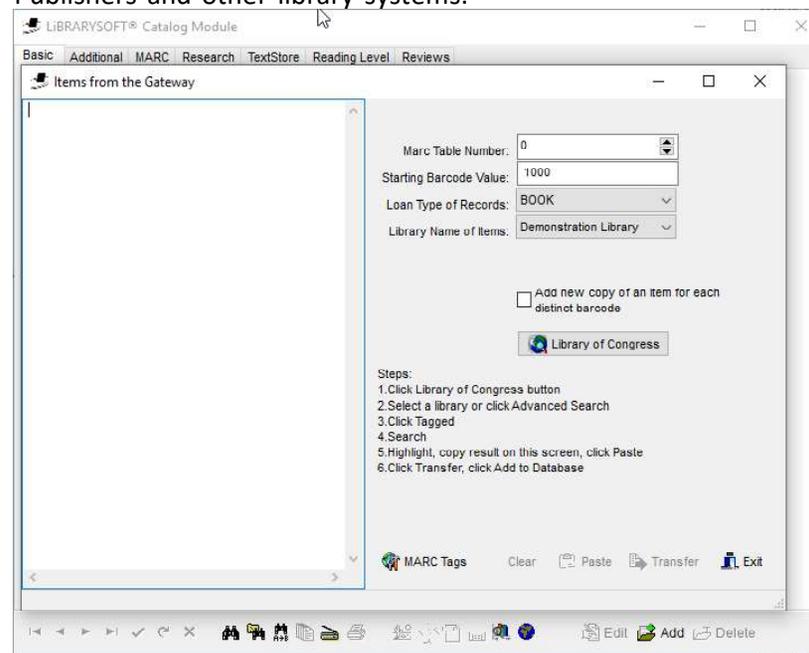
Using this option you staff can import delimited file. This allows simple importing from Excel and other database applications.

4. LiBRARYSOFTWeB

Can be used at the same time as LiBRARYSOFT. It has a simpler interface and a simpler AutoFill process which is different than AutoCataloging.

5. Using the Gateway

With the MARC module staff can import MARC data from Publishers and other library systems.



Adding Patron Data

1. Direct Data Entry of Patron Data using the Circulation Module.

2. Ongoing Patron Import

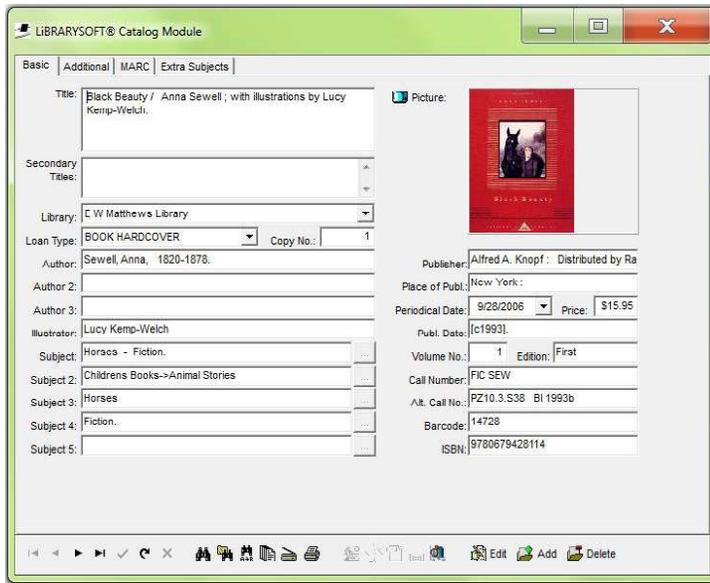
Using this option your staff can import delimited files. This allows simple importing from Excel and other database programs.

Basic use of the Catalog Module

To start the Catalog Module Click Tools > Catalog

The screen below will appear.

To add a new blank record click on the Add button.



The screenshot shows the LiBRARYSOFT® Catalog Module interface. The window title is "LiBRARYSOFT® Catalog Module". The interface has several tabs: "Basic", "Additional", "MARC", and "Extra Subjects". The "Basic" tab is active. The form contains the following fields:

- Title: Black Beauty / Anna Sewell ; with illustrations by Lucy Kemp-Welch.
- Secondary Titles: (empty)
- Library: C W Matthews Library
- Loan Type: BOOK HARDCOVER
- Copy No.: 1
- Author: Sewell, Anna, 1820-1878.
- Author 2: (empty)
- Author 3: (empty)
- Illustrator: Lucy Kemp-Welch
- Subject: Horses - Fiction.
- Subject 2: Childrens Books->Animal Stories
- Subject 3: Horses
- Subject 4: Fiction.
- Subject 5: (empty)
- Picture: (Image of the book cover for 'Black Beauty')
- Publisher: Alfred A. Knopf. Distributed by Ra
- Place of Publ.: New York :
- Periodical Date: 9/28/2006
- Price: \$15.95
- Publ. Date: [c1993]
- Volume No.: 1
- Edition: First
- Call Number: FIC SEW
- Alt. Call No.: PZ10.3.S38 B1 1993b
- Barcode: 14728
- ISBN: 9780679428114

At the bottom of the window, there is a toolbar with icons for navigation and actions: Home, Back, Forward, Refresh, Close, Print, Copy, Paste, Find, Edit, Add, and Delete.

Enter the title of the item and Secondary Title(s) if they exist. The Secondary title field is used for items which contain multiple titles. Their authors may be added to authors 2 to 4.

Use the library pulldown to select your library name. Note that if your library is not present please go to Section 1 Adding your library name. At minimum the library name must be entered to process reports.

Select a loan type for your item. If the loan type of your item is not listed please go to Section 2 Adding Loan Types. Loan Types are used to define the loan period, fine amount, grace period and periods of use.

Subjects

You can enter a subject directly or click on the browse button to select an existing subject. To see how to edit and add or even import export Subject Trees please refer the section of the manual called Subject Trees and Pictures.

Call Numbers

The Call number entered can be Dewey, Library of Congress or any format you may have developed. The call number field is linked to LiBRARY MaP in terms of the ordering of items on the shelf. Note that to cause an indent to appear within call numbers when printing Spine labels you need to put spaces in the call number wherever you wish an indent to be printed.

ISBN: Type or Scan in the ISBN number. With older books please check that the value scanned is indeed the ISBN as the barcodes by the ISBN in older items were often a publisher code rather than the ISBN. EAN barcodes are usually the ISBN

There is much more you can enter including all the fields within the other Tabs but if you just need to quickly add an item the critical fields are Title and ISBN. The reason that entry of the ISBN is important is that the AutoFill option in AutoCataloguing can later be used to sweep the database automatically filling in missing information.

Adding an Image to a Record

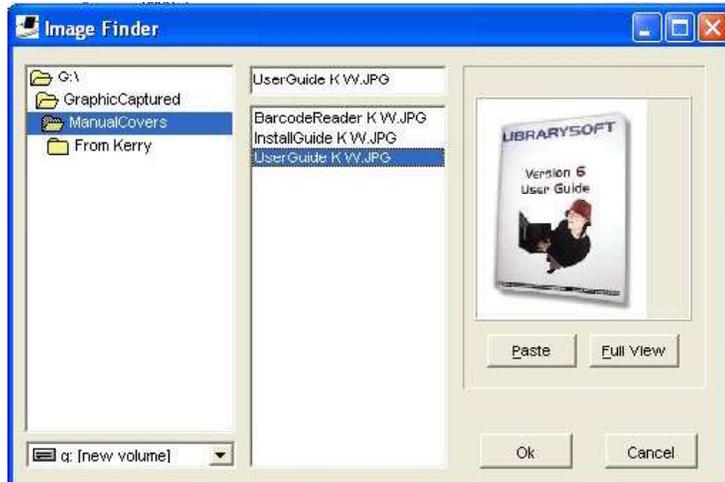
To enter the cover of the book or a representative photograph or website page you can add one by clicking on the picture button.

Note that cover images are automatically when AutoCataloguing is used directly and with AutoCataloguing AutoFill.



This brings up the screen to the right which allows you to select a jpeg image that can be attached to the item.

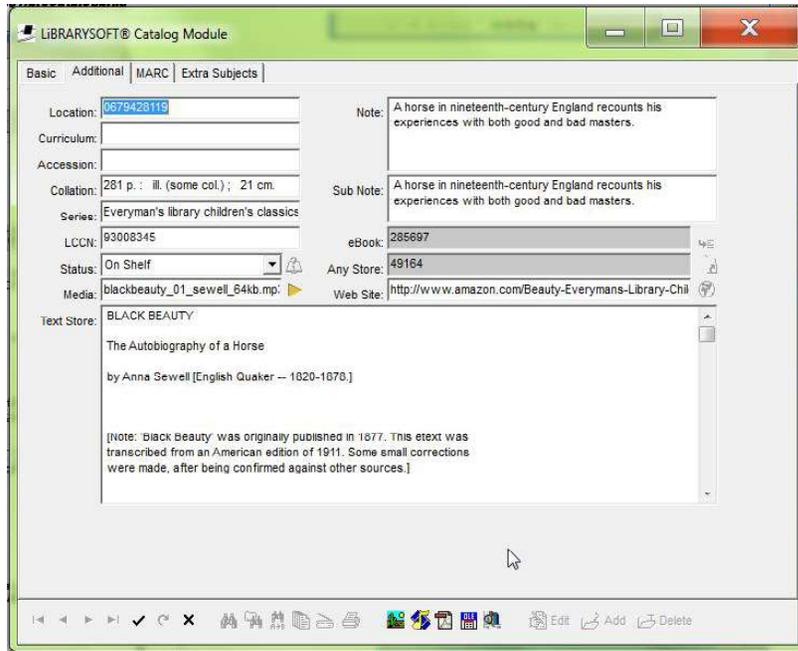
Click on the Ok button to select the photo or drawing.



You may also copy to the clipboard from any graphic application and then click on the Paste Button if the image is satisfactory click on Ok to include the image. This is very useful for storing pages from websites. You would first go to the website click on shift PrtSc (a button at the top of your keyboard) and then go into LIBRARYSOFT and click on the paste button to the right.

The Additional Tab

Click the Additional. Tab at the top of the screen to continue or press the F10 key.



Accession often contains the date that the library acquired the item and the source of funding.

Collation is the physical description of the item.

Series refers to the name of the series of the item if there is one such as the Hardy Boy Series.

Note and Subnote are usually used to describe the item.

Textstore is a useful field. You can paste in the entire content of a book within it. All text stored is searchable and may be selected from the search Website content can be copied and pasted in.

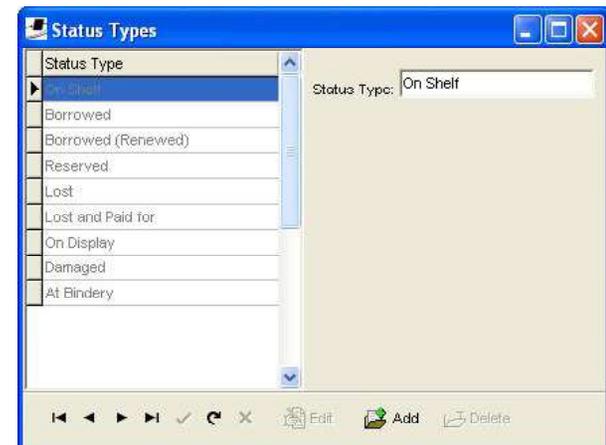
Pdf files can be attached to a record, in this example it could be a Pdf of the book itself or material relating to the book. The content of text Pdfs are searchable by LIBRARYSOFT.

The Value of OLE (object linked embedded files) is that they can be located anywhere on the network and when a user brings up the record that has an OLE type link then they will bring it up via the application that created it. So Word, Powerpoint, Excel and other files can be started loading the data specific to the record automatically

The Status of an item allows you to define lost or damaged items. It also provides information when the item has been circulated. You can define your own Status values by editing values in the Status entry screen.

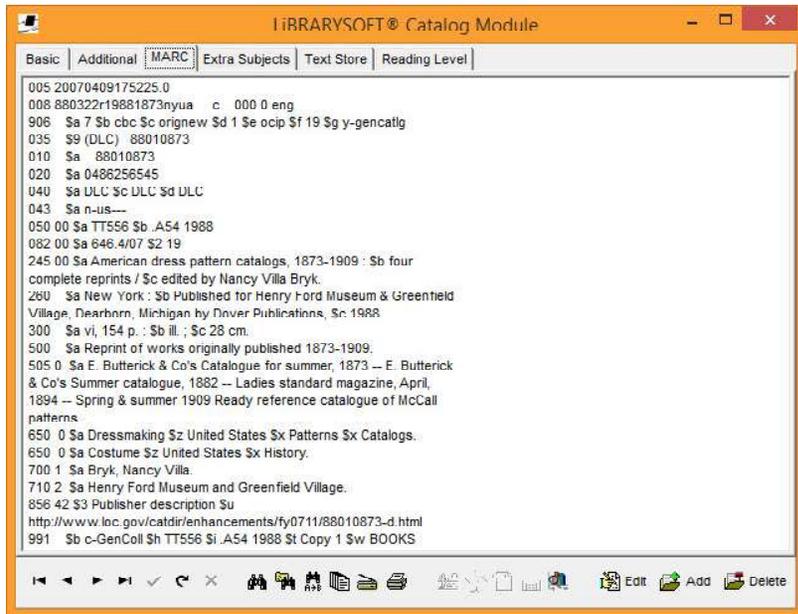
The Status screen can be accessed under the Options Menu (Setup > Options).

- Libraries
- Loan Types
- Patron Groups
- Loan Groups
- Status Types
- Subjects
- Holidays
- Library Map Editor
- Regional Options
- Parameters



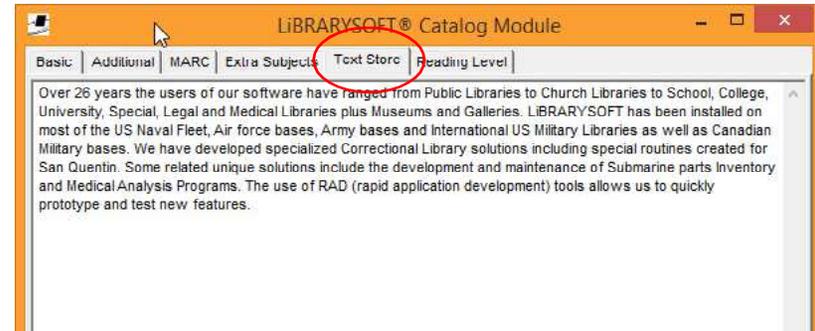
The MARC Tab

The MARC Tab displays the MARC code of a record that has been loaded via AutoCataloguing or AutoCataloguing AutoFill or LiBRARYSOFTWeB AutoFill.

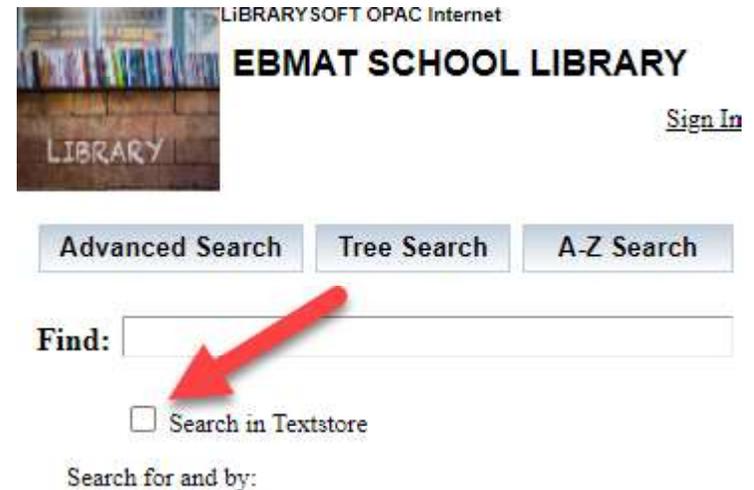


The TextStore Tab

TextStore can store up to around 300 pages of Searchable Text such as the entire content of an Ebook.



TextStore content can be searched for by checking the box in the OPAC internet search screen.

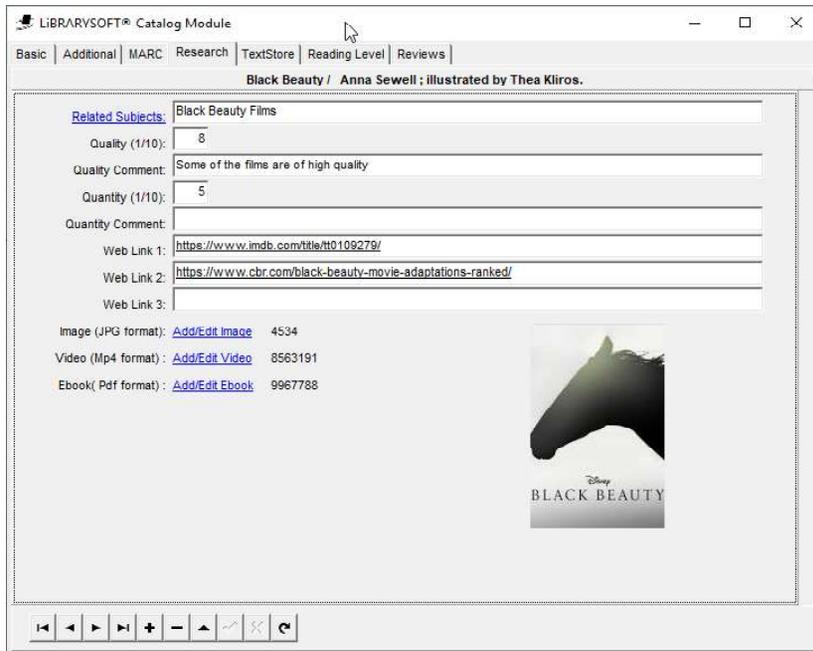


Adding Research

Thousands of Research topics including website links can be added to any record that has already been entered. This feature is useful for libraries with items that require additional detailed information.

Steps to follow

1. Search for a record and retrieve the record.
2. Click the Research tab and enter a Related Subject.
3. Enter a value to represent the quality of item in terms of the Subject.
4. A comment related to quality.
5. Enter a value to represent the quantity of the information relative to the Subject.
6. Enter a quantity value to represent the amount of information relative to the subject.



LIBRARYSOFT® Catalog Module

Basic | Additional | MARC | **Research** | TextStore | Reading Level | Reviews

Black Beauty / Anna Sewell : illustrated by Thea Kliros.

Related Subjects: Black Beauty Films

Quality (1/10): 8

Quality Comment: Some of the films are of high quality

Quantity (1/10): 5

Quantity Comment:

Web Link 1: <https://www.imdb.com/title/tt0109279/>

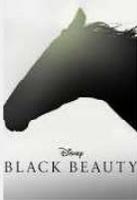
Web Link 2: <https://www.cbr.com/black-beauty-movie-adaptations-ranked/>

Web Link 3:

Image (JPG format): [Add/Edit Image](#) 4534

Video (Mp4 format): [Add/Edit Video](#) 8563191

Ebook(Pdf format): [Add/Edit Ebook](#) 9967788



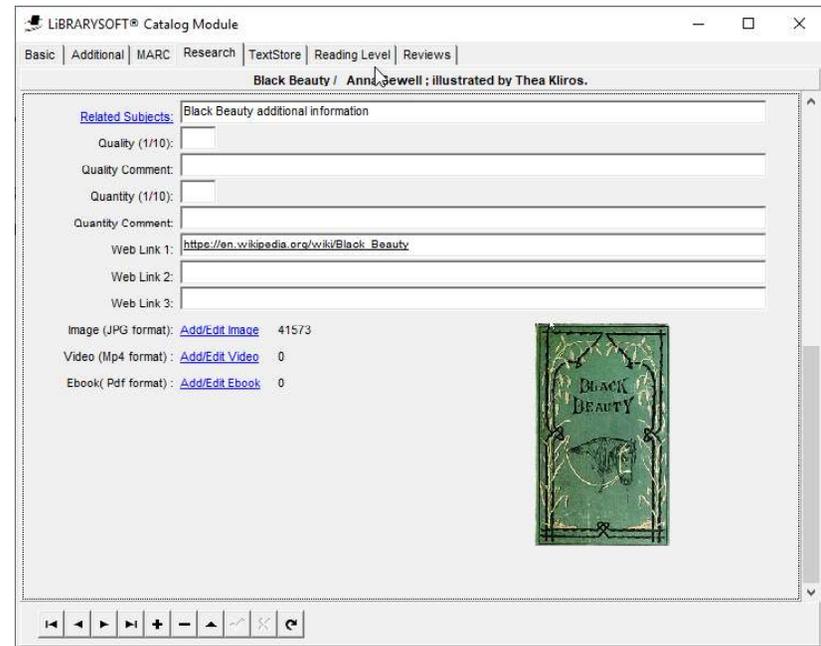
Additional Subjects and Editing

Click the Plus sign to add a new subject.

Click the minus sign to delete a subject.

Click the backward forward icons to move through the subjects.

Click the Checkmark icon to save changes.



LIBRARYSOFT® Catalog Module

Basic | Additional | MARC | **Research** | TextStore | Reading Level | Reviews

Black Beauty / Anna Sewell : illustrated by Thea Kliros.

Related Subjects: Black Beauty additional information

Quality (1/10):

Quality Comment:

Quantity (1/10):

Quantity Comment:

Web Link 1: https://en.wikipedia.org/wiki/Black_Beauty

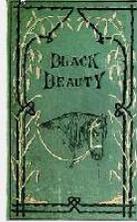
Web Link 2:

Web Link 3:

Image (JPG format): [Add/Edit Image](#) 41573

Video (Mp4 format): [Add/Edit Video](#) 0

Ebook(Pdf format): [Add/Edit Ebook](#) 0



Adding Reading Level Information Tab

The Reading Level information can be added directly by clicking Add, entering the information and clicking the Checkmark icon to save the information.

The screenshot shows the 'LIBRARYSOFT® Catalog Module' window with the 'Reading Level' tab selected. The interface includes several input fields and sections:

- Lexile Code:** A dropdown menu.
- Lexile Number:** A text input field.
- Reading Program:** A section containing:
 - Program:** A text input field.
 - Interest Level:** A text input field.
 - Reading Level:** A text input field.
 - Points:** A text input field.
 - ATOS 2000:** A text input field.
 - Word Count:** A text input field.
- Quiz Information:** A section containing:
 - Reading Quiz #:** A text input field.
 - Literacy Quiz #:** A text input field.
 - Vocabulary Quiz #:** A text input field.
 - # Questions:** A text input field (repeated for each quiz type).
- Lexile Awards:** A large empty text area.

At the bottom, there is a toolbar with icons for navigation and actions like 'Add' and 'Delete'.

Automatically Loading Lexile Data

The Ongoing Entry Screen can be used to automatically load in data from Titles databases from Lexile.

Click the Checkbox beside Lexile Data Structure

This will automatically check the Update Box and the Update Key will set to ISBN.

Select a Loan Type.

Click the Browse button and browse to the Lexile Titles Data File and click the Start Button.

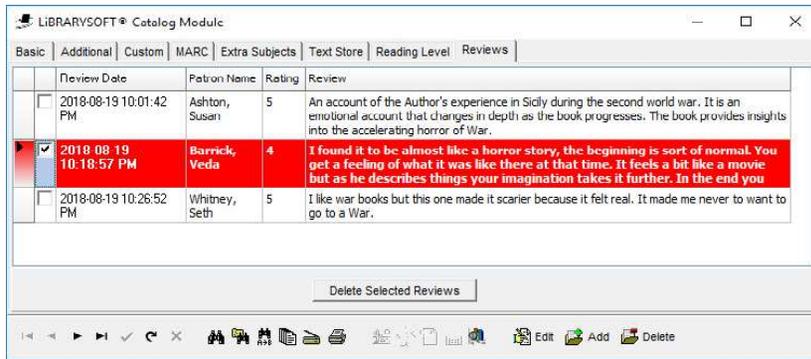
The screenshot shows the 'Ongoing Catalog Import' dialog box. It contains the following elements:

- Text file to import:** A text input field with a 'Browse' button.
- All fields are optional. Due Date and Periodical Date should be in 'YYYY-MM-DD' format.**
- Lexile Data Structure**
- Catalog Update Key:**
 - Barcode**
 - ISBN**
- Do not add new records, update only**
- Default Loan Type:** A dropdown menu.
- Delimiter:** A dropdown menu set to 'Horizontal Tab'.
- Buttons:** 'Start', 'Stop', and 'Close'.
- Correspondence database fields with text file fields:** A table with two columns: 'Field Name' and 'Position'.

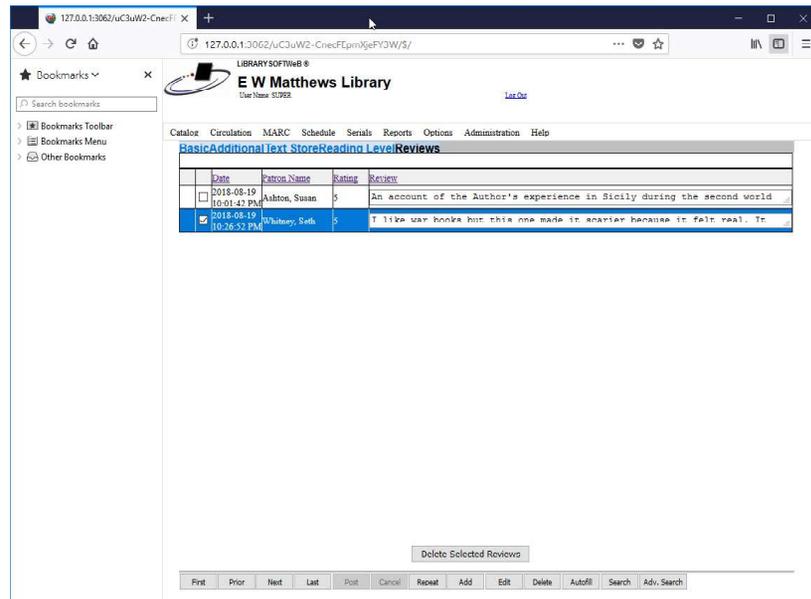
Field Name	Position
Title	
Secondary Title	
Author1	
Author2	
Author3	
Illustrator	
Subject1	
Subject2	
Subject3	
Subject4	
Subject5	
Note	
Sub Note	
Edition	
Publisher	
Publ. Date	
Place of Publication	
Periodical Date	
Location	
Series	
ISBN	
Barcode	
Call Number	
Alt. Call No.	
Collection	

Reviews Tab - Viewing and Deleting

Patrons can add Ratings and Enter Reviews using OPACinternet/ Intranet. Library Staff can review and delete Reviews and Ratings that are not appropriate.



This process can also be done using LIBRARYSOFTweB with also has a Reviews Tab.

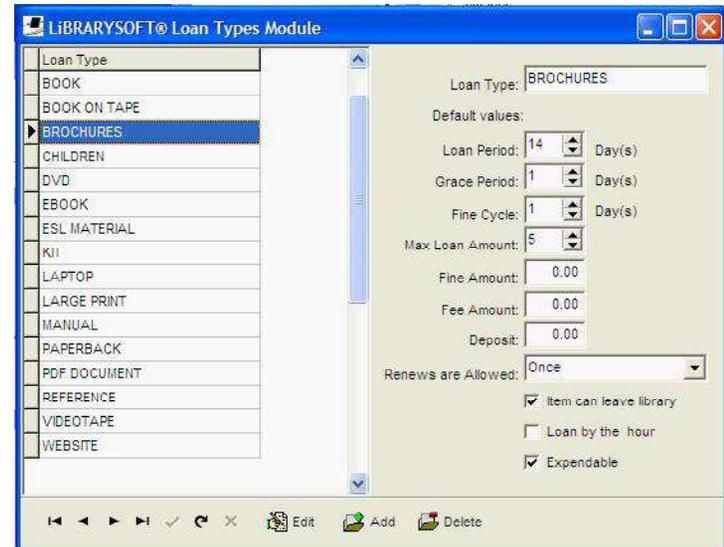


Adding Disposable Items

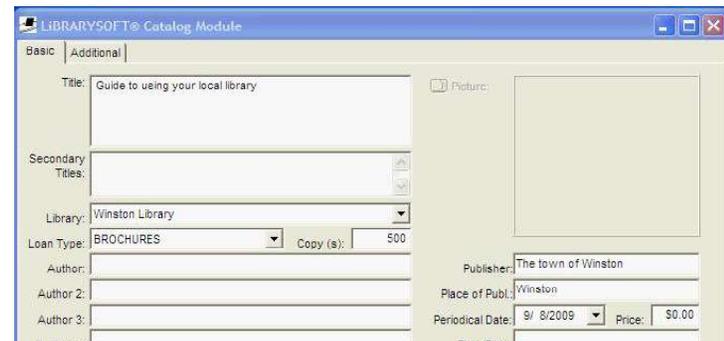
To create a disposable Loan Type, Click Setup, choose the Options menu, Select Loan types, click the Add button

Enter the name of a disposable item, enter the borrowing information, check that the item can leave the library, check the Expendable box.

Click on the Checkmark icon to save the information.



To add a Disposable Item go to the Catalog Module and click on the Edit button and click on the Loan Type pulldown and select a disposable Loan Type (Brochure). Enter the number of copies of the brochure. Click on the Checkmark icon to save the information.



Checking Out Disposable Items

To check out disposable items scan or type in the patron barcode number or search and select the patron.

Enter in the number of copies you will be checking out (you may have a patron that is taking a number of the items to distribute to other patrons or for an event).

Scan or type in the barcode number of the disposable item

If you go to the Catalog Module and search for the disposable item you will notice that the number of copies has decreased by the number of items checked out.

Storing Websites and Content

Web sites access and information can be stored in LiBRARYSOFT. Note that you can do this directly as per below or you can use the LiBRARYSOFT Web Browser described on the next page. The Extra Subjects Tab allows you to add hundreds of sites to record.

Click Edit and Paste or type in the website address (300 characters max) and then press the Posting checkmark symbol. After doing so the globe beside the website name will turn blue. Whenever you click on the blue planet your browser will come up automatically and display the website.

Web text content can be pasted into TextStore. TextStore can store up to around 300 pages of content.

Adding the image of the Website

At times an image of a page of a website is useful. To record and store that information you can use the Picture storage function. To copy a page from a website you would do the following:

1. Bring up the website and move to the page you wish to record.
2. Windows has a built in option for screen capture, hold the shift key down and press the Prt Sc button at right hand top of your keyboard. The image of the screen is now stored to the clipboard.
3. Open LiBRARYSOFT if it is not already open and go to the Catalog Module and to the record you would like to store the image in. Click on edit and then click on the picture icon at the bottom of the screen. The screen to the right will appear. Now click on Paste to store the screen shot.

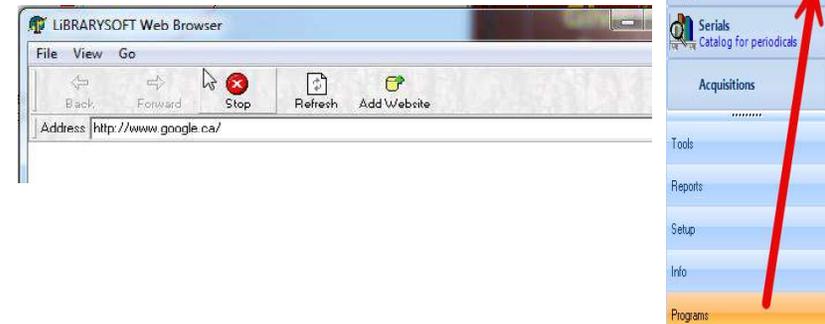
As the Catalog screen has an Enlarge Picture button this image can be enlarged to full size for viewing at any time. Note that is also accessible from the OPAC screen. It can be further enlarged by clicking on the small box at the right hand top of the screen.



Adding Websites Automatically

LiBRARYSOFT can be used to store website addresses and information about the website including a screen shot of any page from the website. To make this process easier you can use the LiBRARYSOFT Web Browser to automatically acquire websites and website information. It allows you to search the Internet in the same way that your regular browser does.

Click Programs > Web Browser



Although you can use any search engine for the purpose of demonstration we have chosen Google.



Use the Search Browser to find your the website you are looking for. Once you have found a website you wish to save click on the Add Website button.

Automatically it brings up the title of the website, the website address and if you check the "Add to image" box a screen shot of the website will be included.

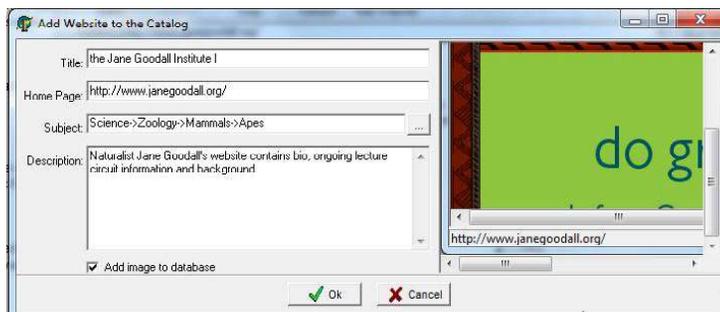


You can click on the Subject box to select a subject from the Visual Tree listing. Note that you can type in any subject information.

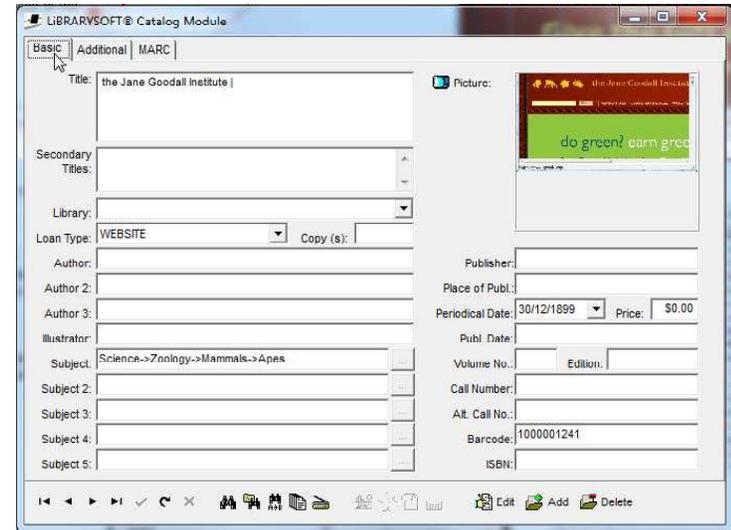


Copy and paste website content into the description field, it will be put into the Textstore field which is searchable.

Click the OK button to save the information. Note that a barcode value will be automatically assigned to the record.

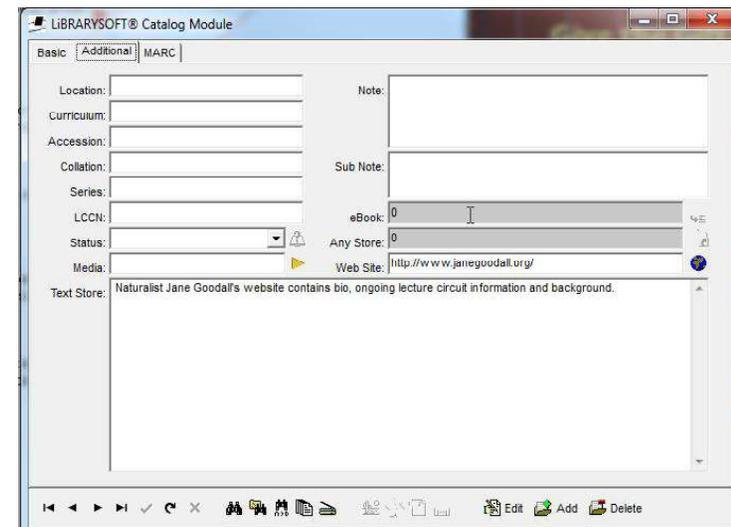


To see the result of your entry go to Catalog Module and search for the website you have just entered. You can search by any part of the website name, subject or description information. Note that the Picture button can be used to blow up the page of the website.



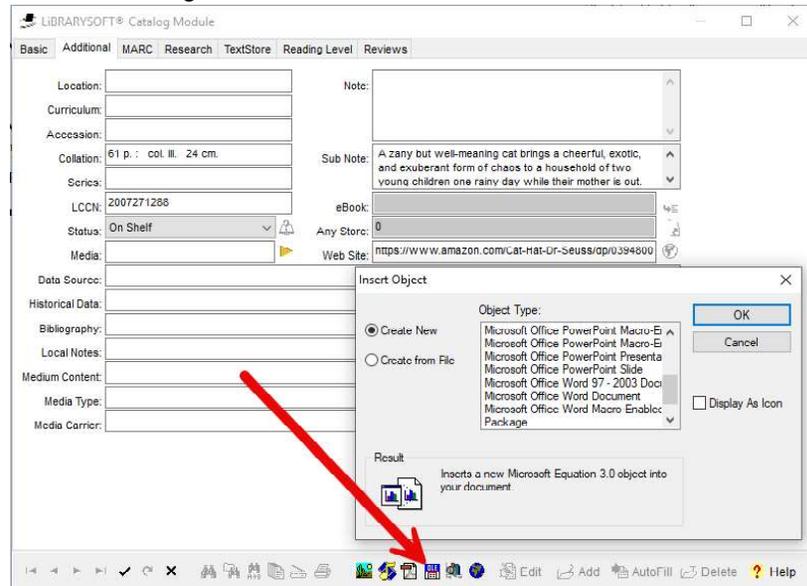
Patrons can click on the website icon to actually go to the website.

The description information goes into the TextStore field. This field can store hundreds of pages of text.

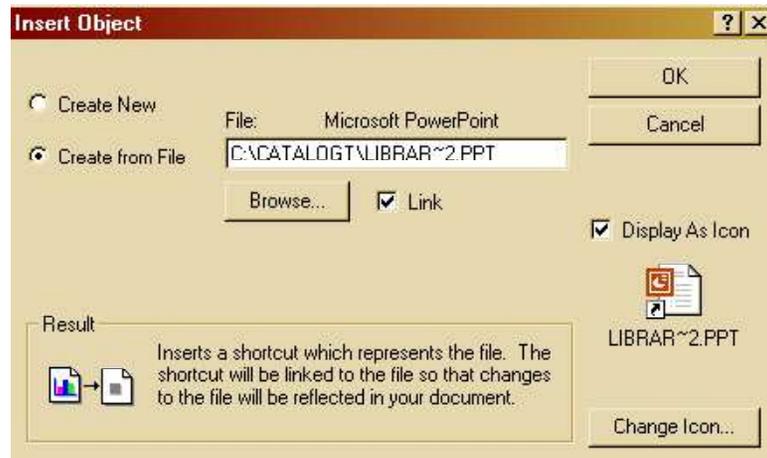


Linking to Excel, Powerpoint and Word Files

OLE file linking allows you to link a file to a librarysoft record. Clicking on the OLE button after adding or editing a record will bring up the screen to the right.

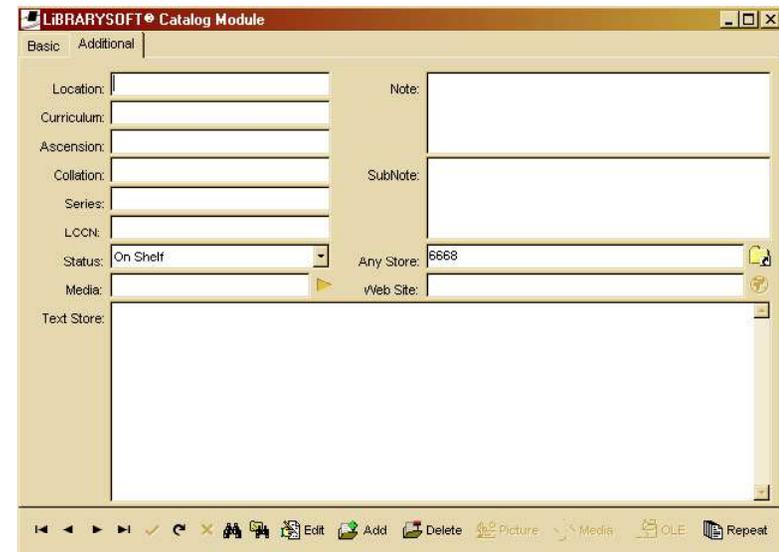


In the example below we are linking to a power point file. Notice that "Create from file" and "Link" are both checked. The Browse button was used to acquire the path to the Power Point file. By clicking on the "Display As Icon" file a Power Point icon appear as well.



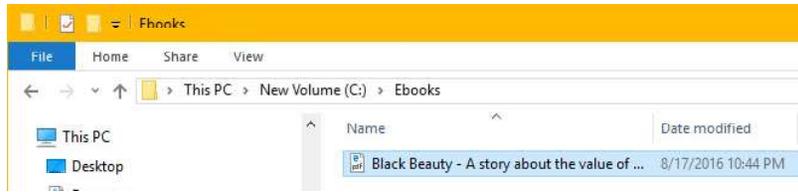
The end result is a numeric value that is automatically placed in the Anystore field. Do not edit this value.

To access the link a user would just click on the Suitcase icon with the arrow. Using Word as an OLE Link you can add hundreds of pictures.



Adding PDF files and Ebooks

1. First note the folder on your hard drive or external device that contains the Ebook.



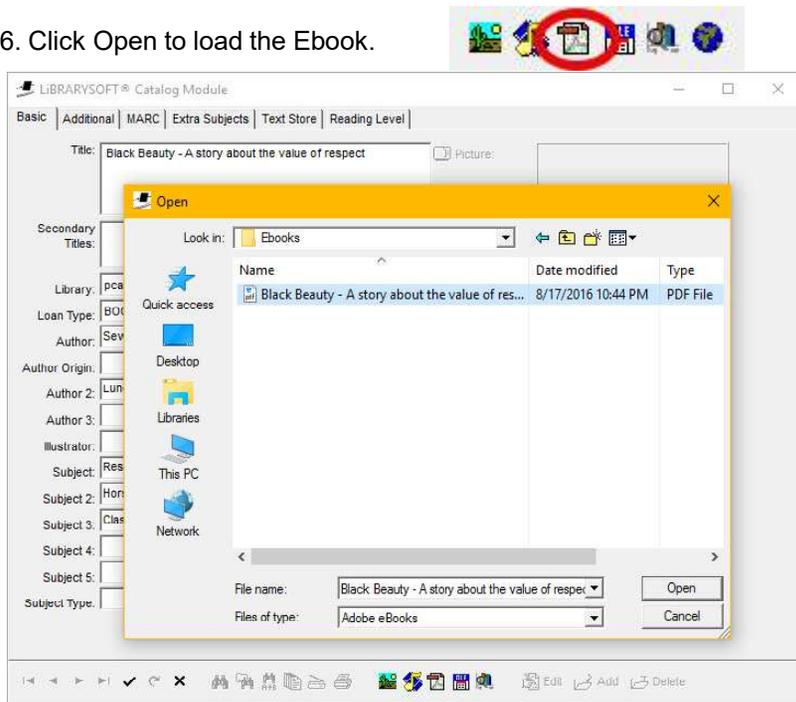
2. If you are adding the Ebook to an existing title you must go into the Catalog Module of LIBRARYSOFT and go to that Title. In this case we are adding the Ebook of the Item "Black Beauty". Note that if there is only an Ebook and no actual physical item you can just add the Ebook and Enter a title after it has been added.

3. Click the Edit button at the bottom of the Screen.

4. Click the Ebook Button at the bottom of the screen.

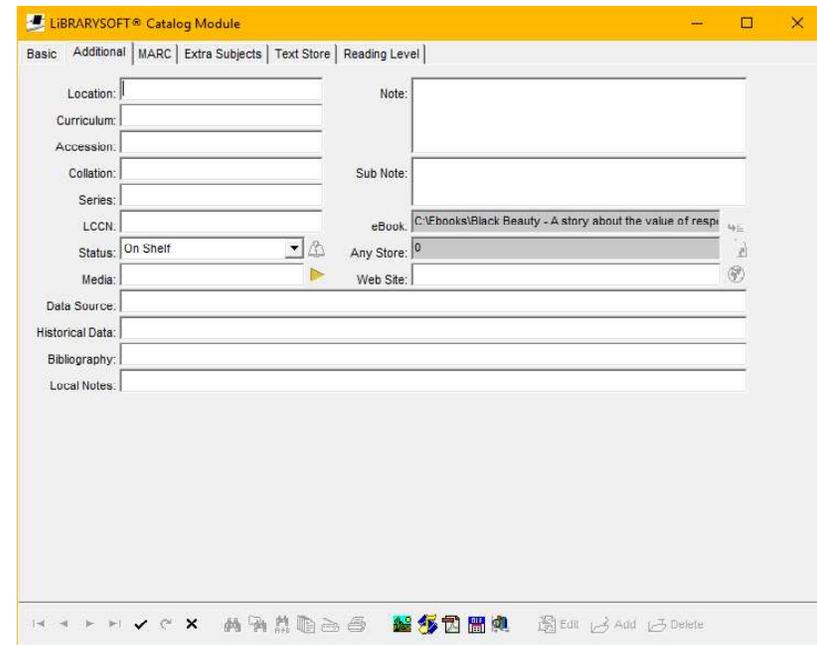
5. Browse to the location of the Ebook on your drive or external device.

6. Click Open to load the Ebook.



Now the Screen will display the path to the Ebook.

Click the Checkmark at the bottom of the screen to save the addition. Note that after doing so the Ebook field on the screen will turn to a number as the information is now stored within LIBRARYSOFT.

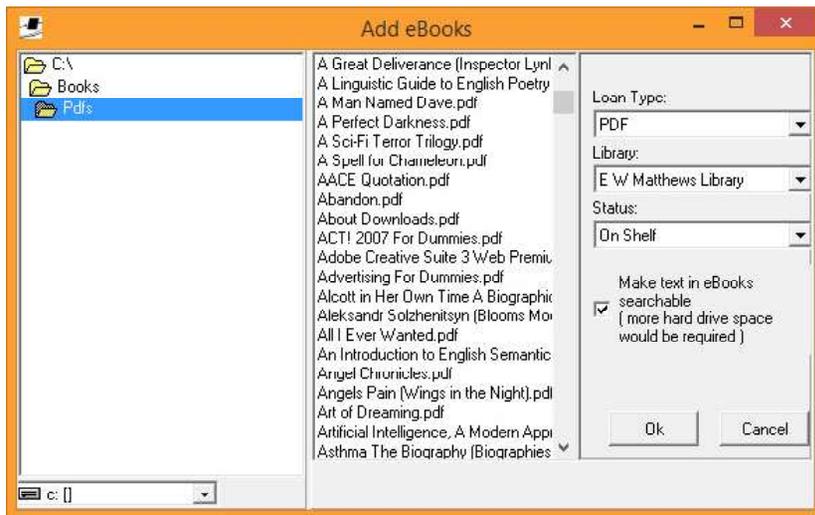


Automatically Adding PDF files and Ebooks

Pdf's and Ebook Pdfs can be added automatically by Clicking

Setup > Administration > Add Ebooks

1. Select the Loan Type. For demonstration we have called the Loan Type PDF but you can add a more descriptive Loan Type.
2. Allowing Searchability requires a little more space and will not apply completely to items with graphics as the graphic images are not converted to text.
3. Click the drive at the upper left and locate the folder containing the Pdf files.
4. Select the files and click OK. The pdfs will automatically be loaded into the librarysoft data file and will be accessible to Patrons for download from OPACinternet and OPAC.



Adding/Editing the Subject Tree

Setup > Options > Subjects

Subject Trees are an optional way to create levels of subjects so that your users can perform hierarchical Searches. A Generic Sample Tree is included with LIBRARYSOFT

Trees can be imported and exported. Note that on your CD you will find a Medical tree that can be imported as well as a religious tree. Both are far more elaborate than the generic simple tree included with LIBRARYSOFT. You can of course ignore the tree and enter subjects directly or even delete trees (just click on a node and click on the delete button).

The subjects entered are what make up the Tree-Type Search screen and the Pictorial screen. Note that periods and other punctuation values cannot be used.

The Subject Tree Designer screen appears. Highlight a tree node the tree to add or edit. Note that the + indicates more leaves beneath. Click on a plus to expand the tree. The plus will change to a minus once it has expanded.

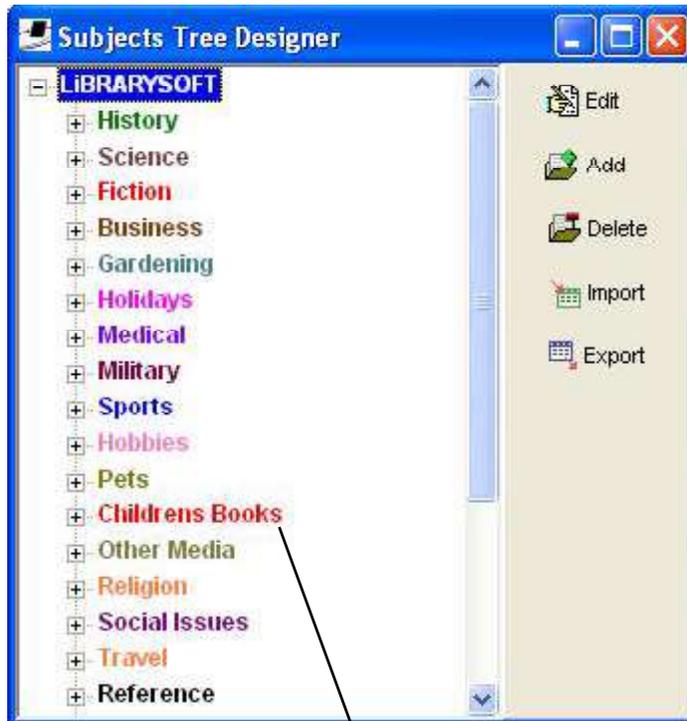
To edit tree node click on the node to highlight it and then click on the Edit button.

To change the name of a Tree Node enter the new name in the entry box.

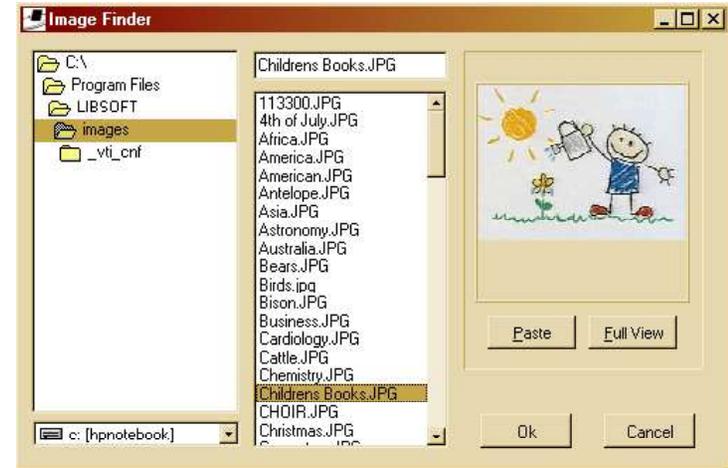
Note: Only one unique name is allowed per Tree Node so if you have Children already you can use Children's Books. Another example would be Reptiles and Reptiles Pets as two different Tree Nodes the former likely under Zoology and the latter under Pets.

To add or change the photo or icon click on the Load button.

To change the colour of the Tree node click on the Change button.



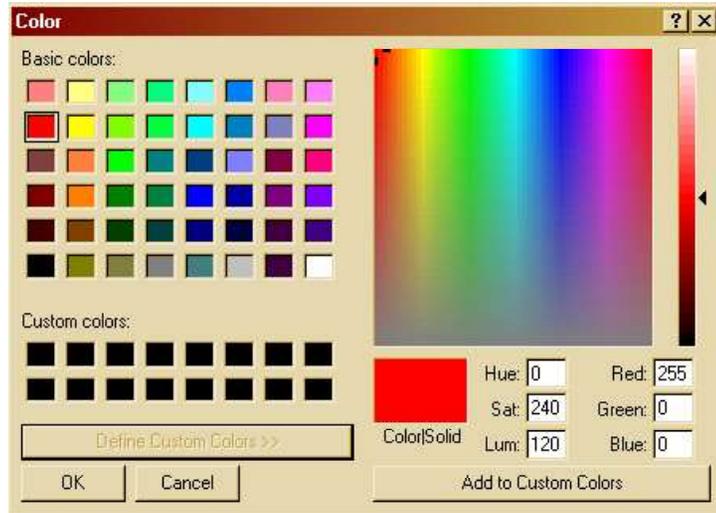
The load screen allows you to select from a list of images anywhere on your hard disk or within the network. You can also copy an image and then use the Paste button to attach it.



To change the color of the Tree node click on the Change button.



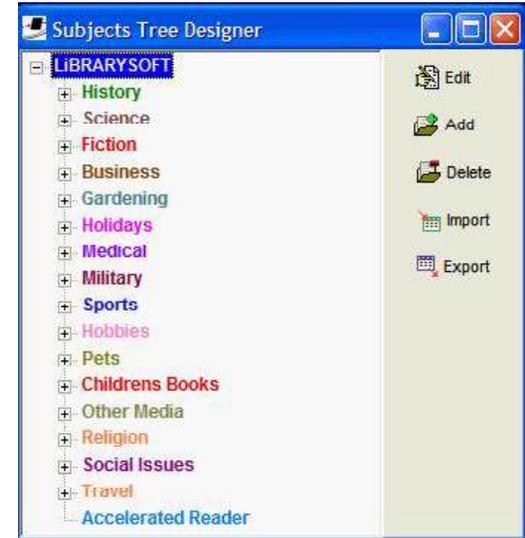
The Color Change Screen allows you to select any of the colors shown or create one of your own.



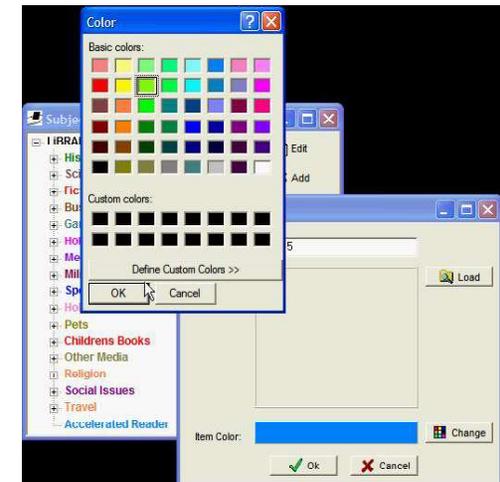
Subject Trees and Accelerated Reader

Click Add and type Accelerated Reader into the box that appears. Note that this is just a suggested scheme for setting this process up. You can restructure or redesign it as you wish.

Color is very useful in distinguishing nodes within the tree. To choose a color click on the Change button and select. Click OK.



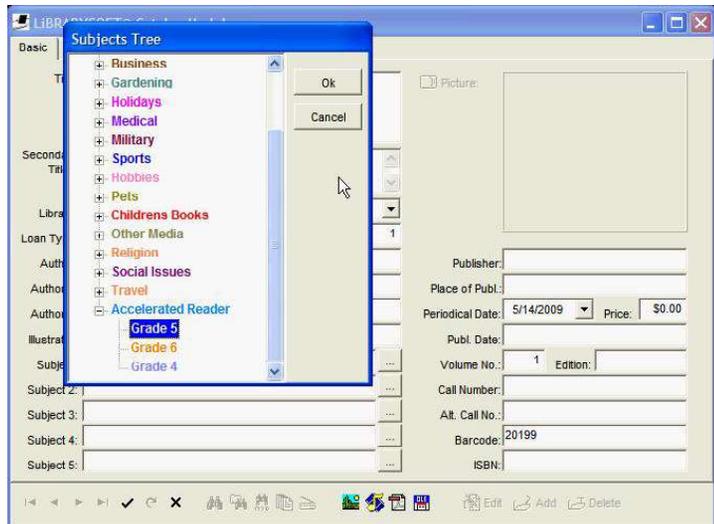
In a similar fashion you can add Grades.





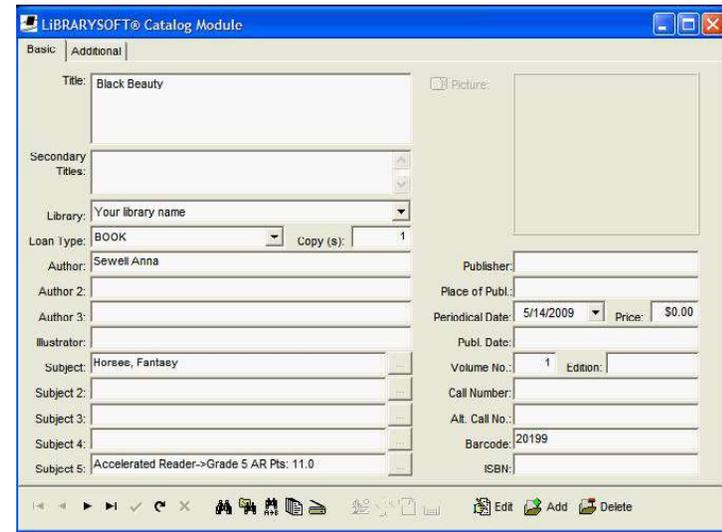
To connect Subject Trees to an item start the Catalog Module and choose a book or item.

Click on the box with three dots at the end of Subject 5.

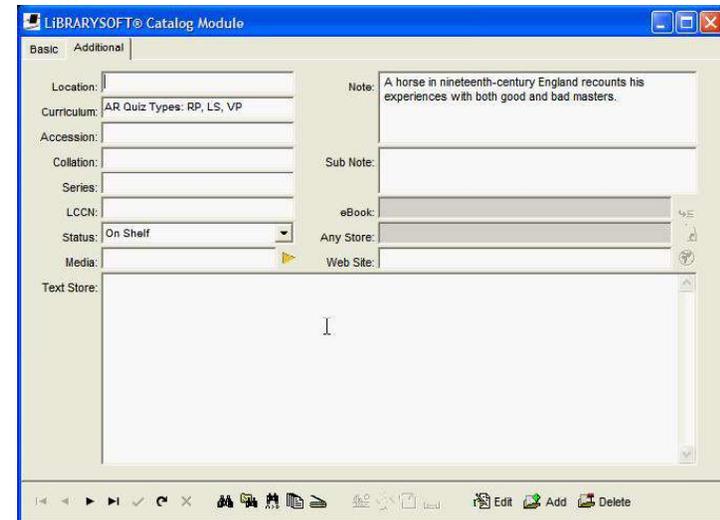


For this example we can choose Grade 5.

The resulting tree information will appear in the Catalog record of the item.



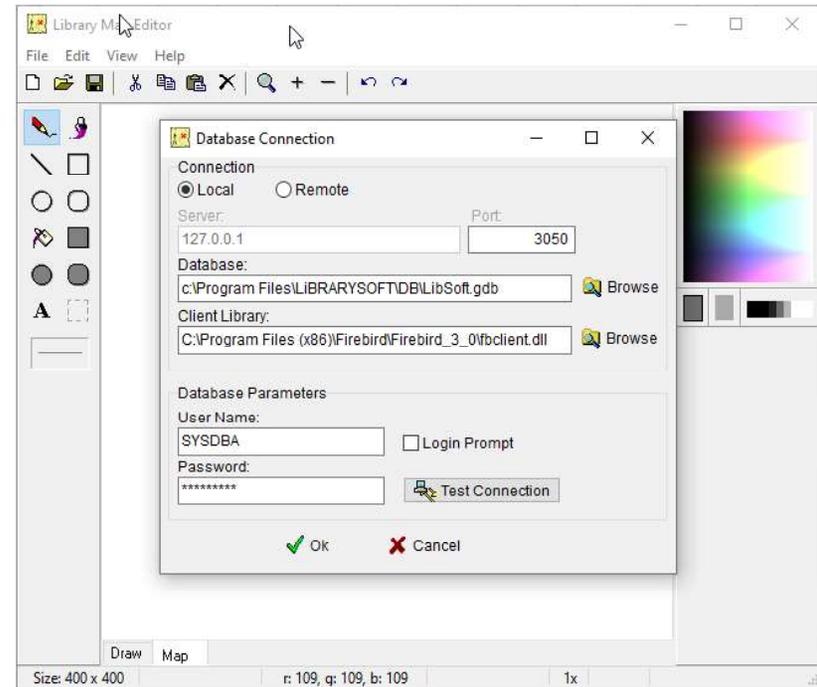
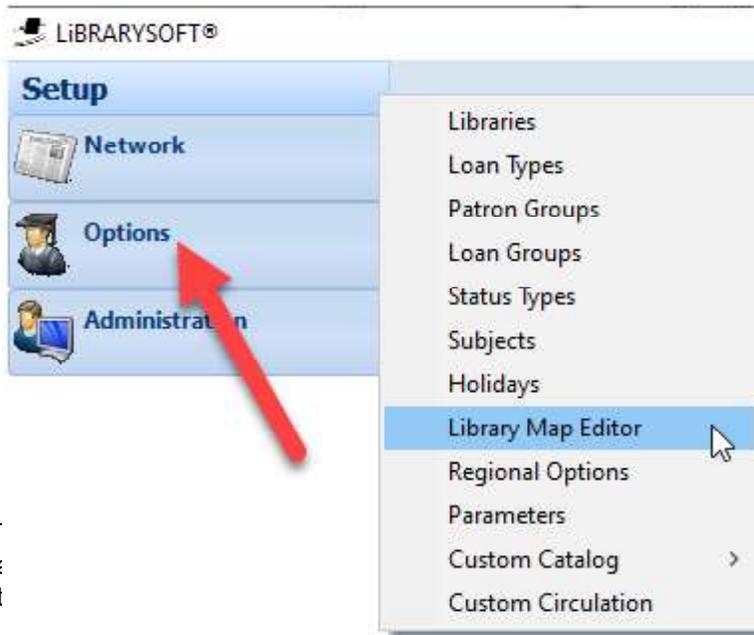
Clicking on the Additional tab you can add further AR information into the Curriculum field.



LIBRARYMaP Editor

The Map Editor screen lets you draw the shelving in your library.

Go to Setup > Options > Library Map Editor



If it does connect please click File > Connection

Click Local

Click the top Browse and browse to the address of the data file.

The default address is:

C:\Program Files
(x86)\LIBRARYSOFT12.0\DB\LiBSOFTFB3.FDB

Click the second Browse button and browse to the client file below.

C:\Program Files (x86)\Firebird\Firebird_3_0\fbclient.dll

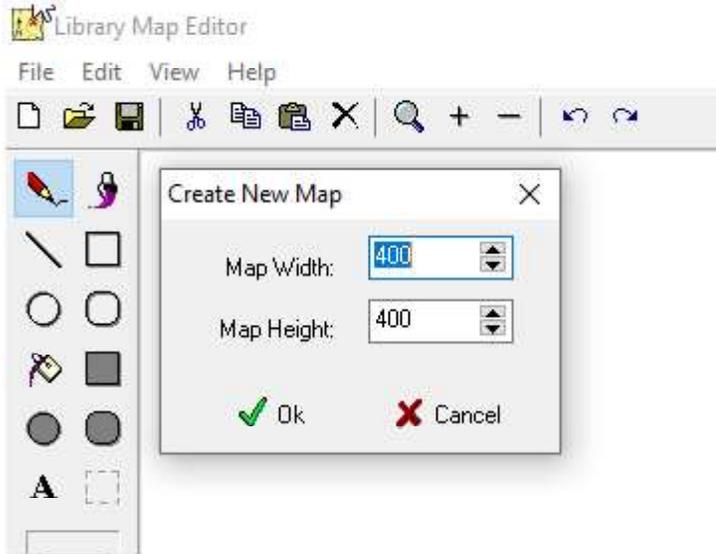
Click Ok.

Creating the Background for the Map

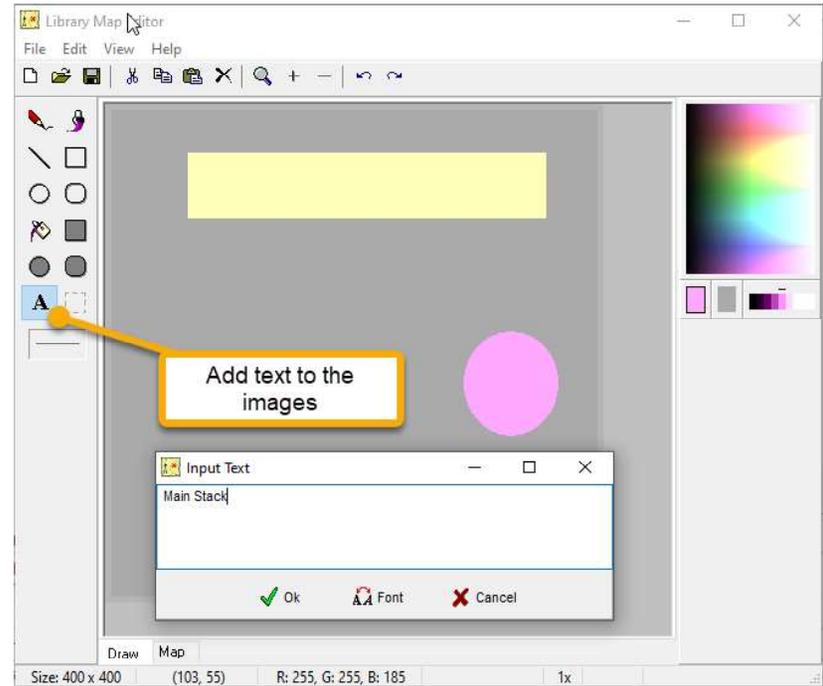
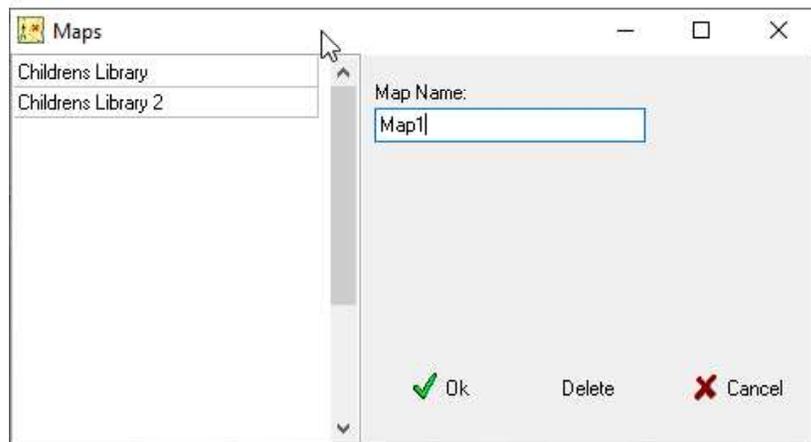
To Create a new Map click File > New Map

You can just click Ok to save the default size of 400 by 400 or modify.

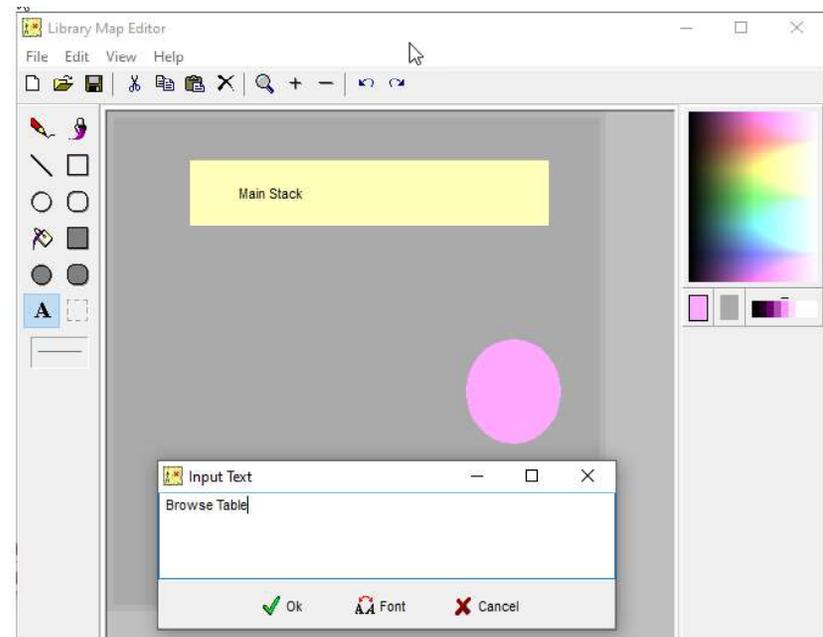
Please note the size if you would like to add an image.



Click Ok and enter a name for the New Map, click Ok.



Now you can click the Draw button and enter text and use the draw tools or you can add an image (see further down).



Loading an Image into the Map

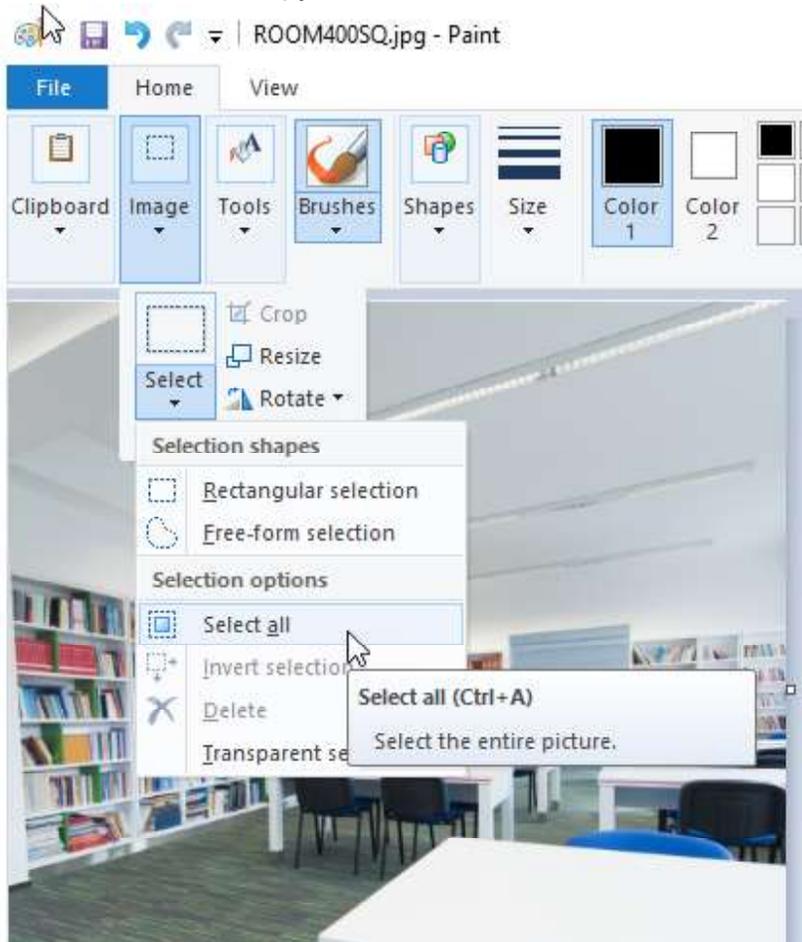
Rather than drawing the library shelving you can load an image of the library and add text and draw upon it.

Use any graphics program to load and modify an image.

Restriction: Refer back to the size of the Map unless you modified the size the default is 400 by 400 pixels.

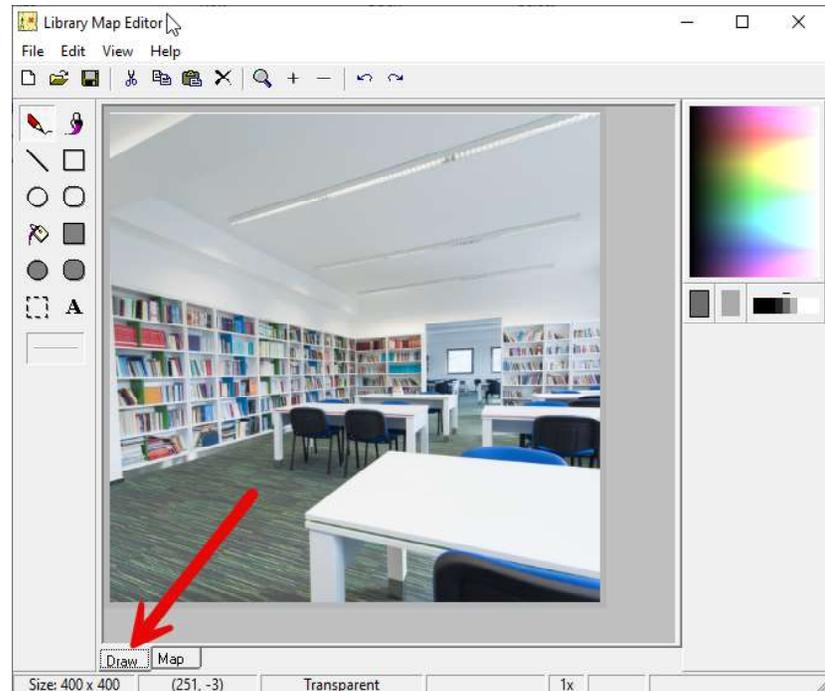
To add an image first use the graphics program to copy the image (example: Paint that is included with Windows).

Select all and click Copy.

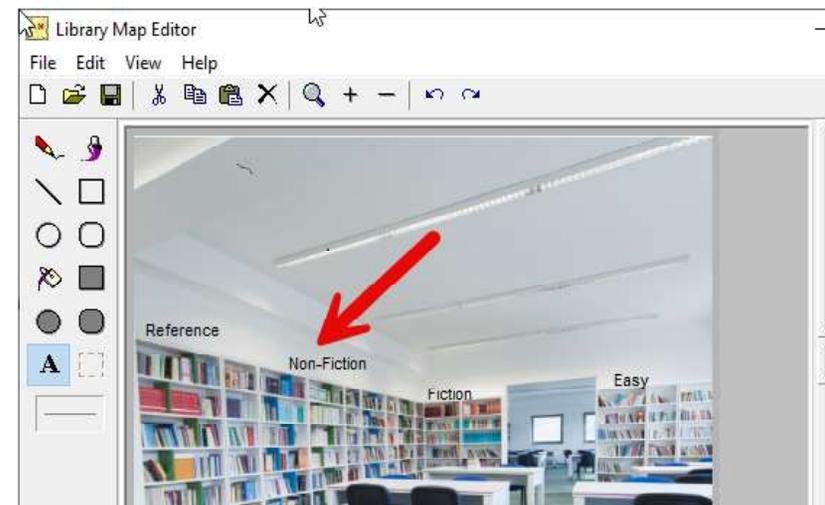


Go to the Library Map Editor > Edit and click Paste.

Now you can add text and draw on the image.



Text can be added to the Image. Click File > Save to save your work.



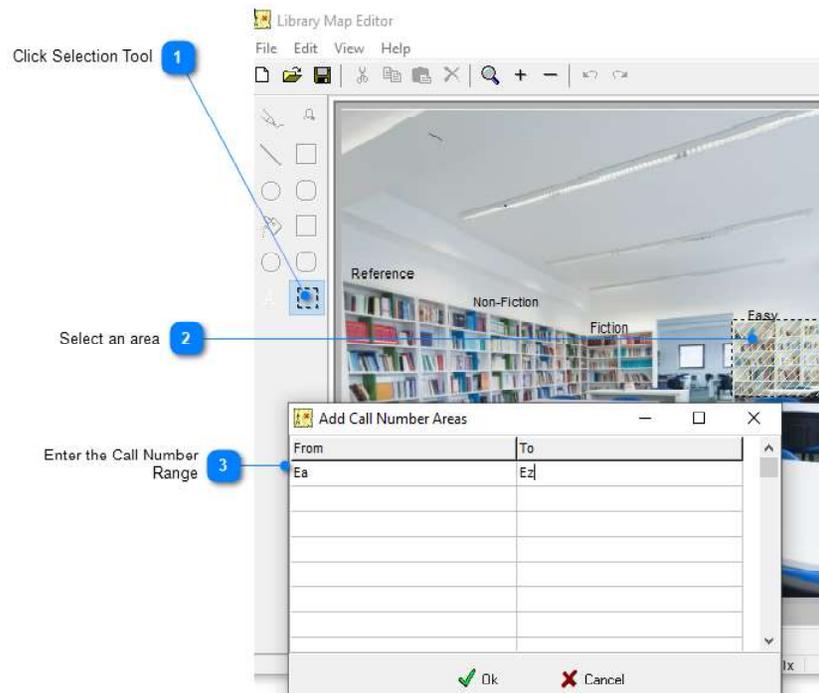
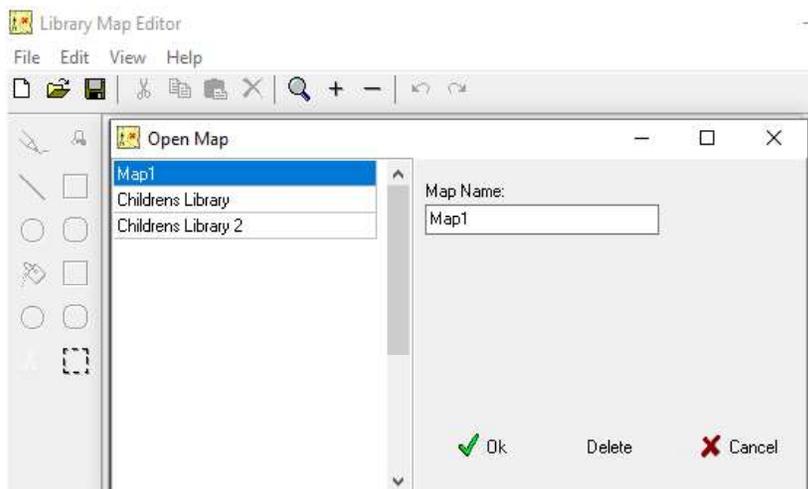
Mapping Library Data into a Map

The great benefit of LiBRARYMaP is the ability to associate the physical shelf position of an item to the Call number of an item.

After you have drawn the library you can overlay the image of the library with a range of Call Numbers.

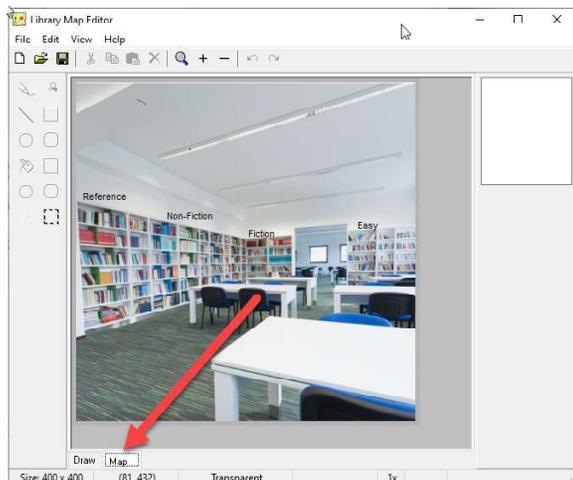
You can have multiple Maps, click File > Open to select a Map.

In the example below we have selected Map1.



Click File > Save to save your work.

Click the Map Tab

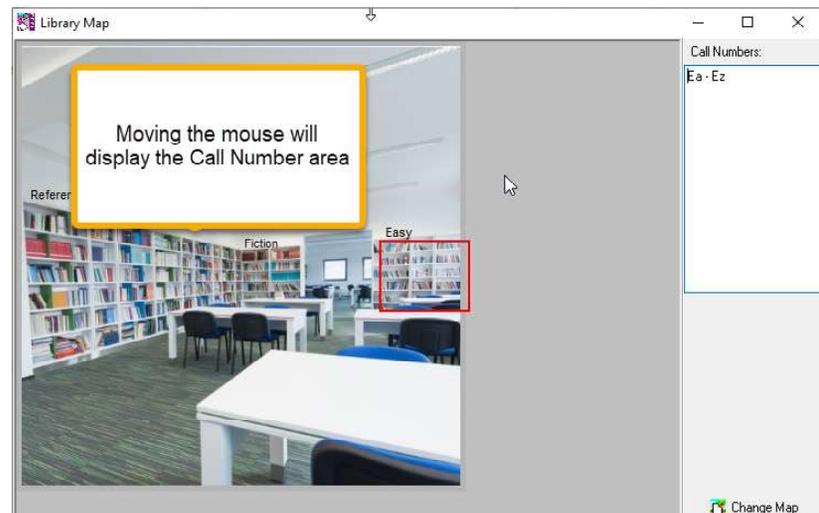
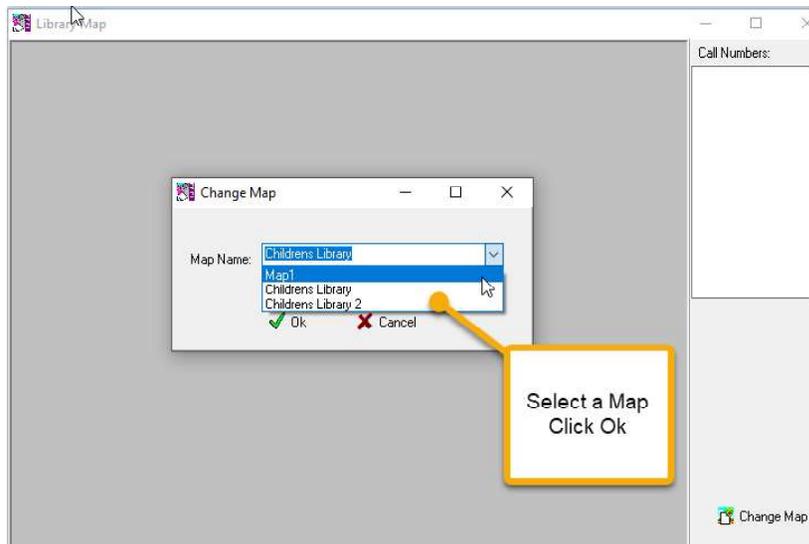
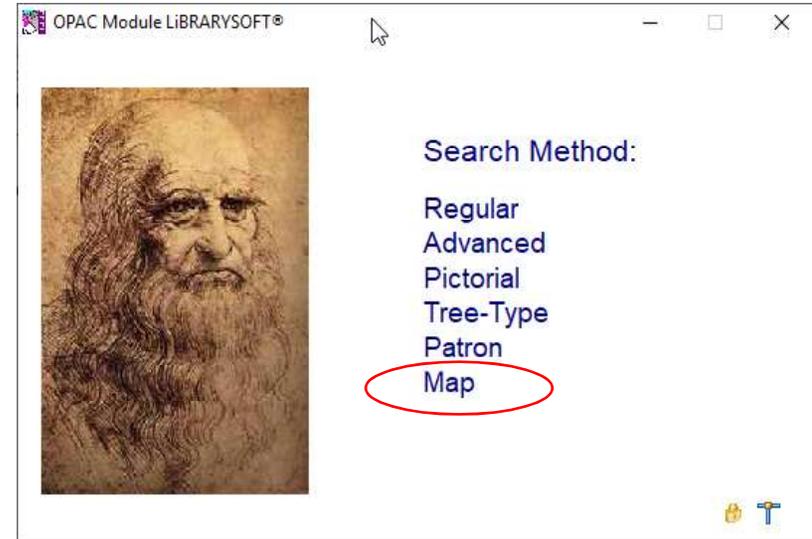
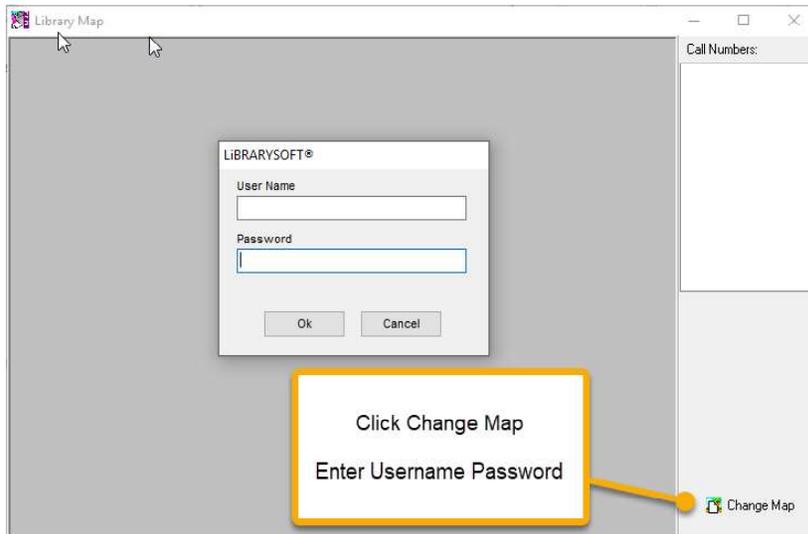


How Patrons would use the Map

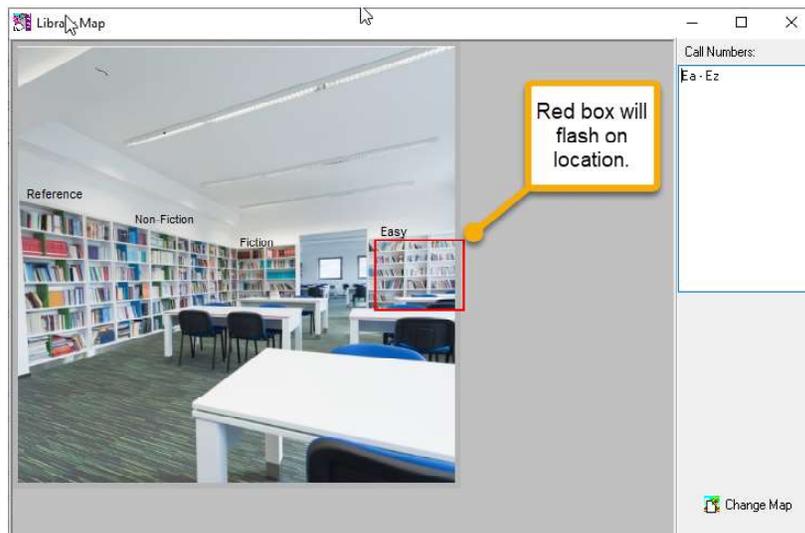
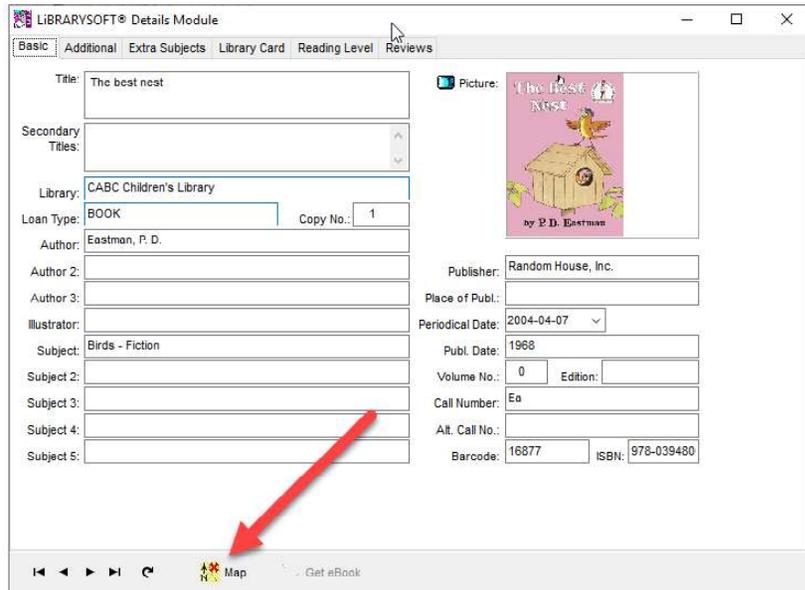
The map can be selected by clicking the Change Map button.

Users can access the map from OPAC (client server) or OPACinternet (web version)

From OPAC they can click the shortcut or access from the page display.

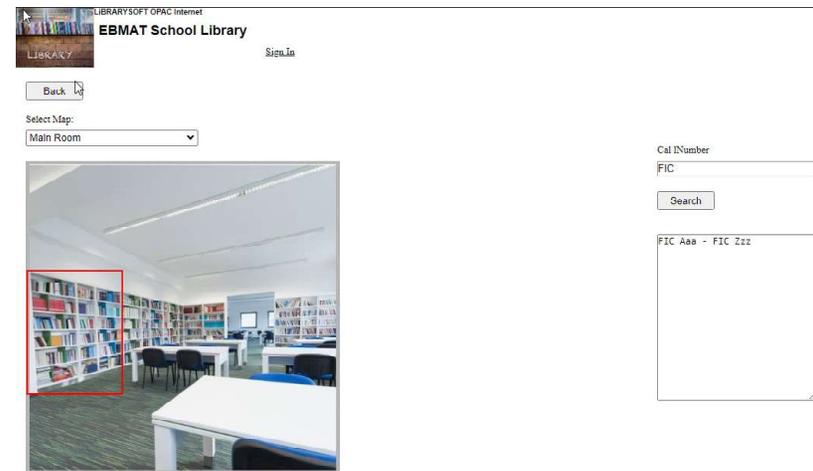


Or after users search for an item they can click on Map in the results screen.

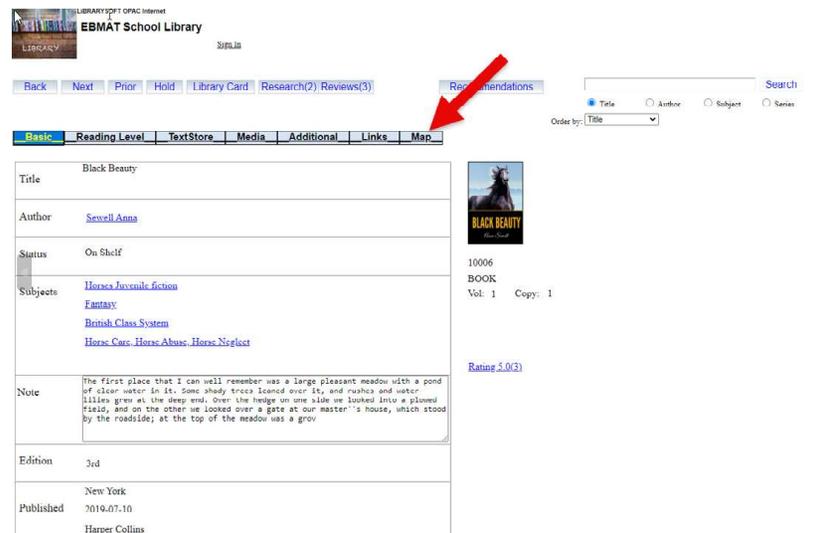


OPACinternet Map Access

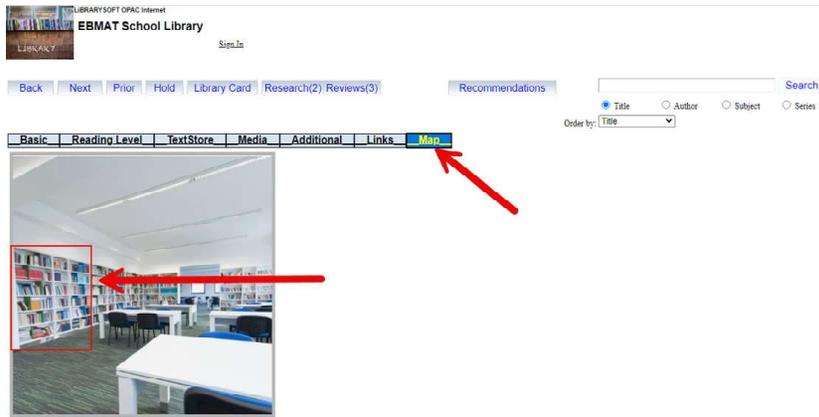
You can search by call number.



Or you can search for an item and then click the Map button.

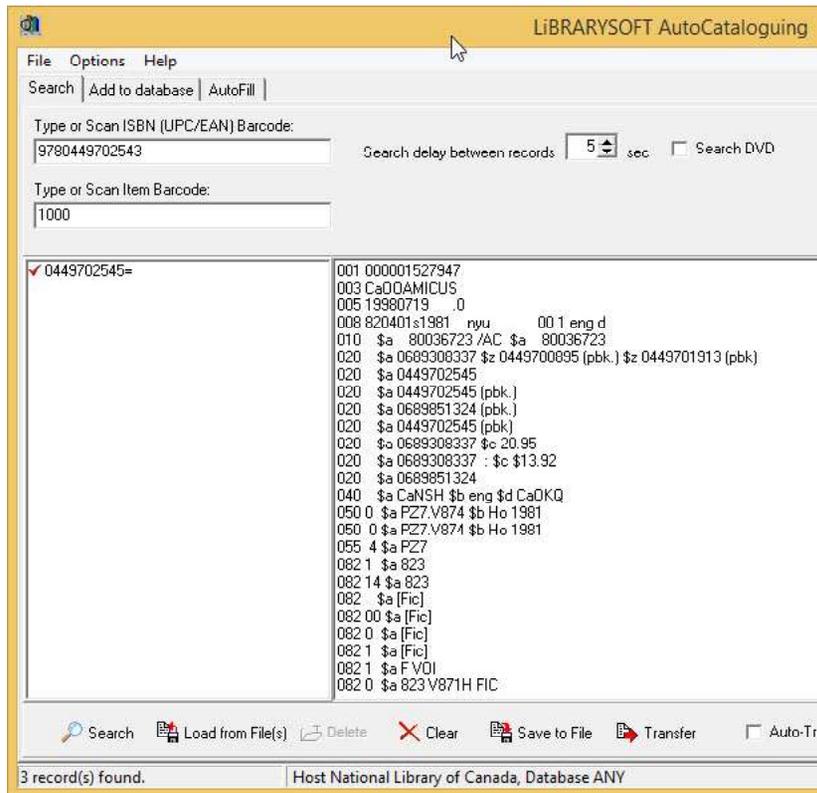


After clicking the Map button a red box will appear around the area the item is located in.



AutoCataloguing

1. For a quick first use take any relatively recently published paperback. Open the inside front cover and note the EAN barcode number therein. Scan the barcode and if the book is from North America you will see 978 followed by the ISBN number of the item. The number 978 is the country code.
2. Scan in the library barcode number of the book if you have attached one. This is advantageous as it eliminates the need to later go back and scan in this barcode number.
3. The cursor will now return to the ISBN number field to allow you to scan in another ISBN number.
4. Click on the Search button after one or many ISBN scans. Begin with just a couple to start.
5. The search results will appear on the right hand side window.



6. If you are using a library system other than LiBRARYSOFT you can save your data to a MARC file by clicking on Save to File.
7. The Load from file option lets you load in a data set you may have scanned earlier and did not have time to transfer.
8. The Clear button cleans out the current search results so that you can start anew.
9. Not all records will be found from the z39.50 sites you have selected to search by. You can repeat scans later using different sites or you can include the ISBN and barcode number to the transfer process. The benefit of this is that you can fill in basic information in the Transfer screen and dump it into the database. Later you can run Data Auto Fill. This process can be set to fill only empty fields.
10. Click Transfer to move to the Add To Database Screen. Checking the AutoTransfer will automatically bring up the Add To Database screen.

Edit Transferred Data

To edit a translated record first click on the Selector box to the left of any record. The Checkmark icon will go from grey to black when a record is selected for editing.

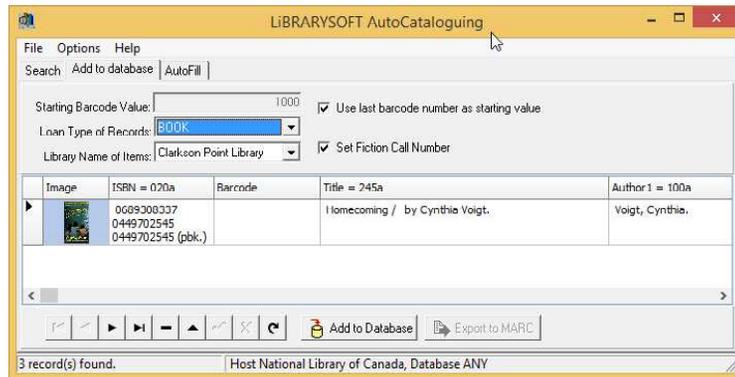
Now you can move your mouse into any of the fields of that record and make changes.

This allows you to enter Title and Author data to records that were not found by the ISBN Search (note that this presumes you checked the "Translate Not Found" button).

If you have not scanned in the library barcode numbers of the items you can choose a starting barcode number that will be automatically assigned to translated items in consecutive order.

Similarly if Loan Types were not automatically assigned by MARC translation you can assign a Loan Type for all of the items to be translated. Note that the content for this pulldown list comes from the Loan Types entered into your LiBRARYSOFT database.

Library names are retrieved from the LiBRARYSOFT database and if the data is for a specific library you can load the name of the library as part of the data.



Other Editing Controls

Cancel all changes

Save changes made to the record

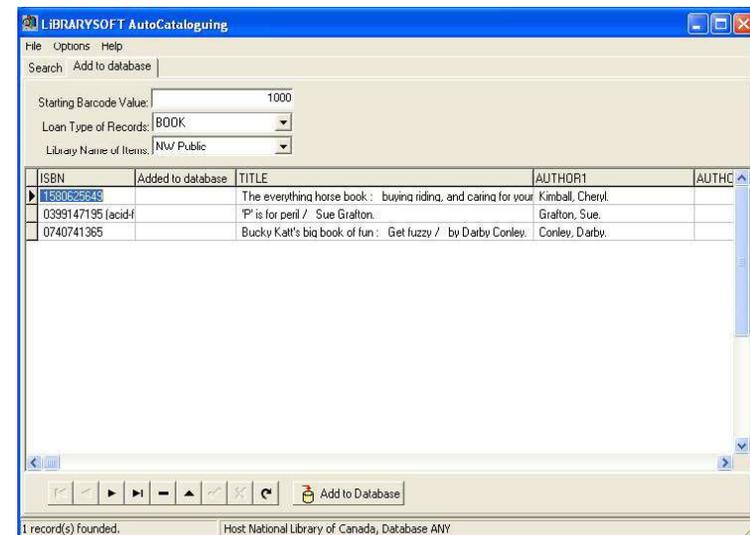
Edit the record

Delete the record

Navigate up and down thru the records

Post the record - not essential and only to be used if you need the data to update to all workstations at that moment. The checkmark icon will update the database but the Post command directs the server to update all workstations immediately rather than have the automatic update process refresh the stations.

To add the records to your LiBRARYSOFT database click on the "Add to Database" button.



Editing MARC Tags

To edit the MARC tags used to translate the data click on the Options menu of AutoCataloging and select "MARC Tags".



MARC tags are a universal method of describing the data contained within a library record. Some z39.50 sites may be using different tags than what the default settings are set to. If you are not cataloguing according to library of congress call numbers you may wish to change the MARC tag for call number to access the Dewey Call number.

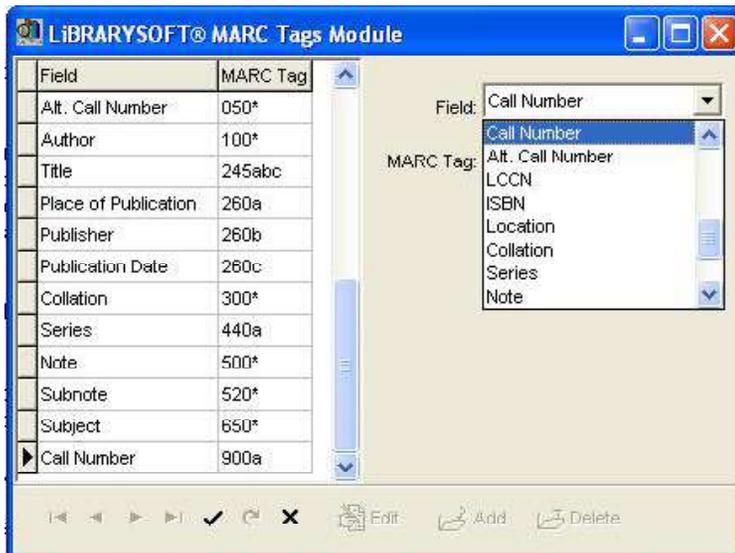
Click on the Edit button.

Click on the Field pulldown and select Call Number.

Enter the tag number 082a

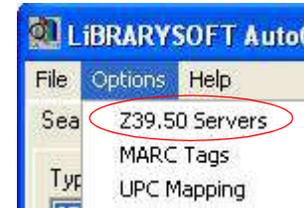
Click on the Checkmark icon to save the change.

Click on the X button if you do not wish to save the change.

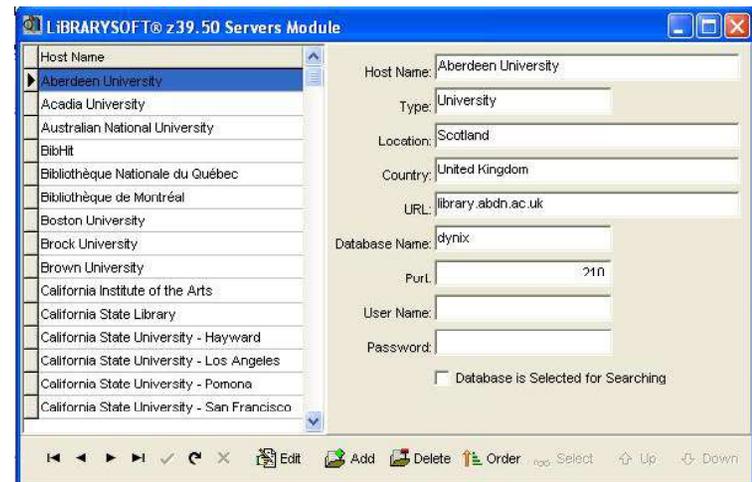


Selecting z39.50 sites

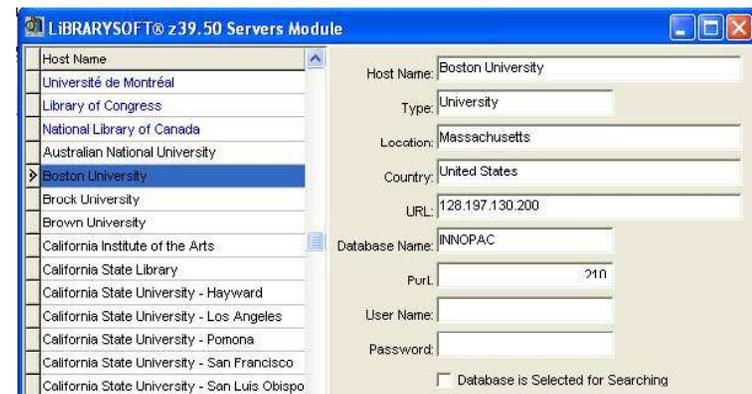
To select one or many more z39.50 sites to search from click on the Options menu and select Z39.50 Servers.



The Library of Congress is a default setting. To choose other libraries click on the Order button to display those libraries currently selected.



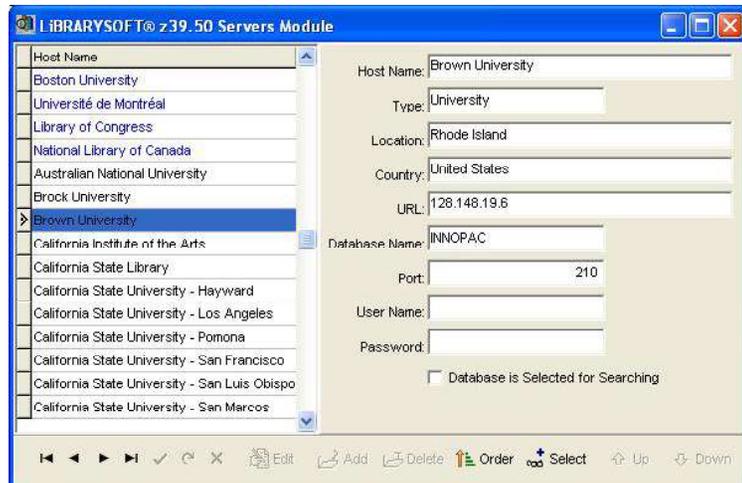
Highlight the library you wish to select by clicking on it. In this case Boston University.



Click on the Select button to choose that library, or click the Edit button, select the database and click the checkmark button.

The chosen library will stay highlighted in blue and you can now go onto select another library.

Some libraries may require special port numbers, database engine names as well as usernames and passwords. This information is usually provided freely by the library but may require that you register with that library via their website.



Running AutoCataloging AutoFill

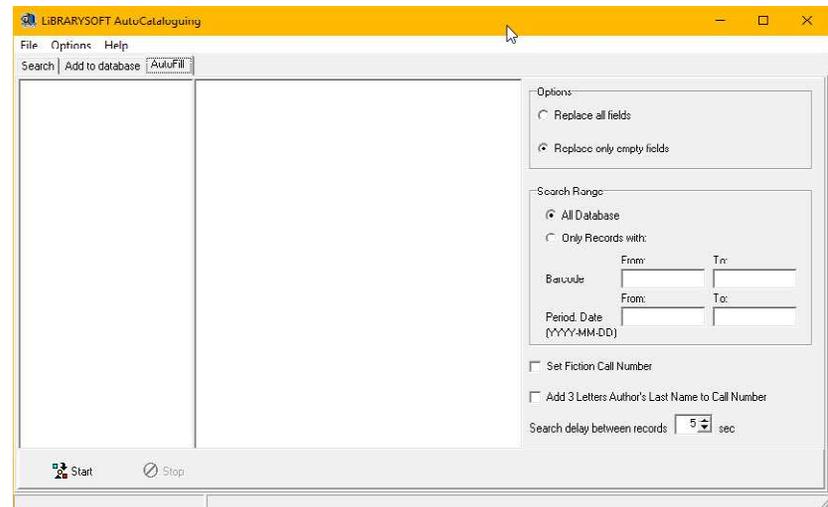
When you have an existing database you can use the Database Auto Fill option to complete missing fields or to even replace poorly entered data with Catalogued data.

This process will read the ISBN values within the database and go out to the internet to retrieve the data and replace only empty fields or replace then entire record.

Start AutoCataloging (process is not available in AutoCataloging2).

Select the Database Auto Fill Tab

Choose Replace all fields (this will overwrite all data within a record that is found) or Replace only empty fields which will replace only the non-empty fields of that record.



You can choose to sweep the entire database or only replace over a range of Barcodes or over a Range of Dates. The Period Date is the date the item was added. Note that the range is by alphabetical Barcode order which is not the same as numeric order.

Clicking the Checkbox will fill the Call Number field with FIC followed by the first three characters of the Author's Last name.

Choose a delay interval. A default period of 15 seconds is entered automatically. If you have it at too low a value you will get non-hits as

the receiver sites will not have sufficient time to search at their end. If you have fast internet access you can use a smaller value such as 5 seconds.

You can set a Fiction Call Number so that all Fiction items will have a FIC before the first three characters of the author's last name.

Another option is to add the first three characters of author's last name to the end of all Call Numbers.

Click the Start button and let the process run.

Note that you will need to set your computer not to time out, otherwise the process will run only as long as your timeout period. To change the period, go to the Control Panel > Power Options and set the computer to never time out.

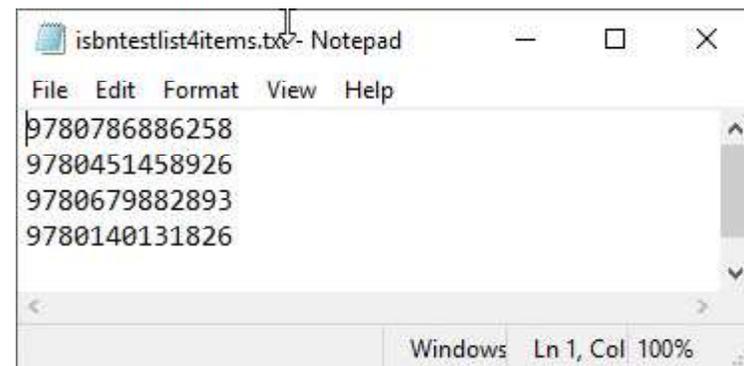
Loading data from an ISBN List

A list of ISBN numbers can be loaded into LiBRARYSOFT using the Ongoing Catalog Import Screen. The AutoFill feature in AutoCataloguing can then be used to fill in all the missing information.

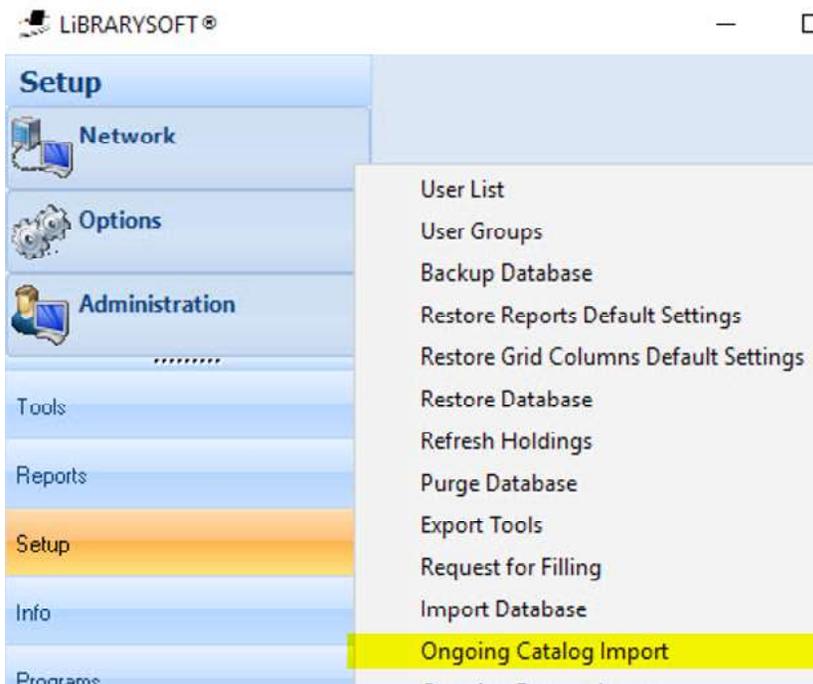
1. To acquire the list of ISBN numbers you can scan or type the ISBN numbers into a Text file.

You can use any word processor but it is simplest to use Notepad which is included with Windows.

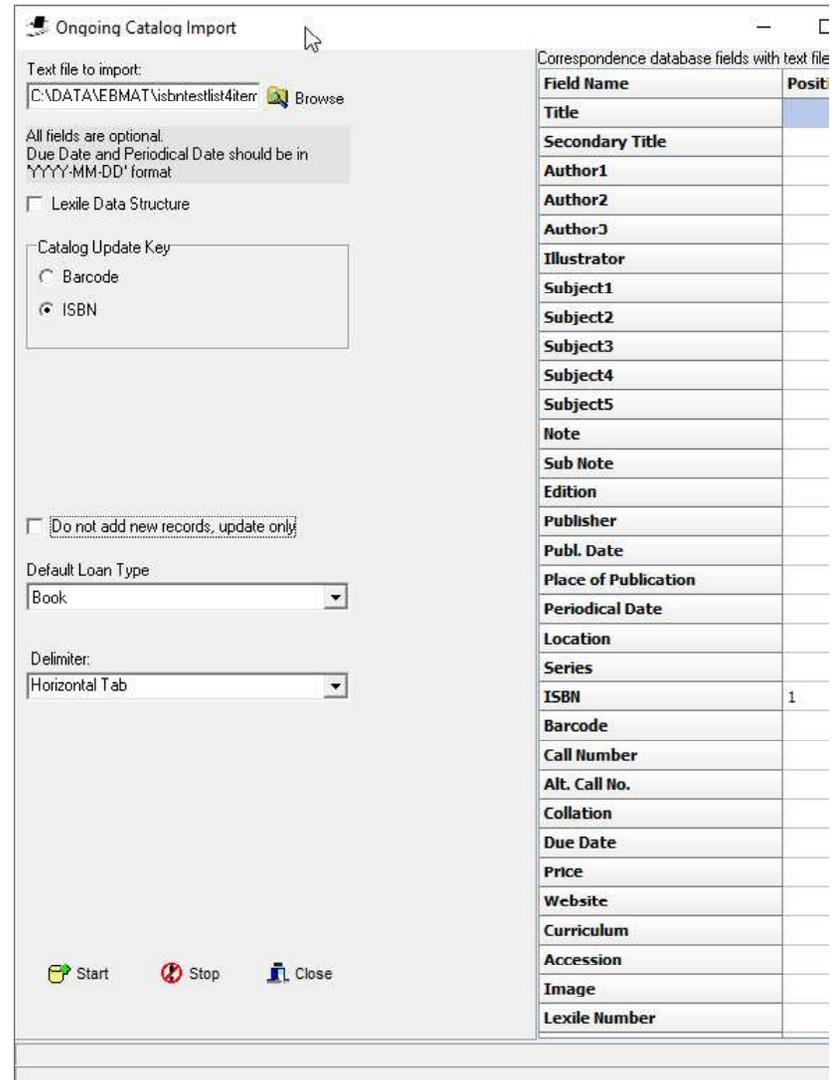
Scan the ISBN values as a single column, see example below. Do not include hyphens or spaces. Note that older books may only have 10 character ISBN values which is Ok.



In LiBRARYSOFT click Setup > Administration > Ongoing Catalog Import

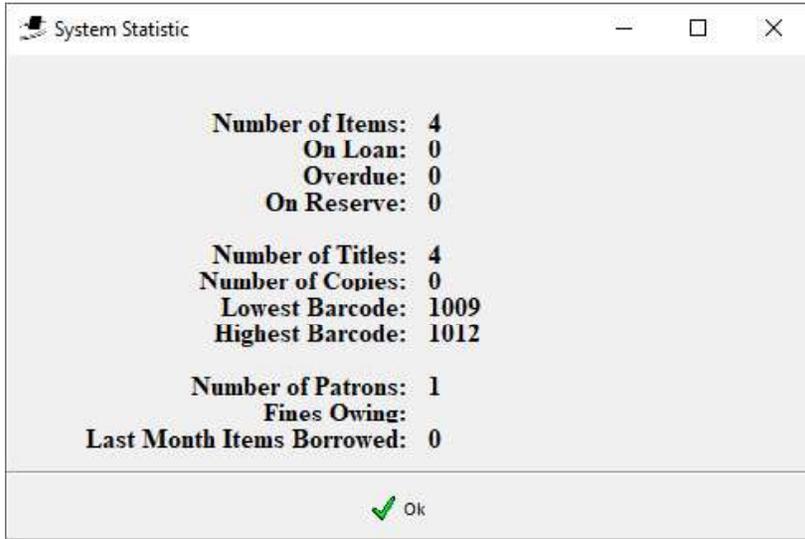


1. Browse to the Text File.
2. Select ISBN as the Key rather than Barcode.
3. Deselect the Update Only box.
4. Select a Loan Type.
5. You can leave the Horizontal Tab setting as there is only one column.
6. Click Start.



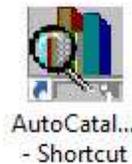
After the file has been loaded go to Reports > Administrative Reports > System Statistics

In our example we only had 4 ISBN values and the example database was empty so the number of items is 4. These are however empty records with only the ISBN numbers.



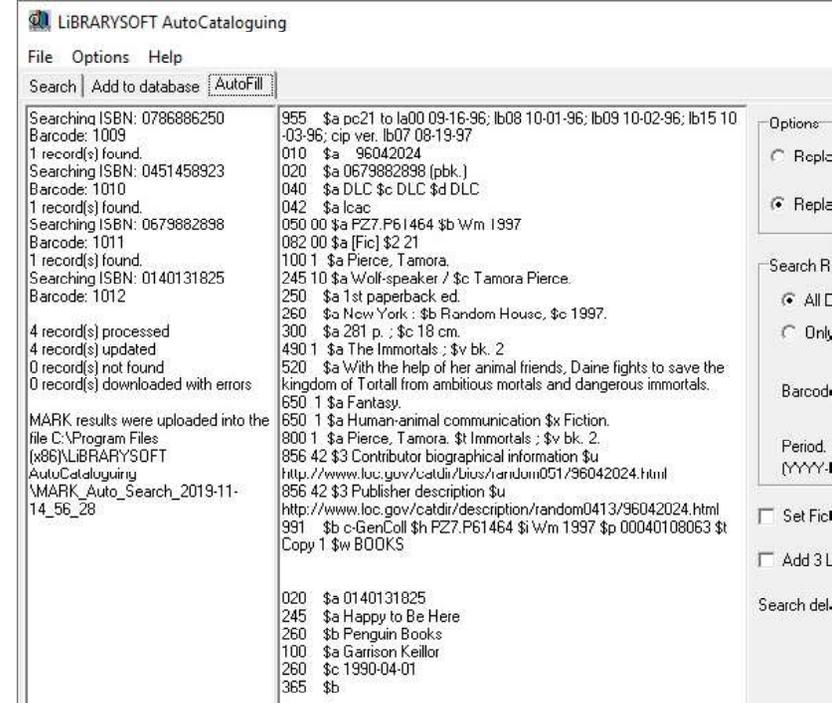
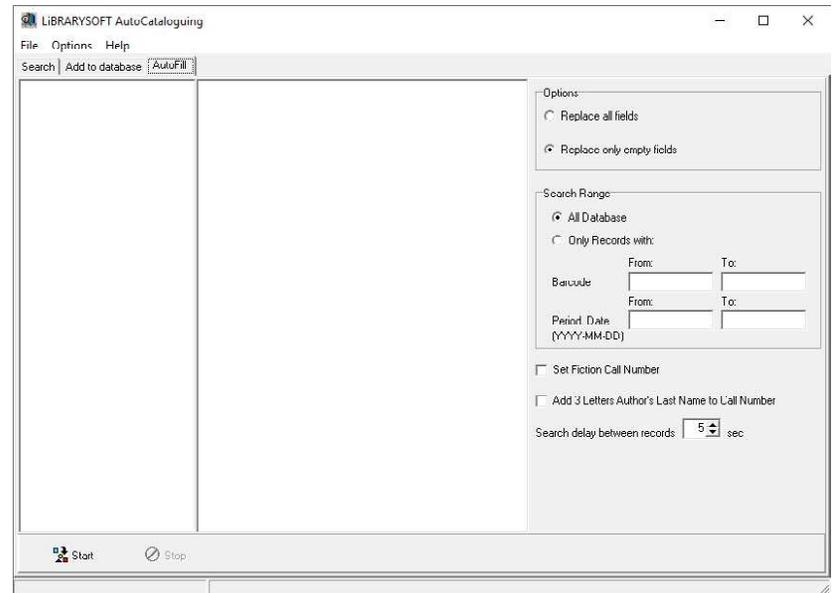
To fill in the missing information we can use the AutoFill feature in AutoCataloguing.

Start AutoCataloguing from the Screen icon or the icon at the bottom of the Catalog Window in LIBRARYSOFT.



Click the AutoFill Tab and Click Start.

Note that this will sweep the entire database.



How to handle an ISBN List for a Range

To work with a range of ISBNs so you do not need to sweep the entire database (large database can take time to sweep) first go to Reports > Administrative Reports > System Statistics.

Note the highest barcode which in this case is 1012

System Statistic

Number of Items: 4
 On Loan: 0
 Overdue: 0
 On Reserve: 0

Number of Titles: 4
 Number of Copies: 0
 Lowest Barcode: 1009
 Highest Barcode: 1012

Number of Patrons: 1
 Fines Owning: 0
 Last Month Items Borrowed: 0

Ok

Create your ISBN list.

ISBNmoreItems.txt - Notepad

File Edit Format View Help

9781338047158
 9781338047110
 9781423130284
 9780531292280
 9781512434064
 9781512434026
 9781512434033
 9781512434040

Windows Ln 1, Col 100%

Go to Setup > Administrative > Ongoing Catalog Import

Click Browse and browse to the ISBN text file.

Make the settings as per below.

Ongoing Catalog Import

Text file to import:
 C:\DATA\EBMAT\isbnrntestlist4item Browse

All fields are optional.
 Due Date and Periodical Date should be in 'YYYY-MM-DD' format

Lexile Data Structure

Catalog Update Key
 Barcode
 ISBN

Do not add new records, update only

Default Loan Type
 Book

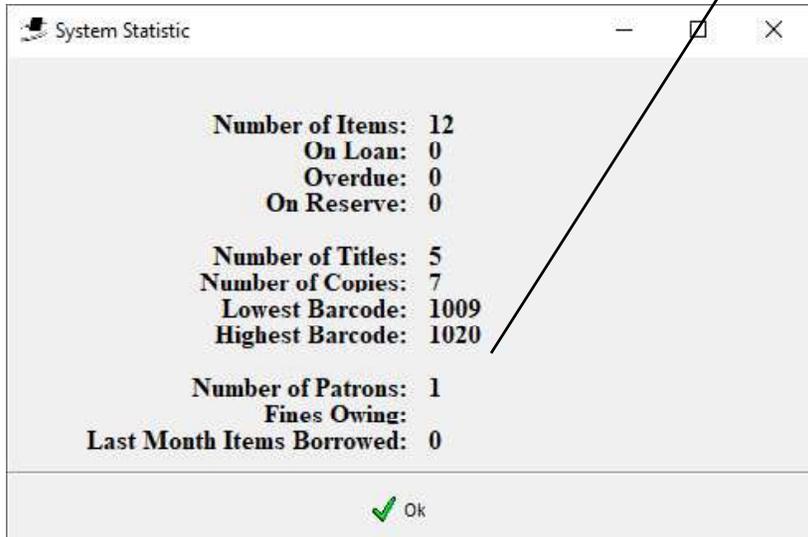
Delimiter:
 Horizontal Tab

Field Name	Position
Title	
Secondary Title	
Author1	
Author2	
Author3	
Illustrator	
Subject1	
Subject2	
Subject3	
Subject4	
Subject5	
Note	
Sub Note	
Edition	
Publisher	
Publ. Date	
Place of Publication	
Periodical Date	
Location	
Series	
ISBN	1
Barcode	
Call Number	
Alt. Call No.	
Collation	
Due Date	
Price	
Website	
Curriculum	
Accession	
Image	
Lexile Number	

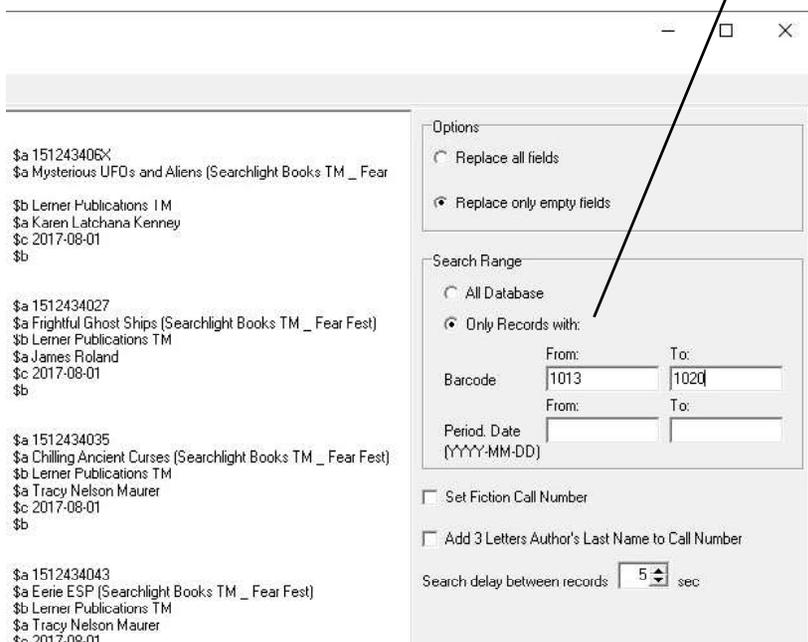
Start Stop Close

Click Reports > Administrative Reports > System Stats

Note the Highest Barcode Number which in the example is 1020.



Start AutoCataloguing and click the AutoFill Tab and check the Range box and enter the from to Barcode Range and click Start.



How to handle ISBN records not found

Some records may not be found if the item has not been Catalogued by the Searched library. As an example some publishers such as Scholastic are not cataloged by Amazon.

To deal with these items you can sort them by going to LIBRARYSOFT > Catalog Module

Click Advanced Search at the bottom of the Window.

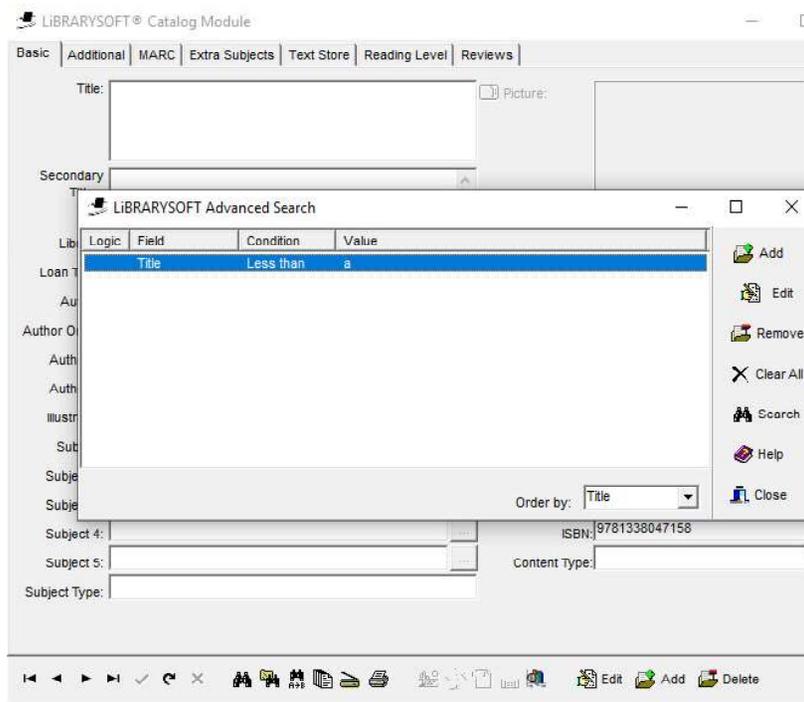
Click Add in the Advanced Search Screen.

Select the Field "Title".

Select Condition "Less Than".

Value to Search "a".

Order by "Title".



The Search results will display the items sorted by Title.

As the records not found by AutoCataloguing will not have a title those records will appear at the top.

You can select those records now individually and fill in the information directly.

Note that the columns can be dragged over to view fields, in this case the ISBN has been dragged over to be adjacent to Title.

Catalog Module LIBRARYSOFT® Search Result	
Title	ISBN
	9781338047158
	9781338047110
	9780531292280
Chilling Ancient Curses (Searchlight Books TM _ Fe	9781512434033
Eerie ESP (Searchlight Books TM _ Fear Fest)	9781512434040
Frightful Ghost Ships (Searchlight Books TM _ Fear	9781512434026
Happy to Be Here	9780140131826
Monster hunt : exploring mysterious creatures /	9781423130284
Mysterious UFOs and Aliens (Searchlight Books TM	9781512434064
Organize your start-up! : simple methods to help y	9780786886258
Summer knight / Jim Butcher.	9780451458926
Wolf-speaker / Tamora Pierce.	9780679882893

Search Help Print Cancel Close

Double-clicking on a record will bring up the Catalog entry Screen.

Click Edit and fill in the Title and Author along with any other information you may wish to enter.

Click the Checkmark icon at the bottom of the window to save the record change.

LIBRARYSOFT® Catalog Module

Basic | Additional | MARC | Extra Subjects | Text Store | Reading Level | Reviews

Title:

Secondary Titles:

Library:

Loan Type: Book Copy No.:

Author:

Author Origin:

Author 2:

Author 3:

Illustrator:

Subject:

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Subject Type:

Picture:

Publisher:

Place of Publ.:

Periodical Date: 12/30/1899 Price: \$0.00

Publ. Date:

Volume No.: Edition:

Call Number:

Alt. Call No.:

Barcode: 1014

ISBN: 9781338047110

Content Type:

Navigation icons: Home, Back, Forward, Refresh, Close, Print, Copy, Paste, Edit, Add, Delete

Zoom Errors:

Can occur if AutoCataloging was not able to register VBZOOM.dll during setup process.

To register direct go to the Run option from the My Computer icon.

Go to Start->Run

Then copy and paste in:

```
regsvr32 c:\Windows\System32\VBZOOM.dll
```

and click on OK.

Cannot Connect to Database

Under the file menu click Setup > Network >

Click Local and click Browse and browse to the FDB data file.

Click the Browse below the top one and browse to the fbclient.dll file.

Click Test Connections to verify that it connects.

If the data is located on a Server, click Remote and enter the ip address of the Server. Select protocol TCP/IP. Click OK.

Socket Error 10061

Please click the Options Menu

Click Z39.50 Servers

Click the Order button at the bottom of the window.

This will sort the libraries that are set for searching in a blue highlight and will be at the left top of the screen.

The are ordered by access.

Click Edit

Deselect that library by clicking the Checked box beside "Database is selected for searching"

Click the Checkmark icon at the bottom of the window to save the change.

Close that window and try searching for a record.

Adding Data using the MARC Module

MARC is standard agreed upon format of data that can used to moved data from different library automation systems.

This allows you to import data from libraries that have already catalogued their data as well as from book publishers that can provide a MARC data file along with the books you have purchased so that the information regarding the book need not be typed in manually.

To start the MARC Module click Tools > MARC.

To begin a translation session first select the type of MARC. US MARC is the default option.

Other options include MARC 21, Library of Congress (this format is also used with older library systems), the National Library of Medicine and U(K) MARC for British libraries.

MARC tables allow to you customize different sets of MARC tags if you have data coming from various sources that use different MARC formats so that you can customize the import process for each format.

If the MARC data does not contain the barcode number you will be applying on the book you can enter a starting barcode number. Only purchased items with a MARC file or a previous data file will contain the barcode information.

Select the loan type of the items that will be added.

Select the name of the library that the items will apply to if you are loading data for multiple libraries.

There are two options for adding the raw MARC data. You can either find the MARC data and do a copy paste of the raw data or browse the computer for the MARC file.

Some systems that you may be importing your data from may have indicated copies with the same barcode number. When in doubt check the box that will apply a distinct barcode number for every copy.

The Library of Congress button takes you directly to the library of congress site so that you can use it to import data. Note that if you have AutoCataloguing by LIBRARYSOFT you can import and load in the data directly from any site using the Z39.50 protocol. This includes most universities and large public libraries and institutions.



The screenshot shows a software window titled "MARC Tags" with a standard Windows-style title bar (minimize, maximize, close). The interface includes several input fields and controls:

- Type of Marc:** A dropdown menu set to "U(S)".
- Marc Table Number:** A numeric input field set to "0".
- Starting Barcode Value:** A numeric input field set to "1000".
- Loan Type of Records:** A dropdown menu set to "Book".
- Library Name of Items:** A dropdown menu set to "Enter your Library inform".
- Input MARC File Name:** A text input field with a search icon (magnifying glass) to its right.
- Checkboxes:** An unchecked checkbox labeled "Add new copy of an item for each distinct barcode".
- Buttons:** A button labeled "Library of Congress" with a globe icon.
- Footer:** A toolbar with icons and labels for "MARC Tags", "Clear", "Paste", "Transfer", "Help", and "Exit".

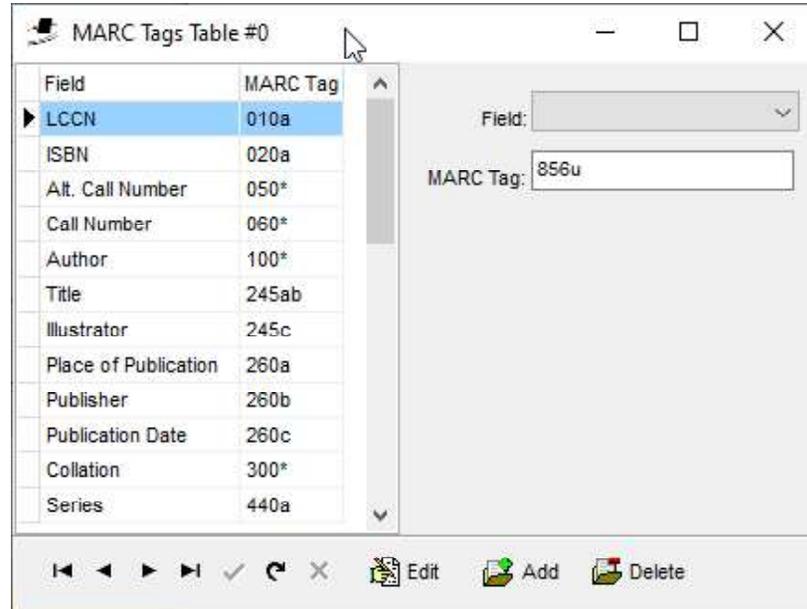
Editing MARC Tags

MARC tags are the identifiers that represent the data to be imported. The tag 245a for example represents the title field.

The data you wish to import may be in a tag that is not standard or different. If you are using Dewey call numbers you need to have your Call number tag set to 082a. If you are using library of congress call numbers it should be set to 050a.

You can change the fields that MARC data is loaded into by editing the MARC tags that the system recognizes. Click on the MARC tags button within the MARC screen.

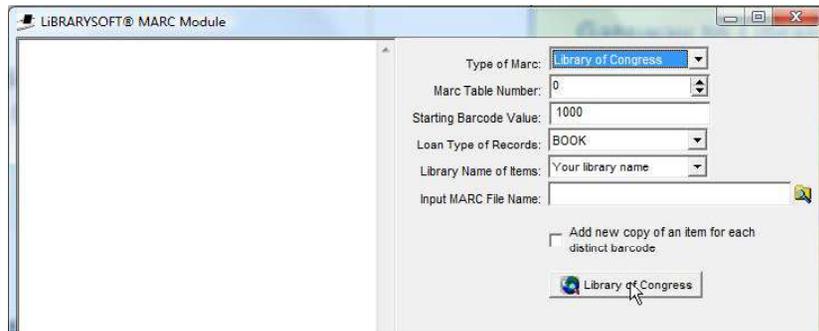
Click on the field you would like to change. Click on the Delete button. Click on the Add button. Click on the pulldown to select the field, enter the new tag information (three digits are required and a subtag) and click on the Checkmark button to save the new information. Note if you put an * as the subtag it will pick up all records with the same tag but different subtags.



Aside from setting your Call number tag you will not usually alter MARC tags unless you receive MARC data from publishers with the books you have purchased. The standard MARC tags are already in place but it is prudent to run a test run of the data first to ensure that it is all loading, particularly the barcode information and call numbers. If there is a problem you can always purge the data, change the MARC tags and reload. Please do not hesitate to email LIBRARYSOFT support with any questions.

Adding Data using the Gateway

First select the Library of Congress from the pulldown.



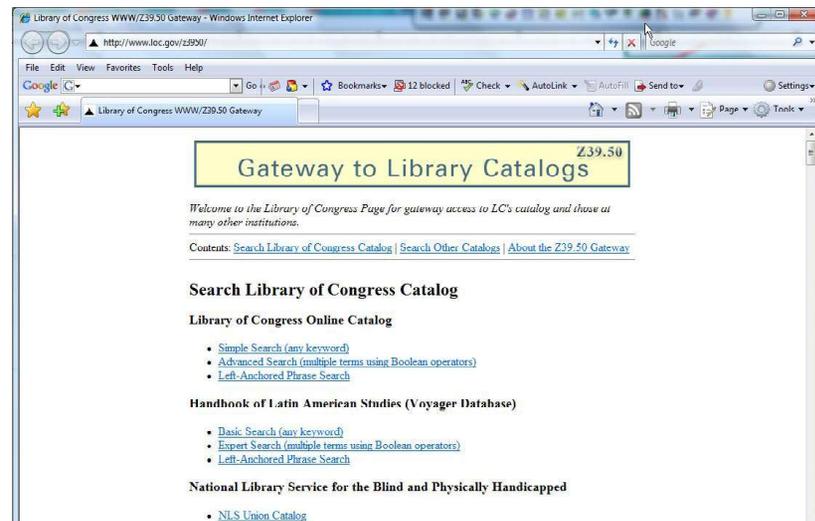
If you have internet access you can go to the Library of Congress gateway by clicking on the button or go to:

www.loc.gov/z3950/

The Gateway allows you to access the Library of Congress data or access any of the libraries connected to the gateway.

Search from The Library of Congress
Select Advanced Search

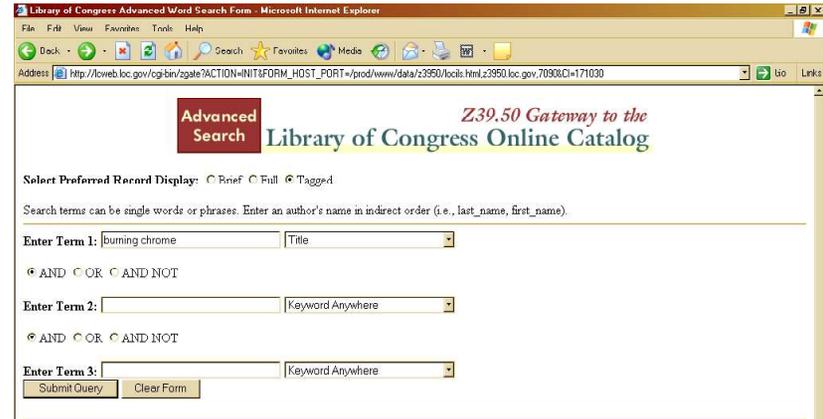
Scroll down to select a library that may match your library then click on the hyperlink to search.



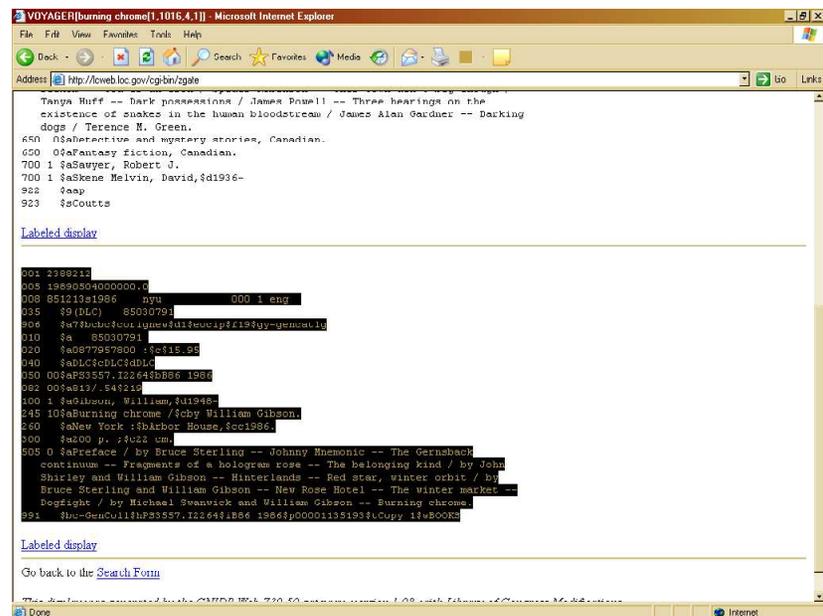
Click on Tagged for display.

Select an index to search from. ISBN numbers are very effective to search from. Here we have selected Title.

After entering your search information click on the Submit Query button.

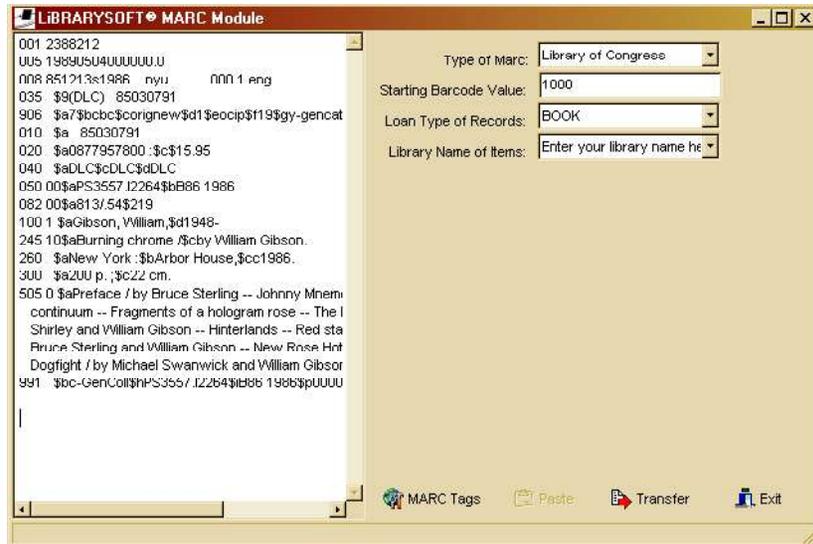


The search results will be displayed; there may be multiple records, select the one you wish and copy the text.

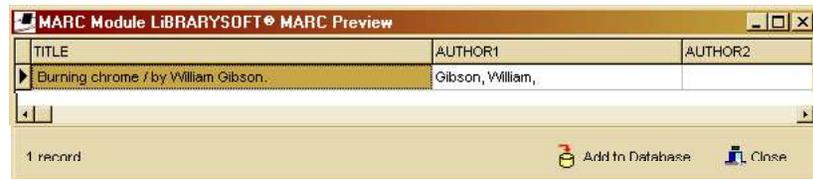


Minimize the Explorer screen and then click on the Paste button. The text will display within the MARC screen.

Click on the Transfer button to translate the data.



Click Add to Database to save the record.



Batching Records

Records can be batched by copy/pasting separate records into Wordpad or Notepad with a blank line between records and then copy pasting the result into the blank left hand side of the MARC screen.

LIBRARYSOFTWeB

The same process can be used by the MARC Module in LIBRARYSOFTWeB.

Ongoing Catalog Import

If you have Tab, comma or other delimited files of some type you can import item data using Ongoing Catalog Import

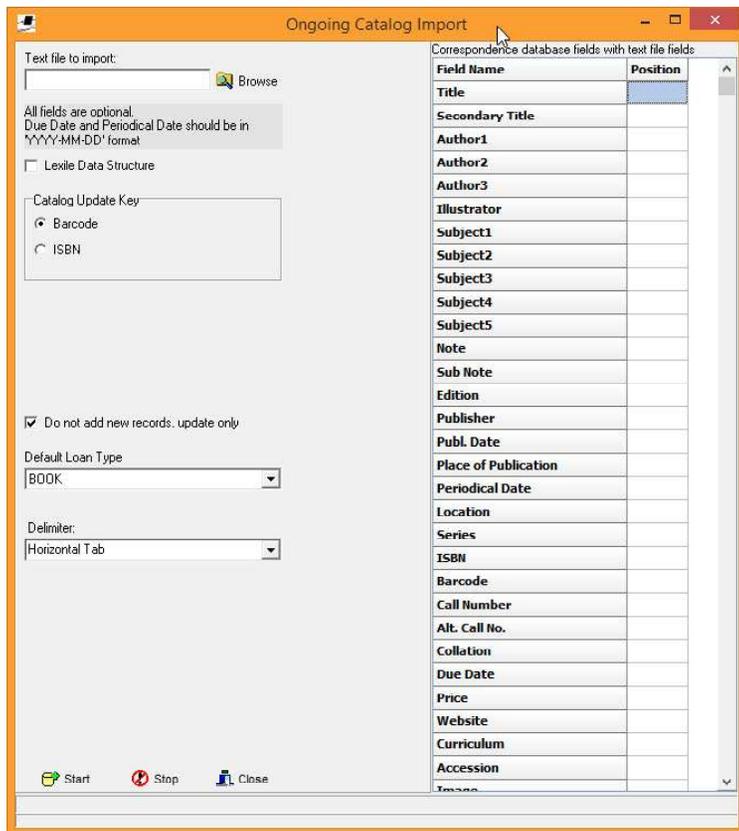
Click the Setup Button > Admin icon > Ongoing Catalog Import
Click on the Browse button to access the file containing the data, note the positions of each of the values in the file for example it could be that the Title is in position 1, Author1 in position 2, Author2 in position 3 etc.

The delimiter that separates each field can be chosen from the pulldown below.

Deselect the "Do not add..." checkbox to add new records.

Leave the Barcode button selected to key to the collection by Barcode.

Click the Lexile Checkbox when loading update data from a Lexile data.



Example Text file below - Tab Delimited text file

```
Literary reflections Elkins, William R COLLEGE READERS 1976 McGraw-Hill
808.042
Radio control for models Warring, R. H MODELS AND
MODELMAKING 1974 G/L Tab Books
Frank Lloyd Wright: living architecture Ransohoff, Doris
WRIGHT, FRANK LLOYD Fundamentals of chemistry
Pottenger, Francis Marion CHEMISTRY 1976 Scott, Foresman
Mustang at war Freeman, Roger Anthony MUSTANG (FIGHTER PLANES)
1974 I. Allan The actor at work Benedetti,
Robert L ACTING 1976
```

Translation Values

To translate the text file above the settings would be as follows.

In the file above the
title is in position 1,
the author in position 2
the subject in position 3
the copyright date in position 4
publisher in position 5
call number in position 6
barcode number in position 7.

The position information can be entered into the Ongoing Catalog Screen.

Prior to any import process it is always prudent to back up your data file prior to importing.

Once the information is entered, click Browse to browse to the file.

Click Start to begin importing the data.

Note that a barcode number for each item is required in order for the import to be processed. Barcodes must be unique.

Importing from Excel

Note that you can export Excel by first exporting Excel data to a tab delimited file which can then be imported by using Ongoing Text Import.

Circulation - Adding Patrons Overview

Adding Patron Data

1. Direct Data Entry of Patron Data using the Circulation Module.
2. Ongoing Patron Import

Using this option you staff can import delimited file. This allows simple importing from Excel and other database programs.

Circulation - Adding Patrons

Click Tools > Circulation > Patron Data

Patrons can be added by direct data entry into the Patron or the data can be imported via Excel or Delimited files. In particular the Ongoing Patron Import option is useful for periodic loads during the year as it will update all patron information Most administrative programs will provide a Patron Export option.

Click the Add button.

Enter the patron name, last name first. No comma is required between the last name and first name.

A barcode number will be automatically added. You can type over the number added with any number. The max number of characters is 20. We recommend 4 to 9 numbers. If your barcode scanner ever goes missing it is very tedious to type in 20 characters.

It is essential to enter a Patron Group by using the pulldown. Click the Checkmark icon to save the data.

Minimal patron data entry is the name, group and barcode number.

The screenshot shows the 'LIBRARYSOFT Patrons Entry Module' window. The 'Patron Data' tab is active. The form contains the following data: Patron Name: Welling Josie; Date of Birth: 12/30/1899; Sex: Female; Address: (empty); City: (empty); State: (empty); Zip Code: (empty); Telephone: (empty); Contact Person: (empty); E-mail Address: (empty); Local ID: (empty); Department: (empty); Library: (empty); Patron Group: TEACHER; Fees Owing: \$0.00; Room: (empty); Level (Grade): (empty); Patron Barcode: 1625; Alert Info: (empty). The toolbar at the bottom includes icons for navigation, editing, adding, deleting, and picture insertion.

Defining Patron Barcodes

You can run LIBRARYSOFT by using the default settings. However if you are planning to ever use external checkout and checkin you will need to have the item barcodes and patron barcodes mutually exclusive. Item barcodes and patron barcodes should not match.

You can define the general appearance of the barcode by going to the Options icon > Parameters > Patron Barcode Mask.

If you would like to change the appearance of the patron barcodes go to the Options icon click on Items Barcode Mask tab for item barcode changes.

Left/Right Alpha symbols - allows alpha symbols to be added such as an I for item. Or words such as HighSchool.

This is not commonly used as barcodes are simply a one to one identifier linking the item to the database.

Next New Barcode number - displays the next barcode number to be used. Note that it must be larger than any number presently in the system. You can see the current largest barcode by going to Reports > Administrative Reports > System Stats.

The screenshot shows the 'Patrons Barcode Mask' tab in the LIBRARYSOFT Parameters dialog. The fields are as follows:

Left Alphanumeric Symbols:	<input type="text"/>
Right Alphanumeric Symbols:	<input type="text"/>
Next New Barcode Number:	<input type="text" value="80007"/>
Barcode Length:	<input type="text" value="4"/>
New Barcode Example:	<input type="text" value="80007"/>

Patron Data Fields

Patron Name: Enter Last name First.

Date of Birth: If the data has been entered by import the date will automatically be set to the year 1899.

Telephone: The last 4 digits of the number are used as password for access to renewals for patrons using OPACInternet.

Email Address: Users with an email address can have notices including overdue notices emailed to them.

Room: Some custom reports have the report keyed by room number. This would allow an instructor to receive an email or paper printout of all the overdues or items borrowed by students within that room.

Alert Info: This can contain circulation related information about the client such as "Special Assistance required". Or details regarding the contact person.

A photograph of the patron can be added to the record. This can be done via import using Excel or directly using the Picture button.

Click on Picture and browse to the location of the image.



Ongoing Patron Import

Click Setup > Administration > Ongoing Patron Import

In some libraries a significant number of patrons are added continuously or have their addresses change. The ongoing import process reads a comma delimited file containing the patron information and update patron data. The comma delimited file can be obtained from the institution's administrative program. Note that the import process described is very similar to that used for Ongoing Catalog Import.

Restriction: Importing by this method requires that the data contains patron barcode information.

In the case of renewing Student information with the instance of a new school term or Semester you can either Purge all Students along with their History (Setup > Administration > Purge - set range from 0 to 999999999)

Or you can check the box in the screen to Mark Patrons as not in the System and a "Not in System" alert message will appear in their record. And will appear if someone tries to check out with their barcode.

Fields	1	2	3
Local Id	8		
Department	7		
Date of Birth	3		
Patron Name	1	2	
Address	9		
City	10		
State / Province	11		
ZIP / Post Code	12		
Phone	13		
Cellphone	14		
Fax			
E-mail Address	15		
Room	16		
Patron Barcode	5		
Contact Person	17		
Secondary Contact	18		
Level (Grade)	4		
Image	19		

Step 1.

Save your patron data file that is coming from the other application in a comma delimited format.

Most administrative type programs allow an export option to tab delimited, excel, comma delimited or some other option. If it can be opened in excel you can save it in a comma delimited format from excel or Tab delimited. Open Office and other spreadsheet applications allow for similar export options.

Step 2.

Note the name and the location that you use to when saving the delimited file.

Step 3.

Note down the relative position of each relevant field within the file. That is what is in the first position before the first comma, the second, etc.

You may wish to open it with excel to more easily see the positions.

Suggestion: If you do open it in excel delete any empty columns or columns with data you do not wish to add to avoid confusion.

Step 4.

In LIBRARYSOFT click Setup > Administration > Ongoing Patron Import.

Use the pulldown to select the Patron Group Students if you importing Students rather than Staff.

Use the next pulldown to select the type of delimited file you are using such as Tab or Comma.

Check the "Mark Patrons..." box only if you want to patrons not in the import to have a "Not in System" appear in their Alert box.

On the next page s an example of what such a file may look like.

Note the positions of each of the values in the file.

Position 1 in the example to the right is Patron Barcode.
 Position 2 in the example to the right is Patron's last name.
 Position 3 in the example to the right is Patron Barcode.
 Position 1 in the example to the right is Patron Barcode.

34242,Smith,John,51,North,Block,987398
 34243,Jones,Joe,54,North,Block,987399
 34244,Urkins,Charles,61,North,Block,987391
 34245,Wilke,Bob,32,North,Block,987392
 34246,Yarro,Jay,77,North,Block,987393

Step 5.

Enter the name of the file or browse to the delimited Text file.

Step 6.

Enter the field positions into the applicable column.
 The columns 1, 2, 3 refers to the consecutive content to be loaded into the patron file.

For example:

34242,Smith,John,51,North,Block,987398

The translated result using the screen to the right would fill the fields in the following way:

LocalID = 34242

Patron Name= Smith John

Address= 51 North Block

Barcode = 987398

Step 7.

Click Start, you can verify the load by going to the Circulation icon and clicking on the Patron Data tab and searching for patrons or you can go to Reports > Administrativ Reports > System Stats and see the change in the number of patrons.

Fields	1	2	3
Local Id			
Department			
Date of Birth			
Patron Name	2	3	
Address	5	6	
City			
State / Province			
ZIP / Post Code			
Phone			
Cellphone			
Fax			
E-mail Address			
Room			
Patron Barcode	1		
Contact Person			
Secondary Contact			
Level (Grade)			
Image			

Basic Circulation

To Checkout items first click on the Circulation icon.

As the Circulation screen appears it automatically displays the Checkout Screen and the cursor is positioned to the patron barcode field. You can now wand in the barcode of the patron which will then display their information or you can use any of the following three search methods:

Alpha Search:

brings up patrons in alphabetical order.

Photo Search:

allows you to select a patron by photo and name.

Full Search:

allows for all search options.

LIBRARYSOFT Patrons Entry Module

Patron Barcode: 1000 Identify by: Name Photo Search

Patron Name: Jenkins Sally

Room: 644 Level (Grade):

Patron Group: VISITOR Fines Owing: \$0.00

Alert Info:

Current Loan: 0 borrowed, 0 overdue

Deposit: \$0.00 Available Deposit: \$0.00 Add/Return

Item Barcode: 10000 Search

Due Date: 11/27/2016 Required Deposit: \$0.00

Title: LIBRARYSOFT Manual

Call Number: Loan Type: BOOK

Status: Loaned to Jenkins Sally

Messages:

Copies: 0

Send Receipt Email, if possible

Check Out New Patron Holds List Print Receipt External Check Out

Once the patron information appears you can now enter in the item barcode. This can be done by wand in the barcode of the item or performing a search.

The item information will appear including the due date of the item. You can now checkout another item. When all of the items that the patron wishes to borrow are checked out a receipt can be printed out by clicking on the printer icon.

For the next patron you can either move your mouse to the patron barcode field and wand in a new patron or tab up to that field and then search or wand in a new patron.

Checkout Button

As most barcode scanners are set to automatically supply an Enter Character at the end of their scan there is no need to click on this button. It is for someone checking an item out without a scanner.

Holds List Button

Displays the items this patron has on Hold

External Checkout Button

Applies to a checkout that was done with a word processor. This could have been the case for textbook checkout done by a teacher at a computer without LIBRARYSOFT installed.

Receipt by Email

Checking the Send by Email will send the receipt by email rather than print it. To Set up Email go to the Admin Icon on the Toolbar > Email Client Setup. Check the box beside MAPI on that screen if you are using Outlook otherwise enter the email information.

Receipt Printing - Options

Some libraries such as resource libraries only mail out their items and never have their patrons come into the library, in this case it is very useful to be able to print out a mailing label rather than the usual receipt.

Print Options:

The Print Receipts Screen allows you to print the last Receipt or print all the receipts of the day (convenient for a copy or if you are mailing all items out at once).

Report Formats:

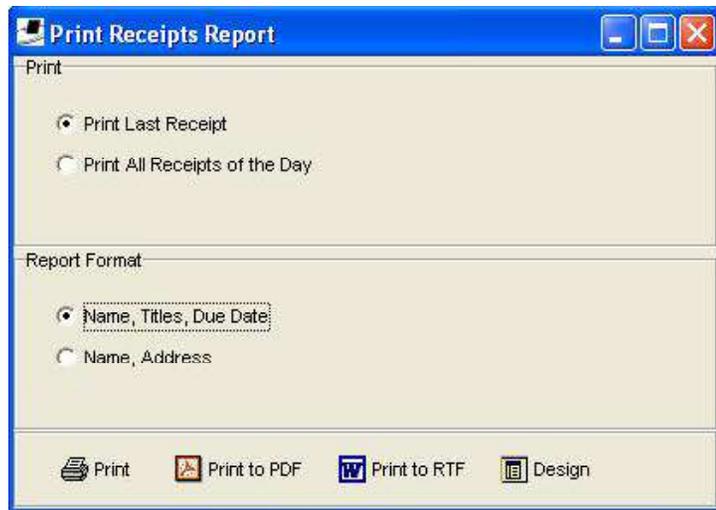
You can choose to have reports formatted in the conventional Name, Title, Due Date presentation or Name, Address for mailing. The Design button allows you to alter the format and fields.

Output:

Send the Report to the Screen and or Printer (Print)

To a PDF file (Print to PDF)

To a RTF file that any word processor such as word can read.

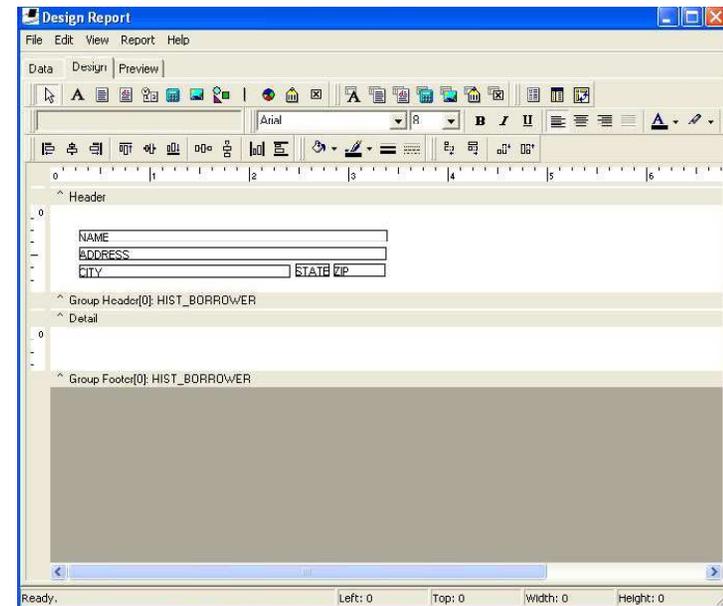


Design

Use the conventional Design screen to change the layout of the report/label as well as the fields.

To view access to the fields click on the View Menu > Toolbars > and check Edit, Format, Standard.

To change a field, click on the field (notice the field name appear to the right of DBpipeline) and select a new one. To add a field just copy and existing field, paste the field, now you can click on field pulldown and pull down a different field.



Checking In Items

Select the Check In Tab.

Wand in the item to be checked in or click on the Search icon to locate the item.

After the item is checked in the number of days the item is overdue is displayed.

Hold displays

If a hold is on the item the Message box will display information about the patron that the item is on hold for.

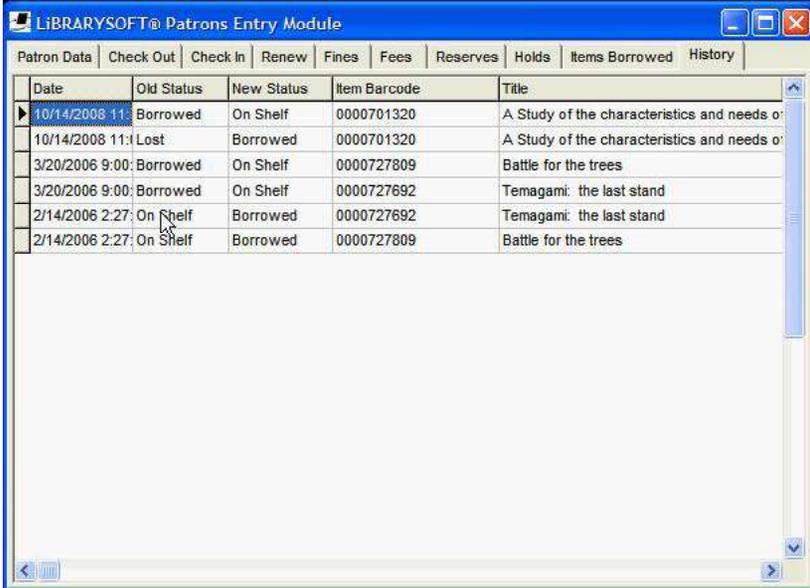
CheckIn Button

As most barcode scanners are set to automatically supply an Enter Character at the end of their scan there is no need to click on this button. It is for someone checking an item out without a scanner.

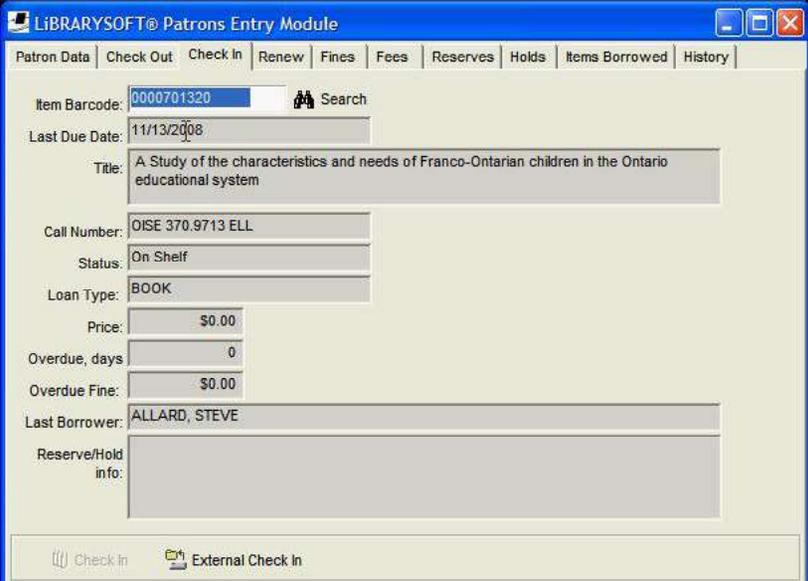
External CheckIn Button

Applies to a checkin that was done with a word processor. This could have been the case for textbook checkout done by a teacher at a computer without LIBRARYSOFT installed.

To view the history of items borrowed by the item click on the History tab. The date indicates when the status changed.



Date	Old Status	New Status	Item Barcode	Title
10/14/2008 11:11	Borrowed	On Shelf	0000701320	A Study of the characteristics and needs of Franco-Ontarian children in the Ontario educational system
10/14/2008 11:11	Lost	Borrowed	0000701320	A Study of the characteristics and needs of Franco-Ontarian children in the Ontario educational system
3/20/2006 9:00	Borrowed	On Shelf	0000727809	Battle for the trees
2/14/2006 9:00	Borrowed	On Shelf	0000727692	Temagami: the last stand
2/14/2006 2:27	On Shelf	Borrowed	0000727692	Temagami: the last stand
2/14/2006 2:27	On Shelf	Borrowed	0000727809	Battle for the trees



LIBRARYSOFT® Patrons Entry Module

Patron Data | Check Out | **Check In** | Renew | Fines | Fees | Reserves | Holds | Items Borrowed | History

Item Barcode: 0000701320 Search

Last Due Date: 11/13/2008

Title: A Study of the characteristics and needs of Franco-Ontarian children in the Ontario educational system

Call Number: OISE 370.9713 ELL

Status: On Shelf

Loan Type: BOOK

Price: \$0.00

Overdue, days: 0

Overdue Fine: \$0.00

Last Borrower: ALLARD, STEVE

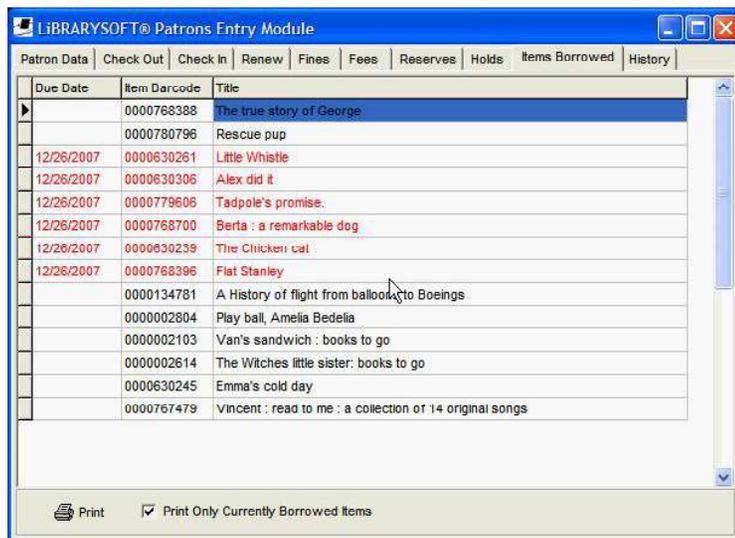
Reserve/Hold info:

Check In External Check In

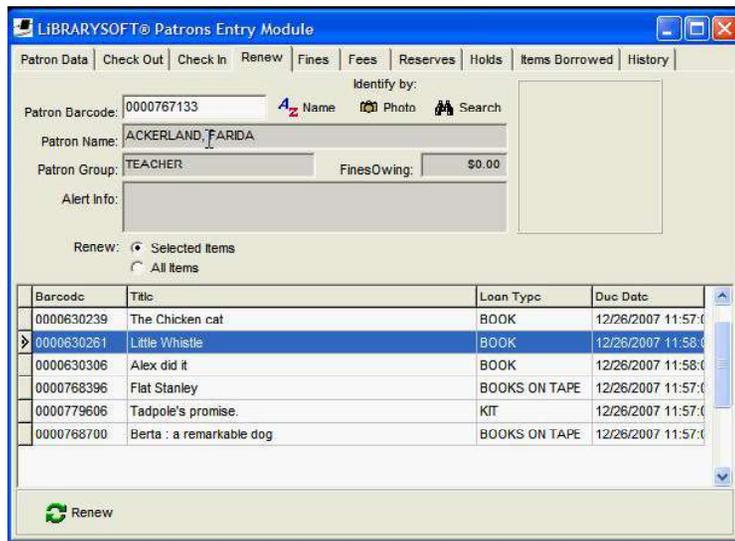
Items Borrowed

The Items Borrowed Screen displays items that have been borrowed, are overdue and items currently borrowed.

Text in red display indicates overdue, text in blue indicates items currently borrowed but not overdue and text in black indicates items borrowed and returned.



Click on any items you wish to renew and click on the Renew button. Note that if the All Items button is chosen all items would be selected.



Checking In and Out Remotely

You can use a barcode reader and a text file to create files of items checked in or out.

Checking out Externally

For a check out file use a portable reader and Word or Notepad. Wand in the Patron barcode number followed by the items checked out by that patron. Then wand in the next patron barcode followed by the items checked out by that patron. What should result is a column of barcode numbers. Save this file as a text file. Copy this file into the library computer and click on the External Checkout Button to process. A browse window will appear that lets you point to the text file you created.



Checking in Externally

For a check in file use a portable reader and Word or Notepad. Wand in the items checked in one after the other. What should result is a column of barcode numbers. Save this file as a text file. Copy this file into the library computer and click on the External Checkin Button to process. A browse window will appear that lets you point to the text file you created.



Checking in and out with a portable reader

To check out enter the patron barcode number followed by the items checked out by that patron. To check in you must wand in a barcode value of zero followed by any items that are to be checked in. If patrons check out after checking items in follow the regular procedure of entering the patron barcode number followed by the items they check out.

Putting Items on Hold

To add Holds or remove Holds click on the Hold tab.

Enter the barcode of the patron.

Search for or enter the barcode of the item you would like to place on hold. If you typed in the barcode number of the item rather than scanning or searching for the item then the Put on Hold button will appear. You can click on it or press the enter key to place the item on hold.

Barcode	Title	Item Status	Hold Until	Holds	Hold Date
0000176181	Character education : peacefulness	On Shelf		2	10/14/2008

A display of the item on hold will appear when the item is checked in or checked out.

Holds will automatically be removed once the hold period of the patron group the patron belongs to has passed.

The Patrons Holds Report (under the Report Icon-Circulation Reports) allows you to mail hold information, create a pdf or email the hold notice directly to your patron.

Putting Items on Reserve

Reserves are to be placed by Patrons that wish to limit the circulation of an item for a period of time. It could be to reserve certain books for a class to allow everyone access. Or, for a corporation that needs continuous access to the material for certain projects.

To place an item on Reserve first click on the Reserve Tab.

Click on the Search icon to find the item(s) you wish to put on Reserve.

Once you have found them you can select them and then either enter the date that the Reserve should begin in the date pulldown or click on it to bring up the Calendar and select the date.

To complete the Reserve process click on the Reserve button.

When the item(s) no longer need to be on Reserve simply click on the Un-Reserve button.

Barcode	Title	Item Status	Hold Until	Holds	Hold Date
2053	Character education : peacefulness	On Shelf		2	10/14/2008

Search Replace Patrons

As per the Catalog Search Replace for items this process also exists for patrons. Click on the icon will bring up the screen below.



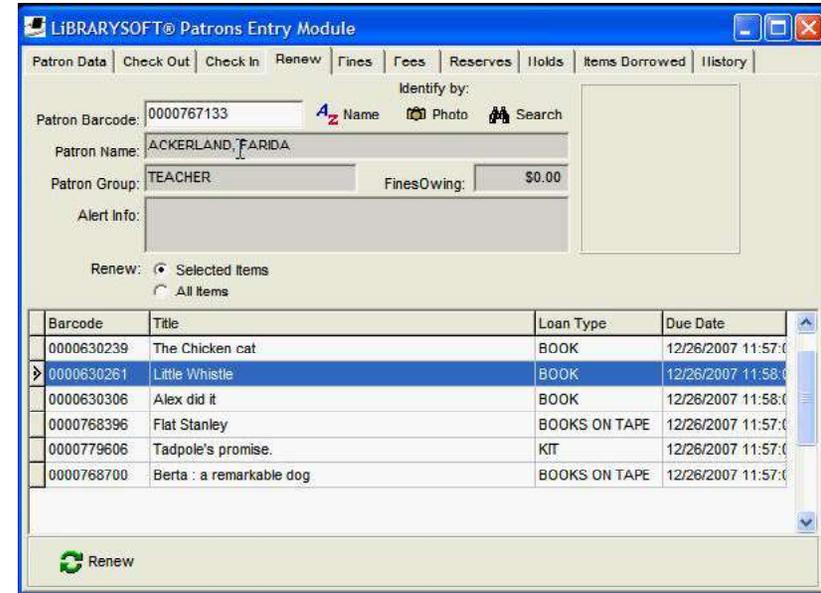
Click on the pulldown to select the field you would like to change data over. Enter the text that you wish to change and the new text and then click on the Replace button. An example would be to change the content of the Dept field with another name say as Grade 11 changing to Grade 12.

Note that if you are doing multiple grades start with the second from the top grade and work down. So if you were changing grades from 8 to grade 12 you would start with grade 11. Change the grades from 11 to 12, then do grades 10 to 11, 9 to 10, 8 to 9.



Renewing Items

Click on any items you wish to renew and click on the Renew button. Note that if the All Items button is chosen all items would be selected.



Allowing Overdues with Renewals

Click Setup > Options and select Parameters

Click on the Renew tab.

Click on the checkbox if you would like the library to be able to renew items that are overdue.

How often a Renewal can be applied to a Loan Group or Loan can be set within the Loan Types and Loan Groups Screens under the Options Icon of the Toolbar.



Items History

To view the history of items borrowed by the item click on the History tab. The date indicates when the status changed.

Date	Old Status	New Status	Item Barcode	Title
10/14/2006 11:11	Borrowed	On Shelf	0000701320	A Study of the characteristics and needs of...
10/14/2006 11:11	Lost	Borrowed	0000701320	A Study of the characteristics and needs of...
3/20/2006 9:00	Borrowed	On Shelf	0000727809	Battle for the trees
3/20/2006 9:00	Borrowed	On Shelf	0000727692	Temagami: the last stand
2/14/2006 2:27	On Shelf	Borrowed	0000727692	Temagami: the last stand
2/14/2006 2:27	On Shelf	Borrowed	0000727809	Battle for the trees

The Search Button allows you to search the History by Title or Barcode.

LIBRARYSOFT Patrons Entry Module

Patron Data | Check Out | Check In | Renew | Fines | Fees | Reserves | Holds | Items Borrowed | History | Payments

Date	Old Status	New Status	Item Barcode	Title
3/2/2020	Borrowed	Borrowed (08595)		Dubious deeds / Philip Ardagh ; illustrated by David Roberts.

Select Libraries

Field: Condition: Value to Search:

Print Search

Fines, Adding and Paying

To add fines click on the Fines Tab. This will bring up the screen to the right.

To add the fine information that you see on the screen you must click on the Add button. This will bring up the screen below.

If the Add and Pay buttons are not shown you will need to add those options to the Staff User by going to Setup > Administration > User Groups

Within the Add fine you can add fine information such as that within the screen below. A similar screen exists for paying fines.

Selecting a fine displays all the fine information.

Fines can be deleted and edited in case of errors.

Circulation

Patron Data | Check Out | Check In | Renew | Fines | Reserves | Holds | History

Identify by: Name

Patron Barcode: 23 Patron Name: Victoria Mason

Patron Group: VISITOR Fines Owning: 2.98

Alert Info:

Item Barcode: 2054 Price: 0

Title: Black Beauty

#	Fine to Pay	Fine Amount	Fine Paid
30	2.5	2.5	0
31	0.48	0.48	0

Call Number: Due Date:

Fine: 2.5 Fine Date: 11/8/2002 5:46:31

Amount Paid: 0 Reason: Torn cover.

Add Fine

Patron Barcode: 23

Patron Name: Victoria Mason

Item Barcode: 2054

Title: Black Beauty

Price: 0

Fine: 2.50

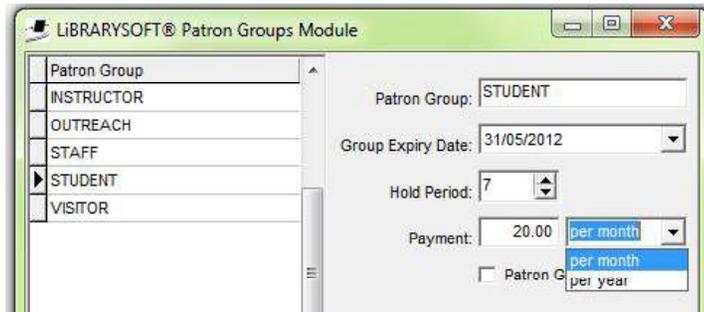
Amount Paid: 0.00

Reason: Torn cover.

Patron Fees

Some libraries charge fees monthly or annually. To set up library fees go to the Options icon on the Toolbar and choose Patron Groups.

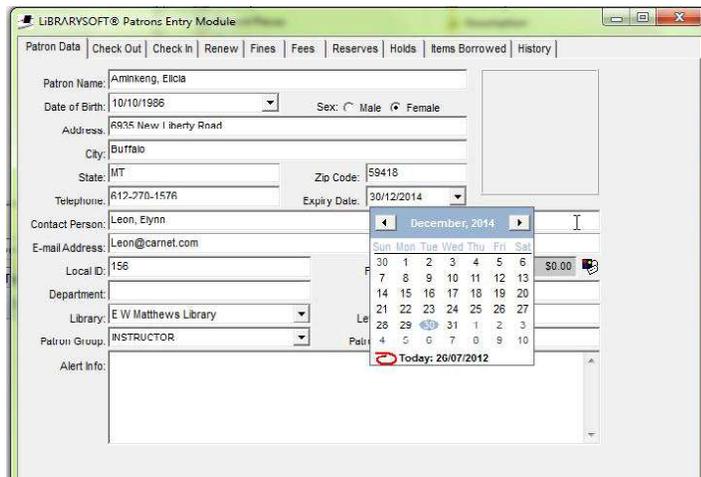
Select a Patron Group and assign a monthly or annual Fee for use of the library.



Paying Fees

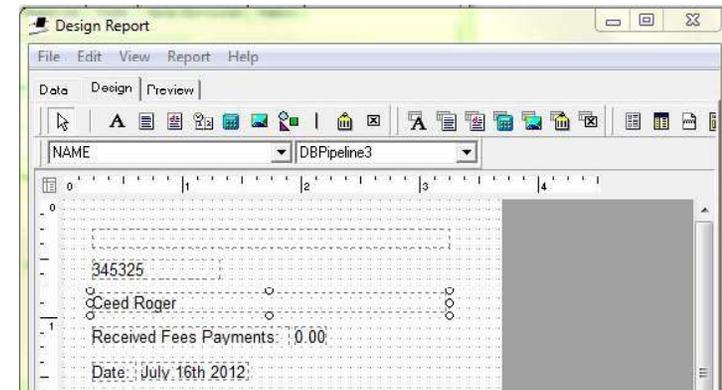
To pay the library fee Click on the Circulation Icon on the toolbar, click Patron Data and click on the icon to the right of the Fees Owing box.

Note that Fees are not fines but rather are the optional annual or monthly fees required to use the library. Not all libraries charge fees for use. Expiry can be set per patron group or individually



Modifying the Receipt

Clicking on the Design button allows you to modify the layout and presentation of the Receipt.



Allowing Renewals

Click on the Options icon and select Parameters

Click on the Renew tab.

Click on the checkbox if you would like the library to be able to renew items that are overdue.



How many Renewals

How often a Renewal can be applied to a Loan Group or Loan can be set within the Loan Types and Loan Groups Screens under the Options Icon of the Toolbar.

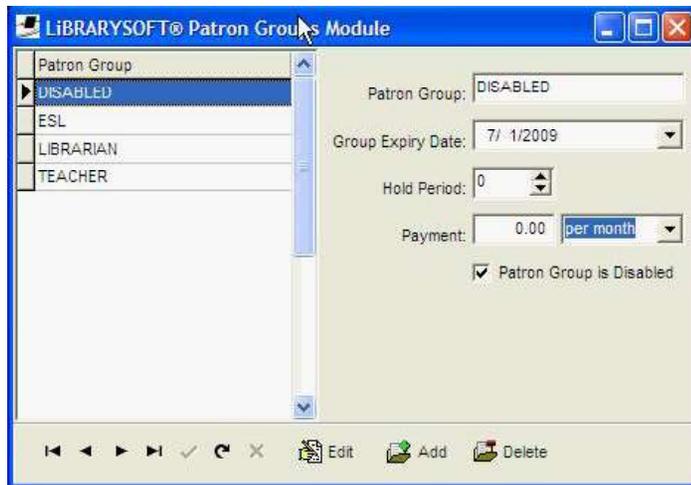
Disabling Access to a Patron

Setup > Options > Patron Group

Create a new Patron Group called Disabled (could be any name). Click on the Disabled Checkbox.

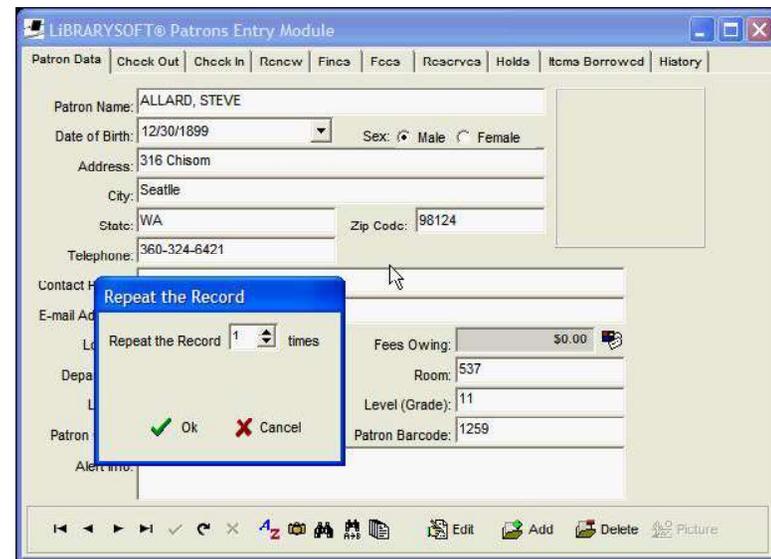
To prevent a patron from borrowing items, go to the Circulation Module, click on the Patron Data Tab, click on Edit.

Change the Patron Group of that patron to the new Patron Group



Repeating Patron Data

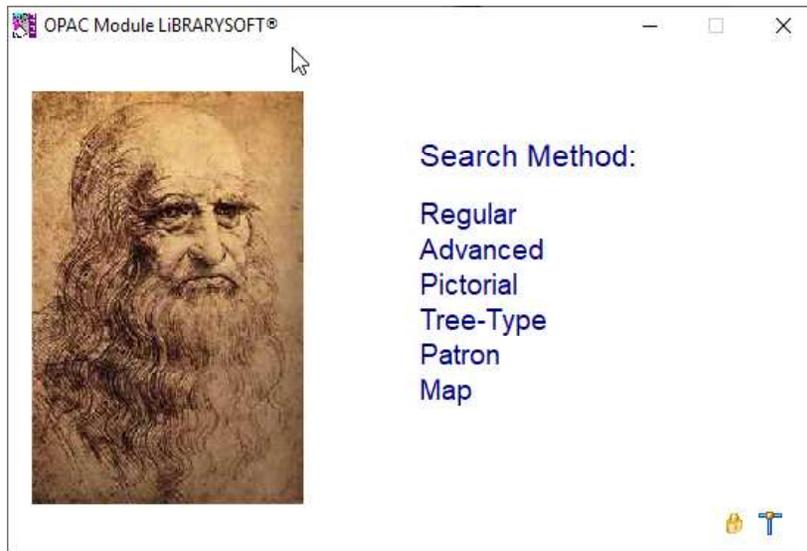
To save data entry time the Repeat Patron Button allows you to duplicate a patron entry. So if a family of five wished to join the library you could repeat the record of one person and then just edit the name on four of those records rather than re-typing the data five times.



Searching with OPACs

There are four different OPACs available with LIBRARYSOFT which can be used separately or at the same time. OPAC, OPACinternet/intranet, Kids OPAC, Kids OPACinternet/intranet. The great benefit of OPACinternet and Kids OPACinternet is that after installing on the Server no installation is required on the Workstations as they connect via a browser. Internet access is not required as it can treat the network as an Intranet.

1. Client Server OPAC - Includes Regular, Advanced, Pictorial, and Tree-Type searching. Plus LIBRARYMaP and Patron access.



2. Standard OPACInternet/Intranet Searching. Install on a server or web server for Intranet or Internet searching. No installation required on search stations, across the network or internet.

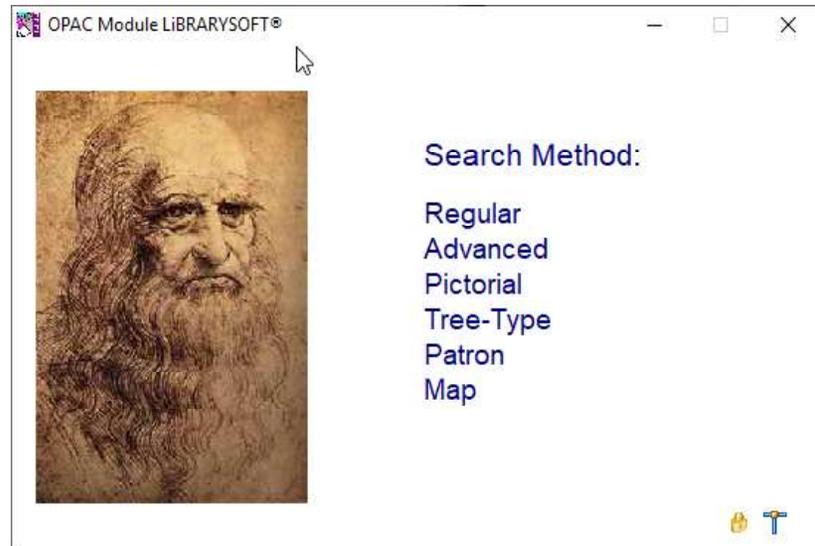


OPAC for Single Station or Networked Stations

OPAC can be accessed from the Toolbar but rather than allow your patrons access to the Toolbar it is better to simply create a shortcut from the OPAC file in the LIBRARYSOFT folder.

To create a shortcut right-click on the OPAC file within the LIBRARYSOFT folder and click on Shortcut. Drag the resulting shortcut onto the desktop screen.

Click on the Regular text to bring up the Regular search screen.



Use the pulldown to select the method of searching. Four options appear, you choose any one to search your data with the term entered.

Enter a search term to look for. Click on Everywhere if you would like all of the fields listed searched or click individually on the fields you would like searched.

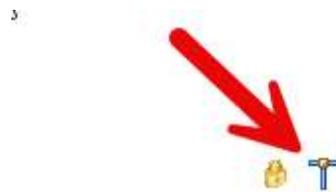
Use the Order by pulldown to order the resulting browse screen by almost any field.

A browse screen of hits appears. You can double-click on the item you wish to look at or click it once to highlight and click on the Details button. This brings up the same screen as that the data was entered into. Data displayed cannot be edited or changed.

Title	Author	Author 2	Subject	Subject
Magnets			Magnets	Magnetis
Magnets			Magnets	Magnetis
Magnets			Magnets	Magnetis
Magnets	Lauw, Darlene		Magnets	Magnetis
Magnets : the dragon's secret			Magnets	Magnetis
Magnets and sparks	Madgwick, Wendy		Magnets - Experiments	Electricit
Magnets and sparks	Madgwick, Wendy		Magnets - Experiments	Electricit
Magnets.	Nelson, Robin, 1971-		Magnets	Magnetis
More easy physics projects : magnetism, electricity	Feravolo, Rocco V		Physics - Experiments	Magnetis
Mudpies to magnets : a preschool science curriculu	Williams, Robert A		Science - Study and teaching	
Mudpies to magnets : a preschool science curriculu	Williams, Robert A		Science - Study and teaching	
Science experiments with magnets	Nankivell-Aston, Sally.	Jackson, Dorot	Magnetism Experiments	Magnetis
Science experiments with magnets	Nankivell-Aston, Sally	Jackson, Dorot	Magnets	Science
Science projects about electricity and magnets	Gardner, Robert		Science - Experiments	Electricit
Stuck on magnets : an integrated activity unit	Catherall, Ed		Magnets	
The Mechanical universe : gravity, electricity and m			Force and energy	Mechani
The Science book of magnets	Ardley, Neil		Magnets	
The science of electricity & magnetism : projects an	Parker, Steve.		Electricity - Experiments	Magnetis
The science of electricity & magnetism : projects an	Parker, Steve.		Electricity - Experiments	Magnetis
The science of electricity & magnetism : projects an	Parker, Steve.		Electricity - Experiments	Magnetis
What magnets can do	Fowler, Allan		Magnets	
What magnets can do	Fowler, Allan		Magnets	

Network Connection

Network button: This button will display the database connection screen so that you can install only OPAC on a work station and link it to the database without installing all of LIBRARYSOFT. (See network installs - refer to installs manual)



Advanced Searching

Click on the Advanced text to bring up the Advanced search screen.



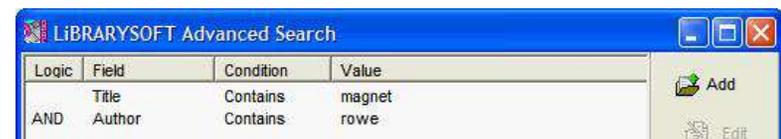
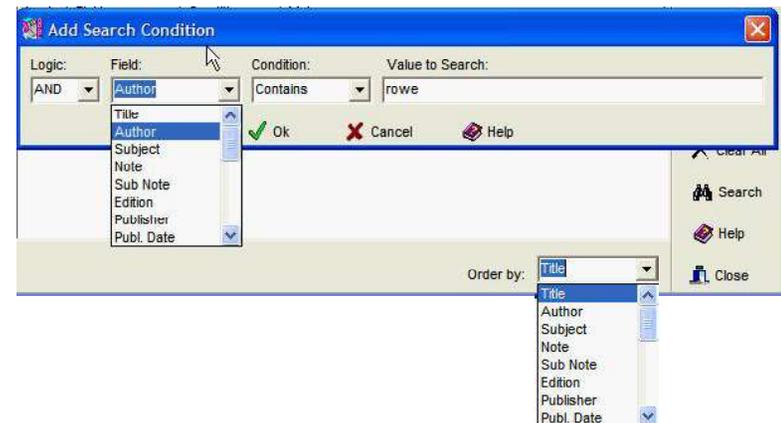
Click on Add to start a search statement.

The search screen allows you to modify three pulldowns. The logic, Field and Condition.

The results can be ordered by a wide range of fields.

Enter a search term to look for.

These conditional sentences can be layered to as many as you like. When you are complete click on the Ok button and then the Search button from the main screen to search.



Visual Tree Searching

Click on the Tree-Type text to bring up the Tree search screen. This is a very useful addition to LIBRARYSOFT's search capabilities. This function alone combined with the Catalog Module is worth far more than the regular price of LIBRARYSOFT. The depth capable will become more apparent as you use the subject pulldowns in the Catalog Module and this search screen. LIBRARYSOFT allows you to edit and create your own trees which could be used for any search related function including management hierarchy charts.

There is a great deal going on in this screen. The centre root of the tree is LIBRARYSOFT. The mouse passing over any leaf to the tree displays the subtrees of that particular leaf. In this case the mouse was moved over the Gardening box which then displayed instantly the subtrees and the image associated with the leaf.

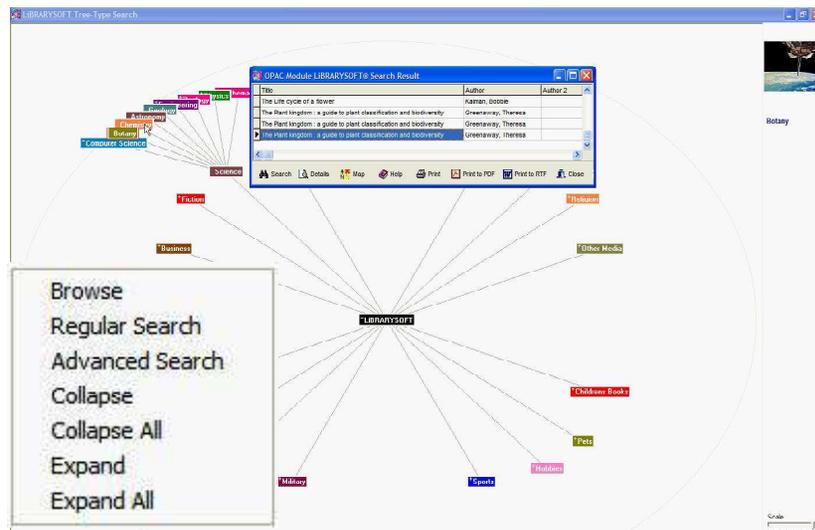
Search Method:

- Regular
- Advanced
- Pictorial
- Tree-Type**
- Patron
- Map

The Scale Trackbar allows you to increase and decrease the distance between items

The Centering Speed Trackbar lets you change the speed at which items move within the Tree display.

Double Clicking on any item will display any subitems moving the item more to the center. Another double click will collapse all the subitems.



To search you would just Right- Mouse click on any leaf of the tree. This will display the selection box beside the leaf.

Browse will display all items in the database with the leaf name as a subject.

Regular and Advanced Search as per usual.

Collapse will remove all subtrees attached to a leaf. **Collapse all** will remove all leaves displaying only LIBRARYSOFT in the centre.

Expand will display all subtrees attached to a leaf. **Expand all** will display all the leaves of the entire tree.

Dragging: Put your mouse on any leaf and hold the left button down. You will drag the entire tree pulling with the leaf you have chosen. This is very helpful in working with large trees.

Pictorial Searching

Pictorial searching is linked to Tree-Type Searching. The photos or icons attached to the leaves in the tree appear as icons here. The hierarchies follows that of the trees.

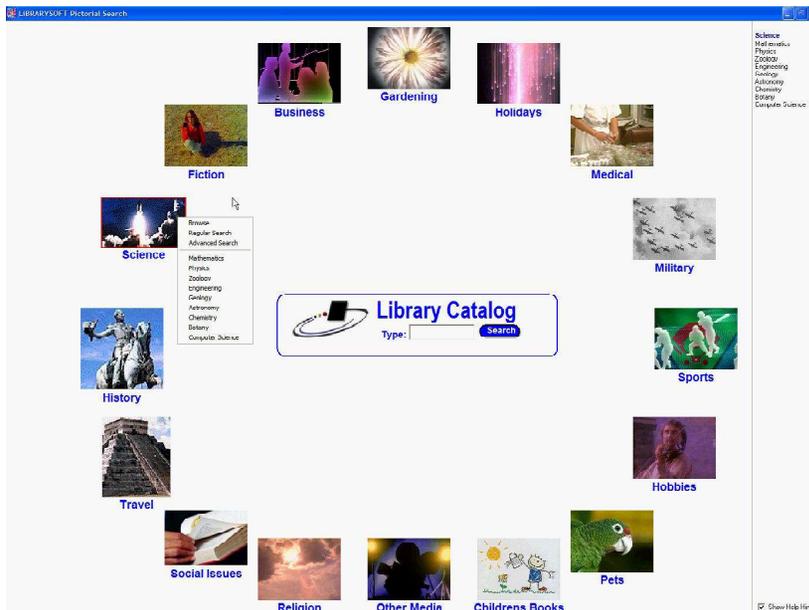


To search you would just Right- Mouse click on any leaf of the tree. This will display the selection box beside the leaf.

Browse will display all items in the database with the leaf name as a subject.

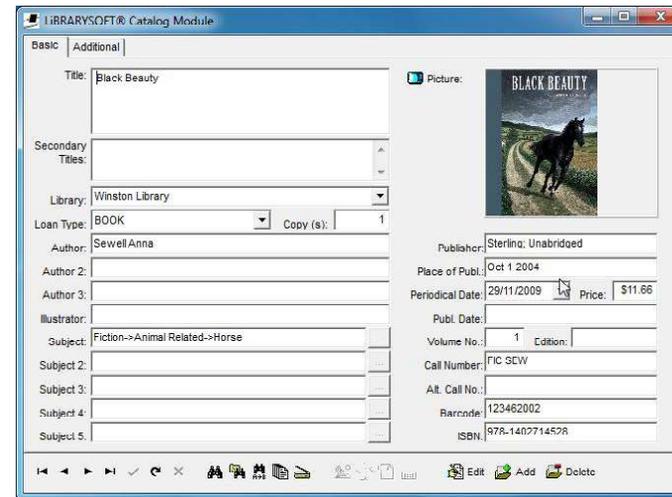
Regular and Advanced Search as per usual.

Double-clicking on an icon: Put your mouse on any icon and double-click. This will bring up the icons associated with the subtrees of the icon you clicked.

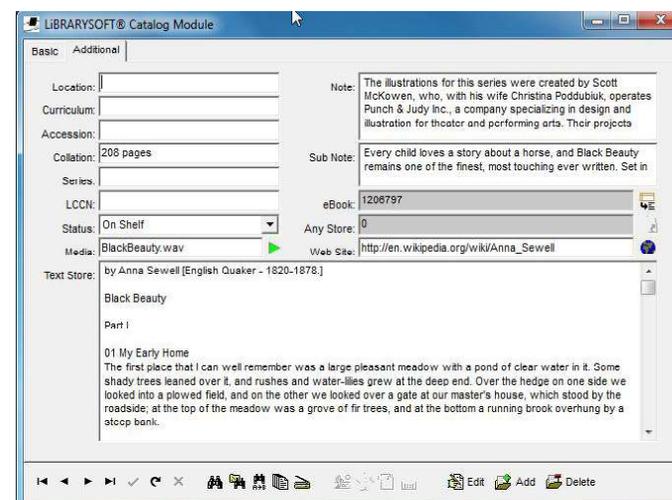


Using the Search Result

The two screens of the original entry appear. No fields can be edited or deleted. Clicking on the Picture button will enlarge any photo or website page that was attached. Clicking on Additional will bring up the second screen of entry.



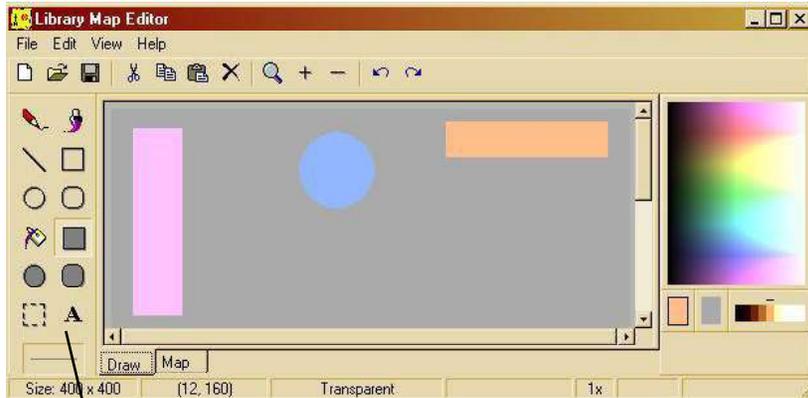
The Additional screen brings up TextStore (content of a website or large amounts of text) as well as other fields. To view any media that was attached click on the green play button to bring up the media player. To go to the website of the address entered click on the blue planet icon.



LiBRARYMaP Editor

The Map Editor screen lets you draw the shelving in your library.

Go to Setup > Options > Library Map Editor

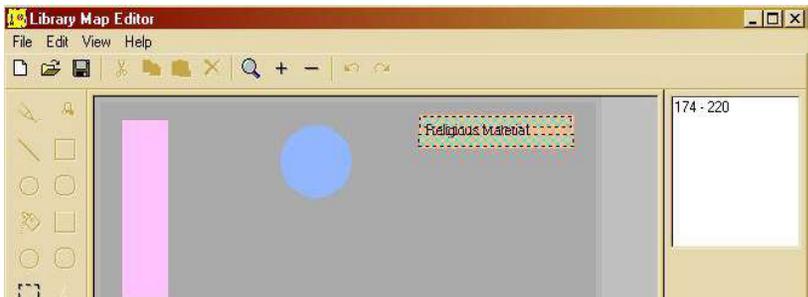


The A symbol allows you to enter in a name for the shelving.

To add a call number range that applies to a drawn figure click on the Map button.



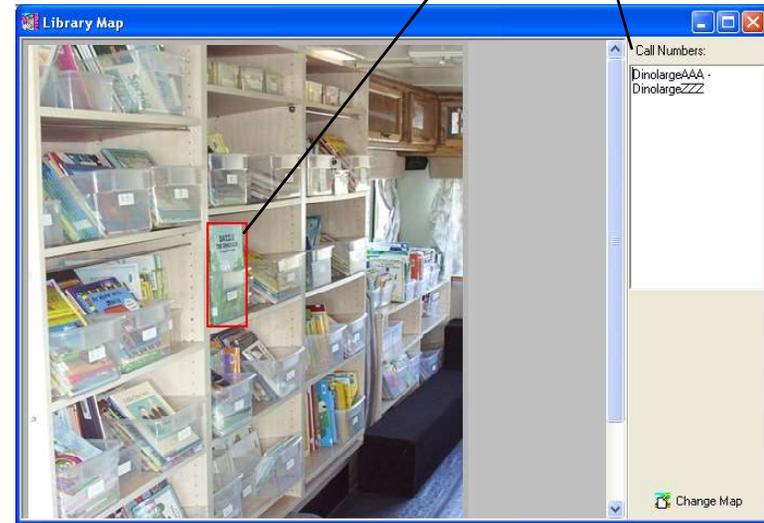
To draw the area of shelving that applies to the range click on the dotted line to enter a Call Number range.



To add a photo to your library map just use a graphic program to open your photo and under the edit menu of your graphic program click on copy. Now go to Library Map Editor and under the edit menu click on paste.

Using LiBRARYMaP

In the OPAC module your patrons would click on the Map icon to search using the Map program. Users can move through the map with a mouse and see call number ranges displayed. Or, in any search a map icon is displayed that will show the location of the item searched for.



OPACinternet/intranet

This Module allows Staff and Patrons to search from across the internet if it is used on a Server with a Static Web address. It can also be used on a network with no Internet access by treating the Network as an Intranet. Or it can be installed and used on a single station with no Internet access.

To Start OPACinternet please go to the OPACinternet Folder within the LIBRARYSOFT 12.0 Folder and right-click on OPACinternet.exe selecting Run as Administrator.

Several fields can be Edited.

The Port number to be entered, it must be different from the one used

The name of the Library can be edited.

The Charset can be changed to allow for Multiple Languages.

Renews from OPACinternet can be allowed or blocked.

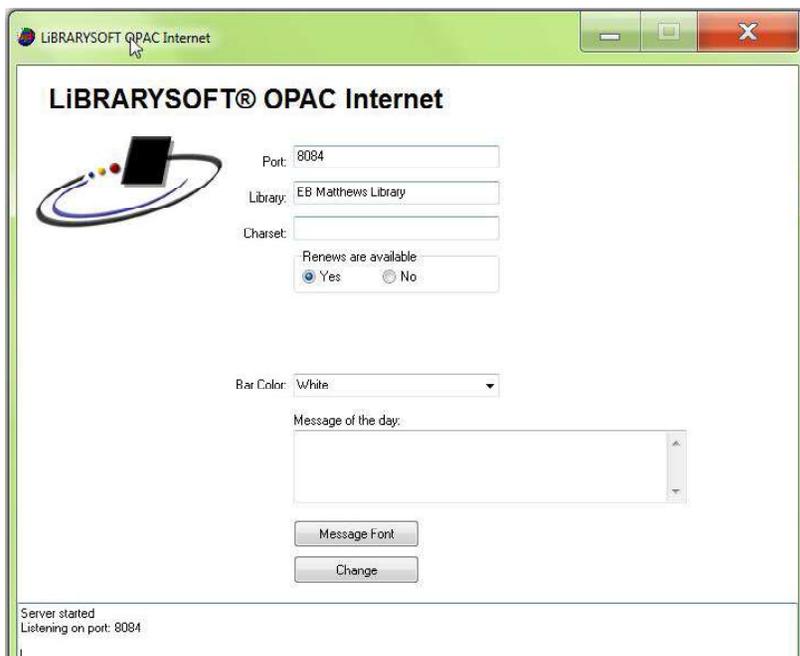
The color of the Bar in OPACinternet can be chosen.

A message can be entered to appear when the application starts such as "All books must be returned to the Library by Friday."

The font of the message can be changed.

The Change button is used to save the changes.

Double-click on librarysoft icon to bring up a browser on the computer.



Patrons can access the Search screen from any computer networked to the computer acting as the server. It's uses the Static IP of the Server and the Port number.

The Help button provides directions for use of the application but most of the functionality is fairly straightforward.

The website of Library and the Contact Page of the library can be accessed by patrons.

A logo image can be put at the upper left of the screen. The logo file must be put into wwwroot folder which is in OPACinternet folder of LIBRARYSOFT 12.0.

The OPACinternet.ini file must have the name of the logo.

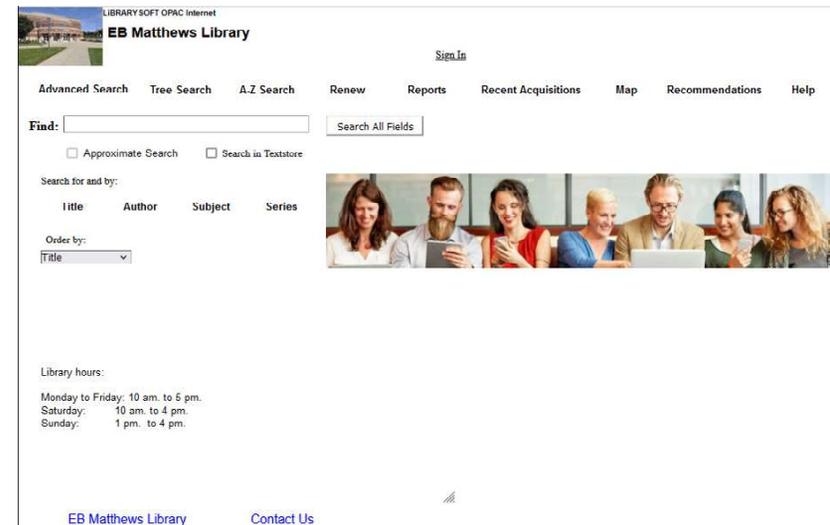
You can open this file using Notepad or any word processor.

The line below must be in place.

CustomLogo=home_logo.jpg

An Image can also be added, store the image in the Files folder within the OPACinternet folder.

The image file must have the name: MainImage.jpg



Search Results allow Patrons to select the item.

Image	Title	Author	Subject	Rating	Series	Call Number	Copies	Loan Type	Location	Status
	A field guide to western birds: a complete, easy-to-use guide to field marks of all species found in North America east of the 100th meridian and north of Mexico, land and waterfowl by Roger Tory Peterson. Maps by Virginia Marie Peterson.	Peterson, Roger Tory, 1906-	Birds - W (U.S.)		The Peterson field guide series	99-2276	1	BOOK HARDCOVER	035514245 (pbk.)	On Shelf
	African elephants / by Roland Smith : photographs by Gerry Ellis.	Smith, Roland, 1931-	African elephants - Juvenile literature.		Early non nature books	99-6106	1	BOOK HARDCOVER	062233066 :	On Shelf
	And no birds sang /	Mowat, Farley,	World War, 1939-1945	4.7(3)		NF 950.54 Mow	1	BOOK HARDCOVER	031694951	On Shelf
	Darkness settles / by Darlene Deacon; pictures by J. Washburn Haggisholm.	Deacon, Darlene,	Northern owls - Juvenile literature.			99-8	1	BOOK SOFTCOVER	066206640 :	On Shelf
	Birds in your backyard : system and illustrated by Barbara Henken.	Henken, Barbara,	Birds - Juvenile literature.		A shrike's nature with children book.	99-8	1	BOOK SOFTCOVER	158469027 (hardback) 158469028 (pbk.)	On Shelf
	Birds of prey / Wilbur Smith.	Smith, Wilbur A.	Pirates - Indian Ocean - Fiction.		Courtesy #1	025	1	HEAVY TAPE	0312131910	On Shelf
	Cordials, rubens, and other birds / by George S. Foster - illustrated by Patricia Higgins.	Foster, George S.	Birds - Juvenile literature.		A Golden juncos guide.	99-8	1	BOOK SOFTCOVER	0307144217	On Shelf
	Disarm the bomber John R. Hixon and James Shannon.	Hixon, John R.	Talking books.				1	BOOKS ON TAPE	0339941932	On Shelf

The Rating/Review displays an average of Ratings followed by the number of Reviews. Patrons can enter a review by entering their barcode number and the last 4 digits of their telephone number.

Mowat, Farley.	World War, 1939-1945	4.7(3)
	Northern owls	

Add Review

Rating (1 to 5):

Review:

Review Tab of Catalog in LiBRARYSOFT or LiBRARYSOFTWeB.

EB Matthews Library

Back Next Prior Hold Library Card Extra Subjects **Reviews** Search

Basic Reading Level Text Store Additional Media

Title	And no birds sang/
Author	Mowat, Farley.
Status	On Shelf
Subjects	World War, 1939-1945 Personal narratives, Canadian. Soldiers Canada Biography.
Edition	

17453
BOOK HARDCOVER
Vol: 1 Copy: 1
NF
950.54
Mow

Using the Search Result Screen

EB Matthews Library

Back Next Prior Hold Library Card Extra Subjects Reviews Search

Order by: Title Author Subject Series

Basic Reading Level Text Store Additional Media

Title	Cat's eye / Margaret
Author	Atwood, Margaret, 1939-
Status	On Shelf
Subjects	Women painters - Fiction. Friendship - Fiction. Girls - Fiction. Fictions. Girls.
Edition	
Published	New York : -1988 Doubleday.

10018
BOOK, HARDCOVER
Vol: 1 Copy: 1
813
.54

Home EB Matthews Library Contact Us

Basic Reading Level Text Store Additional Media

Detail Screens can be selected by clicking on the Info Bar.

Basic Screen

Reading Levels

TextStore

Additional

Media

OPACinternet/intranet

The OPACInternet/Intranet Module can be used by your patrons to search from across your network by treating it as an intranet using the Static IP address of the Server. If the Library has a Web Static IP address your patrons can search from the Internet.

Synchronize Remote Database

The SYNC program can be used to update your data file on our servers directly or automatically.

The SYNC program is accessed by going to the Admin Icon of the Toolbar.

You will need the following information from LiBRARYSOFT Support in order to fill in the SYNC screen. Please email or Telephone LiBRARYSOFT Support.

Host ip address
Port number
Database Name

You can then choose to Synchronize the data file immediately by clicking the Synchronize Database button or you can click on the Check box and have the file updated automatically daily.

Note that your computer will need to be left on in order to automatically SYNC.

The Remote Database option is to be used for Libraries that are using LiBRARYSOFTWEB. It will allow changes entered by LiBRARYSOFTWEB be added to the LiBRARYSOFT data file.

Libraries that have not used Synch before will need to send a copy of their data file to our staff

The dialog box is titled "Synchronize Remote Database". It has two main sections: "Remote Connection" and "Options".

Remote Connection:

- Host: 99.199.78.13
- Port: 443
- Remote Database Name: (Please Contact LIBRARYSOFT for port number, database name and Host IP address)
HTC

Options:

- Synchronize Remote Database Every Day at:
7:56:24 PM
- Synchronize Remote Database from Computer Database
- Synchronize Computer Database from Remote Database
- Synchronize tables:
 - Catalog
 - Patrons
 - Holds

Buttons at the bottom: "Synchronize Database" and "Help".

Printing Labels

Click Reports > Labels

Click on the pulldown to display the labels and click on one to select.

The dialog box is titled "Print Labels". It features a list of label forms under the heading "Identify Form:". The list includes:

- Item Barcodes 1 Avery Columns 3
- 2 Spine Labels BRODART 55359 Height 1 1/2" Width 1 7/8" Columns 2
- Shelf list Author Card 3" by 5" Columns 1
- Shelf list Title Card 3" by 5" Columns 1
- Shelf list Subject1 Card 3" by 5" Columns 1
- Shelf list Subject2 Card 3" by 5" Columns 1
- Shelf list Author Card Avery Columns 3
- Shelf list Subject Card Avery Columns 3
- Shelf list Title Card Avery Columns 3
- Patron Card Label Avery Columns 3
- Call No Author Avery 5267 Columns 4
- Item Barcodes 1 Avery Columns 3
- Patron Barcodes 1 Avery Columns 3
- call number label
- 56 SPINELBL
- test label 2006
- novel study labels
- testlabel
- labels

Although you can print Labels over a range by many different fields it is usually more useful to select an order and later specify a range if necessary.

The dialog box is titled "Print Labels". It features a list of label forms under the heading "Identify Form:". The list includes:

- ItemBarcodes Avery5160

Below the list, there are fields for "Select:", "From", and "To". The "Select:" dropdown is set to "Barcode".

Below that, there are fields for "Order By:" and "Barcode". The "Order By:" dropdown is set to "Barcode".

At the bottom, there is a toolbar with icons for "Print", "Print to PDF", "Print to RTF", "Design", "Add", "Delete", and "Save to File".

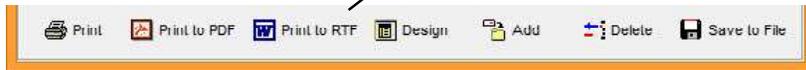
Clicking on the print icon does not print the item directly. It sends it to a preview screen that allows you to define a range within the preview screen; page range, current page or all pages.

Note that the order of Barcode is not the same as the order by Barcode number as the former is an alpha ordering and the latter is numeric.

Printing Options

You can print Labels directly to the printer after viewing a preview or send it to a Pdf file or print to Word file. If your Library does not have Word you can use Wordpad which is included with all Windows PC's. Or you can download Open Office and use their free open source word processor.

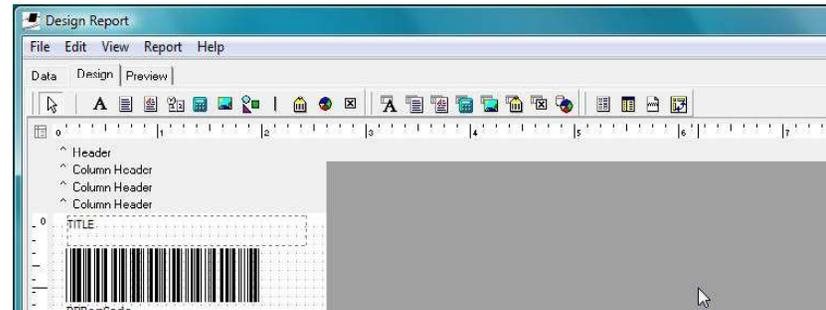
To provide greater versatility particularly when printing only a few labels within a sheet you can send the print to an .rtf file (word) and edit the sheet in Word or wordpad prior to printing.



Changing the Label Layout

To edit the layout and content of the label click on the Design Tab.

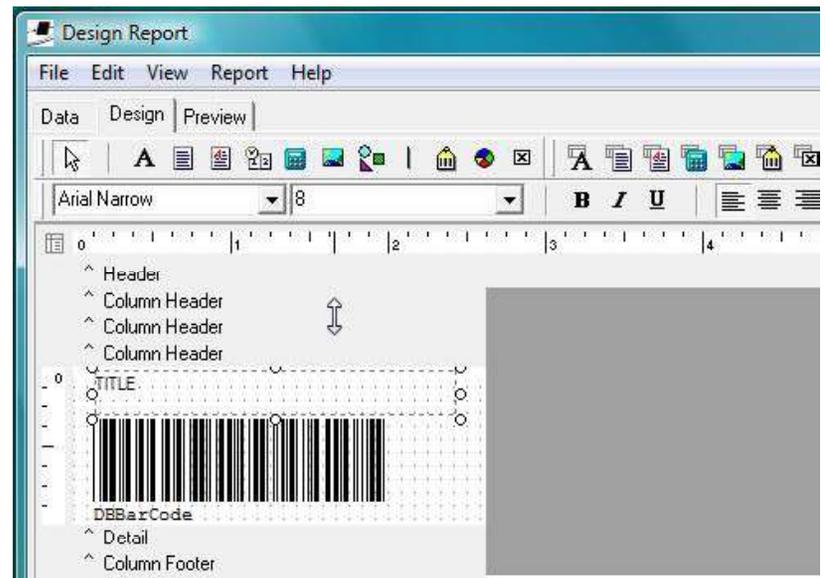
To turn on full editing capability click on the View menu click on Toolbars and check the Format and Edit options.



Now you can edit the content of the screen. Note that you may need to expand your screen to the right to see the new box that appears if you click on a field.

Note that the font and font size can be changed by pulldowns.

Clicking on the Preview Tab will display a printable screen.

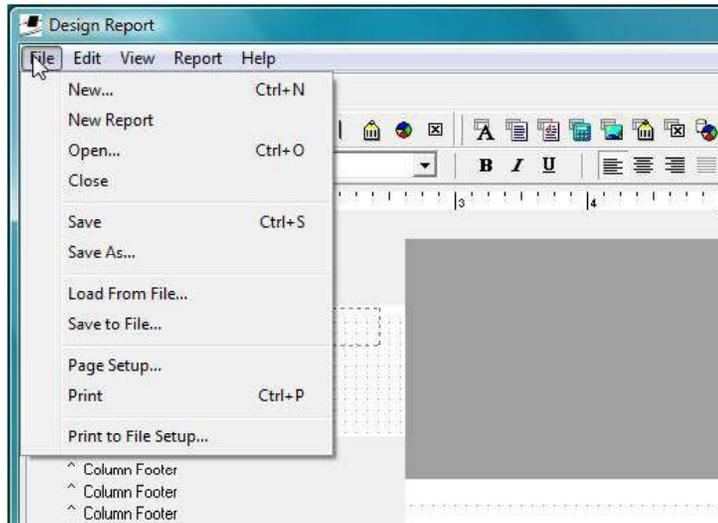


Margins and Tabs

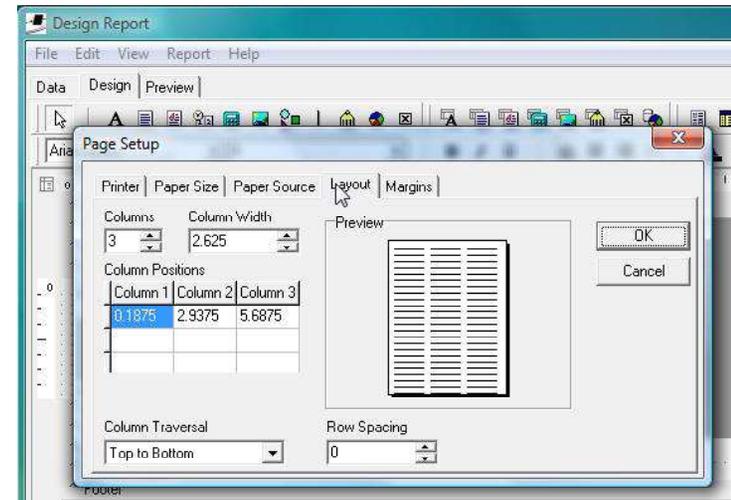
To further tweak the layout of a label you can affect the margins and column sizes.

Click on Design > File menu.

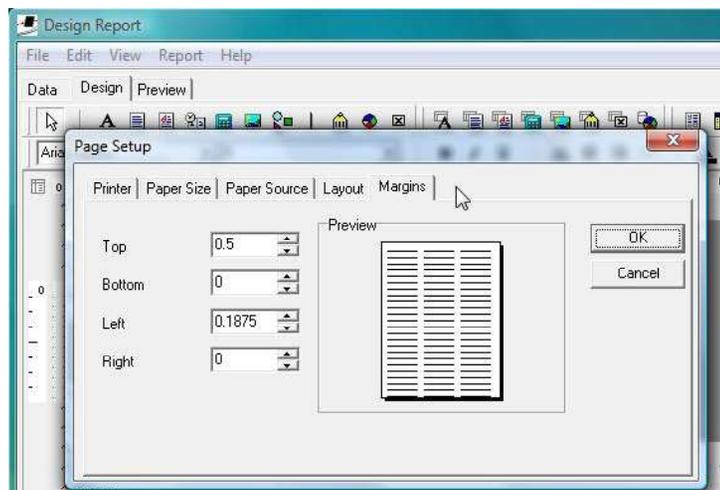
Choose Page Setup



Click on the Layout tab to change the column sizes.



Click on the Margin tab to alter the Margins.



Spine Labels -auto indent

The Spine labels and Shelf list labels display the Call numbers in an auto-indented format. The indenting occurs when a space has been placed in the call number.

Example: 484.2 CLE will print with an indentation since there is a space between the 2 and C

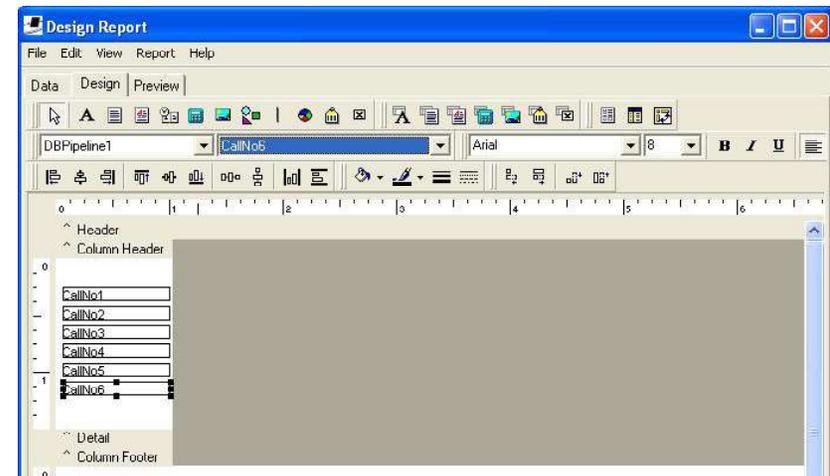
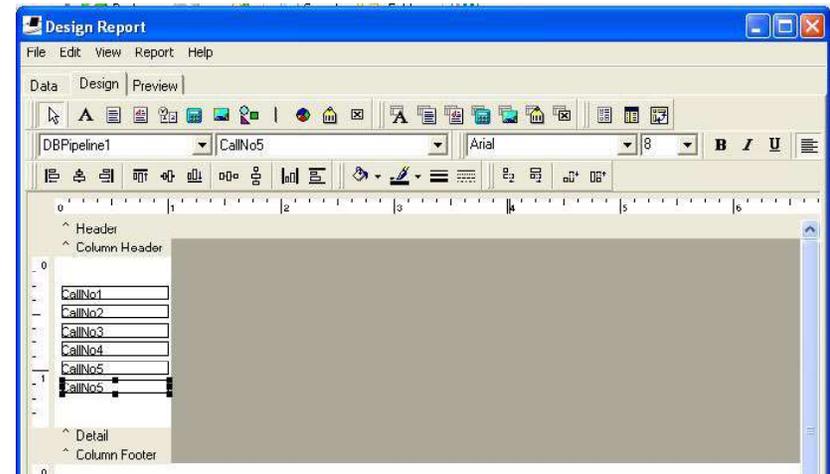
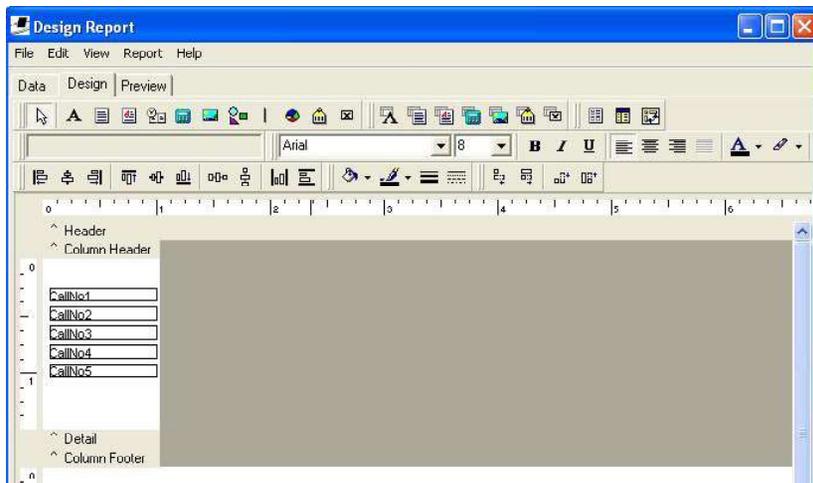
484.2
CLE

The default is to provide 5 lines of call number information.

If you require 6 lines of Call number information please do the following:

Open the label/report you wish to modify
Click on the CallNo5 field (note it could be any field).
Click on Copy under Edit
Click on Paste under Edit
Move the new field into position
Click on the field pulldown and select CallNo6.
Under the File menu Select Save As and name your new label or change the existing one by using the same name.

If a new name has been used the Save will list the new label under label pulldown that appears when you click on the label icon.

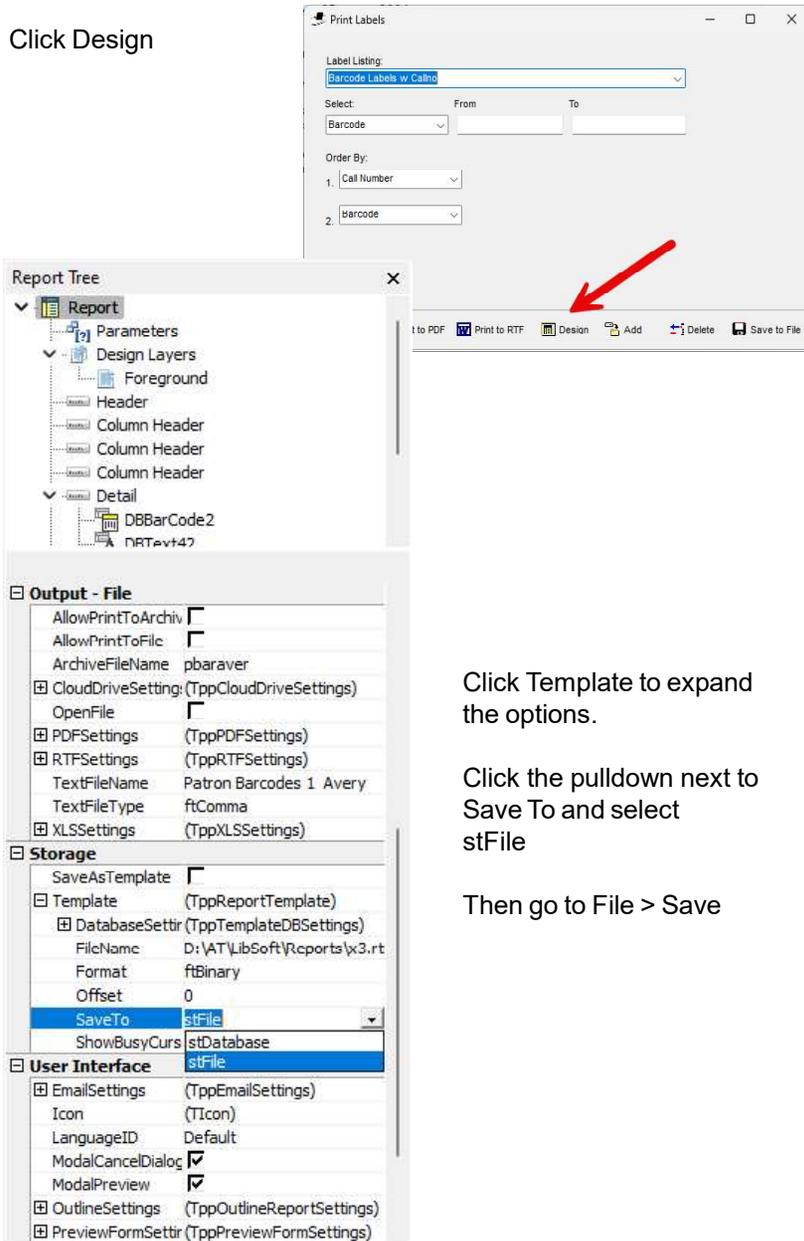


Saving Labels/Reports to a File

The process below is for Reports > Labels

Select the Label you would like to save to a file.

Click Design

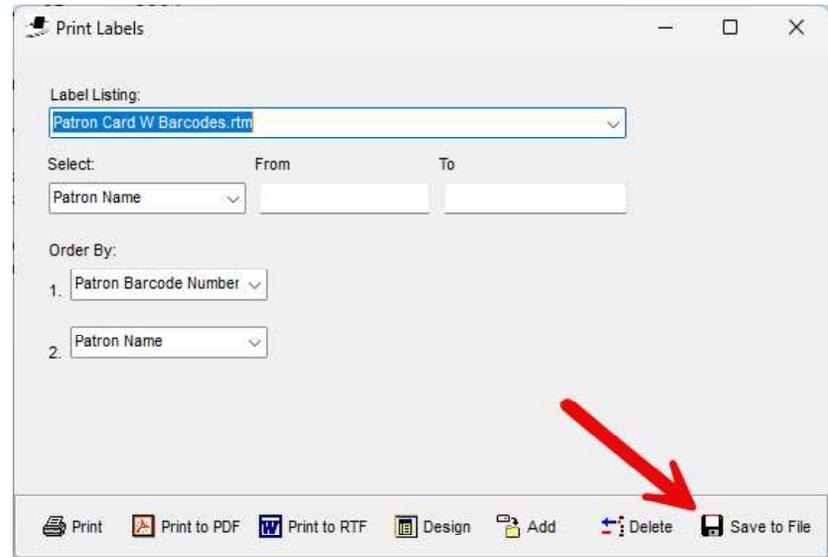


Click Template to expand the options.

Click the pulldown next to Save To and select stFile

Then go to File > Save

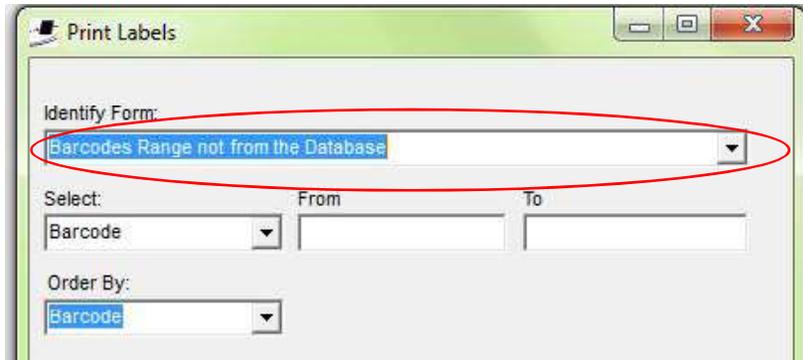
To save the Label as a file close the Design screen and click Save to File.



Printing Barcode Labels

Before Item or Patron Entry

Select this label option to print barcode labels before the data has been entered. You only need specify a range and print. Printing in a range that matches the number of barcode labels on a sheet is always a good idea. So if there are 30 labels on a sheet you may wish to print a range of 1 to 60 if you wanted around that number so as not to waste labels.

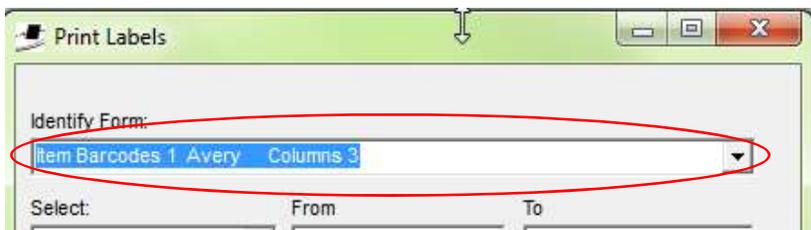


After Item or Patron Entry

A common way to get data in quickly is to use the AutoCataloguing module to acquire say 30 records if there are 30 labels on a sheet of labels and then print that sheet of labels. The title appears on the label so they are easy to match to the appropriate item.

The simplest way to print is to leave the range from and to blank, Choose order by Barcode Number (not Barcode unless you need an ordering by alphabetical).

A preview of the print screen will display on the screen. You can move back and forth through the pages if you have already entered and printed some items.



Using Reports

Click the Reports button



A very useful report for getting a general snapshot of the database is System Statistics from Administration Reports



Number of Items:	17207
On Loan:	1385
Overdue:	1383
On Reserve:	0
Number of Titles:	13331
Number of Copies:	3876
Lowest Barcode:	3
Highest Barcode:	123460334
Number of Patrons:	1921
Fines Owing:	0
Last Month Items Borrowed:	0

✓ Ok

This information also appears on the front screen when LiBRARYSOFT Version 12 starts.

Patron Reports

Select Patron Reports by choosing the Reports > Circulation Reports > Patron Reports



Two different layouts are available for Patron Reports. Condensed and Short.

Select Short

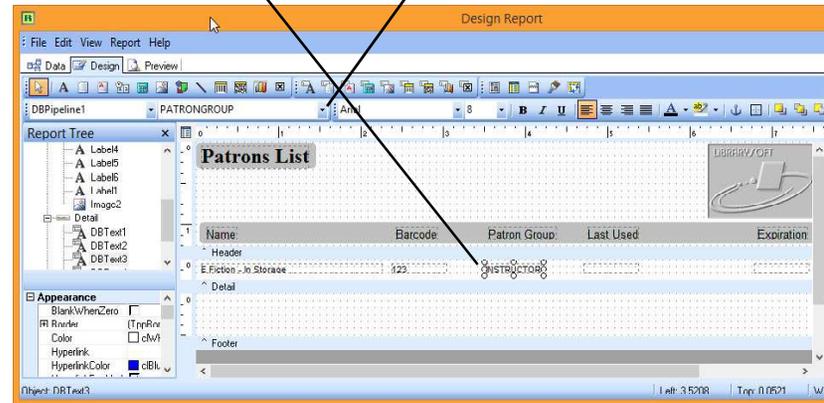
Click on the Design button

You can send the Report to the Printer, to a Pdf or to a .rtf file (word, wordpad, notepad).



This report displays the field names at the top and the content below.

Clicking the Field will display the Field selector.

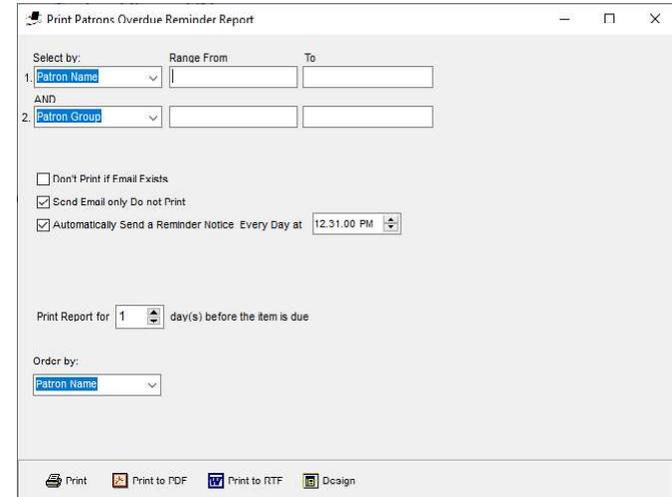


The selection pulldown that will allow you to change the fields.

Save changes under the File menu.

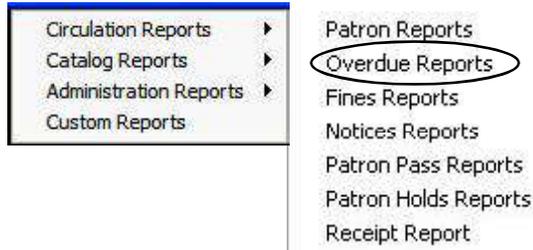
Reminder Report

This Report allows staff to send Patrons Reminders when Items are due.



Overdue Reports

Reports > Circulation Reports > Overdue Reports.



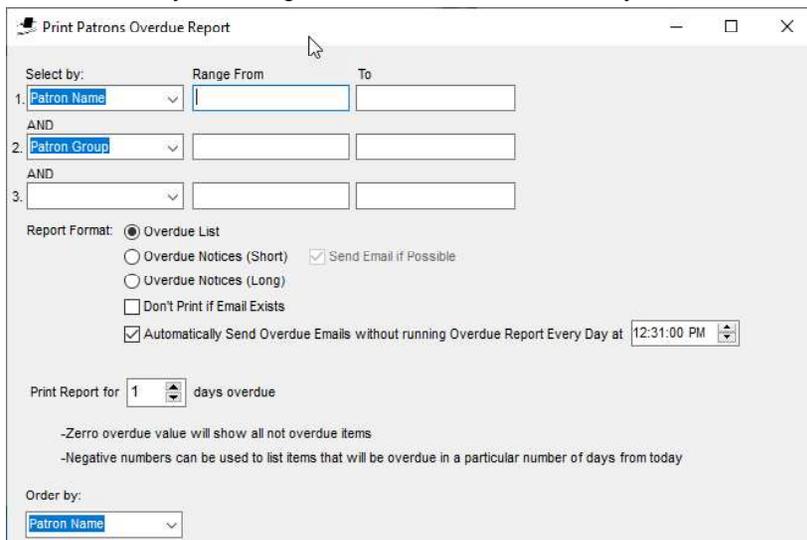
Overdue reports can be printed out as a list or sent as a notice. By clicking on the Don't print if email exists you can avoid unnecessary printing.

Note that label cost can be saved by lining up the address of the patron so that you can use envelopes with a clear address section on the envelope.

The Order By pulldown is extremely useful as it can make the Range from unnecessary for most printing.

If you select an Order by say Room or Level you can group the printout for your patrons so that they can be easily distributed.

The Days Overdue selector allows Staff to Report on Items before they are Overdue by choosing a minus value such as -2 days.

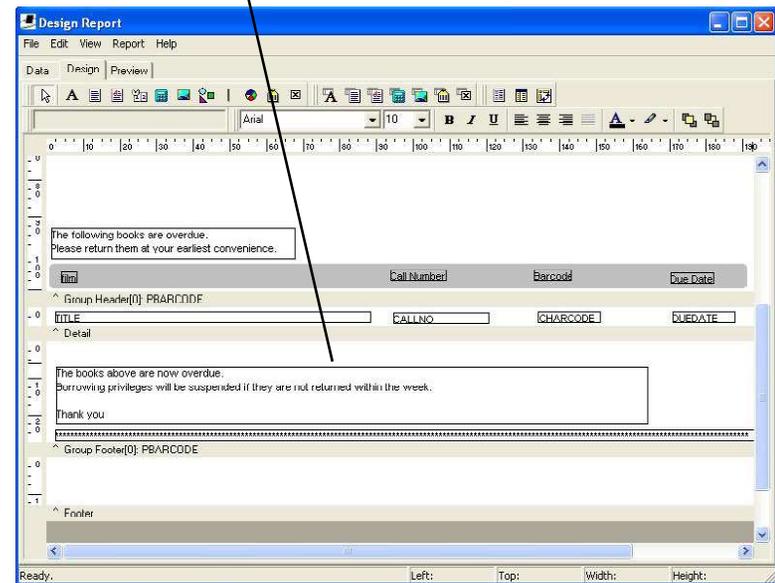


Modifying Overdue Notices -Short and Long

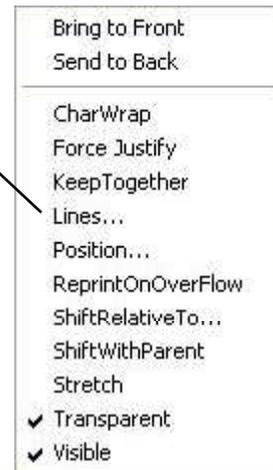
Text can be modified within an Overdue Notices reports.

Click on the Design Tab

Right-click on the Textblock you want to modify



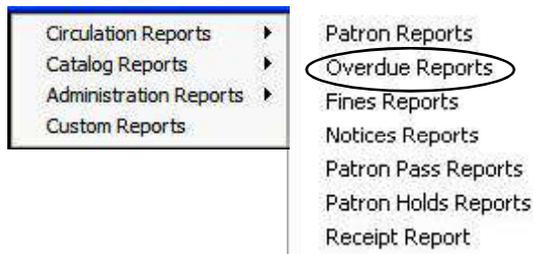
Click on Lines



Change the text
Go to File and click on Save.

Fine Reports

Select Reports > Circulation Reports > Fine Reports.

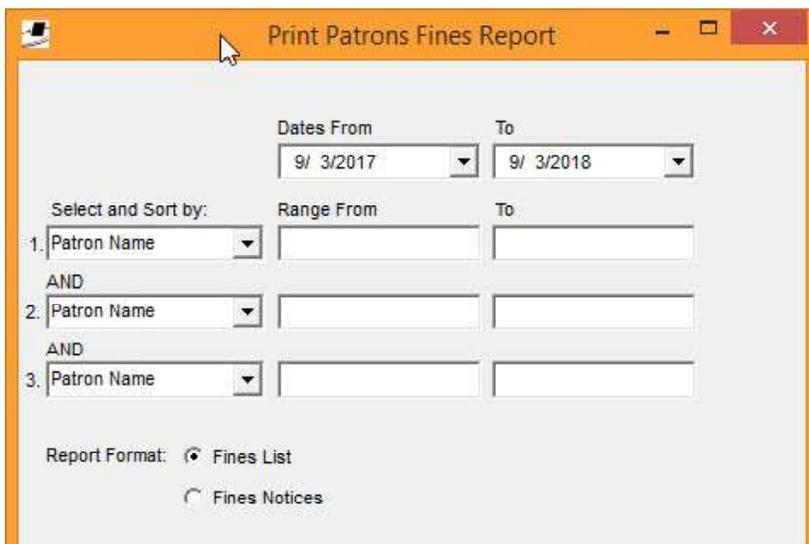


Note that in order to charge overdue fines you must have set up fine amounts and periods over which patrons would be charged in the Loan Type and Loan Group Entry Screens (Setup > Options > Loan Type, Loan Group).

The Select and Sort by allows you to restrict a range for printing. The Range From and To assume a less than and greater than range. Note that Capital letters have a different order than lower case. For example the Range From Pic to Piz is not the same as pic to Piz and a different result will occur.

The Print Icon does not print immediately. It displays a preview screen that permits you print all pages or list a page range.

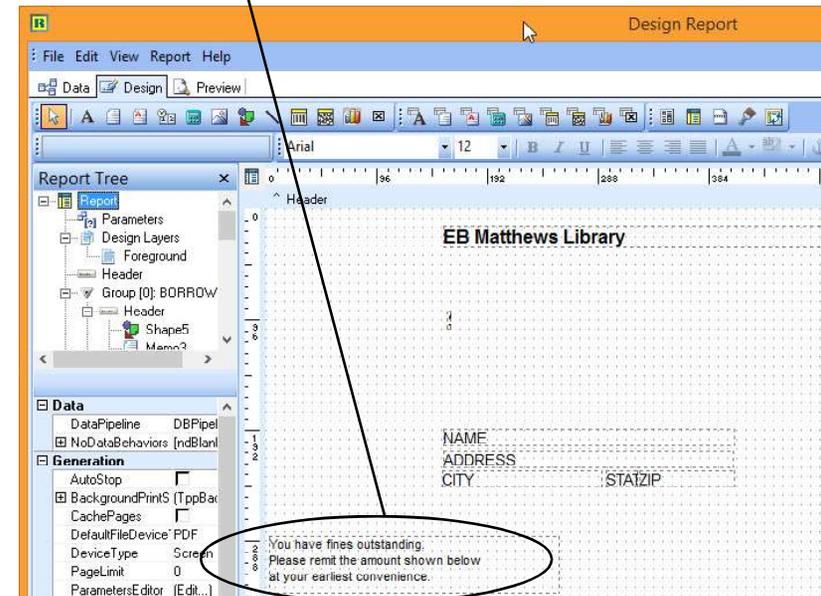
Fines can be displayed as a list or as a letter.



The Fines List report displays the items that fines apply to, an explanation for the fine and a sum of all fines owed.

To modify the layout and to change the fields displayed click on the Design Button. To edit fields click on the View menu of the Screen that appears and select Toolbars, choose Edit. Now when you click on a field the name will appear below Data Design Preview, use the pulldown to change fields.

The Notice Text in Fines Notices can be edited by right-clicking within the text and selecting Lines. Go to File > Save to save changes.



Notices Report

Select Reports > Circulation Reports > Notices Reports.



The Notices Reports allows you to send a notice to all of your patrons or only a select range by using the Select by options.

To modify the layout and to change the fields displayed click on the Design Button. To edit fields click on the View menu of the Screen that appears and select Toolbars, choose Edit. Now when you click on a field the name will appear below Data Design Preview, use the pulldown to change fields.

Once you begin typing in the Notice Text the Save Notice button goes live. You can save the notice so that it can be used in the future again.

A screenshot of a dialog box titled 'Print Patrons Notices Report'. It features a 'Select by:' section with three rows, each containing a dropdown menu (all set to 'Patron Name') and two empty text boxes labeled 'Range From' and 'To'. Below this is a 'Report Format:' section with radio buttons for 'Short Notices' and 'Long Notices' (selected). There are also checkboxes for 'Send Email if Possible' and 'Don't Print if Email Exist'. A 'Notice Text:' field contains the text: 'Please attend the Annual library meeting on November 14, 8pm. The meeting will discuss fund raising and increasing the number of volunteers that work at our wonderful library.' At the bottom, there is a 'Recent Notices:' dropdown and a toolbar with icons for 'Print', 'Print to PDF', 'Print to RTF', 'Design', and 'Save Notice'.

Patron Pass Reports (Library Cards)

Select Reports > Circulation Reports > Patron Pass/Library card.



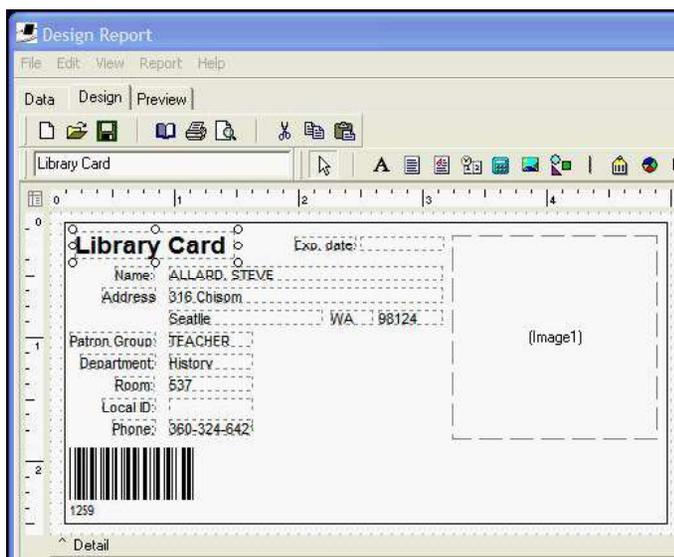
The Patron Pass Report (Library Card) allows you to print library cards in two pre-defined sizes. Note that these are templates and you can modify the size to best your requirements.

Clicking on the Design button will display the layout and fields used in the card.

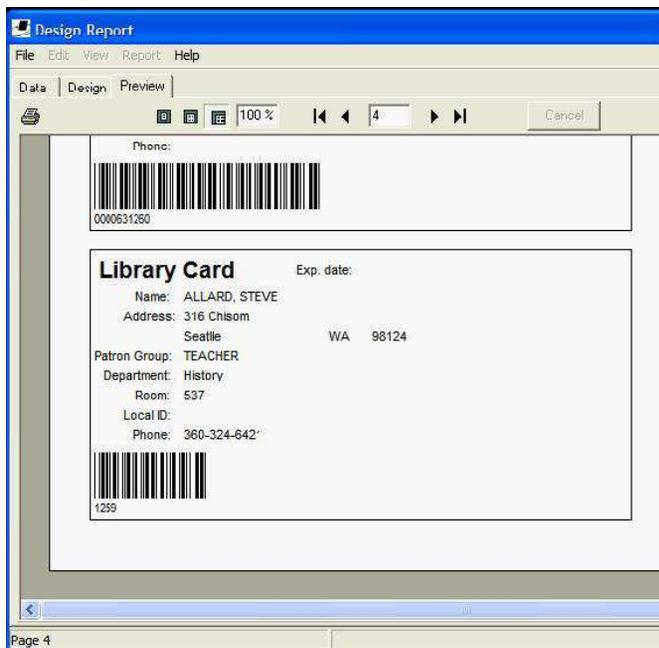
The Card can be modified by changing field names, layout and content. To affect changes click on the View menu > Toolbars and choose Edit, Standard and Format (if you would like to change font and font size).

A screenshot of a dialog box titled 'Print Patrons Passes Report'. It features a 'Select and Sort by:' section with three rows, each containing a dropdown menu (all set to 'Patron Name') and two empty text boxes labeled 'Range From' and 'To'. Below this is a 'Report Format:' section with radio buttons for '2.5 X 5.0' (selected) and '2 X 3.5'. At the bottom, there is a toolbar with icons for 'Print', 'Print to PDF', 'Print to RTF', and 'Design'.

Click Design to edit the Library Card.



Click Preview to view.



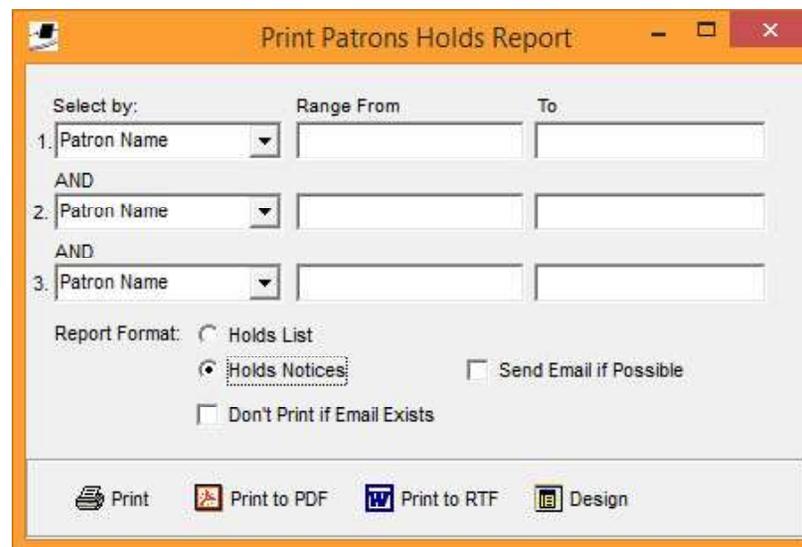
Patron Holds Report

Select Reports > Circulation Reports > Patron Holds Report

The Holds List will provide a list of current Holds.

The Holds Notice are notifications of Holds to Patrons.

Emails can be sent to Patrons with Email addresses.

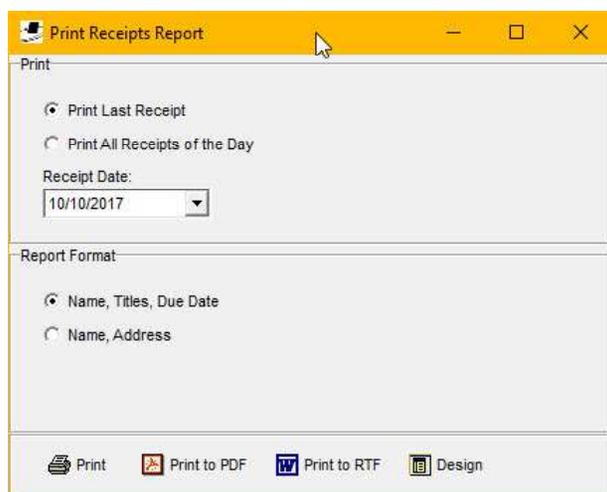


Patron Receipts

Select Reports > Circulation Reports > Receipt Reports.

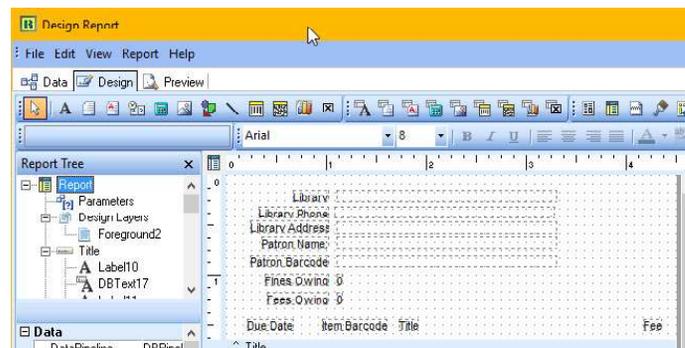
Patron Receipts can be provided to patrons after they checkout items. A listing of all receipts can also be printed at the end of the day should the library need such a listing.

Two different formats can be used, the more common is the Name, Title Due date, however a shorter form with just the name and address can be used. Both can be modified.



Clicking on Design will display the fields and layout of the report. It can be modified by changing field names, layout and content. To affect changes click on the View menu > Toolbars and choose Edit, Standard and Format (if you would like to change font and font size).

To change the width of the report or physical printing size to best fit your printer click on the File menu > Page Setup
The Margins and Paper Size tabs are the most useful in changing the size.



Click Preview to view Receipts.



Loan Types Report

Select Reports > Circulation Reports > Loan Type Report.

Loan Type Reports display the Loan Type and the number of items of this Loan Type Checked out by a patron.

Print Preview

Patron Name	Loan Type	Number of Check-outs
Balsano Anthony	THREE DAY LOA	2
Caudel Matthew	THREE DAY LOA	2
Constanti Andreani	PLAY	1
Donley Ian	PLAY	1
Donley Ian	THREE DAY LOA	1
Frith Holly Rose	THREE DAY LOA	1
Gordon Alexis	THREE DAY LOA	1
Hasan Syed Adil	Dialect Play	1
Howard, Nathan	THREE DAY LOA	1
Ilijasic Isabella	THREE DAY LOA	1
James Zenarra	NON-FICTION	3

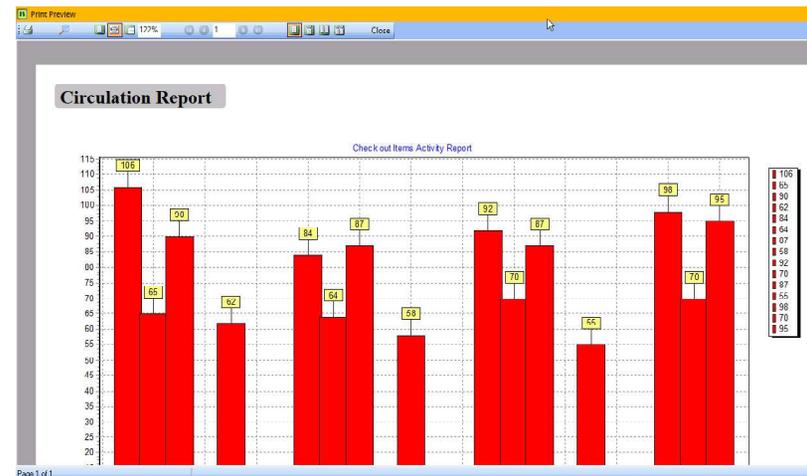
Collection Circulation Graphic Report

Select Reports > Circulation Reports > Loan Type Report.

Click the Pulldown to select the type of Transaction.

Select Fiction, Non-Fiction or All and select a Date Range.

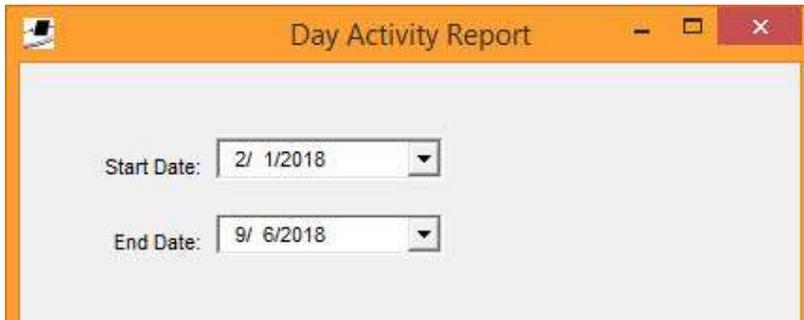
The Report will display Bar Charts of the counts per day.



Day Activity Report

Select Reports > Circulation Reports > Day Activity Type Report.

The report will display the activity of a range of dates.



The screenshot shows a "Print Preview" window containing a table with the following columns: Date, Old Status, New Status, Barcode, Title, and Patron Name. The table lists various book transactions between 10/17/2017 and 10/17/2017.

Date	Old Status	New Status	Barcode	Title	Patron Name
10/17/2017 8:14:16	On Shelf	Borrowed	36428	Vagina Monologues	Zuhn Dora
10/17/2017 10:24:4	On Shelf	Borrowed	44006	August: Osage County	Fowler William
10/17/2017 10:30:2	On Shelf	Borrowed	58150	Orange Flower Water	Powell Khrys
10/17/2017 10:34:2	On Shelf	Borrowed	39498	Dinner with Friends	Omardsonir Tanja Bjork
10/17/2017 10:36:5	On Shelf	Borrowed	39332	Lost in Yonkers	Martaly Jasmine
10/17/2017 10:37:0	On Shelf	Borrowed	41280	Macbeth (Folger)	Martaly Jasmine
10/17/2017 10:37:1	On Shelf	Borrowed	42805	Catholic School Girls	Martaly Jasmine
10/17/2017 10:57:4	Borrowed	On Shelf	40036	Proof	Madrid Morgan
10/17/2017 10:57:5	Borrowed	On Shelf	36789	Uncle Vanya	Oster Isaac
10/17/2017 10:57:5	Borrowed (Renew)	On Shelf	38217	A Streetcar Named Desire	Hammond Makena
10/17/2017 10:58:0	Borrowed	On Shelf	41095	Mother Courage and her Children	Averton Erian
10/17/2017 10:58:1	Borrowed (Renew)	On Shelf	43133	A Streetcar Named Desire	Averton Erian
10/17/2017 10:58:1	Borrowed	On Shelf	39278	Lobby Hero	Reynoso Carolina
10/17/2017 10:58:1	Borrowed	On Shelf	30719	Joe Turner's Come and Gone	Reynoso Carolina
10/17/2017 11:05:4	On Shelf	Borrowed	44131	Old Times	Freyre Emma
10/17/2017 11:53:2	On Shelf	Borrowed	41710	Dancing at Lughnasa	Fish Rebecca
10/17/2017 11:55:1	On Shelf	Borrowed	27425	Sight Unseen	Fish Rebecca
10/17/2017 11:55:5	On Shelf	Borrowed	42847	Reasons To Be Happy	Pokowski Brandon
10/17/2017 11:56:7	On Shelf	Borrowed	58456	The Scene	Anderson Ramperin
10/17/2017 11:56:7	On Shelf	Borrowed	38219	The Scene	Mackenzie Hlay
10/17/2017 11:57:2	On Shelf	Borrowed	42977	The Shape of Things	Arambula Jose (Danny)
10/17/2017 11:57:2	On Shelf	Borrowed	42487	Rabbit Hole	Deckers Emma

Catalog Reports - The Shelf Barcode List

To run the Shelf Barcode List Report click on Reports > Catalog Reports > Shelf Barcode List

Two different reports can be run, Condensed or Short. Click on the Design button to make changes.

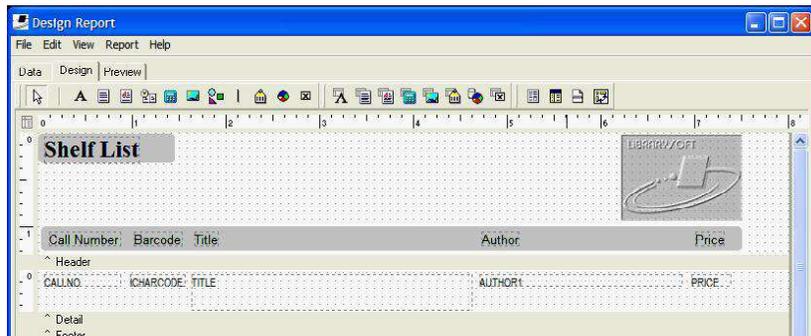


The Order By pulldown allows you to select the order that the data will be sorted by.

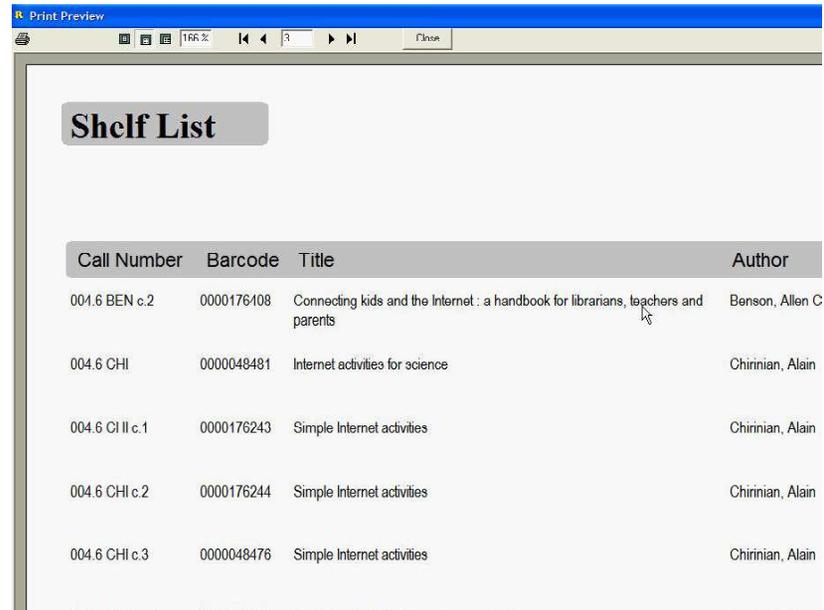
Note that Order by Barcode is not the same as Order by Barcode Number.

Some libraries have barcodes with alphabetical characters in their barcode. Sort by Barcode will sort the data by Alpha.

Sorting by Barcode Number will sort the data numerically by the internal numeric value assigned to the record. This internal value may not necessarily match the Barcode.



The Shelf list Reports are useful in that the content can be easily modified.



Items Borrowed, History, Reserved, Holds

To run the History Reports click on Reports > Catalog Reports > Items borrowed, History, Reserved, Holds

The Report can be Ranged using the pulldown and bounded by start and end dates. The layout and fields displayed in each report can be changed by clicking on the Design button..

The Range From and To is a less than and greater than search.

Example: If Patron Name was selected and you wished to only find items borrowed by Alisum Sally you would select Patron Name from the pulldown and use the range of Alh to Alj

Select by:

1. Call Number Range From To

AND

2. Call Number Range From To

AND

3. Call Number Range From To

Report Format: Items Borrowed
 Reserved Items
 Items on Hold
 Items History

Name	Barcode	Group	Phone	Title	Call Number	Barcode	Due Date
CONFORTI, MARIA	1003	TEACHER					2/16/2008 2:6
Seaplanes and naval aviation		629.13 HAN	0000767348				2/16/2008 2:6
Characteristics of flight		629.13 REI c.1	0000176299				2/16/2008 2:6
The Wright brothers : a flying start		629.13 MAC c.1	0000690305				2/16/2008 2:6
Why things don't work : plane		629.13 WES c.2	0000635935				2/16/2008 2:6
Discover flight		629.13 SIM c.3	0000079950				2/16/2008 2:6
The Sweater		VIDEO F CAR	0000622836				2/12/2008 2:1
All about flight		VIDEO 629.13 ALL	0000768455				2/1/2008 2:51

Report Format: Items Borrowed
 Reserved Items
 Items on Hold
 Items History

Name	Barcode	Group	Phone	Title	Call Number	Barcode	Due Date
ALLARD, STEVE	1259	TFACHFR	360-324-6421				11/13/2008
A Teacher's guide to moral education		OISE 370.11 WIL	0000701214				11/13/2008
A Study of the characteristics and needs of Franco-Ontarian children		OISE 370.9713 ELL	0000701320				11/13/2008

Report Format: Items Borrowed
 Reserved Items
 Items on Hold
 Items History

Title	Name	Call Number	Group	Item Barcode	Phone	Hold Date
Character education : peacefulness		155.2 RAA		0000176181		Oct 14, 2008
ACTON, LEONA		0000631284	TEACHER			
ALLARD, STEVE		1259	TEACHER		360-324-6421	
Classification		570 WAL		0000629522		Oct 14, 2008
ALLARD, STEVE		1259	TEACHER		360-324-6421	
Animal groups : beginning classification. [videorecording]		VIDEO 599 ANI c.2		0000768461		Oct 14, 2008
ALLARD, STEVE		1259	TEACHER		360-324-6421	
Backyard biodiversity. [videorecording]		VIDEO H.S. 577 BAC		0000768470		Sep 27, 2007
KAPS, SOPHIE		0000779269	TEACHER			

- Report Format:
- Items Borrowed
 - Reserved Items
 - Items on Hold
 - Items History

Title	Patron Name	Patron Barcode	Call Number	Patron Group	Item Barcode	Phone	Due Date
Amish adventure	MCGUIRE, CHRIS NASH, HEATHER	0000706422 1646	NOVEL STUDY AMI c.1	TEACHER	0000000003		Nov 13, 2007 Jan 08, 2008
Bridge to Terabithia	BRUNO, ANGELO	0000631269	NOVEL STUDY_BRI c.1	TEACHER	0000000006		Oct 31, 2007
Case for Jenny Archer	COUSINEAU, SHEILA	0000631292	NOVEL STUDY CAS	TEACHER	0000000009		Nov 13, 2007
Cassandra's driftwood	HAUGHIAN, JASON	1291	NOVEL STUDY CAS	TEACHER	0000000010		Nov 13, 2007
Charlie and the chocolate factory	CAMERON, SAMBA	000010467	NOVEL STUDY CHA	TEACHER	0000000011		Nov 13, 2007

Item Count Report

This Report can Group and Count Items by Subject, Author, Loan Type or Series.

Item Count Report

Group by:

Author

Print Print to PDF Print to RTF Design

Collection Circulation Statistics

Click Reports > Catalog Reports > Collection Circulation Statistics

The Report can be Grouped by the Fields below over a Start Date and End Date.

- Patron name
- Room
- Department
- Zip
- Age
- Patron Group
- Title
- Call Number
- Subject
- Author
- Loan Type
- Publ Date
- Barcode

Collection Statistic Report

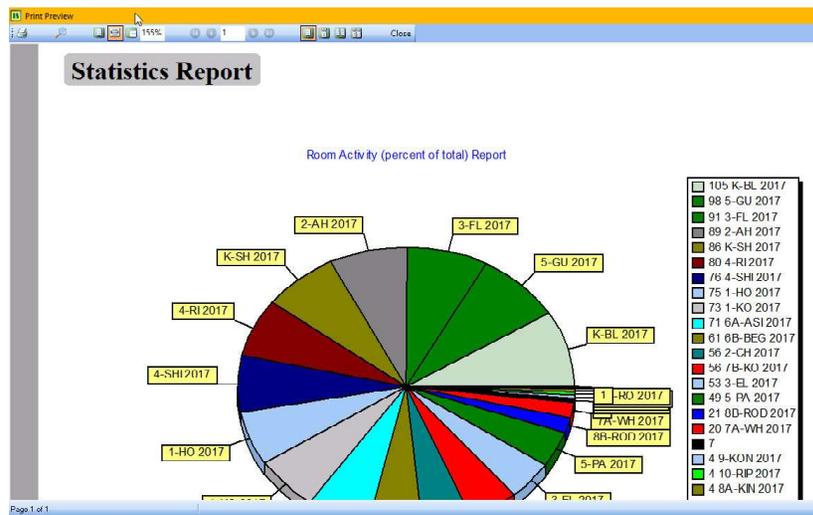
Report conditions:
Patron Name From: To:
Start Date: 3/15/2008
End Date: 10/15/2008

Patron Name	Frequency	Percent of Total
TIBSHIRANI, ROLA	221	1.63
GRAITSON, TIM	170	1.26
COMBDEN, LORI	138	1.02
TORRIE-SMITH, JANET	138	1.02
MCGUIRE, CHRIS	136	1.01
KIRKHAM, KRISTINA	131	0.97
BEYER, JODI	129	0.95
VISPO, MARCO	129	0.95
BARAKAT, SUZANNA	120	0.89
MILNE, BETTY LOU	117	0.86
PAOLIELLO, VERONICA	117	0.86
OAKS, MICHELLE	110	0.81
LACELLE, KIM	109	0.81

Collection Circulation Statistics

Reports > Catalog Reports > Collection Circulation Statistics Graphics

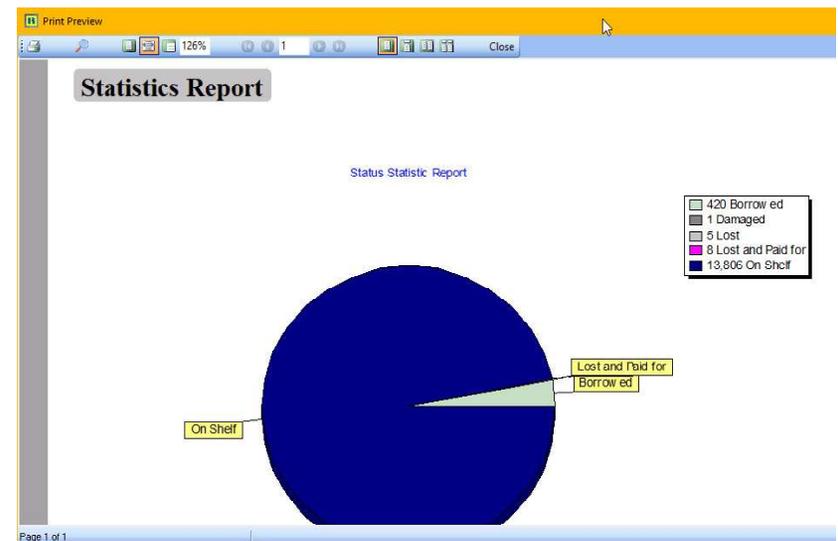
Leaving the Range From To blank will bring up all the Rooms in this Report over the selected Date Range.



Collection Statistics Graphics

Reports > Catalog Reports > Collection Circulation Statistics Graphics

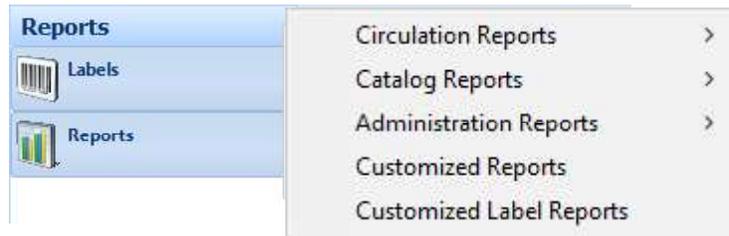
Status is the current state of the item such as On Shelf, Borrowed, Lost, Damaged.



Customized Label Reports

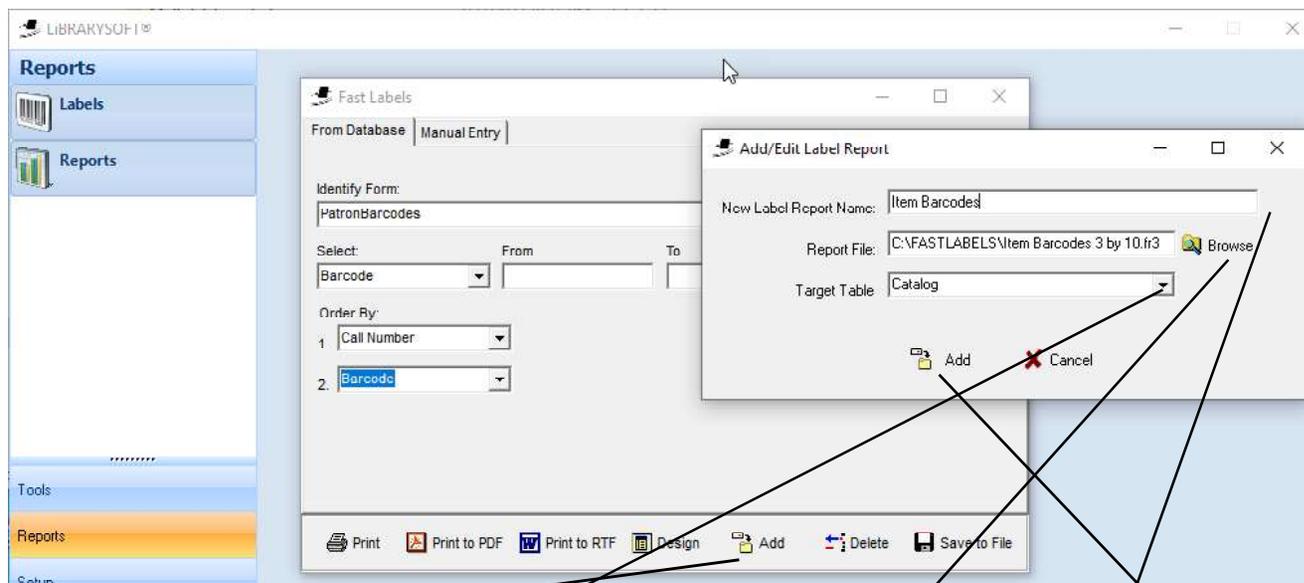
Reports > Reports > Customized Labels Reports

Changes that were made in Windows 10 updates have required some changes to our Labels and Reports a new Report Generator.



There are new folders in your LIBRARYSOFT 12.0 Folder called FAST LABELS and FAST REPORTS.

To add these new Labels and Reports select Reports > Fast Custom Labels Reports.



1. Click Add

2. Select a Table

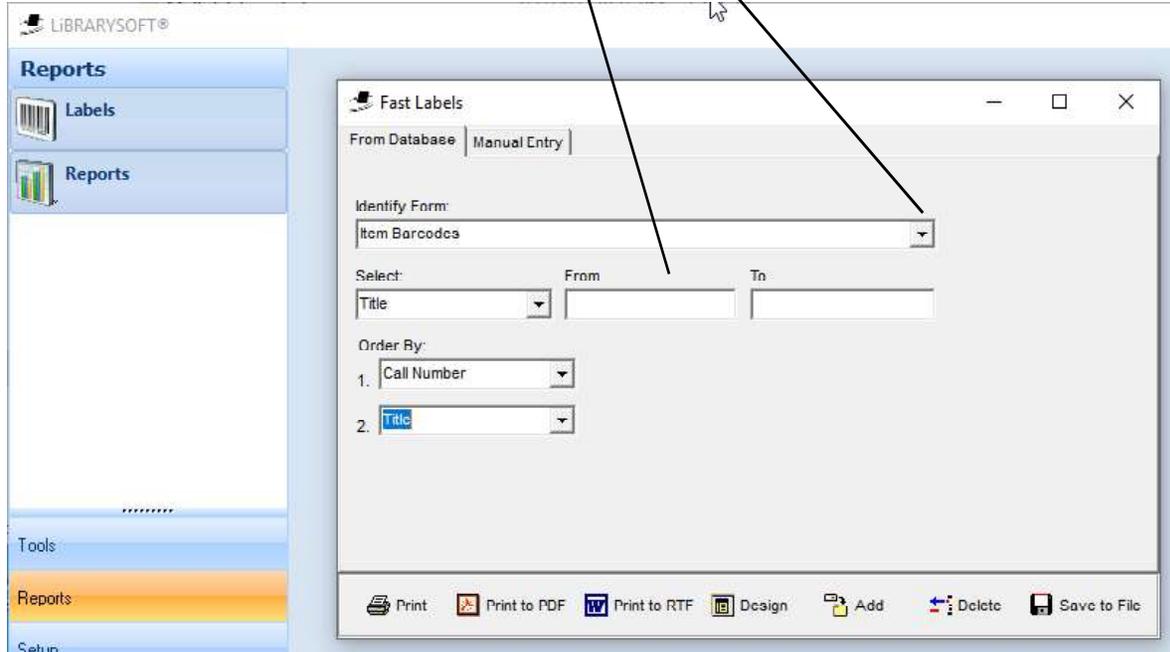
3. Browse to the Label file

4. Enter a Name

5. Click Add

Your new Label will now be listed in the pulldown.

Leaving the From To blank will select all items.



The Order by has two levels. In the example above the labels will appear in order by Call Number and for those items with the same call number they will appear in Title Order.



Print

Print will display the results on screen but there is a Printer icon at upper left to allow you to send the results to a printer.



Print to PDF

The results will be saved as a pdf file.



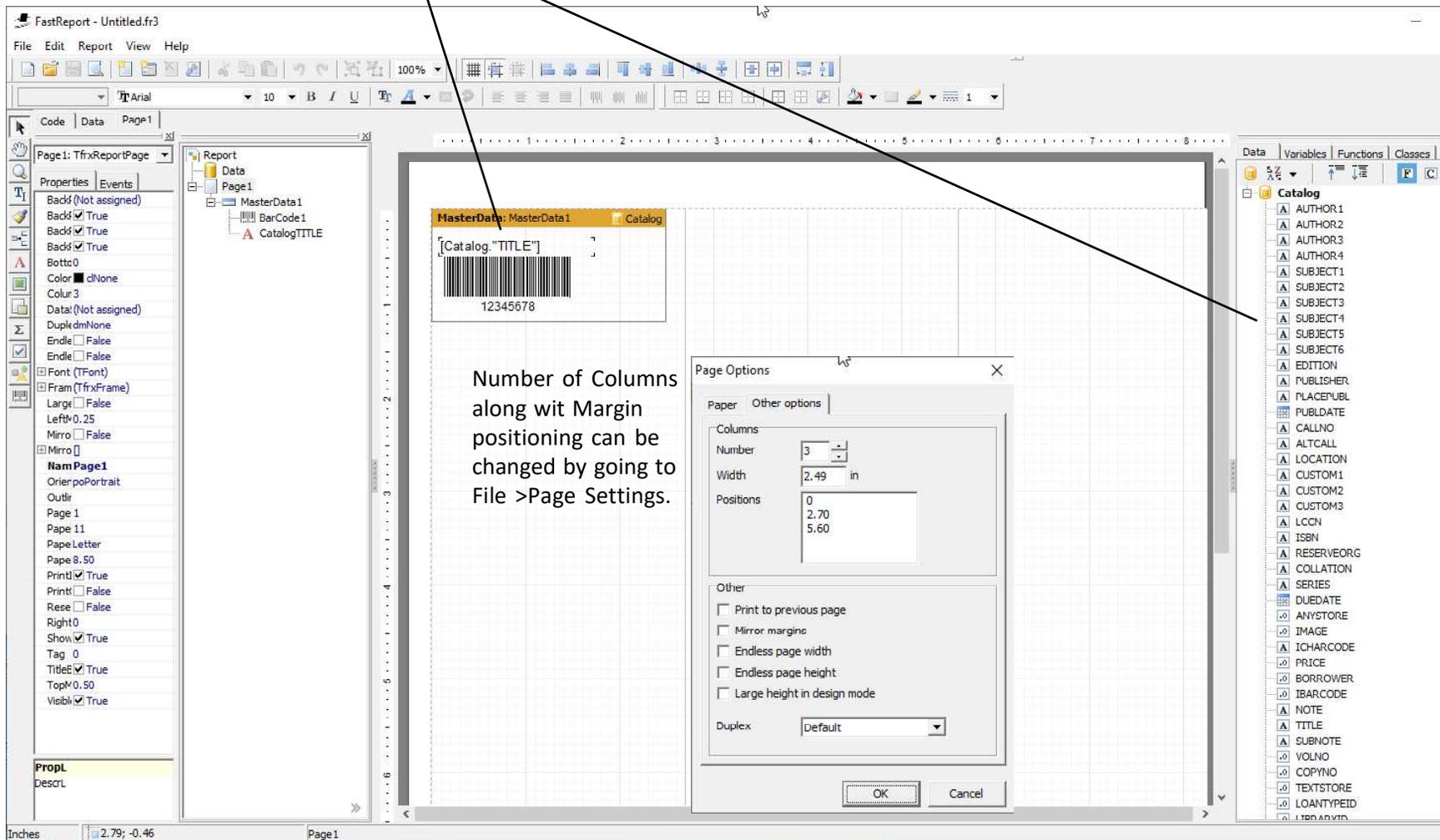
Print to RTF

The results will be saved as an rtf file which can be read by Word or Wordpad.

To modify or create a new Label or Report click Design.



Fields can be dragged into the Report.

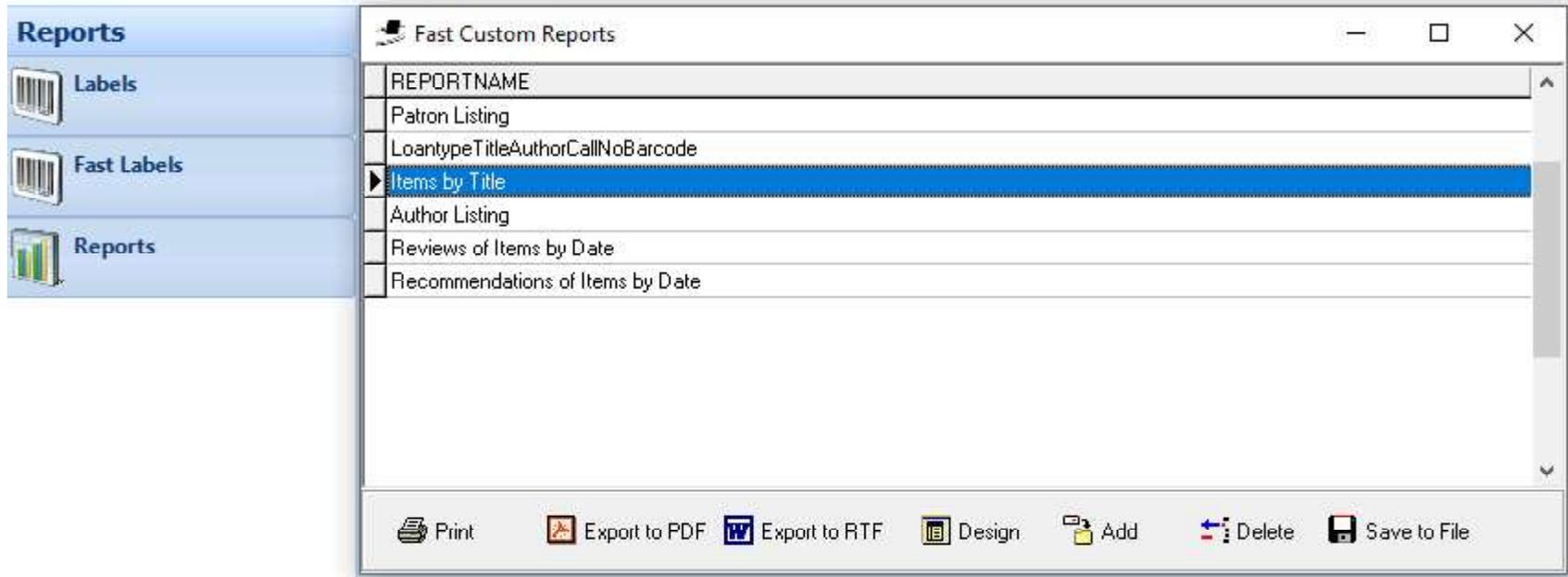
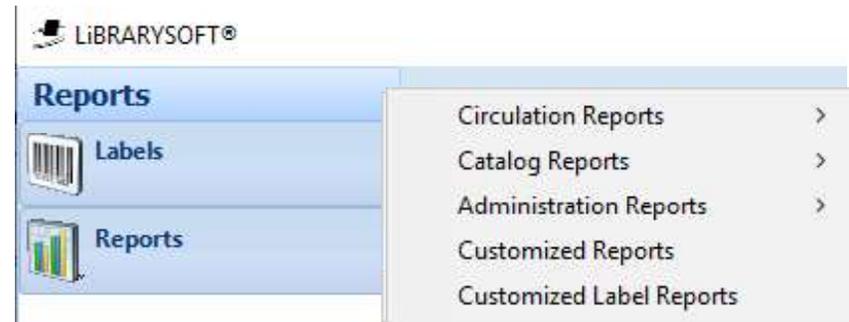


Be sure to go to File > Save As to save your work as you will notice the file name at the top of the screen is untitled. This is in order not to allow you to accidentally alter the original report or label by accident.

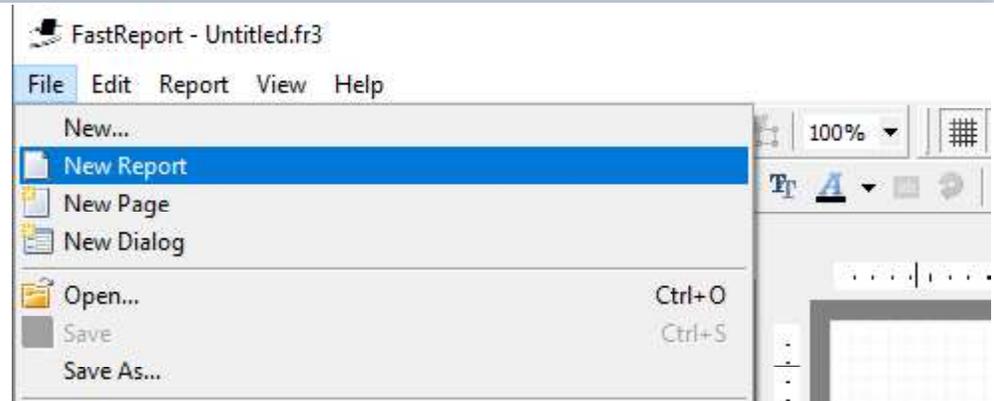
Customized Reports

Reports > Fast Custom Reports

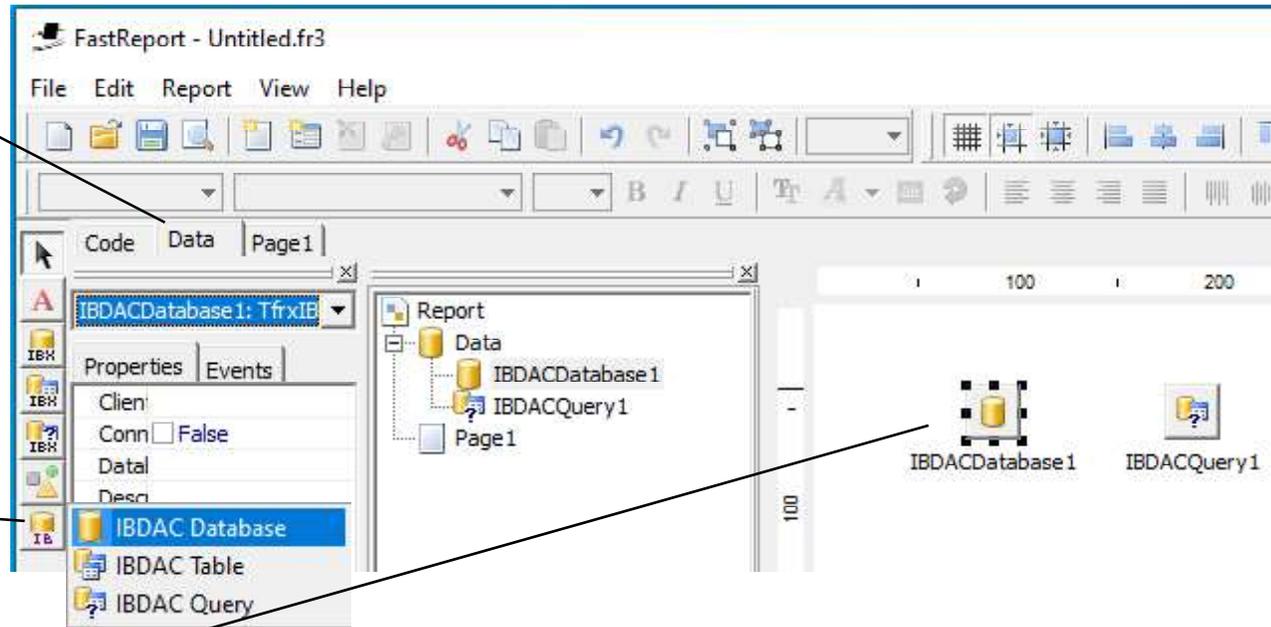
Select an existing Custom Report



Go to File > New Report



Click the Data Tab



Left-Click IBDAC Database
Move the mouse to the empty area
to the right and right-click dragging
out a small area.

Do the same for IBDAC Query
Icons will appear.

Left double-click on the icon

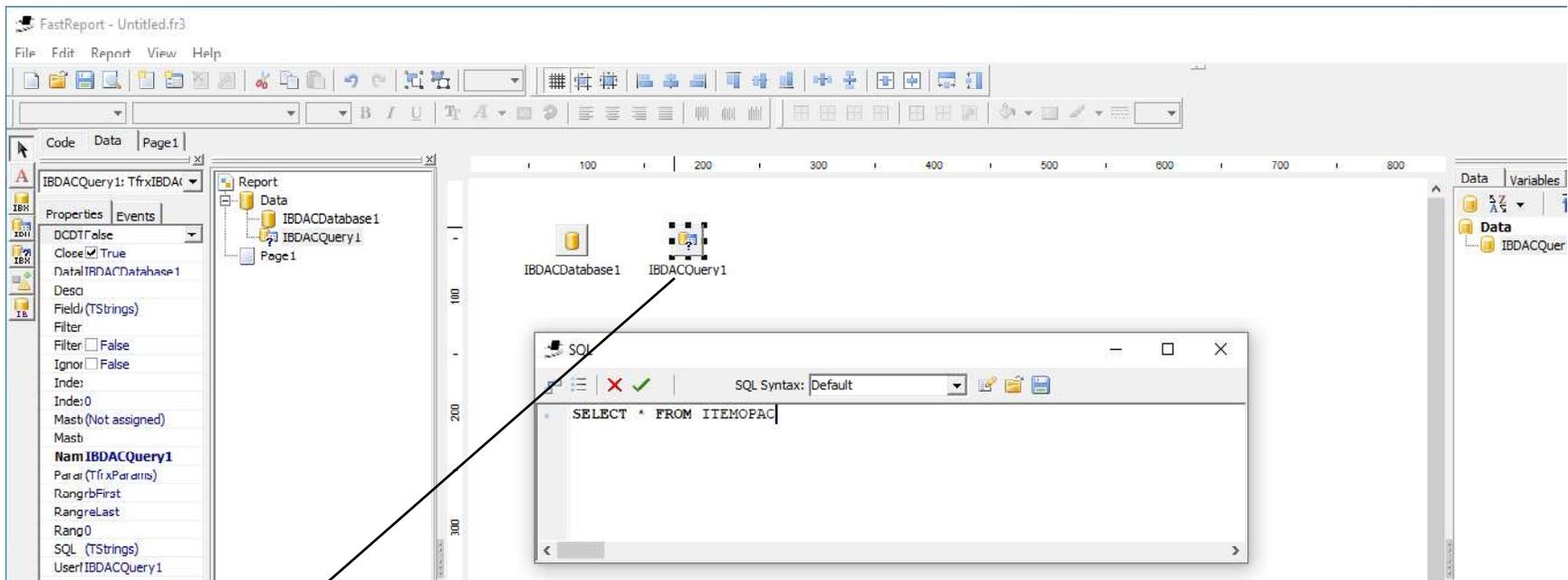
The Connection screen will appear.

Enter the locatio of the data file.

The login username is: SYSDBA

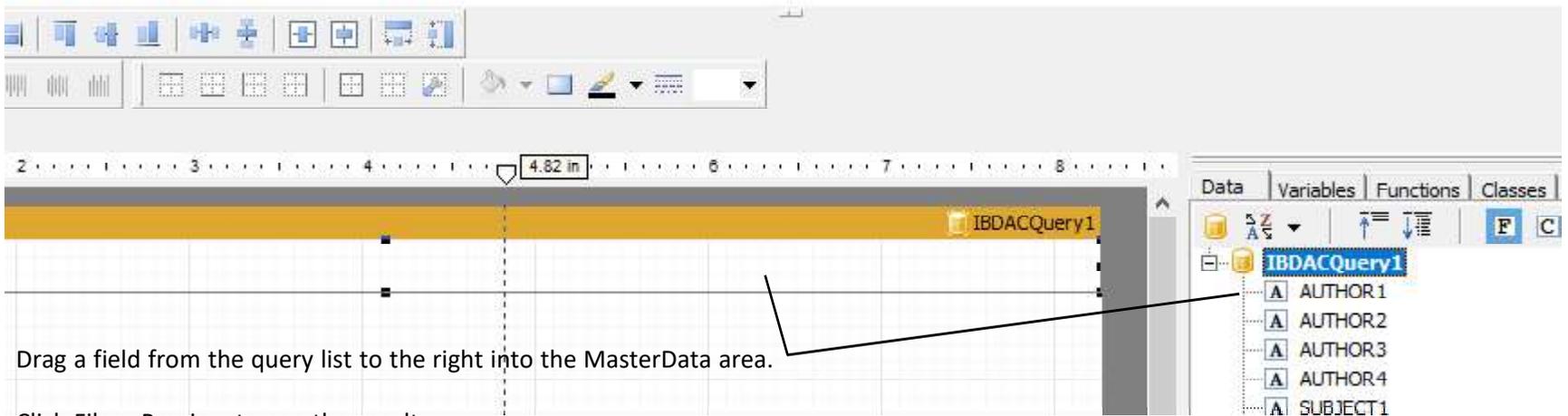
The password is: masterkey





Click the Query Icon. Enter an SQL statement. The example above selects all the Catalog Items.

Click the Page1 tab above (next to Code and Data) to get the screen below.



Drag a field from the query list to the right into the MasterData area.

Click File > Preview to see the result.

Backing up Data

To access Backups click the user icon on the tool bar and select Backup Database.

You can back up to any folder on your network or to an external device such as a zip drive.

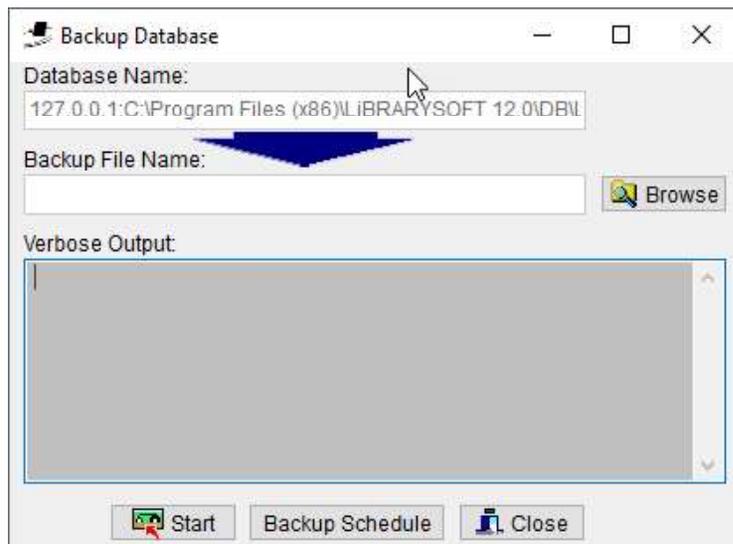
Note that some networks and security programs may prevent the LiBRARYSOFT backup program from functioning. We do not recommend you spend a great deal of time trying to solve this problem but suggest instead to use any existing backup programs already in use within your network or purchase an inexpensive third party backup program that is compatible with your security system.

The path of your data is automatically entered. Use the Browse button to find a destination for your data, add the extension .fbk to the name you use.

To start the backup process click on the Start button.

The Verbose Output screen will display the backup process as it runs. When it is complete click on the close button.

Note: Use the .fbk as the extension of any filename used to save the data.



Rather than use the back up program you can back up the single data file directly.

To find the location of your data file click on the Network icon.

The resulting Database Connection screen displays the ip address of the computer containing the data and the path within that computer. The default data file name is Libsoft.gdb.

Note that 127.0.0.1 is a special address which refers to the computer itself so in this case the data is installed locally on the computer itself rather than a server or remote computer. If a different number is used please refer to your IT staff to find out which computer the data is located on.

To back up just copy and paste the data file to a flash drive or another computer.

Automatic Backups

The Backup Schedule allows you to choose from a wide range of backup options. The general rule of backing up is to backup whatever you cannot afford to lose. If you have a high circulation library you may wish to backup during time blocks that circulation is slow. The backup process is very fast. If you shut down LIBRARYSOFT at the end of the day you may wish to use the option that backs up whenever LIBRARYSOFT is closed.

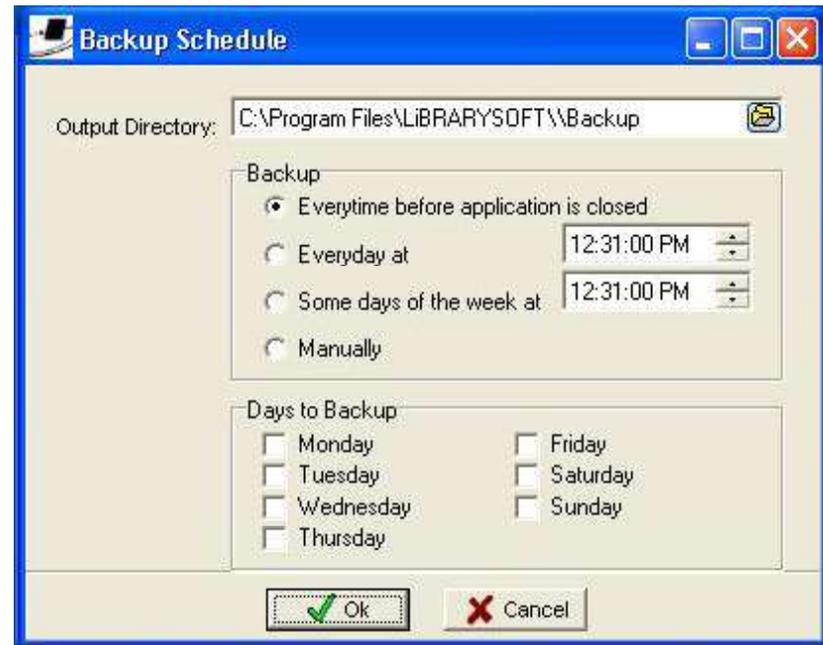
The backup location is important. If you backup only onto your computer it is of little help if the computer is stolen or if the hard drive is destroyed by a power surge or corruption. You can use the browse icon to find a location on your network or on a drive or memory stick to backup onto.

It is important to rotate your backups, if a data file becomes corrupt there is no point to have a backup of a corrupt file. Most networked systems will automatically backup and archive data on the server but it is best to confirm that this procedure is indeed in place with your IT dept, otherwise periodically copy the backup or a copy of the actual data file into a different location.

Backup files will have the extension .fbk

If you prefer to back up manually and not see the automatic backup countdown screen please check the Manually checkbox.

Note that our backup program is a simple generic program and may be blocked by security or firewall restrictions. There are many inexpensive third party programs that can easily back up files or a .bat file may be used for backup.



Restoring backed up data

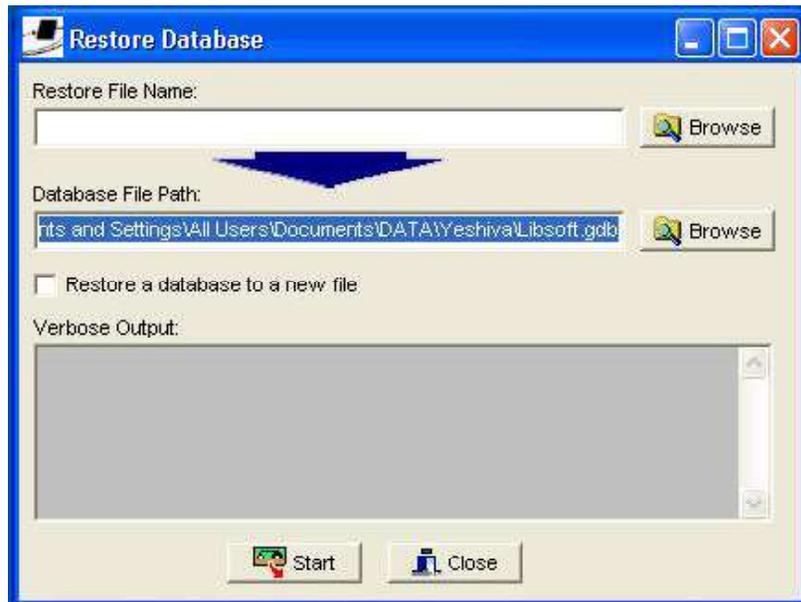
To recover backed up data click Setup > Administration > Select Restore Database.

To restore data from a backup click on the browse button to find your backup. Backups will have the file extension .fbk

Once you have found the backup the default destination name will appear. If you would like the name of the destination to change to the new name entered click on the Restore to new name checkbox.

Click on the Start button to begin the recovery process. When the restore has ended click on the close button.

Note that Versions 10 and older of LIBRARYSOFT use .gdb files and .gbk backup files. Version 11 & 12 uses .fdb and .fbk formats altho you can use gdb files in which case the back up file will be .gbk.



Purging Data

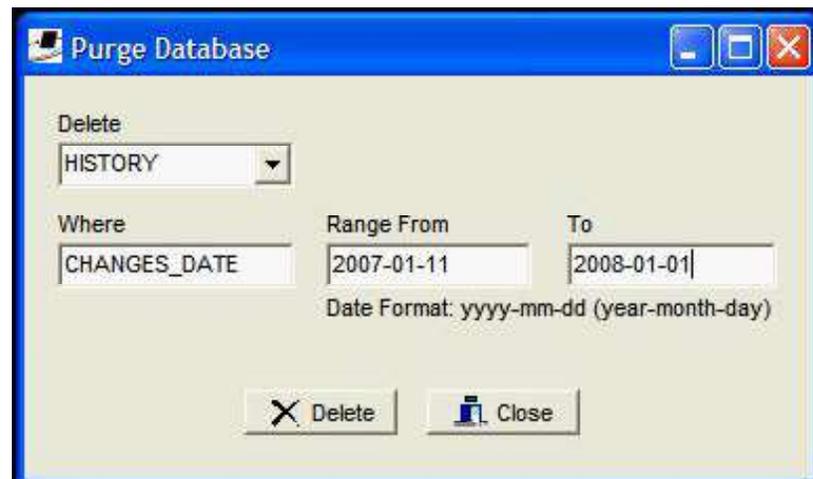
At times you may wish to delete item, patron or historical data This may be due to changes in patrons such as a semester system or new school year. Removal of a range of items or historical data that is too old and need needs to be backed up and then deleted. You can request SQL commands from our staff for specific Purges and Deletions of data.

The default selection is History. Historical data is the record of who borrowed what over what period of time. It allows you to view the borrowing activity of your collection so that you can cull items that are never borrowed and increase your collection in the areas of high traffic.

To delete a section of historical data enter the start and end dates you wish to delete over. The format is year, month, day.

Click on the Delete button to proceed and the Close button when complete.

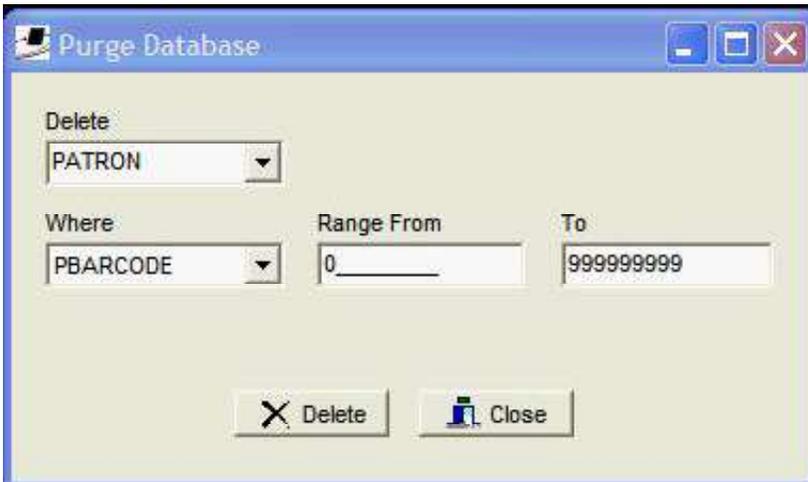
The Hold Purge is similar to the Historical Purge in that a date range is applied to specify the period over the purge will be applied.



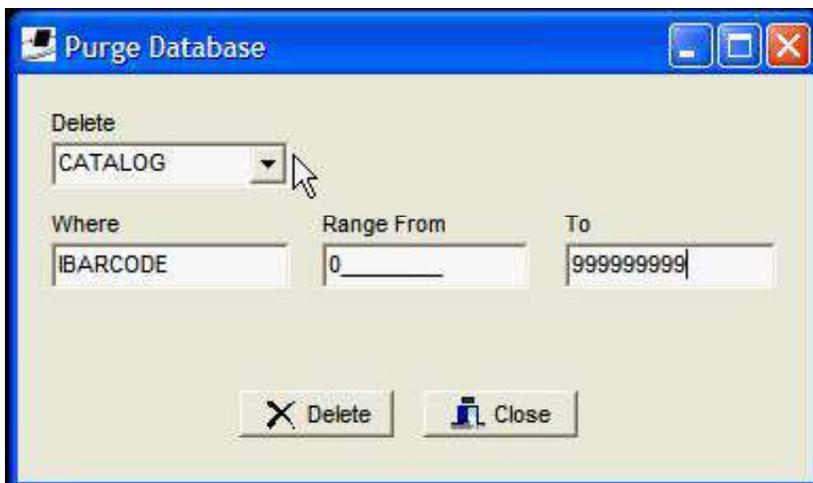
Click on the pulldown and select Patron.

A new pulldown appears that allows you to select a range by patron barcode or patron group. The barcode works by numerical order and the group alphabetical.

Enter the range and click on the Delete button to proceed and the Close button when complete.



To purge items click on the Pulldown and select Catalog. The only option available is ibarcode. Enter a numeric range of the items you would like to delete.



Importing from other LiBRARYSOFT Libraries

Importing into the LiBRARYSOFT Database from other LiBRARYSOFT Databases

Setup > Administration > Import Database

You may have two separate LiBRARYSOFT data files from two of your libraries that you wish to merge or you may have data that different people have entered on separate machines that you wish to merge into one data file. Or you may be entering data or editing material at home and would like to load this work into the data at the library. Perhaps a few days have gone by so you cannot just overwrite the data file as this would wipe out any circulation activity that was done after you loaded a copy of the file. The way to get around this is to use the smart import option that will only load in material that has been changed, as well as new records. It will not overwrite any existing data.

Loading in data which has barcodes that do not exist in the other database.

Step 1.

Move a copy of the other database onto the computer you would like to load this second set of data into. Put it into the LiBRARYSOFT folder (usually located in the program files folder of C drive of your computer) providing that no file of the same name is already there. If you are prompted to overwrite just click no and put the file in another location that you can easily find.

Step 2.

Click on the Admin icon > Import > Interbase as per the screen shots to the right.

Step 3.

Click on the Browse button and browse to the data file you have just loaded onto this machine.

Step 4.

Check the Catalog and Patron boxes if you are loading both sets of data into the database. If you are only loading items check Catalog, if you are only loading Patrons check Patrons. Check both if you are loading both.

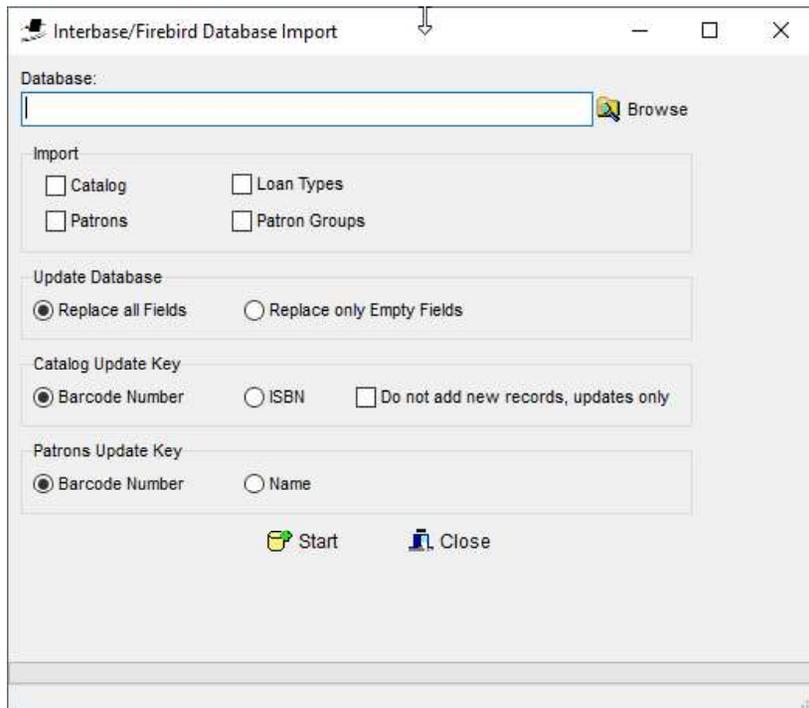
Step 5.

As the two databases have mutually exclusive barcodes for items and patrons we can check "Replace all Fields" as there is no possibility of overwriting existing data with the same barcodes.

Step 6.

As the "Replace all fields" option was chosen you can click Start, the Update Key selection should be left on Barcode number on both.

Depending upon the amount of data it may take a little while to run through the loading process.



Loading in data which has barcodes that do exist in the other database but you wish to overwrite with changes made to that existing data plus perhaps add some new data which has been entered.

Proceed as per the previous set of instructions. It will overwrite existing data with the new information entered.

Loading in data which has barcodes that do exist in the other database but you do not wish to overwrite with changes made to that existing data plus perhaps add some new data which has been entered.

Steps 1 to 4 are as per the previous page.

Step 5.

As you do not wish to overwrite the data with any changed from the second data set check "Replace only Empty Fields".

This will only allow data to fill the empty fields records with the same barcode number (this presumes that Barcode Number is selected as the Catalog Update Key).

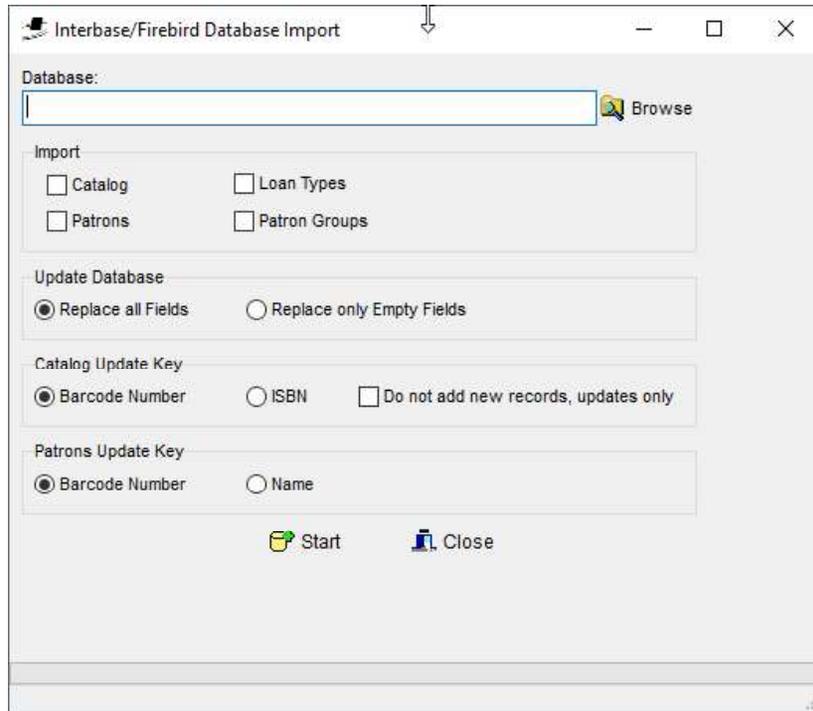
If you have records with Author , Title and Location data then the data from the second database which may include data such as subject, Edition, and Note field information will be loaded in. Author Title and the fields Author, Title, Location will be unchanged.

Updating Items Keyed by ISBN number

There may be situations where the other data has different barcodes but the same ISBN number. This would be the case where you are trying to load in the work done on another database which has more information about some records but the barcode numbers are totally different. In this case you would check ISBN as the Catalog Update Key rather than Barcode Number.

Updating Patrons Keyed by Name (patron name)

In a similar way you may have two database with patron names that have different barcode numbers but you wish to update any missing data keying by patron name. In this case you would select Name for the Patron Update Key.

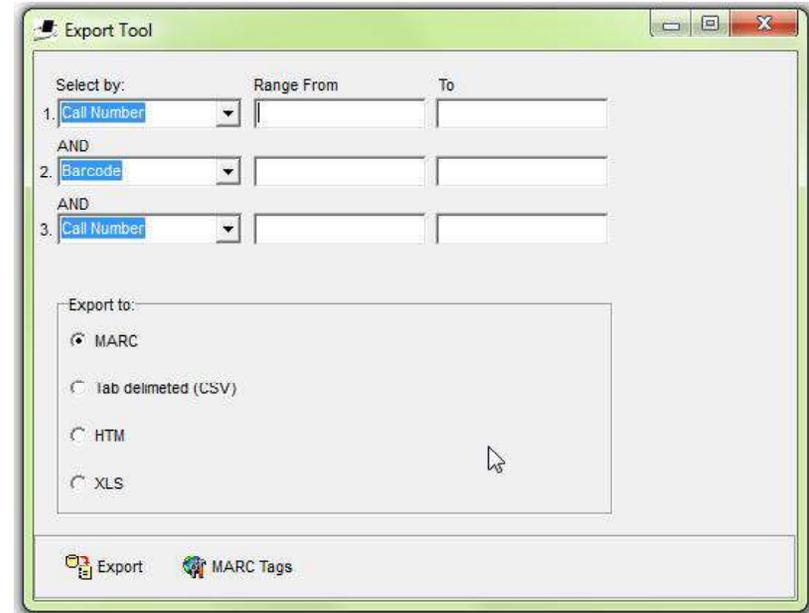


Importing data into the MS Sql Server version of LIBRARYSOFT

The import option above is under the Admin icon of the MS SQL version of LIBRARYSOFT and can be used to import data from the Interbase version into the ms sql version.

Exporting Data from LIBRARYSOFT

The Export Module will be displayed within the Admin Icon Menu if it has been purchased.



To Export check the option you wish to export to and click the Export Button. Click on the Marc Tags button to specify what Marc tags you would like to export to. Note that images are not exported.

If you wish to manipulate data in excel and reload the changes you can export to excel, implement the changes. Export from excel to a Tab delimited file and import into librarysoft via the Ongoing Text import option. Image data can be reloaded by using the AutoCataloguing AutoFill option.

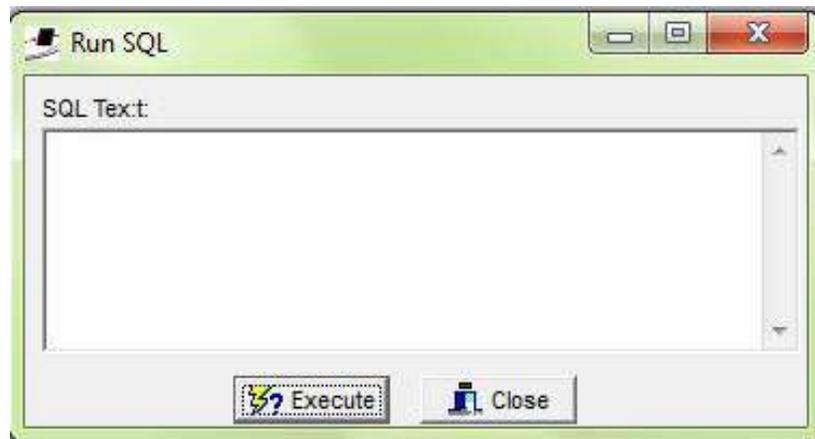
Cautions: AutoFill will only load images from items with isbn numbers entered. If you copied an image in directly it may not be the same as the one retrieved.

SQL access to your Library Data

One of the unique features of LiBRARYSOFT is that it provides SQL (structured query language) access to your database. Such access permits you to make changes immediately rather than emailing your data into us.

Setup > Administration > Select SQL.

Please note that as a precaution you should always backup your data file prior to running any SQL command. Some basic command sentences can be seen by going to Help and searching for SQL. Do not hesitate to email or call for assistance regarding the use of SQL statements.



Library Bookstore Sales

Tools > Book Store

Some libraries allow items within the library to be sold at books sales or on an ongoing basis to provide an extra source of funds. This can provide revenue from items to be culled from the library collection. The LiBRARYSOFT Bookstore Module can be used to sell used or new items as required.

The Bookstore screen is similar to the Circulation Checkout screen and functions in much the same way.

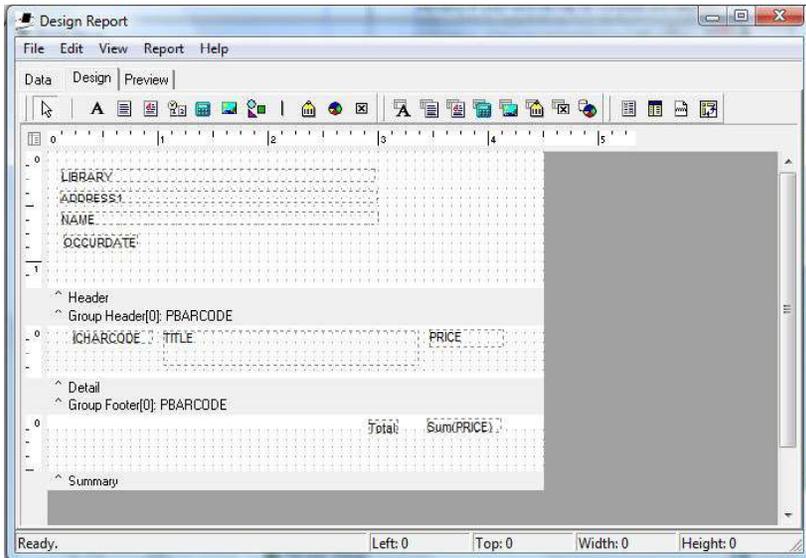
Select or scan in a patron.

Search for or scan in an Item.

Select what Acquisitions Account and Category the funds resulting from the sale should be applied to. You will need to set these up in the Acquisitions Module prior to selling the items.

You can choose to delete the items sold from the Catalog or you can allow them to remain (and perhaps be re-ordered) and have their status displayed as Sold.

Receipts can be printed. The design and layout of the Receipt can be changed by clicking on the Design button and altering the layout and content as necessary.

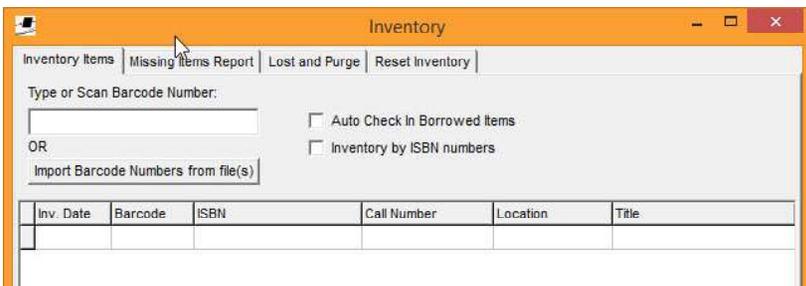


Inventory

The basic idea of Inventory is that you can scan in items and create a list of items that have not been scanned in and are not checked out.

The Checkbox "Auto Check In Borrowed Items" can be checked if you are certain that the items will be returned. The missing items reports has an option to not select items that are checked out so the Auto Check in option does not have to be used.

The option Checkbox "Inventory by ISBN numbers allows the scanning process to be by ISBN rather than barcode. This is for items that have not barcoded their library.



Scanning in items is cumulative and need not be done all at once. It can be done over a period of time depending upon the traffic of items in and out of the Library.

Missing Items Report

The Missing Items Report can be run over all items or over a range of items by a selected fields. The Report can be ordered and has a the option to not list items that are checked out.



Lost and Purge

Be cautious with the Purge option as it will permanently delete the missing items. Items can be marked in Item status with the Mark option.



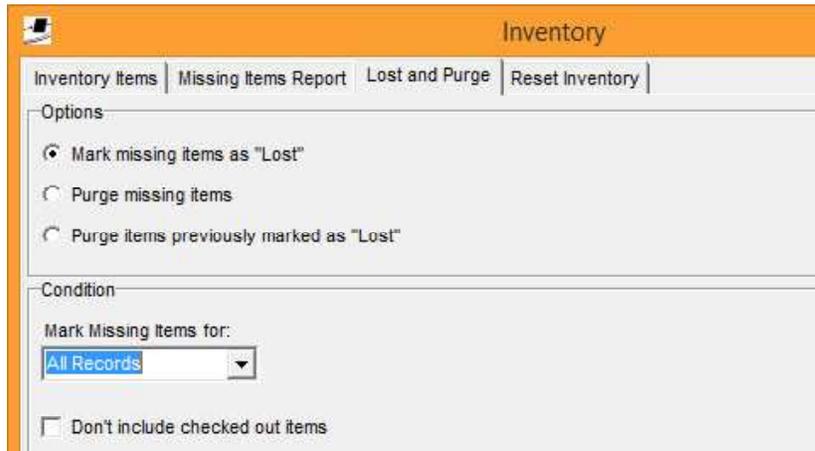
Reset Inventory

This clears the Barcodes that have been scanned in.

Lost and Purge

Items can have their Status set to Lost or they can be Purged or they can be purged if they have the Status of Lost.

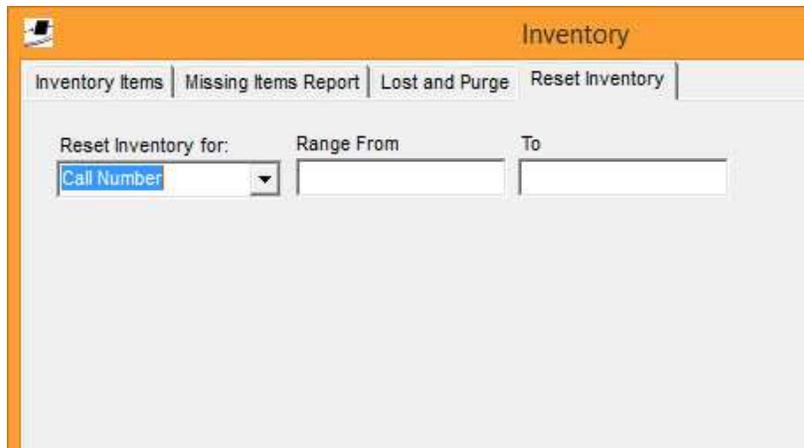
The Status can be changed in a selective way. Checked out Items can be eliminated from the range.



The screenshot shows the 'Inventory' application window with the 'Lost and Purge' tab selected. The 'Options' section contains three radio buttons: 'Mark missing items as "Lost"' (selected), 'Purge missing items', and 'Purge items previously marked as "Lost"'. The 'Condition' section has a dropdown menu for 'Mark Missing Items for:' set to 'All Records' and a checkbox for 'Don't include checked out items' which is unchecked.

Reset Inventory

The Inventory can be cleared from the Inventory list completely or by a Range.



The screenshot shows the 'Inventory' application window with the 'Reset Inventory' tab selected. It features a dropdown menu for 'Reset Inventory for:' set to 'Call Number', and two empty text input fields for 'Range From' and 'To'.

The Serials Module

Is used to manage the purchasing, receipts, and claims of Serial publications such as magazines, newspapers and journals. These can be automatically added to the main database as they are received.

General Use

Steps to Entry of Serial Data:

1. Enter in Vendor information by clicking on the Vendor Menu option.
2. Enter in publication information (after step 1 you have Vendors within the Vendor pulldown).
3. The tabs beside publication apply to that particular publication.
4. Going to issues and clicking on Auto Create will cause the system to display issues of the publication and allow you to define them as they arrive.
5. Routing lets you define which list of patrons should receive the publication before it goes into general circulation.
6. The Claims option lets you generate notices for items that were never received. These can be sent by regular mail or email.
7. The Reports menu will display lists of subscriptions received, late, overdue, Vendor lists and other information.

Vendor Entry

In order to apply Claims you must enter Vendor information of your publications first by clicking on the Vendor Menu. Click on the Add button to get a blank screen. Enter the name of the Vendor, your account number and the web address of the Vendor. By clicking on the globe beside the entry your browser will go to the address entered. For each vendor you can enter the Primary contact, Contact for Billing, Claims, Orders as well as notes regarding the Vendor. Now when you click on the Publication Tab you can pull down the relevant Vendor.

Publication Entry

Click on the Publication Tab. Note that the Tabs apply to the publication.

Expected	Received	Chronology	Enumeration	Copies
9/6/2002	1/4/2003	September 06, 2002	Volume0; Issue0	2
10/6/2002	1/16/2003	October 06, 2002	Volume1; Issue1	2
11/5/2002		November 06, 2002	Volume2; Issue2	2
12/5/2002		December 06, 2002	Volume3; Issue3	2
1/4/2003		January 04, 2003	Volume4; Issue4	2
2/3/2003		February 03, 2003	Volume5; Issue5	2
3/5/2003		March 05, 2003	Volume6; Issue6	2
4/4/2003		April 04, 2003	Volume7; Issue7	2
5/4/2003		May 04, 2003	Volume8; Issue8	2
6/3/2003		June 03, 2003	Volume9; Issue9	2
7/3/2003		July 03, 2003	Volume10; Issue10	2
8/2/2003		August 02, 2003	Volume11; Issue11	2

Routing

You can view the current routing of a publication by clicking on the Routing tab.

Copy #	Routing List
Copy 1	First
Copy 2	

Members of List:

- Brown, Mae
- Broughman, Tom
- Briscoe, Greg

Click on the Routing Menu option to change any listings. Click on Add to add to the Route List for a publication. To create a list of patrons for each Route use the arrows to add to the list and change the order within the list.

Routing List Name: First

Petrons List:

- Blake, Bill
- Brinkley, Sharon
- Briscoe, Carla
- Briscoe, Greg
- Broughman, Ruth
- Broughman, Tom
- Brown, Emily
- Brown, Mae
- Hayes, Teresa
- Heaton, Marty
- Heavner, Rob
- Blake, June
- Hepner, Jean

Members of List:

- Brown, Mae
- Broughman, Tom
- Briscoe, Greg

Claims

To set up claim processes for the publication enter the claim periods per the expected date and other notices.

Send claim notices for late issues:

Send first notice: 4 days after expected date

Send second notice: 11 days after first notice

Send third notice: 10 days after second notice

To view the Claims click on the Claims menu. Select a button to specify the claim information you would like to view.



Notice Content

Click on the Notice Text button to edit the content of the three types of Notices.



Receiving Issues

Receiving is accessed from the Receiving Menu. It allows you to view and delete received information. The Issues tab permits you to add and auto add issues to the received listing.

Colors

White indicates that the item has been received.

Blue indicates that the item has not been received yet.

Red shows that it has not been received and is overdue.

Title	Expected	Received	Chronology	Enumeration	Cc
Scientific American	9/6/2002	1/4/2003	September 06, 2002	Volume0; Issue0	
Scientific American	10/6/2002	1/16/2003	October 06, 2002	Volume1; Issue1	
Scientific American	11/5/2002		November 05, 2002	Volume2; Issue2	
Scientific American	12/5/2002		December 05, 2002	Volume3; Issue3	
Scientific American	1/4/2003		January 04, 2003	Volume4; Issue4	
Scientific American	2/3/2003		February 03, 2003	Volume5; Issue5	
Scientific American	3/5/2003		March 05, 2003	Volume6; Issue6	
Scientific American	4/4/2003		April 04, 2003	Volume7; Issue7	
Scientific American	5/4/2003		May 04, 2003	Volume8; Issue8	
Scientific American	6/3/2003		June 03, 2003	Volume9; Issue9	
Scientific American	7/3/2003		July 03, 2003	Volume10; Issue10	
Scientific American	8/2/2003		August 02, 2003	Volume11; Issue11	
Library Journal	6/3/2002		June 03, 2002	Volume0; Issue0	
Library Journal	6/17/2002		June 17, 2002	Volume1; Issue1	
Library Journal	7/1/2002		July 01, 2002	Volume2; Issue2	
Library Journal	7/15/2002		July 15, 2002	Volume3; Issue3	
Library Journal	7/29/2002		July 29, 2002	Volume4; Issue4	
Library Journal	8/12/2002		August 12, 2002	Volume5; Issue5	
Library Journal	8/26/2002		August 26, 2002	Volume6; Issue6	

Acquisitions Module

Is used to keep track of funds coming into the library and manage the payment to book suppliers and vendors. Items entered for purchase can be added to the main library database as they are received.

Enter Payees

Click on the Add button to add a new vendor or funding source. By clicking on the Tabs and clicking on Edit you can enter the billing, and other contacts. Note that there is a "same as primary" button that will save re-entering the same or similar information.

LIBRARYSOFT Acquisitions Module

File Reports Help

Orders Payees Accounts Transactions Categories

NAME

- Fast Job Jobbers Inc.
- Second City Publishing
- Wild Card Distribution Ltd.

Payee: Fast Job Jobbers Inc.

Account: 32495

Web: www.fastjobpublications.com

Primary Contact Billing Claims Orders Notes

Name: Fast Job Jobbers Inc Order Dept

Address: 310-520 Kings St.

City, State, Zip: Seattle WA 98124

Phone: 306-232-4231 Alt. Phone:

Fax: 306-218-5212

Contact Person:

E-mail Address: orders@fastjobjobbers.com

Same as Primary

Find Edit Add Delete

Enter Accounts

Click on the Add button to add a new account. Enter the account name, a representative abbreviation, an opening date for the account, the opening balance and a description of the account. After clicking on OK this information will appear in the account screen. To deposit to an Account a Payee must be used. Payee's can also of course be paid from an account.

LIBRARYSOFT Acquisitions Module

File Reports Help

Orders Payees Accounts Transactions Categories

Account	Abbreviation	Date Open	Open Balance	Balance	Closed
Karneg's Fund	KFN	1/30/2003	0	182.3	N
Administration	ADM	1/30/2003	0	-2900	N
Fines Paid	Fines	2/16/2003	349	349	N
Parent Donations	PAC	2/16/2003	4456.98	4456.98	N

Create/Edit Account

Account Name:

Abbreviation:

Open Date: 2/16/2003

Open Balance: 0.00

Description:

Closed

Ok Cancel Help

Edit Add Delete

Transactions

Using the Tab buttons below you can make a payment, deposit or Transfer funds. The result will appear in the list of Transactions for the fund.

The screenshot shows the 'Transactions' tab for 'Karnegi's Fund'. The table below lists the transactions:

ID	Date	Payee	Payment	Deposit	Balance
20	2/7/2003	Fast Job Jobbers Inc.	100	0	-100
21	2/7/2003	Second City Publishing	0	800	700
23	2/7/2003		100	0	600
24	2/7/2003 12:00:3	Fast Job Jobbers Inc.	52.9	0	547.1
25	2/7/2003 12:00:3	Fast Job Jobbers Inc.	117.3	0	429.8
26	2/11/2003 6:49:1	Second City Publishing	3231.5	0	-2801.7
27	2/11/2003 7:12:2	Second City Publishing	16	0	-2817.7
28	2/16/2003		0	3000	182.3

Ending Balance: 182.30

Buttons: Payment, Deposit, Transfer, New, Edit, Enter, Cancel

Form fields: Pay to: Fast Job Jobbers Inc., ID: 20, Category: Bills, Date: 2/7/2003, Amount: 100.00

Categories

Define the nature of the expense or income. Clicking on one such as Book (expense) displays the activity in this area. Categories have a pulldown in the Order entry screen.

The screenshot shows the 'Categories' tab. It is divided into three sections: EXPENSE CATEGORIES, INCOME CATEGORIES, and ACTIVITY.

EXPENSE CATEGORIES:

- Books: - Fiction, - Science
- Bills: - Electricity, - Gas
- Video: - Movies

INCOME CATEGORIES:

- Fines: - Overdue, - Damaged books
- Sponsorship: - Microsoft, - Nelson Mandela

ACTIVITY:

ID	Date	Payee	Amount
24	2/7/2003 12:0	Fast Job Jobbers Inc.	-52.9
25	2/7/2003 12:0	Fast Job Jobbers Inc.	-117.3

Balance: - 170.20

Buttons: Edit, Add, Delete

Orders

The Order screen displays your orders and by color indicates if the items have been received (white) or not received payment sent (blue). Once paid the order cannot be edited. To enter an order click on the Add button.

The screenshot shows the 'Orders' tab with the following table:

ID	Order No	Date	Vendor	Title	Price	Copies	Status
10	A44	2/11/2003	Second City Publishing	War and Peace	5	3	Received
7	A22	2/7/2003	Fast Job Jobbers Inc.	Bible	22	2	Received
8	A22	2/7/2003	Fast Job Jobbers Inc.	Behind the Magic	33	3	Received
9	A23	2/7/2003	Second City Publishing	QQQ	55	51	Received

Entering Orders

Enter the order information regarding the item to be purchased. Select the Account and Category that apply to the purchase of this item.

You have the option to add the Catalog information into the database after it is received. Do not do this if you expect to receive MARC records on diskette that describe the item.

Enter in the cost of the item and number of copies as well as any tax requirements. Select from the pulldown the status of the item, the options are Sent, Paid, Received. Note that "Sent" in this context means that you have sent the vendor a purchase order. Enter Received only after the item has been received in satisfactory condition.

Click on OK once you have finished entry.

Purchase Orders

Select the items you would like to create a PO for. Note the select icon. Click on the Print button to generate the order.

An example Purchase order is displayed below.

Add/Edit Order

Order No.: 311233 Unit Price: 5.89
 Date: 2/16/2003 Amount: 4
 Vendor: Fast Job Jobbers Inc. Misc. Cost: 0.00
 Account: Administration Sales tax: 0.00
 Balance: 182.30 Total: 23.56
 Category: Books Total per Order: 23.56

Title: Burning Chrome Status: Sent
 Author: Gibson William Originator: WARD
 Library: NW Public Library
 Publisher: Dell
 ISBN: 4312398764 LCCN:
 Edition: First Volume No.: 0
 Note: Collection of Cyberspace Science Fiction short stories

Add to the catalog as issues are received

Ok Cancel Help

Reports

A number of reports are available from the Reports menu. They include Order, Account, Category and Vendor reports. All of them can be edited by clicking on the design icon.

LIBRARYSOFT Acquisitions Module

File Reports Help

Orders Payees Accounts Transactions Categories

ID	Order No	Date	Vendor	Title	Price	Copies	Status
10	A44	2/11/2003	Second City Publishing	War and Peace	5	3	Received
11	311233	2/16/2003	Fast Job Jobbers Inc.	Burning Chrome	5.89	4	Received
12	311233	2/16/2003	Fast Job Jobbers Inc.		0	1	Paid
13	311233	2/16/2003	Fast Job Jobbers Inc.		0	1	Paid
7	A22	2/7/2003	Fast Job Jobbers Inc.	Bible	22	2	Received
8	A22	2/7/2003	Fast Job Jobbers Inc.	Behind the Magic	33	3	Received
9	A23	2/7/2003	Second City Publishing	QQQ	55	51	Received

Pay Receive Edit Add Delete Print Full View

Second City Publishing
 525 Memphis Street
 Tuscon
 AZ
 80323

NW Public Library ORDER A44

ID	Title	ISBN	Price	Amount	Misc. Cost	Tax	Total
10	War and Peace		5	3	1	0	16
Total per order:							16

Originator: WARD

Reports

A number of reports are available from the Reports menu. They include Order, Account, Category and Vendor reports. Each report has an associated Select and Sort by Screen that allows you to define the range of information to be displayed. Click on the Print button to display the report.

Orders Report



Order No.	Title	Vendor name	Sent	Paid	Received	Price	Copies
A22	Bible	Fast Job Jobbers Inc.	2/7/2003	2/7/2003 1;	2/11/2003 1;	\$22.00	2
A22	Behind the Maac	Fast Job Jobbers Inc.	2/7/2003	2/7/2003 1;	2/7/2003 1;	\$33.00	3
311233		Fast Job Jobbers Inc.	2/16/2003			\$0.00	1
311233		Fast Job Jobbers Inc.	2/16/2003			\$0.00	1
311233	Burning Chrome	Fast Job Jobbers Inc.	2/16/2003			\$5.80	4

Accounts Report



Account	Category	Vendor name	Date	Amount
Karneal's Fund	Video	Second City Publishing	02/11/2003	3231.5
Karneal's Fund	Fines - Overdue	Second City Publishing	02/11/2003	16
Karneal's Fund	Fines		02/16/2003	3000
Balance:				-247.5
Account	Category	Vendor name	Date	Amount
Administration	Fines		02/16/2003	-3000
Administration	Fines		02/16/2003	5000
Administration	Fines		02/16/2003	-5000
Balance:				-3000
Account	Category	Vendor name	Date	Amount
Karneal's Fund	Bills	Fast Job Jobbers Inc.	02/07/2003	-100
Karneal's Fund	Sponsorship - Nelson	Second City Publishing	02/07/2003	800
Balance:				700
Account	Category	Vendor name	Date	Amount
Administration	Sponsorship		02/07/2003	100
Balance:				100
Account	Category	Vendor name	Date	Amount
Karneal's Fund	Sponsorship		02/07/2003	-100
Karneal's Fund	Books - Science	Fast Job Jobbers Inc.	02/07/2003	-52.9
Karneal's Fund	Books - Fiction	Fast Job Jobbers Inc.	02/07/2003	-117.3
Balance:				-270.2

Reports

Category and Vendor reports. Both can be edited by clicking on the design icon.

Categories Report



Account	Category	Vendor name	Date	Amount
Karneq's Fund	Video	Second City Publishing	02/11/2003	-3231.5
			Balance:	-3231.5
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Fines - Overdue	Second City Publishing	02/11/2003	-16
			Balance:	-16
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Fines		02/16/2003	3000
Administration	Fines		02/16/2003	-3000
Administration	Fines		02/16/2003	5000
Administration	Fines		02/16/2003	5000
			Balance:	0
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Bills	Fast Job Jobbers Inc.	02/07/2003	-100
			Balance:	-100
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Sponsorship - Nelson	Second City Publishing	02/07/2003	800
			Balance:	800
Account	Category	Vendor name	Date	Amount
Administration	Sponsorship		02/07/2003	100
Karneq's Fund	Sponsorship		02/07/2003	-100
			Balance:	0
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Books - Science	Fast Job Jobbers Inc.	02/07/2003	-52.9
			Balance:	-52.9
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Books - Fiction	Fast Job Jobbers Inc.	02/07/2003	-117.3
			Balance:	-117.3

Vendors Report



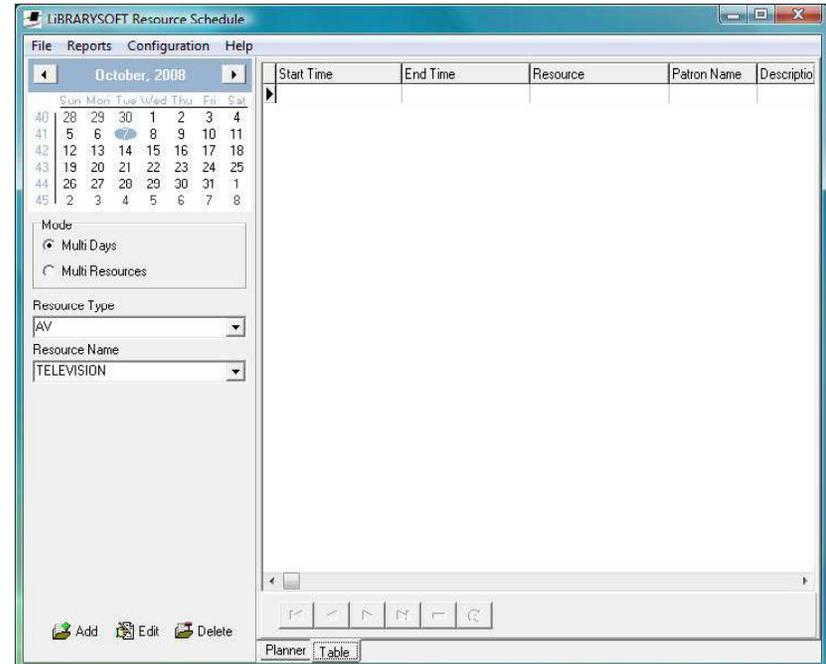
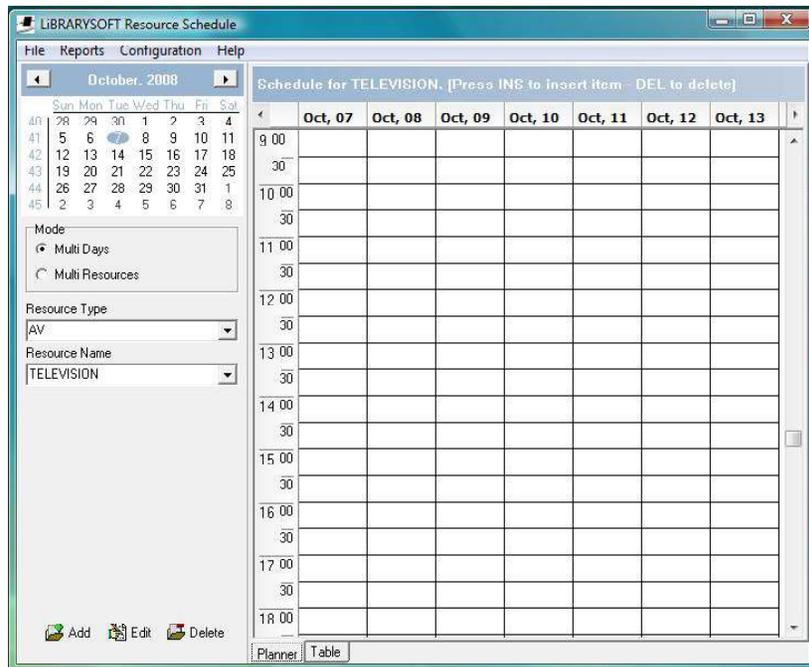
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Video	Second City Publishing	02/11/2003	-3231.5
Karneq's Fund	Fines - Overdue	Second City Publishing	02/11/2003	16
			Balance:	-3247.5
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Fines		02/16/2003	3000
			Balance:	3000
Account	Category	Vendor name	Date	Amount
Administration	Fines		02/16/2003	-3000
Administration	Fines		02/16/2003	5000
Administration	Fines		02/16/2003	-5000
			Balance:	-3000
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Bills	Fast Job Jobbers Inc.	02/07/2003	-100
			Balance:	-100
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Sponsorship - Nelson	Second City Publishing	02/07/2003	800
			Balance:	800
Account	Category	Vendor name	Date	Amount
Administration	Sponsorship		02/07/2003	100
Karneq's Fund	Sponsorship		02/07/2003	-100
			Balance:	0
Account	Category	Vendor name	Date	Amount
Karneq's Fund	Books - Science	Fast Job Jobbers Inc.	02/07/2003	-52.9
Karneq's Fund	Books - Fiction	Fast Job Jobbers Inc.	02/07/2003	-117.3
			Balance:	-170.2

The Scheduling Module

Programs > Schedule

Choose a day and a time, select the Resource Type and Name, and highlight the areas you would like to reserve or click the Add button to define the period.

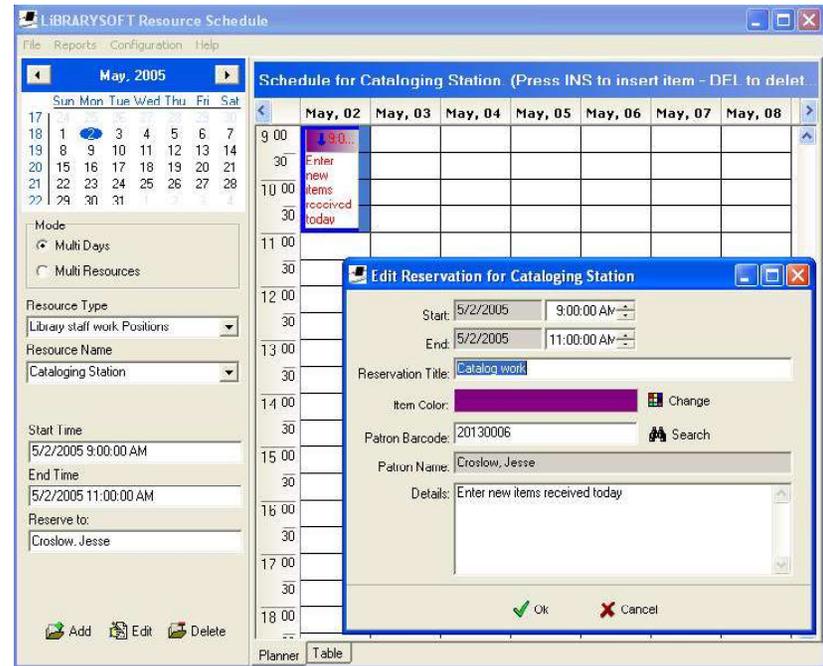
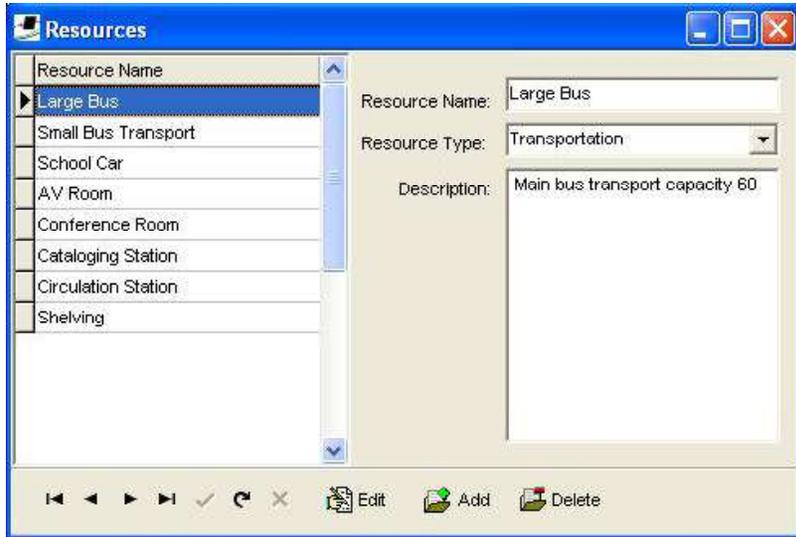
The Table view (option at the bottom of the screen) provides an alternate view.



Setting up Schedules

Enter Resource Types and Resource Names to go with a Resource Type. For example the Transportation could apply to Buses, cars etc. Within the library you can enter the various jobs or positions within the library and match it to your staff.

The Table option allows you to see a spreadsheet view of the scheduled items.



Managing Textbooks with LIBRARYSOFT

TEXTBOOKSOFT is a way of using LIBRARYSOFT to manage Textbooks. The system can be used to enter Text books, duplicate them and check them out to students and faculty. Note that licensing for LIBRARYSOFT does not automatically provide a License for TEXTBOOKSOFT. The purchase of a license for LIBRARYSOFT allows the library to be automated using LIBRARYSOFT. The purchase of TEXTBOOKSOFT allows all textbooks used by the institution to be automated. This does not apply to institutions with multiple campuses. It only applies to the campus of the institution purchasing the product.

The Catalog Module is used to enter textbooks. The repeat button allows you to duplicate items which is useful when working with textbooks. Even textbooks in pdf format can easily added to the library. PDF and Sound items can be downloaded by students using OPACInternet. Websites related to a textbook can be stored and retrieved by students or staff. The Textstore field can store up to 300 pages of text. OLE links can be used to link to Work, Powerpoint, Access and other OLE type programs that are related to the textbook or any record stored in the database. The textbook information can be loaded using the MARC module or AutoCataloguing.

The Circulation Module can check textbooks out to staff who in turn can check items out to students or textbooks can be checked out directly to students. This can done using a barcode scanner or typing in the barcode of the student and the textbooks borrowed by the student. The Locking Self-Circulation/OPAC Module can be by Staff to check items out to students without the possibility of accidentally damaging or removing data from the database. It can eve be used by students. Students can be added to the database from school administrative systems by loading into the LIBRARYSOFT excel template file or comma delimited files.

The Report Module has existing report and even includes a report generator that can be used to create a report over any range of fields, in any order presented in any way.

LIBRARYMaP can be used to display the location of the textbooks with a campus and within the room and shelf and the position on the shelf where they are located.

LIBRARYSOFT can print Barcode labels for the textbooks and students or pre-printed labels can be used. The school may already have existing barcode values for the students which can be used.

The OPACInternet Module can be used with the school server or district server so that instructors and administrative staff can check who has what textbooks. When students leave these textbooks can be checked back in. It can be used to across a network or the internet.

The Acquisitions Module can be used to manage accounts if different funding is used to manage the acquisition and funding of textbooks and supplies.

The Scheduling Module can be used to schedule access to resources such as specialized textbooks, AV equipment or other material that requires reservation.

LiBRARYSOFT Licensing

Note that licensing for LiBRARYSOFT does not automatically provide a License for TeXTBOOKSOFT. The purchase of a license for LiBRARYSOFT allows the library to be automated using LiBRARYSOFT. The purchase of TeXTBOOKSOFT allows all textbooks used by the institution to be automated. This does not apply to institutions with multiple campuses, it only applies to the campus of the institution purchasing the product.

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