Introduction to the Web Guide

The Web Guide is your first and foremost source of information about the ALEPH system. There is a separate chapter for each module which explains the work flow and which provides help on interacting with windows and on filling in forms.

Each chapter also contains a special section for the System Librarian that explains how to control the appearance and behavior of the module, how to manage printouts produced by the module, and how to edit database tables used by the module.

Go to next section (Introduction to ALEPH)
Introduction to ALEPH

ALEPH is a software product designed and developed for the management of libraries and data centers.

Tailor-made System

ALEPH is a generalized, fully integrated system, based on parameter tables for on-site tailoring of the system to specific applications. In addition to having a sophisticated Database management system, ALEPH includes modules that are particularly suited to library administrative routines.

A Variety of Applications

ALEPH can be adapted for any type of institution, such as library, museum, archive, research center, etc.

ALEPH is suited to all sizes of applications, from those requiring only a few terminals to large institutes with hundreds of terminals. ALEPH supports a network of libraries, resident on one or many computers.

A Variety of Materials

ALEPH can be tailored to various types of materials: books, articles, reports, slides, maps, publications, drawings, stamps, microfiche, patents, charitable donations, personnel files, school courses, etc.

Languages

ALEPH can be used in many languages, with the language of conversation defined by the user and changed within a session, at will.

Search Capabilities

ALEPH integrates both Online Public Access Catalogs (OPAC), and Common Command Language (CCL), thus, providing in one system a complete integrative library system and a full text retrieval database system.

Unicode

ALEPH has full Unicode compatibility, including bidirectionality. The full set of Unicode characters can be entered in the cataloging record and used for search in the OPAC.

The Developers

ALEPH was originally developed at the Hebrew University of Jerusalem by a team of programmers, analysts and librarians. ALEPH is developed and marketed exclusively by Ex Libris Ltd.
On-Site Tailoring

ALEPH can be tailored to the needs of each library system. This flexibility is achieved by using a set of parameter tables that the local system administrator may modify as necessary. No programming knowledge is required.

ALEPH online modules operate in real-time. Any changes made update the database immediately and the new information is available in subsequent operations.

ALEPH flexibility is reflected in various ways:
- No limit on the number of fields per bibliographic record
- No limit on the length of a field
- No limit on the number of occurrences of a field within a bibliographic record
- No limit on the number of access paths to the bibliographic record
- Record modifications are allowed at any time (add/delete fields and accesses, change filing procedures and sort fields, etc.)
- Display screens, messages and command codes can be tailored and changed as necessary
- Various print and display formats (up to 99) can be defined for on-line OPAC display and for print-outs
- Both menu-driven and command-driven operations are available to meet the needs of experienced as well as novice users
- System of passwords and authorization levels
1.0 OVERVIEW

This chapter explains elements that are shared by all modules of the system.

1.1 LIBRARY TYPES

There are five types of libraries in ALEPH and each type is identified by a number:

- A Bibliographic (BIB) Library contains bibliographic records. It is identified by a number between 01-09 (for example, USM01).
  
  One site can have multiple bibliographic libraries, or if they want, separate databases. A single database can be made to appear as if it consists of separate databases, using logical bases. Separate databases can solve problems of differing record structure (fields and tags), differing authority control, historically separate databases which cannot be merged, and so on. It is advisable to use one Bibliographic Library, unless there are good reasons otherwise.

- An Administrative (ADM) Library contains data about acquisitions, circulation, users (including library staff and borrowers). It is identified by a number between 50-59 (for example, NDU50).
  
  Several Administrative Libraries can share a common Bibliographic Library. In some instances, a group of Administrative Libraries, although completely separate, serve a common set of users. In this case, the libraries might want to share user records. This can be done by sharing a single group of Oracle tables, or, by simply assigning the same user ID to a person in both libraries.

- A Holdings (HOL) Library contains summary holdings information and site-specific fields such as local subjects. It is identified by a number between 60-69 (for example, MAB60).

- An Authority (AUT) Library contains authority records of preferred forms of headings, relationships between headings (thesauri). It is identified by a number between 10-19 (for example, UNI11).

- An Interlibrary Loan (ILL) Library contains copies of the Bibliographic records that are being requested by ILL. It is identified by a number between 20-29 (for example, UNI20).

- The Course Reading (CR) Library is a bibliographic library containing records of materials kept for the Course Reading (or Course Reserve) list. It is identified by a number between 30-39 (for example, TUD30).

1.1.1 ADM Library: Last Doc Number

When creating an ADM record, the system will try to assign it the same number as that of the BIB record it is linked to.

However, if that number is already used by another ADM record, the system will assign a number from a counter ('Last doc number' in the Administrative Library's
Single-Administrative library setups will have normally set their 'Last doc number' as a very high number so as to free lower numbers for this match of system numbers to ADM numbers.

1.2 LIBRARY NAMING CONVENTIONS

Each library name is made up of a three-letter code for the library, plus a two-digit number designating the type of library.

The main demo libraries are named after the cataloging standards: USMnn, UNInn, MABnn (for MARC 21, UNIMARC and MAB respectively). Clients' libraries have client-specific codes.

Examples:
- USM50 is the (demo) ADM library for MARC 21.
- UNI10 is the (demo) AUT library for UNIMARC.
- KCL01 is the BIB library for King's College, London

1.3 NUMBERING IN ALEPH

Unique record numbers:
- System (Bibliographic) no. - in the BIB or AUT libraries
- ADM (Administrative) no. - in the ADM libraries
- HOL no. - in the HOL libraries.

Unique record numbers:
- Barcode - for each distinct item (for example: each identical copy of a book has a unique barcode).

1.4 ALEPH MODULES

<table>
<thead>
<tr>
<th>Client</th>
<th>Module</th>
<th>Module Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUI</td>
<td>Acquisitions (Acq)</td>
<td>Ordering, invoice handling, material arrival and claiming.</td>
</tr>
<tr>
<td></td>
<td>Administration (Admin)</td>
<td>Vendor/budget/currency definition. User privileges/authorizations. Patron management</td>
</tr>
<tr>
<td></td>
<td>ALEPHADM</td>
<td>Administration of the library's ALEPH tables, which set how the system works for a particular installation.</td>
</tr>
<tr>
<td></td>
<td>Cataloging (Cat, Catalog)</td>
<td>Cataloging.</td>
</tr>
<tr>
<td></td>
<td>Circulation (Circ)</td>
<td>Loans/returns, requests, patron management, cash management, reading room, some item control.</td>
</tr>
<tr>
<td></td>
<td>ILL</td>
<td>Interlibrary loans, both incoming and outgoing.</td>
</tr>
<tr>
<td>Items</td>
<td>Item management, binding.</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td>Search (GUI OPAC)</td>
<td>Catalog searching for library staff, holdings information, global corrections.</td>
<td></td>
</tr>
<tr>
<td>Serials</td>
<td>Subscription management, frequency prediction, issue and item control, routing and claiming.</td>
<td></td>
</tr>
<tr>
<td>Task Manager</td>
<td>Monitoring of batch reports and processes, printing.</td>
<td></td>
</tr>
<tr>
<td><strong>Web</strong></td>
<td><strong>Web OPAC</strong></td>
<td>Catalog searching and some circulation/ILL functions for patrons.</td>
</tr>
<tr>
<td></td>
<td>Course Reading</td>
<td>Course information and reading materials.</td>
</tr>
<tr>
<td></td>
<td>Services</td>
<td>Batch processes for all system functions.</td>
</tr>
</tbody>
</table>

## 1.5 ITEMS, SUB-LIBRARY, COLLECTION, LOCATION

### Items
The item is the ALEPH 'atom'.

Nearly all library activities are based on the item, for example: circulation, serial subscriptions or ILL.

An item in ALEPH is a physical unit with a unique identifier: the Barcode.

Two identical copies of a book = two items.

### Sub-library
A sub-library is the smallest administrative unit - a distinct sub-division of an ADM library.

Records such as items, orders, subscriptions, loans and transactions are created at the sub-library level.

Each sub-library can have its own distinct circulation policy.

Authorizations for librarians for various functions are also given at the sub-library level.

### Collection/Location
Entering the collection and location of items is optional. Collection and location can be entered and controlled in the HOLdings record, or in the individual item records.

The collection and location can be used to precisely describe the physical location of an item in the library.

Each sub-library has its own set of possible collections and locations (which can be based on different classification standards).
2.0 USER ASSISTANCE

Help is available throughout the system, in both the GUI and Web modules.

- Web Guide
- Online help for GUI modules
- Web OPAC
- Batch Services Help

2.1 WEB GUIDE

The Web Guide is your primary resource for information about ALEPH 500. There is a separate chapter for each module, which presents the workflow and provides help on interacting with windows and on filling in forms. Each chapter also contains a special section for the System Librarian that explains how to control the module's appearance and behavior, manage its printouts, and configure its parameter tables.

The Web Guide is accessible from the ALEPH Library Staff Menu. After signing in, click Guide:

<table>
<thead>
<tr>
<th>ALEPH Library Staff Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> Click <strong>here</strong> to identify yourself.</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Choose module:</td>
</tr>
<tr>
<td><strong>Services</strong> - Produce reports &amp; manage files</td>
</tr>
<tr>
<td><strong>Custom Services</strong> - Privately produced reports &amp; management utilities</td>
</tr>
<tr>
<td><strong>Guide</strong> - Read help on how to use the ALEPH system</td>
</tr>
<tr>
<td><strong>OPAC</strong> - On-line Public Access Catalog</td>
</tr>
<tr>
<td><strong>Course Reading List</strong> - Reading lists for courses</td>
</tr>
<tr>
<td><strong>Release Notes</strong> - Read about changes since the last release</td>
</tr>
<tr>
<td><strong>Documentation</strong> - ALEPH Documentation</td>
</tr>
<tr>
<td><strong>Utilities</strong> - Online utilities</td>
</tr>
</tbody>
</table>

The Web Guide's table of contents appears in the left-hand frame:
In order to read the guide sequentially, start with the Introduction and select "Go to next section" at the end of each section at the bottom of the right frame. Note that at the bottom of the left frame you can select "Guide Menu" to return to the Guide's main table of contents, or "Staff Menu" to return to the ALEPH Staff menu.

Each module has a chapter in the Web Guide. To view a module's chapter, click on the suitable link.

The right frame displays the Overview section of the module's chapter. The left frame displays the sections in the selected module's chapter:

**ACQUISITIONS**

- 1. Overview
- 2. Currencies
- 3. Vendors
- 4. Budgets
- 5. Orders
- 6. EDI
- 7. Invoices
- 8. Arrivals
- 9. Claims
- 10. Payments
- 11. Reports
- 12. System Librarian

**1.0 ACQUISITIONS OVERVIEW**

The Acquisitions module enables you to manage vendor, budget, order and invoice records. The Acquisitions module runs under ADM type libraries only. This overview includes the following sections:

- acquisitions process
- order types
- acquisition systems
- prerequisites
- passwords

**1.1 THE ACQUISITIONS PROCESS**
In order to read a specific section, click on the section's link in the left frame.

Each chapter also has a section written especially for the System Librarian and explains how to set up the module so that it may be used by other staff members. Among other things, the System Librarian section includes explanations of tables that relate to the module, as well as help for various default settings (for example, in the INI file), templates and printouts.

The General and Task Manager chapters provide important general information that is useful for all ALEPH users.

**GENERAL**
1. Overview
2. User Assistance

   **Desktop Customization**
3. GUI and Toolbars
4. Visual Properties of Windows
5. Hotkeys
6. Dates In ALEPH GUI Form Windows
7. Client Setup (Alephcom.ini file)
8. Font Definitions (Font.ini file)

   **Miscellaneous**
9. Sorting and Word-Breaking
10. Find Record function
11. Navigation Window

**TASK MANAGER**
1. Overview
2. Viewing a list of files
3. Print IDs
4. Batch log
5. Batch queue
6. Print Daemon
7. System librarian

The Printing chapter provides information about printing that is relevant for all modules, and is useful for the System Librarian.

**PRINTING (SYSTEM LIBRARIAN)**
1. Print Templates
2. Example of a Batch Service Template
3. Key to Template
4. Print Setup
5. Printer Device List
6. Report Columns
7. Headers and Footers
8. "Subject" Line in Email Printouts
9. Printing Lists from GUI

**2.2 ONLINE HELP**

**Main Menu (F1)**
In each GUI module, help is available for each main menu option by highlighting the option:
and pressing the F1 key.

**Windows (Help Button)**
Help is available for each window and dialog box by clicking the Help button.

![Print Item Labels](image)

There are a number of actions available on the Help window:

**Contents**
Click the Contents button to view the table of contents for the module's online help. Click on a book to view the topics belonging to a specific subject. Click on a topic to read its online help.

**Print Topic**
To print the current topic, click the Print button or select Options/Print Topic. A window is displayed, enabling you to choose such elements as the printer, the number of copies and the paper size.

**Annotate**
The Annotation feature enables you to personalize the help by writing and saving a note related to the selected topic. To access this feature, Select Edit/Annotate or Options/Annotate. The following window is displayed:
Type your note and click Save. The system indicates that an annotation is associated with the help topic by displaying a green paper clip below the title of the help.

To access the annotation, click on the paper clip.

**Bookmark**
You can easily jump to frequently needed help topics by defining bookmarks. To define a bookmark for the current help topic, go to the Bookmarks menu and choose Define. The following window is displayed, enabling you to assign a name to the bookmark. By default, the system uses the topic title that was assigned by the Ex Libris documentation department.

Once defined, the bookmark is added to the list of bookmarks where it may be selected at any time.

**Fonts and Colors**
To change the font or color of a Help topic:

1. In the Help topic window, click Options. You can also use the right mouse button to click inside the Help topic.

2. To change the font size, point to Font, and then click Small, Normal, or Large.

3. To change the color, click Use System Colors.

   When prompted to close Help, click Yes.

   When you open Help again, the background color and text match your system colors.
Note: When you change the font or the color, it only affects the current Help file.

Multilingual Systems

To enable ALEPH to call up the Help in the language of your choice, define the "interface language" by editing the client's alephcom/tab/conv_lng file. This file lists the available languages for the interface (that is, languages for which there are GUI screens and Help files). The first language in the list is the default language (that is, the language that is displayed when the user activates a module).

The user can change the interface language at any time by right-clicking on the Tower of Babel icon in the bottom right-hand corner of the GUI and selecting one of the available languages from the pop-up menu.

2.3 WEB OPAC

In the OPAC, help is written directly on the screen for the user's easy reference, to guide him in the task at hand.

<table>
<thead>
<tr>
<th>Basic</th>
<th>Multi-field</th>
<th>Multi-base</th>
<th>Advanced</th>
<th>CCL</th>
</tr>
</thead>
</table>

**Basic Search**

If you choose Yes for "Words adjacent," you can type in the phrase *computer programming* and the system will understand that you want only records that have the word *computer* NEXT to the word *programming*.

**Type word(s)**

**Field to search**

All Fields

**Words adjacent?**

○ No ○ Yes

Search hints:

Lower-case letters will find matches of capitalized words also. For example, *computer* will find matches for *computer*, *Computer* and *COMPUTER*.

Boolean AND is assumed between words. You may use the Boolean operators AND, OR and NOT in your search string. For example, you could type *heart or cardiae* to retrieve all records having *heart* or *cardiae* in them.

Use the *?* character to find matches that contain portions of words. For example, *gan?* will retrieve *gun, gars, garden, gunery, gunning*, etc. In another example, *?logy* will retrieve *anthropology, archeology, psychology*, etc. The *?* character may also be used to find variant spellings. For example, *slum?* will find both the American spelling, *aluminum*, and the British spelling, *aluminium*.

In addition, more general help is available by clicking the Help option on the menu in the upper frame of the browser:
The user may choose any help topic, not just help about the task he is currently performing.

2.4 BATCH SERVICES HELP
Each batch service file contains help for the specific batch service, which includes general information about the function and help for each field. The help is accessible from within the batch service.

To jump directly to the help section, click on the Question Mark button:

Following is an example of a portion of the Help:
Help - Print Catalog

This function enables you to print catalog records one after the other on regular-sized sheets of paper that may be bound together and used for reference.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_print_04.

Help for Each Field:

• Output file

Enter the name of the file in which you want the bibliographic records saved. The file can be found later in the library's PRINT...
3.0 GUI AND TOOLBARS
GUI stands for Graphical User Interface. This means that you, the user, can interact (interface) with your workstation using user-friendly graphical software which includes buttons, arrows, icons and keys.

Client is the software stored on your workstation which interacts with the server where your databases(s) and ALEPH automation system software reside. Generally, the client includes all the ALEPH modules.

When you use an ALEPH GUI client, you have the choice of either using the mouse to get around (by pointing and clicking buttons, arrows and icons) or simply using the keyboard.

The logging in procedure and different areas of the ALEPH GUI are described in the following sections.

3.1 LOGGING IN
To log in to an ALEPH GUI, follow these steps:

1. From the Windows Start menu, click Programs>Aleph 500>"Desired Module" or create a shortcut on your desktop to the ALEPH Applications Toolbar.

2. The ALEPH Password box is automatically displayed if the 'Save Password' box has NOT been checked in the last login process for your workstation's PC client:

3. Type your User name and Password. Be sure to uncheck the 'Save Password' box, if applicable.

3.2 ALEPH APPLICATIONS TOOLBAR
The ALEPH applications toolbar displays buttons that you can use to activate the various modules by clicking on them.

In order to display the ALEPH Applications Toolbar (regardless of which module you are in), select from the main menu the Option menu, and click on the Application Toolbar command. The ALEPH Applications Toolbar appears:

In order to close the ALEPH Applications Toolbar, select the Option menu again, and click on the Application Toolbar command.

The toolbar can be re-located on your screen using a "drag-and-drop" operation. You can define which buttons appear on the toolbar and in which order they appear. You may remove and add buttons. To do this, either:

- Right-click on the title bar and then click the Visual Properties command, or
- Click Windows > Customize.

The following window is displayed:
The list on the right side of the screen shows the current toolbar buttons. The list on the left shows the button you select to take out of your toolbar. The ‘Separator’, which is listed on the left side, allows you to put separate lines between buttons.

The following texts in the ToolBar Properties Window are defined in alephcom/tab/eng/window.dat and are therefore translatable:

<table>
<thead>
<tr>
<th>ToolConfigDlg.ColCaption.All</th>
<th>Available Toolbar buttons:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ToolConfigDlg.ColCaption.Current</td>
<td>Current Toolbar buttons:</td>
</tr>
<tr>
<td>ToolConfigDlg.ListItem.Separator</td>
<td>Separator</td>
</tr>
</tbody>
</table>

To remove a button from the toolbar, go to the right-hand list, highlight the desired button and click the left arrow. The button moves to the left-hand list. To restore a button to the toolbar, go to the left-hand list, select the desired button and click the right arrow.

To change the order of the buttons, use the up and down arrows. The information is stored in alephcom/tab/eng/toolbar.dat

As soon as you are finished, click **OK**.

Available fields:

**Text option**
Select one of the following choices:
- Display the buttons with no text labels
- Display the buttons with text labels on the bottom
- Display the buttons with text labels on the right

**Size of Buttons**
Select one of the following choices for the size of the buttons:
- Small size
- Normal size
- Large size

### 3.3 THE MODULE TOOLBAR

The toolbar of a module displays buttons that you may click on to activate the module's functions.

For example in the Acquisitions module:

![Toolbar Example](image)

You can control which buttons appear on the toolbar. You may remove and add buttons. To do this, from the main menu, click **Window>Customize**. The ToolBar Properties window is displayed. The ToolBar Properties window is used in the same way as the ALEPH applications visual properties window is used (see ALEPH APPLICATION TOOLBAR (3.2) above).

The information of the "Size Option" field is stored in [module name].ini file. For example:

```
BitmapType=NormalWithoutText
```

The 'Text Option' field is not available.

### 3.4 THE STATUS BAR

In an ALEPH GUI, a status bar is located at the bottom of the screen:

![Status Bar Example](image)

This area lists the status of the program, together with other information, such as the meaning of a command, or the location of the cursor. Messages appear on the status bar. The different areas of the status bar, going from left-to-right, are explained in the following section.

The connect icon, located in the bottom left-hand corner of the window, shows whether or not the GUI is currently connected to the server. Green indicates that there is a connection, red indicates that there is no connection.

The PC/Server Link icon displays a red line if a request is being processed:

If you wish to stop a process, you can click on the red line.

The adjacent message area displays the message "Processing request, please wait..." if a request is being processed. It also displays information on the location of the cursor. In the following example the cursor is placed on an LDR link in a cataloging record:
The next message area shows server and port information:

```
Connected to Server: 192.0.2.5 [5001:14]
```

The next message area indicates which library you are connected to:

```
Library: USM01 - USMAIC Bibliographic (USM01)
```

The next message area shows which current profile and user name you are logged in under:

```
Profile: default - User: YOHANAN
```

You can turn the fixed display of the User, Library and Server information in the lower status bar on or off. You control the display by editing the following lines in the module's ini file in the module's tab directory (Y=On;N=Off):

```
[StatusBar]
IndicatorServer=Y/N
IndicatorLibraryInfo=Y/N
IndicatorUserInfo=Y/N
```

The default size (in pixels) of the text controls is configured in the alephcom.ini file:

```
[StatusBar]
IndicatorServerSize=200
IndicatorLibraryInfo=
IndicatorUserInfo=
```

By default the size is 200 and the text controls DO NOT appear.

Moving further left-to-right, you come to three icons which enable the user to control the setup of the GUI, and which are explained in the next section.

### 3.4.1 User Setup Controls on the Status Bar

The icons to the right of the Status bar have a different functionality to the other areas of the Status Bar. Whereas the other areas contain information for the user about the status of the GUI, these icons contain user-defined GUI setup controls.

#### Key Icon:

When you right-click the Key icon, the follow menu pops up:

```
Profile: default - User: YOHANAN
```

<table>
<thead>
<tr>
<th>Login as another user</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change current password</td>
</tr>
<tr>
<td>Temporary password override</td>
</tr>
</tbody>
</table>

The options available on this pop-up menu are explained below.

**Login as Another User**

If you need to change a login to a new user, choose 'Login as another user' from the pop-up menu or press the L key. The following window appears:

```
ALEPH Password
```

```
User name: SUZY
```

```
Password: ********
```

```
[ ] Save Password
```

Type in a new user ID and click OK.

**Change Current Password**

1. To change your password, choose 'Change current password' from the pop-up menu or press the C key. The following window appears:
2. Fill in your old password and then the new password twice, as shown above.
3. Clicking the OK button saves the new password whether or not you have checked the 'Save Password' box.
4. (Optional) Check the 'Save Password' box only if you do not want to have to log in the next time you open ALEPH.

Using a Temporary Password

1. To temporarily override a password for added functionality, choose 'Temporary password override' from the pop-up menu. The following window appears:

2. Enter the overriding User name and Password and press the button. As long as the Temporary Password Override window remains open, the temporary password is in effect. When the window is closed, the temporary password is no longer in effect.

Tower of Babel Icon:
When you right-click the Tower of Babel icon, a list of available languages for the interface pops up:

In our example, the only language available is English. In a multiple-language setup, you select a language by clicking on it.

Library Icon:
When the client/module opens, you are connected automatically to a library (database) if the line for DataBaseAutoSelect= is set to Y in the ALEPHCOM.INI on your workstation's client software. When you right-click the Library icon, a list of available libraries pops up:

You select a library by clicking on it.

3.5 COLUMN HEADINGS (PC_TAB_COL.LNG)

pc_tab_col.lng defines the columns of information that are displayed in list windows in the GUI clients.

Each list is assigned a unique identifier (column 1), and each column is assigned a column number (column 4). These two elements (column 1 and column 4) must NOT be changed. The display order of the columns is set by the order of the lines in this table.

The default width of the column is defined as a percentage of the line length (column 5). The percentages of the displayed columns should not exceed 100. A column is set for non-display by setting its percentage to 000.
Note that SOME list window columns are NOT controlled by this table. They are controlled by the /alephcom/tab/lng/tab_col table on the GUI client.

Following is an example set of column definitions in pc_tab_col.eng for the Log for Admin Record List in ILL, and the corresponding GUI display:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
<th>Column 8</th>
<th>Column 9</th>
<th>Column 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC_ILL_LOGGER</td>
<td>L</td>
<td>Date</td>
<td>01</td>
<td>025</td>
<td>01</td>
<td>C04</td>
<td>Date+time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ILL_LOGGER</td>
<td>L</td>
<td>Description</td>
<td>02</td>
<td>025</td>
<td>01</td>
<td>C04</td>
<td>Z45-TEXT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ILL_LOGGER</td>
<td>L</td>
<td>Details</td>
<td>03</td>
<td>050</td>
<td>01</td>
<td>C04</td>
<td>Z45-DATA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Column 1 is the unique code by which the system identifies the set of column headings.

Column 2 is the code for the character set of the column heading. The standard is L, which stands for Latin.

Column 3 is the text of the column heading that is displayed in the GUI.

Column 4 is the column number (from left to right).

Column 5 is the percentage of the page width that you want the column to take up. The number must be 3 digits. For numbers less than 100, enter leading zeros. For example, 025. You may remove a column heading from the table by entering 000. Do not delete any line from the table.

Column 6 is the font code. The value of the font code is set in the client's Alephcom\tab\ini file, in the last two characters of the "ListBox" definition. For example, ListBox01. The client can be forced to ignore the pc_tab_col setup, by using ListBox##. When a bitmap is used (e.g. checkmark) the characters "it" should be entered here.

Column 7 is the color code. The color value is defined in the client's Alephcom\tab\ini file, in the [TextListBox] section. When a bitmap is used (e.g. checkmark) the characters "map" should be entered here.

Column 8 is font 2 for font differentiation. This is only relevant in instances where the line has a system differentiation, e.g. arrived/non-arrived issue.

Column 9 is color 2 for color differentiation. This is only relevant in instances where the line has a system differentiation, e.g. arrived/non-arrived issue.

Column 10 is a note that is NOT displayed on-screen.

Go to next section (Visual Properties of Windows)
4.0 VISUAL PROPERTIES OF WINDOWS

You can determine the size and location of every window in an ALEPH GUI. You can also determine whether or not the end user can change these properties. You change visual properties via dialog boxes which are accessible from every window. There are two versions of the Visual Properties dialog box, one for

* windows that have a system menu in the upper-left corner of the window,

and one for

* windows that do not have a system menu.

4.1 WINDOWS WITHOUT A SYSTEM MENU

The following is an example of a window that does not have a system menu (that is, there is no icon in the upper left-hand corner of the window):

![Order Number Dialog Box](image)

The Properties dialog box associated with this kind of window enables you to determine where the window is located the next time module is opened. It also provides automatic centering of the window.

If you want the window to appear in the center of the screen the next time the module is opened, follow these steps:

1. Place the cursor on the title bar of the window and right-click.

2. Choose "Visual Properties" from the menu that pops up (shown below).

![Order Number Dialog Box](image)

3. On the Properties dialog box that appears, place a check-mark in the "Center" box (by clicking on the box).
4. Click the Locate button.

The window is relocated to the center of the screen immediately and appears in the center of the screen the next time the module is opened.

If you want the window to appear in any other location on the screen, follow these steps:

1. Drag the window to the desired location.
2. Place the cursor on the title bar of the window and right-click.
3. Choose "Visual Properties" from the menu that pops up (shown below). The coordinates of the "current position" are displayed in the Properties dialog box for your reference.
4. If you are satisfied with the current location, click Locate.

The window appears in this location the next time the module is opened.

**Note:** The Window Text pane in the Visual Properties dialog box lists the names appearing on title bars and command buttons in the window selected. These can be edited through the ALEPHADM module (see ALEPHADM chapter on the Language Manager).

The Accelerators pane in the Visual Properties dialog box lists accelerator keys relating to the selected window (that is, hotkeys for opening that window. They can be edited throughi accel.dat (see General chapter on Hotkeys).

**4.2 WINDOWS WITH A SYSTEM MENU**

The following is an example of a window that has a system menu accessed by an icon in the upper-left corner of the window:
The Properties dialog box associated with this kind of window enables you to determine both the location and size of the window when the user reopens the module, and whether or not the user is able to relocate or resize the window by himself.

You can prevent the user from relocating or resizing the window by himself. To do so, follow these steps:

1. Place your cursor on the system menu icon and left-click.

2. Choose "Visual Properties" from the menu that pops up (shown below).

3. On the Properties dialog box that is displayed, make sure that no check-mark appears next to the "Relocate" and "Resize" boxes. (You can remove a check-mark by clicking in the appropriate box.)
To enable the user to relocate or resize the window by himself:

1. Follow the above steps, but make sure that check-marks appear next to the "Relocate" and "Resize" boxes.

2. Close and reopen the module in order to activate the setting.

3. In order to change the location of the window, drag the window to the desired location. To change the size of the window, place the cursor at one of the edges or corners of the window. When the cursor changes into a double-headed arrow, drag the cursor until the window takes the desired size.

4. Place your cursor on the system menu icon and left-click.

5. Choose "Visual Properties" from the menu that pops up. The coordinates of the "current position" and "current size" are displayed in the Properties dialog box for your reference.

6. If you are satisfied with the current location and size, click Locate.

The window appears in this location and size the next time the module is opened.

**Note:** The Window Text pane in the Visual Properties dialog box lists the names appearing on title bars and command buttons in the window selected. These can be edited through the ALEPHADM module (see ALEPHADM - section on the Language Manager).

The Accelerators pane in the Visual Properties dialog box lists accelerator keys relating to the selected window (that is, hotkeys for opening that window. They can be edited throughi accel.dat (see General chapter on Hotkeys).

**4.3 Set Display of List**

On windows that display lists of information (such as borrower’s loans, browse list of authors, acquisitions
index, and so on) you can set colors, columns and the print font factor. When the window is displayed, highlight any line, and click F9 to display the Set Display of List window.

Using the "Colors" section you can change the color value of background and text. The "C" lines refer to the color of the columns. Note that this changes the color not only for the window you are in, but also for all windows which use the same Cnn identifier. Some windows also have "map" listed. This refers to an icon, such as a check mark. Click Undo Changes to set the display back to the original (that is, before you began changing the colors). All changes are temporary until you click OK.

The "Columns" section refers to the columns defined in the server's pc_tab_col. configuration table. The first column is the column identifier on the PC. The second column (Y/N) indicates whether or not this column is set to display (N= non-display). The third column is the column identifier in pc_tab_col.<lng>. The fourth column is the column name in pc_tab_col.<lng>. Although it appears as though you can change the order of the columns (using the arrows to the right of this section), and as though you can set a non-display column to display, (by clicking in the Enabled box) in fact, these options are not operational, and you cannot.

The Print List button prints the list that is displayed in the window, using the default printer set for the PC workstation. The "Print Font Factor" is used to set the factor difference between window display font size and printer font size. The value for this is set through trial and error.
5.0 HOTKEYS

All GUI applications have the ability to set up dynamic hotkeys (accelerator keys) based upon a text file, `accel.dat`, located in each module's tab/<lng> directory on the client.

All menu options that are listed in the menu.dat file can be listed in the accel.dat file along with the keys (or key combinations) that should be used to activate the menu option.

The key combinations must follow these rules:

- If the Ctrl, Alt or Shift key is to be used, type it first. (You may also type any combination of these keys, e.g., "Ctrl+Alt").
- To indicate that these keys should be held down while pressing another key, type a plus + sign, then type the ascii character (in square brackets) or virtual key that should be pressed. A virtual key is of the type VK_* (e.g. VK_F3).

Examples:

- **Ctrl+VK_F3** (will be displayed in the GUI menu as "Ctrl+F3")
- **Alt+[V]** (will be displayed in the GUI menu as "Alt+V")

The following examples show key definitions in accel.dat, together with the name of the function as assigned by the programmer.

<table>
<thead>
<tr>
<th>SHORT_LOAN</th>
<th>VK_F3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEMLOAN</td>
<td>VK_F5</td>
</tr>
<tr>
<td>ITEMRETURN</td>
<td>VK_F6</td>
</tr>
<tr>
<td>PASTE_DOC</td>
<td>Alt+[D]</td>
</tr>
</tbody>
</table>

The menu.dat file contains the name of the function as assigned by the programmer, and the text that should appear in the menu. For example:

| PASTE_DOC       | Paste record |

In the application, the system will display the menu text as defined in menu.dat together with the hotkey definition defined in accel.dat.

You can set a default open tab for tab windows in the client. You define the default open tab in the client's .ini file as `FirstTab=n` after the window name of the tab.

For example, in the circ.ini file, to display the LOANS tab as the default tab when a user profile is called up, you define:

```
[UserInfo]
FirstTab=5
```

Go to top of page
6.0 DATES IN ALEPH GUI FORM WINDOWS

Dates in ALEPH GUI form windows can be set in different formats. For example, a British user may prefer a dd-mm-yy date format, whereas an American user might prefer an mm-dd-yy configuration.

Date formats can be set per client. Once set, a date format includes all instances in all modules of the date field in the form windows. The value set by the user is stored in the alephcom.ini file under DateSequence.

6.1 DATE FORMAT SETUP

The date format setup determines the format for entering the date and its display. You can choose the sequence of components and the sign used to separate between the components.

You access the date format setup by use of the F9 key. Your mouse cursor must be inside a date field before you press the F9 key.

The following example is taken from the Local Information window form in the Circulation module:

![Local User Information - 1604/1804/Donald Jones](image)

After at least one character within the date field has been highlighted, and the F9
key pressed, the Date Format setup window appears:

The Date Formats setup window offers the following options:

**Sequence**
Choose the order in which you want to enter the date. D stands for day, M for month, Y for Year.

**Separator**
Type the separator you want to use, for example: / or . or - and click on the OK button.

**Undo Changes**
If you are not satisfied with your selection, click Undo Changes

### 6.2 THE DATE FIELD
You enter the date in the Date field and select each digit by highlighting it with the cursor. The Date field consists of a single unit made up of 8 digits.

### 6.3 ENTERING A DATE
There are two ways to enter a date in a date field in the GUI client:

1. Using the drop-down calendar box. This opens a small calendar page set on the day's date. You can browse through the days and months with the arrow keys or choose a day within the open month using the mouse.

2. Using the F12 key. If the cursor is in the date field, clicking F12 sets the date as today's date. Clicking F12 again sets all digits to 0.

Of course, you can change any date by typing in the appropriate numbers.
6.4 BROWSING THROUGH MONTHS AND YEARS

There are several methods of browsing through months and years:

- **By using the drop-down calendar** - To browse through months, use the arrow buttons in the upper corners of the calendar window.

  If you place the cursor on the month displayed on the title bar and click, a list of months is displayed and you can select one.

- **By using the arrow keys in the data field** - Place the cursor on any date component in the date window (day, month or year) and click once to highlight it. Then use the up and down arrow keys to browse through the dates.

To browse through years, place the cursor on the year in the title bar and click. This opens a spin box that enables you to move through the years.
6.5 STANDARD SETUP

The default settings of the date format are set in $alephe_root/aleph_start_505 and/or in $alephe_root/pc_server_defaults. If defined in both files, pc_server_default takes precedence. The line setenv date_style_s nn defines the GUI date display.

Example:

setenv date_style_s 12

Note: the first digit of the number denotes the separator style. The second digit denotes the date style.

**with separator**

**first digit**

<table>
<thead>
<tr>
<th>first digit</th>
<th>separator style</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>separator ':'</td>
</tr>
<tr>
<td>1</td>
<td>separator '/'</td>
</tr>
<tr>
<td>2</td>
<td>separator ''</td>
</tr>
</tbody>
</table>

**second digit**

<table>
<thead>
<tr>
<th>second digit</th>
<th>date style</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>dmy</td>
</tr>
<tr>
<td>2</td>
<td>dmy with century</td>
</tr>
<tr>
<td>3</td>
<td>dmy with century, long month</td>
</tr>
<tr>
<td>4</td>
<td>dmy with century, short month</td>
</tr>
<tr>
<td>5</td>
<td>mdy</td>
</tr>
<tr>
<td>6</td>
<td>mdy with century</td>
</tr>
<tr>
<td>7</td>
<td>mdy with century, long month</td>
</tr>
<tr>
<td>8</td>
<td>mdy with century, short month</td>
</tr>
</tbody>
</table>

**without separator**
first digit

| 3 | no separator |

second digit

| 1 | ddmmyy |
| 2 | mmddyy |
| 3 | yymmdd |
| 4 | ddmmyyyy |
| 5 | mmddyyyy |
| 6 | yyyyymmdd |

Date range

The earliest possible date is 14/09/1752 (this is the date that the Gregorian calendar was introduced in the United Kingdom):

The latest possible date is 31/12/9999:
7.0 CLIENT SETUP  
(ALEPHCOM.INI)

The alephcom.ini file includes setting definitions that are shared by all modules. This chapter presents and explains various sections of the alephcom.ini file and is aimed primarily at System Librarians.

![Ini File Settings]

**[Main]**
- **ActivateSplashWindow=N**
- **ApplicationBgColor=190,240,215**
- **Diagnostic=Y**
- **AlwaysMaximized=N**
- **Compression=3**
- **CommunicationProtocol=0**
- **ApplicationSwitchDialog=Y**
- **DataBaseAutoSelect=Y**
- **SavePassword=Y**
- **PrintFactor=10**
- **DefaultPrintConfig=1**

**ActivateSplashWindow=N**
The "Splash window" displays a logo of Ex Libris Ltd., the developer of the ALEPH system. The System Librarian decides whether or not the Splash window pops up when the application is started - **Y** displays the Splash window and **N** suppresses it. The bitmap of this logo is located in splash.bmp from the hcom directory.

**ApplicationBgColor=190,240,215**
This field sets the background color of the application.

**Diagnostic=Y**
This line is used for debugging purposes and should **not** be changed.

**AlwaysMaximized=N**
If **AlwaysMaximized** is set to **Y**, the minimize button is disabled. The default is **N**, i.e. enable the use of the minimize button. This switch is helpful if some of your library's PC's are ALEPH-dedicated machines.

**Compression=3**
Compression is used when accessing server (the server must support suppression) values: "Compression type" or "N". Do not change this parameter.

**CommunicationProtocol=0**
Do not change this line.

**ApplicationSwitchDialog=Y**
Determines whether or not the ALEPH application toolbar is displayed.

**DataBaseAutoSelect=Y**
Determines whether or not ALEPH clients automatically log in to the first library listed in the Connect Library window. The order of the libraries is set in the
per_lib.ini file or base.dat file.

**SavePassword=Y**
This is the default setting for the "Save Password" checkbox that appears on the ALEPH password window.

If the value "X" is used, the checkbox is graded and there is no way to save the password. Use this option when you would like to disable the possibility to save the GUI's password on the local drive.

**AlephLogin=N**
This flag will cause all GUI's to disregard password.dat and not to display a password dialog.

All server access operations will cause the following message:

"Aleph Login not supported on your GUI configuration".
Note that functions that do not require a connection to the server will work (e.g. off-circ in circulation GUI).

**PrintFactor=10**
This parameter defines the print factor for printouts. The size of the characters defined in the *.ini files is for the display on the screens. The resolution of characters on the screen is larger than that for printing and therefore must be multiplied by a print factor.

Every printer requires a different print factor. Since the actual size varies with the printer used, it is best to test various print font factors to determine the ideal factor to use.

[VersionControl]
Library=XXX01
Minimize=Y
Type=

[Version Control] can be set to access different distribution directories based on the alephcom.ini file. Additional parameters control how the application communicates with the server:

**Library=XXXX**
The communication protocol requires this value. The default is USM01.

**Minimize=Y/N**
This controls if the application runs minimized while checking for files.

**Type=xxxx**
This is the directory name under the pc_exe. directory. If it is not set, then the system looks for pc_exe./version. For example, pc_exe.15/version

Together with the additional parameters, [Version Control] allows a site to set up multiple distribution points for various GUI client configurations on the same server (for example, Circulation, Cataloging, Serials, and even per person).

[Mail]
MailServer@mail01.exlibris.co.il
FromAddress=webmaster@exlibris.co.il

MailServer@mail01.exlibris.co.il
The "MailServer" is the machine that receive and sends e-mail messages. This must be adjusted to suit your environment.

FromAddress=webmaster@exlibris.co.il
"FromAddress" is the e-mail address from which all library letters to patrons and vendors are sent from the mail server. This must be adjusted to suit your environment.

[UserList]
FilterType=0

FilterType=0
The Users list can be sorted according to one of the following Filter types:
  - Name(Filter type)=0
  - ID Number=1
  - Barcode=2

The UserList FilterType can also be changed manually using the "Sort by" checkbox on the Users List in the Administration and Circulation clients.

[ExpandField]
;
; Describe the Expand button Status of special fields :
; 1 - Regular (pc_tab_exp_field_extended.eng) (default)
; 2 - Non Visible
; 3 - Special (for location=close stack)
; 4 - Special (for location=location index list)
; 5 - Special (for location=852 form)
;
ItemLocation1Field=4
ItemLocation2Field=5
SerialLocation1Field=5
SerialLocation2Field=5

This section defines the window that opens when the arrow next to the Call Number and 2nd Call Number fields that appear on the Item Form in the Circulation, Items, and Serials modules is clicked.

1 - Regular (pc_tab_exp_field) (default)
2 - Non Visible
3 - Opens a secondary window which creates a 2 part location, the first part being a size identifier and the second part being a counter (from UTIL G/2) plus standard text from pc_tab_expand_field.
4 - Opens a secondary window, which displays the list of call numbers in the system.
5 - Opens a form for entering call number in MARC21 852 field format.

ItemStatisticField=3
SerialItemStatisticField=3
ItemStatisticDelimiter=/
This section defines the window that opens when the arrow next to the Statistic field that appears on the second tab of the Item Form in the Circulation, Items, and Serials modules is clicked.

1 - No arrow on field.
2 - Opens pc_tab_expand_field menu.
3 - Opens special 4-part form, each part of which can have a pc_tab_expand_field menu. The parts are separated by the delimiter defined in ItemStatisticDelimiter.

[VendorListFilter]
SubLibrary=
Currency=
Status=
These are the default values for the filtering of the vendor list when the list is accessed from an order record.

[BudgetListFilter]
SubLibrary=
Year=
Status=
These are the default values for the filtering of the budget list when the list is accessed from an order record.

[Save]
SaveAsDir=c:\temp
FileCounter=25
EDIT=notepad.exe
BROWSER=C:\Program Files\Netscape unicator\Program\netscape.exe
SaveAsDir=c:\temp
This is the default "save" directory.

FileCounter=25
For internal use. Do not touch.

EDIT=notepad.exe
Defines the program to be used for EDIT forms.

BROWSER=C:\Program Files\Netscape unicator\Program\netscape.exe
Defines the default browser.

[DialogLocation]
ItemProcessStatus=2,109
ProfileControl=Center
ToolBarConfig=Center
RecordSubLibrary=Center
LocateList=Center
DocWindowCatalog=Center
DocWindowCatalogLine=Center
The DialogLocation section determines the placement of the dialog windows.

[WindowLocation]
OverrideRelocate=Y
OverridePosition=5,5
DocWindowPosition=0,0
DocWindowResize=Y
DocWindowRelocate=Y
DocWindowSize=862,500
DocWindowOpenIconize=Y
TransLogWindowPosition=0,0
TransLogWindowResize=Y
TransLogWindowRelocate=Y
TransLogWindowSize=800,200

The WindowLocation section determines the placement of the windows.

[TextListBox]

This section defines the colors for the various lists in the system. The color identifier, defined as C01, C02, and so on, refers to the color defined in the window’s section in pc_tab_col. on the server. The color value (red, green, and so on) is defined here, but can be individually changed on a specific client, using the Set Display Window.

[SwitchApp]
LocationX=0
LocationY=0
Direction=DockingTop
BitmapType=SmallWithoutText

When you open one of the GUI clients, the ALEPH Application toolbar appears. The SwitchApp parameters define the default display of the toolbar.

If you want to change the position of the toolbar, right click and select Visual Properties. The Toolbar Properties window pops up. This window enables you to modify the toolbar buttons, text options (No text labels; Show text labels on bottom; Show text labels on right) and size of buttons (small, normal, large). The changes are automatically registered in the BitmapType line in the alephcom.ini file.

[TextListBoxCaption]
FgColor=000,000,000

This section defines the color of captions for the various lists throughout the ALEPH system.

[PrinterDeviceList]
Device01=Digital DEClaser 3250
Device02=Compaq Laser Printer LN16
Device03=HP LaserJet 2100

This is a printer names record. This table translates real names into logical names. In the print.ini of each GUI module, you can define the print device number for each printout. This allows the user to divide printouts for different devices without online intervention.

Select Printer setup for the File menu of each client. The "Page Setup" window pops up. Choose a default printer name from the drop-down menu.

[Username_Format]
FormatStyle=0

The settings chosen in the pc_server_defaults file are saved in this section.

[Date_Format]
DateSequence=dmy
These values are transferred from the server when the GUI client is open and cannot be modified locally (do not confuse this with the [Username_Format] - see the previous item.

[OrderIndex]
IndexCode=AUT
SubLibrary=
OrderStatus=
OrderGroup=
OrderType=
VendorStatus=
FromOrderDate=0
RushIndicator=
ArrivalStatus=
ToOrderDate=0
InvoiceStatus=
RefreshFilter=N

The OrderIndex section refers to the Order Index that is opened from Item Form - Tab2 (the Order Index is opened when the user clicks on the pull-down menu in the "Order No." field).

RefreshFilter=N
Indicates whether or not the search is performed automatically after the filter has been changed by the user (without clicking the Search Now button).

All other OrderIndex parameters are relevant for the default values of the index code and the filters.

[StatusBar]
IndicatorServerSize=100
IndicatorLibraryInfoSize=200
IndicatorUserInfoSize=100

These flags are used by the GUI lower status bar information options, and determine the status bar's text pane size.

Note: One can determine whether or not the text controls will appear, in each module's .ini file. This is done by setting the relevant flag to Y or N:

[StatusBar]
If a barcode contains several types of information but the library uses only part of the barcode, automatic input methods have to be applied. The automatic input setup enables the system to extract selective information from an input source. This setup is done with the AutoInput definitions above.

There can be several methods for automatic input. The AutoInputMethod indicates which method is used. The current values are:

- 0 - no use
- 1 - smart card

The notation of the entry is as follows:

AutoInput1=[a], [b], [c]

- [a] stands for the number of characters which are skipped before reading the
barcode number.

- [b] instructs how many characters starting after [a] should be scanned in and identified as a barcode.
- [c] stands for the total number of characters which are expected by the system. In other words, after [c] characters are read, AutoInput is invoked.
8.0 FONT DEFINITIONS (FONTS.INI)

The font.ini file contains font definitions for Find and Browse combo boxes (UnicodeEdit); for list boxes and captions (ListBox and ListBoxCaption); for cataloging forms (EditorForm); and for the cataloging draft (EditorTag, EditorField and EditorDescription).

Note that it is possible to define different fonts for different Unicode ranges (columns 2 and 3 of the file).

Following is a sample of the font.ini file:

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>!-----------------------------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>EditorForm</td>
<td>0000 00FF Courier</td>
<td>N N N 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEFAULT_CHARSET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EditorForm</td>
<td>0000 FFFF Bitstream Cyberbit</td>
<td>N N N 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEFAULT_CHARSET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key to the font.ini file:**

- **Column 1 - Context**
  - Instance for which the fonts are being defined. Values are:
    - ListBox, ListBoxCaption (list boxes and list captions)
    - UnicodeEdit (Find and Browse combo boxes)
    - EditorForm (cataloging forms)
    - EditorTag, EditorField and EditorDescription (cataloging draft).
    - Window Controls (buttons, edit fields, static fields and so on).
    - TabNormal (used for tab)
    - TabSelect (used for the current tab selected (Underline+bold))
    - Viewer
    - DefaultPrintout, PlainTextPrintout, ParagraphPrintout, TablePrintout, TextLbPrintout (printout definitions)

- **Column 2 - 'From' Unicode value**
  - 'From' Unicode value (hexadecimal). Use to define the starting point for the range definition.

- **Column 3 - 'To' Unicode value**
  - 'To' Unicode value (hexadecimal). Use to define the end of the range definition.

- **Column 4 - Font**
  - Font (for example, Courier).

- **Column 5 - Bold**
  - Values are Y and N. Determines if bold formatting should be applied.

- **Column 6 - Italic**
  - Values are Y and N. Determines if italic formatting should be applied.

- **Column 7 - Underline**
  - Values are Y and N. Determines if underline formatting should be applied.

- **Column 8 - Font size**
  - Font size Column 9 - Charset

- **Column 9 - Charset**
  - Defines the Charset that is used. Possible character sets are:

```plaintext
ANSI_CHARSET
DEFAULT_CHARSET
SYMBOL_CHARSET
SHIFTJIS_CHARSET
HANGEUL_CHARSET
GB2312_CHARSET
CHINESEBIG5_CHARSET
OEM_CHARSET
JOHAB_CHARSET
HEBREW_CHARSET
ARABIC_CHARSET
GREEK_CHARSET
TURKISH_CHARSET
THAI_CHARSET
EASTEUROPE_CHARSET
RUSSIAN_CHARSET
MAC_CHARSET
BALTIC_CHARSET
```

Go to top of page

Go to next section (Sorting and Word-Breaking)
## 9.0 SORTING AND WORD BREAKING

### 9.1 SORTING HEADINGS AND INDEXES

Each Heading (Z01), Index (Z11) and Sort key (Z101) record has what are termed "filing keys" or "filing text"; this is the form of the heading or index term for filing (sorting) purposes. The rules that govern the values of the filing keys are set in the library's tab_filing table.

The structure of the table includes four columns:

- col.1: Two-digit identifier of the filing routine. This identifier is used in column 5 of tab00 and column 3 of tab01
- col.2: ALPHA (character set indicator) of the text
- col.3: Name of the filing procedure
- col.4: Parameters for the filing procedure (when relevant)

Facets for the filing procedures are:

- **abbreviation**: compress a dot between single characters (for example, I. B. M. changes to I B M, I.B.M. changes to IBM)
- **bbk**: special procedure for Russian filing standards, in which sorting sequence is special characters, followed by Cyrillic characters, followed by Latin characters, followed by numbers.
- **le_call_no**: special procedure for correct sequencing of LC call numbers
- **char_conv**: perform character conversion procedure according to the procedure name listed in col.4. This name must match procedure identification in col.1 of /alephe/unicode/tab_character_conversion_line
- **compress**: compress (i.e. strip) the characters listed in col.4
- **compress_blank**: delete blanks
- **del_subfield**: delete subfield sign ($$x)
- **get_subfields**: use only the subfields, or subtract some using "-" as appears as listed in col.4
- **expand_num**: expand number (add leading zeroes to fill numbers to 7 digits, for numeric filing)
- **mc_to_mac**: change initial mc to mac
- **non_filing**: drop initial text using non-filing indicator
- **non_numeric**: delete non-numeric characters
- **numbers**: compress a comma and a dot between numbers (e.g. 2,153 changes to 2153)
- **suppress**: suppress using <<...>> (drop all text contained within the signs, and the signs themselves)
- **to_blank**: change characters listed in col.4 to blank
to_lower: change case to lower
- to_carat: change subfield sign to ^^ (for hierarchical sorting of headings)

Example:

99 # del_subfield
99 # to_lower
99 # suppress
99 # numbers
99 # compress
99 # to_blank
99 # expand_num
99 # non_filing
99 # pack_spaces

9.2 SORTING ITEM LISTS

The sorting order of items throughout most modules of the system is determined in a single table, tab_z30_sort in the Administrative library.

This table includes sort options for both issue and for non-issue type items for each module/function which includes lists of items.

The sort options are made up of two elements:
- Sorting type - defines the various levels of sorting. For example, serial items can be sorted by volume, then by issue number, then by part number.
- Sorting order - defines whether the sorting will be ascending or descending.

The following table includes the modules/functions which are dealt with by this table and their codes:

<table>
<thead>
<tr>
<th>Module / Function</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web OPAC</td>
<td>WWW-A</td>
</tr>
<tr>
<td>Web Course Reading</td>
<td>WWW-R</td>
</tr>
<tr>
<td>Serials client</td>
<td>SERIAL</td>
</tr>
<tr>
<td>Search client</td>
<td>SEARCH</td>
</tr>
<tr>
<td>Circulation client</td>
<td>CIRC</td>
</tr>
<tr>
<td>Items client</td>
<td>ITEM</td>
</tr>
<tr>
<td>Items for binding</td>
<td>ITEM-BIND</td>
</tr>
<tr>
<td>Acquisitions client</td>
<td>ACQ</td>
</tr>
<tr>
<td>Navigation window</td>
<td>TREE</td>
</tr>
</tbody>
</table>

9.2.1 Sort Options
The available sorting types are:

For **issue** type items:

- 00 - chronological-i(year) + enumeration-a(volume) + enumeration-c(part) + enumeration-b(issue) + item-sequence.
- 01 - chronological-i(year) + enumeration-a(volume) + enumeration-b(issue) + enumeration-c(part) + item-sequence.
- 02 - hol-doc-number + chronological-i(year) + enumeration-a(volume) + enumeration-b(issue) + enumeration-c(part) + item-sequence.

For **non-issue** type items:

- 00 - if enumeration-a(volume) not spaces, then: enumeration-a(volume) + enumeration-c(part) + sub-library + collection. if enumeration-a(volume) is spaces then: description + enumeration-c(part) + sub-library + collection.
- 01 - enumeration-a(volume) + enumeration-c(part)+description+sub-library.
- 02 - enumeration-a(volume) + enumeration-c(part) + sub-library.
- 03 - if description is blank then: enumeration-a(volume) + chronological-i(year) + enumeration-c(part) + enumeration-b(issue) + sub-library + item status. else: description + sub-library + item status.
- 04 - hol-doc-number + if enumeration-a(volume) not spaces then: enumeration-a(volume) + enumeration-c(part) + sub-library + collection. if enumeration-a(volume) is spaces then: description + enumeration-c(part) + sub-library + collection.

The available sorting orders are:

- A - Ascending
- D - Descending.

For the Items, Serials and Circulation modules, you can define more than one sorting option in tab_z30_sort, but each option must be given its specific code (for example, CIRC-1, CIRC-2 etc.).

These options must then be also defined in the pc_tab_exp_field.lng table of the Administrative library, so that they will be available as drop-down menu options in the Item List windows of these modules.

**9.3 WORD-BREAKING**

For word indexing, individual words of a field are written in the words table. Basically, a word is a group of characters between white spaces. In order to define instances where other factors are taken into account (for example, is a hyphen a space, or is a hyphen compressed and treated as if not there at all?), the library's tab_word_breaking table is used.

The structure of the table includes four columns:

- col.1: Two-digit identifier of the filing routine. This identifier is used in column 5 of tab00 and column 3 of tab01
- col.2: ALPHA (character set indicator) of the text
Facets for the word-breaking procedures are:

- **compress**: compress (that is, strip) the characters listed in col.4
- **compress_blank**: delete blanks
- **del_subfield**: change subfield sign ($:$x) to blank
- **to_blank**: change characters listed in col.4 to blank
- **subf_to_sign**: change 2nd and subsequent subfield signs to the single character listed in col.4
- **blank_to_carat**: change blanks to carat (^)
- **numbers**: compress a comma and a dot between numbers, for example, 100,000 and 100.000 -> 100000
- **abbreviation**: compress a dot between single characters.
- **marc21_41**: 041 for separating languages in MARC21 field 041

**Notes:**

1. The procedures must be listed in logical order. For example, numbers must be listed before compress or change_to_blank if a comma or a dot are included in them. Otherwise, they will no longer be present when the numbers procedure is used.

2. Word breaking procedures are used in tab11, section W. A line can be listed several times in tab11, in order to index it multiple times, with different word breaking each time.

   For example, an apostrophe: O'hara; Ohara; O hara

   11 W 100## abcdq 01 B WRD WAU
   11 W 100## abcdq 04 B WRD WAU

3. In alephe/unicode, there is a table called unicode_to_word_01. The system automatically uses this table as an aid in word-breaking. The table can (and does) include values that change a character to a blank (by assigning the value 0020) or can compress a character (by assigning the value 0000). Actually, the table is redundant because compress and to_blank do the same thing. When browsing a word index in the OPAC, special characters are always displayed in their converted state. So, if unicode_to_word_gen table sets umlaut to ue, the word is displayed with ue, and not with an umlaut.

4. Note that the system automatically carries out triple posting for hyphens and apostrophes: (1) as separate words; (2) as is (with hyphen/apostrophe); (3) with hyphen/apostrophe compressed. Example:

   twenty-five is indexed as:
   - twentyfive
   - twenty
   - five
   - twenty-five
The "hyphen" (solidus) and the apostrophe must be left with their actual value (002F) in alephe/unicode/unicode_to_word_gen file, and both the hyphen and the apostrophe must not be entered in any of the word breaking procedures in the library's tab/tab_word_breaking file.

Go to next section (Finding Records)
10.0 FINDING RECORDS

There are two access methods to find records in the Acquisitions, Cataloging, Circulation, ILL and Serials modules. You can either search (find) by system number (BIB or ADM), by index terms, or by words from particular fields or scan (browse) through an index or a headings list.

10.1 SEARCH AN ADMINISTRATIVE RECORD

1. Click on the Get Record by Find icon, which is located on the toolbar in the Acquisitions, Cataloging, Circulation, ILL and Serials module. The Search for an Administrative Record window is displayed:

In Cataloging, this window looks slightly different.

2. Select the bibliographic library in which the record is cataloged.

3. Use one or more of the available search options below to define your search. Up to 10 search options may be available on this window depending on the way the system librarian has set up the system. The options can be for searching on indexes (e.g. ISBN), or words (e.g. words from title).

You can use wildcards (* or ?) within any of the fields (except Administrative and Bibliographic Record numbers where an exact number should be entered). Terms searched on indexes (i.e. ISSN, ISBN) are automatically truncated.

If more than 100 records satisfy your search, an error message is displayed to that effect. In that case, you must narrow your search.

10.2 SCAN FOR AN ADMINISTRATIVE RECORD

You may browse an index (for example, a title or LC number index), in order to find your record. Click for the Scan for an Administrative Record window to be displayed.
Bibliographic Lib.

Select the bibliographic library which you would like to browse.

Scan Code

Choose any of the pre-defined indexes from the drop-down menu.

Scan Text

1. Enter the text from which you want to start browsing.
2. Click Search. A list of headings or index terms from the relevant index, starting with the text you entered, is displayed in the same window.
3. Highlight one or more of the entries (using the mouse together with either the Shift or Control buttons on the keyboard), and click Full. If you have highlighted a line (which only has one record related to it), the Full view of the record is displayed:

Record Number 448 in Library USM01: 1 of 2

4. In a Brief List, click Select for the record to open, or Cancel to go back to the Scan window. Click View Full to receive a Full view of the record.
5. In Full view, scroll between the records displayed in the Brief List using the Prev. Record or Next Record buttons. When you have found the right record, click Select for that record to open.

In the event that you highlight more than one line or a line with more than one related record, a Brief List is displayed:
The Navigation window (or map) is directly available in the Circulation, Acquisitions, ILL, Items and Serials modules, and also can be accessed from within the Search module. It displays all information regarding a single Bibliographic (BIB) record.

The purpose of the Navigation window is threefold:

1. 'Pushing' (or carrying over) records from one module to another.
2. Viewing a tree of all records in the system which are related to the Bibliographic record.
3. Viewing of summary information for each of the records related to the Bibliographic record.

You can use the navigation buttons to 'take' the record you have opened in one module into another module. This is preferable, and is faster, than opening the other module, then finding that record there. If the other module already has this record open, 'pushing' it there also guarantees that whatever changes were made to it in the first module will be carried over to the other one.

Example:

You modify a serials item in the Serials module, and wish to open it in the Items module for binding. Click on the Items button in the Serials module's Navigation window to carry the record over, and open the Items module if it has not been opened before.

The left-hand frame of the window displays a list of all the records linked to this bibliographic record (further sub-divided by Administrative records):

- Holdings records
- Items linked to it and their barcodes
- Serial subscriptions
- Acquisitions orders
- Items on loan
- A graphic summary of the above.

The main frame of the Navigation window displays a summary of information for any of the records that were highlighted on the left-hand frame.

For example, when you highlight a subscription on the left-hand frame, a summary view of this subscription will be displayed in the main frame.

This information is formatted by the system librarian using the available choices.

For the System Librarian: tab33.lng defines the format of the BIB-ADM record that is displayed in the Navigation Map window in the various GUI modules. The display information of each related record (e.g: order, item, loan) is determined by the 'display' table of each related record.

For example: The display of the order information is determined by the ADM table: tab_acq_display.lng. The display of the item information is determined by the ADM table: tab_item_display.lng. The display of the loan information is determined by the ADM table: tab_loan_display.lng.

Following is an example of the Navigation window, taken from the Items module:
The system allows configuration of the Navigation Window according to the application the window appears in. By default, all buttons will appear. If you want a particular button to be hidden, go to the module's INI file, in the [NavMap] section, and set the button's parameter to "N".

For example, the button for the Items module need not be displayed when the Items module is open. Therefore, as shown below, the parameter controlling the Items button is set to "N":

```
[NavMap]
PushBIB=Y
PushBIBOpac=Y
PushADM=Y
PushHOL=Y
PushSerial=Y
PushItems=N
PushAcq=Y
PushILL=Y
PushCirc=Y
Trigger=Y
ShortCatAdm=Y
```

Following is the key to all the buttons that may be displayed on the Navigation window.

**Catalog BIB**
To transfer to the Catalog module in order to edit the Bibliographic record, click the Catalog BIB button.

**View in OPAC**
To transfer to the OPAC in order to see the Full View of the Bibliographic record, click the View in OPAC button.

**Catalog ADM**
To transfer to the Catalog module in order to edit the Administrative record, click the Catalog ADM button.

**Catalog HOL**
To transfer to the Catalog module in order to edit the Holdings record, click the Catalog HOL button.

**Serials**
To transfer to the Serials module in order to edit the serials records, click the Serials button.

**Acquisitions**
To transfer to the Acquisitions module in order to edit the acquisitions records, click the Acquisitions button.

**ILL**
To transfer to the ILL module, click the ILL button.

**Circulation**
Click the Circulation button to transfer to the Circulation module in order to view the Item List. (From there, you may view loans and holds and make photocopy and hold requests.)

**Triggers/Active Triggers**
A trigger is a reminder to perform a task related to the record. The button will read “Triggers” if no triggers have been set for this record in the Items module. To add a trigger for this module, click the button.

The button will read “Active Triggers” if at least one trigger has been set for this record for today's date. To view, add or delete triggers, click the button.

**Update ADM**
Click Update ADM to view the ADM record, or to quickly edit, add or delete a line from the record. This option does not provide any of the editing tools that are available in the Catalog module, such as New Field (choose from list), Open Form and Help on Field. For full editing support while updating an ADM record, click Catalog ADM, instead.

**Note:** The following buttons are only available from the Navigation window accessed from the OPAC GUI:

**Remove BIB**
To remove a BIB record from the left-hand frame of the Nav. Map, highlight the desired BIB record and click Remove BIB.

**Delete BIB**
To delete a BIB record from the database completely, highlight the desired BIB record and click Delete BIB.

**Refresh Win**
Click Refresh Win in order to view any changes made to the Administrative record while the Navigation window was open.
1.0 ACQUISITIONS OVERVIEW

The Acquisitions module enables you to manage vendor, budget, order and invoice records. The Acquisitions module runs under ADM type libraries only. This overview includes the following sections:

- Acquisitions Process
- Order Types
- Acquisition Systems
- Prerequisites
- Passwords

1.1 THE ACQUISITIONS PROCESS

The acquisitions process includes the following steps:

1. **Create a bibliographic record** in the Catalog module. This record may be updated later.

2. **Initiate an order** by filling in the Order Form in the Acquisitions module. The order will be sent to the vendor and if you have budget control, the budget will be debited for the encumbrance.

3. **Register the invoice**. ALEPH distinguishes between a General Invoice and an Item Debit. A General Invoice includes several orders; an Item Debit is for an individual order (and is usually a line in the General Invoice). When the invoice is registered, the budgets linked to the order(s) are debited.

4. **Register the arrival** of material as partial or complete.

1.2 ORDER TYPES

The Acquisitions module handles three order types: monograph, serial and standing order.

A monograph order is for a single item, such as an individual book, or for a complete multi-volume work, such as a 20-volume encyclopedia. However, you may also place a monograph order for an individual issue of a serial publication, if, for example, the issue has been lost and you wish to replace it.

A serial order is for a publication which is issued as a consecutively numbered and indefinitely continuing series. Examples include newspapers and journals. With a serial order, the number of issues to be received during the course of the subscription, and the price of the subscription, are both known in advance, although they might change during the course of a subscription period.

A standing order is usually for monographs in series (e.g., "Great Artists of the World") or for monographs of a particular subject matter. In either case, the order is usually for volumes that are due to be published in the future. A standing order is an open-ended order that remains in effect until it is cancelled. It is usually not known in advance the number of volumes that will be received, nor the price of each volume.

1.3 ACQUISITION SYSTEMS
The library system may be configured in various ways:

### 1.3.1 Single Library System

In a single library system (shown below), the Acquisitions Department is responsible for the complete acquisitions process, including the initiation of the order.

![Single Library System Diagram](image)

### 1.3.2 Centralized System

In a centralized system (shown below), several libraries (defined as sub-libraries in the system) share the same catalog (BIB library) and administrative library.

In such a system there is one central Acquisitions Department but the orders are initiated by the individual library; the Acquisitions Department completes the acquisitions process. The sub-libraries operate with sub-library password authorization while the central library has global password authorization to enable it to work with the orders of all sub-libraries.

![Centralized System Diagram](image)

### 1.3.3 De-centralized System

In a de-centralized system (shown below), several libraries can share the same catalog (BIB library) but each handles its acquisitions separately.

If the library has its own administrative library, then it can have entirely separate vendor, budget and order files.

If the libraries are defined as sub-libraries within one administrative library, each can initiate
and complete the acquisitions process.

Sub-library level password authorizations safeguard the orders of each sub-library.

1.4 PREREQUISITES

Before initiating any orders, you must first make sure that:

- a list of currencies has been created and the exchange rates defined using the Administration module.
- a list of vendors has been created using the Acquisitions or Administration module and includes the vendor you wish to order from.
- a list of budgets has been created using the Acquisitions or Administration module and includes the budget you want to debit. This step is optional and is only for users who want budget control.

1.5 PASSWORDS

Most update functions within the Acquisitions module require password authorization, including adding, updating and deleting orders, working with budgets and vendors. Password authorization may be given per function or globally for all functions, and for specific sub-libraries or all sub-libraries.
2.0 CURRENCIES

Before initiating any orders, you must first make sure that a list of currencies has been created and the exchange rates defined using the Administration module.

Go to next section (Vendors)
3.0 VENDORS

This section explains the Vendors function. Before initiating any orders, you must first make sure that a list of vendors has been created and includes the vendor you wish to order from.

This chapter includes the following sections:
- Vendor List
- Vendor Form
- EDI Vendors (Link jumps to the EDI chapter)

You may click the icon to activate the Vendors function.

3.1 VENDOR LIST

When you activate the Vendors function, the window below is displayed.

The Vendor List offers three options that ease your search for the desired vendor:

**Sort by**
You may choose to have the list sorted by the vendor's name or code.

**Enter Starting Point**
You can jump to a particular point in the list by typing in text in the space provided and
pressing Enter.

**Keywords**
Click Keywords to retrieve vendors whose names include the keyword(s) you designate. You can truncate words by entering the first few letters of your search term (e.g. Hog will retrieve Hogwarts).

The following fields will be searched for the keywords.
- Additional code
- Vendor name
- Contact
- Country
- Material type
- Vendor addresses

3.1.1 Buttons on the Vendor List
The following buttons are available on this screen:

**New**
To add a new vendor to the list, click New. The [Vendor Form](#) will be displayed for you to fill in.

**Modify**
To change information about a particular vendor, highlight the vendor and click Modify. The [Vendor Form](#) will be displayed for you to edit.

**Duplicate**
You may add a new vendor by copying an existing vendor's details and then editing the form that pops up. To do so, highlight the vendor whose information you wish to copy, then click Duplicate. The [Vendor Form](#) will be displayed for the new vendor, which will already be filled in with information copied from the highlighted vendor. You may then edit the form so that the information will be appropriate for the new vendor.

**Delete**
To delete a vendor from the list, highlight the vendor and click Delete. Note that if there is an order or a general invoice connected to the vendor, the system will not allow you to delete the vendor.

**Address**
When you click the Address button, the Vendor Addresses form is displayed. This form can be displayed in two versions depending on tab10 flag 53 (see more information in the Acquisitions System Librarian chapter: [Vendor Addresses Form](#)).

In the event that the flag is to "Yes", the following screen is displayed:
In the event that the flag is to "No", the following screen is displayed:
All five Address screens have the same fields. You should enter an address for Orders but you can leave the other addresses blank. If you leave the other addresses blank, the Order address will be used for claims, payments and returns. Additionally, if you leave the vendor name blank in these screens, the vendor name from the Vendor Information screen is filled in here.

Note: Although it is not mandatory to fill in the address tabs, it is highly recommended to fill in at least the address for Orders (tab 1). Otherwise the letters will not include the address.

Next to the Email field, there is an icon of an envelope. When you click on it, an Email Message form pops up, letting you send an e-mail message to the vendor.

Click here for information about EDI vendors and the EDI Address.

**Sub-library**

Click the Sub-library button to assign one or more sub-libraries to the vendor. When you click this button, the following screen is displayed:
The list on the right side of the screen shows all available sub-libraries. The list on the left shows the sub-library(ies) that have been assigned to the vendor.

To assign a sub-library to a vendor, go to the right-hand list, highlight the desired sub-library and click the left arrow. The library will move to the left-hand list. To highlight more than one library at a time, hold down the Ctrl key while clicking on each desired library. In order to highlight a continuous range of libraries, highlight the first library in the range, then hold down the Shift key and highlight the last library in the range.

To remove a library from a vendor or budget, go the left-hand list, select the unwanted library(ies), then click the right arrow. The library(ies) will move to the right-hand list.

If you do not select any sub-library, orders for all sub-libraries can be assigned for this vendor.

### 3.2 VENDOR FORM

The Vendor Form enables you to register administrative information about a vendor. The Vendor Form has two parts, accessible by clicking on the tab for each part. When you are finished filling in both parts, click Update.

Note that Vendor Addresses are available by clicking the Address button on the Vendor List.

#### 3.2.1 General Information Tab

When the user clicks on the General Information tab, the following screen is displayed:
**Open Date**  
This is the date the record was opened. It is filled in automatically by the system.

**Update Date**  
This is the date the record was updated. It is filled in automatically by the system.

**Vendor Code**  
Mandatory. The vendor code is the unique alphanumeric code by which the system identifies the vendor. You may enter up to 20 alphanumeric characters.

**Vendor EDI Code**  
This field is relevant for EDI.

To ensure that an order may be sent by EDI to a vendor, you must enter the Vendor's EDI code. The Vendor's EDI code may be up to 35 characters.

Note: This is not the same as the Customer's EDI code that was entered in column 2 of tab35.

**Vendor EDI Type**  
This field is relevant for EDI.
In order to send an order by EDI to a vendor, you also have to enter the EDI code type. These types should be supported by EDItEUR:

- 31B for US SAN
- 014 for EAN-13
- 091 for ID assigned by supplier
- 092 for ID assigned by customer

**Additional Code**
Optional. Enter a supplementary vendor code here, if one is used by your library system.

**Vendor Name**
Mandatory field. This is the name as it will appear on the List of Vendors. The name you enter here may be different from the name you enter for the Order, Claim, Payment, or Return Addresses. In this Vendor Name field, enter only the name (up to 150 characters), and not the address, of the vendor.

**Contact**
This field is optional. You may enter the name of the person to contact at the Vendor. You may enter up to 200 characters.

**Vendor Status**
This field is optional. You may enter a 2-character code defined by your library in order to differentiate between vendors.

**Country**
This field is optional. The information is for reference only.

**Vendor Language**
Mandatory. This is the language of the forms (order slips, claims) that will be sent to the vendor.

**Material Type**
This field is optional. You may wish to describe the type of material you usually order from this vendor. You may enter up to 20 characters.

**Note**
You may enter a note up to 100 characters in length.

### 3.2.2 Account Tab
When the user clicks on the Account tab, the following screen is displayed:
**Account no. (M)**  
This is your account number for monographs, as registered by the vendor. This field is optional.

**Account no. (S)**  
This is your account number for serials, as registered by the vendor. This field is optional.

**Vendor's Bank Acct**  
Optional. You may wish to enter the bank name and account number used by the Vendor.

**Currency 1-4**  
These are the currencies used by the vendor and the currencies in which you are most likely to receive invoices. You may enter up to four currencies. Currency 1 will be copied to each order from this vendor as the default currency.

**For the system librarian:**  
If TAB10-CHECK-INVOICE-CURRENCY is YES, at least one currency must be entered in the Account tab on the Vendor form; when you assign a general invoice to an order, the system will only allow you to pick one of the four defined currencies. Currency 1 is the default.
If TAB10-CHECK-INVOICE-CURRENCY is NO, the currency field in the Account tab on the Vendor form is not mandatory; when you assign a general invoice to an order, the system will allow you to choose a currency that is not defined in the Vendor form.

An extensive list of currencies and their standard abbreviations is given in the on-line help.

**Terms sign**
Enter a + or - sign to indicate whether there is an added charge or a discount for orders from this vendor. This relates to the estimated price, that is, the encumbrance, only. You may leave this field blank, but if you fill it in, be sure to fill in Terms Percent also.

In the event that the Term Sign is "-" (minus) an error is reported if the Terms Percent is greater than 100.00%.

**Terms percent**
Enter the percentage of the added charge or discount.

**Delivery Type 1-5 & Delivery Delay 1-5**
For each material delivery type (Delivery 1-5), also enter the delivery delay (Delivery delay 1-5). When determining the delivery delay, take into account the time it generally takes to receive the material from the day the order is sent to the vendor. The information in these fields is used by the system to calculate the E.D.A. (estimated date of arrival) for an order. The Delivery 1-3 fields are used for Acquisitions records; the Delivery 4-5 fields are used for Serials records. It is mandatory to select either Delivery 1 (Monograph) or Delivery 4 (Serials) in the Delivery type field when adding or updating a Vendor Record. If no delivery type is selected, the order record cannot be filled.

**Order Delivery Type**
This is the manner in which your library sends the order to the vendor.

**Letter Format**
This is the default order slip that will be generated for the vendor, unless otherwise defined in the Acquisitions Order Form. This slip will be generated when you click the Send button on the Order List screen.

**Letter Send Method**
You may choose to print the order slip and send it by conventional mail, or you may send the slip by email. Note that in order to send the slip by email, the Letter Format chosen above must be for a template that contains the "#EMAIL" command; the email address must be given in the Vendor Addresses screen; and the correct definition must be set in the print.ini file by the System Librarian.

**List Format**
This is the format that the system will use to generate a list of orders for a vendor when you use the function in the Services module called "List of Orders for Vendor."

**List Send Method**
You may choose to print the order list and send it by conventional mail, or you may send the list by email. Note that in order to send the list by email, the List Format chosen above must be for a template that contains the "#EMAIL" command; the email address must be given in the Vendor Addresses screen; and the correct definition must be set in the print.ini file by the System Librarian.
EDI Send Method
You may choose to send the order by EDI. Select FTP (for ASCII) or FTPBI (for binary).
4.0 BUDGETS

Budgets are an optional feature and are only for users who want budget control. If you do want budget control, then before initiating any orders, you must first create a list of budgets using the Administration module. After a budget has been created, it can be assigned to an order (see the section on Orders).

The budget administrator may make allocations to and transfers from the budget, while other "allowed users" may make encumbrances and register invoices.

This section explains how to modify budgets, how to make allocations and transfers, and how to view the encumbrances and invoices that have been registered for a budget.

You may click the icon to activate the Budgets function.

4.1 BUDGET SUMMARY

When you activate the Budgets function, you will be prompted to select a budget. The Budget Information window will be displayed:

The Budget Information window allows you to retrieve a budget or a group of budgets by:

- Budget code
- Wildcard search
- Budget group
- Budget hierarchy

The budget hierarchy search allows you to retrieve by budget parent code, all sub-related budgets.


If the budget does not have "children" the search will be performed as if you have chosen the "By budget code" filter.

The wildcard search allows you to select a group of budgets by entering a partial budget code and an asterisk *. For example, B*-2001 will retrieve all budgets that start with the letter "B" and end with "-2001", "B" and end with "-2000".

After selecting the budget(s), the window below will be displayed.
This window displays the major features of the selected budget(s). You may read, but not change, the information on this screen.

When the search retrieves a group of budgets, the Budget Summary includes all retrieved budgets as if they were one budget.

If a single budget is displayed, the following buttons are available on this screen:

**Modify**
If you are the Administrator of this budget, you may change budget information. To do so, click Modify. The [Budget Information Form](#) will be displayed for you to fill in.

**Transactions**
To view a list of transactions (showing amounts allocated, encumbered, transferred, invoiced, and so on), click Transactions. (This will also enable you to record a debit or credit to this budget.)

**Print**
To print the budget summary, click Print.

**Sub-library**
Click the Sub-library button to assign one or more sub-libraries to the budget. If a sub-library is selected, only orders for this sub-library may be charged to this budget. If you do not select any sub-library, orders for all sub-libraries may be charged to this budget. Note that users with sub-library level password may place orders only for budgets belonging to their sub-library. Users with global level authorization may enter any budget. (This is to enable registration of an order to budgets belonging to different sub-libraries in case of a shared order. Note that if an order is placed against two or three budgets of different sub-libraries, a sub-library level user will not be able to update the order.)

For an explanation of how to assign sub-libraries, go to the [Vendors chapter](#). (The same procedure is followed whether you assign sub-libraries to a budget or to a vendor.)

### 4.1.1 Fields
Following is an explanation of fields whose contents may not be self-explanatory.
**Budget Type**
The budget type is for information only. The various types are set by the System Librarian. Some examples of budget types are:

- REG - Regular
- INB - Internal
- SPE - Special
- RES - Research
- CLS - Balanced budget

**Budget Status**
The budget status can be active (AC) or non-active (NA). An order that is placed against an inactive budget will be trapped.

**Maximum over-encumbrance**
This is the maximum amount by which the budget may be encumbered, over and above the estimated budget balance (which is computed from allocations minus invoices and encumbrances). For example, when the estimated balance is "zero," if the maximum over-encumbrance is $100, then encumbrances up to $100 may be made.

**Maximum over-expenditure**
This is the maximum amount by which the budget may be debited (that is, invoices paid), over and above the total budget allocation. For example, the total allocation may be $1000 and a "grace amount" for over-expenditure may be $100.

**Free balance**
When the free balance is calculated, the encumbrances are subtracted. The equation is:

\[
\text{Free balance} = \text{total allocations} - (\text{paid} + \text{unpaid invoices} + \text{encumbrances})
\]

**Actual balance**
When the actual balance is calculated, the encumbrances are not subtracted. The equation is:

\[
\text{Actual balance} = \text{total allocations} - (\text{paid} + \text{unpaid invoices})
\]

**Total transfers**
This is the sum of all transfers-in minus all transfers-out.

**Expended**
This field defines the percentage of the total allocation that is used for expenditure (paid and unpaid invoices).

For example: If the total allocation is 1000.00 and the expenditure is 400.00 than this field will be 40%.

**Expended + Encumbered**
This field defines the percentage of the total allocation that is used for expenditure and encumbrances.

For example: If the total allocation is 1000.00, the encumbrance amount is 200.00 and the expenditure amount is 400.00 than this field will be 60%.

**4.2 BUDGET INFORMATION FORM**

When you click Modify on the Budget Summary, the Budget Information Form is displayed, enabling you to register administrative information about a budget. The Budget Information Form has two parts, accessible by clicking on the tab for each part. When you are finished filling in both parts, click Update.

**4.2.1 Information Screen 1**

When the user clicks on the Information Screen 1 tab, the following screen is displayed:
Open Date
This is the date the record was opened. It is filled in automatically by the system.

External Budget
If this budget is part of a larger administrative authority, enter the budget code for that authority here.

Budget Code
The budget code is the unique code by which the system identifies the budget. You may enter up to 20 alphanumeric characters. The recommended format is code-year, for example, HISTORY-1998. This format is not required but if your budgets are annual, it will enable you to use various features that require the code-year format.

Budget Type
The budget type is for information only. If you do not choose a budget type, it defaults to the first one in the list. The various types are set by the System Librarian. Some examples of budget types are:

REG - Regular
INB - Internal
SPE - Special
RES - Research
CLS - Balanced budget

Budget Status
The budget status can be active (AC) or non-active (NA). An order that is placed against an inactive budget will be trapped. If you do not choose a budget type, it defaults to active (AC).

Valid From-To
Enter the dates between which orders may be placed against the budget. An order will be trapped if it is placed outside the valid period.
Note 1-4
Each note may be up to 100 characters in length.

Budget Groups
Budget groups are used to combine several budgets in a group in order to produce a report on the budgets. Select a group from the pull down menu. For example, you may wish to have separate groups for material type, department and faculty. In this case, a particular budget, called Biologyserials-1998, may belong to a Serials Group, a Biology Department Group, and a Faculty of Science Group.

Name
This the name of the budget. This information is optional. You may enter up to 60 characters.

Department
This information is optional.

4.2.2 Information Screen 2
When the user clicks on the Information Screen 2 tab, the screen below is displayed.

Administrator ID
The administrator of the budget may make allocations and transfers. The name entered here must be that of a user who is authorized for Budget Update. Enter an asterisk * in order to allow all users that have Budget Update authorization to update this budget. Enter a name to limit update of this budget to a particular user.

Allowed User ID 1-10
An allowed user may encumber funds for this budget and/or pay invoices (depending on the access rights assigned to the user in the Administration module). Place an asterisk * in the first field if you
want all users to be able to encumber budgets and/or pay invoices. Remember that sub-library authorization can also limit using a budget for encumbrance and payment.

**Maximum over-encumbrance**

This is the maximum amount by which the budget may be encumbered, over and above the estimated budget balance (which is computed from allocations minus invoices and encumbrances). For example, when the estimated balance is "zero," if the maximum over-encumbrance is $100, then encumbrances up to $100 may be made. This can be expressed as an amount or as a percentage (depending on the "over enc./exp." checkbox).

**Maximum over-expenditure**

This is the maximum amount by which the budget may be debited (that is, invoices paid), over and above the total budget allocation. For example, the total allocation may be $1000 and a "grace amount" for over-expenditure may be $100. This can be expressed as an amount or as a percentage (depending on the "over enc./exp." checkbox).

**Over-enc./exp. as a percent of allocation**

"Over-enc" means over-encumbrance and "Over-exp" means over-expenditure. This parameter works together with the "Maximum over-encumbrance" and "Maximum over-expenditure" fields that appear on the window above the checkbox. If you place a checkmark in the box, it means that the amount written in the "Maximum over-encumbrance" and "Maximum over-expenditure" fields will be taken as a percentage of the allocation.

For example, if the "Maximum over-commitment" field value is 150 and the allocation is 5000, and the user places a checkmark in the box (for percent), then the maximum over-commitment is 150 percent, or 7500, to be added onto the allocation of 5000 for a total of 12,500.

If, on the other hand, you do **not** place a checkmark in the box, then the value for the "Maximum over-commitment" field will be taken as is (not as a percentage) and added onto the allocation. In the example given above, 150 plus 5000 equals 5150.

**Annual budget**

If you have used the Budget Code format code-year (see Information Screen 1), and you indicate that this is an annual budget, then at the end of the budget year, the budget remaining can be carried over automatically to the budget for the new year. Note that any encumbrances and unpaid invoices will be carried over, too.

### 4.3 TRANSACTION LIST

When you click Transactions on the Budget Summary, the Transaction List shown below is displayed.
This window lists transactions for the selected budget, indicating whether they are credits (C) or Debits (D).

To display only one type of transaction, click the button next to the desired transaction type.

There are six types of transactions that may appear in the list:
- ALC (Regular Allocations)
- CRO (Carryovers)
- ENC (Encumbrances)
- ILC (Initial Allocations)
- INV (Invoices)
- TRN (Transfers)

Following are the buttons on this screen.

**Allocate**
To allocate funds to the selected budget, click Allocate.

**View**
To view details about the highlighted transaction, click View.

**Print**
To print a list of transactions, click Print. You will be able to choose the type of transaction (such as transfers, paid invoices, etc.) that you wish to be printed.

**Transfer**
To transfer funds from one budget to another, click Transfer.

### 4.3.1 TRANSACTION FORM

When you click Allocate or View on the Transaction List, the Transaction Form shown below is displayed.
This form may be used to allocate funds or to view the details of a transaction. The fields that appear in this form depend on the type of transaction selected. Fields which may not be self-explanatory are described below.

**Budget code**
The system automatically fills in the budget code.

**Date**
The system automatically fills in the current date, but if you are allocating funds, you may change the date. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**User name**
This is the name of the person who performed the transaction.

**Type**
There are six types of transactions:
- ALC (Regular Allocations)
- CRO (Carryovers)
- ENC (Encumbrances)
- ILC (Initial Allocations)
- INV (Invoices)
- TRN (Transfers)

**Note**
This information is optional.

**Currency**
This is the currency used for the transaction.

**Currency date**
This is the date of the exchange rate of the currency.
Amount
This is the amount the library is being billed or credited. This amount drops to zero when the order status is one of the following:
- CLS (order is closed)
- LC (library cancelled order)
- VC (vendor cancelled order)
- DNB (delayed, no budget)
- CNB (cancelled, no budget)

Local amount
This is the amount, translated into the local currency.

Debit/Credit
This indicates whether the amount will be deducted from or added to the balance.

4.3.2 BUDGET TRANSFER
When you click Transfer on the Transaction List, the following screen is displayed.

You can also access the Budget Transfer window by selecting the Transfer between Budgets option from the Administration menu on the Acquisitions GUI menu bar.

To transfer funds from one budget to another, fill in the form and click OK.

Note
The "Note" field is optional. You can enter a note of up to 200 characters.
5.0 ORDERS

This section explains the Order function. In addition to simply ordering materials, this function enables you to encumber budgets for an order, produce a claim, register the arrival of material and register invoices.

This chapter includes the following sections:

- Order Index List
- Order List of Administrative Record
- Order Form
- Sending Orders to Vendors
- Encumbrances for Order
- Cancelling Orders
- Deleting Orders
- Order Log
- Moving ADM Records

To initiate a new order or modify an existing order go to the Main Menu. Under the Orders option, select Index, Find Record, or Order number. Each selection enables you to retrieve the Order List of Administrative Record.

You may also click the icon for the order index or the icon for the order number.

5.1 ORDER INDEX LIST

When the user selects Index from the above menu, the Order Index List screen (shown below) is displayed:

The Order Index List enables the user to sort records by various indexes, such as order number, vendor code, etc., and choose a record to work on.

The Order Index List offers many options that ease your search for the desired order:

Filters
You may choose to have the list filtered by one of a number of different indexes, such as order number or vendor code. In addition, you can display only those orders that relate to a particular sub-library, order status, order type, and so on. You...
can also display orders that were created within a specific period of time (defined by the "from" order date and "to" order date). If you leave the "to" date blank, all dates will be displayed.

**Vendor status filter:** In order to ensure that the vendor status filter works properly after updating the vendor status in the vendor record, run the Rebuild Order Index (acq-04) batch service.

**Enter Starting Point**
You can jump to a particular point in the list by typing in the beginning of the index text in the space provided and pressing Enter or clicking the Search Now button.

**5.1.1 Buttons**
The following buttons are available on this screen:

**Select**
To see the list of orders for the highlighted item, and to perform a number of different functions related to an order, click Select.

**View Order**
To read, but not change, order details for the highlighted item, click View Order.

**Order Log**
To read the list of order-related activities that have occurred (such as a change in the Order Status), or to add an entry to the list, click Order Log.

**Print Order**
To print the order for the highlighted entry, click Print Order.

**Search Now**
If you have typed text in a field (rather than choosing from a menu), you must click the Search Now button in order to activate the filter. The relevant entries are then displayed.

**Clear Filter**
To clear all index filters, click Clear Filter.

---

**5.2 ORDER LIST OF ADMINISTRATIVE RECORD**

When the user selects a record, the following window is displayed:

![Order List of Admin Record 1072 - "Petrography", porosity, and permeability of sandstone members in the Hele...](image)

This screen lists the orders related to a particular administrative record.
If your System Librarian has determined that the "Enc sum" column should be displayed, it will display the Encumbrance Sum, broken down into three parts:

- **The first** part is the original encumbrance amount that is based on the estimated price on the Order Form.
- **The second** part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete").
- **The third** part is the Currency.

The following buttons are available on this screen:

**Modify**
To change the details of an order, highlight the order and click Modify. The Order Form will be displayed.

**Add**
To add a new order, click Add. You will be able to choose the order type, monograph, standing order or serial. In addition, depending on how your System Librarian has set up the Acquisitions module, you will be able to activate a specific counter for assigning the order number. (Click here to go to the System Librarian chapter for information about setting up order number counters.) The Order Form will then be displayed.

**Duplicate**
You may add a new order by copying an existing order's details and then editing the form that pops up. To do so, highlight the order whose information you wish to copy, then click Duplicate. The Order Form will be displayed for the new order, which will already be filled in with information copied from the highlighted order. You may then edit the form so that the information will be appropriate for the new order.

**Delete**
To delete an order from the list, highlight the order and click Delete.

When deleting an order from the Orders List for orders of type "M" (Monographs), a warning for the existence of items appears. Overriding this warning will delete all attached items with the deletion of the order itself.

A warning for deletion of attached claims will appear when trying to delete an order with attached claims. Overriding this warning will delete all attached claims.

A warning for deletion of the order's arrivals will appear when trying to delete an order with arrivals. Overriding this warning will delete all attached arrivals.

A warning for deletion of attached invoices will appear when trying to delete an order with assigned invoices. Overriding this warning will delete all attached line items.

**Print/Cancel**
Click this button to receive a dialog box with the following three choices for the highlighted order:

- **Print record information only** - This will print complete order information, including budget encumbrance and invoice details.
- **Print cancellation letter to vendor** - The order status will change to "LC". This status automatically cancels the budget encumbrance. If the status is changed back to a status that indicates that an order can be sent, the budget encumbrance is re-activated. The cancellation letter will always be printed as an individual hard-copy letter.
- **Send order letter to vendor** - If the user sends an order letter to the vendor (and the Order Delivery Type is LE for letter), the order status will change to "SV" (same as when the user clicks the Send button on the Order List window).

If the Order Delivery Type is LI (for list of orders) or ED (for EDI), the order status will change to "RSV" (ready to send to vendor) and the order will actually be sent when the "Send List of Orders to Vendor" or "Send Orders by EDI" function is run in the Web Services module.

**Send**
To print the order slip to be sent to the vendor, click Send. The default letter format that will be printed is defined in the Vendor Form, on the Account tab. This letter format may be changed for a specific order by modifying the Order Form, on the Vendor tab.

**Encumber**
To encumber a budget for an order, highlight the order and click Encumber. The Encumbrances for Order screen will be displayed.

**Invoice**
To view the General Invoice(s) and Line Item(s) related to this order, click Invoice. If a Line Item does not exist, you will be able to create one. You will also be able to create additional Line Items.
Arrival
To register the arrival of material, highlight the order and click Arrival. The Arrival List of Order screen will be displayed. See the chapter on Arrivals.

Copies
To view an Item record or Subscription record, click Copies. If such a record does not currently exist, you will be presented with a blank record for you to fill out in anticipation of receiving the item or issue.

Claims
Click Claims to send a new claim, view claims that have already been sent, and register the vendor's reply.

Order Log
To read the list of order-related activities that have occurred (such as a change in the Order Status), or to add an entry to the list, click Order Log.

5.2.1 Quick Cataloging in Acquisitions

Another way to reach the Order List of the Admin record window is through the Quick Cataloging option of GUI ACQ. This option is accessible via: GUI/ACQ/Menu Bar - Orders / Catalog Record.

After you select the Catalog Record option the quick cataloging window is displayed:

This window is used to briefly catalog a record with minimum information. Once you fill in this form and click OK, the Order List of the Admin. Record window will be displayed. At this stage, you may add a new order for this record.

For the system librarian:
Up to ten fields are available. These fields are determined by pc_tab_acq_fast_cat.lng.
Note: This table has to be edited in the BiB library (for the creation of the BiB record) and in the Administrative library (for the creation of the ADM record).

5.3 ORDER FORM

When you select Add, Modify or Duplicate on the Order List of Administrative Record screen, the Order Form is displayed. The Order Form has three parts, accessible by clicking on the tab for each part. Note that the Vendor Information part is different, depending on whether the order type is monograph, serial or standing order.

5.3.1 Order Information Tab

When you click on the Order Information tab, the following screen is displayed.
5.3.1.1 Buttons

The following buttons are available on this screen:

**OK**

When you are finished filling in all parts of the form, click OK.

**Save Def**

If you wish to save the values you have entered for the fields listed below and copy them to each new order form that you open, click Save Def(aults). Defaults are saved per workstation. The fields that are copied are:

- Order number 2
- Order number 3
- Order group
- Sub-library
- Acquisition method
- Material type
- Vendor code
- Vendor reference
- Vendor note
- Rush
- Borrower ID
- Borrower name
- Send directly
- No. of units
- Max. arrival days
- Batch claiming

Three additional special fields can also be saved by default:

- Item collection
- Encumber budget
- Order Status

An additional confirmation message will be displayed if they are not empty when saving the defaults. These three fields can only be saved in New or Duplicate mode, whereas all other save default fields can also be saved in Modify mode.

Note that when you click the Save Def(aults) button, much of the information you entered about the vendor (the specific fields are listed below) will not be copied when you Add or Duplicate a record. Instead, the information that will be entered in these fields will be taken from the Vendor Record. In addition, a new EDA will be entered, calculated on the basis of the delivery type. Following are the fields whose values are copied from the Vendor record:

- Letter type
- Order delivery type
- Delivery type
If you would like to clear all saved default fields, select File/Delete order defaults from the Main menu.

**Refresh**
If you wish to have the system calculate and display the local cost based on the effective currency exchange rates, click Refresh.

**5.3.1.2 Help on Fields**

**Order number 1**
The system will automatically assign an order number but you are free to change the number, as long as the number you are entering is not already in use. The System Librarian is responsible for setting up order number counters.

**Order number 2**
This field is optional. It may be used to provide a supplementary order number.

**Order number 3**
This field is optional. It can be used to indicate the Authorization Group to which a user belongs. Users who belong to the same Authorization Group may update each others' orders. Your system librarian can provide you with Authorization Group names. If you wish to save the value you have entered for Order number 3 and copy it to each new order form that you open, click the Save Def(aults) button.

**Order status**
The following statuses are available:

- **NEW** - Request to order. Not yet processed.
- **WP** - Waiting for processing. This is an interim status between NEW and PS.
- **PS** - Processing started. This status can be used to indicate to the central ordering agency that the order is ready to be processed.
- **WB** - Waiting for budget confirmation.
- **QSV** - Query before sending order.
- **CNB** - Cancelled, no budget. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (e.g., RSV Ready to send to vendor), the budget encumbrance is re-activated.
- **DNB** - Delayed, no budget. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (e.g., RSV Ready to send to vendor), the budget encumbrance is re-activated.
- **RSV** - Ready to send to vendor.
- **SV** - Order sent to vendor. When an order slip is printed, the order status is automatically updated to SV.
- **VC** - Vendor cancelled order. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (e.g., RSV Ready to send to vendor), the budget encumbrance is re-activated.
- **LC** - Library cancelled order. This status cancels the budget encumbrance. If the status is changed to a status that indicates that the order can be sent (e.g., RSV Ready to send to vendor), the budget encumbrance is re-activated.
- **CLS** - Order is closed. If the material arrival status is complete and the invoice has been paid (payment status is Paid), the system updates the order status automatically to CLS.

**Order ISBN/ISSN**
This field is optional.

If the ISBN/ISSN is available in the Bibliographic Record (USMARC 020/022 field, MAB 540/542 fields and DANMARC 021/022), the system automatically enters the ISBN/ISSN in the Order Form (if you have reached the Order Form by clicking New or Duplicate on the Order List). If the system has not filled in the ISBN/ISSN, you may do so.

When there is more than one ISBN/ISSN field in the BIB record, you may select the relevant value from a drop down menu in the Order ISBN/ISSN field.

Note: If TAB10-CHECK-ORDER-ISBN-ISSN is set to Y, the system only allows valid ISBN and/or ISSN entries in the Order form.
Order group
This field is optional. The Order Group is a library-defined category. For example, your System Librarian may decide to use this field to categorize orders by the work-group of librarians who are ordering items, or by the department for which the items are being ordered. If you wish to save the value you have entered for Order Group and copy it to each new order form that you open, click the Save Def(aults) button.

Open date
This is the date that the order was initiated. The date is filled in automatically by the system.

Status date
This is the date that the status was last changed. It is filled in automatically by the system.

Order date
This is the date that the order was sent to the vendor. It is filled in automatically by the system and the order status is changed automatically to SV.

Invoice status "Complete"
This field only appears when an Invoice Line Item for this order has been registered. If the invoice is complete (Invoice status is CMP-complete), then the checkbox is marked. If you expect to receive additional invoices for this order (Invoice status is PTL-partial), then the checkbox is left blank.

For incomplete invoices, the system continues to debit the remaining encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

For Standing Orders, the Invoice Status is always "non-complete".

Use this checkbox to change an existing invoice's status.

Arrival status "Complete"
This field only appears when an Arrival has been registered. If all units for this order have arrived (Arrival status is CMP-complete), then the checkbox is marked. If more units are expected (Arrival status is PTL-partial), then the checkbox is left blank.

For Standing Orders, the Invoice Status is always "non-complete".

Use this checkbox to change an existing arrival's status.

Material type
Select the material type of the item ordered. If you wish to save the value you have entered for material type and copy it to each new order form that you open, click the Save Def(aults) button.

Sub-library
Select the sub-library to which the order belongs. If you wish to save the value you have entered for sub-library and copy it to each new order form that you open, click the Save Def(aults) button.

Acquisition method
Select the method by which the item is acquired. If you wish to save the value you have entered and copy it to each new order form that you open, click the Save Def(aults) button. Some examples of acquisition methods are:
P - Purchase
A - Approval
G - Gift
E - Exchange
D - Deposit
O - Other
PF - Purchase Free (allows a reduction in price of up to 100.00 percent)

Borrower ID
If the order is for a specific user, enter the Borrower ID here. You may select from a list of users by clicking on the button to the right of the field. If the "Send directly" checkbox is marked, the system will then print the user's address on the order slip. If you wish to save the value you have entered for Borrower ID and copy it to each new order form that you open, click the Save Def(aults) button.

Send directly
If you want the order to be sent directly to the user listed above, put a mark in the box by clicking on it. If you wish to save the value you have entered for this field and copy it to each new order form that you open, click the Save Def(aults) button.
User name
If you have entered a Borrower ID above, the system will automatically fill in the user name.

Library note
You may enter a note up to 100 characters in length.

5.3.2 Vendor Tab
When you click on the Vendor tab, the following screen is displayed. Note that the Vendor Information part differs, depending on whether the order type is monograph, serial or standing order.

Vendor code
You may select a vendor from a list by clicking on the button to the right of the field. Alternatively, you may enter a vendor code by typing it in the field. If you do so, be sure to press Enter when you are finished typing the vendor code. This will ensure that information about the order delivery type, delivery type and letter type will be taken from the Vendor record and entered in the Vendor tab of this Order Form. As soon as the order is sent, the Claim date will be filled in and calculated on the basis of the delivery type.

If you wish to save the Vendor Code and copy it to each new order form that you open, click the Save Def(aults) button. Note that only the Vendor Code will be copied, and not other information about the Vendor, such as order delivery type, delivery type and letter type. (Information for these fields will be taken from the Vendor record, as explained above.)

Vendor name
After you select a vendor code, the system will automatically fill in the vendor name.

Vendor reference
The vendor may have assigned a special reference number for the material. This is especially likely for serials.

Vendor note
You may enter a note up to 100 characters in length.

Order delivery type
This is the format in which the order is sent to the vendor, for example, the format may be a list of orders or a letter for an individual order. The system will automatically fill in the order delivery type that appears in the vendor record, although you may change it. If you select LI (for List) or ED (for EDI), then the “Letter type” and “Send letter by” fields will disappear from the window because they are no longer relevant.

Letter type
This field is active if you select LE (for Letter) for the Order Delivery Type. For Letter Type, select the order slip that should be printed. Note that the letter type must be compatible with the option selected for the “Send letter by” field.
because, for example, the letter type may have a command in its template to send the letter by e-mail.

**Send letter by**

Select the manner in which you want the order slip sent to the vendor. Note that your choice must be compatible with the option selected for the "Letter type" field. For example, if you choose an order slip whose template includes the command to send the slip by email, make sure that the "Send letter by" option is email, too.

**Delivery type**

This is the way in which the material is sent from the vendor to your library.

**Claim date (for Monographs)**

Unless you enter your own date, the system will calculate the claim date when the order is sent, according to the material delivery type and its delay as defined in the vendor record. Thereafter, the system will continue to update the claim date automatically if the order's claims are being handled by batch claiming through the "Claim Report & Letters" function in the Web Services module. If the order's claims are being handled manually, instead (by clicking the Claims button on the Order List window), then the claim date will be updated only if specifically requested by the librarian on the "Send New Claim" form.

**Batch claiming (for Monographs)**

If you put a checkmark in this box (by clicking on the box), then the system will send claims for this order when the "Claim Report & Letters" function in run in the Web Services module. If you do not check this box, then the only way to send a claim for this order is to manually send one by clicking the Claims button on the Order List window. If you wish to save the value you have entered for this Batch Claiming field and copy it to each new order form that you open, click the Save Def(aults) button.

**Rush**

If this is a rush order, put a mark in the box by clicking on it. If you wish to save the Rush indicator and copy it to each new order form that you open, click the Save Def(aults) button.

**Subscription from-to (for Serials and Standing Orders)**

Enter the dates between which the library will be receiving the serial. Press the hotkey F9 to determine which format is currently being used for entering the date. There is no visual difference on the form between the format day/month/year and the format month/day/year.

**Max. Arrival Days (for Standing Order)**

This is the maximum number of days that may elapse since you received the last volume. If you have not yet received any volumes, then this is the maximum number of days that may elapse since you sent the order to the vendor. You, or your System Librarian, may print a report of Standing Orders that need claims sent to the supplier. This report may be printed using the "Standing Orders to Claim" function in the Services module. If you wish to save the value you have entered for this field and copy it to each new order form that you open, click the Save Def(aults) button.

**Budget Cycle (for Serials and Standing Orders)**

This defines the cycle of annual budgets that will be encumbered for the subscription in the following way: If you enter "1", then each annual budget will be encumbered in turn, as the new budgets are opened. If you enter "2", then every other annual budget will be encumbered; enter "3" to encumber every third annual budget, and so on. For example, if the selected budget is BIOLOGY-2000 and the Budget Period is "2", then the BIOLOGY-2000 budget will be encumbered for the subscription, and the annual budget BIOLOGY-2001 will not be encumbered at all. (BIOLOGY-2000 in effect covers two years.) The next budget that will be encumbered for the subscription is BIOLOGY-2002 (after running the Renew Order Encumbrances function in the Web Services module).

**Renewal Date (for Serials and Standing Orders)**

This is the date by which the subscription should be renewed or cancelled.

### 5.3.3 Quantity and Price Tab

When you click on the Quantity and Price tab, the following screen is displayed.
**Number of units**
Enter the number of units ordered. This will be printed on the order slip. If you wish to save the value you have entered for this field and copy it to each new order form that you open, click the Save Def(aults) button.

**Unit price**
Enter the price per unit.

**Total price**
If the unit price was entered, the system will automatically calculate the total price by multiplying the number of units by the unit price.

**Quantity note**
This note will be printed on the order slip. You can use the note to add remarks regarding the copies or volumes you are ordering. You may enter up to 100 characters.

**Create Item Records**
If you want the system to automatically create Item Records for each copy ordered of a monograph, make sure there is a check-mark in the box. If you do not want Item Records created automatically, remove the check-mark. (The check-mark is added and removed by clicking in the box.)

**Item Collection**
When a new item is created and the "Create Item Records" checkbox is flagged, you may determine the Item Collection using this menu.

**Currency**
Select the currency in which you will be invoiced by the vendor. The first currency defined in the vendor record will be entered as the default. Click on the arrow to select one of the vendor currencies that was defined in the Vendor Information form.

An extensive list of currencies and their standard abbreviations is given in the on-line help.

**List Price**
Enter an estimate of what the order will cost so that an encumbrance for the item can be debited from the budget. The price entered should be in the vendor's currency. The Total Price is automatically copied if this field is left blank.

**Terms sign & Terms percent**
The Term Percent fields of the Vendor form and the Term Percent fields of the Order form allow values of 3 digits plus two decimal places [nnn.nn]. This allows percentages to be expressed of up to 100.00%. The following error is reported if the terms sign is "-" and TERMS-PERCENT is greater than 100 : " Terms Percent must not be greater than 100.00 for reduction". 
However you cannot assign a 100% reduction for the Acquisition method "P - Purchase" because the final price is zero. In the event that an order's Acquisition Method is "PF" the system allows you to bypass this check. For example, when the Term sign is "-" and the Terms Percent is 100, an error message is not reported.

**Final Price**
Final price = list price +/- terms

If the budget(s) associated with this order already have encumbrances, then if the final price is changed later, the system will automatically change the encumbrances accordingly.

**Local price**
The local price will be calculated by the system as follows: Price in vendor currency X Terms X Currency exchange rate

= Price in local currency

**Price note**
You may enter a note up to 100 characters in length.

**Encumber budget**
If you want to encumber a single budget for this order, enter the budget code here. To choose from a list, click the button on the right side of the field.

If you want to encumber more than one budget, do not fill in this field. Instead, go to the Order List, highlight this order, then click the Encumber button. Fill in the form that pops up.

### 5.4 SENDING ORDERS TO VENDORS

There are a number of ways in which an order may be sent to a Vendor:
- by clicking the Send button on the Order List of Administrative Record
- by using the function in the WWW Services module called "Send List of Orders to Vendor"
- by using the WWW Services function called "Send Orders by EDI" (Link jumps to EDI chapter)

Each method is described below.

#### 5.4.1 Send Button

When you click the Send button on the Order List of Administrative Record, one of the following actions may occur, depending on definitions set in various records of the system:

- The order may be printed out, and then manually sent to the vendor. This will happen if the Order Delivery Type is LE (Letter). The system will print/email the order and change the status to SV (sent to vendor).
  
  If you are sending the letter by e-mail, make sure that:
  - The command (## - EMAIL_ADDRESS) is included in the first line of the template for the order slip (acq-order-slip-nn in the form_eng directory).
  - The print.ini file is properly defined.
  - There is an e-mail address in the vendor's record.

- The order will be included in a list of orders if the Order Delivery Type is LI (List). Clicking the Send button will change the order status to RSV (ready to send to vendor). The list of orders is sent later when you run the WWW Services function, "Send List of Orders to Vendor". After running this batch, the order status will become SV (sent to vendor).
  
  The list will be sent by e-mail to the vendor if:
  - The command (## - EMAIL_ADDRESS) is included in the first line of the template for the order slip (acq-order-list-00 in the form_eng directory).
  - There is an e-mail address in the vendor's record.

- Otherwise the list will be written in a print file.

- The order may be sent by EDI to the vendor. This will happen if the vendor has been defined as an EDI vendor and the Order Delivery Type "ED" has been entered on the Vendor tab of the Order form. Click here to go to the EDI chapter for help on how to define an EDI vendor.

  If the Order Delivery Type is ED (for EDI), clicking the Send button will change the order status to RSV (ready to send to vendor).

  The order may be included in a file in the EDItEUR format and sent to the vendor by EDI when you run the WWW Services function, "Send EDI Orders". After running this batch, the order status will become SV (sent to vendor).
5.5 ENCUMBRANCES FOR ORDER

When you click the Encumber button on the Order List screen, the following window is displayed:

This screen shows in green text the budgets that will be encumbered for this order. You can assign one or more budgets to this order. In this way, several budgets may be encumbered various amounts toward the total sum of the order.

Budgets that were encumbered in previous years are shown in red.

The "Enc/Active Amt" column displays the Encumbrance Sum, broken down into two parts:

- The **first** part is the original encumbrance amount that is based on the estimated price on the Order Form.
- The **second** part is the difference between the original encumbrance amount and the amount on the invoice. This difference is referred to as the Active Amount. (The Active Amount automatically becomes zero when the invoice is registered as "complete").

5.5.1 Buttons

The buttons available on this screen are:

**Add Budget**
To assign a new budget for this order, fill in the field called "Budget code to add" and then click the Add Budget button.

**Encumber**
To indicate the amount for which a particular budget will be encumbered, highlight the budget, then enter the amount in the field called "Encumbrance" and click the Encumber button.

**Delete Budget**
To delete a budget from the list, highlight the budget and click Delete.

**Close**
After you have made all desired changes to the screen, click Close.
5.5.2 Fields

Budget code to add
This is the unique code identifying the budget. Click the arrow to the right side of the field to choose from a list of budgets.

Encumbrance
This is the amount for which the highlighted budget will be encumbered. You can fill in the actual amount in this field, or leave this field blank and enter a percentage of the estimated price in the Encumbrance Percent field.

Encumbrance Percent
This is the percentage of the estimated price for which the selected budget will be encumbered. If you fill in this field, then leave the Encumbrance field blank.

Estimated Cost, Local Cost & Currency
This information is for reference only; it may not be changed on this screen.

Total encumbrance
If one or more budgets have been assigned to pay for the order, this field shows the total amount that has so far been encumbered by the budget(s).

5.6 CANCELLING ORDERS

You can cancel an order by clicking on the Print/Cancel button in the Order List of Admin Record form and selecting the "print cancellation letter to vendor" radio button. The order status will change to "LC". The cancellation letter will always be printed as an individual hard-copy letter.

You can also cancel an order by opening the Order Form and editing the Order Status field. Select one of the following statuses:

- VC (Vendor cancelled)
- LC (Library cancelled)
- CNB (Cancelled - no budget)

These statuses automatically cancel the budget encumbrance. If the status is changed back to a status that indicates that an order can be sent, the budget encumbrance is re-activated.

5.7 DELETING ORDERS

There are two methods of deleting orders from the system:

1. Via the Order List of Admin Record.
2. Via the New & Cancelled Order Search List. This option allows deletion only for orders with statuses of: New; LC (Library Cancelled); VC (Vendor Cancelled) and CNB (Cancelled, No Budget).

5.7.1 Delete An Order Via the Order List of ADM Record

You can delete an order by selecting that order in the Order List of Admin. Record form and clicking on the Delete button. In the event that there are Items/Arrivals/Claims/Invoices attached to the order, the system asks you to re-confirm the deletion.

5.7.2 Delete Order through New & cancelled Order Search List

The New & Cancelled Order Search List window is accessed in the Acquistions via the Delete New/Canceled Orders command from the Orders menu.

After selecting this option the following window is displayed:
The New & Cancelled Order Search List window lets you search for orders with statuses of New; LC (Library Cancelled); VC (Vendor Cancelled) and CNB (Cancelled, No Budget) and lets you delete order/s if you are permitted to do so.

**Filters**

You can choose to have the list filtered by: Order type; Order group; Vendor code; Material type. You can also display orders that have been created within a specific period of time (defined by the "from" order date and "to" open date).

The overriding filters are Order status: NEW/LC/VC/CNB. The following buttons are available on this screen:

**Select**
To see the list of orders for the highlighted item, and to perform a number of different functions related to an order, click Select.

**View Order**
To read, but not change, order details for the highlighted entry, click View Order.

**Order Log**
To read the list of order-related activities that have occurred (such as a change in the Order Status), or to add an entry to the list, click Order Log.

**Print Order**
To print the order information for the highlighted entry, click Print Order.

**Search Now**
To activate the search click the Search Now button. The relevant entries are displayed.

**Clear Filter**
This button clears the filters.

**Delete**
To delete order/s, highlight the order/s you want to delete, and click Delete. To select multiple orders, press the Ctrl / Shift button.

- Individual Selection - you can Print/View/Enter the Order Log/Select for Editing/Delete order. Deletion is a standard delete procedure which means that you are blocked in the event that you lack the permission to
delete orders. In the event that there are attached Items/Claims/Arrivals/Invoices, the system asks you to reconfirm the deletion.

Multiple Selection - In the case of a multiple deletion, you are notified at the end of the operation of the number of successful deletions.

In the event of a Hold Request for the deleted order, a Delete Hold Request printout is produced by the system.

Delete All
To delete all the listed orders click Delete All. The system deletes only orders which you are authorized to delete. You are notified at the end of the operation of the number of successful deletions. In the event that there is only one entry listed and Items/Claims/Arrivals/Invoices are attached to it, the system asks you to re-confirm the deletion.

5.8 ORDER LOG
The Order Log keeps track of various order-related activities that have occurred, such as a change in the Order Status or Next Claim Date. If you wish to add an entry, choose the action date and transaction type, enter the log text, then click ADD.

The Order Log button is available from the following GUI Acq windows:
- Order Index List
- Order List of Admin record
- Arrival Form
- Invoice line Item form

When you click on the Order Log button, the Order Log screen is displayed:

### 5.8.1 Buttons

**Add**
If you wish to add an entry, choose the action date, transaction type and enter the log text, then click ADD.

**Remove Action Date**
If you wish to reset the action date to zero, click Remove A. Date

**Action date**
If you manually add a log, select the date for this action. Press F9 to view/update the date format.

**Transaction type**
In order to manually add a transaction to the Order Log, select the desired type from the expand list. There are 3 types that will never be automatically generated by the system:
Transaction No. 00 - General note which will appear on the Order Log and nowhere else.
Transaction No. 98 - Response from vendor, allows you to manually assign response from the vendor (up to 2000 characters).
Transaction No. 99 - Note to vendor (up to 2000 characters) that will be printed out on Order Slip and Order List. This is in addition to the Note to Vendor (up to 100 characters) that may be entered on the Order Form.

Log text
When you type an entry, you may create a line break at any time by pressing Ctrl+Enter.

For the system librarian
The transactions displayed in the expand list can be entered manually and are determined by tab45.lng Column 3.
You may also determine, by tab45.lng column 2, which log transactions will be active/inactive.

5.9 MOVING ADM RECORDS
The GUI OPAC Navigation window lets you move item and/or acquisition orders and/or serial subscription records from one ADM record to another. If you have a duplicate BIB (and therefore a duplicate ADM), you can move the records from the incorrect ADM to the correct ADM. You can add a number of BIB records to the Nav. Map window, and after that use "drag and drop" to move item and/or ACQ order records from one record to another.

Note that this feature is not affected by the number of ADMs involved (that is, single or multiple ADMs). You can move from one ADM record to another within the same ADM library.

The following aspects of the GUI OPAC Navigation window should be noted:

1. In the Search Module (GUI OPAC), when you have a full record displayed, there is a button for "Add to NAV Map".
2. You can add several BIB records to the same NAV MAP display.
3. In the left-hand frame of the NAV MAP window, you can drag-and-drop items, orders, serial subscriptions. Note that you can even move an item which is on loan. The system takes care of moving the relevant loan record as well.
6.0 EDI

EDI stands for Electronic Data Interchange, which is a standard for direct communication, trading messages between computer systems. EDI is a component of the Acquisitions process in ALEPH.

ALEPH supports the following EDI message types:

- Sending orders for monographs and standing orders to your vendors.
- Receiving invoices for Serials orders from the vendors.

In the future, the system will support other kinds of EDI messages, such as sending claims for serial orders and receiving claims responses.

Several standards exist for sending EDI messages. ALEPH 500 works with the EDI EDIFACT (D96.A) EANCOM standard which is managed by EDItEUR. EDIFACT is a worldwide EDI standard, supported by the United Nations from Geneva. EANCOM is a subset of the full EDIFACT format.

EDItEUR is a pan-European consortium sponsored by the European Bureau of Library, Information and Documentation Associations, the Federation of European Publishers, and the European Booksellers Federation. EDItEUR has members in USA, Japan, South Africa and Israel. It co-ordinates EDI message development and implementation usage as well as projects on bibliographic data and electronic publishing standards.

6.1 EDI SETUP

This prerequisite setup is required for sending or receiving EDI messages.

The EDI application can be used when both the library and the vendor are defined in the system as EDI enabled:

1. EDI enabled library is defined in tab35 of the ADM library (XXX50).
2. EDI orders and message counters are defined in UTIL G/2 (database definitions - Display/Update library parameters) of the ADM library (XXX50).
3. The vendor EDI definitions are recorded in the vendor file (Z70) using the Vendor form of the GUI Administration or Acquisitions module
4. The EDI Vendor FTP details are recorded the vendor address file (Z72) using the vendor address form of the GUI Administration or Acquisitions module.

6.1.1 Edit tab35

Every sublibrary may have different EDI ID numbers at different vendors. In addition, different sublibraries can have one account with the same vendor. tab35 defines these parameters for each branch library, and registers each sublibrary's VAT number.

The System Librarian is responsible for editing tab35. Edit tab35 using UTIL G/4/35 to define customer information related to EDI.

An abbreviated example from tab35 is shown below. It is in three portions because the table is too wide to be shown in its entirety across the page:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>!!!!!-!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!--</td>
<td>UUPTN SWETS</td>
<td>342-5509</td>
</tr>
</tbody>
</table>
6.1.2 EDI Counters in UTIL G/2

The following two EDI counters should be set in UTIL G/2 (database definitions - Display/Update library parameters):

1. "last-edi-order" - EDI order counter which keeps track of the number of orders that have been sent from the library to the vendors by EDI.
2. "last-edi-message" - EDI messages counter which keeps track of the number of incoming EDI messages that have been received from the vendors.

Example of the counters entries in util G/2:

<table>
<thead>
<tr>
<th>Sequence Name</th>
<th>Value</th>
<th>Suppress</th>
<th>Type</th>
<th>Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>last-edi-message</td>
<td>132</td>
<td>y</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>last-edi-order</td>
<td>541</td>
<td>y</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

6.1.3 Vendor Record

The Acquisitions librarian is responsible for editing the Vendor Record so that it contains the information needed for sending messages by EDI. To do so, follow these steps:
Step 1: In GUI Acquisitions or Administration, click the icon. The Vendor List will be displayed.

Step 2: On the Vendor List, highlight the desired Vendor and click Modify. If the desired vendor is not on the list, click New. In either case, the Vendor Information form will be displayed.

Step 3: On the Vendor Information form, click the General Information tab:
The following fields on this tab are relevant for EDI:

**Vendor EDI Code**
Enter the Vendor's EDI code. The Vendor's EDI code may be up to 35 characters.

Note: This is not the same as the Customer's EDI code that was entered in column 3 or column 5 of tab35.

**Vendor EDI Type**
To send an order by EDI to a vendor, you also have to enter the EDI code type. These types should be supported by EDItEUR:

- 31B for US SAN
- 014 for EAN-13
- 091 for ID assigned by supplier
- 092 for ID assigned by customer

**Note**
It is recommended to leave the Note field empty. Whenever an EDI recipient encounters a free text field, the message is routed to manual processing, which might take more time.

**Other Fields**
Help for other fields of the General Information tab is provided in the Vendors chapter.

**Step 4:** On the Vendor Information form, click the Account tab:
Only three fields on this tab are relevant for EDI:

**Order Delivery**
This is the manner in which your library sends the order to the vendor. Be sure to select "ED" for EDI.

**Letter Format**
Be sure to select "00".

**EDI Send Method**
Choose the method for sending EDI orders to the vendor:
- FTP (ASCII)
- FTPBI (binary)

**Other Fields**
Other fields, such as List Format, Letter Send Method and List Send Method are not relevant for EDI. See the [Vendors chapter](#) for a complete explanation of the Vendor Information form's Account tab.

**Step 5:** When you are finished filling in the Vendor Information form, click Update. You will return to the Vendor List.

### 6.1.4 Vendor Address

The Acquisitions librarian is responsible for editing the vendor EDI address. The vendor EDI address is used for recording the EDI vendor FTP details.

On the Vendor List, select the desired vendor and click the Address button. Then click the fifth tab: EDI Address. The Vendor Address form will be displayed. Depending on the setup of tab10 flag 53, this
form will be displayed in one of two ways:

If the flag is set to "Yes", the following screen is displayed:

![Vendor Addresses window](image)

When filling in the EDI Address, use the following format:

- Address field - line 1: IP address or its alias
- Address field - line 2: User name
- City field: Password

If the flag is set to "No", the following screen is displayed:
The EDI message delivery address must be entered in the Address field, as follows:

- Address field - line 1: IP address or its alias
- Address field - line 2: User name
- Address field - line 3: Password

Click the Update button on the Vendor Address window. The vendor record is now completely set up for EDI.

Note: For more information about tab 10 switch 53 see the Acquisitions System Librarian chapter: Vendor Addresses Form.

### 6.2 SENDING ORDER BY EDI

In ALEPH, both monographs and standing orders can be sent to vendors by EDI. The following preparations are required:

1. Perform the prerequisite setup (as described in 6.1 EDI Setup).
2. Edit the EDI order record so that it contains the information needed for sending by EDI.
3. Activate the dispatch of the orders to the vendors using the batch process, Send Order by EDI (acq-13).

#### 6.2.1 EDI Order Record

The Acquisitions librarian is responsible for editing the Order Record so that it contains the information needed for sending by EDI. To do so, follow these steps:

**Step 1:** To initiate a new order or modify an existing order go to the Main Menu. Under the Orders
option, select Index, Get Record by Find, or Order Number. Each selection enables you to retrieve the Order List of Administrative Record.

You may also click the icon for the order index or the icon for the order number.

**Step 2:** On the Order List of Administrative Record, highlight the order of interest and click Modify. If you wish to create a new order, simply click the Add button. In either case, the Order Form will be displayed.

**Step 3:** Click the Order Information tab. The following screen will be displayed:

![Order Form - The inflation dilemma, by George Terbovich.](image)

Following are the fields that are relevant for EDI:

**Order Status**
Be sure the Order Status is set to RSV (Ready to Send to Vendor). The order status of an order which is set to be an EDI order is automatically changed to RSV as soon as you highlight the order in the Order List of Administrative Record and click the Send button. A message will pop up: "Order will be sent by EDI when batch service is run" and the order status will be set to RSV.

Alternatively, you may manually change the order status to RSV.

**Library Note**
It is recommended to leave the Library Note field empty (as well as all other free text note fields in the order record). If it is not empty, the note will be sent in the EDI message as a free text field. Whenever an EDI recipient encounters a free text field, the order is routed to manual processing, which might take more time.

**Other Fields**
For help on all other fields, see the Orders chapter.

**Step 4:** Click the Vendor tab. The following screen will be displayed:
The following fields are relevant for EDI:

**Vendor Code**
Select a vendor that is defined as an EDI vendor (as described in sections 6.1.3 Vendor Record and 6.1.4 Vendor Address).

**Order Delivery Type**
Be sure "ED" is selected.

**Other Fields**
For help on other fields, see the chapter on Orders.

**Step 5:** When you are finished filling in the Order Form, click OK. The order is now ready to be sent by EDI.

**6.2.2 Send Order By EDI**
After the order is prepared, it can be sent by EDI using the batch service: "Send EDI Orders" (acq-13).
USM50 - Send EDI Orders

Vendor code: EDI
Sub-library: UARCV
Output file:
Run Time: Today at 00 o'clock
Send to queue

This function prepares a file in the EDItEUR format of new orders for books and standing orders and sends the file to the vendor.

Orders that are included in the file are those with Order Type "ED" and Order Status "RSV" (ready to send to vendor).

After the orders are sent, the Order Status is changed to SV (sent to vendor).

This function may be identified in the Batch Log and Batch Queue by the procedure name p_acq_13.

Vendor Code
Choose the code of the Vendor to whom you want to send orders by EDI. Be sure that the vendor has been defined as an EDI vendor (as described in sections 6.1.3 Vendor Record and 6.1.4 Vendor Address).

Sublibrary
Choose a sublibrary. The batch service must be run separately for each sublibrary.

Output File
Optional field. Enter the name of the file in which you want the output to be saved. The output file can be found later in the library's PRINT directory.

Note: The names of input and output files must be entered in lower case.

Run Time
Enter day and hour you want the procedure to run. The system uses a 24-hour clock, so if you want to run the procedure at 11 pm, enter "23".

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6.3 RECEIVING SERIAL INVOICES BY EDI

ALEPH enables the creation of General Invoices for Serials orders by loading EDI files from EDI vendors (EDI message type "INVOIC").

In order to load EDI Serials invoices into ALEPH the following preparations are required:

1. Perform the prerequisite setup (as described in 6.1 EDI Setup).
2. Place the new EDI files supplied by the vendor in the directory ./xxx50/edi/incoming.
3. Activate the Acquisitions batch service: Load EDI Messages (p-edi-02).
4. Run the subsequent batch service: Process EDI Messages (p-edi-03).

6.3.1 Load EDI Messages
Step 1: As soon as a new EDI file is received from the vendor, place it in the directory ./xxx50/edi/incoming.

Step 2: Activate the Acquisitions batch service: Load EDI Messages (p-edi-02). This function loads new incoming EDI files that are located in your server under ./xxx50/edi/incoming. This function creates Z603 records for the EDI messages. Each EDI file usually contains many general invoices which contain many line items. Each general invoice receives a message number which is driven from the counter last-edi-message (UTIL G/2 of the ADM library).

As soon as the p-edi-02 procedure is completed, the EDI files are transferred from ./xxx50/edi/incoming to ./xxx50/edi/processed. This function may be identified in the Batch Log and Batch Queue by the procedure name p_edi_02.

Step 3: Run the subsequent batch service: Process EDI Messages (p-edi-03):

This function loads Serials invoices that have been sent from the vendor in EDItEUR format into ALEPH. It integrates and processes the Z603 records into the relevant ALEPH records (e.g. Z77, Z75).

Important: Before running this function: It is highly recommended to export (backup) the following records: Z77, Z75, Z68, Z601.

As soon as the p-edi-03 procedure is completed, general invoices (Z77) and line items (Z75) are created for the serials orders (Z68) that were matched to the data contained in the EDI files. The budget transactions (Z601) of the related orders are updated and the orders' invoice statuses are changed (if
required). The new Serials invoices can be displayed and updated via the GUI as well as all other manually entered invoices.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_edi_03.

The log file displays information about the loading of the invoices and their related line items. If no match was found between the EDI item debit and the ALEPH order, the line is not loaded and a failure message is displayed.

The following example shows a part of the edi_03 log:

Invoice no.: S1.236-977
Line 1 - successfully loaded into the system.
Line 2 - not loaded.

```
COMPONENT-DATA-ELEMENT : S1.236-977

EDI Invoice S1.236-977 is authoritative document for legal purposes.

Handling /aleph/u50_5/ubu50/scratch/invoice.0000545
Load: /aleph/u50_5/alephe/error_eng/global
Load: /aleph/u50_5/alephe/error_eng/b_edi
Handling message number 0000545 - invoice number SWETS/S1.236-961.

Checking ALEPH order 9900006749 - Vendor order 37732722 - Line Number 1:
FYI: Your ALEPH order is missing the following ISSN/ISBN 0084-8824.

Checking ALEPH order - Vendor order 37582984 - Line Number 2:
(Item debit not loaded) No match was found to this order. Title for this line is "", ISSN/ISBN is 0000-0000.
```

It is highly recommended to save the log. The information it contains is very useful when checking which debit lines were successfully loaded and which must be entered manually.

### Help for Each Field

#### Message type

Message type EDI message type. Must be "invoice"

#### Update

Must be "Update from Z603"

#### Vendor Code

Enter vendor code to limit the function to run only for a specific vendor or leave blank to include all vendors.

#### Sublibrary

Enter sublibrary code to limit the function to run only for a specific sublibrary or leave blank to include all sublibraries.

#### Format type

Must be EDItEUR

#### Run Time

Enter day and hour you want the procedure to run. The system uses a 24-hour clock, so if you want to run the procedure at 11 pm, enter "23".
7.0 INVOICES

There are two paths to take to register an invoice:

- Order Path
- Invoice Path

There is also an option to create general invoices and line items for Serials orders by loading EDI files from EDI vendors. For more information see the EDI section of the Acquistions chapter.

7.1 ORDER PATH

On the Order List, click the Invoice button and the following Invoice List of Order will be displayed:

![Invoice List of Order 1005](image)

**New**
To register the details for a new Line Item invoice, click New and the Line Item form will be displayed for you to fill in. A new General Invoice will be created.

**Line Item**
To modify the details of a Line Item invoice, highlight the invoice and click Line Item.

**Gen Inv**
To view the existing General Invoice, highlight a Line Item and click Gen Inv. The General Invoice & Line Item window will be displayed. (This button will only be available if a General Invoice already exists.)

7.2 INVOICE PATH

This section explains the Invoice Path and includes the following screens:

- General Invoice and Line Items
- General Invoice Form
To register an invoice, click the icon. The following window is displayed:

### 7.2.1 General Invoice and Line Items

After selecting or creating a General Invoice, the window below is displayed.

This screen is divided into three parts:

1. The top part shows information about the General Invoice. To update this information, click on the Gen Inv button.
2. The middle part of the window shows for comparison the net and total amounts of the General Invoice and of all line items combined.
3. The lowest part of the window lists up to 150 line items. The Add, Modify, Delete and Order buttons relate to this list of line items.
Buttons
The following buttons are available on this screen:

Gen Inv
To update information for the General Invoice, click Gen Inv. The General Invoice Form will be displayed.

Delete All
To delete a General Invoice, along with all of its Line Items, click Delete All. You will be asked if you are sure you want to delete.

Add
To add a new line item, click Add. Select or type in the order number for which you are registering a new line item. The Line Item Form will be displayed.

Modify
To change information for a line item, highlight the line item and click Modify. The Line Item Invoice Form will be displayed.

Delete
To remove a line item from the list, highlight the line item and click Delete. You will be asked if you are sure you want to delete.

View Order
To view information about the order associated with a line item, highlight the line item and click View Order.

Order Log
To read the list of order-related activities that have occurred (such as a change in the Order Status), or to add an entry to the list, click Order Log.

7.2.2 General Invoice Form
When you click Gen Inv on the General Invoice and Line Item screen, the General Invoice Form is displayed, enabling you to register information that is common to a number of different orders (line items). This form has two parts, accessible by clicking on the tab for each part.

7.2.2.1 Invoice Tab
# General Invoice Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor code</td>
<td>300</td>
</tr>
<tr>
<td>Vendor name</td>
<td>ALEPH 300</td>
</tr>
<tr>
<td>Invoice number</td>
<td>147</td>
</tr>
<tr>
<td>Type</td>
<td>REG</td>
</tr>
<tr>
<td>Status</td>
<td>REG</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Net amount</td>
<td>120.00</td>
</tr>
<tr>
<td>Shipment amount</td>
<td>13.00</td>
</tr>
<tr>
<td>Overhead amount</td>
<td>14.00</td>
</tr>
<tr>
<td>Insurance amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Discount amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Total amount</td>
<td>147.00</td>
</tr>
<tr>
<td>Local amount</td>
<td>598.29</td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
</tbody>
</table>

### Buttons

**OK**
When you are finished filling in the form, click OK.

**Refresh**
To have the system recalculate the Total Amount, you must reset the Total Amount to zero and then click Refresh.

### Fields

**Vendor Code**
The vendor code is filled in automatically by the system.

**Invoice Number**
Enter the invoice number as assigned by the vendor. You may enter up to 15 characters.

**Refers to Invoice**
If there is an invoice that the current invoice refers to, type in its number here.

**Type**
The invoice type may be REG (regular), PRO (proforma), or DEP (deposit). If left blank, the invoice type defaults to REG. The invoice type is for information purposes only; all invoice types are handled in the same manner by the system.

**Status**
The status may be REG (regular) or SUP (supplemental). If left blank, the status defaults to REG. This status is for information purposes; both statuses are handled in the same manner by the system.

**Currency**
Choose the currency used for the invoice. The menu that is displayed lists only those currencies that are valid for the selected vendor. If TAB10-CHECK-INVOICE-CURRENCY is set to No, you may type in a currency code that is not defined in the vendor record. (Note that an extensive list of currencies and their standard abbreviations is given in the on-line help.)

**Explicit Ratio**
This field is optional. When an explicit ratio is entered, the local amount of the general invoice will be calculated according to this ratio.

If the field is left empty, the system will calculate the local amount according to the currency table.

**Debit/Credit**
Indicate whether this is a debit invoice or a credit invoice.

**Invoice Date**
This is the date that the General Invoice was prepared by the vendor.

**Received Date**
This is the date that the General Invoice was received or registered by the library. If the date is left blank, the system will automatically fill in the current date. Press the hotkey F9 to determine which format is currently being used for entering the date and to choose a new format, if you wish.

**Shipment Date**
This is the date that the invoice was sent by the vendor to the library. This information is optional. Press the hotkey F9 to determine which format is currently being used for entering the date and to choose a new format, if you wish.

**Net Amount**
This information is required. Enter the amount specified on the invoice for this order.

**Shipment Amount**
Optional.

**Overhead Amount**
Optional.

**Insurance Amount**
Optional.

**Discount Amount**
Optional.

**Total Amount**
The system will automatically fill in the total amount in the vendor's currency, based on the Net amount plus additional charges or minus discounts. Note that the system takes the difference between the net amount and the total amount (the difference being the added charges and discounts) and adds it proportionally to all the line items linked to the invoice.
If the Total Invoice Amount field remains empty it will automatically be filled with the paid amount when the invoice is paid.

**Local Amount**
The system will automatically calculate this information based on the effective currency exchange rate, or according to the explicit ratio if it is defined. This information is for display only. It cannot be changed on this screen.

**VAT Recipient**
Choose the body that should receive the Value Added Tax.

**VAT Percent**
Optional. If you wish, you can enter the percent of the Total Amount that should go to the VAT recipient and the system will automatically calculate the VAT amount. The VAT amount is included in the Total Amount. (For example, if the Total Amount is $117, and you enter 17% for the VAT percent, then the system will calculate the VAT amount to be $17.)

**VAT Amount**
Optional. This is the amount that should go to the VAT recipient. The VAT amount is included in the Total Amount.

**Note**
You may enter a note up to 60 characters in length.

### 7.2.2.2 Payment Tab

**Payment date**
Enter the date on which the General Invoice was paid. Press the hotkey F9 to determine which format is currently being used for entering the date, and to change the format, if you wish.

**Check number**
Enter the number of the check that was used to pay the General Invoice. (Leave this field blank if the invoice is not yet paid.)

**Amount**
Enter the amount that was, or will be, paid.

If the Amount field is left empty, but the Payment date field is filled and the Payment status is P (paid), the amount will be taken from the Total Amount field of the Invoice tab in General Invoice form.

**Status**
Choose the appropriate payment status:
N - not ready to be paid
R - ready to be paid
Y - payment authorization given
P - paid

---

**7.2.3 Line Item Form**

When you add a new line item or modify an existing one on the General Invoice and Line Items window, the screen below is displayed:

![Line Item Form](image)

This form enables you to register an entry for an individual order (line item) in the General
Invoice.

If you have reached this window from the Order Path, and the General Invoice does not already exist, the Line Item form will have additional fields for you to fill in (Type, Status, Currency, Invoice date, Received date and Shipment date. For help on these fields, see the General Invoice form.) Based on the information you provide in these fields, the system will create a General Invoice. If the General Invoice does already exist, these fields will not appear on the Line Item form.

Note that the above screen capture displays an invoice's line item that was accessed from the Order Path. Therefore, the additional fields (Type, Status, Currency, Invoice date, Received date and Shipment date) are included.

**Buttons**

The buttons on this screen are:

**OK**
When you are finished filling in the form, click OK. If more than one budget that was assigned to the order has suitable active dates, you will be given the opportunity to choose the appropriate budget.

**Refresh**
If you wish to have the system calculate and display the added amount, total amount and local cost (based on the effective currency exchange rates or the explicit ratio), click Refresh.

**View Order**
To read, but not change, order details, click View Order.

**Order Log**
To read the list of order-related activities that have occurred (such as a change in the Order Status), or to add an entry to the list, click Order Log.

**Budgets**
To view or assign the budgets that will pay for this invoice, highlight the order and click Budgets.

**Fields**

**Vendor Code**
The system will automatically fill in the vendor code.

**Invoice Number**
The system will automatically fill in the invoice number.

**Estimated Price**
Optional. Enter the Estimated Price for this Invoice Line Item. As a default, the system automatically fills in the value that has been entered in the Final Price field on the Quantity & Price tab of the Order Form.

**Net Amount**
Enter the net amount of the order in the vendor's currency.

**Number of Units**
Enter the number of units being invoiced. As a default, the system automatically fills in the value
that has been entered in the Number of Units field on the Quantity & Price tab of the Order Form. In the event that there are more line items for this order, the No. of units is set as the remaining number of units from the order and other line items.

**Added Amount**
The system will automatically calculate this information by taking the added amounts in the General Invoice and distributing them proportionally to the individual orders. You may also override this amount and type in another amount. The amount shown here is in the vendor's currency.

**Total Amount**
The system will automatically calculate this information by adding the net amount and the "added amount". You can also override this amount and type in another amount. The total amount is in the vendor's currency.

**Local Amount**
The system will automatically calculate this information based on the effective currency exchange rate or according to the explicit ratio if it is defined. This information is for display only. It cannot be changed on this screen.

**Note**
You may enter a note up to 60 characters in length.

**Order Completely Invoiced**
If the invoice is complete, that is, you do not expect another invoice for the order, mark the box by clicking on it. If you expect to receive additional invoices for this order, leave the box blank. For incomplete invoices, the system continues to debit the encumbrance from the budget until the invoice is complete. When the invoice is complete, if the invoiced amount is different from the encumbrance, the budget is debited according to the invoiced amount.

The option to check/uncheck this box applies only when adding a new "line item". When modifying, the checkbox is not displayed. In order to modify an invoice status use the "invoice status 'complete' " checkbox of the Order Information tab in the Order form.

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### 7.2.4 Order Details

When you click the View Order button on the General Invoice and Line Items window, the screen below is displayed, showing details of the order associated with the selected line item.
Of special interest are the **Invoice Price** and **Invoice Note** fields:

- The Invoice Price displays three values: the invoice price, the currency and the local price.
- If there are two or more invoices, then the Price and Note for the most recent invoice will be displayed first.

### 7.2.5 Budget List of Invoice

When you click the Budgets button on the Line Item window, the screen below is displayed.
This screen lists the budgets that will pay for the invoice of this order. You can assign one or more budgets. In this way, several budgets may pay various amounts toward the total sum of the order.

**Buttons**

The following buttons are available on this screen:

**Add Budget**

To assign a new budget for this invoice, fill in the field called "Budget code to add" and then click the Add Budget button.

**Debit**

To indicate the amount which a particular budget will be debited, highlight the budget, then enter the amount in the field called "Amount to Debit" and click the Debit button.

**Delete Budget**

To delete a budget from the list, highlight the budget and click Delete.

**Close**

After you have made all desired changes to the screen, click Close.

**Fields**
**Budget code to add**
This is the unique code identifying the budget. Click the arrow to the right side of the field to choose from a list of budgets.

**Amount to Debit**
This is the amount which the highlighted budget will be debited. You can fill in the actual amount or leave this field blank and enter a percentage of the amount in the Percent to Debit field.

**Percent to Debit**
This is the percentage of the amount which the selected budget will be debited. If you fill in this field, make sure to leave the Amount to Debit field blank.

**Invoiced Amount, Local Amount & Currency**
This information is for reference only; it may not be changed on this screen.

**Total Debits**
If one or more budgets have been assigned to pay the invoice, this field shows the total amount that has so far been debited.
8.0 ARRIVALS

There are two ways to register the arrival of material for Monograph orders (type M) or Standing orders (type O): the Direct Path and the Order Path.

For the Order Path, go to the Main Menu. Under the Orders option, select Index, Find Record, or Order number. Each selection enables you to retrieve the Order List of the Administrative Record. On that window, click the Arrivals button. When you do so, the Arrival List of Order screen is displayed.

For the Direct Path, click the icon to activate the Arrivals function.

8.1 ORDER NUMBER

When you click the Arrivals icon, the following window is displayed:

Select or type in the order number for which you want to register the arrival.

8.2 ARRIVAL LIST OF ORDER

After entering the order number (or clicking the Arrival button if you came from the Order List of Admin Record screen), the window below is displayed.
This screen shows the number of units ordered, the number of units that have been reported as having arrived so far, and lists the number of units that have arrived on specific dates.

**Buttons**
The following buttons are available on this screen:

**Add**
To report the arrival of units, click Add. The Arrival Form will be displayed for you to edit.

**Modify**
To change the details about units which have already arrived, click Modify. The Arrival Form will be displayed for you to edit.

**Delete**
To remove a line from the table that shows number of units arrived and the date on which they arrived, click Delete.

**Print**
To print an Arrival Slip, highlight an entry and click Print.

### 8.3 ARRIVAL FORM

When you click New or Modify on the Arrival List, the Arrival Form (shown below) is displayed, enabling you to register the arrival of units that have been ordered. To view order details, click View Order. To read the list of order-related activities that
have occurred (such as a change in the Order Status), or to add an entry to the list, click **Order Log**.

When you are finished filling in the form, click **OK**.

---

**Fields**

**No. units ordered**
The number of units ordered is filled in automatically by the system.

**No. units reported**
This is the number of units that have been reported as having arrived so far. This information is filled in automatically by the system.

**No. of units arrived**
Enter the number of units that have just arrived at this time. The system will automatically enter the default value, which will be taken from the "Number of units" field of the Order Form.

**Shipment date**
This field is optional. Enter the date on which the vendor sent the units to your library. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Arrival date**
Enter the date on which the units arrived. If left blank, the current date will be filled in automatically. Press the hotkey F9 to determine which format is currently being used for entering the date and to choose a new format, if you wish.

**Note**
You may enter a note up to 60 characters in length.

**Order completely arrived**
If all units for this order have arrived, mark the box by clicking on it. If you expect more units to arrive, leave the box blank.

The 'Order Completely arrived' check box in the Arrival form is set according to the following rules (for both Add and Modify):

- For order type S (serials), the check box is always empty.
- For order type O (standing order), the check box is always disabled.
- For order type M (monograph), the check box is checked when the arrival status is None or Cmp (Complete), and is empty for arrival status Ptl (partial).

Go to next section (Claims)
9.0 CLAIMS

Claims are usually sent to the vendor when an ordered item does not arrive when expected.

It is possible to send claims to vendors for Monograph orders by using a batch process in the Web Services module called "Claim Report & Letters for Monograph Orders" (b-acq-12). Claims for standing orders are sent using the batch process "Claim Report for Standing Orders" (b-acq-11).

Alternatively, it is possible to send claims manually, one at a time, by clicking the Claims button on the Order List window (also available for Serials and Standing Orders).

The procedures that should be followed for claiming depend, first of all, on information provided on the Order Form when the order was first created.

Following is an example of the Vendor tab of the Order Form:

![Vendor tab of an Order Form](image)

The two relevant fields are "Claim date" and "Batch claiming".

**Claim date (for Monographs)**

Unless you enter your own date, the system will calculate the claim date when the order is sent, according to the material delivery type and its delay as defined in the vendor record. Thereafter, the system will continue to update the claim date automatically if the order's claims are being handled by batch claiming through the "Claim Report & Letters for Monograph Orders" (b-acq12) function in the Web Services module. If the order's claims are being handled manually, instead (by clicking the Claims button on the Order List
window), then the claim date will be updated only if specifically requested by the librarian on the "Send New Claim" form.

In addition to the claim date which is being updated from time to time, the system stores the Original Estimated Date of Arrival (Original EDA), which is the same as the first claim date.

The Original EDA may be viewed in the Order Details window (shown below) which is accessible by clicking the View Order button on the Order Index List.

![Order Details for Admin Record 1123 window](image)

**Batch claiming (for Monographs)**

If you put a checkmark in this box on the Vendor tab of the Order Form (by clicking in the box), then the system will send claims for this order when the "Claim Report & Letters for Monograph Orders" (b-acq-12) function in run in the Web Services module. If you do not check this box, then the only way to send a claim for this order is to manually send one by clicking the Claims button on the Order List window.

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**9.1 BATCH CLAIMING**

If the "Batch claiming" box is checked on the Order Form, the system will include the order in the "Claim Report & Letters for Monograph Orders" (b-acq-12) function in the Web Services module.

When this function is run, the system will calculate the new claim date according to either the value entered in the "Number of days until next claim" field in the "Claim Report & Letters for Monograph Orders" (b-acq-12) function, or, if this value is zero, by the vendor's defaults (based on delivery type and delay days).

The Claim Report that is produced by the "Claim Report & Letters for Monographs" (b-acq-12) function will produce two printouts. One printout will list all orders for which the "batch claiming" checkbox was checked while the other printout will list all orders for
which the "batch claiming" checkbox was NOT checked.

The "Claim Report & Letters for Monograph Orders" (b-acq-12) function also produces claim letters. The templates that define these letters are located in the library's form_eng directory. In that directory, both acq-first-claim-00 and acq-additional-claim-00 are used by the batch function.

**9.2 MANUAL CLAIMING**

In order to manually send an individual claim, go to the Order List, highlight an order, then click the Claims button.

Any previously sent claims for the order will be listed on the following screen:

![List of Claims](image)

To send a new claim, click the Send Claim button. The following form will be displayed:

![Send New Claim](image)

If you want the next claim date to be calculated (based on the material delivery type and delay as defined in the vendor's record), put a checkmark in the box by clicking on it.

The templates that define the claim letters are located in the library's form_eng directory.
In that directory, templates whose names begin with "acq-order-claim" are used for the manual claim activated from the GUI.

To register a vendor's reply for a specific claim highlight the claim on the List of Claims and click on the Reply button. Enter the vendor's reply and the reply date.

If you want to remove a line from the List of Claims, highlight the claim and click Delete.

Go to top of page

Go to next section (Payments)
10.0 PAYMENTS

The payment statuses are:

- N - not ready to be paid
- R - ready to be paid
- Y - payment authorization given
- P - paid

When the payment status of the General Invoice is changed, the system will change all linked item debits.

If all invoices of an order are paid and the material arrival status is complete, the system will change the status of the order to closed (CLS).

Go to next section (Reports)
11.0 REPORTS

Acquisition reports are available in the Web Services module. Once you have logged into the module, you must choose an administrative library.

Reports are created in a two-step process:

**Step 1:** Retrieve the record numbers of acquisitions orders that meet various criteria. An output file will be created that lists record numbers without the detailed information for each record. The output file may be found in the ALEPHE_SCRATCH directory.

**Step 2:** To see the actual contents of the records, you must use the Print Records function.

11.1 TYPES OF REPORTS

Functions are available in the Web Services module that enable you to retrieve orders meeting the following criteria:

- Partially-filled orders
- Monograph orders - status "New"
- Orders for which there is no invoice
- Orders having a particular order status
- Orders that were cancelled by vendor
- Orders meeting any of more than 40 different criteria which you can define using the General Retrieval Form. The complete list of criteria, and detailed help for filling in the form, are available in the Web Services module.

11.2 EXAMPLE FOR USING THE GENERAL RETRIEVAL FORM (b-acq-02-01)

This example shows how to produce a report of newly arrived orders during a specified period of time for a particular library, sub-library, or group of sub-libraries.

1. From the ALEPH Staff Menu, select Services/Select Library/USM50.
2. From the Acquisition section, click on General Retrieval Form (b-acq-02-01).
3. Fill in the Input File and Output File fields.
4. In the next section, insert the following codes and fields:
   - Code 006 - sub-library: type up to 5 sub-libraries in columns 1-5 e.g., USMA1 USMA2 USMA3
   - Code 041 - arrival date: type range of dates (yyyyymmdd) during which
material has arrived, in columns 1, 2 e.g., 20000301 20000531

Code 043 - arrival status: Up to 2 arrival statuses can be entered in columns 1,2:

- C-complete arrival.
- P-partial arrival.
- N-no items have arrived,

For our example enter C-complete arrival.

5. Click on Send to queue.

6. On the left-hand menu click on Acquisitions. Click on Print Acquisition Records (b-acq-03).

7. In the Input File field, enter the name of the Output File from the previous batch. Fill in the Output File field.

8. In the Format field, select Order status report (1) from the drop down menu.

9. Click on Send to queue.

The above-mentioned values of example fields will provide a list of all newly arrived material by arrival status C (complete) for USMA1 and/or, USMA2, and/or USMA3 for the time period of 1 March 2000 until 31 May 2000.

Go to next section (System Librarian)
12.0 SYSTEM LIBRARIAN

The system librarian is responsible for the following:

- **Order Index (12.1)**
- **Print Templates (12.2)**
- **Open Annual Budgets (12.3)**
- **Renew Order Encumbrances (12.4)**
- **Transfer Remaining Balance (12.5)**
- **Drop-down Menus (12.6)**
- **Budget (12.7)**
- **Arrival Form (12.8)**
- **Item Records (12.9)**
- **Order Details (12.10)**
- **Order Number Counters (12.11)**
- **Validity of the ISBN/ISSN number (12.12)**
- **Change the Order Status and Item Process Status (12.13)**
- **General Invoice & Line Items (12.14)**
- **Order Log (12.15)**
- **Item Price for Monograph Order (12.16)**
- **Vendor's Currency (12.17)**
- **Vendor Addresses Form (12.18)**
- **Acquisitions Related Entries in tab10 (12.19)**
- **List of Acquisitions Tables (12.20)**
- **Acquisition Values of pc_server_defaults (12.21)**
- **Setting the Local Currency (12.22)**
- **Column Headings (pc_tab_col.lng) (12.23)**
- **Client Setup (ACQ.INI) (12.24)**

12.1 ORDER INDEX

The Order Index is used in the New Order and Update Order functions, when the user chooses a record to work on (see screen below).
The Order Index enables the user to sort records by various indexes, such as order number, vendor code, etc.

You may add another index by editing the tab_acq_index file in the data_tab directory of the administrative library of interest.

**Important note:** Make sure that the "Index Type" (Col. 1 of tab_acq_index) is unique and is not used in one of the following two ADM library tables:
- tab_ill_index - Display of bibliographic fields in ILL Outgoing requests' index.
- tab_ill_in_index - Display of bibliographic fields in ILL Incoming requests' index.

After adding an index, you must be sure to run the "Rebuild Order Index" function in the Services module.

In addition, be sure to add the new index(es) to the drop-down menu that appears in the Order Index List screen. This is done by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "ACQ-INDEX-TYPE". The columns that are displayed in the Order Index List are defined in pc_tab_col.lng (UTIL I/9): PC_ACQ_INDEX.

In order to set the rules for alphabetizing the Order Index (for example, to define that ä should be filed along with the other a's), edit the char_conv.N file, accessible through UTIL/Y/12.

The following two lines of OrderIndex in acq.ini are relevant for the search performance of the Order Index:

```
RefreshFilter
RefreshOnStart
```

- **RefreshFilter=RN** - Indicates whether or not the search is performed automatically after the filter has been changed by the user (without clicking the Search Now button).
- **RefreshOnStart=RN** - Indicates whether or not the search is performed automatically when the Order Index List is opened.
Index window pops up.

The following lines of [OrderIndex] in acq.ini are relevant for the default values of the index code and the filter fields:

[OrderIndex]
IndexCode=TIT
SubLibrary=UARCV
OrderStatus=
OrderGroup=
OrderType=
VendorStatus=
FromOrderDate=0
RushIndicator=
ArrivalStatus=
ToOrderDate=0
InvoiceStatus=

12.2 PRINT TEMPLATES

12.2.1 AVAILABLE TEMPLATES

The names of the Acquisitions template files are as follows (where nn is a number identifying the version):

**GUI Templates**

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
<th>print.ini function name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Order Slip</strong></td>
<td>Order slip for material that will be sent to the Acquisitions department or directly to the person for whom it was ordered</td>
<td>OrderLetter</td>
</tr>
<tr>
<td>acq-m-order-slip-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>acq-s-order-slip-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arrival Slip</strong></td>
<td>Arrival slip to be attached to arriving order and sent to the sub-library or directly to the person for whom the material was ordered</td>
<td>ArrivalSlip</td>
</tr>
<tr>
<td>acq-arrival-slip-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Order Information</strong></td>
<td>For printing information in the Acquisitions GUI module</td>
<td>OrderInfo</td>
</tr>
<tr>
<td>acq-m-order-info</td>
<td></td>
<td></td>
</tr>
<tr>
<td>acq-s-order-info</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Claim Letter (GUI)</strong></td>
<td>For printing a claim in the Acquisitions GUI module</td>
<td>ClaimLetter</td>
</tr>
<tr>
<td>acq-claim-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Information</strong></td>
<td>For printing budget information in the Acquisitions GUI module</td>
<td>BudgetInfo</td>
</tr>
<tr>
<td>budget-information-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Transactions Details</strong></td>
<td>For printing budget transactions details in the Acquisitions GUI module</td>
<td>Transactions</td>
</tr>
<tr>
<td>budget-details-nn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Batch Services Templates**

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
</tr>
</thead>
</table>
| **List of Orders**  
| acq-order-list-nn | For WWW Services function, "Send List of Orders to Vendor"; for material that will be sent to the Acquisitions department or directly to the person for whom it was ordered |
| **Claim Letter (Services)**  
| acq-first-claim-nn  
| acq-additional-claim-nn | For WWW Services function, "Claim Report & Letters" |
| **Budget Summary**  
| budget-statuses-nn | For WWW Services function, "Budget Summary" |
| **Invoice Report**  
| invoice-report-nn | For the WWW Services function, "Invoice Report" |
| **Serials Renew Order**  
| acq-subs-renew-list-nn | For the WWW Services function, "Subscription Renewal Letters" |

Note that libraries can share the same forms by adding a definition to the path_convert table (UTIL Y-6). Your ADM library is probably linked to your BIB library:

```
$usm50_dev/usm50/form_eng $usm01_dev/usm01/form_eng
```

**12.2.2 Key to Strings with $ Signs**

The meaning of a string with a $ sign depends on the template in which it appears.

- **Order slip**
- **List of orders**
- **Arrival slip**
- **Order information**
- **Claim letters** for WWW Services function, "Claim Report & Letters"
- **Claim letters** for Acquisitions GUI module
- **Budget Summary** for WWW Services function, "Budget Summary"
- **Budget Information** for printing budget information in the Acquisitions GUI module
- **Budget Transactions Details** for printing budget transactions details in the Acquisitions GUI module
- **Invoice Report**

### Order Slip

**acq-order-slip-nn**

- $001 - e-mail address
- $002 - date
- $003 through $007 - vendor’s address
- $008 - administrative record number
- $009 through $018 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $019 - number of items
- $020 - order number
- $021 - rush order (yes or no)
- $022 - order delivery type
- $023 - vendor note
- $024 - vendor reference number
- $025 - quantity note
- $026 - currency
- $027 - price
- $028 - borrower's name (for material sent directly to borrower)
- $029 through $033 - borrower's address (for material sent directly to borrower)
- $034 through $038 - budgets
- $039 - vendor's fax number
- $040 - sub-library
- $041 - subscription "from" date
- $042 - subscription "to" date
- $043 - ISBN
- $054 - unit price
- $055 - vendor account m
- $056 - vendor account s
- $057 - additional order number 1
- $058 - additional order number 2
- $060 - price note
- $061 - final price (euro)
- $088 through $089 - (These two strings are site specific.)
- $091 through $099 - library's address

**S5 and S6 - note to vendor from the order log:**
- $044 through $053 - last note to vendor

**List of Orders**

`acq-order-list-nn`

- $001 - e-mail address
- $002 - date
- $003 through $007 - vendor's address
- $008 - administrative record number
- $009 through $018 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $019 - number of items in order
- $020 - order number
- $021 - rush order (yes or no)
- $022 - order delivery type
- $023 - note
- $024 - vendor reference number
- $025 - quantity in order
- $026 - currency
- $027 - price
- $028 - total number of items in list
- $029 - total price of list
- $030 - user's name (for material sent directly to user)
- $031 through $035 - user's address (for material sent directly to user)
- $039 - vendor's fax number
- $040 - subscription "from" date
- $041 - subscription "to" date
- $042 - sub-library
- $043 through $047 - budgets
- $048 - ISBN
- $050 - note to vendor
- $051 - unit price
- $052 - vendor account m
- $053 - vendor account s
- $054 - additional order number 1
- $055 - additional order number 2
- $056 - order group
- $057 - price note
- $058 - total euro price
- $088 through $089 - (These two strings are site specific.)
- $091 through $099 - library's address

**Arrival Slip**

*acq-arrival-slip-nn*
- $001 - date
- $002 - administrative record number
- $003 through $012 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $013 - number of items
- $014 - shipment date
- $015 - arrival date
- $016 - arrival note
- $017 - order number
- $018 - send directly (yes/no)
- $019 - username (for material sent directly to user)
- $020 - note re: sending directly
- $021 through $025 - ADM record fields merged with BIB record
- $027 - library note
- $091 through $099 - library's address

**Order Information**

*acq-m-order-info-nn and acq-s-order-info-nn*

**General Information**
- $001 - date
- $091 through $099 - library's address
- $041 through $050 - bibliographic information (format defined in the bib_format table (UTIL I/14), under "acq-order-slip")

**Information from Order Form**
- $002 - order number
- $003 - open date
- $004 - order status
- $005 - status date
- $006 - last logger date
- $007 - invoice status
- $008 - arrival status
- $009 - sub-library
Information on Budgets
- $008 - budget type
- $001 - budget number
- $002 - open date
- $003 - currency
- $004 - currency date
- $005 - original commitment
- $006 - active amount
- $007 - local amount

Information on Invoices
- $001 - invoice number
- $002 - number of units
- $003 - vendor code
- $004 - list price
- $005 - net amount
Claim Letters for WWW Services function, "Claim Report & Letters"
acq-first-claim-nn and acq-additional-claim-nn
- $002 - date
- $003 - vendor code
- $004 - vendor's name
- $005 through $008 - vendor's address
- $009 - order number
- $010 - expected date of arrival
- $011 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $017 - last claim date (for acq-additional-claim-nn)
- $018 - number of claims (for acq-additional-claim-nn)
- $019 - ISBN
- $020 - order date
- $021 through $022 - vendor note
- $023 - number of units
- $091 through $099 - library's address

Claim Letters for Acquisitions GUI module
acq-order-claim-01-nn
- $002 - date
- $003 - vendor's name
- $004 through $007 - vendor's address
- $009 through $014 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $015 - number of items
- $016 - order number
- $017 - rush
- $018 - deliver
- $019 through $023 - claim text
- $024 - vendor reference number
- $025 - quantity note
- $026 - currency
- $027 - price
$028 - ISBN
$029 - order date
$030 through $031 - vendor note
$033 - euro price
$088 through $089 - (These two strings are site specific.)
$091 through $096 - library’s address

**Budget Summary**

**budget-statuses-nn**

- $001 - budget code
- $002 - fund
- $003 - status
- $004 - valid from
- $005 - valid to
- $006 - date
- $007 - maximum over-commitments
- $008 - maximum over-expenditure
- $009 - free balance
- $010 - actual balance
- $011 - allocation
- $012 - transferred
- $013 - invoices
- $014 - payments
- $015 - encumbrances
- $016 - title of report (given by user in services module)
- $017 - total number of budgets
- $018 - initial allocation
- $019 - carry-over
- $020 - sub-libraries
- $021 - total allocation
- $022 - amount already used

**Budget Information**

**budget-information-nn**

- $001 - budget code filter
- $002 - fund
- $003 - status
- $004 - valid from
- $005 - valid to
- $006 - date
- $007 - maximum over-encumbrance
- $008 - maximum over-expenditure
- $009 - free balance
- $010 - actual balance
- $011 - total allocations
- $012 - transferred
- $013 - invoices
- $014 - payments
- $015 - encumbrances
Budget Transaction Details

General Budget Information
- $001 - budget code
- $002 - budget name
- $003 - budget status
- $004 - valid from
- $005 - valid to
- $006 - date
- $007 - department
- $008 through $011 - notes
- $012 - sub-libraries
- $091 through $099 - library's address

Budget Transaction Details
- $001 - date
- $002 - amount
- $003 - user ID
- $004 - note
- $005 - transaction type
- $006 - invoice number
- $007 - order number

Invoice Report

Invoice Report
- $001 - date
- $002 - vendor code
- $003 - vendor account
- $008 - payment currency
- $004 - vendor/invoice
- $004 - vendor/invoice/line item number
- $020 - total balance per vendor
- $021 - VAT
- $022 - net balance per vendor
- $041 - invoice number
- $042 - total price
- $043 - total local price
- $044 - budget
- $045 - price
- $046 - local price
- $047 - invoice date

Budget Information
- $006 - budget
- $007 - sum
12.3 OPEN ANNUAL BUDGETS

The function named Open Annual Budgets (b-acq-05) is available in the Web Services module. It enables you to create new annual budgets for those budgets defined as "annual" and using the name format "code-YEAR" (e.g., Books-1997). The system will create new budgets having the same code and will add a new suffix for the new year.

A report will be created listing the new budgets that have been opened. The file may be found in the node's ALEPHE/SCRATCH directory.

12.4 RENEW ORDER ENCUMBRANCES

The function named Renew Order Encumbrances is available in the Web Services module. There are separate batch functions for Monographs: Renew Order Encumbrances for Monographs (b-acq-06a), and for Serials and standing orders: Renew Order Encumbrances for Serials (b-acq-06b). Before running any of these Renew Order Encumbrances functions, you must first run Open Annual Budgets.

The function Renew Order Encumbrances checks for annual budgets that have been assigned to each order. If the encumbrance for the order is still active (i.e. there are incomplete invoices), the encumbrance will be assigned to the next year's budget. If some or all invoices have been paid, the old annual budget remains assigned.

Two output files are created:

- **Output file 1**: For cases where no invoices have been paid for a particular order, a report will be created listing the orders for which new budgets have been assigned. The file may be found later in the node's ALEPHE/SCRATCH directory.

- **Output file 2**: For cases where some invoices have been paid for a particular order, a report will be created listing the orders for which the budgets have not changed. The file may be found later in the node's ALEPHE/SCRATCH directory.

12.5 TRANSFER REMAINING BALANCE

The function named Transfer Remaining Balance (b-acq-07) is available in the Web Services module. Before running this function, you must first run Open Annual Budgets.

This function (Transfer Remaining Balance) enables you to transfer the funds remaining in the annual budgets at the end of the year to the new year's annual budgets. This function only works for budgets defined as "annual" and using the name format "code-YEAR" (e.g., Books-1997).

A report will be created listing each annual budget and indicating the amount (if any) that was transferred. The file may be found later in the node's ALEPHE/SCRATCH directory.

12.6 DROP-DOWN MENUS

Most of the choices available on the drop-down menus of the GUI Acquisitions module have been set by the developers and you may not add or delete choices. Still, there are a few drop-down menus that you may edit. To do this, connect to the administrative library and edit `pc_tab_exp_field.lng` table (UTIL L/2) or the Alephadm module.
You may edit choices for the following menus:

**Order Index Type**
If you have added an order index by editing the tab_acq_index file in the data_tab directory, be sure to add the new index(es) to the drop-down menu that appears in the Order Index List screen. In pc_tab_exp_field.lng, the ID identifies the menu: ACQ_INDEX_TYPE.

**Claim Format**
If you have added new forms for claim printout, be sure to add them to the list of menu choices. In pc_tab_exp_field.lng, the menu is identified by the ID ACQ_CLAIM_FORMAT.

**Budget Group**
You may edit choices of the Budget Group menu. In pc_tab_exp_field.lng, the ID identifies the menu: BUDGET_GROUP. The Administration module also uses this menu.

**Method of Acquisition**
You may add new choices to the Method of Acquisitions menu. In pc_tab_exp_field.lng the menu is identified by the ID ACQ_ORDER_METHOD.

**Material Type**
You may add new choices to the Material Type menu. In pc_tab_exp_field.lng, the menu is identified by the ID ACQ_ORDER_MATERIAL.

**VAT Recipient**
You may edit choices of the VAT Recipient menu. In pc_tab_exp_field.lng, the menu is identified by the ID VAT_RECEIVER.

**Order Group**
You may edit choices of the Order Group menu. In pc_tab_exp_field.lng, the ID identifies the menu ACQ_ORDER_GROUP.

**Budget Type**
You may edit choices of the Budget Type menu. In pc_tab_exp_field.lng, the ID identifies the menu BUDGET_TYPE. The Administration module also uses this menu.

**Order Letter Format**
If you have added new forms for Order Letters, be sure to add them to the list of menu choices. In pc_tab_exp_field.lng, the ID identifies the menu: ACQ_LETTER_TYPE.

**Order Status**
You may add new choices to the Order Status menu. In pc_tab_exp_field.lng, the ID identifies the menu: ACQ_ORDER_STATUS. Note: If you add new order statuses, they will not be system generated and will have to be manually operated by the user.

**Material Delivery**
You may add new choices to the Material Delivery Type menu. In pc_tab_exp_field.lng, the ID identifies the menu: ACQ_ORDER_MAT_DEL.

**Invoice Status**
You may add new choices to the Invoice Status menu. In pc_tab_exp_field.lng, the ID identifies the menu: ACQ_INVOICE_STATUS.

**Invoice Type**
You may add new choices to the Invoice Type menu. In pc_tab_exp_field.lng, the ID identifies the menu: ACQ_INVOICE_TYPE.

**Vendor Delivery Type**
You may add new choices to the Vendor Delivery Type menu. In pc_tab_exp_field.lng, the ID identifies
the menu: VENDOR_DELIVERY_TYPE. The Administration module also uses this menu.

**Budget Department**
You may edit the choices of the Budget Department menu. In pc_tab_exp_field.lng, the ID identifies the menu: DEPARTMENT_CODE. The Administration module also uses this menu.

**Invoice Payment Status**
You may add new choices to the General Invoice Payment Status. In pc_tab_exp_field.lng, the ID identifies the menu ACQ_PAYMENT_STATUS.

Note: If you add new payment statuses, they will not be system generated and will have to be manually operated by the user.

**12.7 BUDGET**
You can decide that before sending an order to the vendor, the system will check that there are budgets that will cover the encumbrance (estimated sum). The flag in tab10 (UTIL G/10) called CHECK-ORDER-BUDGET determines whether or not this check will be done by the system.

**12.7.1 Proxy User for Budget**
The tab10 flag TAB10-BUDGET-ID-BY-PROXY is used with the budget's Allowed User Name (Z76-ALLOWED) and Administrator Name (Z76-ADMINISTRATOR).

When the flag is set to YES: if a proxy user exists, instead of checking the Z76 ID in relation to the staff user's Z66-USER-NAME, it will be checked against the proxy user's Z66-USER-NAME.

If the flag is set to NO: the user will not be allowed to deal with the budget as the Allowed User Name or the Administrator Name, even if he is their proxy.

**12.8 ARRIVAL FORM**
You may have the system automatically update the Arrival Form with the number of units arrived and date arrived, after the user adds a new Line Item to the General Invoice. To do so, go to the client's ACQ/TAB directory and open the ACQ.INI file. Go to the section labelled [Invoice]. Following is an example of the relevant section:

```
[Invoice]
CreateArrival=Y
```

If you want the Arrival Form to be automatically updated, type "Y." If not, type "N."

Note that even if the flag is set to "Y," the system will still ask the user to confirm that he wants the material recorded as having arrived. If the user chooses "Yes," the system will then update the Arrival Form. If the flag is set to "N," the system will not ask the user for confirmation, and will not update the Arrival Form.

**12.9 ITEM RECORDS**
The librarian may choose to have the system automatically create Item Records for a monograph order by checking the appropriate box on the Quantity and Price tab of the Order Form. The default value is determined in tab10 TAB10-CREATE-ITEM-FROM-ORDER-M.

The System Librarian, defines in tab36 (UTIL G/36) the default item statuses, material type, collection, location and location type that will be assigned to the items. Following is an example from
Column 1 is the sub-library.
Column 2 is the item status. This must be one of the item statuses defined in tab15 (UTIL G/5/31).
Column 3 is the material type.
Column 4 is the item collection.
Column 5 is the item location.
Column 6 is the item location type.

Notes:
- If the item's collection is not defined in the Quantity and Price tab of the Order form, tab36 is consulted.
- The actual number of item records that are created is determined by the "number of units" entered in the Quantity and Price tab of the Order Form.

12.10 ORDER DETAILS

You may determine whether or not the Order Details window will be displayed automatically when a Line Item is selected. To do so, go to the client's ACQ/TAB directory and open the ACQ.INI file. Go to the section labelled [Invoice]. Following is an example of the relevant section:

```ini
[Invoice]
AutoExpandDoc=Y
```

If you want the Order Details window to be displayed automatically, type "Y." If not, type "N." If you type "N," the user will be able to access the Order Details window by clicking the "View Order" button on the Line Item Form.

12.11 ORDER NUMBER COUNTERS

You may set up counters that will be used to automatically assign an order number to a new order. You may wish to set up different counters, for use by different libraries, or for different types of orders (e.g., monographs vs serials).

To set up counters, follow these steps:

**Step 1:**
Use UTIL G/2 to create a new "last-order-no" sequence, with a code attached that identifies the counter (e.g., "last-order-no-usma1").

**Step 2:**
Go to the client's ACQ/TAB directory and open the ACQ.INI file. Go to the section labelled [OrderNumber]. Following is an example of the relevant section:

```ini
[OrderNumber]
EnablePrefix=Y
PrefixString=usma1
If you want the user to be able to choose a particular counter, go to EnablePrefix and type Y to the right side of the equal (=) sign. The "Order Number Counter Code" field will then appear on the Order Type form. If you do not want the user to be able to choose a particular counter, type N. The "Order Number Counter Code" field will not be displayed.

To determine which counter will be entered as the default in the "Order Number Counter Code" field that appears on the Order Type form, go to PrefixString and type the code that identifies the particular counter (e.g., usma1 for "last-order-no-USMA1"). Regardless of the counter that appears as the default, the user will be able to change the counter if he wishes.

Another type of counter that you can use does not appear in UTIL G/2, but you can type its code next to the PrefixString, as follows:

PrefixString=DocNo
If you type DocNo, the order number that will be assigned will be a combination of the ADM record number and the sequence number of the order (each order that is opened for an ADM record is assigned a running number). Examples of such a number are: 0000500-1, 0000500-2.

If you do not type a code to the right side of the equal (=) sign for the PrefixString parameter, the system will leave blank the "Order Number Counter Code" field that appears on the Order Type form. If the user does not enter a code for one of the defined counters, the system will automatically assign a number based on the "last-order-no" parameter in UTIL G/2.

12.12 ISBN/ISSN

It is up to you to decide whether or not you want the system to check the validity of the ISBN/ISSN number entered in the Order form. To set up your preference, edit the tab10 table using UTIL G/5/10 in an Administrative library. The relevant parameter is shown below:

TAB10-CHECK-ORDER-ISBN-ISSN    Y
If you enter "Y", the system checks the validity of the ISBN/ISSN number. If "N", the system does not check the validity and any value entered is accepted.

12.13 ORDER STATUS & ITEM PROCESS STATUS

You can set the system to automatically change the item process status when the order process status changes. To do so, edit tab42 (UTIL G/4/42) in an Administrative library.

12.14 GENERAL INVOICE & LINE ITEM DISPLAY

In the upper part of the General Invoice & Line Items window is a scrollable area that displays information about the General Invoice. The System Librarian defines which fields will be displayed in this area by editing the tab_invoice_display table (in the Administrative library's tab directory).

12.15 ORDER LOG

The Order Log keeps track of various order-related activities that have occurred, such as a change in the Order Status or Next Claim Date. It is up to you, the System Librarian, to determine which transactions will be included in the Order Log. To do so, edit tab45 (UTIL G/4/45).
Note: It is recommended to set Col.3 (Order Log can/cannot be entered manually) to Y only for the following three transactions:
- 00 - General
- 98 - Reply from vendor (no claim)
- 99 - Note to vendor

To define the text that will be displayed in the "Details" column of the Order Log, edit alephe/error_eng/acq_logger. The transactions that are displayed in the expand list of the transaction type field and can be entered manually are determined by tab45.lng, Column 3.

12.15.1 Order Log - Sorting Routine

The sort routine of the Acq Order Log can be set in pc_server_defaults. The relevant lines are:

setenv acq_user_z71_sort_routine
setenv acq_user_z71_sort_order

The parameters are as follows:

Sorting routines (setenv acq_user_z71_sort_routine):
- 00-by the open date & hour of the transaction
- 01-by sequence no. of the log
- 02-by sequence no. of the log, the logs with the Z71-ACTION-DATE will always be sorted on the top by Z71-ACTION-DATE.

Sorting order (setenv acq_user_z71_sort_order):
- A - ascending
- D - descending

Example of set-up:

setenv acq_user_z71_sort_routine 00
setenv acq_user_z71_sort_order D

12.16 ITEM PRICE FOR MONOGRAPH ORDER

In order to compute the default price in the Item Record, the system divides the local price by the number of units ordered.

When the order is closed (CLS), the item price is calculated again: All invoices assigned to this order are divided by the number of items.

There is a flag in tab10, TAB10-Z30-PRICE-FROM-ORDER. When it is set to "N", Z30-PRICE will never be created automatically, neither from estimated price nor from invoices. When it is set to "Y", Z30-PRICE will be created as explained above.

12.17 VENDOR'S CURRENCY

If TAB10-CHECK-INVOICE-CURRENCY is YES, at least one currency must be entered in the Account tab on the Vendor form; when you assign a general invoice to an order, the system will only allow you to pick one of the four defined currencies. Currency 1 is the default.

If TAB10-CHECK-INVOICE-CURRENCY is NO, the currency field in the Account tab on the Vendor form is not mandatory; when you assign a general invoice to an order, the system will allow you to choose a currency that is not defined in the Vendor Form.
12.18 VENDOR ADDRESSES FORM

The Vendor addresses form is displayed when you click the Address button of the Vendor List. This form can be displayed in two ways, depending on the setup of flag 53 of tab10 in the Administrative library:

53 TAB10-VENDOR-STRUCTURED-ADDR -YN

If the flag is set to "Y", the following 4 lines of Z72 replace the last 100 characters of Z72-VENDOR-ADDRESS for printing purposes:

Z72-VENDOR-CITY
Z72-VENDOR-STATE
Z72-VENDOR-POSTAL-CODE
Z72-VENDOR-COUNTRY

Additionally, the form on the GUI shows only 3 lines of Z72-VENDOR-ADDRESS (composed of 1 line of the Vendor name field and 2 lines of the Vendor address field) instead of 5, and 4 edit fields for the above-mentioned fields.

If the flag is set to "N", the GUI shows 5 edit fields for Z72-VENDOR-ADDRESS (250 characters), and does not show the above 4 fields.

12.19 ACQUISITIONS RELATED ENTRIES IN TAB10

This section details all the switches which are relevant to Acquisitions and set in tab10 of the Administrative library. Most of this information also appears elsewhere in this System Librarian chapter.

1. 8 TAB10-CHECK-INVOICE-CURRENCY - YN
   Y = currency on invoice must match one of the vendor currencies. When registering a new vendor (Z70), at least one currency must be assigned to the vendor's record.

2. 12 TAB10-CHECK-ORDER-BUDGET - YN
   This switch is used for "P" (purchase) orders.

   Y = 0.00 is not allowed as the estimated price of an order. When the order is sent, a budget encumbrance is required. Budget checks (validity and balance) are performed. If errors are detected, the order status is changed to DNB (Delay, No Budget) and the order is not sent.

   N = 0.00 is allowed as the estimated price of an order. If a budget is assigned, then when the order is sent, the budget checks are performed and errors are reported. Even if errors are detected, the order is sent and the order status is not changed to DNB.

   If no budget was assigned to the order, the invoice line item can be registered without a budget.

3. 15 TAB10-CHECK-ORDER-ISBN-ISSN - YN
   Y = ISBN/ISSN entered in the Acquisitions order is checked for validity.

4. 16 TAB10-CREATE-ITEM-FORM-ORDER-M - YN
   Y = checkbox for automatic item creation (on tab 3 of order form) is set to "checked".

5. 21 TAB10-Z30-PRICE-FROM-ORDER - YN
   Y = the item price field is controlled by, and automatically updated from, the acquisition price (estimated and invoiced).

6. 46 TAB10-BUDGET-ID-BY-PROXY - YN
   Y = if the user password (Z66) is a proxy to another user password, the user inherits the values for Budget Administrator and Budget from the user to whom he is proxied. In other words, if the user password is a proxy to another user password, he does not have to be registered in Budget (Z76) as administrator or allowed.

7. 53 TAB10-VENDOR-STRUCTURED-ADDR -YN
   Y = The following 4 lines of Z72 replace the last 100 characters of Z72-VENDOR-ADDRESS (for printing) :
   - Z72-VENDOR-CITY
The Vendor Addresses Form will only show three lines of Z72-VENDOR-ADDRESS (one line in the name field and two lines for the address field) instead of five, and the four fields will appear below them.

N = The GUI shows 5 fields for Z72-VENDOR-ADDRESS, and will not show the above 4 fields.

8. **55 TAB10-INVOICE-PAYMENT-STATUS YNRP**
   This switch controls the initialization of the Invoice payment status (Z77-P-STATUS). The possible values are taken from the pc_tab_exp_field.lng menu ACQ_PAYMENT_STATUS.

Example:

If the tab10 set up is: 55 TAB10-INVOICE-PAYMENT-STATUS N then each General Invoice that is initially created will get the invoice status N (Not ready to be paid) as soon as the Refresh or OK button is clicked.

Most common values:

- **N**=Not ready to be paid
- **R**=Ready to be paid
- **Y**=Payment authorization given
- **P**=Paid

9. **58 TAB10-OVER-EXP-INCLUDE-ENC**
   Y = Maximum over expenditure of a budget is checked in relation to the encumbrance. The system checks the maximum over expenditure against the free balance. The free balance is the total allocation - (paid + unpaid invoices + encumbrances).

N = Maximum over expenditure of a budget is not checked in relation to the encumbrance but in relation to the expenditure. The system checks the maximum over expenditure against the actual balance of the budget. The actual balance is the total allocations - (paid + unpaid invoices).

12.20 ACQUISITIONS TABLES

1. **form_sub_library_address**
   form_sub_library_address table defines address types for Acquisitions, ILL & Circulation forms. form_sub_library_address works in conjunction with column 2 (address type) of tab_sub_library_address.lng (alephe table).

2. **pc_tab_acq_fast_cat.lng**
   pc_tab_acq_fast_cat.lng defines fields for quick cataloging in the ACQ GUI. This table has to be edited in the BIB library (for the creation of the BIB record) and in the Administrative library (for the creation of the ADM record).

3. **tab10**
   tab10 defines various system switches that determine the way the system behaves. Switches relevant to ACQ are:
   - **8-CHECK-INVOICE-CURRENCY**
   - **12-CHECK-ORDER-BUDGET**
   - **15-CHECK-ORDER-ISBN-ISSN**
   - **16-CREATE-ITEM-FORM-ORDER-M**
   - **21-Z30-PRICE-FROM-ORDER**
   - **46-BUDGET-ID-BY-PROXY**.
4. **tab35**
Every sub-library may have different EDI ID numbers at different vendors. In addition, different sublibraries can have one account with the same vendor. tab35 defines these parameters for each branch library. In addition, the table registers each sublibrary's VAT number.

5. **tab36**
The system automatically opens items for monograph orders as per the number registered in the "Number of Units" field in the order record provided that:
- XE "tab10, switch 16" is set to Y,
- or
- the checkbox "create item records" on the monograph order form is flagged.

tab36 defines the default values (sub-library, item status, material type, collection, location and location type) for this type of automatic item creation.

6. **tab42**
tab42 defines parameters for automatic update of the item processing status, according to the acquisition order status for monograph orders.

7. **tab45.lng**
The order log, is part of the on-line Acquisitions module. It is dependent on definitions pre-defined in tab45. An entry is made in the log when:
- An order is created.
- When the order status or item status is created or changes;
- When the next claim date changes;
- When the user manually adds his own notes.

Definitions in tab45 set whether or not the transaction creates an order log record and defines the description of the action (which is written in the order log text field).

8. **tab_acq_display.lng**
Defines in which order record fields are displayed in the 'order expand' window or 'view order' window in Acquisition.

9. **tab_acq_index**
tab_acq_index indexes orders by bibliographic fields. Note that the index entry is updated only if the order record is updated - i.e. a change in the bibliographic record is not automatically updated in the index in the Acquisitions Client.

10. **tab_invoice_display.lng**
tab_invoice_display.lng defines the display of invoice-related information in the online Acquisitions module.

11. **tab_order_aut**
tab_order_aut defines control of the authorization of the update of Acquisition Order. The update of orders is limited to persons who have passwords registered in the same group as that registered in the order. This depends on two things:
- Putting a group code into Z68-ORDER-NUMBER-2 (up to 30 characters) when working with the order on the client.
- Setting up a table of authorizations. In this table, each group code can be assigned up to 10
passwords. If 10 are not enough, the line can be repeated.

12.21 ACQUISITIONS VALUES OF PC_SERVER_DEFAULTS

pc_server_defaults is an ALEPH configuration located under $alephe_root. This configuration defines the default value for the pc server.

Following are the relevant entries for GUI-Acquisition

- `setenv acq_user_z71_sort_routine`
  Sorting routines for Acq Order Log
  Possible values:
  - 00-by the open date & hour of the transaction
  - 01-by sequence no. of the log
  - 02-by sequence no. of the log. The log with the Z71-ACTION-DATE will always be sorted on top by Z71-ACTION-DATE.

- `setenv acq_user_z71_sort_order`
  Sorting order for Acq Order Log
  Possible values:
  - A - ascending
  - D - descending

- `setenv FILTER_NA_VENDORS`
  Vendor list filter (Active and non-active vendors)
  Possible values:
  - Y - Yes, the vendor with status 'NA' (Non-Active) will be filtered out from GUI-ACQ / ADMIN Vendor list.
  - N - No, All vendors will be displayed.

- `setenv default_lock_period`
  Locked Acquisitions records are automatically unlocked after a period defined in this section.
  The period is defined in seconds. The default has been set to 300 seconds.
  Note: The value entered in setenv default_lock_period is also shared by Items, Circulation and ILL records.

12.22 SETTING THE LOCAL CURRENCY

This scenario shows how to set USD (US dollars) as your local currency. In order to set the local currency, perform the following steps:

1. In the GUI's ADMIN module, select Administration/Currencies. The Currency List window is displayed. Define USD as one of your currencies, and set its ratio to 1.000.
2. Go to the ./alephe directory. Define USD as your local currency in ./alephe/aleph_start_505.
   ```
   setenv local_currency USD
   ```
3. After exiting the aleph_start_505 file, run the command:
   ```
   source aleph_start_505
   ```
4. Restart pc server (util w).
The system's local currency is now USD. The GUI user is unable to add, replace or delete the ratio (1.000) for USD.

12.23 COLUMN HEADINGS (PC_TAB_COL.LNG)

pc_tab_col.lng defines the columns of information that are displayed in list windows in the GUI clients.

In order to define column headings, edit the bibliographic library (USM01) table pc_tab_col.lng using UTIL I/9 or the ALEPHADM module. For more information about pc_tab_col.lng, see the Web Guide - General chapter - Desktop Customization - GUI and Toolbars section.

The following is a list of the Acquisitions windows which use pc_tab_col.lng for formatting data, and their identifiers (Column 1 in pc_tab_col.lng).

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Acquisitions GUI Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC_ACQ_BUDGET</td>
<td>Encumbrance for Order Window *</td>
</tr>
<tr>
<td>PC_ACQ_LOGGER</td>
<td>List of Order's log</td>
</tr>
<tr>
<td>PC_ACQ_GLOBAL_SEARCH</td>
<td>New and Cancelled Order Index</td>
</tr>
<tr>
<td>PC_ACQ_LIST</td>
<td>Orders List of Admin Record *</td>
</tr>
<tr>
<td>PC_ACQ_INDEX</td>
<td>Orders Index</td>
</tr>
<tr>
<td>PC_ACQ_O_I_L</td>
<td>Invoice List of Order</td>
</tr>
<tr>
<td>PC_ACQ_O_H_I_L</td>
<td>General Invoice and Line Items - the bottom pane</td>
</tr>
<tr>
<td>PC_ACQ_I_H_L</td>
<td>General Invoice and Line Items - the top pane</td>
</tr>
<tr>
<td>PC_ACQ_O_A_L</td>
<td>Arrival List of Order</td>
</tr>
<tr>
<td>PC_ACQ_COPY_L</td>
<td>Subscriptions List of Order</td>
</tr>
<tr>
<td>PC_ACQ_CLAIM_L</td>
<td>List of Claims</td>
</tr>
<tr>
<td>PC_ACQ_EXP_DIV_L</td>
<td>Budget Summary - the bottom pane</td>
</tr>
<tr>
<td>PC_COM_CURRENCY_LIST</td>
<td>Currency List</td>
</tr>
<tr>
<td>PC_COM_BUDGET_LIS</td>
<td>Budget List</td>
</tr>
<tr>
<td>PC_COM.Transaction</td>
<td>Transactions List of Budget</td>
</tr>
<tr>
<td>PC_COM_VENDOR_LIST</td>
<td>Vendor List</td>
</tr>
<tr>
<td>PC_ACQ_ITEMS_L</td>
<td>List of Items for Order</td>
</tr>
<tr>
<td>PC_COM_ORDER_INV_L</td>
<td>Invoice List for Order (accessed from Item Form, Invoice Key field)</td>
</tr>
<tr>
<td>PC_COM_DOC</td>
<td>Navigation Window for Admin Record</td>
</tr>
</tbody>
</table>

* In this GUI table, an optional color/font can be used by the system for color/font differentiation between values in the same column. The alternative font and color can be defined in Column 8 and 9 of
12.24 CLIENT SETUP (ACQ.INI)

The acq.ini file defines settings for the Acquisitions client. This chapter presents and explains various sections of the acq.ini file.

[FastCatDlg]
Library=USM01

When using the option of Fast Cataloging via the Acquisitions module, the [FastCatDlg] section will determine under what bibliographic library the record is saved.

[OrderNumber]
EnablePrefix=Y
PrefixString=uarcv

The [OrderNumber] section defines the default order number prefix. It works along with the order number counter in UTIL G/2 (e.g.: last-order-no-uarcv).

[Invoice]
CreateArrival=Y
AutoExpandDoc=N

CreateArrival=Y
When a line item invoice is registered, this section will determine if the user will be asked whether he would like to record the material as "arrived". If it set to N, the question regarding the arrival of material will not pop-up.

AutoExpandDoc=N
When a line item invoice is registered, this section will determine if the order details window will be displayed (tab_acq_display.lng of the Administrative library).

[Arrival]
RushNote=Y
LibraryNote=Y

RushNote=Y
When registering the arrival of a rush order, this section will determine whether to notify the user that this is a rush order.

LibraryNote=Y
When registering the arrival of an order which has a library note, this section will determine if the library note will pop-up.

[OrderIndex]
IndexCode=TIT
SubLibrary=
OrderStatus=
OrderGroup=
OrderType=
VendorStatus=
FromOrderDate=0
RushIndicator=
ArrivalStatus=
ToOrderDate=0
InvoiceStatus=
RefreshFilter=Y
RefreshOnStart=Y

The [OrderIndex] section contains the Index List default parameters.

[NavMap]
PushBIB=Y
PushBIBOpac=Y
PushADM=Y
PushHOL=Y
PushSerial=Y
PushItems=Y
PushAcq=Y
PushIll=Y
PushCirc=Y
Trigger=Y
ShortCatAdm=Y

The [NavMap] section defines the setup of the buttons available on the Navigation Window. You can choose "Y" or "N" to enable/disable the display of the relevant button.

**PushBIB=Y**
Enables the "Catalog BIB." button, which pushes the record to the attached bibliographic record in the Cataloging module.

**PushBIBOpac=Y**
Enables the "View in OPAC" button, which pushes the record to the attached record in the Search module (GUI OPAC).

**PushADM=Y**
Enables the "Catalog ADM" button, which pushes the record to the attached ADM record in the Cataloging module.

**PushHOL=Y**
Enables the "Catalog HOL." button, which pushes the record to the attached holdings record in the Cataloging module.

**PushSerial=Y**
Enables the "Serials" button which pushes the record to the Serials module.

**PushItems=Y**
Enables the "Items" button which pushes the record to the Items module.

**PushAcq=Y**
This parameter is used in the [NavMap] section of other modules to enable the "Acquisitions" button which pushes the record to the Acquisitions module.

Note that this button is always non-active in the Acquisitions module.

**PushIll=Y**
Enables the "ILL" button which pushes the record to the ILL module.

**PushCirc=Y**
Enables the "Circulation" button which pushes the record to the Circulation module.

**Trigger=Y**
Enables the "Triggers" button which pushes the record to the List of Triggers for Record window. This window enables you to create a trigger attached to the item that will appear in various transactions.
**ShortCatAdm=Y**
Enables the "Update ADM" button which opens the Update ADM Record window. This window enables you to edit the ADM record.

```plaintext
[GlobalSearch]
OrderType=
MaterialType=
OrderGroup=
VendorCode=
OpenDateFrom=0
OpenDateTo=0
```
The [GlobalSearch] section defines the defaults parameters for the New and Cancelled Order List.

```plaintext
[OrderDefaults]
BudgetCode=
ItemCollection=GEN
OrderStatus=SV
```
The [OrderDefaults] section defines and saves the last values that are entered as default values for the following three Order fields:

- Encumber Budget
- Item Collection (relevant only for Monograph orders)
- Order Status

Note: In GUI-ACQ, these OrderDefaults fields can be saved to the defaults only in New or Duplicate mode. All other order fields, which can be saved as defaults, can be saved also in Modify mode.

```plaintext
[BudgetNumber]
BudgetKeyType=BUDGET-NUMBER
```
The [BudgetNumber] section saves the value of the last search that was executed in the GUI/ACQ/"Budget Information" window.

The possible values are:

- BUDGET-NUMBER - search by Budget code
- BUDGET-NUMBER-W - truncated search
- SUB-KEY - search by Budget Group
- HIERARCHY - search by budget hierarchy
1.0 ADMINISTRATION
OVERVIEW

The Administration module enables you to manage information that is used system-wide, that is, by more than one library. Some of this information, such as Privileges, is sensitive data that should be managed by the system librarian. For convenience, some functions are available in other modules, as well:

- Patron Registration - Circulation module
- Budgets - Acquisitions module
- Vendors - Acquisitions module
- ILL Suppliers - ILL module

Go to next section (Privileges)
2.0 PRIVILEGES

The Privileges function enables you to add new librarians (users) to the system and to assign them passwords and access rights.

You may click the icon to activate the Privileges function.

2.1 LIST OF USERS

When you activate the Privileges function, the window below is displayed.

![Privileges Window]

This screen lists the users in the system. To select a user, you may scroll through the list. Alternatively, you may enter part of the user name in the space provided and press Enter. The list will automatically scroll to the first matching user name. Then click the button for the desired action. Each button is explained below.

New User
To add a new librarian to the list of users, click New. A form will pop up for you to fill in the user's name, password, cataloger level, etc. When you are finished filling in the form, the new user will appear in the list of users. Then, to assign access rights to this user, highlight the name on the list and click Access Rights.

Modify User
To modify a user's password or cataloger level, highlight the name on the list and click Modify User. A form will pop up for you to edit.

Duplicate User
To add a new user by copying an existing user's details, highlight a user on the list and click Duplicate User. A form will pop up for entering new user information. The new user will be assigned the same privileges as the user chosen for duplication.
**Delete User**

To delete a user, highlight the user and click Delete. Do not delete the ALEPH user unless you have first created another user with the access rights to assign passwords. The only way to reinstate the ALEPH user is to delete the files that contain user names and passwords (files Z66 and Z67), using UTIL A/17. Consult with Ex Libris before doing this.

**Access Rights**

To view or modify a user's access rights to various functions in the system, highlight the user name and click Access Rights. Choose the library you are interested in, and click OK. The Modify User's Access Rights window will be displayed.

Note that if a user has been assigned a proxy, you cannot view or modify the user's access rights directly. Since the user automatically receives the same access rights as the proxy, in order to view or change access rights for the user, you must view or change the access rights for the proxy. Any number of users may be assigned the same proxy. If you change the access rights for the proxy, the access rights of all users having this proxy will also be changed.

**Summary**

To view the complete list of libraries, functions and sub-functions to which a user has access, highlight the user's name and click Summary.

### 2.2 USER - PASSWORD INFORMATION

When you click New, Modify or Duplicate on the User List, the following form will be displayed:

![User - Password Information Form](image)

**User Name**

The user name is the unique string by which the system identifies the user. The user name may be up to 10 alphanumeric characters.

**Password**

A password is required in order to use every ALEPH module except for the OPAC. Enter a password up to 10 alphanumeric characters. The password that you enter will not be displayed.

**Cataloger Level**

This information is used only in the Cataloging module. When a catalog record is edited and saved on the server, the level of the cataloger is assigned to the record. In order for someone else to update the record, he must have a level equal to, or higher than, the level assigned to the
record. Note that the higher the level, the greater the access. (For example, level 99 can see every
record.)

**User Proxy**
If you want the selected user to have exactly the same access rights as another user, enter the user
name of the other user here. (This other user is referred to as the "proxy" for your selected user.)
Note that if you assign a proxy to the selected user, you will not then be able to define access
rights for the selected user. Rather, he will automatically receive the same access rights as the
proxy. In order to change access rights for the selected user, you must change the access rights
for the proxy. Any number of users may be assigned the same proxy. If you change the access
rights for the proxy, the access rights of all users having this proxy will also be changed.

**Cat. OWN ID**
Use this field to enter the text that will be written in the OWN field of the Cataloging record.
This option is relevant only if the library uses the option for automatic generation of the OWN
field.

**Cat. OWN Permission**
Use this field to enter the OWN field value of the cataloging records that this user is allowed to
update. Enter "GLOBAL" to allow this user to update all records, regardless of OWN field. This
option is relevant only if the library uses the OWN field in cataloging records.

Note that if the user is a proxy to another user, and if the TAB10-OWN-BY-PROXY switch of
the library's tab10 table is set to 'Y', then the OWN values for the user are taken from the proxy's
record (Cat. OWN ID and Cat. OWN Permission).

**Circ. Override level**
This information is used only in the Circulation module. In order to override a specific error
message a librarian must have a level equal to, or higher than, the level assigned to the error
message. Note that the higher the level, the greater the permissions to override. (For example,
level 99 can override every message.)

### 2.3 USER'S ACCESS RIGHTS

When you click on the Access Rights button on the User List, the following screen will be
displayed:
This screen lists all the global libraries available in the system. Those global libraries which have a plus sign (+) next to the library code, have sub-libraries associated with them. To view the list of sub-libraries, double-click on the + library.

To select the library for which you want to view or modify access rights, highlight the library and click OK. The window that is then displayed, and the task you can perform with it, depend on the type of library you choose:

**Global Library without Sub-libraries**
If you choose a global library that does **not** have sub-libraries (there is no "+" next to the library code), you will be able to add or delete access rights for the selected global library.

**Global Library with Sub-libraries**
If you choose a global library that **does** have sub-libraries (the "+" symbol appears next to the library code), you will be able to modify access rights for either the global library or individual sub-libraries.

**Individual Sub-library**
If you select an individual sub-library, will enable you to modify access rights for that one sub-library only.

**Sub-library sensitivity**
You can create permissions on the sub-library level (and not only on the ADM level) for the creation, deletion or update of a hold request in the Circulation GUI.

### 2.3.1 Modify User's Access Rights

After selecting a library, the following screen will be displayed:

![Modify OMRI's Access Rights](image)

This window lists all of the functions and sub-functions in the system. The user's current state of privileges is displayed in the following manner: the relevant sub-libraries (or the global library) are listed under each sub-function. A check-mark denotes "allowed" privilege, and an X denotes...
"denied" privilege. Each function includes a "sub-function" which is all the sub-functions together.

You can Allow, Deny or Delete privileges for a particular sub-function. If you choose a global library that has sub-libraries, there is also a "Sub-libraries" button for limiting the privilege to one or more sub-libraries. To assign or deny access to a sub-function, click on the sub-function and then click on the relevant button:

- **Allowed**: to assign the privilege for the global library (i.e., all sub-libraries). The global library code is displayed below the sub-function with a check-mark next to it.
- **Denied**: to deny privilege for the global library (i.e., all sub-libraries). The global library code will be displayed below the sub-function with an X next to it. Use the "Denied" privilege to filter out particular privileges from "Allowed". For example, a user could be assigned "All sub-functions" under Acquisitions, but denied "Update PAID general invoice."
- **Delete**: to remove a previously assigned privilege (whether denied or allowed).
- **Sub-libraries**: in order to allow or deny privileges for one or more sub-libraries.

**Note:**
User Passwords and User Profiles are not included in "All functions" (the first option in the list). In other words, "All functions" refers to every function **except** User Passwords and User Profiles. If you want to give a user access rights to User Passwords or User Profiles, you will have to choose these specifically, and not just give access to "All functions."

Authorization for access to the WEB Guide, Release Notes and Documentation is also not included in the "All functions" option and must be separately assigned. Moreover, it must be assigned within the USM01 library in order to be in effect.

Note that the system distinguishes between the right to display a record and the right to update the record. If you want a user to be able to read a record, but not to change the information, then assign Display rights only. However, if you wish to assign the right to update a record, you must also assign the right to display the record. Note that if you give access to "all sub-functions" of a particular function, the user will have both display and update access to all records of that function, and you will not have to assign these rights separately.

Display-only access is useful for an installation with a number of sub-libraries. You may wish to give display-only access to a user so that he can read the records of a sub-library that is not his own.

### 2.3.2 Modify Permitted Sub-libraries

When you click the Sub-libraries button on the Modify User's Access Rights window, the screen below is displayed:
The left side of this screen, "Permitted Sub-libraries," lists the sub-libraries for which the user has access to the selected sub-function.

The right side of the screen, "Available Sub-libraries," lists all sub-libraries of the selected global library.

To give the user access to a function for a particular sub-library, highlight the sub-library in the right-hand list and click the Left arrow with the check-mark. The highlighted sub-library will then appear in the "Permitted" column on the left side of the screen, with the letter "Y" in the "Allowed" column.

To remove a sub-library from the "Permitted" column, highlight the sub-library and click the Right arrow.

Optionally, you can assign a global library access (by clicking "Allowed" on the first "Modify Access Rights" window), and then deny this access for one or more sub-libraries.

To deny user access to a function for a particular sub-library, highlight the sub-library in the right-hand list and click the left arrow with the X sign. The highlighted sub-library will then appear in the Permitted column on the left-hand side of the screen, with the letter "N" in the "Allowed" column.

To highlight more than one sub-library, hold down the Ctrl key while clicking the desired sub-libraries. To highlight an entire range of sub-libraries, click the first sub-library in the range, then, while holding down the Shift key, click on the last sub-library in the range.

Go to next section (Profiles)
A profile sets user privileges and preferences in the WEB OPAC. The profile includes permissions (definitions of records to which the user is denied access, permission to update address, and so on), and preferences (record display, interface language, and so on).

When a user accesses the WEB OPAC, a particular profile is activated, according to the following setup:

- **Personal Profile:** When a patron signs in at the WEB OPAC, if his global user record has a profile listed, then this profile is recalled.
  - If the profile ID is the same as the User ID, the user can save changes he makes to the profile preferences. This is called a personal profile.
  - If the profile ID is different to the User ID (that is, a group profile has been assigned to the user), preferences can be changed for the session, but they cannot be saved.
  - If no profile ID is registered in the global user record, the IP or ALEPH profile is used (see following); the patron can change preferences and save them in a personal profile.

- **IP Profile:** When a patron first accesses the WEB OPAC, the system checks for a profile ID that most closely matches the IP station of the user. The IP address is entered as the profile ID (without dots). The IP address ID can be truncated by up to six digits, in order to include a group of IP stations.

- **ALEPH Profile:** When the patron accesses the WEB OPAC, if there is no IP Profile, then the default (ALEPH) Profile is used.

When the OPAC user has signed-in, if he has a personal profile, the profile fields that relate to display preferences can be modified by the user. This is done on the Display Formats window accessed via the Preferences link from the Web OPAC, or from the Personal Profile window accessed via the User window:
These modifications can be saved for personal profiles; that is, for profiles that have the same ID as the user.

Identified users who do not have a profile listed in their global user record, have a personal profile created for them when they change the preferences in the Web OPAC. If the profile field of the user's record is blank, a profile record is created (in which his preferences are saved and permissions are defaulted to the permissions of the default profile), and the profile field is updated.

The "privilege" aspects of the profile record can be modified only through the Profiles function of the Administration module. (See Section 3.2 - Profile Information).

3.1 PROFILE LIST

The Profiles function allows you to create, view and update a profile. The profile is used together with the "Profile" field in the Global User Information Form that is accessible from the Circulation and Administration modules.

You activate the Profiles function by selecting the Profiles option from the Administration
menu. When you activate the Profiles function, the window below is displayed:

The Profile List shows the currently defined Profiles. You can jump to a particular point in the list by typing in text in the space provided and pressing Enter.

The following buttons are available on this screen:

**New**
To add a new profile to the list, click New. A form is displayed for you to fill in, list the bases to which the OPAC user is denied access, set privileges, and set display preferences.

**Modify**
To change information about a particular profile, highlight the profile ID and click Modify. A form will be displayed for you to edit, in order to change the profile.

**Duplicate**
You may add a new profile by copying an existing profile's details and then editing the form that pops up. To do this, highlight the profile whose information you wish to copy, then click Duplicate. A form is displayed for the new profile which is already filled in with information copied from the highlighted profile. You may then edit the form.

**Delete**
To delete a profile from the list, highlight the profile ID and click Delete.

### 3.2 PROFILE INFORMATION

When you click the Add, Modify or Duplicate button on the Profile List, the following screen is displayed:
There are two tabs on the Profile Information window: General Information and Denied Records.

### 3.2.1 General Information

This section includes the following parameters for the profile:

**Profile ID**
This can consist of up to 12 characters.

**Base name**
Enter the default base to be accessed when the user accesses the Web OPAC. The default base is relevant only to the IP address and ALEPH profiles; it is not relevant to personal profiles, since the user has already accessed the Web OPAC, and the base only changes on direct request by the user.

**Interface Lang**
Enter the default interface language for the Web OPAC.

**ADM Library**
This is the default ADM library when accessing a User record.

**Auto Full**
If the number of records in the set is less than or equal to the number here, the set displays single records in Full format; if the number of records in the set is greater than this number, the records display in Brief format.

**Sublibrary**
The default sub-library for holdings display in OPAC. When the List of Items is displayed, this
library is automatically chosen for display. If this field is left blank, the default is "all sublibraries."

**Reports per Page**
Enter the value for the number of reports you want to be displayed in Brief Format in the Web OPAC.

**Brief Format**
Select from a list of predefined Brief Formats. Format 999 is brief record in table format; other formats are selected fields from the full record, with each field displaying on a separate line.

**Max Save/Mail Files**
Enter the maximum number of records an OPAC user is allowed to save or mail at one time.

**Permissions**

- **Link Permission**
  Permission for link to external files, through the 856 field.

- **Save Permission**
  Permission to save a set of records on the server.

- **Course Permission**
  Permission to send lists for Course Reading.

- **SDI Permission**
  Permission to create a personal SDI profile.

- **Special Request Permission**
  Special Request Permission allows the patron to place a request for material that is not in the OPAC. This goes together with an individual ILL permission which can be set in the Global User window in the Circulation GUI.

- **Update Address Permission**
  Permission to update a User Address from the Web OPAC.

**3.2.2 Denied Libraries (Records)**
If a library wants to deny access to certain records, then it needs to define a logical base for the records using the Denied Records tab. A denied base is defined by a Boolean FIND command. All matching records are denied to a patron who has this profile.

**Library Code**
Enter the code of the BIB library.

**FIND Command for Denied Records**
Type the command that the system will use to create a set of denied records. You may define only one line for each Library code. The FIND command can have up to 8 Boolean parameters and can be up to 500 characters long. Every user who is assigned this profile will then be denied access to these records. Use "all documents not wrd=suppressed" in order to define a command for "all documents except..." (for example, the "all documents command not suppressed allows access to all records that do not have the word "suppressed").

Go to next section (Borrower Registration)
4.0 PATRON REGISTRATION

When you choose Patron Registration from the Administration menu, the following screen is displayed:

The User List offers options that ease your search for the desired user:

**Sort by**
You may choose to have the list sorted by name, user ID or barcode number.

**Enter Starting Point**
You can jump to a particular point in the list by typing in text in the space provided and pressing Enter.

4.1 BUTTONS ON THE USER LIST

The following buttons are available on this screen:

**New**
Click New to add a user. The Global User Information form will be displayed for
Modify
To change the information recorded for a user, highlight the user and click Modify. The Global User Information form will be displayed for you to fill in. This form is explained in the Users Section of the Circulation chapter.

Addresses
Click Addresses to see the list of addresses available for the selected user, and to be able to add, modify or delete an address. Addresses are explained in the Users Section of the Circulation chapter.

Duplicate
Click Duplicate to make a copy of the highlighted user's record. The Global User Information form will be displayed for you to edit. This form is explained in the Users Section of the Circulation chapter.

Delete
Click Delete to remove the highlighted user from the list. You will receive a prompt asking you if you are sure you want to delete.

Note that the system will not delete a user who owes money or has outstanding loans. In the case of outstanding loans, you must first delete the loan transactions and then delete the user record (using the Administration or Circulation module).

If a user has Hold/Photo Requests, the system will warn you, but you may still delete the user record, if you wish.

Note that when the user record is deleted, all of the information about the user (address, hold and photo requests, privileges, etc.) is deleted from all of the related libraries and sub-libraries.

Keywords
Click Keywords to retrieve Users whose names include the keyword(s) you designate.
5.0 BUDGETS

Budgets are an optional feature and are only for users who want budget control. If you do want budget control, then before initiating any orders, you must first create a list of budgets. After a budget has been created, it can be assigned to an order in the Acquisitions module (see the section on Orders).

This section explains how to manage budgets and register transactions.

You may click the icon to activate the Budgets function.

5.1 BUDGET LIST

When you activate the Budgets function, the window below is displayed.

This screen lists the currently-defined budgets and enables you to add, modify and delete budgets.

The Budget List offers an option that eases your search for the desired budget:

**Enter Starting Point**

You can jump to a particular point in the list by typing in a partial budget code in the space provided and pressing Enter.

**Keywords**

Click Keywords to retrieve budgets whose names include the keyword(s) you have entered. You can truncate words by entering the first few letters of your search term. The following fields will be searched for the keywords:

- Name
- External Budget
- Department

5.1.1 Buttons on the Budget List

The following buttons are available on this screen:
New
To add a new budget to the list, click New. The Budget Form will be displayed for you to fill in.

Modify
To change information about a particular budget, highlight the vendor and click Modify. The Budget Form will be displayed for you to edit.

Duplicate
You may add a new budget by copying an existing budget's details and then editing the form that pops up. To do so, highlight the budget whose information you wish to copy, then click Duplicate. The Budget Form will be displayed for the new budget, which will already be filled in with information copied from the highlighted budget. You may then edit the form so that the information will be appropriate for the new budget.

Delete
To delete a budget from the list, highlight the budget and click Delete. If a budget is linked to an order it cannot be deleted.

Balance
To view a budget's balance, highlight the budget and click Balance. The Balance of Budget screen will be displayed.

Transactions
To view a list of transactions (showing amounts allocated, encumbered, transferred, invoiced, and so on), click Transactions. (This will also enable you to record a debit or credit to this budget.)

Sub-library
Click the Sub-library button to assign one or more sub-libraries to the budget. For an explanation of how to assign sub-libraries, go to the Acquisitions/Vendors chapter. (The same procedure is followed whether you assign sub-libraries to a budget or to a vendor.)

5.2 BUDGET FORM
When you click New, Modify or Duplicate on the Budget List, the Budget Form is displayed, enabling you to register administrative information about a budget. The Budget Form has two parts, accessible by clicking on the tab for each part. When you are finished filling in both parts, click Update.

5.2.1 Information Screen 1
When the user clicks on the Information Screen 1 tab, the following screen is displayed:
**Open Date**
This is the date the record was opened. It is filled in automatically by the system.

**External Budget**
If this budget is part of a larger administrative authority, enter the code for that authority here.

**Budget Code**
The budget code is the unique code by which the system identifies the budget. You may enter up to 20 alphanumeric characters. The recommended format is code-year, for example, HISTORY-1998. This format is not required but if your budgets are annual, it will enable you to use various features that require the code-year format.

**Budget Type**
The budget type is for information only. If you do not choose a budget type, it defaults to REG (Regular). Available budget types are:

- REG - Regular
- INB - Internal
- SPE - Special
- RES - Research
- CLS - Balanced budget

**Budget Status**
The budget status can be active (AC) or non-active (NA). An order that is placed against an inactive budget will be trapped. If you do not choose a budget type, it defaults to active (AC).

**Valid From-To**
Enter the dates between which orders may be placed against the budget. An order will be trapped if it is placed outside the valid period.
Note 1-4
These fields are optional. Each note may be up to 100 characters in length.

Budget Groups
This information is optional. Budget groups are used to combine several budgets in a group in order to produce a report on the budgets. For example, you may wish to have separate groups for material type, department and faculty. In this case, a particular budget, called Biologyserials-1998, may belong to a Serials Group, a Biology Department Group, and a Faculty of Science Group.

Name
This is the name of the budget. This information is optional. You may enter up to 60 characters.

Department
This information is optional.

5.2.2 Information Screen 2
When the user clicks on the Information Screen 2 tab, the screen below is displayed. All fields on the screen relate to the amount of money in the budget.

Administrator ID
The administrator of the budget may make allocations and transfers.

Allowed User ID 1-10
An allowed user may encumber funds for this budget and/or pay invoices (depending on the access rights assigned to the user in the Administration module). Place an asterisk * in the first field if you want all permitted users to be able to encumber budgets and/or pay invoices.
**Maximum over-encumbrance**
This is the maximum amount by which the budget may be encumbered, over and above the estimated budget balance (which is computed from allocations minus invoices and encumbrances). For example, when the estimated balance is "zero," if the maximum over-encumbrance is $100, then encumbrances up to $100 may be made.

**Maximum over-expenditure**
This is the maximum amount by which the budget may be debited (that is, invoices paid), over and above the total budget allocation. For example, the total allocation may be $1000 and a "grace amount" for over-expenditure may be $100.

**Annual budget**
If you have used the Budget Code format code-year (see Information Screen 1), and you indicate that this is an annual budget, then at the end of the budget year, the budget remaining will be carried over automatically to the budget for the new year. Note that any encumbrances and unpaid invoices will be carried over, too.

### 5.3 BALANCE OF BUDGET

When you click the Balance button on the Budget List window, the screen below is displayed, providing details of the selected budget.

<table>
<thead>
<tr>
<th>The balance of budget 0400.522-1996</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial allocation: 0.00</td>
</tr>
<tr>
<td>Carryover: 0.00</td>
</tr>
<tr>
<td>Additional allocations: 1000.00</td>
</tr>
<tr>
<td>Transfers: 0.00</td>
</tr>
<tr>
<td>Total allocated: 1000.00</td>
</tr>
<tr>
<td>Encumbrances: -300.00</td>
</tr>
<tr>
<td>Invoices (not yet paid): 0.00</td>
</tr>
<tr>
<td>Expended (invoices paid): 0.00</td>
</tr>
<tr>
<td>Actual balance: 1000.00</td>
</tr>
<tr>
<td>Free balance: 700.00</td>
</tr>
<tr>
<td>Over-expenditure: 0%</td>
</tr>
<tr>
<td>Over-encumbrance: 0</td>
</tr>
</tbody>
</table>

**Initial allocation**
This is the amount that was originally allocated to the budget.

**Carryover**
This is the amount that was left over in last year's budget and credited to this year's budget.

**Additional allocations**
This is the total amount of "Regular Allocations (ALC)" that have been made to this budget.

**Transfers**
This is the sum of all transfers-in minus all transfers-out.

**Total allocated**
This is the sum of the above amounts.
**Encumbrances**  
These are orders for which you have not yet received an invoice.

**Invoices (not yet paid)**  
These are invoices which you have received but which have not yet been paid.

**Expended (invoices paid)**  
These are for invoices which have already been paid.

**Actual balance**  
When the actual balance is calculated, the encumbrances are not subtracted. The equation is:

\[
\text{Actual balance} = \text{total allocations} - (\text{paid} + \text{unpaid invoices})
\]

**Free balance**  
When the free balance is calculated, the encumbrances are subtracted. The equation is:

\[
\text{Free balance} = \text{total allocations} - (\text{paid} + \text{unpaid invoices} + \text{encumbrances})
\]

**Over-expenditure**  
This is the over-expenditure, expressed as a percentage. For example, if the total budget allocation is $100 and the over-expenditure is $10, then the over-expenditure expressed as a percentage will be 10%.

**Over-encumbrance**  
This is the over-encumbrance, expressed as a percentage. For example, if the estimated budget balance (which is computed from allocations minus invoices and encumbrances) equals $100, and the over-encumbrance is $10, then the over-encumbrance expressed as a percentage will be 10%.

### 5.4 TRANSACTION LIST

When you click Transactions on the Budget List, the Transaction List shown below is displayed.

This window lists transactions for the selected budget, indicating whether they are credits (C) or Debits (D). To display only one type of transaction, click the button next to the desired transaction type.

There are six types of transactions that may appear in the list:
Allocate
To allocate funds to the selected budget, click Allocate.

View
To view details about the highlighted transaction, click View.

Print
To print a list of transactions, click Print. You will be able to choose the type of transaction (such as transfers, paid invoices, etc.) that you wish to be printed.

Transfer
To transfer funds from one budget to another, click Transfer.

5.4.1 TRANSACTION FORM

When you click Allocate or View on the Transaction List, the Transaction Form shown below is displayed.

This form may be used to allocate funds or to view the details of a transaction. The fields that appear in this form depend on the type of transaction selected. Fields which may not be self-explanatory are described below.

Budget code
The system automatically fills in the budget code.

Date
The system automatically fills in the current date, but if you are allocating funds, you may change the date. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**User name**
This is the name of the person who performed the transaction.

**Type**
There are six types of transactions:
- ALC (Regular Allocations)
- CRO (Carryovers)
- ENC (Encumbrances)
- ILC (Initial Allocations)
- INV (Invoices)
- TRN (Transfers)

**Note**
Optional.

**Currency**
This is the currency used by the vendor.

**Currency date**
This is the date of the exchange rate of the currency.

**Amount**
This is the amount the library is being billed or credited. This amount drops to zero when the order status is one of the following:
- CLS (order is closed)
- LC (library cancelled order)
- VC (vendor cancelled order)
- DNB (delayed, no budget)
- CNB (cancelled, no budget)

**Local amount**
This is the amount, translated into the local currency.

**Debit/Credit**
This indicates whether the amount will be deducted from or added to the balance.

**Paid**
This indicates whether or not the invoice has been paid.

**Line item**
This is the number of the line item that appears in the Acquisitions module, on the screen "General Invoice & Line Items."

[Go to next section (Currencies)]
6.0 CURRENCIES

This chapter explains the Currencies function in the GUI Administration module. The Currencies function enables you to define the values for currencies that your vendors and ILL suppliers work with.

The local currency code is defined in aleph_start_505. For example:

```bash
setenv local_currency USD
```

For the local currency defined, the ratio is always 1.000 (the currency table is never consulted). The system does not allow you to add, replace or delete a ratio for the defined local currency.

There is an option to load the currency ratios from an outside source, (e.g. Bank of America) using the Web Service "Upload Currency Ratios" (b-acq-20). This means that there is no need to update every ratio manually; the system can load the updated currency from the outside source into the currency list.

To use b-acq-20, you must have a valid data file in the library's files directory named currency.dat. The file must be in the format:

```
NNN DDDDDDDD R.R
```

For example:

```
USD 20002804 4.035
```

This chapter explains the Currencies function in the GUI Administration module.

6.1 CURRENCY LIST

Click the icon to activate the Currencies function. The Currency List will be displayed:
This window shows the currency ratios that were in effect on the date given in the title of the window. If a ratio has been defined for a particular currency on a date later than the date in the title, the ratio will be displayed as 0.000000.

**History**
To see the currency ratios that were in effect on another date, click History. A form will be displayed for you to fill in the date of interest.

**Add Ratio**
To add a new ratio for a currency that has already been defined, highlight the desired currency and click Add Ratio. A form will be displayed for you to edit. If you wish to add a ratio for a currency that has not yet been defined, first define it by clicking Add Currency. The currency will be added to the list and you can then highlight it and click Add Ratio.

**Modify Ratio**
To change the ratio for a particular currency, on a particular date, click Modify Ratio. You will be able to change only the ratio, not the date.

**Delete Ratio**
To delete a ratio for a particular currency, on a particular date, highlight the entry and click Delete. You will be asked if you are sure you want to delete.
Add Currency
To define a new currency (but not its ratio), click Add Currency. A form will be displayed for you to edit. (After you have defined a new currency, you can define a ratio for it by highlighting it and clicking Add Ratio.)

Modify Currency
To change the description for a currency, highlight any entry for the currency and click Modify Currency. You will be able to change the description and number of units per ratio, but not the code, for the currency.

Delete Currency
To delete the currency from the system, highlight the currency and click Delete Currency. You will be asked if you are sure you want to delete. If you click Yes, all ratios for the currency will be deleted. Be careful not to delete a currency that has already been used for orders.

6.2 ADD RATIO
When you click Add Ratio on the Currency List, the following form is displayed:

![Add Ratio Form]

This form enables you to add a ratio for a particular date. When you are finished filling in the date and ratio, click OK. (A similar form is displayed when you click Modify Ratio, but you will be able to change only the ratio, not the date.)

Currency Name
The currency name is automatically filled in for you. You may not change the information.

Description
The description is automatically filled in for you. If you wish to change it, use the Modify Currency function.

No. Units Per Ratio
This information is automatically filled in for you. If you wish to change it, use the Modify Currency function.

Currency ratio date
Enter the date on which the ratio takes effect. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Currency ratio**
In most cases, your local currency will have the ratio 1.000000. All other currencies would then be measured against this standard.

### 6.3 ADD CURRENCY

When you click Add Currency on the Currency List, the following form is displayed:

![Add Currency Form](image)

This form enables you to add a ratio for a particular date. When you are finished filling in the date and ratio, click OK. (A similar form is displayed when you click Modify Currency, but you will be able to change only the description, not the currency code.)

**Currency code**
This is the 3-character code that uniquely identifies the currency. Be careful when you enter this code because after you click OK, you will not be able to change it. An extensive list of currencies and their codes is given in the on-line help.

**Description**
Use this field to enter a description of the currency, such as "French Franc" to describe the code "FRF."

**No. Units Per Ratio**
Most frequently, you will want to specify 1 foreign unit per ratio of local currency. However, there are instances when you will want to specify more than one foreign unit per ratio of local currency. (For example, if your local currency is the Israeli Shekel, you could specify 1000 Italian Lira to 2.4870 Israeli Shekels. To do so, enter 1000 in this field, and enter 2.4870 in the Currency Ratio field of the Add/Modify Ratio window.)

[Go to next section (ILL Suppliers)](image)
7.0 ILL SUPPLIERS

The ILL Suppliers function is explained in the ILL Suppliers section of the Acquisitions chapter.

Go to next section (Vendors)
8.0 VENDORS

The Vendors function is explained in the Vendors Section of the Acquisitions chapter.

Go to next section (System Librarian)
9.0 SYSTEM LIBRARIAN

The system librarian is responsible for the following:

- **Passwords (9.1)**
- **Functions and Sub-functions (9.2)**
- **Drop-down Menus (9.3)**
- **Client Setup (admin.ini) (9.4)**

9.1 PASSWORDS

The passwords for all libraries are contained in a single password file that is managed by a single administrative library. This means that the file is physically part of one library’s Oracle tables and that when you want to update passwords using the GUI Administration module, you must connect to that library. The administrative library that manages the passwords file is defined in the aleph_start_505 file in the /alephe_root directory. Following is an example of the line in the aleph_start_505 file that defines the password library:

```
setenv pw_library USM50
```

The default password library is usually USM50 and should be changed during installation to one of the local libraries. Please consult with Ex Libris before changing the library.

9.1.1 Default Password

Ex Libris has provided you with the default user name and default password for managing access rights in the Administration module. You may change the default password, if you wish.

However, if you forget the new password of the default user, the only way to re-instate the default password is to delete the files that contain users and passwords (files Z66 and Z67), using UTIL A/17. Before deleting these files, consult with Ex Libris.

Note that you may give other users the authorization to manage passwords and access rights.

9.1.2 Entering Passwords

The first time that a user activates a module of the system, he will be asked to identify himself by entering his user name and password. The user name and password are then stored on the local disk in encrypted form and become the default for the client. In this way, the user does not have to enter his user name and password each time he uses the client.

However, if you **DO** want the user to identify himself each time the client is activated, go to the ALEPHCOM/TAB directory of the client and open the ALEPHCOM.INI file. Make sure that the DeletePasswordOnExit flag is set to **Y**.

Note that at any time while using a client, the user name and password may be changed by clicking on the icon.

9.2 FUNCTIONS & ACCESS RIGHTS
The list of functions and sub-functions to which users may be given access rights is located in the user_function file, which may be edited using UTIL/Y/5.

Following is a sample of the table:

<table>
<thead>
<tr>
<th>USR</th>
<th>L User Registration</th>
<th>GLOBAL</th>
<th>L All subfunctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>USR</td>
<td>L User Registration</td>
<td>LIST</td>
<td>L Display users list</td>
</tr>
<tr>
<td>USR</td>
<td>L User Registration</td>
<td>SHOW</td>
<td>L Display user</td>
</tr>
<tr>
<td>USR</td>
<td>L User Registration</td>
<td>UPDATE</td>
<td>L Update user</td>
</tr>
<tr>
<td>USR</td>
<td>L User Registration</td>
<td>DELETE</td>
<td>L Delete user</td>
</tr>
</tbody>
</table>

The columns in capital letters (columns 1 and 4) are codes used by the system to identify the function and access right. Do not change these codes.

You may, however, edit columns 3 and 6 which appear in upper- and lowercase letters (e.g., "User Registration" and "All subfunctions"). The text in columns 3 and 6 are displayed in the GUI Administration module. The changes you make in these columns should be limited to changes of grammar, spelling or phrasing and not to changes in the meaning.

9.3 DROP-DOWN MENUS

Following is a list of the fields on the Administration module forms that have drop-down menus. You may add or delete choices for the menus listed below by editing the pc_tab_exp_field file using UTIL L/2. In order to edit this file, be sure that you are first connected to the same administrative library that manages the passwords file.

Cataloger Level
You may add new cataloger levels by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "LEVEL."

Circ. Override Level
You may add new circ. override levels by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "CIRC. LEVEL."

Delinquency Code
Delinquency codes are taken from the tab.delinq. table in the library's tab directory on the server. This menu is also used in the Circulation module.

Department Name and Department Code
Department codes and names are taken from the tab40. table in the library's tab directory on the server. This menu is also used in the Circulation module.

Language
This is the language of correspondence with the patron. You may add new language choices by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "PATRON-LANGUAGE." Be sure that the language you add here has also been defined in tab21 using UTIL G/4/21. The language menu is also used in the Circulation module.

ILL Library
You can add new ILL Libraries for the user registration form (as long as they also appear in the tab_sub_library file in the /alephe_tab directory) by editing the pc_tab_exp_field file
through UTIL L/2. In that file, the menu is identified by the ID "ILL-LIB." This menu is also used by the Circulation module.

**Budget group**
You may add new choices to the Budget Group menu by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "BUDGET-GROUP." This menu is also used by the Acquisitions module.

**Notes 1, 2, 3**
You may add new options to the menus for Notes 1, 2 and 3 of the Global User Information screen by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menus are identified by the ID's "FIELD1," "FIELD2" and "FIELD3." These menus are also used by the Circulation module.

### 9.4 CLIENT SETUP (ADMIN.INI)

The admin.ini file defines settings for the Administration client. Most of the definitions in this file are common to many .ini files and are therefore explained in the Web Guide - General chapter - Desktop Customization - Client Setup (Alephcom.ini file) section.

```
[Vendor]
DuplicateAddress=N
```

**DuplicateAddress** determines whether or not the Vendor Address (Z72) is duplicated when duplicating a Vendor/Supplier(Z70) using the Duplicate button on the Vendor List. The default value is Y. Note that in ACQ and ILL ini files the DuplicateAddress parameter does not exist and therefore the Vendor Address will always be duplicated (the same as value Y).
1.0 ALEPHADM OVERVIEW

The ALEPH integrated library system can be adapted to very different library policies and needs. Most of the configuration setup is made in ALEPH tables. The ALEPHADM module enables you to access and modify these through a Windows Interface. Almost any parameter that can be set in ALEPH tables can be reset, controlled and changed by using ALEPHADM.

ALEPHADM lets you open, view, edit, save and print tables. The module will keep track of all versions of a table including the information about what was changed, by whom and when. You can make global and individual changes in the setup of the different available libraries and databases. It gives you the possibility to prepare reports and customize INI files. You can use it for global changes when adapting the system from one language to another or from one terminology to another. You can also configure many other parameters for the various ALEPH modules, such as:

- Handling of tables
- Handling of libraries
- Handling of INI files
- Handling of languages
- Handling of error messages
- Configuration set-up for printing, displaying, etc.

Go to next section (Handling of Server Tables)
2.0 HANDLING OF SERVER TABLES

In the ALEPH system, library parameter and configuration tables are housed mainly in library sub-directories on the server. Tables that function on a higher level than library or are shared by several libraries are in ALEPH and pop-up messages in ALEPH_ERROR_<LNG>. These table files stored on the server cannot be directly modified by a user from his workstation. A user must load a file from the server to his PC in order to handle it. After editing the file, he sends it back to the server in order to save changes there. ALEPHADM is the appropriate interface for this task.

When opening a table, you must decide whether you want to save changes or just open the table for viewing without being able to make or save changes.

2.1 TABLES NAVIGATOR

Use the Tables Navigator to load from, edit and save tables. The Tables Navigator offers you access to one table per open window. Several windows can be displayed simultaneously. You can choose between read-only and write mode and different display modes.

To access the Tables Navigator:

From the main menu, click on the icon. The Tables Navigator window opens:

This window contains three work areas. Going from left-to-right, these areas are:
- Library selection
- Table selection
- Command buttons

2.1.1 Library Selection

In the Library selection section you choose the library and directory you want to work on.

2.1.2 Table Selection

In the Table selection section you choose the table you want to work on. The list in this section depends on the library and the directory chosen.

2.1.3 Command Buttons

In order to update a table, follow these steps:
1. Double-click on the name of the file containing the table you want to update. You are asked if you want to check the file out in order to be able to edit it. Click on “Yes” to proceed to editing mode.
2. Edit the table.
3. After you have modified the table, go to the Tables Navigator and click on “Check In”. This sends the table back to the server and overwrites the previous version of the table file.

Get

The Get button copies the most recent version of a file from the server to your workstation.

Check Out

Check Out “gets” a file and locks it on the server for all other users accessing the table through ALEPHADM. The table is not locked for users who access it directly on the server.

The lock is in force for a set amount of time. Lock info shows until the time the file is checked out and therefore locked. Lock time is set in pc_server_defaults: file_lock_period.

Refresh

You can extend the lock time by clicking the Refresh button as long as the light in the lower left corner of the Table window is green or yellow. The time counter begins a new
Check In

Once you have finished your editing you send the file back to the server by clicking on the **Check In** button. This saves the file and replaces the old version of the file on the server. If you do not “check in” the file before the check out time runs out, the file status reverts to read-only mode. The light in the lower left corner turns red. All changes are lost.

Edit

Edit opens the table in a separate window. Edit is active only if you have used the Get or the Check out command before.

Select All

Clicking this button selects all tables from the sub-directory that you chose in the Library selection section.

Print

Clicking on the Print button prints the list of files displayed in the Tables selection section on the Tables Navigator. If you want to print the content of a file that you just opened in a Tables window you should use the Print icon on the icon bar on the top of the ALEPHADM window or the command File > Print.

Find

The “Find” button facilitates finding a table by a text string in the table name or the table description. After an initial hit, the button changes to “Find Next”.

Find Next

The “Find Next” button lets you search for more occurrences of the same string in all columns of the Tables Navigator.

2.1.4 Open Read-only from the Server

To open a table from the server and view it without effecting changes:

1. Highlight the table and click the Get button.
2. Next, click the Edit button (or double-click the table name). The system asks you if you want to “check out” the file.
3. Click “No” to open it in read-only mode. You can identify this mode by the red light in the lower left-hand corner of the window.

2.1.5 Open for Editing from the Server

To open a table from the server and save changes, highlight a table and click the **Check Out** button. Check Out “gets” the file and locks it on the server for other users for a fixed period of time. Lock info shows until what time the file is checked out and therefore locked. Lock time is set in pc_server_defaults: file_lock_period. As long as the file is still checked out, it is marked with a check.

If the file has already been checked out, clicking on Edit causes the table to be opened in the editing mode. You can identify this mode by the green light in the lower left corner of the window.

Three minutes before the lock time runs out, the green light turns yellow. You can extend the time available by clicking on the "Refresh" button as long as the light is green or yellow. The time counter starts a new countdown.

2.1.6 Save to Server

After having “checked out” a table, and after you have finished your editing, you should send the file back to the server by clicking on “Check In”. This replaces the old version of the file on the server. If you do not “check in” the file and the check out time runs out, the file status reverts to read-only mode. The light in the lower left corner turns red. All changes are lost.

2.1.7 Save to Workstation

The process of saving a table to your workstation is governed by the same rules as saving to the server except that instead of using the “Check In”-function, you should use the command File > Save. The table is stored locally under the subdirectory containing your profile. (.\alephadm\files\<library>\tab). A backup version is stored in a subdirectory below this one (.\alephadm\files\<library>\tab\backup) if the table is loaded from the server to the workstation for a second time or if it is saved locally. In this case the latest version replaces the one in the tab sub-directory which is moved to the backup sub-directory.

2.1.8 Open Read-only from the workstation

If you want to open a table that was saved locally and view it without effecting changes, use the command File > New Tables Editor. An empty window is opened and you can load a table from your workstation. Choose a table in the appropriate subdirectory by using File > Open. In this case, you do not need to start the Tables Navigator.

2.1.9 Open for editing from the workstation

If, in the Tables selection window, you double-click on a table that has not been checked out yet, you are asked if you want to check it out. If you want to edit and be able to save afterwards, click on the "Yes" button. If you only want to view it, click "No".

2.2 DISPLAY OF TABLES

To display a table, you must open it in a Tables Window. You can choose between three table views:

- **Table view**
- **Form view**
- **Source view**

The first is a grid-only type, the second is a combination of grid and form and the third is a plain text, notepad view.

2.2.1 Table view / Form view

**Table view** shows all lines of a table in a spreadsheet layout. To see a table in Table view, go to Edit > View Tables As and choose "Table".
Form view divides the window in two parts. On the left side of the window, the first few columns (depending on their widths), are displayed in a grid view. On the right side of the window, all fields are listed with their respective description. The value displayed for each field is according to the highlighted line in the left side of the window. To see a table in Form view go to Edit > View Tables As and choose “Form”.

You can toggle between these two view modes by clicking on their respective icons. Click on for Table View and on for Form View.

In both of these modes, there is a toolbar on the top of the window. If the table is not checked out, or if the locked time expires, all toolbar buttons are inactive.

The toolbar buttons (from left to right) effect the following changes:
- Adds new line at the end of the table
- Inserts new line before the highlighted line
- Deletes highlighted line
- Moves highlighted line one up
- Moves highlighted line one down
- Extends lock time when yellow light appears (like Refresh button)

If the file has been opened in View mode, you cannot make changes. You can identify this mode by the red light in the lower left corner of the window. The yellow light icon is only displayed if the light in the lower left corner of the editing window is turning yellow.

2.2.2 Source view

To view a table in plain text, open it with Edit > View Tables As and choose one of the aforementioned options. Then use the command File/View Source. This opens the table in a Notepad window:
2.3 TABLES HISTORY MANAGEMENT

Monitoring and tracking changes is facilitated by using the History and Log functionality.

In order to use the History and Log functions, you must activate the History option. This is done from the main menu by clicking Tables/Activate History. This has to be done before effecting changes in tables so that ALEPH keeps track of them.

2.3.1 Tables History

The Show History command lets you access older versions of tables. You can use the From/To Date and/or the User filters to limit the range of versions you want to display. If you want unlimited range, that is, all versions of a table, click OK. You can see a list of all older versions of a table showing user names and time-stamps:

- **Report**
  - The Report button allows you to decide where your report should be sent to (printer, file or clipboard).

- **Purge**
  - The Purge button lets you purge any number of older file versions on the server.

- **Get**
  - The Get button loads the highlighted version of the file from the server to client.

- **Restore**
  - The Restore button replaces the current version of the table with the highlighted version. The replaced version will then appear in the history window.

- **View**
  - The View button opens the highlighted table in a new window.

- **Show Dif**
  - The Show Dif button shows you the differences between the current and the highlighted versions.

2.3.2 Tables Log

Show Log shows you the User name, the IP address and the time-stamp of every Check In action.
Close

The Close button closes the Log window.

Report

The Report button allows you to decide where your report should be sent to (printer, file or clipboard). You can choose between Printer, File and Clipboard.

Clear

The Clear button lets you clear items from the Log list. You can choose how many items you want to delete.

2.4 ERROR TABLES DICTIONARY

This function is part of the AlephADM Language handling. Contrary to the other Language handling functions which influence the client only, it affects server tables.

The Error Tables Dictionary shows you all error messages from all modules together and lets you edit them. It also shows the filename where the message is written for each error message.

The error files are in the server’s alephe_error_<lng> directory. They can be accessed one by one in individual windows by using the Tables Navigator.
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0021</td>
<td>HC1 document does not exist</td>
</tr>
<tr>
<td>0021</td>
<td>HC1 document has been deleted</td>
</tr>
<tr>
<td>0012</td>
<td>HC2: Company 1038 is not defined on server</td>
</tr>
<tr>
<td>0012</td>
<td>HC2: Company 1031 is not defined on server</td>
</tr>
<tr>
<td>0012</td>
<td>HC2: Sequence must be numeric</td>
</tr>
<tr>
<td>0012</td>
<td>HC2: Request not defined for this item</td>
</tr>
</tbody>
</table>

Go to top of page

Go to next section (Handling of Client Tables)
3.0 HANDLING OF CLIENT TABLES

Every ALEPH client has a set of sub-directories with tables containing various definitions. Client tables from the \files and \tab sub-directories are accessible through the ALEPHADM module. They can be recognized by their .dat or .ini extension. These tables are used to set different parameters pertaining to the client and can be adapted by each user when configuring his workstation.

3.1 HANDLING OF LIBRARIES

The Libraries Manager lets you handle the list of libraries that can be used in the client. It also lets you determine and view which libraries each ALEPH client module uses. You access it through the menu Configuration > Libraries Manager. Four tabs display the current permitted libraries, a list of all available libraries, Bases for Locate and Bases for Search.

Important:
In order to handle libraries, you must access the ALEPH system using the ALEPH Profile default!

3.1.1 Permitted Libraries

"Permitted Libraries for Client" defines which libraries can be accessed from each module. You can add or remove a library by double-clicking on the appropriate cell.

3.1.2 Libraries

"Libraries" defines the location and PC server port for all the libraries that are accessible through the client. You can change an entry for one library and apply it to selected libraries or to all of them. You can add or delete a library or move it up and down by using the toolbar. The permitted libraries are listed in the order shown here.
3.1.3 Bases for Locate

The "Locate" function is available in the Cataloging, ILL and Search modules. It is used in order to find matching records in remote databases. The choice of databases is taken from the list displayed in "Bases for Locate". Each base listed must also be listed in the server's tab_base.<lng> table. The information displayed in Bases for Locate is stored in Alephcom\tab\locate.dat.

3.1.4 Bases for Search

The list of bases for the GUI search determines which Bases are offered in the Search module when you use the "Connect to" menu option. The setup of this list can also be updated through the Search module using Options > Database from the Main Menu in Search. Each base must also be listed in the server's tab_base.<lng> table. The information displayed in Bases for Search is stored in Alephcom\tab\locate.dat.
3.2 HANDLING OF INI FILES

3.2.1 Application Configuration

The Application Configuration shows you the standard values and the actual setup of INI files for each module.

The following INI files are viewed and edited in the Application Configuration.

- alephcom.ini
- alephadm.ini
- acq.ini
- admin.ini
- catalog.ini
- circ.ini
- jobmgr.ini
- ill.ini
- items.ini
- sear.ini
- serial.ini

To edit a field, place the cursor on it and double-click. Lines with a field whose value was changed are highlighted in gray. The original is always retained in the right-hand column. Clicking on the "Default value" button brings back the original value of
3.2.2 Print Configuration

In the Print Configuration, you determine the print settings for each module separately. To edit a field, place the cursor on it and double-click. Lines with a field whose value has been changed are highlighted in gray.

3.2.3 Font Configuration

The Font configuration options show you the file /alephcom/tab/font.ini in a table-view editing window. Although this looks like a checked out server table, it is not. You can effect changes and save the file with the command File > Save.
3.2.4 Report

After the client installation is updated from the source, the Report shows the differences between the current and previous Application.INI and/or Print.INI.

The files that are actually compared are:

- X:\AL500 14.2\module\tab\module.ini
- X:\AL500 14.2\module.sav\tab\module.ini

3.2.5 Profile Manager

If there were no changes the Report remains empty. In a network installation, the Profile Manager lets you define users and their profile paths. You can add, delete and modify each entry. In order to be able to activate the Profile Manager, you have to access the system with the default ALEPH Profile.

3.3 HANDLING OF LANGUAGES

The ALEPHADM client is used to configure settings for appearance and functionality for the various ALEPH client modules.

3.3.1 Interface Languages

Setting Interface language

The Conversation Languages command lets you set the interface languages that are available in ALEPH. You can add, modify or delete a language or set any language as the default.
Retaining customized text when updating

When you update from an older to a newer version of ALEPH you may want to keep those parts of your texts which you had customized. Old lines (shown without hashes) in tables are retained and new lines are added (in English as default).

3.3.2 Language Manager

The Language Manager lets you choose the module and the language files that you want to work on as well as you change all text entries in each of the modules according to the language you choose.
It shows you which module, which language and which part of the text you are working on. You always see the original and the new text.

Modifying
Changes in each line of the text are retained by clicking on "Modify".

Saving
After making changes in the text and clicking on "Modify", you can save all changes by clicking on "Save".

Restore
If you want to undo your saved changes, you can go back to the situation before saving by clicking on "Restore".
If you want to use a new terminology for a specific expression, you can change the terms globally using the Language manager.

3.3.3 Language Report
After the client installation is updated from source, the Language Report shows the differences between the current and
previous versions of text that is displayed in the GUI. This text is stored in the following files:

- accel.dat
- error.dat
- hint.dat
- menu.dat
- message.dat
- month.dat
- print.dat
- statusbr.dat
- tab_col.dat
- window.dat

They can be found in: `<module>\Tab\xxx\*.dat` and `<module.sav>\Tab\xxx \*.dat`.

You can view and print text for each module separately or for all the modules together. If there were no changes, the Report remains empty.

### 3.3.4 Common Dictionary

The Common Dictionary displays all text strings of all modules in alphabetical order. There is one Common Dictionary per language. You can look for any letter string. You can change all entries and save your changes. The Common Dictionary also shows you the filenames with their paths where the text string is to be found.

To save your changes, click on "Save To Files".
To undo the last save, click on "Restore" to go back to the former version of the text.

To save the New Text column to a *.TXT file, click on "Save As". The default path and filename is Alephadm/Bin/CommonDictionary.TXT

To send the list a printer, click on "Print". To search for a letter string in the "New Text" column, click on "Find". After you find the first match, "Find Next.." becomes active.
4.0 SYSTEM LIBRARIAN

憕 ALEPHADM Client (alephadm.ini) (4.1) TABLE_KEY (4.2)

4.1 ALEPHADM CLIENT
(ALEPHADM.INI)

[ShowDifferences]

ChangedLines="Changed Lines"
DeletedLines="Deleted Lines"
InsertedLines="Inserted Lines"

FgColorChangedLines=255,000,000
FgColorDeletedLines=000,000,255
FgColorInsertedLines=000,128,000
FgColorIdenticalLines=000,000,000

BkColorIdentical=255,255,255
BkColorDif=192,192,192

ChangedLines="Changed Lines"
The text between the quotation marks will appear at the bottom of the Show Differences window to refer to changes lines.

DeletedLines="Deleted Lines"
The text between the quotation marks will appear at the bottom of the Show Differences window to refer to deleted lines.

InsertedLines="Inserted Lines"
The text between the quotation marks will appear at the bottom of the Show Differences window to refer to inserted lines.

FgColorChangedLines=255,000,000
Sets the color for the changed lines that are displayed in the Show Differences window and for the text defined in ChangedLines.

FgColorDeletedLines=000,000,255
Sets the color for the deleted lines that are displayed in the Show Differences window and for the text defined in DeletedLines.

FgColorInsertedLines=000,128,000
Sets the color for the inserted lines that are displayed in the Show Differences window and for the text defined in InsertedLines.

FgColorIdenticalLines=000,000,000
Sets the color for identical lines that are displayed in the Show Differences window and for the text defined in InsertedLines.
window.

**BkColorIdentical=255,255,255**
Sets the background color for identical lines that are displayed in the Show Differences window.

**BkColorDif=192,192,192**
Sets the background color for changed, deleted and inserted lines that are displayed in the Show Differences window.

[TableMarkedLines]
FgColor=000,128,000
BkColor=255,255,128

**FgColor=000,128,000**
Sets the color for marked lines that are displayed in the Tables Editing window.

**BkColor=255,255,128**
Sets the background color for marked lines that are displayed in the Tables Editing window.

[TablesNavigator]
WarningTimeOut=1

**WarningTimeOut=1**
Sets how many minutes before the end of the allowed editing time the green light should turn yellow in editing mode in the Tables Editing window.

**4.2 TABLE_KEY**

The TABLE_KEY line defines the columns which make up the "key" of a line in the table. The TABLE_KEY is used by the ALEPHADM client for display in FORM mode. List the columns that make up the key, s For example, tab16

TABLE_KEY 1,2,3,4

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1.0 AUTHORITIES OVERVIEW

Authority records are a means of achieving consistency of headings, particularly those relating to author, subject and series titles. Authority records can also serve as an aid to searching the bibliographic database.

In ALEPH500, authority records are cataloged and stored in a separate database - the AUTHority database. An installation can have one or more AUThority databases linked to its BIBliographic database/s. Generally, a separate authority database is recommended for different authorities. For example, MeSH and LC authorities should each have their own database. This is recommended because different authorities may share terms.

ALEPH500 supports MARC21 (USMARC), UNIMARC and MAB authority formats. In fact, since the system is table-driven, most types of authorities can be used. This manual focuses on the MARC21 authority format. In principle, the functionality and setup is the same for all authority formats.

The next four chapters each focus on different aspects of the use of the authority database in ALEPH500. These chapters build upon each other, adding additional facets:

- **2.0 The Authority Database.** This chapter describes the authority database with sections on the authority record and on the authority database indexes, and on how links (e.g. related, narrower and broader terms) are created between authority records.

- **3.0 Authority Control.** This section describes the link between the bibliographic and the authority databases, including update of bibliographic records and enrichment of the bibliographic headings and word files.

- **4.0 Authority Database as Search Aid.** This chapter describes how the authority database can be used as an aid in searching the bibliographic database. It includes the following topics:
  - Display of/navigation from linked authority records from a bibliographic heading.
  - 'Jumping' from the authority database to the bibliographic database

- **5.0 Multi-lingual Authorities.** This section describes how the authority database is set up as a multi-lingual authority database.

- **6.0 Batch Loading of Records to the Authority Database.** This section describes how the Load Authority Records (b-manage-31) batch service accepts an input file of authority records and uses them to update the authority database.

- **7.0 Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries.** This section describes how the p_manage_102, p_manage_103 and p_manage_104 batch processes can be used to accomplish faster enrichment and correction of the bibliographic database based in the authority records of the authority database.
## 2.0 THE AUTHORITY DATABASE

### 2.1 THE AUTHORITY RECORD

The authority record is cataloged using the MARC21 Authority Format with some additional ALEPH proprietary fields. The following table depicts the most important fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader (LDR)(Record Label in UNIMARC)</td>
<td>A fixed field that comprises the first 24 character positions (00-23) of each record and provides information for the processing of the record.</td>
</tr>
</tbody>
</table>
| 008 | The appropriate codes are important:  
  - Pos.14 - Are the headings appropriate for use as main/added entries?  
  - Pos.15 - Are the headings appropriate for use as subject entries?  
  - Pos.16 - Are the headings appropriate for use as series entries?  
    - a or c= yes  
    - b = no  
  The system uses these codes to determine whether or not an authority record should be used if the code is set in the tab_aut table (see section 3.5.2). This functionality is relevant only to USMARC libraries. |
| 1XX (2XX in UNIMARC) | The preferred term ("established heading"). A record should have only one 1XX field (except for multi-lingual authority records) |
| 4XX | Non-preferred terms. Note that 1XX and 4XX terms must be unique within the authority database. Ambiguous headings (the same 4XX field in different authority records) are problematic. For more details, see section 3.4. |
| 5XX | Related term. The type of relationship is defined in subfield w (or subfield 5 in UNIMARC). Additional information on the creation of links between authority records based on the 5XX fields can be found in section 2.3. |
| UPD | UPD is a special ALEPH field that determines whether or not the authority record can be used to automatically update bibliographic records. The content of the field:  
  - Y= automatically update the bibliographic record  
  - N= do not update the bibliographic record  
  If the authority record has no UPD field the default is UPD=Y |
| COR | COR is a special ALEPH field that is automatically added to an authority record when the preferred term is changed. If the original preferred term is not kept in the authority record, the link to the bibliographic records (that contain the original preferred term) is lost. See section 3.2.4 for more details. |

Authority records can either be cataloged manually or imported from external sources using standard loader procedures (online and batch).

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### 2.2 AUTHORITY DATABASE INDEXES

The authority database can be searched like any other ALEPH database. A variety of indexes (headings, words and direct indexes) can be created. Authority database headings indexes are also used by catalogers when searching the authority database from the Cataloging module. If necessary, additional indexes can be defined especially for this purpose.

An authority database for MARC21 or UNIMARC subjects and names typically has the following headings files:

<table>
<thead>
<tr>
<th>USMARC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal names</td>
</tr>
<tr>
<td>Corporate names including</td>
</tr>
<tr>
<td>Meeting names</td>
</tr>
<tr>
<td>Uniform Titles</td>
</tr>
</tbody>
</table>
If you want the indexes to include related terms (5XX field), separate indexes without these fields should be created for searching and copying from the authority database in the cataloging module. This is because ALEPH requires that only one authority record be linked to a heading in order to display information concerning the authority term (e.g., preferred/non-preferred) and in order to automatically insert the preferred term if a non-preferred term is selected.

2.2.1 The "GEN" Index

In addition to the indexes created for searching the authority database, the system requires a "general" headings index (GEN), for creating the links between the bibliographic and authority databases. This index should include preferred (1XX) and non-preferred terms (4XX and COR). Related terms (5XX) fields should not be included as each term must link back to a single authority record.

2.3 AUTHORITY DATABASE LINKS

You can create links between related authority records. In MARC21 and UNIMARC, the 5XX field is used for creating links and the type of relationship is defined in sub-field w (subfield 5 in UNIMARC) of the field. In ALEPH the type of relationship is defined in a special table and additional types, apart from those available in the MARC standard, can be added (refer to section 2.4.2.).

The links between records can be used to navigate the authority database; they can also be used to navigate the bibliographic database (as described in the section on the 'Authority Database as Search Aid')

The relationships between terms do not have to be entered in both authority records (i.e. both sides of the relationship). It is sufficient to enter the related term in one of the records and based on this, the system creates both sides of the link. Authority records in which the relationship has been entered in both records can also be used.

The links between authority records are created by a batch procedure "Links between records" (b_manage_12). The links can also be created as records are added and updated in the authority database. Note, however, that for the link to be created, the authority record to which the related term points must already be in the database. This means that the database must either be built following the hierarchy of the relationships, or that all terms (1XX fields in MARC21, 2XX for UNIMARC) must be entered before related terms are entered. It is recommended to re-build the authority database links periodically by running the batch procedure.

Note that when a term is changed, the system will not automatically update the authority records in which the term is a related term. If a term is used in many authority records it may useful to use Global Changes (p-manage-21) to change a term in multiple records.

Example:

The three following authority records have related terms. Note that related terms, (550 with no subfield w or subfield 5 for UNIMARC) are entered in this example in both records; while broader terms (550 subfield w-g (subfield 5g for UNIMARC)) are entered in the case of broader-narrower type relationship in only one record. This is typical of Library of Congress authority records:

Example 1:
Example 2:

Example 3:

(In the above examples, in UNIMARC, Topical Term is created from 250 instead of 150)

In the GUI Search, the links are displayed as follows:
When the 'link' button is clicked the system displays the linked authority record.

A similar display is available in the Web OPAC of the authority database.

Go to top of page

2.4 AUTHORITY DATABASE SETUP

2.4.1 Authority Database Indexes

The authority database indexes are defined in tab00 and tab11.

Tab00 defines headings and word indexes. For example:

Words:

H WRD W-001 00 0018 Words
H WPE W-002 00 0020 W-person
H WCO W-003 00 0021 W-corp
H WME W-004 00 0022 W-meet
H WUT W-005 00 0023 W-uni.ti
H WPL W-006 00 0024 W-place
H WPU W-007 00 0025 W-publ.
H WSU W-008 00 0026 W-subj.

Headings:

H PER ACC 1 A 00 0000 Persons
H COR ACC 1 A 00 0000 Corporate
H MET ACC 1 A 00 0000 Meeting
H TIT ACC 1 A 00 0000 Titles
H TOP ACC 1 A 00 0000 Topsalubs.
H GEO ACC 1 A 00 0000 Geopgrasub.
H GNR ACC 1 A 00 0000 Genre
H GEN ACC 1 A 00 0000 General

Tab11 defines which fields are sent to the indexes. Example (MARC21 format):

11 W 100## adq B1 WRD WPE WNA
11 W 110## abcd B1 WRD WCO WNA
11 W 111## acde B1 WRD WME WNA
11 W 130## B1 WRD WTI WNA
Notes:

❖ If the headings files are also used for search/copy in the Cataloging module, do not send 5XX fields, as terms should link back to one authority record.

❖ Send all 1XX, 4XX and COR fields to the GEN headings index. Do not send 5XX fields, as terms must link back to one authority record.

❖ When creating a GEN headings index, use the same sub-fields as in the heading file in the bibliographic database that is used for the match.

Tab11 example (UNIMARC):

!!-!-!-!!!-!!!!!!-!!!!!!!!!!!-!!!!!!!!!!!!!!!-!!-!-!-!!!!!!-!!!!!-!!!!!!-
11 W 200##      afg      01      WRD  WPE  
11 W 200##      afg      01      WRD  WNA  
11 W 210##      abeg     03      WRD  WCO  
11 W 210##      abef     03      WRD  WNA  
11 W 220##      af       01      WRD  WFA  
11 W 220##      af       01      WRD  WNA  
11 W 215##      ayz      01      WRD  WGN  
11 W 215##      ayz      01      WRD  WNA  
11 W 230##      ahi      01      WRD  WUT  
11 W 235##      ae       01      WRD  WTI  
11 W 240##      a        01      WRD  WTI  
11 W 245##      a        01      WRD  WTI  
11 W 250##      axyz     01      WRD  WSU  

11 A 200##      PER      -0235678wi  
11 A 200##      SUB      -0234678wi  
11 A 210##      COR      -0234678wi  
11 A 210##      SUB      -0234678wi  
11 A 215##      SUB      -0234678wi  
11 A 215##      GEO      -0235678wi  
11 A 220##      FAM      -0235678wi  
11 A 220##      SUB      -0234678wi  
11 A 230##      TIT      -0235678wi  
11 A 235##      TIT      -0235678wi  

2.4.2 Authority Database Links

**tab_z103 (UTIL G-1-c)**

In order to create links between authority records the following line must be present in tab_z103 in the AUT library:

```
update_z103_aut
```

**tab07 (UTIL G-1-07)**

This table defines the type of link to be created between authority records. The link is created by finding a match between the term in the authority record and a record from a headings file. Note that in authority-type databases, headings are created when records are inserted into the database (i.e. ue_01 does not have to run to create links).

**Structure of the table:**
- **Col. 1** Field code
- **Col. 2** Sub-field to strip or include in finding a match
- **Col. 3** Headings list used for searching for the heading. Note that the headings file should include all 1XX fields but no 5XX fields - i.e. the terms in the headings file must point back to a single authority record. For this reason, the 'GEN' headings file is generally used.
- **Col. 4** Sub-field which contains link type
- **Col. 5** Link type code
- **Col. 6** Type of ALEPH link to build. This code is used to distinguish between the types of links in the formatting tables. Col. 7 Reciprocal link. If the related terms are entered in only one record, a reciprocal link should be defined.

**Example of tab07 (MARC21)**

```
510##          GEN   w a          ET  LT
510##          GEN   w b          LT  ET
511##          GEN   w a          ET  LT
511##          GEN   w b          LT  ET
550##          GEN   w g          BT  NT
550##          GEN   w h          NT  BT
550##          GEN          RT
```

**Note:** In the sample authority records above, related terms are entered in both records. For this reason 'RT' type relations are defined for only one side. However, since only broader terms are entered, 550 records with sub-field w-g have a reciprocal relationship defined.

**Example of tab07 in UNIMARC Format:**

```
500## abcdfgxyz   GEN   5 g          BT  NT
```
2.4.3 Authority Record Display

Authority records can be displayed using the same tables as bibliographic records. This section illustrates special aspects of authority record display in the "FULL" display of the record.

edit_doc_999 (UTIL I-8)

The following is an example of edit_doc_999 for an authority record (MARC21):

```
# SYS                  D LSys. no.            Y       E
## 1####                D LHeading             Y Z     E
## 260##                D LSub. CSR            Y       E
## 360##                D LSub. CSAR          Y       E
## 4####                D LSeen from           Y       E
## 5#### w g            D LB.term              Y Z     E       G
## 5#### w h            D LN.term              Y Z     E       G
## 5#### w -            D LSee also            Y Z     E       G
## 663##                D LName Complex SA Ref Y       E
## 664##                D LName Complex SeeRef Y       E
## 665##                D LHistory Reference   Y       E
## 666##                D LExplanatory Ref.   Y       E
## 64### a f            D LSeries-f            Y       E
## 64### a t            D LSeries-t            Y       E
## 64### a s            D LSeries-s            Y       E
## UPD##                D LUpdate Flag         Y       E
## BT                   D LBroader term        Y L     E
## NT                   D LNarrower term       Y L     E
## RT                   D LRelated term        Y L     E
## ET                   D LEarlier term        Y L     E
## LT                   D LLater term          Y L     E
```

In addition to the regular field codes, enter authority record links, using the codes defined in columns 6 and 7 of tab07. In column 10 of edit_doc_999, enter "L" as the type of link.

Note that in the example above, 5XX fields are defined for display only in the GUI search ('G' in last column). This is due to the fact that the 5XX fields are displayed as linked fields. If both links and 5XX fields are displayed, they are duplicated. However, the 5XX fields are needed in the display of the authority record from bibliographic headings since when the authority record is displayed from the BIB, the links do not display. A special expand procedure will add the relevant 5XX fields based on the authority record links (necessary if the related term is entered in only one side). There is a special table for displaying the authority record from the BIB but at present it works only in the Web OPAC. This is why, in the example above, the 5XX fields are retained for GUI search.
3.0 AUTHORITY CONTROL

This chapter presents the following topics:

- Ambiguous Headings (3.4)
- Authority Control Reports (3.7)
- Authority Control Setup (3.5)
- Background Processes in Authority Control (3.5)
- Subdivisions (3.3)
- The Authority Control Process (3.2)
- Uses of the Authority Database (3.1)

3.1 USES OF THE AUTHORITY DATABASE

The authority database is used in the following ways:

1. Bibliographic record cataloging. The authority database can be consulted during cataloging. Headings can be selected and copied into the bibliographic record.

2. Bibliographic record update. Optionally, the system can automatically update bibliographic records so that non-preferred terms (or "unestablished headings") are replaced by the preferred term (or "established heading").

3. Searching the bibliographic database. The authority database can be used to enrich the access points (headings and words) to bibliographic records. This means that end users can search using non-preferred terms in their search. Additional aspects of how the authority database can be used in searching the bibliographic database are covered in the chapter on "The Authority Database as Search Aid (4.0)".

3.1.1 Search and Copy in Cataloging

You can search the local database, "Search field headings of current library" (F3), or search additional databases, "Search field headings of other library" (Ctrl+F3), in the cataloging draft form. In the latter case, the database searched is generally an authority database. Refer to section 2.2 above on authority database indexes.

These options are explained in section 5.2 in the "Cataloging" chapter of the online guide.

3.1.2 Update of Bibliographic Records

If the UPD field in the authority record is "Y", the system automatically updates the bibliographic record from non-preferred terms to the preferred term.

In the following example, if the authority record for 'American Bible Society' is Y and a record has:

710     $$aA.B.S.

the system replaces this field with the preferred term when the record is sent to the server:

710  $$aAmerican Bible Society

When the system updates the bibliographic record it replaces the non-preferred term with the complete preferred term from the authority record retaining any additional sub-divisions (see section 3.3) that are present in the original field. A special table adds end-punctuation (see section 3.5.7 "Punctuation for Headings Display & Adding End Punctuation").

3.1.3 Enrichment of the BIBliographic Headings Files

Here is a MARC21 authority record for the American Bible Society

![Authority Record Example](image)

Once the system uses this record to enrich the bibliographic headings files, the user can find all non-preferred terms in the bibliographic headings even though they are not in the records themselves:

For example, if you browse the headings list for "Beikoku Seisho Kaisha" the system displays the following:

- Beikoku Seisho Kaisha
- Beikoku Seisho Ryokokai
- American Bible Society
- American Bible Society
- American Bible Society
- American Bible Society
- American Bible Society
- American Bible Society
- American Bible Society
- American Bible Society
- American Bible Society
- American Bible Society
The user can access the records with the preferred term by clicking on the cross-reference.

3.1.4 Enrichment of Bibliographic Word Files

Optionally, the system can create words from non-preferred terms. This option is based on a special expand program (see section 3.5.3).

This option enables the user to keyword search with non-preferred terms. For example, here is a keyword search for "beikoku":

3.1.4 Enrichment of Bibliographic Word Files

Optionally, the system can create words from non-preferred terms. This option is based on a special expand program (see section 3.5.3).

This option enables the user to keyword search with non-preferred terms. For example, here is a keyword search for "beikoku":

Basic Search

If you choose Yes for "Words adjacent," you can type in the phrase computer programming and the system will understand that you want only records that have the word computer NEXT to the word programming.

Type word(s): beikoku
Field to search: All Fields
Words adjacent? No Yes

Search hints:

Lower-case letters will find matches of capitalized words also. For example, computer will find matches for computer, Computer and COMPUTER.

Boolean AND is assumed between words. You may use the Boolean operators AND, OR and NOT in your search string. For example, you could type heart or cardiac to retrieve all records having heart or cardiac in them.
3.2 THE AUTHORITY CONTROL PROCESS

This section describes how the authority control process works.

3.2.1 The BIB-AUT Link - ue_08

The link between the bibliographic database and the authority database is created via the bibliographic headings file.

When a new heading is created in the bibliographic database the system searches for a matching heading in the general headings file (GEN) of the authority database. If a match is found, the system uses the authority record (found via the authority database's headings file) to enrich the bibliographic database's heading file by adding to it the preferred term and all non-preferred terms.

A special process called ue_08 performs this function. This process must be working in the background in the bibliographic library. After a heading has been checked by ue_08 it is marked as either being linked to an authority record or, if no matching authority record has been found, as having been processed by ue_08.
3.2.2 Finding a Match

The match between the bibliographic heading and the authority heading is on the display text that is case-sensitive and includes sub-fields and punctuation within a sub-field. This means that the headings index in the bibliographic database must be created in the same way as the general (GEN) headings index in the authority database. The same sub-fields must be used.

From version 12.4 onwards, the system strips end sub-field punctuation when headings are created so this punctuation is not considered in the match. The following punctuation is stripped:

<table>
<thead>
<tr>
<th>sign</th>
<th>name</th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>colon</td>
</tr>
<tr>
<td>,</td>
<td>comma</td>
</tr>
<tr>
<td>.</td>
<td>period</td>
</tr>
<tr>
<td>=</td>
<td>equal sign</td>
</tr>
<tr>
<td>;</td>
<td>semi colon</td>
</tr>
<tr>
<td>/</td>
<td>slash</td>
</tr>
</tbody>
</table>

For example, the field:

```
100  $$aGrey Owl,  $$d1888-1938.
```

creates the heading:

```
$$aGrey Owl $$d1888-1938
```

A special table is used to insert sub-field punctuation when headings are displayed (refer to section 3.5.8).

3.2.3 Update of Bibliographic Records

The ue_08 procedure does not update bibliographic records. The procedure identifies records that are candidates for update (it creates Z07 records) and will send a message to the indexing procedure (ue_01) that these records should be re-indexed. This is the process that updates the records and also indexes non-preferred terms in the word files.

As part of the enrichment process (done by ue_08), the headings in the bibliographic database are marked as being either a preferred or non-preferred term. Based on the UPD field in the authority record, they are also identified as terms that can or cannot be used to update the bibliographic record. In other words, the update of the bibliographic record is carried out from the bibliographic headings file and not directly with the authority record.
1. A BIB record is indexed (by ue-01).
2. If no corresponding BIB heading exists, a new BIB heading is created, in which event, steps 3-6 occur.
3. The BIB heading is checked against the AUT database (by ue-08).
4. The BIB heading is linked to the AUT database record (ue-08) and cross-references are created in the BIB headings.
5. BIB records linked to the BIB heading are registered for re-indexing (Z07).
6. BIB records are re-indexed (ue-01) and corrected when required (i.e. if the BIB heading has become a cross-reference to another BIB heading).

3.2.4 Update of the Authority Database (ue-11)

The ue_08 procedure works only on new headings added to the bibliographic database. However, the authority database may also undergo changes. These include the addition of new records and updates to existing records (deletion, addition of new non-preferred terms, change of preferred term).

When authority records are updated the system sends a message to the bibliographic database. A special process called ue_11 that should be working in background in the authority library sends the message. ue_11 should also be working in the background in the bibliographic library. ue_11 in the bibliographic library receives the message from the authority library, identifies potential bibliographic headings that may be affected by the new/updated authority record and changes their status from "checked by ue_08" to "new" so that ue_08 can start the process from scratch.

3.2.5 Changing the Preferred Term: the COR Field

The authority library's tab_fix table must have the following line:
3.3. SUBDIVISIONS

USMARC authorities can have standard sub-divisions:
- $v - Form subdivision
- $x - General subdivision
- $y - Chronological subdivision
- $z - Geographic subdivision

When records are cataloged in the bibliographic database, these sub-divisions can be added to the main authority term. This means that the headings in the bibliographic database may not match those in the authority database. When the system does not find a match it strips each sub-division and searches for a match without it.

Preferred and non-preferred terms are added to the bibliographic headings file. These headings are not linked to any bibliographic records.

When an authority record is updated, the system updates the matching headings and record in the bibliographic database even if they have sub-divisions.

For example:

Authority record:
150 $$a Cancer
450 $$a Oncology

Bibliographic record:
65010 $$a Oncology $$z Italy.

The bibliographic record is updated as follows (once ue_08, ue_01 have run):
65010 $$a Cancer $$z Italy.

The headings files are enriched:
Cancer
Cancer Italy
Oncology
See Cancer

3.4. AMBIGUOUS HEADINGS

3.4.1 Ambiguous Headings within a Single Authority Database

Authority terms - both preferred and non-preferred - must be unique. The BIB-AUT link is created through the bibliographic headings and a heading record can be linked to only one authority record.

Within one authority database, preferred terms are unique. However, the same non-preferred term may be used by more than one authority record. This can happen especially with acronyms.

For example:

Various corporations use the acronym 'ALA':
- African Literature Association
- American Library Association
- Automobile Legal Association

How can ambiguous headings be located? There is a report - 'List Headings Having Multiple Document Records (p_auth_04)' - that lists headings that are linked to more than one authority record.

Ambiguous headings should be made unique. It is recommended to do this by adding a sub-field 9 with the preferred term (sub-field 9 is a local MARC tag and can be stripped upon export). Using the example above, this would be done as follows:

110 $$a African Literature Association
410 $$a ALA $$9 (African Literature Association)

110 $$a American Library Association
410 $$a ALA $$9 (American Library Association)

110 $$a Automobile Legal Association
410 $$a ALA $$9 (Automobile Legal Association)

The sub-field 9 can be displayed or suppressed in the headings index. This is controlled by the formatting tables ('H' or 'C' type line in edit_field).

Changing the authority record headings in this way does, of course, affect the automatic update of bibliographic records. For example, if a bibliographic record has the following field:

710 $$a ALA

ALEPH will not find a matching authority record heading (because all will have sub-field 9). In such cases, the record has to be updated manually by selecting the appropriate term. The library can locate such cases by running the 'List Unauthorized Headings (p_auth_03)' service. This report lists headings that have not been authorized - meaning there is no match in the designated authority library.

3.4.2 Ambiguous Headings from Different Authority Databases

The bibliographic database can be linked to more than one authority database. These authority databases may use the same terms, in which case they are ambiguous headings. This is a problem only if the library wants to have a headings file that combines headings from more than one authority database - for example, a combined Library of Congress and MeSH subjects index.
The solution is, once again, to make the headings unique. This has been implemented for MeSH where MeSH is an additional authority database and may share terms with the main authority database. Special fix-doc procedures add sub-field 2 (the "Source of heading or term") to all MeSH headings in the authority and bibliographic databases (see 3.5.6 "MeSH as an Additional Authority Database").

Example:

MeSH Authority record:

150 $$aOncology $$2MeSH
450 $$aCancer $$2MeSH

LC Authority record

150 $$aCancer
450 $$aOncology

Bibliographic record:

65012 $$aOncology $$2MeSH

The LC-MeSH combined subject headings index in the bibliographic database looks like this:

Cancer
Cancer (MeSH)
See Oncology

3.5 AUTHORITY CONTROL SETUP

3.5.1 BIB-AUT Links

The following tables control the authority-bibliographic links:

Tab00 & Tab11 (UTIL G-1-00 and 11)

These tables define the bibliographic headings files:

Tab00:

H AUT   ACC   1 A  00     0000 Authors
H SUB   ACC     A  00     0000 Subjects
H SUM   ACC     A  00     0000 MeSH
H SLC   ACC     A  00     0000 LC Subjects

Tab11:

11 A 100##              AUT
11 A 100##              AUT
11 A 110##              AUT
11 A 650#2              SUM
11 A 650#0              SLC
11 A 650##              SUB

Tab_aut (UTIL G-1-d)

This table defines which headings indexes in the bibliographic library should be subject to authority control. This table also designates - per headings index - which authority database should be checked for a match.

Structure of the table:

- Col. 1 - headings list code in BIB library
- Col. 2 - Usage code from tag 008 of the AUT library:
  - 1 - pos. 14 (Main heading)
  - 2 - pos. 15 (Subject)
  - 3 - pos. 16 (Series);
- Col. 3 - code of 1st AUT library
- Col. 4 - code of 2nd AUT library
- Col. 5 - code of 3rd AUT library
- Col. 6 - code of 4th AUT library

Example (in this example the bibliographic database SUB headings index is linked to two authority databases; USM10, Library of Congress and USM12, MeSH):

AUT     UNI10
SUB     UNI10
SBD     UNI10
SLC     UNI10

Note:

- If the second column is used and the library is a MARC21 library, the system checks the appropriate codes in the 008 field of the authority database.
- When a match is not found in the library defined in col. 3, then the library in col. 4 is checked, and so on.
- Since SUB is a combined LC and MeSH subjects heading index, it is linked to both USM10 (LC) and USM12 (MeSH)

Tab_aut (UNIMARC) example:

AUT     UNI10
SUB     UNI110
SRS     UNI110

Tab20 (UTIL G-1-20)

This table defines which fields from the authority record are used to enrich the bibliographic database's headings.
Structure of the table:

Line One
- Col. 1 - line number
  - 1 = heading
- Col. 2 - source heading code in the BIB base. This is the heading field for which ue_08 tries to find a match in the authority database.
- Col. 3 - target heading code in the BIB base. This is the headings file ue_08 enriches.
- Col. 4 - Authority record field text to match to BIB heading.
- Col. 5 - subfield filter (used mainly for MARC21 multilingual authorities).
- Col. 6 - subfield text -- col. 5 and 6 together filter the Authority record field, depending on particular subfield + content.
- Col. 7 - subfields to take or strip from the authority record field as the basis for the creation of the bibliographic heading.
- Col. 8 - indicator (first or second) to use for stripping initial non-filing text in MARC21.

(Note: Indexes assigned in Col. 2 and Col. 3 of tab20 should match the indexes used by the library in tab00.lng, tab01.lng, col.6, and tab11, col. 6).

Line Two
- Col. 1 - line number
  - 2 = cross reference
- Col. 5 - Authority record field for building Reference.
- Col. 8 - subfields to take or strip for match.
- Col. 9 - type of reference (always SEEF).

Example:

```
1 AUT  AUT  100##              -8                  0
2             COR##              -8                  0 SEEF
1 AUT  AUT  100##              -8                  0
2             400##              -8                  0 SEEF
```

Note:
- The COR field should be treated as a non-preferred term - each authority field should be repeated for the 4XX and COR fields.
- In the above example, MeSH subject headings are sent to two headings files - SUM and SUB. The source for the match is the specific headings file but both the specific (SUM) and the common (SUB) headings files are enriched.
- In the above example, MARC21 1xx should be replaced with 2xx for UNIMARC.

### 3.5.2 Enrichment of Word Files

**Tab_expand (UTIL G-1-a)**

The bibliographic indexing is enriched when the bibliographic record is indexed. Enrichment of the word files is optional and is based on defining the following expand program:

```
WORD   expand_doc_bib_accref
```

This expand program adds all non-preferred terms to the bibliographic record (virtually). When the record is re-indexed after ue_08 has created the BIB-AUT link, non-preferred terms are added to the word files. The non-preferred terms are "added" to the bibliographic record using the same tag as the preferred term.

The way the expand file works can be demonstrated by adding it to the U39-DOC section in tab_expand and then displaying a bibliographic record with a heading that is linked to an authority record:

```
U39-DOC   expand_doc_bib_accref
```

If the bibliographic record with "American Bible Society" is displayed, the expanded non-preferred terms can be seen:

```
300   L $$aliii, 1434 p.$$bmaps.$$c25 cm.
500   L $ssa"Verzeichnis der Masoretischen Termini": 4 p. inserted.
546   L $ssaPrefaces and introductions in German, English, and Latin.
500   L $ssaVocalized text.
7001  L $ssaRittel, Rudolf,$$d1853-1929
7001  L $ssaBaumgartner, Walter,$$d1887--
7001  L $ssaKahle, Paul,$$d1875-1964
7102  L $ssaAmerican Bible Society (field in record)
expanded fields:
```

3.5.3 Display of cross-references in the Web OPAC

The text for the authority library name is taken from line 93nn in the table www_heading (UTIL J/1) in the error_eng directory, where nn is the number of the authority library. For example, the text "LC Authority Record" is taken from line 9310 when the LC authority library is in USM10 (UNI10 for UNIMARC) and the text "MeSH Authority Record" is taken from line 9312 when the MeSH authority library is in USM12.

9310 L [LC Authority Record]
9312 L [MeSH Authority Record]

An example of usage can be seen in section 3.1.3

3.5.4 Update of Bibliographic Records

Tab01 (UTIL G-1-01)

Column 7 in tab01 defines which headings file is used to update the bibliographic record, in order to trigger correction in a bibliographic record field where there is a heading which is a non-preferred term.

Example:

D 100 00 0000 AUT 100 LPersonal Name ME
D 650 0 00 0000 SUL 650 LSubject-Topical-LC
D 650 1 00 0000 SUB 650 LSubject-Topical
D 650 2 00 0000 SUM 650 LSubject-MeSH
D 65000 00 0000 SUL 650 LSubject-Topical-LC
D 65001 00 0000 SUB 650 LSubject-Topical
D 65002 00 0000 SUM 650 LSubject-MeSH
D 65010 00 0000 SUL 650 LSubject-Topical-LC
D 65011 00 0000 SUB 650 LSubject-Topical
D 65012 00 0000 SUM 650 LSubject-MeSH
D 65020 00 0000 SUL 650 LSubject-Topical-LC
D 65021 00 0000 SUB 650 LSubject-Topical
D 65022 00 0000 SUM 650 LSubject-MeSH

Note:

- In order to update a field from a specific headings file, use indicators in this table. Note that a hash sign cannot be used and this means that all variations must be entered. This enables you to update LC subjects from the LC subjects (650#0) and MESH subjects from the MESH headings (650#2)
- In addition to this table, the authority record must have UPD=Y (lack of a UPD field is the same as UPD=Y).

3.5.5 Update of Authority Records

Tab_z105 (UTIL G-1-1)

This table defines to which bibliographic database/s the authority database will send a message when an authority record is added or updated. The table must be defined in the authority database.

Example:

UPDATE-DOC 4 USM01 USM01
UPDATE-DOC 4 UNI01 UNI01 (in UNIMARC)

In this example, the authority database is sending an update message to the USM01 and CEN01 bibliographic databases. The update message is a Z105 record.

The 'COR' Field - Tab_fix (UTIL M-11)

In order for the system to automatically create a COR field when the preferred term is changed the following line must be defined in tab_fix:

INS fix_doc_preferred (for both USMARC and UNIMARC)

Note that if you load authority records, the fix should also be defined for the loader program. For example:

OCLC fix_doc_preferred

3.5.6 MeSH as Additional Authority Database

If the library wants to have a combined headings list controlled from MeSH and an additional authority database (e.g. LC), the following must be defined so that the source is added to MeSH authority and bibliographic headings:

Tab-fix in authority library:

INS fix_doc_aut_mesh
OCLC fix_doc_aut_mesh

Tab-fix in bibliographic library:

INS fix_doc_sub
OCLC fix_doc_sub

3.5.7 Punctuation for Headings Display & Adding End Punctuation

Tab_subfield_punctuation (UTIL I/5) is used for two purposes:

1. When headings are created the system strips end sub-field punctuation. Tab_subfield_punctuation is used to add punctuation when headings are displayed.
2. Authority records normally do not have end field punctuation, whereas bibliographic record fields do. When the system updates bibliographic records it replaces the non-preferred term by the preferred term from the authority record. The system uses tab_subfield_punctuation to add end punctuation.

Structure of the table:

- col. 1 - Program code (always #)
- col. 2 - Heading code or Field code
- col. 3 - Subfield code
- col. 4 - Following subfield code
- col. 5 - Punctuation to add
3.6 BACKGROUND PROCESSES IN AUTHORITY CONTROL

There are several background processes that should be run:

In authority library - ue_01, ue_11 (UTIL E-1, E-11)

In the bibliographic library - ue_01, ue_08 and ue_11 (UTIL E-1, E-8, E-11). Ue_08 should work in "C" mode, and with "Y" for "Write Z07s for related bib records".

3.7 AUTHORITY CONTROL REPORTS

3.7.1 List Headings Having Multiple Document Records (p_auth_04)
This is a report of headings that are linked to more than one authority record. It is designed to "uncover" ambiguous headings. The report is only meaningful when run on the authority library.

3.7.2 List Unauthorized Headings (p_auth_03)
This report lists bibliographic headings that have not been authorized - meaning there is no match in the designated authority library. To be meaningful, the report should only be run on headings that have authority control (that is, they are defined in tab_aut). The report is run in the bibliographic library, and can be run with date and ACC code parameters to limit output.

3.7.3 Print catalog records with "SEEF" (Non-preferred) Headings (p_print_05)
This report checks the bibliographic library for records that use the non-preferred instead of the preferred form of a heading. This happens only if the Authority record has UPD:N, in which case the bibliographic record is not updated, and the non-preferred heading remains in the record.
4.0 THE AUTHORITY DATABASE AS SEARCH AID

This section describes how the authority database may be used as a tool in searching the bibliographic database beyond the enrichment of the headings and word files.

4.1 DISPLAY OF AUTHORITY RECORD FROM BIBLIOGRAPHIC HEADINGS

The user can display the authority record linked to a bibliographic heading by clicking on the text "Authority record".

The system displays the authority record in a separate window:

- From the authority record, the user can navigate in the bibliographic database. Clicking on the caption of the field (e.g. "Heading", "See also") displays the list of headings. Clicking on the field (if it is underlined) creates a set of records in the bibliographic database that use the term. ALEPH uses the term as the basis for a FIND type search in the bibliographic headings file. In the example above, the non-preferred term "Acidic soils" is not underlined because it is not used by any bibliographic record.
- The library can modify the display of the authority record in a table that can be defined for each authority database linked to the bibliographic database. It is possible to suppress the display of non-preferred and/or related terms in the authority record that are not used by any bibliographic records (e.g. suppress related terms that have no linked records in the bibliographic database). This is the reason why, in the example above, the broader term "soils" does not display - it is not actually used by any bibliographic record.

4.2 JUMPING FROM THE AUTHORITY DATABASE TO THE BIBLIOGRAPHIC DATABASE

The user can search the authority database and then "jump" to the bibliographic database by creating a set of the bibliographic records that use a specified term.

This function is available from the FULL display of the authority record in the Web OPAC. Once a user has located an authority term that interests him he can click on the "Heading" (1XX field) to create a set of bibliographic records that utilizes the term:
When the user clicks on "Priorities" the following window displays:

You can select the bibliographic headings file to be searched for the term. In this example, when the Local Subjects index is invoked, ALEPH creates a set of records in the bibliographic database that use the term "priorities" as a subject.

4.3 THE AUTHORITY DATABASE AS SEARCH AID - SETUP

4.3.1 Displaying the Authority Record from the Bibliographic Heading

edit_doc_999_aut_AUTLIBRARY.lng (tab directory of Bibliographic Database)

Every authority database to which the bibliographic database is linked should have an "edit_doc_999_aut_AUTLIBRARY.lng" table defined for the display of the FULL authority record when it is expanded from the bibliographic heading. For example, if the bibliographic database USM01 is linked to two authority databases, USM10 and USM11, the following tables should be defined in the tab directory of USM01:

- edit_doc_999_aut_usm10.lng
- edit_doc_999_aut_usm11.lng

Example (for MARC21):

```
!1   2   3      4     5 6 7         8          9 0 11  2  13   4
!!-!!!!!-!-!!!!!!!!!!-!-!-!!!!!!!!!!!!!!!!!!!!-!-!-!!!-!-!!!!!-!
## SYS                  D LSys. no.            Y       E
## 1####                D LHeading             Y Z     E
## 260##                D LSub. CSR            Y       E
## 360##                D LSub. CSAR          Y       E
## 4####                D LSseen from           Y       E
## 5#### w g            D LBroader term        Y X     E
## 5#### w h            D LNarrower term       Y X     E
## 5#### w -            D LSee also            Y X     E
## 663##                D LName Complex SA Ref Y       E
## 664##                D LName Complex SeeRef Y       E
## 665##                D LHistory Reference   Y       E
## 666##                D LExplanatory Ref. Y       E
## 64## a f            D LSeries-f            Y E     E
## 64## a t            D LSeries-t            Y E     E
## 64## a s            D LSeries-s           Y E     E
## 7##    D LLink                   Y E
```

Note:
- The table has the same characteristics as the 'edit_doc_999' table. One special feature is a special type of link in column 10 - "X." "X" informs the system to suppress the display of the term if it is not in use in the bibliographic database.
- Note that unlike edit_doc_999 of the authority database, the table does not include the linking fields. It includes only the 5XX fields. A special expand procedure will add the relevant 5XX fields based on the authority record links (necessary if the related term is entered in only one side) - see the following section.

tab_expand (UTIL G-1-a of Authority Database)

expand_doc_aut_aut is an expand program that adds all related terms to the authority record. This is necessary when "related" 5XX or RT fields are not entered in both records but only in one of the records, and when the library has built reciprocal relations using tab07. The expand program is based on the links that are created between authority records (as described in section 2.4.2 above).
The following line should be defined in tab_expand of the authority library so that when the authority record is displayed from the bibliographic database, all related terms display:

WEB-ACCREP expand_doc_aut_aut

Note that this expand file is hard-coded for the GUI search and does not need to be added in the table.

4.3.2 Navigating from the Display of the Authority Record

**tab11 (UTIL G-1-11 of Bibliographic Database)**

As described in section 4.1, when the authority record is displayed, the user can navigate the bibliographic database using the authority record fields. This navigation is based on the bibliographic headings files.

Tab11 is used to define which heading file the system will create hypertext links to - FIND and BROWSE - when the authority record is displayed. This is defined in section "R" in tab11 of the bibliographic database.

**Structure of the section:**

- Col.1 - 11
- Col.2 - R
- Col.3 - Authority record field. Note that if an authority term is linked to more than one headings file (personal names, 100, can be used for both authors and subjects), several lines can be created for the field. The system runs the search from the current headings file.
- Col.4 - Bibliographic headings file on which Browse/Find is activated.
- Col.5 - Subfields to include/strip from authority record field for Search. The system looks for the exact text of the field in the headings file.

**Example (MARC21):**

```
11 R 100##  AUT -wi
11 R 100##  SUB
11 R 110##  AUT
11 R 110##  SUB
11 R 111##  AUT
11 R 111##  SUB
```
5.0 MULTILINGUAL AUTHORITY DATABASE

Note: At the time of writing, the Multilingual Authority Database only works with the MARC21 format.

An ALEPH500 authority database can work with multilingual authority records. Maintaining a MARC21 multilingual authority database offers users several advantages:

- Enrichment of bibliographic access points (headings and words). A user can search for records using terms from different languages.
- Language-specific user interface can include language specificity for indexes and the display of records. This means, for example, that in the French interface, a user searches only French indexes and in the records, the system displays the French term even though the record itself was cataloged with the English term.

A multilingual authority database can be maintained for a variety of authorities. The examples, below, are thesaurus records.

5.1 MULTILINGUAL AUTHORITY RECORDS

A multilingual authority record in ALEPH is identical to a regular authority record with the following exceptions:

In a multilingual authority record the preferred term is duplicated for each language. Non-preferred terms are entered as necessary for each language.

The language code for all preferred, non-preferred and related terms is entered in $89.

As in regular authority records, you may enter related terms in only one of the related authority records and in addition, in only one language. Based on the links created between the authority records, the system is able to display the term in a specified language.

Example of a multilingual record:

5.2 MULTILINGUAL AUTHORITY INDEXES AND RECORD DISPLAY

In a multilingual authority database, the library may be interested in creating separate indexes per language. This can be done by filtering the indexing by the language code in sub-field 9 (see section 5.5.1.).

If you have created a separate index for each language and for the 'search other database' option in the Cataloging module, the library can define a language-specific index for Search. Note that this definition is not sensitive to interface language. In other words, a French cataloger using the French interface cannot use the French headings while an English cataloger is using the English headings.

The authority record display can also be filtered by the language code. For example, this is the display of the authority record from the example described above, with its links, with only French:
5.3 BIBLIOGRAPHIC DATABASE RECORDS AND UPDATE OF BIBLIOGRAPHIC RECORDS

Records in the bibliographic database that are linked to a multilingual authority database should be cataloged with the term in only one of the languages used by the authority database. The language code must be entered in subfield 9.

Example:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader</td>
<td>100</td>
</tr>
<tr>
<td>Control No.</td>
<td>001</td>
</tr>
<tr>
<td>Date and Time</td>
<td>008</td>
</tr>
<tr>
<td>Fixed date</td>
<td>009</td>
</tr>
<tr>
<td>Personal Name</td>
<td>100 1</td>
</tr>
<tr>
<td>Main Title</td>
<td>245 10</td>
</tr>
<tr>
<td>Imprint</td>
<td>260</td>
</tr>
<tr>
<td>Local subject</td>
<td>690</td>
</tr>
</tbody>
</table>

If a non-preferred term is used, the system updates the bibliographic record using the preferred term of the same language.

5.4 THE BIB-AUT LINK AND THE MULTILINGUAL AUTHORITY DATABASE

The links between the bibliographic database and a multilingual authority database work as described above with some additional features.

5.4.1 Enrichment of Headings and Word Files

In addition to enriching the bibliographic headings and words files with non-preferred terms, the system adds all language versions.
In the example above, the headings file includes all languages. You can define separate headings and word files for each language (see section 5.5.2).

5.4.2 Enrichment of Bibliographic Display

Based on the enrichment of the bibliographic headings file, you can expand to the bibliographic record all language versions for the term that is used in the bibliographic record. In the display tables, it is possible to filter the display by the language code in subfield 9. As shown in the example in section 5.2 you can, for example, display the French term in the French interface and the English term in the English.

5.4.3 Display of Authority Record from Bibliographic Headings

When the authority record is displayed from the bibliographic headings, the system displays related terms in all languages. Once again, this display can be filtered using the language code in sub-field 9 so that each language interface displays terms in the language of interface.

5.5 MULTILINGUAL AUTHORITY SETUP

The tables below have already been mentioned in sections 3.5 and 4.3 above. The following sections point out the special aspects of multilingual authority set-up.

5.5.1 AUT Library
Switch 27 (TAB10-AUT-TYPE) should be set to "M" - i.e. multilingual. This is necessary so that the system enriches the bibliographic headings files with all language versions.

Indexes.

The library may want to define indexes per language (especially if each language has its own user interface). Definition, for example, in tab00.lng:

```
H DES    ACC    A    00    0000 Descriptors
H DESE   ACC    A    00    0000 Descriptor ENG
H DESF   ACC    A    00    0000 Descriptor FRE
```

And in tab11:

```
11 A 150##    DES
11 A 150## 9 eng    DESE
11 A 150## 9 fre    DESF
```

**Authority Record Display (edit_doc_999 - UTIL I-8)**

The following is an example of the table as defined for the French interface:

```
!-!!!!-!!-!-!!!!!!!!!!-!!-!!-!!-!!!!!!!!!!!!-!!-!!-!!-!!-!!-!!-!!-
## SYS                  D LSys. no.            Y       E
## 1#### 9 fre          D LHeading             Y Z     E
## 260##                D LSub. CSR            Y       E
## 360##                D LSub. CSAR           Y E    E
## 450## 9 fre          D LSeen from           Y E    E
## 5#### 9 fre          D Lrelated term        Y Z E   E
## 663##                D LName CSAR           Y       E
## 664##                D LName CSR            Y       E
## 665##                D LHist. Ref.          Y       E
## 666##                D LExpl. Ref.          Y       E
## 666## a f            D LSeries-f            Y E    E
## 666## a t            D LSeries-t            Y E    E
## 666## a s            D LSeries-s            Y E    E
## 7## 9 fre          D LSeen from           Y Z     E
## 8####                D Lrelated term        Y       E
## 9####                D Lrelated term        Y       E
## 260##                D LLink                Y E    E
## 260##                D LUpdate Flag         Y E    E
## 360##                D LUpdate Flag         Y E    E
## 450##                D LUpdate Flag         Y E    E
## 5####                D LUpdate Flag         Y E    E
## 630##                D LUpdate Flag         Y E    E
## 640##                D LUpdate Flag         Y E    E
## 650##                D LUpdate Flag         Y E    E
## 7## 9 fre          D LLink                Y E    E
## 7## 9 fre          D LHist. Ref.          Y E    E
## 7## 9 fre          D LHist. Ref.          Y E    E
## 8## 9 fre          D LHist. Ref.          Y E    E
## 9## 9 fre          D LHist. Ref.          Y E    E
## 260##                D LHist. Ref.          Y E    E
## 360##                D LHist. Ref.          Y E    E
## 450##                D LHist. Ref.          Y E    E
## 5####                D LHist. Ref.          Y E    E
## 630##                D LHist. Ref.          Y E    E
## 640##                D LHist. Ref.          Y E    E
## 650##                D LHist. Ref.          Y E    E
## 7## 9 fre          D LHist. Ref.          Y E    E
## 7## 9 fre          D LHist. Ref.          Y E    E
## 8## 9 fre          D LHist. Ref.          Y E    E
## 9## 9 fre          D LHist. Ref.          Y E    E
```

Note:

- All fields are filtered by the language code in subfields
- There is a limitation in that the display can be filtered only by one subfield. This means that the 5XX fields cannot be filtered both by language and by subfield w which indicates the type of relationship.

**tab_expand (UTIL G-1-a)**

The following expand file must be present in the tab_expand of the authority database so that when the authority record is displayed from the bibliographic headings file, the system adds related terms in all languages (as noted above it is sufficient to enter related terms in only one language).

```
WEB-ACCREF expand_doc_aut_aut
```

### 5.5.2 Bibliographic Database

Indexes The library may want to have indexes per language (especially if each language has its own user interface). A common headings file for all languages must be defined.

An example of a definition in tab00.lng:

```
H DES    ACC    A    00    0000 Descriptors
H DESE   ACC    A    00    0000 Main Descriptor ENG
H DESF   ACC    A    00    0000 Add. Descriptor FRE
```

And in tab11:

```
11 A 650##    DES
11 A 650## 9 eng    DESE
11 A 650## 9 fre    DESF
```

**tab20 (UTIL G-1-20)/tab_aut (UTIL G-1-d)** If separate indexes are defined for each language, these indexes must be defined in tab20 so that they are enriched from the authority record:

```
1 DES    DES     150##                                   0
2               450                                     0 SEEF
1 DES    DES     150##                                   0
2               COR                                     0 SEEF
1 DES    DESE    150## 9 eng                             0
2               450                                     0 SEEF
1 DES    DESE    150## 9 eng                             0
2               COR                                     0 SEEF
```
Note that the source code is always the common headings file to which all languages is sent. Only this code must be present in tab_aut:

```
D 650 00 0000 DES 650 Ldescriptor
```

dict_doc_999_aut_XXXX (where XXXX is replaced by the authority library code e.g. USM10) is used to define the display of the authority record when accessed from the bibliographic headings. The authority record fields can be filtered using the language code in subfield 9.

- All fields are filtered by the language code in sub-fields
- There is a limitation in that the display can be filtered by one sub-field only. This means that the 5XX field cannot be filtered both by language and by sub-field w which indicates the type of relationship.
6.0 BATCH LOADING OF RECORDS TO THE AUTHORITY DATABASE

6.1 OVERVIEW

The Load Authority Records batch service (b-manage-31) accepts an input file of LC authority records in ALEPH sequential format and uses them to update the authority database. "Update" can include the following: deletion of an existing record, update of an existing record or the addition of a new record. Records that were modified or created locally are not updated unless they contain a 010 tag with $$aTEMP.

At present, the b-manage-31 batch service is accessed from the Services Menu defined for the AUT library by clicking Load Authority Records:

This batch program performs the following functions:

**Adds new records to the database.**

**Replaces existing records (update):** Records are replaced for update purposes. If the record was modified locally, it will not be replaced by the batch process.

**Deletes records from the authority database.**

**Reports deleted records.** The system gives a report of records that have been deleted.

**Reports when replacing records:** The system checks for changes in these 008 fixed field positions:

- 008/06 (Geographic) any change
- 008/32 (Unique) changes from "b" to "a"

This report can be placed in the "rejected records" report as a separate section.
Checks for duplicates. After every update (new record or updated record), the system must check for duplicate terms - every 1xx and 4xx term must be unique. Non-unique terms are reported and records with duplicate terms are "blocked" by changing the usage codes of 008 pos. 14,15,16 to uppercase ("a" to "A"; "b" to "B"; and "c" to "C"). A blocked authority record is not linked to the bibliographic database.

Rejects and reports - In certain cases, records are rejected and are placed in a special "rejected" database.

6.2 ALGORITHM

The batch program (b-manage-31) has the following algorithm:

1. Compare the records in input file and records in the database based on 010 field - Library of Congress control number - $$a

2. If a match is found, pos. 5 of the leader is checked:

   d - delete the matched record from the database
   c - check if 040 $$d = XxXXX (Note: there may be multiple $$d's - any $$d XxXXX is considered). If it does, then reject the record and report - if not, replace the current record.
   n - treat like c

3. If no match is found using the 010, the system goes on to check for a match based on the preferred term - that is, the 1xx field of the record.

4. If a match is not found, the system checks pos.5 of the leader:

   n - add to the database as new record
   d - reject and report
   c - treat like n

5. If a match is found and the record in the database has 010 $$aTEMP (that is, it is a temporarily created local AUT record), pos. 5 of the leader is checked:

   d - reject record and report
   c - replace current record
   n - replace current record

6. If a match is found and there is no 010 $$aTEMP reject the record and report.

6.3 REPORT

The system reports the following situations. Each case is identified by a separate code.

6.3.1 Rejected Records

05 - The record was rejected; a match was found on the 010 field but $$d=XxXXX; LDR (05) = 'n'
07 - The record was rejected; a match was found on the 010 field but $$d=XxXXX; LDR (05) = "c"
06 - The record was rejected; no match was found but its LDR (05) = "d"
04 - The record was rejected; a match was found on the preferred heading but 010 is not $$aTEMP (that is, this is a local record)
03 - The record was rejected. A match was found on the preferred term (010 = $$aTEMP); but system LDR (05) = "d"

6.3.2 Deleted Records

13 - The record has been deleted from the database. A match was found on the 010 field and the LDR (pos. 6) was "d". The report includes field 682.

6.3.3 Updated Records

16 - The record updated an existing record; there was a change in the 008 field.
22 - The record updated an existing record but the system found a duplicate heading; there was a change in the 008 field.
25 - The record updated an existing record but a duplicate heading was found.
24 - The record updated an existing record based on a preferred term (010 = $$aTEMP); but the system found a duplicate heading; LDR (05) = "c".
20 - The record updated an existing record based on a preferred term (010 = $$aTEMP); but the system found a duplicate heading; LDR (05) = "n".
18 - The record updated an existing record based on a preferred term (010 = $$aTEMP); there was a change in 008; LDR (05) = "c".
11 - The record updated an existing record based on a preferred term (010 = $$aTEMP); there was a change in 008; LDR (05) = "n".
26 - The record updated an existing record based on a preferred term (010 = $$aTEMP); but the system found a duplicate heading; there was a change in 008; LDR (05) = "c".
27 - The record updated an existing record based on a preferred term (010 = $$aTEMP); but the system found a duplicate heading; there was a change in 008; LDR (05) = "n".

6.3.4 New Records

21 - A new record was added but a duplicate heading was found; LDR (05) = "n".
23 - A new record was added but a duplicate heading was found; LDR (05) = "c".

6.3.5 No Problems Found

15 - The record updated an existing record.
08 - A new record was added; LDR (05) = "c".
14 - A new record was added; LDR (05) = "n".
17 - The record updated an existing record based on a preferred term (010 = $$aTEMP); LDR (05) = "c".
19 - The record updated an existing record based on a preferred term (010 = $$aTEMP); LDR (05) = "n".

6.3.6 Report Format

The report includes the system numbers of new and updated records in the authority database, together with those of rejected records that have been loaded to the "reject" database. The first system number is for an existing record (the record that was updated or that a match was found for) and the second is for new records or rejected records.

Examples:

000080237:000000182:                                        :04:010 not = TEMP
In this case, a match has been found on system no. 80237 based on the preferred term but since 010 was not "TEMP", the record has been rejected. The record has been loaded to the reject database as system number 182.

000079159:000000000:sh 98001899                             :15:Record Corrected
In this case, an existing record has been updated. The system also prints the content of the 010 field on which the match was made.

The report can be sorted as follows:

- NEW - sort by the system number of new records created in the AUT database.
- MATCH - sort by the system number of records that have been updated in the AUT database.
- TYPE - sort by the type of update.

Up to two sorts are possible when the service is run; each sort creates its own report. For example:

csh -f p_manage_31 XXX10,test2,test2out,,,,MATCH,TYPE
creates two reports (test2out and test2out-2); one sorted by the matching record, and the other sorted by the type of update.

6.4 RUNNING THE REPORT

Use the following command in order to run the report:

>> ap
>> csh -f p-manage_31 AUT library,input file,output file,,,,,sorttype,sorttype
Note that there should be 5 commas between the output file name and the sort types.
Note that the code of the library should be in uppercase.
For example:

>> ap
>> csh -f p-manage_31 XXX10,inaut,outaut,,,,,NEW,TYPE
The input file must be in ALEPH sequential format and must be in the scratch directory of the authority library on which the procedure is run. The output file is created in the scratch directory.

6.5 SETUP

6.5.1 Setup for "Reject Library"

An ALEPH library for rejected records should be created. The library must be defined as the reject library in a special type of relationship in library_relations (UTIL Y-7) - "ERR".
For example:

ERR XXX10 XXX19
ERR XXX12 XXX19
In this example, XXX19 is the reject library for two authority libraries - XXX10 and XXX12.

6.5.2 tab_fix

Several fix programs work with the authority update program. These programs should be defined under the P-31 routine of the tab_fix table.
At present, the following fix programs should be defined in the tab_fix table of the authority library:

fix_doc_preferred - this fix program adds a "COR" field if the preferred term has been changed
fix_doc_aut_mesh - this fix program is for a MESH authority library only. $$2[MeSH]$$ is added to the terms.

For example:

P-31 fix_doc_preferred
P-31 fix_doc_aut_mesh

6.5.3 LCC Direct Index

The system matches the 010 field using the LCC direct index. The following line must be defined in tab11:

11 I 010&$35;# LCC a

Go to top of page

Go to next section (Batch Jobs for Authority Enrichment and Correction of Bibliographic Libraries)
7.0 BATCH JOBS FOR AUTHORITY ENRICHMENT AND CORRECTION OF BIBLIOGRAPHIC LIBRARIES

The p_manage_102, p_manage_103 and p_manage_104 batch jobs are three batch processes that can be used to replace the background running of the ue_08 process (see 3.2 The Authority Control Process). You use these processes to accomplish faster enrichment and correction of the bibliographic database based on the authority records of the authority database during the initial upload of the databases or when large quantities of authority records are imported into the system.

The processes:

1. **p_manage_102**: This process is used to pre-enrich the bibliographic browse headings index based on the authority database. The job should be run on all the authority libraries that are used for enrichment and correction of the bibliographic library.

   Parameters: bibliographic library, authority library, delete flag, from document number, to document number, number of processes.

   Note that for the first authority library, the batch should be run with the delete flag set to Y, or otherwise the existing headings will be kept.

   After running p_manage_102, the regular browse headings index should be built (p_manage_02) without deleting existing indexes.

2. **p_manage_104**: This process resets the Z01-AUT-LIBRARY field of the headings records from -NEW- to -CHK-. All headings from the authority database were marked with the authority library during p_manage_102 process. Headings marked as -NEW- originated from the regular indexing of the bibliographic records (by p_manage_02) and they do not have a matching record in the authority database. For this reason they should be set to -CHK- by using the p_manage_104 process.

   Parameters: bibliographic library, number of processes.

3. **p_manage_103**: Since p_manage_02 does not trigger Z07 records, this process should be used for triggering a Z07 record to enable re-indexing of the records which are linked to non-preferred headings.

   Parameters: bibliographic library, from document number, to document number, number of processes.
1.0 CATALOGING OVERVIEW

The Cataloging Module of ALEPH lets you create, edit and delete bibliographic records, authority records and holdings records. This overview includes the following sections:

- The Cataloging Process
- Type of Records
- Passwords and Authorizations
- Offline Cataloging

1.1 CATALOGING PROCESS

You can catalog in ALEPH either in free format or via pre-designed forms. Because of the variable content of records, and the need to provide for different types of materials, the system does not impose any restrictions, and enables free cataloging. Therefore the cataloger may enter as little or as much information as he needs.

To facilitate use of the Cataloging module, ALEPH incorporates:

- Pre-designed forms including forms for positional data elements, e.g., MARC 21 tag 008 and UNIMARC tag 100.
- Pre-designed forms including templates for the body of the record.
- Comprehensive help available on tag and sub-field at all times during data entry.

1.2 TYPE OF RECORDS

The Cataloging module in ALEPH supports four types of records:

- Bibliographic records
- Authority records
- Holdings records
- Administrative records.

The first three types can be created, updated and deleted through the Cataloging Module. An administrative record is for internal use and is automatically created by the system. It is unusual to edit or update an administrative record through the Cataloging module.

**Bibliographic records:** A bibliographic record commonly includes titles, names, subjects, notes, publication data, and information about the physical description of an item.

**Authority records:** Authority records contain authoritative information concerning: The standard forms of names and subjects to be used as access points on bibliographic records; the forms of these names and subjects that should be used as references to the standard forms; the interrelationships among these forms.
**Holdings records:** Holdings records contain holdings and location information for bibliographic items.

**Administrative records:** Administrative records, commonly referred to as ADM records, are linked to bibliographic records. Attached to the administrative record are item level information; acquisitions; circulation; and item-specific copy and arrival data. The administrative record is also used to store the 853/853X fields used to generate serial predictions and publication schedules.

### 1.3 PASSWORDS AND AUTHORIZATIONS

Cataloging functions require a password and are limited to authorized users. Password authorization can be given per function or globally for all functions.

Update access to all types of MARC records is controled by a special ALEPH field, the OWN field. This field works in accordance to the password information defined for the user (see 10.4 OWN Field).

Also at the record level, catalogers are assigned allowed and denied tags for editing (see 13.16.1 Allowed and Denied Tags).

### 1.4 OFFLINE CATALOGING

The Offline Cataloging option enables you to work with the Cataloging module and catalog records, without having a server connection. You can access functions such as Help on Fields and Open Form that rely on data that has already been downloaded onto your local PC. Other functions that rely on the server, such as searching field headings, checking the record or the values entered in a the form, are unavailable until the server connection is reinstated.

Note that when working in offline cataloging mode, you must save the records on your local drive. When the server connection is reinstated, the cataloged records must be sent to the server for the database update.

You can switch manually to the offline cataloging mode by clicking the Offline Cataloging option on the File menu. To reinstate online cataloging, click again the Offline Cataloging option from the File menu.
2.0 HOME LIBRARY

Although you may work with records from several libraries at the same time, you must first connect to a Home Library. Thereafter, when you open a new record, it is marked as belonging to the Home Library, and when you call up a record number from the server, it is retrieved from the Home Library.

1. To activate the 'Choose a Library' function and connect to a home library, click on the icon at the right bottom of the screen, or select the 'Connect to' option from the File menu. The following menu is displayed:

2. Use the up and down arrow keys to highlight the desired database, or point to it with the mouse cursor and double-click.

2.1 CONNECTING AUTOMATICALLY TO A HOME LIBRARY

You can set the system to connect automatically to a particular Home Library as soon as you enter the Cataloging module. To do so, follow these steps:

1. Go to the CATALOG/TAB directory of the client and open the PER_LIB.INI file located there. It lists valid libraries. Make sure that the library you want to be
automatically connected to appears at the top of the list.

2. Go to the ALEPHCOM/TAB directory of the client and open the ALEPHCOM.INI file. Make sure that the DataBaseAutoSelect flag is set to Y.

2.2 IMPORTING LIBRARY TABLES

When you connect to a Home Library, the system checks to make sure that the Cataloging module is using the most recent version of the database tables.

If the tables have been changed since the last time you connected to the library, you will be asked if you want to load the library tables now. It is recommended that you choose Yes. This will ensure the correct functioning of several features, such as the cataloging templates, the forms, and the help screens.

If you choose No, you can load the library tables later by selecting Import Tables from the Libraries menu.

To load library tables, from the Libraries Menu select the Import tables option. If the tables of the library to which you are connected have been changed since the last time they were imported, the system loads the updated database tables to your client.

2.3 AUTOMATIC IMPORT OF UPDATED TABLES

You may set the system to automatically load updated tables on entry to the Cataloging module, without a message being displayed.

To automatically load updated tables, go to the CATALOG/TAB directory of the client and open the CATALOG.INI file located there. Make sure that the AlwaysImport flag is set to Y.

Next time you connect to a Home Library, if the tables have been updated, they will be automatically loaded to the client.

Go to next section (Creating Records)
3.0 CREATING RECORDS

There are a variety of ways to create a new record:

- Open new record
- Open template
- Duplicate unopened local record
- Duplicate any open record

3.1 OPEN NEW RECORD

This function enables you to create a new record from scratch. To do so, follow these steps:

1. Select New Record from the File menu.
2. Highlight the appropriate format for your record from the Choose Record Format dialog box (i.e., book, serial, etc.).
3. Highlight the appropriate format for your record from the Choose Record Format dialog box (i.e., book, serial, etc.).
4. A form will pop up for the leader. For help filling in the form, click the Help on Field button on the form.
5. If default fields with forms were defined for new records, the form for the field will pop up (e.g. in MARC 21 format libraries, a form will pop up for field 008 - fixed length data elements - if the field is present in the library's pc_tab/catalog/tagonnew.dat table). If the field does not have a form, it is added empty to the cataloging draft for the cataloger to fill.
6. A new record will be created with default required fields (i.e. the 008 field in MARC 21) and the required leader. You may now continue adding fields and sub-fields to the record. (See Editing a Record.)

The record will automatically receive a temporary filename that begins with the prefix "NEW" and a number.
3.2 OPEN TEMPLATE

This function enables you to create a new record based on a pre-defined template. To do so, follow these steps:

1. Select the Open Template option from the File menu or click the icon.

2. Select the appropriate template from the List of Templates dialog box. Different templates may be created and used for various physical formats (for example, the MARC 21 formats), types of materials (e.g. books, serials, etc.), and so on. (See Templates.)

3. A new record will be created with a full complement of fields. The content of each field will be blank. You may now continue editing the record. For help on a field, use the hotkey F2 or choose Help on Field from the Edit menu. You may fill in the content of a field or sub-field by typing directly, by searching field or sub-field headings, or by searching sub-field options.

The record will automatically receive a temporary filename that begins with the prefix “NEW” and a number.

3.3 DUPLICATE UNOPENED LOCAL RECORD

This function enables you to create a new record by duplicating an unopened one that is located on your local drive. To do so, follow these steps:

1. Select Open Record on the Local Drive from the File menu or click the icon.
2. A list of records will be displayed. Highlight the desired record. A preview of the contents of the record will be displayed on the right side of the window.

<table>
<thead>
<tr>
<th>Library</th>
<th>System Number</th>
<th>Format</th>
<th>Cataloger</th>
<th>Local Filename</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR</td>
<td>155072</td>
<td>BK</td>
<td>TAM1</td>
<td>155072</td>
</tr>
<tr>
<td>001</td>
<td>AC-003463993</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>200021-1012821</td>
<td></td>
<td>005</td>
<td>200021-1012821</td>
</tr>
<tr>
<td>1001</td>
<td>$8American Telephone and Telegraph Company</td>
<td></td>
<td>1001</td>
<td>$8American Telephone and Telegraph Company</td>
</tr>
<tr>
<td>24510</td>
<td>$8Telephones</td>
<td></td>
<td>24510</td>
<td>$8Telephones</td>
</tr>
<tr>
<td>260</td>
<td>$8Library</td>
<td></td>
<td>260</td>
<td>$8Library</td>
</tr>
</tbody>
</table>

3. Click the Duplicate button on the list of records. A copy will be made of the highlighted record and a new local filename will be assigned with the prefix "NEW". You may now edit the copied record. (See Editing a Record).

### 3.4 DUPLICATE ANY OPEN RECORD

This function enables you to copy the currently displayed record and then edit the copy. The new record will be located on your local drive. The original filename (and system number, if any) will not appear on the new record; a new local filename will be assigned, instead.

To use this function with the currently displayed record, use the hotkey Ctrl+N or select Duplicate Record from the File menu. Depending on how your System Librarian has set up the Duplicate Record function, you may be given the opportunity to choose the library in which you want the new record saved.

This can be defined in the CATALOG.INI file in the CATALOG/TAB directory by customizing the [DuplicateRecord] section.
4.0 EDITING RECORDS

- Available editing functions
- Editing portions of a field
- Floating Keyboard
- Moving around a record

The screen below shows a sample catalog record. It is provided so that you may refer to it while reading the sections of this chapter.

<table>
<thead>
<tr>
<th>Library USM01</th>
<th>Format BK</th>
<th>System Number 2447</th>
<th>NEW4130 MRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader</td>
<td>LDR</td>
<td>00000nam\22\4500</td>
<td></td>
</tr>
<tr>
<td>Control No.</td>
<td>001</td>
<td>0000022447</td>
<td></td>
</tr>
<tr>
<td>Date and Time</td>
<td>005</td>
<td>0001025162755.0</td>
<td></td>
</tr>
<tr>
<td>Fixed Data</td>
<td>006</td>
<td>010251972\000\eng'd</td>
<td></td>
</tr>
<tr>
<td>System No.</td>
<td>035</td>
<td>(OCoLC)03169148</td>
<td></td>
</tr>
<tr>
<td>LCC No.</td>
<td>050</td>
<td>H65H8</td>
<td></td>
</tr>
<tr>
<td>Dewey No.</td>
<td>082</td>
<td>330.9/73/092</td>
<td></td>
</tr>
<tr>
<td>Personal Name</td>
<td>100 10</td>
<td>Fisher, Gordon</td>
<td></td>
</tr>
<tr>
<td>Main Title</td>
<td>245 10</td>
<td>Effects of monetary policy on the United States economy:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>a survey of econometric evidence /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[by Gordon Fisher and David Sheppard.</td>
<td></td>
</tr>
<tr>
<td>Imprint</td>
<td>260</td>
<td>Paris, :</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organisation for Economic Co-operation and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development],</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1972.</td>
<td></td>
</tr>
<tr>
<td>Physical Des.</td>
<td>300</td>
<td>a 128 p. :</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>illus. :</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>27 cm.</td>
<td></td>
</tr>
<tr>
<td>Series/Add.Tit.</td>
<td>440 0</td>
<td>a OECD economic outlook.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>p Occasional studies</td>
<td></td>
</tr>
<tr>
<td>Bibliog. Note</td>
<td>504</td>
<td>a Bibliography: v. 121-128.</td>
<td></td>
</tr>
</tbody>
</table>

4.1 MOVING AROUND A RECORD

Up/Down arrows - moves up/down one line
Left/Right arrows - moves left/right one space
Tab - moves from field to field
PageUp - moves up one page
PageDown - moves down one page
Ctrl+Home - moves to the beginning of the record
Ctrl+End - moves to the end of the record

4.2 EDITING PORTIONS OF A FIELD

Editing the tag
The tag works in overwrite mode only. If you wish to change the tag, simply type over it. To delete a character, use the space bar (not the delete key).

Editing the indicator
The indicator works in overwrite mode only. If you wish to change the indicator, simply type over it. To delete a character, use the space bar (not the delete key).

Editing the sub-field code
The sub-field code works in overwrite mode only. If you wish to change the code, simply type over it. It is not possible to delete a character with either the space bar or the delete key. If you wish to delete a sub-field, use the hotkey Ctrl+F7 or select Delete Sub-field from the Delete sub-menu of the Edit menu. This will delete both the sub-field code and the contents.

Editing the contents
The contents area is set to work in insert mode. To work in overwrite mode, press the Insert key. Note, however, that when using the space bar while working in insert mode to enter a blank space, you may enter only one blank space at a time; you are prevented from inserting a number of blank spaces in a row.

To delete a single character while working in insert mode, use the Delete key (not the space bar). To delete a group of characters, select the text, then use the Delete key or the space bar.

You may select text to be deleted or copied by pressing the left mouse button and dragging the mouse cursor over the desired text.

To cut text, use the hotkey Ctrl+X or select Cut from the Cut sub-menu of the Edit menu. To copy text, use the hotkey Ctrl+C or select
Copy from the Copy sub-menu of the Edit menu. To paste text, use the hotkey Ctrl+V or select Paste from the Paste sub-menu of the Edit menu.

Note that you cannot enter consecutive dollar signs ($$) as the system uses two consecutive dollar signs to define sub-fields. Consecutive dollar signs should be entered with spaces in between.

Additionally, note that fields are limited in ALEPH to 2000 characters; you cannot enter more than 2000 characters in a single field.

### 4.3 AVAILABLE EDITING FUNCTIONS

<table>
<thead>
<tr>
<th>Function</th>
<th>Hotkey</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo</td>
<td>Ctrl+Z</td>
<td>This function enables you to reverse your last action. Each click reverses one more action.</td>
</tr>
<tr>
<td>Redo</td>
<td>Ctrl+Y</td>
<td>This function enables you to restore the last action that was undone by using the Undo function.</td>
</tr>
<tr>
<td>Open form</td>
<td>Ctrl+F</td>
<td>Opens a form that enables you to edit the contents of a field. If no form is available, the system will open the sub-field(s) for you to edit directly in the catalog record.</td>
</tr>
<tr>
<td>Expand from template</td>
<td>Ctrl+E</td>
<td>Adds fields and sub-fields from a template to your current record.</td>
</tr>
<tr>
<td>Help on field</td>
<td>F2</td>
<td>Provides a guide to the use of valid indicators and sub-field codes.</td>
</tr>
<tr>
<td>Locate similar record</td>
<td>none</td>
<td>Finds a record in your local database or in another database that is similar to the one currently being edited.</td>
</tr>
<tr>
<td>Record's triggers</td>
<td>none</td>
<td>A trigger is a reminder to perform a task related to the record. This function enables you to view, add and delete triggers from the Cataloging module that relate to the record currently being edited. These triggers may include messages produced by the system, regarding errors found when the Check Record function was used.</td>
</tr>
<tr>
<td>Change record's format</td>
<td>none</td>
<td>This function enables you to change the record's format. Changing the record's format will also change the forms (for entering field data) and the checks that are performed on the record.</td>
</tr>
<tr>
<td>Enter unicode values</td>
<td>F11</td>
<td>This function enables you to enter unicode values for characters not present in your keyboard. The unicode values can be entered after selecting the Enter unicode values option from the Edit menu or using the F11 hotkey, and to finish, you must select the Enter unicode values option again or use the F11 hotkey. The title bar of the record that is being edited displays a message to indicate that the user is currently working with the Enter unicode values option.</td>
</tr>
<tr>
<td>New field (choose from list)</td>
<td>F5</td>
<td>Enables you to add a new field by choosing from a list of fields.</td>
</tr>
<tr>
<td>New field (user-defined)</td>
<td>F6</td>
<td>Enables you to add a field whose tag, indicator and subfields you may define by yourself.</td>
</tr>
<tr>
<td>Change ALPHA</td>
<td>None</td>
<td>This option enables you to change the ALPHA of the current field and the default ALPHA for new fields added to the record. After selecting a new ALPHA, all new fields will be added in the selected ALPHA. The only functionality of the ALPHA of the field is related to the direction of the script (Left/Right) as in, for example, entering a Hebrew field in a Latin record.</td>
</tr>
<tr>
<td>New sub-field</td>
<td>F7</td>
<td>Opens a new sub-field below the current sub-field.</td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl+X</td>
<td>This function enables you to move the selected text to the Windows clipboard. Since the text is moved into the clipboard, it is also possible to paste the text somewhere else in the record or to another record.</td>
</tr>
<tr>
<td>Cut sub-field(s)</td>
<td>None</td>
<td>This function enables you to move the selected sub-field(s) to the Windows clipboard. This option can be used for deleting the sub-field(s). Since the sub-field is moved into the clipboard, it is also possible to use this option together with the Paste sub-field option in order to move the sub-field(s) from one place to another (cut-and-paste).</td>
</tr>
<tr>
<td>Cut field(s)</td>
<td>None</td>
<td>This function enables you to move the selected field(s) to the Windows clipboard. This option can be used for deleting the field(s). Since the field is moved into the clipboard, it is also possible to use this option together with the Paste field option in order to move the field(s) from one place to another (cut-and-paste).</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+C</td>
<td>Copies highlighted text into the Windows clipboard.</td>
</tr>
<tr>
<td>Copy sub-fields</td>
<td>Ctrl+S</td>
<td>Copies the selected sub-field(s) into the Windows clipboard. Both the sub-field code(s) and contents will be copied.</td>
</tr>
<tr>
<td>Copy field(s)</td>
<td>Ctrl+T</td>
<td>Copies the selected field(s) into the Windows clipboard. The tag(s), indicators, sub-field codes and the contents will all be copied.</td>
</tr>
<tr>
<td>Copy record</td>
<td>Ctrl+D</td>
<td>Copies the entire contents of the current record into the Windows clipboard. Used with Paste Record, this option can be used to merge records.</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+V</td>
<td>Inserts the copied text.</td>
</tr>
<tr>
<td>Paste sub-field(s)</td>
<td>Alt+S</td>
<td>Inserts the copied subfield(s) below the current sub-field. Both the sub-field code(s) and the contents will be pasted.</td>
</tr>
<tr>
<td>Paste field(s)</td>
<td>Alt+T</td>
<td>Inserts the copied field(s) below the current field. The field's tag(s), indicator(current), letters of the sub-fields and the contents will all be pasted.</td>
</tr>
<tr>
<td>Paste record</td>
<td>Alt+D</td>
<td>Pastes the entire contents of the copied record into the current record. This option can be used to merge records. Note that duplicated fields will appear one after the other if a sorting procedure is defined by your system librarian for the pasting routine.</td>
</tr>
<tr>
<td>Function</td>
<td>Hotkey</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Delete sub-field                              | Ctrl+F7 | To delete a sub-field, place the cursor anywhere in the desired sub-field (either in the sub-field or in the contents of the sub-field). Then use the hotkey Ctrl+F7 to select Delete Sub-field(s) from the Delete sub-menu from the Edit menu.  
To delete a group of sub-fields from the field, highlight the desired sub-fields to select them. Then use the hotkey Ctrl+F7 to select Delete Sub-field(s) from the Delete sub-menu from the Edit menu.  
Note that if only an "a" sub-field is remaining, you can delete its contents, but not the letter "a". If any other sub-field is the only remaining sub-field - for example, only a "c" sub-field remains - you can delete both the sub-field code and its contents. In their place, an "a" sub-field with empty contents is displayed. |
| Delete field                                  | Ctrl+F5 | Deletes the current field.  
To delete a field, place the cursor anywhere in the desired field (on the tag, the indicator, the code of any sub-field, or the contents of any sub-field).  
To delete a group of fields, highlight the desired fields to select them. Then use the hotkey Ctrl+F5 or select Delete Field(s) from the Delete sub-menu from the Edit menu. |
| Delete record from server                     | Ctrl+R  | Deletes the current record from the server. Note that the record will not actually be deleted, but all fields except the LDR field will be removed. In addition, all links from the record to the OPAC indexes will also be removed.  
It is possible to set up the system so that when a cataloger tries to delete a record, the system will check to see if there are any links from the record to another record or if there are any associated items, subscriptions, or orders. |
| Find                                           | None     | This function enables you to find text in the current record. You can find text with the same capitalization style as the text you type and find whole words instead of parts of words. |
| Replace                                        | None     | This function enables you to find and replace in the current record a character string with another string wherever the first string appears in the record. This option has two replace modes. In the first mode, all replacements are done automatically (Replace All). In the second mode, each replacement requires you to press the Replace button. You can find and replace whole words instead of parts of words and find and replace text with the same capitalization style as the text you type. |
| Check field                                    | Ctrl+W  | For the current field, this function:  
✓ Checks that the indicators and/or sub-field codes are valid for the tag.  
✓ Checks that mandatory sub-fields are present.  
✓ Checks that non-repeatable sub-fields are not repeated.  
✓ Checks dependencies between the selected field and other fields in the record.  
✓ Checks whether or not a new record will be opened in the headings list.  
✓ Checks whether or not a duplicate record will be opened in the Direct Request Index. |
| Check record                                   | Ctrl+U  | For the current record, this function:  
✓ Checks that the indicators and/or sub-field codes are valid for the tag.  
✓ Checks that the required fields and sub-fields are present.  
✓ Checks that non-repeatable fields and sub-fields are not repeated.  
✓ Checks that all dependent fields are present.  
✓ Checks whether or not a new entry will be opened in the headings list.  
✓ Checks whether or not a duplicate record will be opened in the Direct Request (Get) Index. |
| Sort record                                    | Ctrl+M  | Sorts the fields of the current record according to the order defined in the ALEPH table of codes. However, for MARC 21 libraries, within the 5xx, 6xx and 7xx groups of fields, the order of the fields remains as they were entered by the cataloger. Fields that do not have any content are deleted. |
| Fix record                                     | None     | Automatically fixes the current record according to standard library-defined procedures which make changes such as:  
✓ Inserting punctuation into the catalog record.  
✓ Changing tags, e.g., for translation from MARC 21 codes to UNIMARC codes. |
| Derive new record                              | None     | Enables you to use fix routines in order to create a new record rather than fix the current one. For example, you can create an authority record based on the current bibliographic record.  
Routines that have been set to fix the current record appear under the Fix record option. Routines that have been set to create a new record appear under the Derive new record option. |
| View record’s catalogers                      | None     | This option enables you to view the list of catalogers who have edited the selected record. The Cataloger Level of each person is given, along with the Date and Hour that each cataloger edited the record. |
| Reverse the layout of the record              | Ctrl+Shift | If the CtrlShiftReverseScreen flag in the CATALOG/TAB/CATALOG.INI file is set to Y, then while you are working with the Catalog Record, you can press Ctrl+Shift to reverse the layout of the record (left-to-right / right-to-left). This is especially useful when entering script that is written from right-to-left. |

**Opening Forms**

A form enables you to edit the contents of a field. If no form is available, the system will open the sub-field(s) for you to edit directly in the catalog record. To open a form, follow these steps:

1. Place the cursor on the field you want to edit. On the Edit Menu, select the Open Form option or use the hotkey Ctrl+F.

   The form for editing the field will be displayed. The form lists the sub-fields and provides spaces for you to type in the contents. The form below is an example of the form for the MARC 21 field for the imprint (260):
2. Edit the contents of the field. You may move from space to space by using the tab key or the up and down arrows. Note that the spaces of the form are of fixed length; you may not enter text that is longer than the space provided on the form. Click the OK button.

The contents of the field will be automatically inserted into the cataloging record.

**Expand from template**

The Expand from template function adds fields and sub-fields from a template to your current record. To do so, follow these steps:

1. On the Edit Menu, select the Expand from template option or use the hotkey Ctrl+E. A popup dialog box will appear for you to select the template of your choice.

2. Select an appropriate template from the popup dialog box and click the Open button.

The current record will be enhanced with the fields and sub-fields in the template.

Note that the fields and sub-fields are not sorted in alpha-numeric order. For example, if a sub-field is repeated, the sub-field is placed at the end of the field and is not sorted according to the order defined in the codes table (tab01.lng); in other words, $a$a$b$c are sorted as follows: $a$b$c$a and not $a$a$b$c.

**Help on field**

When you are positioned on a field or sub field, you can press the F2 function key to display the Tag Information popup help. This window gives a description of the currently active field, along with information regarding the indicators, valid sub-fields, and a description of the sub-fields. It also specifies which fields and sub-fields are repeatable. An example for MARC 21 tag 260 is shown below.
Locate similar record

The Locate similar record function finds a record in another database or in the local database similar to the one you are currently editing. To locate similar records, follow these steps:

1. On the Edit Menu, select the Locate similar record option. The Locate Similar Record window will be displayed.

2. Highlight the desired database(s) and click the Locate button.

   The right column of the window, No. Records, displays the number of hits for each database. To see the records, select one of the databases and click the Show Record button.

   If only one similar record was found, a window with the record in Full format will be displayed. You can either view or merge the record with the one you are currently editing by clicking the Select button. The system will ask you if you want to merge the record to the current record. Clicking the Yes button will merge the records; clicking the No button will display the cataloging card of the selected record.

   The MergeRecord variable in the catalog.ini file of the catalog/tab directory specifies whether or not the located record should be automatically merged to the current record.

   If the variable is set to Y, the selected similar record is merged automatically to the current record without a message being displayed. If the variable is set to N, the cataloging draft of the selected similar record is displayed.

   If the variable is set to Q, a message is displayed asking you if the records should be merged.

   If more than one record was found, a window with the list of the records in brief format will be displayed. Highlighting a record and clicking the Full View button will display the selected record in full format. From both windows, you can either view or merge the record with the one you are currently editing by clicking the Select button. The system will ask you if you want to merge the record to the current record. Clicking the Yes button will merge the records, clicking the No button will display the cataloging card of the selected record.

   To see the find command performed by the Locate function, click the Show Request button. The system displays a message containing the search request (e.g. wau= Auster, Paul and wti= chance and music).

Record’s Triggers

A trigger is a reminder to perform a task related to the record. To view, add or delete triggers for the current record, select the Record’s triggers option from the Edit Menu. The List of Triggers for Record window will be displayed.
Adding Triggers

To add a trigger to the list, follow these steps:

1. Click the New button. The Trigger Information for Record window will be displayed.

2. The Open date field will be automatically filled by the system. It contains the date on which the trigger is defined.
3. Fill in the Trigger date field. This is the date on which you should perform a particular task related to the record.
4. If needed fill in the Department optional field.
5. Fill in the Trigger text field. Enter information reminding you of the task that must be performed.
6. Click the OK button.

Modifying triggers

To modify a trigger from the list, follow these steps:

1. Click the Modify button. The Trigger Information for Record window will be displayed.
2. Change the trigger's date, department or text.
3. Click the OK button.

Deleting triggers

To delete a trigger from the list, follow these steps:

1. Highlight the desired trigger from the list.
2. Click the Delete button. You will receive a prompt asking if you are sure you want to delete the trigger.
3. Click the Yes button. The trigger will be removed from the list.

Change the record's format

This function changes the record's current format. The Change record's format option will also change the forms (for editing fields) and the checks that are performed on the record. To do so, follow these steps:

1. On the Edit Menu, select the Change record's format option. The Choose Record Format window will be displayed.
2. Highlight the format of your choice and click the OK button. The new format will appear on the title bar of the record. Forms and checks that are format sensitive will match the new format of the record.

**Adding new fields from a list**

You can open a new field below the current field by selecting a field from a standard library-defined list. To do so, use the hotkey F5 or choose the New field (choose from list) option from the Edit menu. The dialog box with the list of fields will pop up.

To add a new field, press the first character of the field code to jump to the relevant section of codes. Then highlight the desired field and click the OK button. If sub-fields have been defined, the tag and its sub-fields will be displayed. If sub-fields have not been defined, by default only sub-field "a" will be displayed.

If you wish to change the ALPHA of the field, after highlighting the desired field to select it, click the ALPHA button. Select the desired ALPHA from the dialog box that pops up and click the OK button.
Find
To find specific text on the current record, select the Find option from the Edit menu. The Find window pops up:

1. In the "Find what" field, type the text you want to find in the record. To find only text with the same capitalization style as the text you type, select the "Match case" check box. To find only whole words instead of parts of words, select the "Match whole word only" check box.
2. Click the Find Next button.

To find more occurrences of the text, click the Find Next button.

The direction of the find command in the record is defined according to the selected option in the Direction section of the window (Up or Down).

Replace
To find and replace text with another string, select the Replace option from the Edit menu. The Replace window pops up:

1. In the "Find what" field type the text you want to replace in the record. To find only text with the same capitalization style as the text you type, select the "Match case" check box. To find only whole words instead of parts of words, select the "Match whole word only" check box.
2. In the "Replace with" field type the replacement text.

The Find Next button is used to find the selected text ("Find what" string). The Replace button replaces the first occurrence of the text with the new string. The Replace All button replaces automatically all occurrences of the text in the record with the new string.

Check field and check record
To check the current field, place the cursor on the tag of the relevant field or in the context area and select the Check field option from the Edit menu or use the hotkey Ctrl+W.

To check the current record, select the Check field option from the Edit menu or click the Check record icon.

Upon completion of either check, the system displays a message listing potential problems. If no problems were found, an empty message window will be displayed.

The View Related button becomes enabled when the highlighted message is related to a check routine that performs checks that are associated with another record connected to the one that is being checked. For example, whether or not a duplicate record is opened in the Direct Request Index. When clicking on the View Related button, the system retrieves the related record, for example, the record that contains the direct index that appears as duplicate in the current record.
An example of the message window is shown below:

Fix record and derive new record
The Fix record option automatically fixes the current record according to standard library-defined procedures (fix routines). The Derive new record function enables you to use fix routines in order to create a new record rather than fix the current one.

Routines that have been set to fix the current record appear under the Fix record option. Routines that have been set to create a new record appear under the Derive new record option. For both functions, the fixing procedures are listed in the Choose Fixing Routine window:

View record's catalogers
This option enables you to view the list of catalogers who have edited the current record. To do so, select the View record's catalogers option from the Edit Menu. A window will be displayed listing the all catalogers who have edited the selected record. The cataloger level of each person is given, along with the cataloging hour and date.
4.4 FLOATING KEYBOARD

The Floating Keyboard enables you to insert characters that are not present in your workstation’s standard keyboard.

The Floating Keyboard is activated by selecting the Activate keyboard option from the Options menu of the Cataloging module. The Floating Keyboard will then be displayed.

According to the configuration settings, the Floating Keyboard may be divided into tabs, each one displaying a group of characters.

To use the Floating Keyboard in the Cataloging module, follow the steps described in this step-by-step example:

1. From the Options menu of the Cataloging module, select the **Activate Keyboard** option. The Floating Keyboard displays:

2. Click your desired tab and select a character from the Floating Keyboard by pressing on the corresponding character key. The character is added to the lower section of the Keyboard window.

   In the example below, the title of a book in German is *Osterreich*. The first character of the title contains a diacritic, an “O” with an umlaut:
Note that you may add more than one character.

The character is also copied automatically onto the Windows clipboard.

3. Highlight the record you are editing in the Cataloging module. To paste the selected characters, use the hotkey Ctrl+V or select the Paste option from the Edit menu. The characters are added to the record at the cursor's position:

```
Note:
The font in which the characters are displayed is defined as follows:

1. From the Options menu of the Keyboard, select the Choose Font option. A window with the list of fonts installed on your computer is displayed:
```
2. Select a font type and click OK. The characters are displayed in the font you have chosen.
5.0 SEARCH HEADINGS & OPTIONS

Several search functions are available to help you fill in the contents of a field.

The ability to search headings speeds up data entry and ensures consistency of cataloging standards by allowing you to select previously used text which you can use as the basis for data entry in your catalog record. It is also possible to add data from a library other than the home library to which you are currently connected, e.g. from an authority library or from any other database defined by the system librarian.

- Search field headings of current library
- Search field headings of other library
- Search sub-field headings of current library
- Search sub-field headings of other library
- Search sub-field options

5.1 SEARCH FIELD HEADINGS OF CURRENT LIBRARY

When adding contents to a field of a bibliographic record, you may choose from a list of headings in your current library. To do so, follow these steps:

1. Place your cursor on the tag of the relevant field, or in the contents area and enter initial text of the field.
2. Use the hotkey F3 or choose the Search field headings of current library option from the Search menu.
3. A popup dialog box will appear with headings for the relevant field.

![Image of popup dialog box]

Highlight the desired heading and click the OK button.

The highlighted heading is copied into the contents area of the field. If the heading also has information for individual sub-fields attached to it, all the sub-fields are copied into the contents area of the record. If the selected heading is a "See From" reference, then the actual heading from the authority record is inserted to the catalog draft. For example, if "Aplaton" is selected, the preferred term - "Plato" - is inserted into the contents area of the field (this occurs only if the UPD field of the
The authority record is set to Y). If the selected heading is not in the authority database, then it is inserted as is. Refer to the Search Headings section of the System Librarian chapter for more details on the setup for the replacement of headings.

To search another portion of the Headings List, click the Jump to button. Enter the starting text for the desired heading and click the OK button.

The list re-displays from the text requested; you may now highlight the selected heading and copy it to the catalog draft.

You may also change the scan code on the fly through the Jump to window. To do so, select a new scan code from the pull down menu, enter the starting text for the heading and click the OK button. The new Headings list displays.

### 5.1.1 Expand

Headings (preferred or non-preferred) that have an associated Authority record display Authority information (for example, authority library code, field code, usage codes, UPD field) in the Authority Information column in the List of Headings dialog box. Note that if the heading in the authority database is an ambiguous heading, the Authority Information column contains ??? (three question marks). A plus sign in the Ref. Column indicates that the heading is a non-preferred term. In both cases, non-preferred or preferred

When clicking on the Expand button, the associated Authority record is displayed in Full format. If you want to edit or view the catalog card of the retrieved Authority record, then click the Select button. The catalog draft of the Authority record is displayed.

### 5.1.2 View Docs

Clicking on the View Docs button allows you to view all the records related to the selected heading.

If only one record is related to the heading, a window with the record in Full format is displayed. You can view the catalog draft or edit the record by clicking the Select button.

If more than one record is related to the heading, a window with the list of the records in Brief format will be displayed. Highlighting a record and clicking the View Full button will display the selected record in full format. From both windows, you can either view the catalog draft or edit the record by clicking the Select button.

### 5.2 SEARCH FIELD HEADINGS OF OTHER LIBRARY

When adding contents to a field of a bibliographic record, you may choose from a list of headings in a library other than the home library to which you are currently connected. For example, you could search Authority libraries. To do so:

1. Place your cursor on the tag of the relevant field, or in the contents area and enter initial text of the field.
2. Use the hotkey Ctrl+F3 or choose the Search field headings of Other Library option from the Search menu.

3. If more than one library is available, a popup dialog box will appear from which to choose. Highlight the desired library and click the OK button.

4. A popup dialog box will appear with headings for the relevant field. Highlight the desired heading and click the OK button.

The highlighted heading is copied into the contents area of the field. If the heading also has information for individual sub-fields attached to it, all the sub-fields will be copied into the contents area of the record. If the selected heading is a "See From" reference, then the actual heading from the authority record will be inserted to the catalog draft. For example, if "Aplaton" is selected, the preferred term - "Plato" - will be inserted into the contents area of the field (this occurs only if the UPD field of the authority record is set to Y). Refer to the Search Headings section of the System Librarian chapter for more details on the setup for the replacement of "See From" headings by the preferred heading.

To search another portion of the Headings List, click the Jump to button. Enter the starting text for the desired heading and click the OK button.

The list will re-display from the text requested; you may now highlight the selected heading and copy it to the catalog draft.

You may also change the scan code on the fly through the Jump to window. To do so, select a new scan code from the pull-down menu, enter the starting text for the heading and click the OK button. The new Headings list will be displayed.

5.3 SEARCH SUB-FIELD HEADINGS OF CURRENT LIBRARY

When adding contents to a sub-field of a bibliographic record, you may choose from a list of headings in your current library. For example, you could search for publishers for the MARC 21 field 260, sub-field b. To do so:

1. Place your cursor on the tag of the relevant sub-field code, or in the contents area and enter initial text of the sub-field.

2. Use the hotkey F4 or choose the Search sub-field heading of current library option from the Search menu.
3. A popup dialog box will appear with headings for the relevant sub-field. Highlight the desired heading and click the OK button.

The highlighted heading will be copied into the contents area of the sub-field.

To search another portion of the Headings List, click the Jump to button. Enter the starting text for the desired heading and click the OK button.

The list will re-display from the text requested; you may now highlight the selected heading and copy it to the catalog draft.

You may also change the scan code on the fly through the Jump to window. To do so, select a new scan code from the pull down menu, enter the starting text for the heading and click the OK button. The new Headings list will be displayed.

5.4 SEARCH SUB-FIELD HEADINGS OF OTHER LIBRARY

When adding contents to a sub-field of a bibliographic record, you may choose from a list of headings in a library other than the home library to which you are currently connected. For example, you could search for publishers in for the MARC 21 field 260, sub-field b. To do so:

1. Place your cursor on the tag of the relevant sub-field code, or in the contents area and enter initial text of the sub-field.
2. Use the hotkey Ctrl + F4 or choose the Search sub-field headings of other library option from the Search menu.
3. If more than one library is available, a popup dialog box will appear from which to choose. Highlight the desired library and click the OK button.
4. A popup dialog box will appear with headings for the relevant sub-field. Highlight the desired heading and click the OK button.

The highlighted heading will be copied into the contents area of the sub-field.

To search another portion of the Headings List, click the Jump to button. Enter the starting text for the desired heading and click the OK button.

The list will re-display from the text requested; you may now highlight the selected heading and copy it to the catalog draft.

You may also change the scan code on the fly through the Jump to window. To do so, select a new scan code from the pull down menu, enter the starting text for the heading and click the OK button. The new Headings list will be displayed.

5.5 SEARCH SUB-FIELD OPTIONS

For a select number of sub-fields, you may choose text from a list of options that have been defined by your local library. To do so, follow these steps:

1. Place the cursor on the sub-field of interest.
2. Use the hotkey F8 or select the option Search Sub-field Options from the Search menu.
3. A popup dialog box will appear with choices of text for the relevant sub-field. Highlight the desired text and click the OK button.

An example of the options defined for sub-field 'a' of the field 655 MARC 21 is shown below:
The highlighted text will be copied into the contents area of the sub-field.

For sub-fields that have a list of options defined, you may also type the beginning of the text and press the Tab key - if the string is unique, the system will automatically fill in the text. On the other hand, if the text is not unique, e.g. "Di" for MARC 21 field 655, sub-field a, the options window will display all options that match the string enabling you to choose the desired option. An example for the options that start with "Di" for sub-field 'a' of the field 655 MARC 21, is shown below:

In order for this to work, the cursor must be at the end of the text string (i.e. not in the middle of the string). Note that this feature is case-sensitive.

For the "Tab" mechanism functionality, the TabCompletion flag of the catalog.inifile should be set to Y.
6.0 SAVING RECORDS

There are three options for saving records:

- **Save on local drive**
- **Save all on local drive**
- **Save on server and local drive**

6.1 SAVE RECORD ON LOCAL DRIVE

You may wish to save records on your local drive either to continue working on them later or because communication links with the server have dropped. The Save on Local Drive option will save your record on your PC's hard disk, making it unavailable for anyone else to find in the OPAC.

To save the current record on your local drive, select the Save on Local Drive option from the File menu or click the icon.

The record will be saved but you will not receive a message informing you that it has been saved. You may immediately continue editing the record. No updates will be registered unless the record is saved again.

Local records can be saved automatically by defining the interval (in minutes) between "autosaves" through the AutoSaveTimeout variable in the catalog.ini file of the catalog/tab directory. If the variable is set to 0 (zero), the local record is not saved automatically.

6.2 SAVE ALL ON LOCAL DRIVE

The Save All on Local Drive option is similar to Save on Local Drive except that it saves every record that is open on your cataloging client. To save all open records on your local drive, select the Save All on Local Drive option from the File menu.

The records will be saved but you will not receive a message informing you that they have been saved. You may immediately continue editing the records. No updates will be registered unless the record is saved again.

Local records can be saved automatically by defining the interval (in minutes) between "autosaves" through the AutoSaveTimeout variable in the catalog.ini file of the catalog/tab directory. If the variable is set to 0 (zero), the local record is not saved automatically.

6.3 SAVE ON SERVER AND LOCAL DRIVE
The Save on Server and Local drive option updates the server database and assigns a system number to new records (as opposed to their current local number). This option will also save the selected record on your local drive.

**Step 1:** To save the current record on the server and in your local drive, select the Save on Server and Local drive option from the File menu or click the icon.

If the record originated on your local drive and has not yet been assigned a system number, using this function will assign a system number to the record.

**Step 2:**
You will receive a prompt asking you if you do, in fact, want to save the record.

If you do want to save the record now, click the Continue button.

The prompt also enables you to **change the cataloger level**. This is useful if you wish to close a record to catalogers at your level and pass it on to catalogers of a higher level, or vice versa, to open a record to catalogers of a lower level. If you leave this field blank, the system will automatically assign your cataloger level to the record.

The system follows certain **rules** about which person's changes will be saved on the server:

1. A lower-level cataloger cannot overwrite records that were saved by a higher-level cataloger.
2. In case more than one person works on a record at the same time: If someone else updates a record while you are holding it, your changes will not be saved on the server. This also means that if you update a record while someone else is holding it, his changes will not be saved on the server. In order to make additional changes to the record, one must call up the record again.
3. Update authorization based on the OWN field of the record. If the OWN
field (Cat. OWN permission) of the user is equal to the OWN field of the record; or if the OWN field of the user is 'GLOBAL'; or the content of the OWN field of the record is 'PUBLIC'; then the cataloger will be allowed to update the record.

4. Cataloging authorizations defined at the field level.

**Note:** When a record is saved on the server, fields that do not have any content are deleted.

Before updating the database, the system automatically checks the current record. Upon completion of the check, you will receive a message listing potential problems.

This window lists two types of errors:

- **Forbidden errors** (in red text with an exclamation mark). The record cannot be saved if there are any forbidden errors. Click the Cancel button to continue editing the record.

- **Triggers** (in green text with a question mark). The record may be saved if there are triggers and the override button appears on the window. To save the record, click the Override button or click the cancel button to continue editing the record.
Record check warnings/errors

- Record is missing the 260 field.
- 008/15-17: " " is not a valid country code.

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Go to next section (Open Existing Records)
7.0 OPEN EXISTING RECORDS

Existing records can be called up for re-editing. There are seven ways to call up existing records:

- Open record on local drive
- Load record from server
- Search for a record
- Scan for a record
- Push from OPAC
- Load ADM Record from Server
- Load HOL Record from Server

7.1 OPEN RECORD ON LOCAL DRIVE

Local records may be called up for re-editing or saving on the server. To open a record located on your local drive, follow these steps:

1. Select Open Record on the Local Drive option from the File menu or click the icon. This option opens the dialog box that lists all local records.

2. From the popup dialog box, highlight the record of your choice and click the Open button.
3. You may now re-edit or save the record on server. (See Editing A Record and Saving A Record.)

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7.2 LOAD RECORD FROM SERVER

To retrieve a record that is located on the server, follow these steps:

1. Select Load record from the server option from the File menu or click the icon. A prompt to enter the system ID of the record is displayed.
A copy of the record is made on your local drive and is opened on your screen for you to edit. (See Editing A Record).

The record is given a temporary, local, filename that begins with the prefix "NEW" and a number.

2. A copy of the record is made on your local drive and is opened on your screen for you to edit. (See Editing A Record).

3. The record is given a temporary, local, filename that begins with the prefix "NEW" and a number.

7.3 SEARCH FOR A RECORD

The Search function enables you to retrieve records by entering keywords. The system searches Word Indexes (such as Words in Title, Words in Author, etc.) for records containing the keywords entered. To perform a Search, follow these steps:

1. Select the Find option from the Search menu or click the icon.

2. Specify the searching parameters in the Search for a Record window and click the Search button.

3. If only one record matches the selected parameters, a copy of the record will be made on your local drive and the cataloging draft will be displayed on your screen for you to edit (See Editing A Record).

Note that if more than one hundred records match the selected parameters, the system displays a message requesting you to refine the query.
7.4 SCAN FOR A RECORD

The Scan function enables you to scroll through an alphabetical index and retrieve the records attached to the desired entry from the list. Some of the indexes available are Author Index, Title Index and any other index that your library has made available to you. To retrieve a record by using the Scan function, follow these steps:

1. Select the Scan option from the Search menu or click the icon. The following window is displayed:

2. From the Scan for a Record window, select the desired scan code from the pull-down menu and enter the text from which you want to start browsing. Click the Search button. This text will appear at the top of a scrollable list. For example, entering "b" will give you an alphabetical list with "b" in second place. Entering "great" will give you an alphabetical list with "great" in second place.
You can then scroll down to entries such as "Great Britain" and "Great Danes". The number of documents associated with each heading is also shown. If the heading is linked to an authority record, then authority information will also be displayed.

3. Highlight the desired heading from the list and click the Full button. If only one record is attached to the heading, the record will be displayed in Full format. Click the Select button. A copy of the record is made on your local drive and the cataloging draft opens on your screen for you to edit (See Editing A Record).

4. If more than one record is attached to the heading, a window listing the records in Brief format is displayed. To view the record in Full format, highlight the desired record and click the View Full button. To retrieve the catalog draft of the record, click the Select button either from the Brief List window or from the Full View window of the record. A copy of the record is made on your local drive and the catalog draft opens on your screen for you to edit (See Editing A Record).

7.5 PUSH FROM OPAC

A bibliographic record can be transferred from the OPAC to the Cataloging module in order to re-edit the record. To do so, while viewing any of the Full record formats in the OPAC, click the icon. Alternately, while viewing the Full record, you may click the Nav. Map button; when the Navigation Window is displayed, click the Catalog BIB button.

7.6 LOAD ADM RECORD FROM SERVER

To retrieve the administrative record linked to the current bibliographic record, select the Load ADM Record from Server option from the File menu. If more than one administrative libraries are linked to the bibliographic library, the 'Choose administrative library' window is displayed:

Select the appropriate library and click the OK button. The administrative record is displayed for you to edit. If no administrative record is linked to the bibliographic record, one is created automatically for you.

This function can only be used for a record that has a system number assigned to it.

Note that up to 70 administrative libraries can be displayed from the 'Choose administrative library' window.

7.7 LOAD HOL RECORD FROM SERVER

To retrieve the holdings record(s) linked to the current bibliographic record, select the Load HOL Record
from Server option from the File menu. The Holdings List screen is displayed:

This screen lists the holdings records linked to the current bibliographic record.

To edit/retrieve a holdings record, highlight it and click the Edit button.

To add a new Holdings Record, click the Add Record button.

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Go to next section (Locking Records)
8.0 LOCKING RECORDS

The system will not allow a cataloger to save a record to the server if another cataloger has retrieved and saved it before the first cataloger.

In addition to this automatic security, you may lock a record so that only your changes can be saved on the server until you unlock the record. No one else can save this edited version on the server. Note that you may only lock a record that has a system number assigned to it.

To lock the current record, choose the Lock Record option from the File menu. The record will be locked but you will not receive a message informing you that it has been locked. You may immediately continue editing the record.

8.1 Impact on Other Users

Note that when you lock a record, someone else may call up the record from the server. When a cataloger loads a locked record from the server, a warning message is displayed.

He may read the record, and even edit it, but he will not be able to save any changes on the server while the record is locked. In addition to the warning message displayed when the record is first called up, the phrase “locked by another user” is displayed on the title bar of the record.

To unlock the currently locked record, choose the Unlock Record from the File menu. The record will be unlocked but you will not receive a message informing you that it has been unlocked.

If you save changes on the server and then unlock the record the other cataloger will not be able to save his changes on the server. (This is due to the design of the system that ensures that if you update a record while someone else is holding it, his changes will not be saved.) If, however, you unlock the record without saving any changes on the server, the other user may then save his changes on the server.

8.2 Automatic Unlocking

Locked records are automatically unlocked after a period defined by your system librarian. When the cataloger activates any functions that involve the server (such as Save on Server, Fix, Sort or Check), the record will be locked for an additional period. For example, if the locking period is one hour and the user activates the Fix function after 20 minutes, the record will be locked for a total of 1 hour and 20 minutes.
9.0 DELETING RECORDS

There are three options for deleting records:

- **Delete New* records from local drive**
- **Delete record from local drive**
- **Delete record from server**

9.1 DELETE NEW* RECORDS FROM LOCAL DRIVE

This function deletes all records whose filenames begin with the prefix "New..." from your local drive.

If there is a "New..." file that you do not want to delete, first call up the record from your local drive and rename it by choosing the Rename on local drive option from the File menu. A popup dialog box will be displayed for you to fill in the new name for the record.

Enter the new file name and click the OK button. The record will be saved on your local drive under the new name and will not be deleted by the Delete New* records function.

You may now delete the New* records from your local, to do so follow these steps:

**Step 1:** Choose the Delete New* Records options from the File menu.

**Step 2:** You will receive a prompt asking if you are sure you want to delete.

Click the Yes button.

All "New..." records will then be deleted without a further message.

New records can be deleted automatically by the system. This is by setting the interval (in days) for records that have not been updated/created to be deleted. The interval can be set through the DeleteTempDocumentInterval variable of the catalog.ini file of the catalog/tab directory.
9.2 DELETE RECORD FROM LOCAL DRIVE

To delete a record from your local drive, follow these steps:

**Step 1:** Select the Open record on local drive option from the File menu or click the icon. This option opens the dialog box that lists all local records.

![List of Documents](image)

**Step 2:** Highlight the desired record and click the Delete button. You will receive a prompt asking you if you are sure you want to delete the record. If you want to delete the record, click the Yes button.

The selected record will be deleted without any further messages.

9.3 DELETE RECORD FROM SERVER

To delete a record from the server, follow these steps:

**Step 1:** From the File menu, choose the Load Record From Server option. Skip this step if the record you wish to delete is the one currently being displayed.

![Load by System ID](image)

**Step 2:** In the form that pops up, enter the system ID of the desired record and click the OK button. Skip this step if the record you wish to delete is the one being displayed.

**Step 3:** From the Edit menu, choose the Delete sub-menu and select the Delete Record From Server option.
Step 4: You will receive a prompt asking if you are sure you want to delete.

Click the Yes button.

The record will not actually be deleted, but all fields except the LDR field will be removed. In addition, all links from the record to the OPAC indexes will also be removed.

Note that some sites need to inform utilities with which they are associated that bibliographic records have been deleted from their catalog. They do this by sending the record with a deleted status (in the leader) to the utility. Therefore, the Delete Record from Server cannot be used since all the fields except the leader are deleted. For this sites, it is possible to add an STA $SaDELETED field that indicates that the record is "deleted" without deleting all the fields in the record. In spite of the fact that the indexable fields remain in the record, index entries for them are removed to prevent the display of these records from the Web and GUI OPAC.

You can set up the system so that when you try to delete a record, the system will check if there are any links from the record to another record, or if there are any associated items, subscriptions, or orders. Upon completion of the check, if there are any links, you will receive a message listing them and you will be unable to delete the record.

Additionally, you can set up the system so that when you try to delete an authority record, the system checks if there are any bibliographic records linked to the heading of the authority
record to be deleted. Upon completion of the check, if there are any bibliographic records linked to the heading, you receive a message listing up to three bibliographic records attached; if more records are attached, you receive a message informing you that more bibliographic records are linked to the record.

Go to top of page

Go to next section (Special Fields)
10.0 SPECIAL FIELDS

This section covers special fields and ALEPH-specific fields:

- External link - 856
- LKR
- OWN
- 852
- 853 and 853X
- Z30 Item's permanent location
- STA Status

10.1 EXTERNAL LINK - FIELD 856

The 856 field contains the information needed to locate and access an electronic resource relevant to the record. The external link can be to any machine that is served by an http daemon.

The field is repeated when the location data elements vary. Following is the list of sub-fields that are used by ALEPH to create the link:

**Sub-fields**

<table>
<thead>
<tr>
<th>Sub-field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Host name (the IP address for files that are NOT in the local PC directory system. For example: <a href="http://www.scj.albany.edu">www.scj.albany.edu</a>)</td>
</tr>
<tr>
<td>d</td>
<td>Path or directory (contains the path, the series of logical directory and subdirectory names where the file is stored).</td>
</tr>
<tr>
<td>f</td>
<td>Filename (contains the name of the file as it exists in the directory/subdirectory indicated in sub-field $d).</td>
</tr>
<tr>
<td>p</td>
<td>Port number (to be used with the host name for files that are NOT in the local PC directory system). If no port is specified, the default is 80.</td>
</tr>
<tr>
<td>u</td>
<td>Uniform Resource Locator (contains the URL). If sub-field $u is present, it overrides the information stored in sub-fields $a, $d, $f, $p.</td>
</tr>
</tbody>
</table>

Special ALEPH sub-fields in the 856 field are:
Define Application

In addition, you must define the application that should be invoked for running the program or displaying the file. For the GUI OPAC, this is done in the SEAR.INI file which is located in the SEAR/TAB directory. The relevant section in the SEAR.INI file is called "External." Click here to jump to the OPAC (GUI) chapter for an explanation.

For the Web OPAC, the location for defining the application depends on which version of Windows you are using, and which Internet browser:

Windows 95
  ○ **Netscape 4**: Edit/Preferences/Navigator/Applications
  ○ **Explorer 4**: the setup is built into Windows:
    My computer/Display/Options/File Types

10.2 LKR FIELD

Links in ALEPH can either be system-generated (e.g. links of copies to a bibliographic record), or user-generated (e.g. links between two bibliographic records and/or a bibliographic record and items that belong to another bibliographic record).

The LKR field is used to create links from one bibliographic record to another, e.g. for analytic purposes, changed titles for serial publications etc. The possible types of links and the values that must be entered to generate these links are shown in the table below. Note that the LKR field is cataloged in only one of the records; the system will create the other side of the link.

<table>
<thead>
<tr>
<th>Sub-field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td><strong>Value</strong></td>
</tr>
<tr>
<td></td>
<td><strong>UP</strong></td>
</tr>
<tr>
<td>Link Type</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>DN</td>
<td>The DN link creates a down link from the record that has the LKR field to the record to which it is linked, and an up link from the linked record back to the record with the LKR field.</td>
</tr>
<tr>
<td>PAR</td>
<td>The PAR link creates a parallel link from the record that has the link to the record with which it is linked, and a parallel link from the linked record back to the record with the LKR field.</td>
</tr>
</tbody>
</table>
| ANA       | The ANA link creates both ITM and UP-DN type links. In other words, it creates a link between the two bibliographic records and to the item/s.  
* Note that sub-field $b$ for this type of link contains the system number of the bibliographic record to which the record is linked (unlike the ITM type link). |
| ITM       | The ITM link creates a link between a bibliographic record and the items of another bibliographic record. The item filter fields ($y$, $v$, $p$, and $i$ must be used for this type of link.  
*Note that sub-field $b$ for this type of link contains the ADM system number. |

<table>
<thead>
<tr>
<th>Sub-field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>System number of the linked record (the target record).</td>
</tr>
<tr>
<td>i</td>
<td>Issue link.</td>
</tr>
<tr>
<td>k</td>
<td>Pages</td>
</tr>
<tr>
<td>l</td>
<td>Library where target record is located</td>
</tr>
<tr>
<td>m</td>
<td>Down link note.</td>
</tr>
<tr>
<td>n</td>
<td>Up link note.</td>
</tr>
<tr>
<td>p</td>
<td>Part link.</td>
</tr>
<tr>
<td>r</td>
<td>MARC tag link.</td>
</tr>
<tr>
<td>v</td>
<td>Volume link.</td>
</tr>
<tr>
<td>y</td>
<td>Year link.</td>
</tr>
</tbody>
</table>

Note that values entered in sub-field $a$ must be in upper case.

The System Librarian may have the system check the validity of the library and document number in the LKR field when the cataloger chooses the "Check Record" option on the "Edit" menu. To do so, the System Librarian must include the "check_doc_lkr" program in the list of programs that appear in the check_doc
The OWN field is used to control update access to all types of MARC records (BIB, HOL, ADM, AUT). The user is checked for access/update permission according to the contents of the record's OWN field(s).

The OWN field can contain any kind of text for grouping (e.g. sub-library).

Access permission is defined through the Privileges function (Administration module - 2.2 User - Password Information) by assigning the cataloger the following:

1. A default value of the OWN field for new records created by the cataloger (Cat. OWN ID). The OWN field with the defined value can be set to be inserted in the record by performing a fix program, fix_doc_own_1.

2. The value of the OWN field of the user that will be checked against the OWN field(s) of the record for update authorization (Cat. OWN Permission). If the value of the Cat. OWN Permission field is equal to any of the OWN fields of the record; or if the content of one of the OWN fields of the record is 'PUBLIC'; or if the value of the Cat. OWN Permission field is 'GLOBAL', then the user will be allowed to update the record. Otherwise, the user will not be allowed to update the record.

If the user is a proxy to another user, and if the TAB10-OWN-BY-PROXY switch of the library's tab10 table is set to 'Y', then the OWN values for the user are taken from the proxy's record.

Note that the system librarian can assign a group of allowed OWN values for a cataloger (see Cataloging "OWN Permissions").

The MARC 21 field 852 is defined to contain information in as much detail as is needed to locate an item.

A switch in tab10 of the ADM and HOL libraries (TAB10-ITEM-OVERRIDE) determines whether or not the holdings record is the "master" record for location information. If the flag is set to 'Y', the system will always override the location information (sub-library, collection, call number and call number type) in the item using the location information from the holdings record (field 852). This will happen unless the item record is flagged as having a temporary location.

The following information will be overridden:

- Item sub-library by sub-field $b of the 852 field.
- Item collection by sub-field $c of the 852 field.
Item call number type by the first indicator of 852 field.
Item call number by sub-fields $h$, $i$, $j$, $k$, $l$, and $m$ of the 852 field.
Item copy number by sub-field $t$ if the sub-field contains a copy number and not a range of numbers for copies.

In addition, when a holdings record is created based on data in an item or subscription record, the 852 field, sub-fields $b$ (sub-library) and $c$ (collection), will be automatically generated. If the bibliographic record to which the holdings record is linked has call number information, then the system will also create sub-fields $h$ (classification part) and $i$ (item part).

If the TAB10-CREATE-852-HOL switch in the tab10 table of the holdings library is set to "Y" when a holdings record is created, data from the bibliographic record is used as default for the content of the 852 (Location) field. The data is taken from one of the following MARC 21 fields of the bibliographic record, and preferences are set in descending order:

"099##"
"098##"
"090##"
"092##"
"096##"
"050##"
"055##"
"060##"
"070##"
"082##"
"086##"

For "099##" OR "098##" OR "086##" sub-field $a$ is copied to sub-field $h$ of the new 852 field.

For all other fields, sub-field $a$ is copied to sub-field $h$, and sub-field $b$ is copied to sub-field $i$.

For "090##" and "050##" the first indicator is set to 0.
For "092##" and "082##" the first indicator is set to 1.
For "096##" and "060##" the first indicator is set to 2.
For "099##" OR "098##" the first indicator is set to 8.
For "055##" and "070##" the first indicator is set to 7.
For "086##" if the first indicator of the field is 0, then the first indicator of the new 852 field is set to 3, otherwise the first indicator of the field is set to 8.

10.5 853 AND 853X PUBLICATION SCHEDULE

The 853 and 853X fields of the ADM record may be used instead of the
10.6 Z30 ITEM'S PERMANENT LOCATION

When temporary changes are made to an item's information, the original information of the item is stored in the Z30 field of the administrative record (ADM). The data is automatically stored by the system in this field when the item's information is changed. The Z30 field is used by the system to restore the original information when the librarian uses the Restore Item Information function.

Following is the structure of the Z30 field of the ADM record:

$1 - Item sequence number
$2 - Sub-library
$3 - Collection
$4 - Call number
$5 - Item status
$6 - Item process status
$7 - Second call number
$8 - Material type
$9 - Temporary location flag

10.7 STA STATUS

The STA field is an ALEPH field that contains information on the status of the record. For example, you could add an STA field to mark catalog records that are provisional by adding the following field:

STA $$aPROVISIONAL

This field can then be indexed and records with this status can be retrieved later on for further processing.

The STA status is a free-text field that can be user-defined to suit the needs of specific sites. However, there are two exceptions:

STA $$aDELETED
STA $$aSUPPRESSED

The STA $$aDELETED field can be added to records that are considered "deleted" records. When records are deleted using the Delete Record from Server option from the Cataloging modules, all fields in the record are deleted except the LDR field. The STA $$aDELETED field can be used to indicate that the record is "deleted" but without deleting all the fields in the record. In spite of the fact that the indexable fields remain in the record, index entries for them are removed to prevent the display of these records from the Web and GUI OPAC.
The STA $$aSUPPRESSED field can be used to prevent the public from seeing the records to which the field is added. This field does not prevent index entries from being generated. To prevent the public from seeing these entries, it is necessary to explicitly exclude the STA $$aSUPPRESSED field through the standard logical bases mechanism.

Expand programs that, for example, expand holdings records into associated bibliographic records skip those holdings records in which the STA $$aSUPPRESSED field is present.
11.0 CREATING TEMPLATES

New records can be created based on pre-defined templates. There are two types of templates:

- **Local templates**
- **Library dependent templates (saved on server)**

11.1 LOCAL TEMPLATES

Cataloging templates can be created based on the currently open record. To do so, choose the Create Template on Local Drive option from the File menu. A popup dialog box is displayed for you to fill in the name for the new template.

![Create template dialog box](image)

Click the OK button. You receive a message informing you that the template has been created. The template is saved in the list of templates (accessible through the Open Template option on the File menu. Note that the template is only available for the station from which it was created).

11.2 LIBRARY DEPENDENT RECORDS (SAVED ON SERVER)

You can define library-specific templates. These templates are created by your system librarian and are saved in the library's cataloging directory. When you open a template on the Cataloging module, in addition to the local templates, templates from the home library to which you are connected will be listed in the List of Templates window. For example, if you are connected to a bibliographic library, only templates defined for this database will be shown in the List of Templates window. If you are connected to the authority database, only templates belonging to this library will be listed. All users connected to a library will be able to work with the templates defined for the library by your system librarian.

Refer to the System Librarian chapter for instructions for creating a library-dependent template.
12.0 IMPORTING RECORDS

It is possible to convert external records into ALEPH format and import them into your system. This is done using the option on the Import Record menu. To do so, follow these steps:

**Step 1:** Select the Convert Records option from the Import Records menu. A dialog box similar to that shown below will be displayed.

**Step 2:** From the popup dialog box, select the drive, directory and filename of the file you wish to convert. Click the Open button.

![Open a File dialog box](image)

**Step 3:** Having chosen your source data, a dialog box similar to that shown below will appear. Select the conversion program that should be used to convert the file and click the OK button.
Step 4: The file will be converted and a list of records will be displayed in a dialog box. An example of a list of converted records is shown below:
The contents of the currently highlighted record will be displayed in a window in the upper portion of the dialog box.

If you do not wish to edit a record immediately, click Cancel. You will be able to edit a converted record later by selecting Open Converted Records on the Import Records menu.

If you do want to edit a record immediately after the conversion, then highlight the desired record and click the Add button. To edit all records, click on the Add All button.

The list of records to be edited will be displayed in the lowest portion of the dialog box. If you wish to remove a record from the list, highlight the record and click the Remove button.
**Step 5:** To edit the selected records, click the Edit button. The records will be displayed, ready for you to edit.
13.0 SYSTEM LIBRARIAN

The system librarian is responsible for the following:

- **Material Types (13.1)**
- **Templates (13.2)**
- **Valid Fields (13.3)**
- **Forms (13.4)**
- **Which Sub-fields Should Open (13.5)**
- **Default Fields (13.6)**
- **Help on Fields (13.7)**
- **Search Headings (13.8)**
- **Search Sub-field Options (13.9)**
- **Check Field (13.10)**
- **Fix Record (13.11)**
- **Locate (13.12)**
- **Duplicate Record (13.13)**
- **Import Updated Catalog Tables (13.14)**
- **Floating Keyboard (13.15)**
- **Authorizations (13.16)**
- **Merging Records (13.17)**
- **Updating the Tables Package (13.18)**
- **Sub-Field Punctuation (13.19)**
- **Validation of Contents of a Field (13.20)**
- **Check Field Occurrences and Dependency between Fields (13.21)**
- **Check Routines for Document Deletion (13.22)**
- **Forbidden Errors and Triggers (13.23)**
- **Checking Routines for New Headings in the Headings List (13.24)**
- **Checking Routines for New Headings in the Bibliographic and Authority Headings Lists (13.25)**
- **Checking Routines for New Direct Indexes (IND) (13.26)**
- **Locking Period for Locked Records (13.27)**
- **Check Routines for Check Record (13.28)**
- **Fixed-Length Field Checking Routines (13.29)**
- **Validation Messages (Table-Dependent) (13.30)**
- **Validation Messages (System-Driven) (13.31)**
- **Expand Record (13.32)**
- **Expand-Related Tables (13.33)**
- **Cataloging Productivity Report (13.34)**
- **Column Headings (pc_tab_col.lng) (13.35)**
- **Client Setup (catalog.ini) (13.36)**
- **Cataloging Tables (13.37)**

### 13.1 MATERIAL TYPES

You may define material types by editing the "formats" table, using UTIL M/6.

You may create a template for each material type.

Following is an example from the table:

- **BK L Books**
- **CF L Computer file**
- **MP L Maps**
- **MU L Music**
- **SE L Serials**
- **VM L Visual materials**
- **MX L Mixed materials**
13.2 TEMPLATES

You can define different templates for various record types by adding a file to the library $data_root/pc_tab/catalog directory. The files should have the *.mrc file extension. When you open a template from the Cataloging module, in addition to the local templates, templates defined for the home library to which you are connected are available. For example, if you are connected to a bibliographic library - XXX01 -, the templates defined for this library are listed in the List of Templates window. If you are connected to an authority library - XXX10 -, templates defined for this library are listed in the List of Templates window.

Following is a MARC21 sample template for books:

```
DB    L LOCAL
SYSID L 0
FMT   L BK
      LDR   L ^^^^^nam^^22^^^^^^u^4500
      008   L ^^^^^^s2000^^^^^^^^^^^^r^^^^^000^0^eng^d
020   L $$a
040   L $$a
080   L $$a
1001  L $$a $$b $$c $$d
2401  L $$a
2451L $$a $$b $$c $$h
24611L $$i $$a$$b
250   L $$a $$b
260   L $$a $$b $$c
300   L $$a
440   L $$a $$n $$p $$v
500   L $$a
502   L $$a
5050  L $$a
650   2 L $$a
690   L $$a
7001  L $$a $$b $$c $$d
7101  L $$a $$b
7102  L $$a $$b
7112  L $$a $$n $$c $$d
740   L $$a $$h
```

Key to template:

- **Column 1: Field tag code and indicators**
  In addition, there are three codes for the use of the system: DB and SYSID and FMT. FMT is for the code of the material type.

- **Column 2 - ALPHA**
  This is the ALPHA of the description format displayed in the GUI. L stands for Latin and should be used for the "formats.lng" (Material Types) table. Other languages and their equivalent "formats" table may use: S for Cyrillic; R for Greek; H for Hebrew; A for Arabic.

- **Column 3 - Description**
  Enter a description of the format up to 20 characters long.

13.3 VALID FIELDS

The system librarian is in charge of defining the valid tags and aliases for the Cataloging client. The list of valid tags and aliases is activated in the Cataloging module by using the hotkey F5 or by selecting the New field (choose from list) option.
The "codes" table enables you to define the following three aspects:

1. Defines if the tag is displayed in the list of tags available in the Cataloging module.
2. Defines if the tag can be edited only through a form or through a form and directly on the catalog draft.
3. Defines if the tag can have sub-fields or not.

Following is an example from the table:

<table>
<thead>
<tr>
<th>!1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR</td>
<td>N Y Y L Leader</td>
<td>L Leader</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>Y Y Y L Control No.</td>
<td>L Control Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Y N Y L Control No. ID</td>
<td>L Control Number Identifier</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>Y N Y L Date and Time</td>
<td>L Date and Time of Last Transaction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>006</td>
<td>Y Y Y L Linking Field</td>
<td>L Linking Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>Y Y Y L Phys.Descrip.</td>
<td>L Physical Description Fixed Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>Y Y Y L Fixed Data</td>
<td>L Fixed Length Data Elements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>Y N N L LC Control No.</td>
<td>L Library of Congress Control Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>013</td>
<td>Y N N L Patent Info.</td>
<td>L Patent Control Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>015</td>
<td>Y N N L Nat.Bib. No.</td>
<td>L National Bibliography Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key to table:

- **Column 1 - Field tag**
  Enter a field tag up to 5 characters long. The # character may be used as a placeholder for indicators in positions 4 and 5. For example, entering 245## includes 2451, 2452 or 24514. Fields in the "codes" table should be first defined in the "Codes and names of MARC and ALEPH fields" (tab01.lng, edited using UTIL G/1/01).

- **Column 2 - Display**
  This column defines if the tag can be chosen from the list of tags available in the Cataloging module. Values are Y and N. If you choose Y, the tag is displayed in the list. If you choose N, the tag will not be displayed in the list but it is still possible to add manually to the catalog draft.

- **Column 3 - Edit**
  This column defines if the tag can be edited only through an editing form or if it is possible to edit the tag both from a form and directly from the catalog draft. Values are Y and N. If you choose Y, you are able to edit the tag only through a form. If you choose N, you are able to edit the tag either from a form or directly in the cataloging draft.

  Note that this option should be used in conjunction with the setup of the forms. If the field is a fixed-length field and the form for the field is set as a form for fixed-length fields, enter Y. If you want the cataloger to edit a fixed-length field from the catalog draft, then the form for the field should be defined as a form for a non fixed-length field, and this column should be set to N.

- **Column 4 - Sub-fields**
  This column defines if the tag can have sub-fields or not. Values are Y and N. If you choose Y, the cataloger will not be able to add sub-fields to the field. If you choose N, the cataloger is able to add sub-fields to the field.

- **Column 5 - ALPHA of name tag**
  L stands for Latin; S for Cyrillic; R for Greek; H for Hebrew; A for Arabic.

- **Column 6 - Catalog name tag**
  The catalog name tag (also called an alias) may be up to 15 characters long. It may be the same name tag defined for the field in tab01 (in UTIL G/1) although it doesn't have to be. Name tags are displayed in the catalog record in addition to the (usually numeric) field tags ONLY if the DisplayTagInfo field of the PC's catalog.ini file is set to Y.

- **Column 7 - ALPHA of description**
  L stands for Latin; S for Cyrillic; R for Greek; H for Hebrew; A for Arabic. The description is displayed in the list of valid tags available in the Cataloging module.

- **Column 8 - Description**
  Enter a description of the field, up to 38 characters long. The description is displayed in the list of valid tags available in the Cataloging module by using the hotkey F5 or choosing the New field (choose from list) option from the Edit menu.

13.4 FORMS

You may define the forms that catalogers may use to enter data for a field. The files that define forms are located in the library's $data_root/pc_tab/catalog directory.

The file format for cataloging forms can include up to 5 characters for defining the tag and its indicators. The possible formats for the form are the following:
nnn_xx.lng is in use for undefined indicators.
nnny_xx.lng or nnnyy_xx.lng are in use for specific indicators.
y can be used to define a specific first indicator.
yy can be used to define specific indicators.
xx is the code for the material type (record format), as defined in the Material Types table (e.g., BK for book).
The notation xx is used to signify that the form may be used for any record type (e.g., 260_xx.lng could be used for any record type for the MARC21 260 field).

lng is the code for the language (e.g., eng for English).

The exceptions are for forms for MARC21 field 007 and MARC21 field 006. They are in the format 007_x.lng and 006_x.lng, where x is the code for the material type, as defined in the files scr_007.lng and scr_006.lng (which are also located in the library's $data_root/pc_tab/catalog directory.

Note that the fonts for the forms are defined in the font.ini field of the alephcom tab directory under the EditorForm section.

**Sample form #1:**

Following is a sample form for MARC21 field 260:

```
15x70

#3 Imprint (NR)
#1 No Indicators &&
#1 Place of publication    (a)  #2______________________________.
#1 Name of publisher       (b)  #2______________________________.
#1 Date of publication     (c)  #2______________________________.
```

**Sample form #2:**

Following is a sample form for MARC21 fixed-length field 008:

```
24x40

#3 008 Fixed length data elements (BOOKS)
#1 Date entered on file #C4$$$$$$
#1 Type of date       #C2_  
#1 Date 1             #C2____
#1 Date 2             #C2____
#1 Publication Place  #C2___
#1 Illustration codes #C2_ _ _
#1 Target audience    #C2_  
#1 Form of item       #C2_  
#1 Nature of contents #C2_ _ _
#1 Govt.publication   #C2_  
#1 Conference publ.   #C2_  
#1 Festschrift        #C2_  
#1 Index              #C2_  
#1 Undefined          #C2_  
#1 Literary form      #C2_  
#1 Biography          #C2_  
#1 Language           #C2___
#1 Modified record    #C2_  
#1 Cataloging source  #C2_  
```
Key to form:

- **Window size** - At the top left-hand corner of the file is the size of the GUI window in characters. For example, 22x40 means 22 lines high by 40 lines wide. Note that the number of lines should not include the lines for additional information, only the lines that you want to display in the form through the Cataloging module.

    For long cataloging forms it is possible to add a scrolling bar to the form. The scroll bar is defined together with the window definitions at the top left-hand corner of the form file.

    For example, 24(14)x40 means that of the 24 lines 14 are displayed at first and the scroll bar appear in the form to allow the user to view the remaining lines.

    Following is a sample form with scroll bar for MARC21 fixed-length field 008:

    24(14)x40

    #C3 008 Fixed length data elements (BOOKS)

    #C1 Date entered on file (00-05) #C4$$$$$$

    #C1 Type of date (06)            #C2_

- **Indicators** - For fields that have indicators, the line for indicators must appear before the lines for text input and must be two characters long, using $$ to indicate the characters.

    & - Indicates that the information will not be displayed on the screen (is hidden).

    $ - Indicates that the information is displayed on the screen, but the user cannot change it.

    _ - Indicates that the information is displayed on the screen and may be edited by the user.

    #Cn - Indicates the color of the text. "n" represents a number. The colors are defined in the catalog.ini file of the catalog/tab directory. For example, if #C2 is red, the catalog.ini file contains the following:

    [form]

    color2=255,000,000

**Lines for additional information**

At the bottom of the screen are lines for additional information. Be sure that these lines are placed **below** the area defined (in the first line of the file) for the size of the window.

- **V** - indicates that form should be verified for correctness before letting the user leave the form. Messages are displayed in a special area at the bottom of the form. If the contents are not valid, the system will display a prompt informing you that checking the field reported warnings and asking if you are sure you want to close the form.

- **F** - The "F" line is used for non-fixed-length fields to indicate which subfields are in the form. For example, "F ab" (without the quotation marks), means that there are subfields "a" and "b" in the form. Be sure to leave a space between the "F" and the beginning of the first subfield. Do not leave a space between subfields.

    The following lines for additional information are only valid for forms for **fixed-length fields**:

    - **D** - indicates default text. Type the entire string of text, using the character that is used to define blanks in documents, e.g. the carat sign - ^ - for libraries of MARC21 type (the blank character is defined by setting TAB10-DOC-BLANK-CHAR in the library's tab10 table) as placeholders for text that does not have a default.

        Here is an example from the form for MARC21 008 field:

        D ^^^^^s^^^^^^^^^^^^^^^^r^^^^^000^0^eng^d

        You must be sure to type the exact number of characters that make up the field.

    - **S** - The "S" line is used for fixed-length fields that have sub-fields. It defines the sub-fields for the form, and the length of each sub-field. When the form is filled in, all sub-fields and sub-field positions not used are filled with a blank character (according to the settings of TAB10-DOC-BLANK-CHARACTER in the tab10 table of the library's tab directory).

        Note that if the "S" line is used, there is no need for an "F" line.

        Following is an example of an "S" line:

        S a (11) b (7) c (12) d (9)

        which means that sub-field 'a' is of size 11, sub-field 'b' is of size 7, etc. Note that the order of the sub-fields
13.5 DEFAULT SUB-FIELDS

You can define the default sub-fields for fields by editing the marc_exp.dat table through UTIL M/2. The sub-fields defined in this table are displayed in the following circumstances:

- When a field is selected from the list of valid fields - available by using the hotkey F5 or by selecting the New field (choose from list) option from the Edit menu.-
- When the Open form option from the Edit menu is chosen for a field for which no form is available.

Note that you do not have to define ALL sub-fields, just the most common ones. This is because the cataloger may manually add sub-fields to the catalog record that are not included in the list of defaults.

Following is an example from the table:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>011</td>
<td>XX a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>017</td>
<td>XX ab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>024 #</td>
<td>MU adz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>025</td>
<td>XX a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>027</td>
<td>XX a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>028 ##</td>
<td>MU ab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>032</td>
<td>SE ab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>033 ##</td>
<td>XX abc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key to table:

- **Column 1 - Field tag**
  Enter a 3-character field tag.

- **Column 2 - Indicators**
  Enter specific indicators, or use the "#" character as a wild card to indicate any indicator.

- **Column 3 - Record Format**
  Enter a specific record format, or use XX as a wild card to indicate that the field is appropriate for any format. If you enter a specific format, it must be one that has been defined in the Material Types table.

- **Column 4 - Sub-fields**
  Enter the sub-fields that you want to be displayed as defaults. Enter them one after the other, without spaces between them. For example: acd

Remember that you do not have to define ALL sub-fields, just the most common ones. This is because the cataloger may manually add sub-fields to the catalog record that are not included in the list of defaults.

13.6 DEFAULT FIELDS FOR NEW RECORD

You may define the fields that will appear automatically in a new record when the cataloger chooses New Record from the File menu.

Default fields for new records are defined in the tagonnew.dat table that can be edited through UTIL M/9.

Following is an example from the table:

```
!!!!!
L008
L007
```

Enter each desired field on a separate line, in the order in which you want the fields to appear.

If the field has a form, then the form will open automatically when the cataloger creates the new record. If no form is available, the tag without indicators or sub-fields is displayed ready for the cataloger to edit.

Note that the LDR field is inserted automatically when a new record is created, there is no need to define it in the tagonnew.dat table.

13.7 HELP ON FIELDS

You can provide help on fields by editing the "taginfo" table, using UTIL M/5. Following is a sample of the table. It shows the help for MARC21 field 260:
### 260_XX

CT1 260  PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)  (NR)

CT2  Indicators - Both undefined; each contains a blank (#)

CT3  Subfield Codes

CT3  $a  Place of publication, distribution, etc.  (R)
CT3  $b  Name of publisher, distributor, etc.  (R)
CT3  $c  Date of publication, distribution, etc.  (R)
CT3  $d  Plates of publisher's number for music (Pre-AACR 2)  (R)
CT3  $e  Place of manufacture  (NR)
CT3  $f  Manufacturer  (NR)
CT3  $g  Date of manufacture  (NR)
CT3  $6  Linkage  (NR)

Key to table:

- Start of help - Indicate the beginning of help for a particular field by typing ### at the beginning of a new line.

  All text that appears below this line (with the exception of the color code command CTn) is displayed as written when
  the cataloger chooses the Help on Field function.

- Tag and Format - After typing ### (explained above), enter the tag and format information in the following manner:

  nnn_xx is in use for undefined indicators. nnny_xx or nnny_xx are in use for specific indicators.

  nnn is the field tag

  y can be used to define a specific first indicator

  yy can be used to define specific indicators

  xx is the code for the material type (record format), as defined in the Material Types table (e.g., BK for book).

  For example, for MARC21 field 010, material type 'book': 010_BK

  Enter a specific record format, or use XX as a wild card to indicate that the field is appropriate for any format.

- Color code - Enter the prefix CT plus the color code as defined on the client in the alephcom.ini file of the

  alephcom/tab directory under the TextListBox section (for example, CT1). If no color code is defined, the default color
  is black.

13.8 SEARCH HEADINGS

You can define the headings file that should be used when the cataloger chooses one of the Search Headings functions by
editing the "scancode" table, using UTIL M/3. Following is a sample of the table:

```
LOCAL  BIB01 AUT01 RES01 AUT02
!
!----+++---+++---+++---+++---+++---+++---+++---+++---+++---+++------------------
100##   AUT   PER   AUT   NAM
110##   AUT   COR   AUT   NAM
111##   AUT   MET   AUT   NAM
130##   AUT   TIT   AUT   NAM
245##   TIT         TIT
260##   IMP
260##a  PLA
260##b  PUB
```

Key to table:

- Column 1 - Local

  The Local column lists the field tags and indicators for which the cataloger may search a headings list. The # character
  may be used as a placeholder for indicators in positions 4 and 5. For example, 245## includes 2451, 2452 or 24514.

  If you are using specific indicators, be sure to sort the lines as the search will proceed according to the first field tag in
  the list. (Example: 24510 and 245## - If the lines are sorted, 24510 is listed first and the search is performed including
  the specified indicators. If the lines are not sorted, and therefore 245## is listed first, the search looks for matches to
  245##.)

  You may define sub-fields for the cataloger to search by placing the sub-field code next to the field tag and indicator
  (see MARC21 field 260 in the above sample table).

- Columns 2-10

  At the top of each column is the code of a searchable library. Below that, for each field tag, is the code of the headings
  list that is displayed for the library. Use a code for the headings list that appears in the library's "Access file codes and
names” table (tab00.lng, accessed through UTIL G/1/00).

+m Column 11 - Optional.
You may specify up to 20 sub-fields that are not to be overwritten. When a heading is selected from a list of headings displayed by any of the Search Headings options, the selected heading replaces the ENTIRE field (therefore, all sub-fields) in the record unless specified in this column.

Note that the maximum number of lines that the table can contain is 200.

In addition, note that the TAB10-USE-ACC-TEXT flag of the tab10 table of the Authority library is used to define if the preferred heading from the authority record is taken when selecting a heading that is a "See From" reference from the list of authority headings displayed when the "Search field/sub-field headings of other library” options are used from the Cataloging Module. If the flag is left blank or is set to 'N, then when selecting a "See From” heading from the "Search field/sub-field headings of other library” (Ctrl + F3/F4) options of the Cataloging module, the preferred form of the heading is inserted automatically to the catalog draft. If the flag is set to 'Y', the selected headings (even if it is the non-preferred form of the heading) is inserted to the cataloging draft.

When the "Search field/sub-field headings of current library” options are used, if the heading is not connected to an authority record, then the heading is taken as is and inserted to the cataloging draft. If the heading is connected to an authority record, the system checks the TAB10-USE-ACC-TEXT flag:

+m If the flag is set to 'N' (or blank), the system inserts automatically the preferred form of the heading from the associated authority record.
+m If the flag is set to 'Y' and the heading is a "See From” heading pointing to another heading (to the preferred form of the heading) in the bibliographic list of headings, then the system takes the heading to which the "See From” is pointing (from the bibliographic database and not from the authority record).
+m If the flag is set to 'Y' and the heading does not point to another heading in the database (in other words, the heading is connected to an authority record but it is the preferred heading), then the system takes the heading as is from the bibliographic database and not from the authority record.

13.9 SEARCH SUB-FIELD OPTIONS

You may define the menu options that are displayed when the cataloger chooses Search Sub-field Options by editing the "tag_text" table, using UTIL M/13. Following is a sample of the table:

| !--+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-> |
| 655 ## L a Biographies |
| 655 ## L a Catechisms |
| 655 ## L a Essays |
| 655 ## L a Hymns |
| 655 ## L a Reviews |
| 655 ## L a Daybooks |
| 655 ## L a Diaries |
| 655 ## L a Directories |
| 655 ## L a Journals |
| 655 ## L a Memoranda |
| 655 ## L a Questionnaires |
| 655 ## L a Syllabi |
| 655 ## L a Time sheets |
| 655 ## L a Bird's eye views |

Key to table:

+m Column 1 - Field tag
Enter a 3-character field tag.
+m Column 2 - Indicators
You may enter a specific indicator, or use the # character as a wild card to indicate any indicator.
+m Column 3 - ALPHA for menu option
Choose the ALPHA to be used for the text of the menu option. L stands for Latin; S for Cyrillic; R for Greek; H for Hebrew; A for Arabic.
+m Column 4 - Sub-field

Go to top of page
Enter the sub-field for which you are providing a menu option. You may use the # character as a wild card to indicate any sub-field.

Column 5 - Text for menu option
Enter the text as you want it to appear in the Choose Sub-field text window displayed when the Search sub-field options function is used. You may enter up to 45 characters. You may use two slashes // to separate the actual value from additional text that appears in the menu but will not be entered in the catalog record. (See the BAS field above where 01 is the value that is entered in the catalog record, and Base 01 is additional text that is displayed in the menu.)

In addition to defining menu options, you can have the system check the validity of text entered into sub-fields when the user chooses the "Check Record" function, accessible from the Edit menu. To do so, follow these steps:

Step 1: Edit the check_doc_tag_text table located in the library's tab directory, accessible through UTIL M/8/j. This table lists valid text for each field that you want to be checked.

The structure of the table is similar to the table used to define the text options; the following is a sample of the table:

```
! 1    2   3                      4
 !!!!!--!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
655## L a Biographies
655## L a Catechisms
655## L a Essays
655## L a Hymns
655## L a Reviews
655## L a Daybooks
655## L a Diaries
655## L a Directories
655## L a Journals
655## L a Memoranda
655## L a Questionnaires
655## L a Syllabi
655## L a Time sheets
655## L a Bird's eye views
655## L a Cartoons
```

Note that this table contains the valid values to be checked and should not include the description that can be added to the tag_text.dat table.

The check_doc_tag_text table can be used independently from the tag_text.dat table to check text validity for sub-fields without enabling the Search sub-field options.

Step 2: Ensure that the "check_doc_tag_text" program is listed in the check_doc table, accessible by using UTIL M/8/i. (The check_doc table lists all the checking programs that are run when the user chooses the "Check Record" function.)

13.10 CHECK FIELD
You may define the checks that are made when the cataloger chooses the Check Field function. To do so, edit the check_doc_line table, using UTIL M/8. There are two sections in this table:

AL
D

AL section of table:

This section enables you to define the following checks:

- Valid indicators and/or sub-field codes for the tag.
- Presence of mandatory sub-fields.
- Non-repeatability of non-repeatable sub-fields.

Following is a sample of the section:

```
!!--!!--!-!!--!-!!--!-!
AL XX   260  -
AL XX   260  a 0 -
AL XX   260  b 0 -
AL XX   260  c 0 -
AL XX   260  d 0 -
AL XX   260  e 0 1
AL XX   260  f 0 1
AL XX   260  g 0 1
AL XX   260  h 0 1
```
Key to AL section of table:

- Column 1 - Section ID
  Enter AL for each line in this section of the table.

- Column 2 - Record Format
  Enter a specific record format, or use XX as a wild card to indicate that the field is appropriate for any format. If you enter a specific format, it must be one that has been defined in the Material Types table.

- Column 3
  Not in use.

- Column 4 - Field tag
  Enter a field tag.

- Column 5 - Sub-field/Indicators
  Enter the sub-field that you want to be included in the check.

  To define valid indicators for the tag, enter a hyphen (-) in this column.

  Note that the indicator portion (for all formats) must be listed before the sub-field portion, for each field.

- Column 6 - Mandatory - Non-mandatory sub-field/valid first indicator
  If column 5 contains a sub-field code, this column is used to define if the sub-field is a mandatory sub-field of the field. Values are 0 and 1. If the sub-field is mandatory, enter 1. If the sub-field is optional, enter 0.

  If column 5 contains a hyphen, this column is used to define possible values for the first indicator of the field.

- Column 7 - Repeatable sub-field/Valid second indicator
  If column 5 contains a sub-field code, this column is used to define the repeatability of the sub-field. Values are 1 - 9 and hyphen (-). If the sub-field is not repeatable, enter 1. If the sub-field can be repeated unlimitedly, enter hyphen (-). You may use values 2 - 9 to determine that the sub-field can be repeated up to the number of times represented by the selected value.

  If column 5 contains a hyphen, this column is used to define possible values for the second indicator of the field.

Example:

```
AL XX  020  -
AL XX  020  a  0  1
AL XX  020  c  0  1
AL XX  020  z  0  -
AL XX  020  6  0  1
AL XX  022  -
AL XX  022  -  0
AL XX  022  -  1
AL XX  022  a  0  1
AL XX  022  y  0  -
AL XX  022  z  0  9
AL XX  022  6  0  1
```

In the above example:

For tag 020:

- Both first indicator and second indicator are undefined (blank)
- All sub-fields $a$, $c$, $z$, and $6$ are optional
- Sub-field $a$, $c$ and $6$ are not repeatable
- Sub-field $z$ is repeatable an unlimited number of times

For tag 022:

- First indicator can be blank, 0 or 1
- Second indicator is blank
- All sub-fields $a$, $y$, $z$, and $6$ are optional
- Sub-fields $a$ and $6$ are not repeatable
- Sub-field $y$ is repeatable an unlimited number of times
- Sub-field $z$ can be repeated up to 9 times

D section of table:

This section enables you to determine the rules for checking dependencies among sub-fields of a single field. Following is a sample of the section:

```
! field contents field contents .......
!!-!!-!!!!-!!!---[-!-!!!!!!!!!!!!-!-[-!-!!!!!!!!!!!!-!-[---------[-------------[---]--![--------[---[---]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]]}
Key to D section of table:

- **Column 1 - Section ID**
  Enter D for each line in this section of the table.

- **Column 2 - Record Format**
  Enter a specific record format, or use XX as a wild card to indicate that the field is appropriate for any format. If you enter a specific format, it must be one that has been defined in the Material Types table.

- **Column 3 - ID # of error message**
  Choose the ID # of the error message that is appropriate for the check. The message is displayed to the cataloger when the system performs a check and finds an error.

  User-defined messages can be defined in the library's tab/check_doc.lng table (accessible through UTIL M/8/w).

- **Column 4 - Field tag**
  Enter a field tag.

- **Column 5 - Sub-field**
  Enter the sub-field that you want to be included in the check. See also column 8 below.

- **Column 6 - Sub-field contents**
  Optional. Enter any contents that you want the system to check for.

- **Column 7 - Type of dependency**
  Enter Y if the sub-field should be present. Enter N if the sub-field must not be present.

- **Columns 8, 9, 10 and 11, 12, 13**
  The sub-field, contents, and dependency columns are repeated. This enables you to create if, then statements. For example, you can say that if sub-field a appears (defined in columns 5, 6, 7), then sub-field b must appear (defined in columns 8, 9, 10), and sub-field c must not appear (defined in columns 11, 12, 13).

### 13.11 FIX RECORD

Fix routines are standard library-defined procedures that automatically "fix" or make changes to cataloging records. The system librarian is in charge of defining which fix programs are available and when are they run. Two tables are involved in the setup of fix procedures:

- **tab_fix (UTIL M/11)**
- **fix_doc (UTIL M/12)**

#### 13.11.1 tab_fix

The tab_fix table defines three aspects:

- The fix program that defines the type of change that is performed on the cataloging record.
- The fix routine in which the fix program runs.
- If required, additional parameters for the fix program.

Following is a sample of the tab_fix table:

```
1                 2                              3
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!>
INS   fix_doc_tag_008
INS2  fix_doc_001
MERGE fix_doc_merge_04
AUT   fix_doc_new_aut_2
```

Key to tab_fix table:

- **Column 1 - Routine name**
  Fix routines are "logical names" for defining a group of fix programs. Reserved fix routines also define when the programs are run. For example, it is possible to define a group of fix programs to run when the record is loaded to the server.

  The following are ALEPH's reserved routines:
  
  **INS**
  Fix programs linked to the INS routine are automatically activated when a record is sent to the server.

  **INS2**
  Fix programs linked to the INS2 routine are automatically activated when a record is sent to the server. The difference
between INS and INS2 is that this routine is executed just before the record is updated in the database, and therefore it can make use of the document's system number even if it is a new document. Note that INS2 programs are run after check_doc procedures, therefore the outcome of INS2 programs is not checked before update.

**INSFS**
Fix programs linked to the INSFS routine are automatically activated when fast cataloging is done from the Circulation module.

**MERGE**
Fix programs linked to the MERGE routine are automatically activated when the Paste Record function is used in the Cataloging module.

**LOCAT**
Fix programs linked to the LOCAT routine are automatically activated when the Locate Record function is used.

**HOL**
Fix programs linked to the HOL routine are automatically activated when HOL records are created in the Items or Serials modules. Note that this routine should be used in the holdings library (xxx60).

**P-31**
Fix programs linked to the P-31 routine are automatically activated when the Load Authority Records batch process (p_manage_31) is used. Currently, the fix_doc_preferred and fix_doc_aut_mesh programs should be defined in the tab_fix table of the authority library under the P-31 routine.

The system librarian may add user-defined routine names to the lower section of the table.

- **Column 2 - Program name**
  This is the name of the program that will perform a particular fix. Each routine may have up to 20 program names assigned to it, so that a number of different fixes can be performed together. In order to assign more than one program to a routine, open a separate line for each program and repeat the routine name in column 1. For example:
  - FIX2 fix_doc_tag_008
  - FIX2 fix_doc_tag_100
  - FIX2 fix_doc_tag_250

  In this example, whenever FIX2 is selected, three programs are run.

- **Column 3 - Parameters**
  Certain fix programs require additional information such as table names. This column is used to define additional parameters for fix programs. Note that the documentation for each fix program indicates whether or not parameters are needed.

**ILL-L**
Fix programs linked to the ILL-L routine are automatically activated when the Locate function is activated from the ILL module (Locate button in the BIB Info tab of the ILL request).

Following are the available fix programs:

- **fix_ced_uid**
  Creates UID fields from the 020 field or the 022 field for loading purposes (p_manage_18).

- **fix_doc_001**
  Inserts a 001 field with the system number of the record into the cataloging draft (for example, $$1000010091). This fix program must be attached to INS2 and not to INS, since it needs the system number of the document.

  Column 3 of the tab_fix table of the library's tab directory must be used to define if the program should overwrite existing 001 fields or not. Following are the available options:
  - OVERWRITE (always replaces existing 001 fields)
  - NO-OVERWRITE (does not replace existing 001 fields)
  - OVERWRITE-NON-NUMERIC (replaces only 001 field where there is at least one non-numeric character)

  If no parameter is defined in the parameters column, then the default value is OVERWRITE.

  Note that when the update_z103_uni linking program (UNIMARC links - Italian version) is used in the tab_z103 table of the library's tab directory, this program must be used.

- **fix_doc_001_prefix_sysno**
  This fix program automatically creates a 001 field containing a prefix defined in column 3 of the library's tab_fix table and in the system number of the record with leading zeros (for example, $USM01000003526 - in this example, USM01 has been defined in column 3 of the tab_fix table as the prefix). If a 001 field already exists, this program overrides the field and adds the new 001 field with the defined prefix.

  Note that this fix program must be attached to INS2 and not INS, as it needs the system number of the document.

- **fix_doc_001_sysno**
  Automatically creates a 001 field with the library name and the system number of the record (e.g. $USM010000000000000111142). This fix program must be attached to INS2 and not INS, for it needs the system number of the document.
Add MARC21 004 field to the HOL record. The 004 field contains the system control number of the bibliographic record for which the holdings record was created.

This routine inserts a 005 field with the current date and time into the cataloging draft record. Note that this new program should run only under the fix routine INS2. This ensures that the field is created just before updating.

This program adds sub-field $S2 [LC] to fields 1XX, 4XX, 5XX and COR of AUT records for record from the LC authority database.

This program adds sub-field $S2[MeSH] to fields 1XX, 4XX, 5XX and COR of AUT records for records from the MeSH authority database.

This program moves the MARC21 001 field (Control number) and the MARC21 003 field (Control number identifier) to the MARC21 035 field (System control number) deleting the original fields. The new 035 field is added in the following format:

```
035## $a(003)001
```

Additionally, this program also automatically adds to the record a new 001 field. The value for the new field is taken from the sequence "last-001-number" in UTIL G/2.

This program, according to the definitions of the LDR field, adds the FMT field with the record format (for example, BK for books). The program can be used to add the FMT field to records imported through the Z39.50 server that do not have the FMT field. If the field is present, the program does nothing.

This program is similar to the Modify MARC Record File (b-file-08) batch process. Both functions are used to perform table-driven modifications of records. The fix program can be used when a separate document sequential file does not exist. Examples of usage: fixing records imported via the OCLC server; fixing records that are saved in the cataloging client (INS fix), or imported via any batch job that allows fix programs to be run.

Note that this program requires that a parameter be present in column 3 of the library's tab_fix table. The parameter is the processing script that defines the modifications to be performed. The script should be defined in the $data_tab/import directory of the library.

Following is an example of the use of this fix program in the tab_fix table:

```
1 2 3
!!!!!--!------------------------------------------!!!--!------------------------------------------!!!>
FILE8 fix_doc_do_file_08 oclc.fix
```

This program replaces the hyphens ("-"o) in fixed-length fields (such as MARC21 LDR, 006, 007 and 008 fields) by carat ("^o). This program can be used to correct MARC21 records in which blanks in fixed-length fields are marked by hyphens (hyphen is a valid value in MARC21 and should not be used to mark spaces).

This program inserts a space between the main class and the first cutter of the location. The space is inserted if the first cutter is held in sub-field $h of the MARC21 852 field and if there is not already a space.

For example, this program changes:

```
LOC0  L $$bMAINX$$cLIB$$hE183.8$$iW45 1993$$oBOOK$$4MAIN$$5LIB$$3Book
```

to:

```
LOC0  L $$bMAINX$$cLIB$$hE183.8 .B7$$iW45 1993$$oBOOK$$4MAIN$$5LIB$$3Book
```

This fix program should be run when holdings data are loaded after conversion. blank).

This program adds sub-field $n (Up link note) and sub-field $m (Down link note) to the LKR field of type UP (up link).

This program converts contiguous runs of two or more blanks (spaces) into the blank character specified by the TAB10-DOC-BLANK-CHAR flag of the library's tab10 table. The following MARC 21 fields are affected by the fix:

```
010##, 260##, 310##, 321##, 362##, 515##, 525##, 533##, 76##, 77##, and 78##,
```
This program merges cataloging records according to merging definitions in the tab_doc_merge table located in the library's tab directory. The suffix defines which set of merging routines is chosen from the table (for example, fix_doc_merge_01 refers to set 01 in tab_doc_merge).

**fix_doc_new_ana**
This program creates an analytic record from the current record. The new record is created as follows:
- LDR: Position 07 is set to b.
- 008: This field is open by default to the book format. Position 06 (type of date/publication status) is set to s. Position 23 (form of item) is set to r. Position 30 (conference publication) is set to 0 (zero). Position 31 (index) is set to 0 (zero). Positions 35-37 (language code) are left as is. Position 39 (cataloging source) is set to d.
- 050: If the field exists in the parent record it is taken to the new record.
- 080: If the field exists in the parent record it is taken to the new record.
- 245: The field is opened but remains empty.
- 260: The field is taken from the parent record.
- 300: Sub-field c is taken from the parent record.
- LKR: Points to the parent record.

**fix_doc_new_aut_1**
This program creates an AUT record from the current record. The new record is created as follows:
- The 100 field is taken as is.
- A new 670 field is built based on the 245 (sub-field $a) and 260 (sub-field $c) fields of the bibliographic record. The new program also adds text to the new 670 field. The text can be configured via a message file in $alephe_error called: fix_doc_new_aut_1.

The program uses either the default of XXX10 as the authority library (this is done by replacing the last two digits in the active library to 10) or the authority library definitions of the AUT section in the library_relations table (UTIL Y/7).

**fix_doc_new_aut_2**
This program is used by MARC21 libraries to create an authority record from the current bibliographic record. The new record is created as follows:
- If the 100 field is present in the bibliographic record, then the authority record will be derived with a 100 field.
- If the 110 field is present in the bibliographic record, then the authority record will be derived with a 110 field.
- If the 111 field is present in the bibliographic record, then the authority record will be derived with a 111 field.
- If the 130 field is present in the bibliographic record, then the authority record will be derived with a 130 field.

The 670 field of the authority record is created from the 245 (sub-field $a) and 260 (sub-field $c) fields of the bibliographic record. This program also adds text to the new 670 field. The text can be configured via a message file in $alephe_error called: fix_doc_new_aut_2.

This program uses either the default of XXX10 as the authority library (this is done by replacing the last two digits in the active library to 10) or the authority library definitions of the AUT section in the library_relations table (UTIL Y / 7).

**fix_doc_new_aut_3**
This program is used by UNIMARC libraries to create an authority record from the current bibliographic record. The new record is now created as follows:
- If the 70# field is present in the bibliographic record, then the authority record is derived with a 200 field.
- If the 71# field is present in the bibliographic record, then the authority record is derived with a 210 field.
- If the 72# field is present in the bibliographic record, then the authority record is derived with a 220 field.
- If the 73# field is present in the bibliographic record, then the authority record is derived with a 200 field.

The 810 field of the authority record is created from the 200 field - sub-field $a and from 210 - sub-field $c and $d. This program also adds text to the new 810 field. The text can be configured via a message file in $ alephe_error called fix_doc_new_aut_3.

This program uses either the default of xxx10 as the authority library (this is done by changing the last two digits in the active library to 10) or the authority library definitions of the AUT section in the library_relations table (UTIL Y/7).

**fix_doc_non_filing_ind**
Automatically inserts the relevant non-filing indicators according to the stopwords defined in the library's tab02 (UTIL G/1/02). Non-filing indicators

**fix_doc_oclc**
The fix_doc_oclc program is used for the OCLC record loader. The program moves the OCLC 001 field to the ALEPH (MARC21) 035 field. For authority records the fix_doc_oclc also adds the UPD field (Y or N).
This program is similar to fix_doc_oclc except that it deletes any existing 035 field in the incoming record before writing the 001/OCLC number to a new 035 field. The fix also adds the UPD field (Y or N) to authority records.

This program is similar to fix_doc_oclc and fix_doc_oclc_2 except that this procedure adds the new 035 field without deleting the OCLC 001 field or the 003 field.

The fix_doc_own_1 program inserts the value of the Cat. OWN ID field of the cataloger to the OWN field of new created record.

Automatically creates a COR field when the preferred term of the authority record is changed. The COR field contains the original term. This is necessary so that the link with bibliographic records (that have the original preferred term) is retained.

Add punctuation to MARC21 245, 260 and 300 fields.

Changes non-preferred terms to the preferred term in the BIB catalog draft. This fix can be used to check before updating what is going to happen to the record.

Sorts the fields of the current record according to the order defined in the ALEPH table of codes (tab01.lng). However, within the MARC21 5xx, 6xx and 7xx groups of fields, the order of the fields remains as they were entered by the cataloger. Note that for the sorting of the 5xx, 6xx and 7xx blocks, the 500, 600 and 700 codes must be explicitly listed in the table even if they are not

This program sorts the LKR fields of the record in the following order: DN, PAR, UP. Note that for this program to run, it is also necessary to define the fix_doc_sort program that is used to sort the fields of the record.

For the fix_doc_sort_lkr program, the tab_fix table should include the following lines:

```
! 1                 2                              3
!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
INS   fix_doc_sort
INS   fix_doc_sort_lkr
```

* Note that INS is used here as an example. The fix can be attached to any routine name (reserved or user-defined).

This program adds sub-field $S2[MeSH] to fields 6XX of BIB records. The sub-field is only added when the second indicator of the field is 2 (Medical Subject Headings).

Translates the codes of the record into another set of codes defined in the library's tab04 table. The suffix defines which set of codes is chosen from the table (e.g. fix_doc_tab04_01 refers to set 01 in tab04). for each tag are defined in the library's tab01.lng table, column 6.

Automatically adds the date of publication to positions 07-10 (or corrects the existing values) of MARC21 008 field according to the date entered in MARC21 260 field, sub-field $c.

Automatically adds the current date (creation date) to positions 00-07 of UNIMARC 100 field. The date is entered in the pattern YYYYMMDD.

Automatically adds the current date (creation date) to positions 00-05 of MARC21 008 field.

This fix program is used to add a new field to the cataloging record according to the specifications defined in a configuration table which is itself a parameter that must be defined in the parameters column of the tab_fix table (see Configuration tables (expand_doc_type)). This program - together with the table - can be used, for example, to create a field that contains the format of the record based on the contents of other field(s) present in the record (for example, a combination of the LDR and the 008 field). In the following example, the new field contains the string 'FILM' according to a match performed on the values of both the LDR and the 008 field:

```
TYP      Film                 LDR   F06-01     EQUAL      g
008   F33-01     EQUAL      m
```

In the above example, the TYP field ($aFilm) is created when position 06 of the LDR contains a 'g' and position 33 of the 008 field contains an 'm'. Following is the structure of the new field:
The tab_type_config table of the library's tab directory is a sample table that can be used to define the specifications for the creation of the new field by the fix_doc_type program. If necessary, similar tables can be added and passed as parameters.

Note that in the tab_fix table, the name of the configuration file - for example, tab_type_config - should be added as a parameter in column 3. Following is a sample of the setup needed in the tab_fix table to use the new program:

<table>
<thead>
<tr>
<th>TYP</th>
<th>fix_doc_type</th>
<th>tab_type_config</th>
</tr>
</thead>
<tbody>
<tr>
<td>fix_doc_uk_222</td>
<td>This program adds a new 222 UKMARC field to SE (serial) format records. The 222 field is created from fields 245 and 240, sub-fields $a, $j and $s.</td>
<td></td>
</tr>
<tr>
<td>fix_doc_uni_100</td>
<td>Automatically adds date of publication to positions 09-12 (or corrects the existing values) of UNIMARC 100 field according to the date entered in UNIMARC 210 field, sub-field $d.</td>
<td></td>
</tr>
<tr>
<td>fix_doc_uni_100_advanced</td>
<td>The fix_doc_uni_100_advanced program is similar to the fix_doc_uni_100 program. This program automatically inserts or corrects the dates in the 09-12 and 13-16 positions of the UNIMARC 100 field according to the date entered in the UNIMARC 210 field, sub-field $d. Additionally, the dates of the 210 field (sub-field $d) are standardized. For example, for dates like 198? or 197, the fix program replaces question marks and spaces with &quot;-&quot; (hyphens).</td>
<td></td>
</tr>
<tr>
<td>fix_doc_usm_001</td>
<td>Automatically creates a 001 field. The value is taken from the sequence &quot;last-001-number&quot; in UTIL G/2. If the 001 field already exists, a new 001 field is created based on the &quot;last-001-number&quot; and the old field is stored in a new 035 field.</td>
<td></td>
</tr>
<tr>
<td>fix_doc_usm_222</td>
<td>This program adds a new 222 MARC21 field to SE (serial) format records. The 222 field is created from the 245 field, sub-fields $a and $b.</td>
<td></td>
</tr>
</tbody>
</table>

Key to fix_doc.lng table:

- **Column 1 - Procedure ID**
  - This is the unique code by which the system identifies the procedure. It must be an ID defined in column 1 of the tab_fix table.

- **Column 2 - Fix current record / Derive New record**
  - This column defines if a new record is going to be created when performing a fix routine, or if the current record is going to be fixed. Values are Y (Open as new record) and N (Fix current record). Routines that have been set to N appear under the Fix record option in the Edit menu. Routines that have been set to Y appear under the Derive new record option in the Edit menu.

- **Column 3 - ALPHA**
  - This is the ALPHA of the menu option. L stands for Latin; S for Cyrillic; R for Greek; H for Hebrew; A for Arabic.

- **Column 4 - Text of menu option**
  - Enter a description of the procedure up to 45 characters long. This text will appear under the Fix record option and the Derive new record option in the Edit menu according to the setup of column 2.

It is possible to write external programs for fixing records. External programs may be written in any programming language and can be executed without linkage to ALEPH 500. They are especially useful for special on site developments.

The program must reside in Salephe.exe. On UNIX it should have no extension whereas in NT it should have a *.exe extension. When the program is compiled, it will be placed in Salephe_proc.

### 13.12 LOCATE FUNCTION

The Locate function of the Cataloging module enables you to find records in other databases or in your local database that are similar to the current record you have selected. The System Librarian is responsible for setting up the criteria that the system uses in order to determine which records are similar. (For example, you can decide that if the records have the same words in the title and author fields, then the records are "similar.") You can define the criteria by editing the tab_locate table (UTIL G/1/h). Note that the criteria defined in this table also affect the Locate function in the OPAC.

The tab_locate table defines the locate routine that is to be used when searching for a record in other databases. Multiple lines can be set up for one library, in which case all lines are taken with an AND condition between them. The tab_locate table should include both the source and target library.

Bases for the locate function are defined in the ALEPHCOM/TAB/LOCATE.DAT file.

Following is a sample of the tab_locate table:

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYP</td>
<td>fix_doc_type</td>
<td>tab_type_config</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>
Key to tab_locate table:

- **Column 1 - Library Code**
  Enter the library code of the library in which you want to locate records.

- **Column 2 - Tag and indicators**
  Enter a field tag that is used as a "locate" parameter. You may define specific indicators. Use the # character to indicate any indicator. Note that this is always the local tag (e.g. see the tag definitions for locating in UNI01 -UNIMARC type library- from USM01 which is a MARC21 library).

- **Column 3 - Sub-field**
  Enter the sub-field that is used as a "locate" parameter.

- **Column 4 - Find command**
  Enter the WRD code that is used with the find command to search for similar records.

- **Column 5 - Extract function**
  The extract functions define in which way are the contents of the field going to be treated.

  Extract functions:
  - **locate_str_0:**
    Takes sub-field content as is.
  - **locate_str_1:**
    Runs "build_filing_key" on sub-field and takes 2 longest words. A word must be at least two characters in order to be considered to be a "word". If the sub-field has only one word, that word is taken.
  - **locate_str_2:**
    Takes year from 008## Position 8 Length 4.

The "locate" section in the CATALOG/TAB/CATALOG.INI file defines if the record found using the Locate function should be merged automatically to the current record or not.

### 13.13 DUPLICATE RECORD FUNCTION

The Duplicate Record function enables you to copy the currently displayed record and then edit the copy. The new record is located on your local drive.

It is up to you, the System Librarian, to determine whether the new record should be assigned automatically to the Home Library (the library to which the user is currently connected); assigned automatically to another specific library; or assigned to the library of the cataloger's choice (in which case, a list of all available libraries is displayed for the cataloger to choose from).

In order to determine which of the above is in effect, open the CATALOG.INI file (found in the client's CATALOG/TAB directory). Go to the [DuplicateRecord] section. Following is an example of what you may find there:

```ini
[DuplicateRecord]
Library=HOME
```

If you want the new record to be assigned automatically to the Home library, type `HOME` to the right side of the equal (=) sign. If you want a different library, type the code for the library, e.g., `USM01`. If you want the cataloger to choose from a list of all available libraries (that is, all libraries listed in the per_lib.ini file in the CATALOG/TAB directory), type `ALL`. If you want to define the list of libraries that the cataloger can choose from, type the list of libraries, e.g.,

```ini
Library=USM01,USM20,ACC01,UBW01
```

### 13.14 IMPORTING UPDATED TABLES

You may determine whether or not the system will automatically import updated Catalog tables when the Cataloger opens the Catalog module. To do so, go to the Client's CATALOG/TAB directory and open the CATALOG.INI file. Go to the section labelled [Package]. Following is an example of the relevant section:

```ini
[Package]
AlwaysImport=Y
```
Enter Y to the right of the equal sign if you want the system to import updated tables automatically.
Enter N to the right of the equal sign if you want the system to ask the Cataloger whether or not he wants to import the updated tables.

13.15 FLOATING KEYBOARD

The Floating Keyboard enables you to insert characters that are not present in your workstation's standard keyboard. The Floating Keyboard is configured by the System Librarian according to the needs of the library. The Floating Keyboard below is an example of a floating keyboard.

Two files define the Floating Keyboard setup:
  - Keyboard.ini
  - Keyboard.txt

Both files are located in the ALEPHCOM/TAB directory.

**Keyboard.ini**

The keyboard.ini defines the configuration settings.

```ini
[Main]
Title=Keyboard
 MainMenu=Options
 MenuFont=Choose Font
 MenuExit=Exit

[WindowLocation]
KeyboardWindowPosition=594,291
KeyboardWindowRelocate=Y

;[UnicodeEdit]
;Font=16Bitstream Cyberbit

[Tabs]
NoTabs=5

[Tab1]
Caption=Latin Supplement
Font=14 AlLatin
FontCharset=ANSI_CHARSET
NoCols=10
BtnWidth=40
BtnHeight=25

[Tab2]
Caption=Hebrew
Font=12 XL Fixed Hebrew
```

The sample below matches the example Floating Keyboard shown above.

---

Go to top of page
Table sections:

1. [WindowLocation] This section defines the position of the Floating Keyboard and whether or not it is possible to relocate it.

2. [Tabs] This section defines the number of tabs that appear in the Floating Keyboard.

3. [Tab(number)] For example, [Tab3] This section defines the configuration settings for each tab of the keyboard.
   - **Caption:** Defines the caption of the tab (e.g. Upper).
   - **Font:** Defines the font and the font size for the tab. This is filled in automatically by the system according to the selection made through the *Choose font* function from the *Options* menu of the Keyboard.
   - **FontCharset:** Defines the charset of the font. This is filled in automatically by the system according to the selection made through the *Choose font* function from the *Options* menu of the Keyboard.
   - **NoCols:** Defines the number of columns for the tab.
   - **BtnWidth:** Defines the width of the character keys for the tab.
   - **BtnHeight:** Defines the height of the character keys for the tab.

**Keyboard.txt**

The *Keyboard.txt* file defines the characters that are displayed in each tab.

The sample below matches the example Keyboard shown above.

! First line is font and font size definition

[Latin Supplement]

!!!!!!!!!!!!-!!!!!!!!!!!!
! Text Code
!!!!!!!!!!!!-!!!!!!!!!!!!
\192 \00C0
\193 \00C1
\194 \00C2
\195 \00C3
e... 

[Hebrew]
!!!!!!!!!!!!-!!!!!!!!!!!!
This file contains two columns:

- **Column 1 - Text:** This column defines the display on the keys of the Floating Keyboard. You can enter any alphabetic string or the ASCII value of the character itself. If you enter an ASCII value, it must be preceded with a backslash (\) in order to display the character.

- **Column 2 - Code:** This column contains the Unicode value of the character that is inserted in the cataloging draft.

Note that the table is divided according to the tabs for the keyboard. Each section should be entered in the same order in which it is defined in the Keyboard.ini file. The link between a tab in the two files is determined by order, and not by the capture.

### 13.16 AUTHORIZATIONS

#### 13.16.1 Allowed and Denied Tags

The permission.dat table, accessible through UTIL M/10, defines allowed and denied tags for different catalogers.

Following is a sample of the table:

<table>
<thead>
<tr>
<th>!1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>!!!!!!!!!!-!!!!!!-!-!!!!!!!!!</td>
<td>YOHANAN</td>
<td>#####</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>YOHANAN</td>
<td>650##</td>
<td>N</td>
</tr>
</tbody>
</table>
OMRI       ##### Y
OMRI       100## N
TAMI       ##### Y
TAMI       245## N
YIFAT      ##### N
IVGENIA    ##### P OMRI
TAMI       ##### P YOHANAN
YIFAT      ##### P YOHANAN

Key to permission.dat:

- **Column 1 - User Name**
  This is the unique string by which the system identifies the cataloger/user.

- **Column 2 - Tag Code**
  This column contains the allowed or denied tag and indicators. Use the hash (##) as a placeholder for undefined tags and/or indicators (e.g. 100## means tag 100 any indicators; ##### means ALL tags).

- **Column 3 - Type of Permission**
  Values are Y, N and P. Enter Y for allowed tags and N for denied tags. In the above sample of the table, the user OMRI has authorization to edit all fields except the 100 field. P can be used to define that a user is a proxy of another user already defined in the table. The user will have the same editing rights as the other user. In the above sample of the table, all entries assigned to the user YOHANAN are assigned to the users TAMI and YIFAT. The value P indicates that all other entries for TAMI and YIFAT are ignored.

  In the Cataloging module, denied tags will appear in a different color and the GUI's status bar will denote that there is no permission to edit the tag.

  A user that does not have an entry in the permission.dat table is denied permission to edit any tag. If the library does not want to use the permission.dat mechanism, the table can be removed and all users will then be allowed to edit any tags.

Note that a switch in the library's tab/tab10 table, TAB10-CAT-PERM-BY-PROXY, defines whether or not the system will automatically create entries for all users that are linked by Z66-USER-PROXY when packing the cataloging tables (UTIL M/7).

### 13.16.2 Cataloging "OWN" Permissions

The system librarian can assign a group of allowed OWN values for a cataloger. This can be done by setting up the tab_cat_own table in the library's tab directory (UTIL M/16).

Up to five different OWN values of cataloging records can be allowed for a single OWN value of a user.

Following is a section of the table:

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>!!!!!!!-!!!!!!!-!!!!!!!-!!!!!!!-!!!!!!!-!!!!!!!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAT</td>
<td>AA</td>
<td>BB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAT1</td>
<td>BB</td>
<td>CC</td>
<td>DD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, any user with the value CAT in its Cat. OWN Permission field has authorization for updating records with OWN values of AA and BB. Those users with the value CAT1 in their Cat. OWN Permission field, have authorization for updating records with OWN values of BB, CC and DD.

Note that it is possible to assign more than 5 different OWN values of cataloging records to a user's OWN value by using the hash (#) character as a wildcard. Following is a sample of the table in which the # sign is used to cover more OWN values:

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>!!!!!!!!-!!!!!!!-!!!!!!!-!!!!!!!-!!!!!!!-!!!!!!!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECAT</td>
<td>ME###</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECAT1</td>
<td>#####</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECAT2</td>
<td>#######</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECAT3</td>
<td>ME###</td>
<td>GR###</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACA##</td>
<td></td>
<td>MACAT1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Based on the sample above:

- ME### includes, for example, MEDUC, MELEC, and so on.
- ##### includes all OWN values that are up to five characters.
- ####### includes all possible OWN values (this is equal to the GLOBAL authorization).

Key to the tab_cat_own table:

- **Column 1 - User's OWN Permission**
This column contains the value of the Cat. OWN Permission field assigned to the user(s). Use the hash (#) character as a
placeholder for any character. For example, CAT## includes users with OWN Permission CAT, CAT1, CATXX, and so
on.

- **Columns 2 to 6 - Record's OWN value**
  Columns 2 to 6 contain the record's OWN values which the user with the OWN permission defined in column 1 is
allowed to update. Use the hash (#) character as a placeholder for any character. For example, ME### includes,
MEDUC, MELEC, and so on.

### 13.17 MERGING RECORDS

The system librarian is in charge of defining which fields are retained or overwritten when merging two cataloging records,
this is done by editing the library's tab/tab_doc_merge table (UTIL M/15).

The Merging records function runs when the Paste record option is selected from the Edit menu of the Cataloging module. The
system uses the definitions of the tab_doc_merge table if the following line is defined in the library's fix_doc table:

```
MERGE fix_doc_merge_(01-99)
```

The Merging records function can also be used when the Locate similar records is selected from the Edit menu of the
Cataloging module. The system uses the definitions of the tab_doc_merge table if the following line is defined in the library's
fix_doc table:

```
LOCAT fix_doc_merge_(01-99)
```

Following is a sample of the tab_doc_merge table:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1</td>
<td>Y</td>
<td>590##</td>
</tr>
<tr>
<td>01</td>
<td>1</td>
<td>N</td>
<td>008##</td>
</tr>
<tr>
<td>01</td>
<td>1</td>
<td>C</td>
<td>245##</td>
</tr>
<tr>
<td>01</td>
<td>1</td>
<td>Y</td>
<td>245##</td>
</tr>
</tbody>
</table>

**Key to tab_doc_merge**

- **Column 1 - Merge set**
  This column is used to define different merging routines. Up to 99 different merging routines may be defined, values are
01 to 99. Note that the routine should match the definitions of the library's fix_doc table (e.g. if you want to work
with the 03 routine, then fix_doc_merge_03 should be defined in the fix_doc table). Additionally, please note that the
lines of the table are limited to 99.

- **Column 2 - Merging direction**
  Values are 1 and 2. 1 defines lines for the original record, i.e. the document into which fields are merged/pasted. 2
defines lines for the document from which fields are copied.

- **Column 3 - Action**
  Values are Y, N and C:
  - Y - For the original record (1) - retains the field.
  - For the copied record (2) - copies the field.
  - N - Does not retain the field.
  - C - Retains the field only if it does not appear in the other record.

- **Column 4 - Tag code**
  This column contains the field tag and its indicators. Use the hash (#) as a placeholder for undefined tags and/or
indicators (e.g. 100## means tag 100 any indicators; ###_ means ALL tags).

  This column can also be used for sub-field and sub-field contents to use as filters as shown in the following example:

  ```
  01 2 Y 590##5,*abc*
  ```

  In the above example, the tag 590 is disregarded if sub-field $5 of the field does not contain the string "abc" as part of
its contents.

In the example above, all fields are taken from the original document (1) except the 008 field. The 245 field is always taken
from the copied record. If the copied record does not have a 245 field, the 245 field of the original record is retained.
Otherwise it is overlaid from the second document to the original record.

Note that the search for the code is sequential. For example:

```
01 1 N 008##
01 1 Y ######
```

At first, the system will not take the 008 field because of the N in column 3 for the field. Then, the system continues "reading"
the next line that defines that all fields should be taken. The result is that the 008 field is taken too.

13.18 UPDATING THE TABLES PACKAGE (UTIL M/7)

After making changes to any of the tables of the catalog directory ($data_root/pc_tab/catalog), the system librarian is in charge of repackaging the cataloging tables. The cataloging tables are repackaged by performing UTIL M/7. This updates the packaged file of tables (pc_cat.pck) in the library’s catalog directory. When a user connects to a home library in the Cataloging module, the system compares the tables on the client with the date of the pc_cat.pck package on the server. If the dates are different, the user is prompted to update the tables on the client.

Among other tables/files, the catalog directory contains cataloging forms (for example, 008_bk.lng for MARC21), cataloging templates (e.g., 008_bk.lng for MARC21), help screens (taginfo.lng), codes for the FMT field (formats.lng), field contents for fixed text fields (tag_text.dat), list of valid tags and aliases (codes.lng), and so on.

13.19 SUB-FIELD PUNCTUATION

The tab_subfield_punctuation in the library’s tab directory is used to define the punctuation that is added to the headings in the catalog draft and to the headings for display in the Web OPAC and GUI applications. The table is required to add punctuation to headings from which punctuation has been stripped in order to normalize them. The tab_subfield_punctuation table can be edited through UTIL M/16.

Following is a sample of the tab_subfield_punctuation table:

| 1 | AUT## | a 4 ,  
|   | 2     | a 4 , |
| 3 | a b .  |
| 4 |     .  |
| 5 |     - .|
| 6 | TIT## | a b :

Key to tab_subfield_punctuation:

- **Column 1 - Program code**
  - Use “1” for sub-field punctuation for headings (column 2 contains a heading code).
  - Use “A” for sub-field punctuation for fields (column 2 contains a field tag).

- **Column 2 - Access code / tag and indicators**
  - The tab_subfield_punctuation has two types of lines or section, lines that define sub-field punctuation for a heading and lines that define sub-field punctuation for a field.

  This column contains an ACC code (e.g. TIT, SUB) for lines that define sub-field punctuation for headings. Punctuation for headings is necessary for the display of headings in the Web and GUI OPAC.

  This column contains a MARC tag with indicators for lines that define sub-field punctuation for fields. Use the hash (#) as a placeholder for undefined indicators. Punctuation for fields is necessary when the system automatically updates the bibliographic record from a linked authority record. When the bibliographic record is updated from the authority database the system always uses the preferred term (1XX) from the authority record. Originally the bibliographic record may have more data then the authority record. These data should be retained. In MARC, authority records do not have end punctuation while bibliographic records do. The tab_subfield_punctuation table is used to add end punctuation to the updated field. The table can be also used to add punctuation between the end of the preferred term from the authority record and the additional sub-fields retained from the bibliographic record (e.g. between sub-field $a - personal name - and sub-field $t - title of MARC21 600 field).

- **Column 3 - Sub-field code**
  - Enter the sub-field to which the end punctuation is going to be added.

- **Column 4 - Following sub-field code**
  - Enter the sub-field that follows after the end punctuation added to the sub-field defined in the previous column.

- **Column 5 - Punctuation to add**
  - Enter the punctuation signs that should be added to the sub-field.

- **Column 6 - If punctuation**
  - This column is used to determine whether or not the punctuation defined in column 5 is added to the field. If the field already ends with the punctuation defined in column 6, punctuation from column 5 is not added.
13.20 VALIDATION OF CONTENTS OF A FIELD

You can set up ALEPH to check the contents of some fields. This can be done through the check_doc_line_contents table in the library's tab directory. The table can be accessed through UTIL M/8/b.

Following is a sample of the check_doc_line_contents table:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK</td>
<td>isbn</td>
<td>range</td>
<td>isbn</td>
<td>1850 2001</td>
</tr>
<tr>
<td></td>
<td>length</td>
<td></td>
<td>length</td>
<td>4</td>
</tr>
</tbody>
</table>

Key to the check_doc_line_contents table:

- **Column 1 - Record's format**
  - Enter a specific record format (e.g. BK), or use ## as a wild card to indicate that the field is appropriate for any format. If you enter a specific format, it must be one that has been defined in the Material Types table.

- **Column 2 - Field tag and indicators**
  - Enter the field tag of the field to be checked. Use the hash (#) as a placeholder for undefined indicators.

- **Column 3 - Sub-field code**
  - Enter the sub-field code of the sub-field to be checked. If the column is left blank, then the field is taken as is.

- **Column 4 - Name of check program**
  - The existing check programs are "isbn", "issn", "length", "number_length", and "range":
    - "isbn" - verifies that the ISBN entered in the field is a valid ISBN.
    - "issn" - verifies that the ISSN entered in the field is a valid ISSN.
    - "length" - verifies that the length of a numeric string matches the values defined in column 5.
    - "number_length" - verifies that the number_length of a numeric string matches the values defined in column 5.
    - "range" - verifies that the numeric string entered in the field matches the range defined in column 5.

- **Column 5 - Values to check**
  - For "length" enter (e.g. for sub-field $c of MARC21 field 260, the length is "4" for the year).
  - For "range" enter (e.g. for sub-field $c of MARC21 field 260, enter reasonable values for the range of the year, for example 1850 - 2001).

13.21 CHECK FIELD OCCURRENCES AND DEPENDENCY BETWEEN FIELDS

Definitions for field occurrences and dependency between fields for checking routines are set up in the check_doc_doc table in the library's tab directory. This table can be edited through UTIL M/8/c.

The table contains two sections:

- **OC**
- **D**

Following is a sample of the **OC section**:

```
OC BK 5001 00 01 100## 110## 111## 130##
OC XX 5002 01 01 245##
OC BK 5003 01 01 260##
OC SE 5007 01 01 310##
```

This section enables you to define which fields are mandatory and their repeatability.

Key to the **OC section** of check_doc_doc:

- **Column 1 - Section ID**
  - Enter OC for each line of this section of the table.

- **Column 2 - Record format**
  - Enter a specific record format (e.g. BK), or use XX as a wild card to indicate that the check is appropriate for any format. If you enter a specific format, it must be one that has been defined in the Material Types table.

- **Column 3 - Error message code**
  - Enter the code of the error message that is displayed in the Cataloging module. The code should match the definitions of the check_doc.lng table (UTIL M/8/w) located in the library's tab directory.

- **Column 4 - Minimum of occurrences**
  - 00 indicates that the field is not mandatory. Any number from 01 indicates that the field must be present.
Column 5 - Maximum number of occurrences
If the field is not repeatable enter 01. If the field is repeatable, you may use values 02 to 99 to define that the field can be repeated up to the number of times according to the selected value.

Column 6 - Field code
Enter the field code of the fields for which occurrences are being defined. Up to 5 field codes can be entered (with "OR" implied).

In the above sample of the table, the first line indicates that a record may have only one occurrence of either MARC21 field 100, or 110, or 111 or 130. These fields are not mandatory.

Following is a sample of the D section:

D BK 7003 2450# Y 1#### N
D BK 7004 2451# Y 1#### Y

This section of the table enables you to define dependencies between fields, such as if one is present another must be present, or if one is present another must not be present.

Key to the D section of check_doc_doc:

Column 1 - Section ID
Enter D for each line of this section of the table.

Column 2 - Record format
Enter a specific record format (e.g. BK), or use XX as a wild card to indicate that the check is appropriate for any format. If you enter a specific format, it must be one that has been defined in the Material Types table.

Column 3 - Error message code
Enter the code of the error message that is displayed in the Cataloging module. The code should match the definitions of the check_doc.lng table (UTIL M/8/w) located in the library's tab directory.

Column 4 - Field code
Field code for the first part of the condition. Use the hash (#) as a placeholder for undefined tags and/or indicators (e.g. 100## or 1#0##)

Column 5 - Type of dependency
This column defines if the check relates to the field being present or not. Values are Y and N. Use Y to define that the field is present. Use N to define that the field is not present.

Column 6 - Field code
Field code for the second part of the condition. Use the hash (#) as a placeholder for undefined tags and/or indicators (e.g. 100## or 1#0##).

Column 7 - Type of dependency
This column defines if the check relates to the field being present or not. Values are Y and N. Use Y to define that the field is present. Use N to define that the field is not present.

In the above sample of the section, if a record has a 245 field with 0 as first indicator, then the 1XX fields must not be present. If the record has a 245 field with 1 as first indicator, then a 1XX field must be present.

13.22 CHECK ROUTINES FOR DOCUMENT DELETION

The check_doc_delete table lists all the checking programs that are run when the user chooses the "Delete record from server" option from the Edit menu.

Up to 100 programs may be defined.

Following is an example of the check_doc_delete table - this example lists the existing checking routines:

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
check_doc_delete_lkr
check_doc_delete_item
check_doc_delete_order
check_doc_delete_copies

The check_doc_delete_lkr program checks if there are any links from the record to another record.

The check_doc_delete_item program checks if the record has any associated items.

The check_doc_delete_order program checks if the record has any associated order.

The check_doc_delete_copies program checks if the record has any associated subscriptions.

The check_doc_delete_aut_bib program checks if the authority record to be deleted has any bibliographic records associated with the heading of the record.
13.23 FORBIDDEN ERRORS AND TRIGGERS

You can set up the system to have check programs that are run when the record is sent to the server to activate a trigger or be defined as forbidden. This can be done by editing the check_doc_mandatory (UTIL M/8/e) table in the library's tab directory.

Following is a sample of the check_doc_mandatory table:

```
! 1  2
!!!-!
0001 M
0002 M
0003 M
0004 M
0005 M
0101 T
0110 T
0110 T
0141 M
```

Key to the check_doc_mandatory table:

- **Column 1 - Identifying number of the check program**
  Enter the error code of the check program. User defined error codes are defined in the check_doc.lng (UTIL M/8/w) table in the library's tab directory. System defined error codes are defined in the check_doc (UTIL M/8/x) table in the $alephe_root/error_lng directory.

- **Column 2 - Type of error**
  This column is used to define the type of error. Values are M and T. Errors of type M are considered forbidden errors and will not allow the user to update the record. Errors of type T activate a trigger and allow database update. The record's triggers can be retrieved through the Record's triggers option from the Edit menu of the Cataloging module.

Note that if error code 9999 (Too many errors) is not defined in the table, it is considered by the system as a forbidden error (type 'M').

13.24 CHECKING ROUTINES FOR NEW HEADINGS IN THE HEADINGS LIST

The system librarian can define which fields are ignored for purposes of the check message that informs the cataloger that the heading is a new heading in the headings list (acc file). This is done by including the field in the check_doc_new_acc (UTIL M/8/f) table in the library's tab directory.

Following is a sample of the check_doc_new_acc table:

```
! 1
!!!!!
245##
260##
```

Key to the check_doc_new_acc table:

- **Column 1 - Field code**
  Enter the field code of the fields that should be ignored while checking for unique headings in the Heading List (ACC index). Use the hash (#) as a placeholder for undefined tags and/or indicators. In the above sample, the title headings and the imprint headings are ignored by the checking routine for new headings in the list.

Note that for the "New headings" check routine to be performed, the check_doc_new_acc program should be listed in the check_doc table of the library's tab directory. The check_doc table lists all the checking programs that are run when the user chooses the "Check Record" function.

13.25 CHECKING ROUTINES FOR NEW HEADINGS IN THE BIBLIOGRAPHIC AND AUTHORITY HEADINGS LIST

The check_doc_new_acc_aut table (UTIL M/8/g) in the library's tab directory defines the fields that should be ignored when checking for new headings in the Headings List of the relevant authority library and in the Headings List of the bibliographic library.

Following is a sample of the check_doc_new_acc_aut table:
The system librarian can define which fields are ignored when the system checks whether or not a duplicate record is opened in the Direct Request Index. This is done by including the field to be ignored in the check_doc_unique_index (UTIL M/8/h) table in the library's tab directory.

Following is a sample of the check_doc_unique_index table:

<table>
<thead>
<tr>
<th>Column 1 - Field code</th>
</tr>
</thead>
<tbody>
<tr>
<td>! 1</td>
</tr>
<tr>
<td>! ! !!</td>
</tr>
<tr>
<td>050##</td>
</tr>
<tr>
<td>020##</td>
</tr>
</tbody>
</table>

Key to the check_doc_unique_index table:

- **Column 1 - Field code**
  - Enter the field code of the fields that should be ignored while checking for unique headings in the Direct Request Index. Use the hash (#) as a placeholder for undefined tags and/or indicators. In the above sample, the Library of Congress call number and the ISBN are ignored by the checking routine for new headings in the list.

Note that for the "Duplicate Direct Index" check routine to be performed, the check_doc_unique_index program should be listed in the check_doc table of the library's tab directory. The check_doc table lists all the checking programs that are run when the user chooses the "Check Record" function.

13.27 LOCKING PERIOD FOR LOCKED RECORDS

Locked records are automatically unlocked after a period defined by the system librarian by defining the setenv doc_lock_period variable in the pc_server_defaults table located in the Salephe_root directory. The period is defined in seconds. By default, the variable has been set to lock records for one hour:

```
setenv doc_lock_period 3600
```

13.28 CHECK ROUTINES FOR CHECK RECORD

The check_doc table lists all the checking programs that are run when the user chooses the "Check Record" option from the Edit Menu or clicks the "Check Record" icon.

Up to 100 programs may be defined.

Following is an example of the check_doc table:

```
! 1
!!!!!
050##
020##
check_doc_new_acc
check_doc_new_acc_aut
check_doc_unique_index
check_doc_tag_text
check_doc_line
check_doc_line_contents
```
13.28.1 Checking Programs

- **check_doc_852**: This program checks if the sub-library and collection codes - cataloged in sub-fields $b$ and $c$ of the MARC21 location field (852) of the holdings record - match the definitions of the tab_sub_library and tab40 tables. Note that this program should be included in the check_doc table of the holdings library (xxx60).

- **check_doc_adm_lkr**: This program checks if the bibliographic record to which the LKR field in the administrative record is pointing (sub-field $b$) is already linked to another administrative record. This program should be used only in administrative libraries (XXX50).

- **check_doc_aut_duplicate**: This program checks if the authority heading already exists in the GEN index of the authority database. Note that this program should be included in the check_doc table of the authority database (xxx10).

- **check_doc_doc**: This program checks field occurrences and dependencies between fields. List of the library.

- **check_doc_line**: This program checks the validity of indicators and sub-fields; the presence of mandatory sub-fields according to the definitions of the check_doc_line table; and dependencies between sub-fields.

- **check_doc_line_contents**: This program checks the contents of some fields according to the definitions of the check_doc_line_contents table.

- **check_doc_lkr**: This program checks the validity of the library and document number in the LKR field (sub-fields $l$ and $b$).

- **check_locate**: This program checks if there are records in the database that are similar to the one currently being updated.

- **check_doc_new_acc**: This program checks whether or not a new record is opened in the headings list of the library.

- **check_doc_new_acc_aut**: This program checks whether or not the cataloged heading is a new entry in the headings list of the bibliographic library or of the authority library.

- **check_doc_tag_text**: This program checks the validity of text entered into a sub-field defined in the check_doc_tag_text table.

- **check_doc_unique_index**: This program checks whether or not a duplicate record is opened in the Direct Request index.

The View Related button of the Message List window can be used with the following check routines:

- check_doc_unique_index
- check_doc_delete_lkr
- check_doc_locate
- check_to_duplicate

The button retrieves the related record associated with the message displayed for the record being checked.

13.29 FIXED-LENGTH FIELDS CHECKING ROUTINES

Fixed-length fields checking routines are table-driven. These routines are flexible and can be customized by the system librarian. Each fixed-length field has its own table for defining validation routines; the structure of the table is the same for all fields. Currently, fixed-length validation routine tables have been defined for MARC21 006, 007, 008 and LDR (leader), and for UNIMARC 100 and LDR (leader).

The fixed-length tables for MARC21 are the following:

- check_doc_field_006
- check_doc_field_007
- check_doc_field_008
The fixed-length tables for UNIMARC are the following:

- check_doc_field_lrd
- check_doc_field_100
- check_doc_field_lrd

Note that for the fixed-length validation checks to be functional, the check_doc_line program must be listed in the check_doc table, accessed by using UTIL M/8/i.

Following is a sample of a check_doc_field_<tag> table, check_doc_field_006:

```
1 2 3 4 5 6 7
!!-!!!-!-!!!-!!!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
XX 000 1 acdefgi-jkmoprst
XX 000 a 001 1 ^abcdefghijklmop| ^abcdefghijklmop| are valid values for position 01 of the 006 MARC21 field when position 00 of the field contains value "a".
XX 000 a 002 1 ^abcdefghijklmop| ^abcdefghijklmop| are valid values for position 01 of the 006 MARC21 field when position 00 of the field contains value "a".
XX 000 a 003 1 ^abcdefghijklmop| ^abcdefghijklmop| are valid values for position 01 of the 006 MARC21 field when position 00 of the field contains value "a".
XX 000 a 004 1 ^abcdefghijklmop| ^abcdefghijklmop| are valid values for position 01 of the 006 MARC21 field when position 00 of the field contains value "a".
XX 000 a 001-004 3 check_val_left_just
XX 000 a 005 1 ^abcdefgj| 2 uv
XX 000 a 006 1 ^abcdefrs| 2 ghiz
XX 000 a 007 1 ^abcdefgijklmopqrstuvwxyz| 2 34hxy
XX 000 e 005-006 1 ^^,aa,ab,ac,ad,ae,af,ag,am,an,ap,au,az 1 ba,bb,bc,bd,be,bf,bg,bh,bi,bj,bo,br,bs
1 bu,bz,ca,cb,cc,ce,cp,cu,cz,da,db,dc,dd
1 de,df,dg,di,dz,||
```

**Key to the check_doc_field_ tables:**

Note that for columns that contain positions of the field a zero is added to the left of the position.

- **Column 1 - Record Format**
  Enter a specific record format, or use XX as a wild card to indicate that the values for the position(s) of the field are appropriate for any format. If you enter a specific format, it must be one that has been defined in the Material Types table.

- **Column 2 - Match Offset**
  If needed, enter the field position used as a matching point for the character specified in column 3 (Start position). For example, in the section above:

```
XX 000 a 001 1 ^abcdefghijklmop| ^abcdefghijklmop| are valid values for position 01 of the 006 MARC21 field when position 00 of the field contains value "a".
```

- **Column 3 - Match Character**
  If needed, enter the field character (value) of the position given in the previous column. For example, in the section above:

```
XX 000 a 001 1 ^abcdefghijklmop| ^abcdefghijklmop| are valid values for position 01 of the 006 MARC21 field when position 00 of the field contains value "a".
```

- **Column 4 - (Start) Position**
  Start of the position range to check. For example, in the section above:

```
XX 000 1 acdefgi-jkmoprst
```

- **Column 5 - End Position**
  If needed, end of the position range to check. For example, in the section above:

```
XX 000 e 005-006 1 ^^,aa,ab,ac,ad,ae,af,ag,am,an,ap,au,az 1 ba,bb,bc,bd,be,bf,bg,bh,bi,bj,bo,br,bs
1 bu,bz,ca,cb,cc,ce,cp,cu,cz,da,db,dc,dd
1 de,df,dg,di,dz,||
```

^^,aa,ab,ac,ad,ae,af,ag etc. are the valid values for positions 05 to 06 of the 006 MARC21 field when position 00 of the field contains value "a".
Column 6 - Check Type
Defines the type of check that should be applied. Values are 1, 2 and 3:
- 1 = Check for valid values.
- 2 = Check for obsolete values.
- 3 = Run an external check program.

Column 7 - Check Values
The check values depend on the check type defined in column 6.

If the check type is 1, then this column contains the list of valid values that are valid for the position range. If the value being checked is present on the list, then no error message is displayed.

Values are separated by commas. If the position range is only one character wide, the commas may be omitted. For example, in the section above:

```
XX 000 1 acdefgijkmoprst
acdefgijkmoprst are valid values for position 00 of the 006 MARC21 field.
```

If the check type is 2, then this column contains a list of values that may be present but are obsolete. If the value being checked is present on the list, an error message will be displayed informing the cataloger that the value is obsolete.

Values are separated by commas. If the position range is only one character wide, the commas may be omitted. For example, in the section above:

```
XX 000 a 006 1 ^abcdfrs| 2 ghiz
^abcdfrs| are valid values for position 06 of the 006 MARC21 field when position 00 of the field contains value "a".
ghiz are obsolete values for the same position.
```

Note that for values of type 1 and 2, the blank should be indicated using the TAB10-DOC-BLANK-CHARACTER as set in the tab10 table of the library’s tab directory.

If the check type is 3, then this column contains the name of the external check routine that must be performed for the position range. For example, in the section above:

```
XX 000 a 001-004 3 check_val_left_just
In this instance, for positions 01 to 04 of the 006 MARC21 field, when the value of position 00 is "a", the system performs the check_val_left_just checking routine. This program verifies that the values in the position range are left-justified.
```

Following are ALEPH’s external check routines for fixed-length field validation tables:

- **check_val_left_just**
  Verifies that the values in the position range are left-aligned.

- **check_val_alpha_order**
  Verifies that the values in the position range are in alphabetical order, ignoring spaces.

- **check_val_run_time**
  Verifies that the three characters specified constitute a valid running time (i.e., 000-999, ---, and nnn).

- **check_fixed_field_length**
  Verifies that the field is as long as the start and stop offsets would indicate.

- **check_val_red_ratio**
  Verifies positions 06-08 of the 007 MARC21 field for microforms (reduction ratio).
  The specific reduction ratio of the microform, recorded as three digits. The number is right-justified and each unused position contains a zero. A hyphen is used for any unknown portion of the reduction ratio.

- **check_val_date_6**
  Verifies positions 17-22 of the 007 MARC21 field for motion pictures (film inspection date). Six characters that indicate the most recent film inspection date; the date is recorded in the pattern ccyymm (century/year/month). A hyphen is used for any unknown portion of the date. Six fill characters (||||||) are used if no attempt is made to code these character positions.

- **check_val_blank**
  Verifies that the position range consists only of blanks (^).
first position to be "u", nor does it allow "uuuu".

- **check_val_all_9**  
  Verifies that the position range consists only of the digit 9.

- **check_val_date_8**  
  For an eight-position range, verifies that it forms a valid date (yyymmddd). The program allows the last two positions (corresponding to the day) to be blanks.

- **check_val_numeric**  
  Verifies that the position range consists only of digits.

- **check_val_all_u**  
  Verifies that the position range consists only of the value "u".

- **check_val_date_4_or_u**  
  Like check_val_date_4, for a four-position range, verifies that it forms a valid date. The difference is that "uuuu" is permitted.

- **check_val_country**  
  Verifies that the position range forms a valid MARC country code. Valid country codes are defined in the marc_country_codes table in the library's tab directory.

- **check_val_language**  
  Verifies that the position range forms a valid MARC21 language code. Valid language codes are defined in the marc_language_codes table in the library's tab directory.

- **check_val_bitdepth**  
  Verifies positions 06-08 of the 007 MARC21 field for computer files (image bit depth).
  
  A three-character number specifying the exact bit depth of the scanned image(s) that comprise(s) the computer file, or a three-character alphabetic code which indicates that the exact bit depth cannot be recorded. Since the exact bit depth is useful, coding should not include missing digits represented by hyphens (-). Three fill characters (|||) are used when no attempt has been made to encode this data element.

- **check_val_heading_use**  
  Verifies that there is at least one "a" in the headings use codes of MARC21 008 field (positions 14-16). This routine checks if the heading has been marked valid for any use.

**13.30 VALIDATION MESSAGES (TABLE DEPENDENT)**

Table dependent error messages can be defined in the check_doc.lng table of the library's tab directory accessible through UTIL M/8/w. This table contains user-defined validation messages that are table dependent and must be between the range of 5000-7000 only - e.g. checks in program check_doc_doc (UTIL M/8/c) such as:

OC XX 5002 01 01 245##

The message 5002 for the above example must be defined in the check_doc.lng table. Following is a section of the table that contains the message (message 5002) for the line from the check_doc_doc table:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>!!!!--!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5001 L Multiple 1XX! A record cannot have more than 1 main entry.  
5002 L Required 245 field is either missing or duplicated.  
5003 L Required 260 field is either missing or duplicated.  
5007 L Required 310 field is either missing or duplicated.

**Key to the check_doc.lng table:**

- **Column 1 - Error Message Number**  
  Error message number between the range of 5000-7000.

- **Column 2 - ALPHA**  
  ALPHA of the message text. L stands for Latin; S for Cyrillic; R for Greek; H for Hebrew; and A for Arabic.

- **Column 3 - Error Message Text**  
  Enter the message text that is displayed in the Cataloging module when performing the check routine.
13.31 VALIDATION MESSAGES (SYSTEM-DRIVEN)

The check_doc table in the alephe/error_emg directory provides for validation messages for the check doc programs. The error messages defined in this table are system-driven and are between the range of 0001-4999 and of 9000-9999.

Following is a section of the check_doc table:

```
  1  2                  3
!!!!!---!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>

0001 L Document number $1 in library $2 points to current document.
0002 L Document has $3 item(s) attached to ADM record $1 in library $2
0003 L ADM record has $1 item(s) attached.
0004 L Document has $3 order(s) attached to ADM record $1 in library $2
0005 L ADM record has $1 order(s) attached.
```

Key to the check_doc table:
- **Column 1 - Error Message Number**: Error message assigned by ALEPH.
- **Column 2 - ALPHA**: ALPHA of the message text. L stands for Latin; S for Cyrillic; R for Greek; H for Hebrew; and A for Arabic.
- **Column 3 - Error Message Text**: Message text that is displayed in the Cataloging module when performing the check routine.

13.32 EXPAND RECORD

The ALEPH integrated library system holds information in different types of records and in different types of "libraries" (databases).

A standard system has a BIB library, for storing bibliographic data, and an ADM library, for storing administrative data. Most installations will also have an AUT library, storing authority information, and a HOL library, storing holdings and location information.

Libraries may want to display information from the non-bibliographic databases together with the linked bibliographic record. Libraries may also want to enable the user to search the bibliographic database using information from other databases - location, for example.

ALEPH enables the installation to "expand" information from one database record to another database record. This is possible because there are links between the records in the various databases. The information that is "expanded" can be used for display and/or for indexing. "Expand" routines can also be used to "expand" data within a record.

The "expand" function works with the tab_expand table (UTIL G/1/24). Every library has such a table, although it is the bibliographic library that uses the table the most.

The tab_expand table defines three aspects:
1. The system function in which the expand program works.
2. The expand program that defines which data from the record can be expanded.
3. If required, additional parameters for the expand program.

Following is a sample of the tab_expand table:

```
!   1                   2                               3
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
U39-DOC    expand_doc_fmt
U39-DOC    expand_doc_join
ACC        expand_doc_bib_acc
```

Key to tab_expand table:
- **Column 1 - System context**: This column contains the "context" wherein the expand is operative. Following are the available "context" functions:
  - **RET**: Context: Retrieval of records (b_ret_01) and sorting (b_ret_21).
  - **WORD**: Context: Word index creation/update (b_manage_01).
  - **SORT-DOC**: Context: Sort keys creation/update (b_manage_27).
  - **ACC**
Context: Headings index creation/update (b_manage_02).

**INDEX**
Context: Direct index creation/update (b_manage_05).

**E-DOC-**
Context: Specific format display. Used for running expand programs that should be applied only to specific formats. For example, the expand_doc_uni_merge program should be functional only when the record is displayed in ISBD format.

The format number of the instance should match the format number defined in the edit_doc.lng table for the desired format. For the expand_doc_uni_merge example mentioned above, if the ISBD format has been defined as 038 in the edit_doc.lng table, then the tab_expand table should be defined as follows:

```
E-DOC-038   expand_doc_uni_merge
```

This replaces WEB-FULL, WEB-FULL-1, GUI-DOC-D and GUI-DOC-P.

**CREATE-Z13**
Context: Short bibliographic record creation/update (b_manage_07).

**UPDATE-Z103**
Context: Links creation/update (b_manage_12).

**WEB-BRIEF**
Context: Brief display (Web OPAC).

**WEB-FULL**
Context: Full display (Web OPAC).

**WEB-SAVE**
Context: Full print - save (Web OPAC).

**WEB-MAIL**
Context: Full print - mail (Web OPAC).

**WEB-FULL-1**
Context: Full display - format 01 (Web OPAC).

**WEB-SCNIND**
Context: Title display when browsing Direct indexes (Web OPAC).

**WEB-ACCREF**
Context: Authority record display from bibliographic heading (Web OPAC).

**GUI-ACCREF**
Context: Authority record display from bibliographic heading (GUI OPAC).

**GUI-DOC-D**
Context: Full display (GUI OPAC).

**GUI-DOC-P**
Context: Full print (GUI OPAC).

**GUI-BRIEF**
Context: Brief display (GUI OPAC).

**HOLDING**
Context: Display of item list.

**PRINT-CUST**
Context: Print custom format (b_print_01).

**PRINT-REC**
Context: Download records (b_print_03).

**PRINT-CAT**
Context: Print catalog (b_print_04).

**PRINT-COL**
Context: Print columnar format (b_print_08).

**TAB33-DOC**
Context: Navigation window.

**UE-08**
Context: UE-08 (for expanding authority records for UE-08 procedures).

**Z39-SERVER**
Context: Z39-SERVER.
The following are the available expand programs:

- **expand_doc_856**
  The expand_doc_856 program expands external links (MARC field 856) of the bibliographic record to the holdings record. This program should be added to the tab_expand table of the holdings library (XXX60).

  Note that for this program to run, it is necessary also to define the expand_doc_hol_bib expand program that is used to add bibliographic data to the holdings record.

  For this expand program, the tab_expand table of the holdings library should include the following lines:

  !   1                   2
  !!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
  WEB-FULL   expand_doc_hol_bib
  WEB-FULL   expand_doc_856

  Note that in the edit_paragraph (used by edit_doc 101) of the holdings library, the following should be defined:

  109 URL## D -^         ##         A

- **expand_doc_adm_bib**
  The expand_doc_adm_bib program adds bibliographic data to the administrative record.

- **expand_doc_aut_aut**
  For multilingual applications, the expand_doc_aut_aut program identifies the authority record of a heading that is a "see also" in the authority record. The program adds all forms of the heading from the "main" authority record. This program builds all languages for Broader and Narrower terms.

- **expand_doc_bib_001**
  The expand_doc_bib_001 program builds a 001 field that contains the system number of the record. The field is built only if the 001 field does not already exist in the record.

- **expand_doc_bib_852_1**
  The expand_doc_bib_852_1 program expands the 852 MARC21 location field into the bibliographic record. The field is brought from the holdings record and/or built from the information in the Z30 (item record). If the holdings record has an 866 MARC21 field (textual holdings statement), the field is appended to the 852 field from the holdings record that is expanded into the bibliographic record.

  Sublibrary (subfield $b) and collection (subfield $c) codes are are expanded into subfields $4 and $5 in which the sublibrary code and collection code are replaced by names using the tab_sub_library (sublibrary definitions) and tab40 (collection definitions) tables.

  The second call number (Z30-CALL-NO-2) is expanded using the same subfield definitions used for expanding the regular call number (Z30-CALL-NO) but in upper case. For example:

  852 L $$bULINC$$cGEN$$HHG939.5 D38 1970$$bLincoln Library$$cGeneral$$HHG939.5 D38 1970

  You can define field, sub-field and sub-field contents to filter the holdings records that are expanded. This can be done by defining the field, sub-field and sub-field contents in the parameters column (col. 3) of the library's tab_expand table. For example, if the tab_expand table contains the following line:

  !   1                   2                     3
  !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!
  U39-DOC   expand_doc_bib_852_1     852
  ,b,ULINC

  when the bibliographic record is displayed using the UTIL F/4 utility (U39-DOC routine), the holdings records attached
to the bibliographic record are expanded only if sub-field $b$ of the 852 field contains the value 'ULINC'. Holdings record that do not match this definition are not expanded.

The format for the filtering definitions is the following:

FIELD, SUB-FIELD, CONTENTS

❖ **expand_doc_bib_acc**

For multilingual applications, the expand_doc_bib_acc program adds other language fields to the record. The program adds all the headings (Z01 records) that are linked to the same authority record as the heading field in hand, and are not cross references.

Note that expand_doc_bib_accref includes expand_doc_bib_acc, therefore there is no need to have it listed under the WORD system function. The expand_doc_bib_acc program should only be used with the ACC system function.

❖ **expand_doc_bib_accref**

The expand_doc_bib_accref program adds non-preferred terms to the bibliographic record in order to build word entries from cross-references. This feature allows the user to perform a "find" search on preferred or non-preferred terms with the same result.

The expand_doc_bib_accref should only be used with the WORD system function.

❖ **expand_doc_bib_hol**

The expand_doc_bib_hol program adds holdings data (the holdings record) to the bibliographic record.

❖ **expand_doc_bib_hol_usm**

The expand_doc_bib_hol_usm program takes the 866 MARC21 field (textual holdings - basic bibliographic unit) of the holdings record and concatenates it with the 852 MARC21 field (location) of the holdings record, creating a new 866 field. In addition to the new 866 field, the program adds the holdings record to the bibliographic record.

Note that if the holdings record has field STA, the record displays in the Web OPAC only if the field text is "DISPLAY". If the record does not have an STA field, the record displays.

❖ **expand_doc_bib_hol_usm_2**

The expand_doc_bib_hol_usm_2 program takes the 866 MARC21 field (textual holdings - basic bibliographic unit) of the holdings record and concatenates it with the 852 MARC21 field (location) of the holdings record, creating a new 866 field.

❖ **expand_doc_bib_inv**

The expand_doc_bib_inv program builds an INV field from the inventory number of the item record (Z30-INVENTORY-NUMBER). Following is the structure of the INV field:

INV $a [inventory number]

❖ **expand_doc_bib_loc_n and expand_doc_sort_loc_x**

The following expand programs are used to include location information in bibliographic indexes and displays. They are a modular set of expand programs that integrate the functionality of expand_doc_bib_loc_usm and expand_doc_bib_psts.

This expand mechanism generates intermediate PS1 fields; the PS1's are sorted and de-duplicated into PST fields. Codes (for example, sublibrary) in the PST fields are expanded into display forms.

Following is the list of the programs:

- expand_doc_bib_loc_1_a
- expand_doc_bib_loc_1_b
- expand_doc_bib_loc_1_b2
- expand_doc_bib_loc_1_c
- expand_doc_bib_loc_1_c2
- expand_doc_sort_loc_a
- expand_doc_sort_loc_b
- expand_doc_bib_loc_3_a
- expand_doc_bib_loc_4_a
- expand_doc_bib_loc_4_b
- expand_doc_bib_loc_cleanup
Additionally, note that a Z07 record is triggered for the bibliographic record linked to the item when one of the following fields of the item record is updated:

- Z30-SUB-LIBRARY
- Z30-MATERIAL
- Z30-ITEM-STATUS
- Z30-COLLECTION
- Z30-CALL-NO-TYPE
- Z30-CALL-NO
- Z30-CALL-NO-KEY
- Z30-CALL-NO-2-TYPE
- Z30-CALL-NO-2
- Z30-CALL-NO-2-KEY
- Z30-DESCRIPTION
- Z30-INVENTORY-NUMBER

This ensures that the expanded bibliographic record is updated when information related to the item is changed.

The following is an example of the setup for a site where items are linked to holdings records:

```
! 1                     2
!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
XXX-XXX    expand_doc_bib_loc_1_a
XXX-XXX    expand_doc_bib_loc_1_b
XXX-XXX    expand_doc_bib_loc_1_b2
XXX-XXX    expand_doc_bib_loc_1_c
XXX-XXX    expand_doc_sort_loc_b
XXX-XXX    expand_doc_bib_loc_2_a
XXX-XXX    expand_doc_bib_loc_3_a
XXX-XXX    expand_doc_bib_loc_cleanup
```

Following is an example of the setup for a site where item are not linked to holdings records:

```
! 1                     2
!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
XXX-XXX    expand_doc_bib_loc_1_a
XXX-XXX    expand_doc_bib_loc_1_b
XXX-XXX    expand_doc_bib_loc_1_b2
XXX-XXX    expand_doc_bib_loc_1_c2
XXX-XXX    expand_doc_sort_loc_a
XXX-XXX    expand_doc_bib_loc_2_a
XXX-XXX    expand_doc_bib_loc_3_a
XXX-XXX    expand_doc_bib_loc_cleanup
```

- **expand_doc_bib_loc_1_a**
  This expand imports the holdings library code (XXX60), the holdings system number and the indicators and sub-fields of the MARC21 location field (852) into the temporary PS1 field.

- **expand_doc_bib_loc_1_b**
  This expand imports items into the temporary PS1 field using links of type ADM. This should be used in the bibliographic library (XXX01) and in Course Reading libraries (XXX30).

- **expand_doc_bib_loc_1_b2**
  This expand imports items into the temporary PS1 field using links of type ITM. The expand should be used in Course Reading libraries (XXX30) and in any regular bibliographic library that uses ITM links (e.g. analytical records).

  Note that for **expand_doc_bib_loc_1_b** and **expand_doc_bib_loc_1_b2** the Z16 is not included as in **expand_doc_bib_loc_usm** and **expand_doc_bib_psts**.

- **expand_doc_bib_loc_1_c**
  1. In order to set priority for processing status over item status, this expand stores the item process in sub-field $e$. If the item is not in process, this expand routine takes the loan status of the item and stores it in sub-field $d$.
  2. Creates PST directly from the holdings record, bypassing the creation of the temporary PS1, if there are no items linked to the holdings record.
This program should be used for sites where the items and the holdings records are linked.

expand_doc_bib_loc_1_c2
This program is like the expand_doc_bib_loc_1_c program except that it does not create the PST directly from the holdings record if there are no items linked to the holdings record.

This program should be used for sites where the items and the holdings records are not linked.

expand_doc_sort_loc_a
This program sorts uniquely the PS1 fields (items + holdings) creating a PST field for each unique PS1. PS1 match for uniqueness is on sub-library, collection, call number and status.

This program should be used for sites where the items and the holdings records are not linked.

expand_doc_sort_loc_b
This program sorts uniquely the PS1 fields (items) creating a PST field for each unique PS1. PS1 match for uniqueness is on sub-library, collection, call number and status. Note that holdings records that do not have linked items already have PST created directly by expand_doc_bib_loc_1_c.

This program should be used for sites where the items and the holdings records are linked.

Note that as expand_doc_sort_loc_a and expand_doc_sort_loc_b are mutually exclusive, it is only possible to use one of these at a time. Present in the item (for example, copy-level notes).

expand_doc_bib_loc_3_a
This expand program adds the following sub-fields (replaces codes by names) for display purposes:
$3 - Material type (display form)
$4 - Sub-library name
$5 - Collection name
$6 - Item loan status (display form)
$7 - Item process status (display form)

expand_doc_bib_loc_4_a
Imitates expand_doc_bib_loc_usm creating a LOC field.

expand_doc_bib_loc_4_b
Imitates expand_doc_bib_psts creating a PSTS field.

expand_doc_bib_loc_cleanup
This program removes the intermediate PS1 fields.

expand_doc_hol_loc_1_a
This program creates an STA field with $aSUPPRESSED-TEMP if all the items attached to the holdings record are in a temporary location. SUPPRESSED holdings records are not displayed at the head of items list in the Web OPAC.

expand_doc_bib_loc_disp
The expand_doc_bib_loc_disp program expands sub-fields $b, $c and $o of the LOC field created by expand_doc_bib_loc_usm, adding sub-fields $4 (sub-library), $5 (collection) and $3 (material type) in which the codes are replaced by names.

expand_doc_bib_loc_usm
The expand_doc_bib_loc_usm program builds three fields from the Z30 (item record), the Z16 (subscription record), and the 852 field (location) of the holdings record: SBL, LOC and STS.

Structure of the SBL field:
Indicators - both undefined, each contains a blank.
$a [sub-library code]

Structure of the LOC field:
1st indicator: Location type (0-8).
2nd indicator: undefined, contains a blank.
$b [sub-library code]
$c [collection code]
$h [location] if location type is 0-3 or 6-8.
$j [location] if location type is 4.
$s [location] if location type is 5.
$0 [material type]
Structure of the STS field:
Indicators - both undefined, each contains a blank.
$a [item status code]

This program uses the same environment variable that is used when ALEPH automatically updates the Z16 (subscription record) and the Z30 (item record) from the 852 field of the linked holdings record. The program only expands the sub-fields of the 852 field defined in the correct_852_subfields environment variable defined in the aleph_start_505 file. In this way, call numbers from the item and the holdings record are treated consistently when they are merged into a single list during the expand.

Additionally, please note that a Z07 record is triggered for the bibliographic record linked to the item when one of the following fields of the item record is updated:
- Z30-SUB-LIBRARY
- Z30-MATERIAL
- Z30-ITEM-STATUS
- Z30-COLLECTION
- Z30-CALL-NO-TYPE
- Z30-CALL-NO
- Z30-CALL-NO-KEY
- Z30-CALL-NO-2-TYPE
- Z30-CALL-NO-2
- Z30-CALL-NO-2-KEY
- Z30-DESCRIPTION
- Z30-INVENTORY-NUMBER

A Z07 for the bibliographic record is also triggered when the linked subscription record is updated.

This ensures that the expanded bibliographic record is updated when information related to the linked item or to the linked subscription information is changed.

expand_doc_bib_psts
The expand_doc_bib_psts program builds a PSTS field from the Z30 (item record), the Z16 (subscription record), and the 852 field of the holdings record. This routine shows the processing status of the item record if available, as well as the location, collection and the sub-library.

Structure of the PSTS field:
Indicators - both undefined, each contains a blank:
$b [sub-library code]
$c [collection code]
$h [location] if location type is 0-3 or 6-8.
$j [location] if location type is 4.
$l [location] if location type is 5.
$d [item status] if no item process status.
$e [item process status] if there is an item process status.

Note that the item process status is stored in sub-field $e. If the item is not in process, the expand routine takes the loan status of the item and stores it in sub-field $d.

This program uses the same environment variable that is used when ALEPH automatically updates the Z16 (subscription record) and the Z30 (item record) from the 852 field of the linked holdings record. The program only expands the sub-fields of the 852 field defined in the correct_852_subfields environment variable defined in the aleph_start_505 file. In this way, call numbers from the item and the holdings record are treated consistently when they are merged into a single list during the expand.

Note that the expand_doc_bib_psts program extracts items linked the bibliographic record through ADM and ITM links. It is necessary to extract ITM links so that the expand program will display items in a Course Reading library whether or not the ADM record is linked to the Course Reading document or to a bibliographic document.

This expand routine skips those holdings records that have been suppressed ($$aSUPPRESSED or $$aSUPPRESSED-REF).

Additionally, note that a Z07 record is triggered for the bibliographic record linked to the item when one of the following fields of the item record is updated:
- Z30-SUB-LIBRARY
- Z30-MATERIAL
- Z30-ITEM-STATUS
- Z30-COLLECTION
- Z30-CALL-NO-TYPE
- Z30-CALL-NO
- Z30-CALL-NO-KEY
- Z30-CALL-NO-2-TYPE
A Z07 for the bibliographic record is also triggered when the linked subscription record is updated.

This ensures that the expanded bibliographic record is updated when information related to the linked item or to the linked subscription information is changed.

.expand_doc_bib_psts_disp

The expand_doc_bib_psts_disp program expands sub-fields $b$ and $c$ of the PSTS field created by expand_doc_bib_psts, adding sub-fields $4$ (sub-library name) and $5$ (collection name) in which the codes are replaced by names.

Note that expand_doc_bib_psts is intended for indexing, while expand_doc_bib_psts_disp is intended for display.

.expand_doc_bib_tab04

The expand_doc_bib_tab04 program is primarily intended for the Z39_SERVER instance in the tabexpand table of the library’s tab directory. This program can be used in order to translate alphabetic tags into numeric values (for example, LOC to 952). Note that the Z39 protocol does not recognize non-numeric tags and ALEPH fields (such as LOC, CAT, Z30, and so on) need to be converted using the expand_doc_bib_tab04 program.

The program works with the tab04 table of the library’s tab directory. The tab04 table is used to set up the specification for the conversion of one set of cataloging tags to another. The expand_doc_bib_tab04 program uses entries defined under the conversion routine 90. Following is a sample from the tab04 table:

```
90 Z####            9#### N
90 CAT##            956   N
90 #####            ##### N
```

Note that the last line in this sample should always be present.

.expand_doc_bib_z30

This program is used to expand the item’s information into the bibliographic record. The expand_doc_bib_z30 program is used with the expand_doc_bib_z30 table of the library’s tab directory. The expand program creates a new virtual field - Z30-1 (for copy items) or Z30-2 (for issue items) - that contains the item’s information; the table is used to define which fields from the item record are expanded and to determine the sub-field structure of the new expanded field.

Note that this program should be used with special care as it can create performance problems, due to the potential overflow of the buffers. This program should be avoided by libraries that have numerous item records linked to one bibliographic record (usually due to the individual listing of serial issues).

.expand_doc_bnu_initials

This expand program adds a virtual sub-field $G$ to UNIMARC fields 701, 702, 711, 712 and 200. The virtual sub-field is built from the pinyin translation of these fields which is stored in sub-field $A$. The sub-field contains the initials of the contents of sub-field $A$ (initials of the intellectual responsibility or/and title). Note that this expand program is to be used by Chinese installations only and enables the retrieval of records using initials.

.expand_doc_course

The expand_doc_course program must be used for the implementation of the Course Reading management. The program should be present in the tabexpand table of the Course Reading library (XXX30), under all instances (system function).

.expand_doc_extract

The expand_doc_extract program is used with the tab_expand_extract table of the library’s tab directory. This table defines extraction of sub-fields for indexing. For example, if the library wants to create a headings list of “chronological subdivisions” for “subject added entries - topical terms”, it is possible to define that MARC21 650 field, sub-field $y$ is to be expanded into a new tag (for example, y650). The virtual field may then be indexed or displayed.

.expand_doc_fmt

The expand_doc_fmt program builds a TYP field from the record’s format (FMT field).

Structure of the TYP field:

Indicators - both undefined, each contains a blank: $a$ [record's format code] $b$ [record's format name]

.expand_doc_fmt_mgu

The expand_doc_fmt_mgu program builds a TYP field indicating the type of record. The TYP field is created based on coding in the LDR (positions 06 and 07), 006 (position 00), 007 (positions 00 and 01), and 008 (position 23) fields.
Structure of the TYP field:

Indicators - both undefined, each contains a blank.
$a [<type of record>]

The TYP field is generated with one of the following:

- <Electronic Resource>
- <Web Resource>
- <Microform>
- <Serial>
- <Electronic Journal>
- <Web Journal>
- <Microform Serial>
- <Computer File>
- <Map>
- <Digital Map>
- <Score>
- <Sound>
- <Archive/MSS>
- <Visual>
- <Graphic>
- <Kit>
- <Realia>

❖ **expand_doc_hol_852_disp**

The expand_doc_hol_852_disp program expands sub-fields $b and $c of the 852 MARC21 location field adding sub-fields $4 and $5 in which the sub-library code and collection code are replaced by names.

❖ **expand_doc_hol_bib**

The expand_doc_hol_bib program adds bibliographic data to the holdings record.

❖ **expand_doc_join**

The expand_doc_join program is used with the tab_expand_join table of the library's tab directory. This table creates a virtual field out of two or more MARC fields. The tab_expand_join table determines which fields and which of its sub-fields should be joined, in which order and what the resulting field should be called.

For example, if the library wants to create a headings list of authors and titles, it is possible to define that MARC21 fields 100 and 245 are to be expanded into a new tag (e.g. TMP01). You may then send the new virtual tag and 7XX fields that have sub-field $t to a common author/title list.

❖ **expand_doc_join_simple**

The expand_doc_join_simple program is used with the tab_expand_join_simple table of the library's tab directory. This table creates a virtual field taking specific occurrences or all occurrences of a field and joins it with specific or all occurrences of another field. The tab_expand_join_simple table determines which fields and which of its sub-fields should be joined, in which order and what the resulting field should be called.

Note that the expand_doc_join program is useful for indexing, while expand_doc_join_simple is useful for creating virtual fields for display.

❖ **expand_doc_rotate**

The expand_doc_rotate program builds a virtual 600 field from sub-fields $a (personal name) and $t (title of a work) of the MARC21 600 field (subject added entry - personal name). In the new 600 field, sub-field $t is sorted before sub-field $a.

For example, from 600 $a $c $d $t expand_doc_rotate adds 600 $t $a.

❖ **expand_doc_sort**

The expand_doc_sort program is used with the tab_expand_sort table of the library's tab directory. The program sorts the sub-fields of a specific field according to the sorting order setup in the table.

❖ **expand_doc_sort_field**

This program sorts a specific field according to the parameters defined in column 3 of the library's tab_expand table. In the following example, 260 MARC21 field is sorted according to the contents of sub-field $b (Name of publisher, distributor, etc.).

**tab_expand is defined as follows:**

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>U39-DOC</td>
<td>expand_doc_sort_field</td>
<td>260##,b</td>
<td></td>
</tr>
</tbody>
</table>
260 fields were cataloged as follows:


According to the above definitions of tab_expand for expand_doc_sort_field, the fields are now sorted as follows:


❖ **expand_doc_split**

The expand_doc_split program is used with the tab_expand_split table of the library's tab directory. The program cuts the content of a tag into separate tags on each occurrence of a sub-field, taking all the sub-fields from the sub-field to the next sub-field. For example, if sub-field $a is set in the table, then $a $b $c $a $a $c split into:

$a $b $c
$a
$a $c

❖ **expand_doc_type**

This program can be used to create a new field according to the specifications defined in a configuration table which is itself a parameter that must be defined in the parameters column of the tab_expand table (see Configuration tables (expand_doc_type)). This program - together with the table - can be used, for example, to create a field that contains the format of the record based on the contents of field(s) present in the record (for example, a combination of the LDR and the 008 field). In the following example, the new field contains the string 'FILM' according to a match performed on the values of both the LDR and the 008 field:

<table>
<thead>
<tr>
<th>TYP</th>
<th>$aFilm</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR</td>
<td>F06-01</td>
</tr>
<tr>
<td>EQUAL</td>
<td>$a</td>
</tr>
<tr>
<td>g</td>
<td>008</td>
</tr>
<tr>
<td>F33-01</td>
<td></td>
</tr>
<tr>
<td>EQUAL</td>
<td>$a</td>
</tr>
<tr>
<td>m</td>
<td></td>
</tr>
</tbody>
</table>

In the above example, the TYP field ($aFilm) is created when position 06 of the LDR contains a 'g' and position 33 of the 008 field contains an 'm'. Following is the structure of the new field:

TYP  L $$aFilm

Note that the name of the configuration table - for example, tab_type_config - should be added as a parameter in column 3 of the library's tab_expand table.

❖ **expand_doc_uni_merge**

The expand_doc_uni_merge program is used by UNIMARC libraries to merge linked records and display them together. For example, for displaying linked records in brief format, the following line should be present in tab_expand:

! 1 2
!
WEB-BRIEF expand_doc_uni_merge

❖ **expand_doc_yr**

This expand program builds a virtual YR field that contains the publication date (year) based on the parameters entered in column 3 of the tab_expand table. Following is the structure of the YR field:

YR  $a [year]

In the following example, the tab_expand table is set up so that the year is taken from the 008 MARC 21 field. If the 008 field has no publication date, the contents expanded into the new YR field are taken from subfield $c of the 260 MARC 21 field:

! 1 2 3
!
WEB-DOC expand_doc_yr 008,260#$c

If the publication year is 2001, for example, then the new field is built as follows:

YR  L $$a2001

13.33 EXPAND-RELATED TABLES

13.33.1 Configuration tables (expand_doc_type)

The tab_type_config table of the library's tab directory is a sample table that can be used to define the specifications for the
creation of the new field created by the expand_doc_type expand/fix program. This program - together with the table - can be used, for example, to create a field that contains the format of the record based on the contents of various fields present in the record (for example, a combination of the LDR and the 008 field). In the following example, the new virtual field contains 'FILM' according to the values of both the LDR and the 008 field:

TYP  Film  LDR  F06-01  EQUAL  g
008  F33-01  EQUAL  m

In the above example, the TYP field ($aFilm) is created when position 06 of the LDR contains a 'g' and position 33 of the 008 field contains an 'm'.

Note that tab_type_config is a sample table and - if necessary - more configuration tables (with the same structure) can be added and passed as parameters in the parameters column of the tab_fix and tab_expand tables. This allows for flexibility, for example, different configuration tables can be used for display and for indexing.

Following is a sample from a configuration table:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>!!!!-!!!-!!!!!!!!!!!!!!!!!!!!-!!!-!!!!!!!!!!-!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>982</td>
<td>Media</td>
<td>LDR</td>
<td>F06-01</td>
<td>EQUAL</td>
<td>[g,k,r,o]</td>
<td></td>
</tr>
<tr>
<td>982</td>
<td>BK</td>
<td>Book</td>
<td>LDR</td>
<td>F06-01</td>
<td>EQUAL</td>
<td>a</td>
</tr>
<tr>
<td>982</td>
<td>Film</td>
<td>LDR</td>
<td>F06-01</td>
<td>EQUAL</td>
<td>g</td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>F33-01</td>
<td>EQUAL</td>
<td>m</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>982</td>
<td>Videorecording</td>
<td>LDR</td>
<td>F06-01</td>
<td>EQUAL</td>
<td>g</td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>F08-01</td>
<td>EQUAL</td>
<td>v</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key to the configuration tables (for example, tab_type_config):

- **Column 1 - Target tag**
  Target field created with the contents of column 2 and/or column 3 by the expand_doc_type.

- **Column 2 - Format code**
  Format code, for example, BK (for book). The value entered in this column is expanded into sub-field $a$ of the new field created by expand_doc_type. If the column is left blank, then the format name (value of column 3) is added to sub-field $a$ of the new field. For example, if the table contains the following line:

  TYP  BK  Book  LDR  F06-01  EQUAL  a

  then a new TYP field with the following structure is added when position 06 of the LDR field contains an 'a':

  TYP  L  $$aBK$$bBook

  If this column is left blank, the new field will be created/expanded as follows:

  TYP  L  $$aBook

- **Column 3 - Format name**
  Format name, for example, Book. If a format code is present (column 2), then the format name is added/expanded into sub-field $b$ of the new field. If no format code is defined, then the format name is added/expanded into subfield $a$ of the new field. For example, if the table contains the following line:

  TYP  BK  Book  LDR  F06-01  EQUAL  a

  then a new TYP field with the following structure is added when position 06 of the LDR field contains an 'a':

  TYP  L  $$aBK$$bBook

  If the format code column is left blank, the new field is created/expanded as follows:

  TYP  L  $$aBook

- **Column 4 - Field tag**
  Field from the record used to determine the material type that is expanded into the new field. In the following line, the LDR (position 06 with 'a') is used to define that the record is for a book:

  TYP  BK  Book  LDR  F06-01  EQUAL  a

- **Column 5 - Sub-field(s) or fixed field position**
  This column contains the subfield codes or the fixed field positions (of the field defined in column 4) to be checked. In the following line, the program checks position 06 of the LDR:
In the following line, the program checks sub-field $a$ of the 490 field:

<table>
<thead>
<tr>
<th>TYP</th>
<th>Thesis</th>
<th>LDR</th>
<th>F06-01</th>
<th>MATCH</th>
<th>[masters*, education*]</th>
</tr>
</thead>
</table>

- **Column 6 - Match criteria**
  This column is used to define the match criteria in relation to the contents of the subfield or the fixed field positions defined in column 5. Following are the available options: EQUAL, N-EQUAL, EXIST, N-EXIST, MATCH and N-MATCH.

  **Usage:**
  - EQUAL (N-EQUAL) - checks for direct match
  - EXIST (N-EXIST) - checks if the field exists without checking the contents of the field contents. For example, if a record has a 027 MARC 21 field, then the record is a technical report (contents are irrelevant).
  - MATCH (N-MATCH) - checks for a match that is not case sensitive

- **Column 7 - Contents**
  This column contains the contents of the field or of the fixed field position that are used to match on (according to the match criteria defined in column 6). Use [ ] to enclose multiple values to match on. The relationship between the values is of type OR. In the following line, the match is based on values ‘e’ or ‘f’ of position 06 of the LDR field:

<table>
<thead>
<tr>
<th>TYP</th>
<th>Map</th>
<th>LDR</th>
<th>F06-01</th>
<th>EQUAL</th>
<th>[e, f]</th>
</tr>
</thead>
</table>

- **Column 8 - Case-sensitive matching**
  Case-sensitive matching flag. Values are:
  - Y = Matching is case-sensitive
  - N = Matching is not case-sensitive

  Note that if the column is left blank, the default is no case-sensitive matching.

### 13.34 CATALOGING PRODUCTIVITY REPORT

A cataloging productivity report can be produced by performing UTIL S/5/3.

This service measures the productivity of the catalogers within a specific time period. The report includes the number of new records cataloged and the number of updated records by each cataloger. In addition, this service summarizes the total cataloging activity (total number of new records and total number of updated records) for the library between the given time period.

### 13.35 COLUMN HEADINGS (PC_TAB_COL.LNG)

pc_tab_col.lng defines the columns of information that are displayed in list windows in the GUI clients.

In order to define column headings, edit the bibliographic library (USM01) table pc_tab_col.lng using UTIL I/9 or the ALEPHADM module. For more information about pc_tab_col.lng, see the Web Guide - General chapter - Desktop Customization - GUI and Toolbars section.

The following is a list of the Cataloging windows which use pc_tab_col.lng for formatting data, and their identifiers (Column 1 in pc_tab_col.lng):

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Acquisitions GUI Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT_CHECK_DOC</td>
<td>Messages *</td>
</tr>
<tr>
<td>PC_CAT_SCAN</td>
<td>Heads in Library (Search headings options)</td>
</tr>
</tbody>
</table>

* In this GUI table, an optional color/font can be used by the system for color/font differentiation between values of the same column. The alternative font and color are defined in Column 8 and 9 of pc_tab_col.lng.

### 13.36 CLIENT SETUP (CATALOG.INI)

The *.ini files define font sizes, colors, window locations, and so on, as well as module-dependent defaults. The following are the catalog.ini sections:
The ConvertFile section is used for the conversion mechanism of the Import records option of the Cataloging module.

ConvertN=TextALPHA,Text,ProgramPath,[Parameter1,Parameter2,...,ParameterN]

**Text**: Text that is displayed in the GUI (Choose Conversion Program window in the Cataloging module).

**TextALPHA**: Alpha of the text.

**ProgramPath**: The path of the program to be executed.

**Parameters**: Parameters for the conversion program (optional and program-dependent).

When converting external records into ALEPH format and importing them into your system, it is possible to convert different codepages into UTF-8. To support this, a parameter can be added to the convert lines of the Convert section of the catalog.ini file. The parameter is used to define the input codepage that is to be converted into UTF-8. Following is the convert line for CDMARC records in Cyrillic:

Convert5=L,CDMARC conversion for Cyrillic,,..\..\catconv\bin\convert.exe,CDMARC,CP1251

This parameter is defined by defining CP + the codepage number (for example, CP1251 for Cyrillic).

If no conversion is needed, this parameter can be set to CPUTF.

DefaultInputDir=..\..\catconv\cnvfiles

The DefaultInputDir variable contains the default directory that is opened when the Convert records option is selected from the Import records menu of the Cataloging module.

DefaultOutputDir=c:\temp

The DefaultOutputDir variable contains the default directory in which the converted file is temporarily stored.

[WindowLocation]

The WindowLocation section defines the location and size of the windows of the module. For example, the following lines define the location of the messages window:

MessageListResize=Y
MessageListRelocate=Y
MessageListSize=400,300
MessageListPosition=100,100

The MessageListResize and MessageListRelocate flags determine if the user can change the size and positions of the window from the window in the module.

The MessageListSize and MessageListPosition variables contain the size and location of the message window.

[DialogLocation]

The DialogLocation section defines the location of the dialog boxes of the module. For example, the following lines define the location of the cataloging forms and of the Fix record dialog box:

Form=Center
FixDoc=80,80

The location is defined in pixels as in the Fix record dialog box example. If the dialog box is set to "Center", the box will be located in the center of the screen (not the center of the application).

[Form]

Color1=000,000,000
Color2=255,000,000
Color3=000,000,128
Color4=000,096,000
The Color[n] lines are used to define the color of the text in the cataloging forms. In this example, string that is preceded by #C2 will be displayed in red.

FontSizeX=12
FontSizeY=20
The FontSizeX and FontSizeY lines are used to define the grid for the fonts of the cataloging forms.

[Editor]

CtrlShiftReverseScreen=Y
If the CtrlShiftReverseScreen flag is set to Y, then while working with a cataloging draft, Ctrl+Shift can be used to reverse the layout of the record (left-to-right / right-to-left). This is especially useful when entering script that is written from right-to-left.

TabCompletion=Y
If the TabCompletion flag is set to Y, then for sub-fields that have a list of options defined (tag_text.dat), it is possible to type the beginning of the text and press the Tab key so that the system fills in automatically the complete string.

AutoSaveTimeout=1
The AutoSaveTimeout variable is used to define the interval - in minutes - between autosaves of local records. If the variable is set to 0 (zero), the records are not saved automatically.

UseOldSystemNumber=N
The UseOldSystemNumber flag is used to define whether the system number of a record that is being duplicated should be kept as the system number of the new copy of the record. This flag should be set to N.

DisplayTagInfo=Y
The DisplayTagInfo flag determines whether or not the catalog name tags are displayed in the catalog draft in addition to the (usually numeric) field tags. If the flag is set to Y, the name tags are displayed.

HighLightTag=Y
The HighLightTag flag determines whether the tag of the field that is currently being edited appears highlighted or not. If the flag is set to Y, the tag is highlighted while the field is edited.

EditTag=Y
The EditTag flag determines whether the code tag can be edited/changed or not. If the flag is set to N, the cataloger will not be able to overwrite tags.

ExpandNewTag=Y
The ExpandNewTag flag determines whether the sub-fields defined in the marc_exp.dat are displayed when a field is selected from the list of valid fields - available by using the hotkey F5 or by selecting the New field (choose from list) option from the Edit menu -.

SortDeleteEmptyFields=Y
The SortDeleteEmptyFields determines whether or not empty fields are deleted when the Sort record option is selected from the Edit menu.

FontSizeX=10
FontSizeY=17
The FontSizeX and FontSizeY variables are used to define the grid for the fonts of the cataloging draft (e.g. tags, indicators, contents).

Width=85
Height=30
The Width and Height variables define the width and height of the editor in characters.

BackGroundColor=255,255,255
InfoColor=128,000,000
TagColor=000,000,255
IndColor=000,000,255
SubColor=192,000,000
FieldColor=000,000,000
DeniedFieldColor=128,128,128
DeniedFieldBackGroundColor=255,255,255
The above variables are used to define the colors of the different elements of the cataloging draft (e.g., the color of highlighted tags, the color of the indicators, etc.).

LocalDocumentNumber=597
The LocalDocumentNumber variable is a counter that contains the last local number + 1. The variable is updated automatically by the system. Note that the user should not change the value of the variable.

DeleteTempDocumentsInterval=7
The DeleteTempDocumentsInterval variable is used to define the interval (in days) for NEW* records that have not been updated/created to be deleted automatically from the local drive. If the variable is set to 0 (zero), records will not be deleted automatically.

[ExpandTemplate]

BK=..	emplate\temp_bk.mrc
This section can be used to define a default template for a specific record format. In this case, the default template is selected automatically by the system when the cataloger uses the Expand from template option for a record with the defined format. In the above example, the tem_bk.mrc template - located in the CATALOG/TEMPLATE directory - has been defined as the default template for records of BK (book) format. If no default template is defined, a popup dialog box is displayed for the user to select the appropriate template.

[DuplicateRecord]

Library=ALL
This variable is used to define the library/libraries options when duplicating a record. Values are:
- HOME - The record is duplicated automatically to the Home Library (this is the library to which the user is currently connected)
- ALL - A window listing all libraries defined in the CATALOG/PERLIB.INI file is displayed allowing the user to select the library in which he wants the new record to be saved.
- <library code> [, <library code>] - To define specific libraries for selection (e.g., USM01, USM10, USM30).

[Package]

AlwaysImport=Y
When you connect to a Home Library, the system checks to make sure that the module is using the most recent version of the database tables. If the AlwaysImport flag is set to Y, the system will load automatically the updated tables without a load prompt being displayed. If the AlwaysImport flag is set to N, the user will be asked if she/he wants to load the library tables.

[OffLine]

Offline=N
The OffLine flag determines whether the Cataloging module will work with a server connection or not. If the flag is set to Y, the client connects automatically to the server when opening the module. If the flag is set to N, no connection is launched and the cataloger may continue working in Offline mode. When working in Offline mode, the user has access to data that has already been downloaded to the local PC (for example, help screens, forms, and so on), but he will not be able to perform functions related to the server (for example, checking procedures, database update, and so on).

[Locate]

MergeRecord=Q
The MergeRecord variable specifies whether the located similar record should be merged automatically to the current record. If the variable is set to Y, then the selected similar record is merged automatically to the current record without a message being displayed. If the variable is set to N, then the catalog draft of the selected similar record is displayed. If the variable is set to Q, a message is displayed asking the user if the records should be merged.

[AdjustToolbar]
[StatusBar]

IndicatorServer=Y
The IndicatorServer flag determines whether information related to the server - to which the module is connected - should be displayed in the status bar at the bottom of the screen. Values are Y and N. If the flag is set to N, then no information associated to the server is displayed.

IndicatorLibraryInfo=Y
The IndicatorLibraryInfo flag determines whether the name and code of the home library - to which the module is connected - should be displayed in the status bar at the bottom of the screen. Values are Y and N. If the flag is set to N, then the home library name and code are not displayed.

13.36 CATALOGING TABLES

Library Tables

1. check_doc
   The check_doc table lists all the checking programs that are run when the user chooses the "Check Record" option from the Edit menu or clicks the "Check Record" icon.

2. check_doc.lng
   The check_doc.lng table provides validation messages for the check doc programs. The error messages defined in this table are system driven and are between the range of 0001-4999.

3. check_doc_delete
   The check_doc_delete table defines the check programs activated before a record is deleted from the system. Up to 100 programs may be defined.

4. check_doc_doc
   The check_doc_doc table defines field occurrences and dependencies between fields.

5. check_doc_line
   The check_doc_line table is used when performing tag specific validity checks on a field. The program checks:

   1. Validity of indicators and sub-fields.
   2. Repeatability and non-repeatability of sub-fields.
   3. The presence of mandatory sub-fields.
   4. Dependencies between sub-fields.

6. check_doc_line_contents
   The check_doc_line_contents table is used to validate the contents of a field (for example, the ISSN).

7. check_doc_mandatory
   The check_doc_mandatory table is used to define that certain check programs activate triggers or are defined as forbidden. Forbidden errors cannot be overridden and the user is unable to save the record.

8. check_doc_new_acc
   This table defines the fields that should be IGNORED for purposes of the check messages regarding new acc headings. Up to 1000 codes that should be IGNORED can be defined. # may be used as a wild card.

9. check_doc_new_acc_aut
   This table defines the fields that should be IGNORED when checking for new acc headings, combined with a check in the relevant AUT library (using tab_aut -UTIL G/1/d).

10. check_doc_tag_text
    The check_doc_tag_text table validates pre-defined texts for fields.

11. check_doc_unique_index
The check_doc_unique_index table is used to define the field that should be ignored when the system checks whether or not a duplicate record is opened in the Direct Request index.

12. **expand_doc_bib_z30**
The expand_doc_bib_z30 table is used to define the information from the item record that is expanded by the expand_doc_bib_z30 program. The table defines which fields from the item record are taken; defines in which cases these fields should be taken (for issues, for copy items, and so on); defines in which sub-fields of the expanded field the information should be stored; and for some specific item fields, it defines if the codes should be replaced by names (for example, the sub-library code can be replaced by the sub-library name).

13. **tab00.lng**
The tab00.lng table defines the system index files. There should be one such table for each language defined.

14. **tab01.lng**
The tab01.lng table contains the tag codes and names of MARC and ALEPH fields.

15. **tab02**
The tab02 table defines text that is used by the fix_doc_non_filing_ind program. The program sets the value of a field's non-filing indicator. Fix programs are defined in the tab_fix table.

16. **tab04**
The tab04 table converts one set of cataloging tags to another. Different conversion routines can be defined and linked to the fix_doc_tab04_(01_99) program. This can be used when importing records from a database with a different cataloging system.

Note that all tags not defined in this table are deleted from the record when activating the fix routine.

17. **tab05**
The tab05 table defines captions for links between records using subfields in the LKR field. In the LKR tag, the MARC tag defining the reason for linking two records is registered in sub-field ‘r’. Tab05 defines the caption to display in the OPAC before sub-fields $$n and $$m.

18. **tab11**
The tab11.lng table is used to define the connection between the record fields and the access (ACC), index (IND) and word (WRD) files.

19. **tab_aut**
The tab_aut table establishes which headings indexes in the bibliographic database should be subject to authority control. This table also designates per ACC index which authority database should be checked for a match.

20. **tab_doc_merge**
The tab_doc_merge table defines the fields to be retained, when overlaying cataloging records.

21. **tab_expand**
The tab_expand table defines two aspects:

   1. The expand program that defines which data from the record can be expanded.
   2. The system function in which the expand program works.

22. **tab_expand_extract**
The tab_expand_extract table defines extraction of subfields (in a virtual manner) for indexing. This allows separate indexing of every occurrence of a sub-field.

23. **tab_expand_join**
The tab_expand_join table creates a single virtual field out of two MARC fields. The table determines: which fields (and which of its sub-fields) are joined; in which order fields and sub-fields are joined; by what name the resulting field should be called. The new virtual field can be used for indexing and display.

24. **tab_expand_join_simple**
The tab_expand_join_simple table creates a virtual field taking specific occurrences of another field. The table determines which fields and which of its sub-fields should be joined, in which order, and what the resulting field should be called.

25. **tab_expand_split**
The tab_expand_split table is used to cut the contents of a tag into separate virtual tags on each occurrence of a sub-field, taking all the sub-fields from the sub-field to the next sub-field. For example, if sub-field $a is set in the table, then $a$bc$ac split into:

   $a$bc$ac
   $a
26. **tab_fix**
   Fix routines are standard library-defined procedures that automatically “fix” or make changes to cataloging records. The tab_fix table defines two aspects:
   
   1. The fix program that defines the type of “change” performed on the cataloging record.
   2. The fix routine in which the fix program runs.

27. **tab_locate**
   The tab_locate table defines the locate routine to be used when searching for a similar record in other databases. Multiple lines can be set up for one library, in which case ALL lines are taken with an AND condition between them. The tab_locate table must include both the source and the target library.

28. **tab_z103**
   The tab_z103 table defines which program runs for the building of links between records.

29. **tab_z105**
   The tab_z105 table defines messaging between libraries. For example, the update of an authority record should cause an update of a z01 (heading) in the bibliographic library.

30. **codes.lng**
    The codes.lng table defines the valid tags and aliases for the database.

31. **fix_doc.lng**
    The fix_doc.lng table contains the text that appears next to fix routines when they are run manually from the Edit menu of the module. The table also determines if the fix routine appears under the Fix record option or under the Derive New Record option.

32. **formats.lng**
    The formats.lng table defines the material types codes (2 characters).

33. **marc_exp.dat**
    The marc_exp.dat table is used to define default sub-fields. The sub-fields defined are displayed in the following circumstances:
    
    - When a field is selected from the list of valid fields.
    - When the Open form option from the Edit menu is chosen for a field for which no form is available.

34. **permission.dat**
    The permission.dat table defines allowed and denied tags for different catalogers.

35. **scancode.dat**
    The scancode.dat table defines the heading lists that are used when the cataloger chooses one of the Search Headings functions.

36. **tab_doc_merge**
    The tab_doc_merge table in the library's tab directory is used to define the merging routine that is performed when using the fix_doc_merge program for merging documents. The table defines which fields are to be retained from the original and the copied record.

37. **tab_subfield_punctuation**
    The tab_subfield_punctuation in the library's tab directory is used to define the punctuation that is added to the headings in the catalog draft and to the headings for display in the Web OPAC and GUI applications. The table is required to add punctuation to headings from which punctuation has been stripped in order to normalize them. The tab_subfield_punctuation table can be edited through UTIL M/16.

38. **marc_country_codes**
    The marc_country_codes table in the library's tab directory is used to define the list of valid marc country codes. This table is used by the check_val_country that verifies that the position range of a given fixed-length field forms a valid country code (e.g., positions 15-17 of the 008 MARC21 field).

39. **marc_language_codes**
    The marc_language_codes table in the library's tab directory is used to define the list of valid marc language codes. This table is used by the check_val_language that verifies that the position range of a given fixed-length field forms a valid language code (e.g., positions 35-37 of the 008 MARC21 field).
40. **check_doc_field_xxx**
   The check_doc_field_xxx tables are used to define valid values for fixed-length fields. For example, the check_doc_field_008 table is used to define valid MARC21 values for the MARC21 008 field.

41. **tag_text.dat**
   The tag_text.dat table defines fixed values for specific sub-fields.

42. **taginfo.lng**
   The taginfo.lng table defines the help screen that is displayed in the Cataloging GUI for each tag. The display is activated by F2 or from the Edit menu by, the Help on Field option, or by, the Help on Field button, on the form.

43. **tagonnew.dat**
   The tagonnew.dat table defines the default fields when a new record is created.
1.0 CIRCULATION OVERVIEW

The ALEPH Circulation module enables you to register and monitor the various circulation activities of the library (loans, returns, holds, photocopy requests), according to each library’s policies.

The system supports different circulation periods, based on the status of an item, the status of a borrower and due date formulas. These three elements may be defined by the library to suit its circulation policies and may be changed as the need arises.

When an item is loaned, the system checks both the item and the borrower. If there are any restrictions on either one, the librarian is notified. When an item is returned, the system checks whether there is an outstanding hold or photocopy request, and whether the item was returned late.

1.1 RELATIONSHIP TO OPAC

The Circulation and OPAC modules are interconnected. Circulation information relevant to each item (if out on loan, expected return date, number of reservations in line) may be viewed in the OPAC. Each user may use the OPAC to see a list of all his loans and holds; to renew loaned items; to check his cash transactions and to place holds or photocopy requests. (Renewals, holds and photocopy requests may be limited, depending on user authorization and/or item status.)

1.2 SUB-LIBRARIES

Circulation activities are linked to the Administrative library. Within one administrative library, several sub-libraries or branches may be defined and circulation activities can be handled separately for each sub-library. In this case, the password of the circulation librarian must be defined at the sub-library level.

Circulation is handled at the level of items. Every item belongs to a sub-library. The relationships between the Administrative library, sub-libraries and items is shown below.
2.0 USERS

The User Information window comprises nine tabs:

- **Global Information** - administrative information that is relevant to the entire library system
- **Local Information** - information relevant to the local sub-library only, such as circulation privileges and expiration date
- **Addresses**
- **Cash Transactions** - lists all transactions for which the user is charged a fee, as well as free transactions and credits due the user
- **Loans**
- **Hold Requests**
- **Photocopy Requests**
- **Advance Booking** - a list of time slots that the user has booked for using reserve items
- **ILL Requests**

In order to reach the User Information window, you must first select a user. To do so, go to the User Info option on the Main Menu and select either Get User (and then enter the user’s ID/barcode/ID-2) or User List (explained below).

2.1 USER LIST

Click on the icon to retrieve the User List (shown below).

![User List](image)

The User List offers a number of options that facilitate your search for the desired user:

**Sort by**
You may choose to have the list sorted by name, user ID Number or barcode number.

**Local users only**
To limit the list to only those users of the library to which you are currently connected, put a mark in the box by
clicking on it. To include all users of the library system, leave the box blank. (If there is already a mark in the box, clicking on the box will remove the mark.)

**Enter Starting Point**
You can jump to a particular point in the list by typing in text in the space provided and pressing Enter. Text for User ID and Barcode can only be entered in capital letters.

### 2.1.1 Buttons on the User List

The following buttons are available on this screen:

- **Select**
  To select a user, highlight the entry and click the Select button. The User Information window will be displayed.

- **New**
  Click New to add a user. The Global User Information form will be displayed for you to fill in.

- **Duplicate**
  Click Duplicate to make a copy of the highlighted user's record. The Global User Information form will be displayed for you to edit.

- **Delete**
  Click Delete to remove the highlighted user from the list. You will receive a prompt asking you if you are sure you want to delete it.

  Note that the system will not delete a user who owes money or has outstanding loans. In the case of outstanding loans, you must first delete the loan transactions and then delete the user record (using the Administration or Circulation module).

  If a user has Hold/Photo Requests, the system will warn you, but you may still delete the user record.

  Note that when the user record is deleted, all of the information about the user (address, hold and photo requests, privileges, etc.) is deleted from all of the related libraries and sub-libraries.

- **Keywords**
  Click Keywords to retrieve Users whose names or addresses include the keyword(s) you designate.

### 2.2 GLOBAL INFORMATION TAB (READ-ONLY)
When you click the Global Information tab, the following read-only screen is displayed:
To activate a particular section, click on the relevant tab, or use one of the following hotkeys:

- Global Information: Alt+1
- Local Information: Alt+2
- Addresses: Alt+3
- Cash Transactions: Alt+4
- Loans: Alt+5
- Hold Requests: Alt+6
- Photocopy Requests: Alt+7
- Advance Booking: Alt+8
- ILL Requests: Alt+9

You may read, but not change, the information on this screen. The ability to change the information is provided by the buttons on the right side of the dialog box. The buttons are explained below.

**Update**
Click Update to see administrative information about the borrower that is required by the library system as a whole, not just by the local library to which you are currently connected. If you have the privileges, you will be able to modify the information, as well. See the Global User Information Form (Edit).

**Check**
Click Check to see information about the patron's current status. This status affects his ability to check out items, such as delinquencies, "patron owes money" or "patron has borrowed a full quota of items".

**Letter**
Click Letter to print a letter to a borrower. You will be able to select from a number of letter formats defined by your library system.

**E-Mail**
Click E-mail to send an electronic message to the borrower.

2.2.1 Global User Information Form (Edit)
When you click the Update button on the Global Information tab, the Global User Information Form (shown in two parts below) is displayed. This form enables you to register administrative information about a user that is important for the library system as a whole, not just borrower's privileges for a particular library. The System Librarian will decide whether or not the system will allow more than one Global User Information record to have the same name-birthdate combination.

When you are finished filling in the form, click Update.

Global User Information (1)
**Open Date**
This is the date that the Global User Information Form was first opened. The date is filled in automatically by the system.

**Update Date**
This date is the last time the User Information Form was changed.

**User ID**
The User ID may be up to 12 alphanumeric characters and is a unique value. Its uniqueness is also in relation to other keys such as Barcode and Additional IDs, allowing cross key uniqueness.

**Pincode**
The Pincode may be used for verification, providing an additional security check beyond that provided by the User ID, Barcode or additional IDs.

**Barcode**
The Barcode may be up to 20 alphanumeric characters and is a unique value. If you want the barcode to be used for verification, be sure to enter it in the Pincode field too. Its uniqueness is also in relation to other keys such as User ID and Additional IDs, allowing cross key uniqueness.

**Barcode Verification**
This verification is to be used together with the barcode when signing in to the Web OPAC.

**Name**
The name may be up to 100 characters. Enter the name as it should appear in the alphabetical list of users. Many libraries use the format "Last name First name". For example, Jones Jane.

**Title**
This is the form of address, such as Ms. or Professor. The Title may be up to 10 characters.

**Birthdate**
To determine which format is currently being used for entering the date, place your cursor over the date and press the hotkey F9. This may be necessary because, for example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date. In order to enter the date, click on the arrow new to the field and select the date from the calendar that is displayed.

**Language**
This is the language that will be used for correspondence with the borrower.

**Budget**
This is the budget from which cash transactions should be debited. Automatic budget debit is not yet functional.

**Profile**
The Profile identifies the set of logical bases to which the user is denied access. If this field is left blank, the system will use the "ALEPH" profile that is defined in the Administration module.

**Home Library**
This field can be set to the user's "home" library. The field is for informative purposes only and has no functionality in the system.

**Dispatch Library**
Not yet implemented.

**Data Export Consent**
Check this box if the patron agrees to have his information shared with external groups.

**Send All Letters to Borrower**
This box is checked by default. When it remains checked, all letters to the borrower are printed. Clear the checkbox if the letters that refer to the Send All Letters to Borrower parameter should not be printed. These letters are:
1. hold request letter (hold_request_letter_nn)
2. photo request letter (photo_request_letter_nn)
3. ill arrival (ill_arrival_nn)

**ILL Library**
Choose the sub-library that will attend to this borrower's interlibrary loan requests. If this field is left blank, the user will not have the right to place an ILL request.

**ILL Total Limit**
The ILL total limit specifies the maximum number of ILLs that a borrower may request. There is no time limit on this figure, so if the limit is set to 15, the borrower will be prevented from requesting further items once the 15th ILL request is made.

A field in the WWW OPAC user information screen shows the total number of ILLs that a borrower has requested. Clicking on the hyperlink gives information relating to each ILL.

**ILL Active Limit**
The ILL active limit specifies the number of ILL requests that may be active at any one time. Setting the value to 9999 effectively suppresses this function.

If you wish to create several supplier requests for a single user request, but place them on hold for later dispatch, it is important to change the status to 'PND - Pending'. Otherwise, the ILL active limit for the borrower will be inaccurate.

A field in the Web OPAC User Information window shows the active number of ILLs that a borrower has requested. Clicking on the hyperlink gives information relating to each ILL.

This limit is active only when the ILL request is placed through the Web OPAC.

**Sponsor's ID**
The Proxy and Sponsor fields are optional.

In the standard library system, each user is able to borrow items for himself but not for anyone else. However, in more complex systems, the library may allow a user to borrow items for someone else who acts as his sponsor. For example, a teaching assistant may be able to borrow items for sponsoring professors.

In order to support this situation, you should first create a primary user record for the teaching assistant and fill in the User ID, leaving the Proxy ID field blank. Create additional user records for the teaching assistant acting as proxy for his sponsor (one for each professor). Each of the teaching assistant's user records will have its own unique User ID. In the Sponsor's ID field of each user record fill in the User ID of the sponsoring professor.

**Primary ID**
The Primary ID is the regular User ID of a patron who is also a proxy.

**Proxy Type**
This field defines which circulation activities will be attributed to the sponsor, and which will be attributed to the proxy.

The list of available Proxy Types is defined in pc_tab_exp_field (UTIL L/2), under the PROXY-TYPE section.

**Global User Information (2)**

**Block 1, 2 & 3**
These are reasons that the borrower may be denied privileges (loan, hold, etc.). One reason may be, for example, vandalizing property. When the user tries to borrow an item, the system will check for delinquencies and if there are any, the reasons will be displayed to the librarian. The Block field consists of a 2-character code, and a note of up to 200 characters.

**Note 1, 2 and 3**
You may enter any additional information, such as birthdate, special status (foreign exchange student), special interests, and so on. You may enter up to 100 characters in each field. Alternatively, you may choose from a list by clicking on the button to the right of the field.

Go to top of page
2.2.2 ID's Information

This window allows you to update several additional IDs. It is possible to use a few types of additional IDs, but only one of them is in use at any given time. This is according to the setup of the system by your system administrator.

The ID field cannot be updated. The pincode, barcode and barcode verification can only be updated via the User Information(1) window.

Add ID
Click ID to add an additional ID field.
- Key type: The key type is the type of the ID field. On the list, the ID and Barcode are also listed but not updatable. Select the additional ID type from the list.
- Key Data: In the Key Data field, enter the additional ID itself.
- Verification Type: The only type available is 00=normal.
- Verification: In the Verification Field, enter the verification itself.
- Status: You can define an ID as AC=Active or NA=Non-Active.

Save ID
After you finish filling in the fields, click Save ID to save the data you have entered.

Delete ID
To delete an Additional ID, click the Delete ID button. Note that the button is only active when an additional ID is activated.

2.3 LOCAL INFORMATION TAB
Local information determines the patron's circulation privileges. We call this local information the borrower record.

When you click the Local Information tab, the following screen is displayed:
You may read, but not change, the information on this screen. The ability to change the information is provided by the buttons on the right side of the dialog box. The buttons are explained below.

**Update**
Click Update to view and change information about the borrower that affects his ability to borrow and renew items and to make hold and photocopy requests. See the [Local User Information Form (Edit)](#).

**Delete**
To delete the borrower's registration from a library, highlight the library and click Delete. You will be asked to confirm that you want to delete the borrower. The system will check to see whether or not there are any outstanding loans or hold requests and if there are, the borrower will not be deleted.

**Renew**
To renew the borrower's registration in a library, highlight the library and click Renew. A text box opens with the default date for registration renewal. Accept the date or enter a renewal date manually. You will be asked to provide the new expiration date.

**Last Activity Date**
The last activity date is updated only for loans or loan renewals. A borrower renewal does not update last activity date.

### 2.3.1 Local User Information Form (Edit)
When you click the Local Information tab on the User Information screen, select a line and then click Update. The Local User Information form (shown below) is displayed. The information on this form is information about the borrower that affects his ability to perform transactions in the sub-library you have highlighted. The form has three parts, accessible by clicking the tab for each part.

#### 2.3.1.1 General Information (1) Tab
When you click the General Information (1) tab, the following screen is displayed:
Buttons

Update
When you are finished filling the three parts of the form, click Update.

Get Defaults
Default borrower privileges have been defined by your System Librarian for each category of borrower. As soon as you select a status for the borrower, you may have the system automatically assign privileges and an expiration date by clicking Get Defaults.

You can also set privileges manually using the Privileges tab. See section 2.3.1.3: Privileges Tab.

Fields

The User ID, Barcode, Name, and Title are for display only. The information may only be changed on the Global User Information form.

Sub-library
The Sub-library is the sub-library you entered in the previous window for display only and for which you want to set the patron privileges.

Status
As soon as you select a status for the borrower, you may have the system automatically assign an expiration date and privileges by clicking Get Defaults.

Expiration Date
You may assign an expiration date manually, or, as soon as you select a status for the borrower, you may have the system automatically assign an expiration date by clicking Get Defaults. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date. To enter the date, click on the arrow next to the field and select the date from the displayed calendar.

Type
This field specifies the type of borrower, and is for information only. It does not affect the borrower's ability to perform transactions.
Photo charge
This field indicates whether or not the borrower should be charged for photocopies. Two options are available in the ALEPH system: Free (F) and Charge (C).

Cash limit
This is the maximum amount of money that the borrower may owe before he is prevented from borrowing additional items. If the borrower attempts to borrow an item once this limit is reached, the system will "catch" him and send an alert to the librarian saying that the borrower owes money.

Note
You may enter a note of up to 80 characters.

2.3.1.2 General Information (2) Tab
When you click on the General Information (2) tab, the following screen is displayed:

![General Information Screen](image)

**Note 1, 2 & 3**
This information is optional. Any note you enter will only appear on the Local User Information form.

**Block 1, 2 & 3**
Any delinquency codes you assign prevents the borrower from performing certain transactions. The system "catches" him and sends an alert to the librarian. The delinquency code is displayed for the librarian's reference. The borrower is prevented from performing transactions only at that specific sub-library. This does not affect the other borrower records related to this patron. In some cases, depending on the borrower's privileges, the librarian may override the restriction.

**Block Note 1, 2 & 3**
This field is optional. If you enter a note, it will be displayed along with the delinquency code above whenever a borrower is "caught". (See Block 1, 2 & 3 above).

**Block Date**
This is the date until which the borrower is prevented from borrowing items. The block date is calculated based on definitions set by your System Librarian in the database table that controls due dates, fines and limits.

2.3.1.3 Privileges Tab
When you click on the Privileges tab, the following screen is displayed:
The privileges defined here will apply to the borrower if he does not have delinquencies. If he does have delinquencies, certain privileges may be blocked by the System Librarian.

**Loan**
This field determines whether or not the patron may borrow material from the library.

**Renewal**
This field determines whether or not the borrower may renew a loan (if he has no delinquencies that would otherwise prevent him). Note that an item may not be renewed if there is a hold request for it.

**Hold Request**
This field determines whether or not the patron may put a hold request on material that is requestable.

**Multiple Hold Requests**
This field determines whether or not the patron may place more than one hold request for the same item.

**Photocopy Requests**
This field determines whether or not the patron may request a photocopy of material in your library.

**Check Transactions**
If you select "Yes," then when the patron tries to borrow an item, the system will check for any delinquencies such as overdue items, or limitations such as having already checked out his quota of items. The librarian will be notified and the borrower will be prevented from checking out an item. (See Override Privileges below.)

If you select "No," the system will not check for delinquencies. You should select "Yes" for regular borrowers and "No" for institutional borrowers such as other libraries.

**Override Privilege**
The system automatically stops a borrower from checking out materials if there are delinquencies such as overdue items, or limitations such as having already checked out his quota of items. If you check "Yes" to Override Privileges, the librarian will still be able loan material to the borrower in spite of these delinquencies.

**Late Return Ignored**
If you check "Yes," the borrower will not receive a fine for returning material late.

**Allow Hold on Available Item**
This field determines whether or not the borrower may place a hold request on an item that is available on an open shelf (that is, the item is not checked out).
Reading Room Permission
This field determines whether or not the borrower has permission to request items for pickup at a Reading Room sub-library and/or for loan at a Reading Room loan station.

2.4 ADDRESSES TAB

When you click on the Addresses tab on the User Information window, the following screen is displayed:

This screen lists the addresses available for the selected user.

When a new User is created, his name is taken as a default address if no address is entered. This address contains the username instead of an address. The address is type "01" (permanent address) and it is valid for one month from the day that the user has been created.

New
To add a new address for this user, click New. The Address Information form will be displayed for you to edit.

Update
To change an address, highlight the address and click Modify. The Address Information form will be displayed for you to edit.

Duplicate
To make a copy of the highlighted address, click Duplicate. The Address Information form will be displayed for you to edit.

Delete
To delete an address, highlight the address and click Delete. You will receive a prompt asking you if you are sure you want to delete.

2.4.1 Address Information Form (Edit)

When you click the New, Update or Duplicate button on the Addresses tab, the Address Information form is
This form shows address information for the selected user. When you are finished filling in the form, click Update.

**Name**
The system will automatically fill in the name for you but you may change it if you wish. The way the name appears in this field is the way it will appear on letters to the borrower. Therefore, if the system displays the name with the last name first (e.g., Jones Jane), you may wish to reverse the order and put the first name first (e.g., Jane Jones).

**Address**
Each line of the address may be up to 50 characters.

**Zip**
The zip code may be up to 9 characters.

**Email**
The e-mail address may be up to 60 characters.

**Telephone**
There are four available fields for phone numbers (home, work, etc.) The telephone number may be up to 30 characters.

**Valid From/To**
Enter the dates between which this address is valid. If the address is valid indefinitely, then enter a very distant date such as 31/12/2099. To determine which format is currently being used for entering the date, place your cursor over the date and press the hotkey F9. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date. To enter the date, click on the arrow next to the field and select the date from the displayed calendar.

**Address Type**
Various types of addresses may be available, such as a permanent address (e.g., 01 - the address of a student's parents) and a mailing address (e.g., 02 - the student's local address). The System Librarian sets the system to choose the relevant address for letters according to one of 2 schemes, in accordance with this type field:

1. The relevant record depends on "02" in type and current from/to dates. If no 02 with current date is found, the system uses 01 with current date.
The relevant record depends on a table which sets which record type is valid for a specific time period, with no relation to the valid from/to dates in this record.

The two schemes cannot be combined.

See the System Librarian chapter, section 18.20 Valid Dates Of User Addresses for more details.

2.5 CASH TRANSACTIONS TAB

When you click on the Cash Transactions tab on the User Information window, the following screen is displayed:

![User Information - 1604/1604/Dr. Jones, Donald](image)

This window lists cash transactions for which the user is charged a fee, as well as free transactions and credits due to the user.

To display transactions of a particular status (paid, non-paid, cancelled or all) go to the User Info option on the Main Menu, and select "Filter Cash List by". The following menu will be displayed, allowing you to choose the desired status.

![Filter cash list by...](image)

You can choose among four options:

- All Transactions
- Paid Transactions
- Non-paid Transactions
- Cancelled Transactions
When you highlight a transaction and right click on it, a tool tip window is opened with the full details of the transaction.

Previously when you right clicked on a highlighted transaction, the system displayed a cash sort sub-menu. You may read, but not change, the information on this screen. The ability to change the information is provided by the buttons on the right side of the window. The buttons are explained below.

**Pay Sum**
If the user wants to pay the total amount due, make sure that amount appears in the **Sum to pay** field. Then click the Pay Sum button.

If the user wishes to pay less than the total amount due, enter the amount he is going to pay in the **Sum to pay** field. Then click the Pay Sum button. You will be asked to confirm that the user really does want to pay the specified amount. After confirmation, the system will register as paid as many transactions as can be covered by the amount paid, starting with the earliest unpaid transaction.

A given transaction may also be partially paid. In this case, the transaction will be split into two transactions, one for the paid portion and one for the unpaid portion. When you try to pay a partial sum, the system will try to place the new debit record as the following sequence (in the Z31 record). If this cannot be done, the record will be added at the end.

Depending on how your System Librarian has set up the system, one or more receipts will be printed.

**Pay Selected**
If the user wants to pay for an individual transaction, highlight the transaction and click Pay Selected. You will be asked to confirm that the user really does want to pay the specified amount. After confirmation, the transaction will be registered as paid.

The user can also pay for several transactions at once. Highlight the desired transactions and click Pay Selected. In order to highlight a continuous list of transactions, press Shift and click on the desired transactions. In order to highlight non-continuous transactions, press Ctrl and click on the desired transactions.

Depending on how your System Librarian has set up the system, one or more receipts will be printed.

**New**
You may register a cash transaction on an ad hoc basis by clicking the New button. The **New Cash Transaction form** will be displayed, enabling you to define the transaction as a debit or credit, write a descriptive note about the transaction and link the transaction to a particular target, sub-library or item record.

**Waive**
To cancel one or more non-credit transactions, highlight them and click the Waive button. A form is displayed for you to enter a comment or reason for cancelling the transaction(s). ALEPH does not let you waive a credited cash transaction. If the user wants to cancel a credited transaction, a debited transaction of the same value must be created.

**Print**
To print transactions, click the Print button. (There is no need to highlight any transactions.) If the window is currently displaying all transactions, then all transactions will be printed. If the window is currently displaying a filtered view, you will be asked whether you want to print all of the user’s transactions or only those in the filtered view.

**Expand**
Click Expand to view extensive details about the highlighted transaction. From the Expand window that opens, you can print the cash transaction with full details.
2.5.1 New Cash Transaction Form

When you click the New button on the Cash Transactions tab, the following form is displayed:

This form enables you to register a cash transaction on an ad hoc basis. Help for each field of the form is given below.
Enter Item Barcode
Optional. If you wish to link this transaction to a particular item, select the item by entering its barcode, or by searching for it (by clicking on the arrow to the right of the field). After selecting an item, its bibliographic description, ADM record number and item sequence number will be displayed.

Type
Optional. Enter the code of the transaction or choose from a list of transactions by clicking on the arrow to the right of the field. Only numerical values are displayed for you to choose from. Note that system-activated transactions are assigned numbers from 0000-8999 while manually-activated transactions are assigned numbers from 9000-9999.

Sum
Enter the fee for the transaction. The fee may be zero. When there is a library-defined fee for the selected transaction type, it will appear in this field. Otherwise you can enter the fee manually.

Debit or Credit
If the user owes the library money for the transaction, click Debit. If the library owes the user money, click Credit.

Key
If you choose a cash parameter type as explained above, the system fills in the matching description.

Target
Optional. Enter the department that will receive the fee.

Sub-library
Optional. If the transaction relates to a particular sub-library, enter the sub-library code here or choose from a list of sub-libraries by clicking on the arrow to the right of the field.

2.6 LOANS TAB
When you click the Loans tab on the User Information window, the following screen is displayed:
This is a list of items which have been loaned to the borrower.

**Expand**
Click Expand to read detailed information about each loan.

**Renew**
Click Renew to renew a highlighted item. The system will then check for factors that affect the borrower's ability to check out items, such as debts, overdue items or already having checked out a full quota of items.

**Renew All**
Click Renew All to renew all items in the list without having to highlight each one. The system will then check for factors that affect the borrower's ability to check out items. A log window will appear at the bottom of the screen. This log specifies which loans were renewed, which loans were not renewed and why.

**Delete**
**Warning:** If you delete a loan transaction from this screen, the system will **NOT** perform the usual checks to see if the item is late, and whether there are holds or photocopy requests pending for the item. The record of the loan will simply be deleted from the database. To have the system perform the usual checks, use the **Return** function from the Main Menu.

**Item List**
Click Item List to see all copies of a particular bibliographic record. You will be able to see information such as the sub-library that owns each copy, and the status of each copy (how long the copy may be checked out).

**Change Date**
Click Change Date to change the due date of the highlighted item.

**Note**
Click Note to add up to two notes regarding this loan. These notes will appear on printouts such as loan receipts and overdue notices.

**Lost**
Click Lost if you want to declare a loaned item as lost. You will be given a prompt asking if you are sure. When an item is declared lost, the borrower will be charged. (The System Librarian can define three cash transactions: replacement costs, handling fees and notices charges. These transactions are entered in the borrower cash record).

The user can change the replacement costs for lost material, overriding the default value that is displayed.

**Claim Return**
Click Claim Return if you want to give the item an interim status ("C") that indicates that the borrower claims the item has been returned even though the item still appears as an outstanding loan.

Usually the library staff will then check the shelf for the item. If it is found, it may be checked in using the Return function of the Circulation module. If the item is not found, the system will automatically send the borrower a series of library-defined letters requesting the return of the item. If the item is not returned after a specific period, the item will be declared lost and the borrower will be charged.

---

2.7 HOLD REQUESTS TAB

When you click the Hold Requests tab on the User Information window, the following screen is displayed:
This is a list of hold requests made by the borrower.

**Expand**
Click Expand for detailed information about the highlighted hold request.

**Update**
Click Update to update the hold request. For example, to change the last date until which the borrower is interested in receiving the material. See the [Update Hold Request form](#).

**Delete**
Click Delete to remove a highlighted request from the list.

**Item List**
Click Item List to see all copies of a particular bibliographic record. You will be able to see information such as the sub-library that owns each copy, and the status of each copy (how long the copy may be checked out).

### 2.7.1 Update Hold Request Form

When you click the Update button on the Hold Requests tab, the following window is displayed:
Author of Part
This information is present in case the library decides to provide the patron with a free photocopy of the material instead of the original. Type the author of the portion of the item that the patron is interested in if it is different from the item as a whole. For example, a chapter may be written by one person, while the work as a whole was edited by another person.

Title of Part
This information is present in case the library decides to provide the patron with a free photocopy of the material instead of the original. Type the title of the portion of the item that the patron is interested in if it is different from the title of the item as a whole. For example, a chapter may have a title that is different from the title of the work as a whole.

Pages to Copy
The pages that the patron is interested in (again, for the purpose of photocopying).

Note 1 and 2
Optional. Enter notes for the library staff.

Request Date/End Request Date
Enter the period of time during which the patron is interested in receiving the material. To determine which format is currently being used for entering the date, press the hotkey F9. This is important because, for example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

Status
This field indicates whether or not the hold request has been processed. There are three possible values: Active (A) means the request has not yet been processed. Waiting (W) means that a hold request wait letter has been printed because all copies are on loan. Notice Sent (S) means the item is being held on the shelf, ready for the patron to pick up.

Letter Status
This indicates whether or not a letter has been sent to the patron. There are two types of letters that may be sent: "hold request not filled" and "hold request filled". If the Status above is W (Waiting), and letter status is P (Printed), this means that a "hold request not filled" letter has been sent to the patron telling him that currently...
the library is unable to fulfill his request and asking him whether the request should remain on file. If the Status above is S (Shelf) and letter status is P (Printed), this means that a "hold request filled" letter has been sent to the patron. If the space is blank for letter status, neither letter has been sent to the patron.

**Pickup Location**
This is the location where the material will be held for the patron to pick up.

**Recall Type**
If you want the item to be recalled, choose the level of urgency, 01 (regular) or 02 (rush). If you do not want the item to be recalled, choose 03 (no recall). If you select 02 (rush), the system will automatically assign the highest Priority (explained below) to the hold request.

**Priority**
You can determine the position of the Hold Request in the queue by assigning a Priority. The highest level priority is "00", the lowest is "99".

**Rush Request**
If this is a rush request, put a check-mark in the box by clicking on it. This is for information only.

**Item Matching Filter**
Use these fields to define the pool of items from which the hold request may be filled, and volume identification in cases of multivolume titles. If you have not entered new details, the filters are filled according to the sub-library, item status and collection of the highlighted item.

---

**2.8 PHOTOCOPY REQUESTS TAB**

When you click the Photocopy Requests tab on the User Information window, the following screen is displayed:

This is a list of photocopy requests made by the borrower.

**Expand**
Click Expand for detailed information about the highlighted photocopy request.
Update
Click Update to update the hold request. For example, to change the pages to be copied. See the Update Photocopy Request form.

Delete
Click Delete to remove a highlighted request from the list.

Item List
Click Item List to see all copies available for a particular bibliographic record. You will be able to see information such as the sub-library that owns each copy, and the status of each copy (how long the copy may be checked out).

2.8.1 Update Photocopy Request Form
When you click the Update button on the Photocopy Requests tab, the following form will be displayed:

Use this form to update the photocopy request. When you are finished making your changes, click OK.

Author of Part
This is the author of the portion of the item that the patron wants photocopied, if it is different from the item as a whole. For example, a chapter may be written by one person, while the work as a whole was edited by another person.

Title of Part
This is title of the portion of the item that the patron wants photocopied if it is different from the title of the item as a whole. For example, a chapter may have a title that is different from the title of the work as a whole.

Pages to Copy
These are the pages that the patron would like photocopied. A range may be entered such as 13-42.

Note 1 and 2
Optional. Enter notes for the library staff.

Pickup Location
This is the location where the material will be held for the patron to pick up.

Charge
This field indicates whether or not the patron will be charged for the photocopy. Two options are available in the ALEPH system: Free (F) and Charge (C).

This field is automatically filled according to the information in the User Local Information screen (according to sub-library). You can also change this field manually.

Status
This indicates whether or not the photocopy request has been processed. Active (A) means the request has not yet been processed. Waiting (W) means that the slip was not printed because all copies are on loan.
Letter Status
This indicates whether or not a "Photocopy request" slip has been printed for fetching the item from the shelf.

2.9 Advance Booking Tab
When you click the Advance Booking tab of the User Information window, the following screen will be displayed:

<table>
<thead>
<tr>
<th>Bibliographic Info</th>
<th>Start Date</th>
<th>Hour</th>
<th>End Date</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake, William, 1774-1852 : Observations on the principles which regulate the course of exchange</td>
<td>22/02/2001 15:00</td>
<td>22/02/2001 17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campbell, William Giles, 1902 : Coaching high-school athletics /by William G. Campbell and Ralph King</td>
<td>22/02/2001 15:00</td>
<td>22/02/2001 17:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This window lists the time slots that were reserved (Date from-to, Hour from-to) and the bibliographic information of the item.

Delete
It is possible to delete an advance booking using the Delete button. A delete letter will be issued.

2.10 ILL Requests
When you click the ILL Requests tab of the User Information window, the following screen will be displayed:
This window lists the active Interlibrary Loan Requests that are registered for the user. It is for information purposes only.

<table>
<thead>
<tr>
<th>Bibliographic Info</th>
<th>Date</th>
<th>Sub-lib</th>
<th>Pickup</th>
<th>Status</th>
<th>Due Date</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTING ARRIVAL SLIP</td>
<td>22/Dec/1999</td>
<td>General Collection</td>
<td>Reserve</td>
<td>Reading USM50</td>
<td>Loan request has arrived</td>
<td></td>
</tr>
<tr>
<td>TITLE TEST</td>
<td>23/Jan/2000</td>
<td>General Collection</td>
<td>Reserve</td>
<td>Archaeology USM50</td>
<td>Loan request has arrived</td>
<td></td>
</tr>
<tr>
<td>TEST of TODAY</td>
<td>03/Feb/2000</td>
<td>General Collection</td>
<td>Reserve</td>
<td>Reading USM50</td>
<td>Loan request has arrived</td>
<td></td>
</tr>
<tr>
<td>TESTING ARRIVAL SLIP</td>
<td>03/Feb/2000</td>
<td>Reserve Reading</td>
<td>Reserve</td>
<td>Reading USM50</td>
<td>25/Apr/2000 L-30CK</td>
<td></td>
</tr>
</tbody>
</table>

Go to top of page

Go to next section (Items)
### 3.0 ITEMS

Item statuses are defined by the system librarian according to the library's policy. See the System Librarian chapter for more information. Each item is assigned a status in the Items module.

In the Circulation module, you have access to the following Item functions:
- **Item list**
- **Change item information**
- **Restore item information**
- **Catalog item**

### 3.1 ITEM LIST

You may access the Item List by:
- **Barcode or location (i.e., call number).**
  
  Use the \[\text{Barcode} \] icon or < Ctrl b >.
  
  Note that the first digit of the search string you enter has to consist of the Call Number Type (one digit). Then, right next to it, enter the Call Number proper.
- **Find Record function.**
  
  Use the \[\text{Find} \] icon or < Ctrl f >.
- **Scan Record function.**
  
  Use the \[\text{Scan} \] icon or < Ctrl s >.

When you activate the Find Record function, the following window is displayed:

![Search for an Administrative Record](image)

This window enables you to retrieve an administrative record and its associated items by specifying various parameters, such as Bibliographic Record Number, partial title or author's name. If more than one administrative record matches your search parameters, you will be able to view the bibliographic information of each record and then choose the record of interest.

When you activate the Scan Record function, the following window is displayed:
This window enables you to browse through a list of records and its associated items by specifying various parameters, such as title, author's name or word index.

### 3.1.1 Item List Window

Click the Search button on the Search for an Administrative Record form. If there is only one hit, the Item List form will appear:
If there is more than one hit, a Brief List will appear where you can select an entry to be displayed in Full View.

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Call No.</th>
<th>Imprint</th>
<th>ISBN/ISBN</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Expectations</td>
<td>Dickens</td>
<td>London 1960</td>
<td>123456777</td>
<td>1960</td>
<td></td>
</tr>
<tr>
<td>The treasure of the</td>
<td>Allegro, John</td>
<td>London 1960</td>
<td>123456777</td>
<td>1960</td>
<td></td>
</tr>
<tr>
<td>Copper Scroll</td>
<td>Maico</td>
<td>Routledge &amp; Kegan Paul</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The album of Tel-Aviv</td>
<td>E115</td>
<td>Tel-Aviv Massada, W. Timowsky 1960</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The saving remnant on account of Jewish survival since 1917</td>
<td>Gar</td>
<td>E390.1</td>
<td>London Fluperi Hart-Davis 1960</td>
<td></td>
<td></td>
</tr>
<tr>
<td>of the</td>
<td>Herbert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remnant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruthegi Metzvico</td>
<td>Amuini, I. D.</td>
<td>229 995 01</td>
<td>Medvba Akademiya Nauk</td>
<td>1960</td>
<td></td>
</tr>
<tr>
<td>Maya I. D. Amuini</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Item List shows the list of copies, for a particular bibliographic record, that are located in the sub-library(ies) to which you have access. If there is no due date indicated for an item (and no other note appears such as "Lost" or "Claimed Returned"), this means that the item is not currently checked out.

If you wish to see only those copies that have been checked out, put a checkmark in the box next to "Loan Filter". Marking the box will show only the loaned copies, with the borrower's name, ID and loan details.

There is a drop-down list for choosing the sort order of the list of items. When the "Loan Filter" is turned off, the choices the same as the choices available in OPAC and ITEMS; when the "Loan Filter" is checked, you can choose between sort by Due Date (ascending), and by Sublibrary/Status/Collection/Due date (ascending).

The following buttons are available on this screen:

**Photos**
Click Photos to see the list of photocopy requests for the highlighted item. You can view the details of the patron who asked for the photocopies, see the full details and update or delete the requests.

**Holds**
Click Holds to see the list of hold requests for the highlighted item. You can view the details of the patron who placed a hold request, see the full details and update or delete the requests. There is also an option to indicate that the requested item is now available for the patron. To do so, click Letter. This changes the status of the request to "S", and prints accompanying forms.

**Advance**
Click Advance to see the list of booked time slots for advance booking. This button is active only if there are advance booking reservations.

From the Advance Booking list you can delete advance booking reservations with the Delete button.

**Photo Request**
Click Photo Request to place a photocopy request for the highlighted item. You may place a photocopy request only if the patron has photocopy request privileges.

**Hold Request**
Click Hold Request to place a hold on the highlighted item. You may place a hold request only if the borrower has hold privileges.

**Borrower**
Click Borrower to see information about the person who is currently borrowing the highlighted item.

**Claim Return**
Sometimes, a borrower claims that he returned an item, even though there is no record of it having been returned. If you want to make note of this situation, click the Claim Return button. You will be asked to confirm that the item was claimed as returned.
Lost
If you want to declare a loaned item as lost, click the Lost button. You will be asked to confirm that the item is considered lost. When you do so, a "Lost Material Bill" will be sent automatically to the person who borrowed (and lost) the item.

Print
To print an item slip, highlight the item and click Print.

Push->ITEMS
Click Push->ITEMS to go to the ALEPH Items module to continue working with the item record of the highlighted entry.

Item History
To see a list of the previous loans and hold requests made for the selected item, as well as information about current loans and hold requests, click the Item History button.

Circ. Summary
The Circ. Summary displays the item's circulation summary, including for example, whether the item is currently on loan, the number of loans, hold requests, photocopy requests, etc. (The content of this window depends on the setup of the table tab_item_summary.lng, see System Librarian 18.21 Item History and Summary Window).

Refresh
Click Refresh to reload the Item List from the server so that it reflects changes that have occurred since you first opened the window.

3.2 CHANGE ITEM INFORMATION

This function lets you change information about an item such as its item status, the sub-library and collection to which it belongs, and its location. This function assumes that you have an existing item (or a group of items) whose information you wish to change.

Choose this option by selecting Items/Change Item Information from the Circulation module's main menu. The following screen is displayed:

This screen asks you to determine the new item status, sub-library, collection, etc. for the item(s). You only need to fill in the information that you want changed in the items' records.

If you want the data in a particular field to be deleted, enter a minus sign.

If you want the change(s) to be permanent, with no chance to restore the original information, then put a mark in the box labeled Permanent Change. When the Item has a HOL record attached to it, no permanent change is possible in the fields relating to the HOL record (852 field): sub-library, collection, location. You can always make a temporary change.

Note that if you change an item status to an advance booking item status, an advance booking schedule is automatically created. If you change an item status from an advance booking item status to another item status the advance booking schedule is automatically deleted.

When you are finished filling in the form, click OK.
You will then receive a prompt (Step 2, shown below) enabling you to scan in the barcode number(s) of the item(s).
This screen shows you the changes that will be made to the item record(s) as soon as you enter the barcode number(s).
(Note that a blank in the New Value column means that the data for a particular field will be deleted.)

You may use the barcode reader to scan in the barcode(s). Click OK or press Enter after each barcode number that you enter. (If you want to scan barcodes for a number of items, you may set your barcode reader to automatically insert a carriage return (Enter) command after each barcode is scanned in.)

When you have finished changing the information for all the items you wish, click Close.

3.3 RESTORE ITEM INFORMATION

This function lets you restore information about an item that was changed using the Change Item Information function. You can only restore information if the change you made was not permanent.

Choose this option by selecting Items/Restore Item Information from the Circulation module's main menu. The following screen is displayed:

To restore the information for a particular item, enter the item barcode and click OK. If the change you made was temporary, the screen will then display the field values that were changed earlier and restored now.

If the change you made was permanent, then after you click OK, you will receive an error message and no information will be restored.

3.4 CATALOG ITEM

This option enables you to briefly catalog an item with minimum information. Once such a bibliographic record exists, the item may be loaned. The item may be cataloged in full later using the Catalog module.
Note: When an item is cataloged and created using Catalog Item in the Circulation module, a hold request is created, if your library has a user whose ID is "CATALOGER". The request is made for the user ID "CATALOGER", and will become active at a later date so as not to interfere with the loan process. The request is created in order to display a message when the item is returned, so that it can be transferred to the Cataloging department where the cataloging process will be completed.

If no CATALOGER ID is present, no hold request is created.

It is NOT intended that this function be used for large-scale cataloging instead of the cataloging module. If it is extensively used, problems may arise because of the large number of hold requests that are automatically created for the "CATALOGER". The same "catalog item" functionality, available in the Items and Acquisitions modules under "Quick Catalog", does not automatically generate a hold request.

Choose this option by selecting Items/Catalog Item from the Circulation module’s main menu. The Catalog Record window will be displayed. It has two tabs: Document Information and Item Information.

The Document Information window displays up to ten fields that were defined by the System Librarian.

The Item Information window has the following fields:

**Open Date**
The Open Date is the date the item record was first opened. The date is filled in automatically by the system.
Barcode
This information is mandatory. You can use your barcode reader to scan in the barcode that you stick on the item. Alternatively, you may leave the field blank and the system will automatically assign a number as soon as you click the Update button.

Sub-library
This information is mandatory. Choose the sub-library from the drop-down menu. The specific choices available on the menu are determined by the System Librarian. Note that no matter what access rights you have, you may add an item to any library. However, after that you may update an item in a sub-library only if you have access rights to that sub-library.

Collection
This information is mandatory. Your library may designate collections such as Maps, Oversize or 4th floor. You may choose from a list of collections that are valid for the selected sub-library, by clicking on the button to the right side of the field.

Call Number Type
The Call Number Type is the method your library will use to arrange this item on the shelf. This is an optional field and should be used according to library policy.

Call Number
This is an alphanumeric code that identifies the shelf location of the item. Depending on how your System Librarian has set up the Items module, you may type in text, choose from a drop-down menu, or activate an automatic counter by typing `?` and the code of the counter. In this case, the system will automatically assign a location as soon as you click the Update button. If your library assigns only one location to an item, be sure to fill in this location field and leave the "Second Call Number" field blank.

Second Call Number Type
If your library assigns only one location to an item, be sure to fill in the first call number fields and leave the "Second Call Number" fields blank. Information about the Second Call Number Type is not used when the system creates a holdings record.

Second Call Number
This is an alphanumeric code that identifies the shelf location of the item. Depending on how your System Librarian has set up the Items module, you may type in text, choose from a drop-down menu, or activate an automatic counter by typing `?` and the code of the counter. In this case, the system will automatically assign a location as soon as you click the Update button. If your library assigns only one location to an item, be sure to fill in the first location field and leave the "Second Call Number" field blank. Information about the Second Call Number is not used when the system creates a holdings record.

Description
The description field can be used for "volume information (such as v.16, 1995). It is used for defining sort options.

Material Type
This information is mandatory. Choose the material type from the drop-down menu. The specific choices available on the menu are determined by the System Librarian.

Item Status
This field is mandatory. Item status defines how long the item may be checked out by the borrower. Choose the sub-library from the drop-down menu. The specific choices available on the menu are determined by the system administrator.

Process Status
Choose one of the options that describe the item's current process status or leave the field blank.

OPAC Note
This note will appear in the OPAC.

Internal Note
This note will appear on the Item form.

Circulation Note
This note will appear in Circulation transactions.
4.0 DUE DATES

This section explains how to set up due dates that will be applied to future loans; how to change the due dates for items that are currently checked out; how to change a due date at the time you loan an item; how to determine which format is being used to enter dates in a form; and how to back-date a return date when an item is being returned.

4.1 DUE DATES FOR FUTURE LOANS

Due dates are computed daily for each combination of item/borrower status, and take into account days on which the library is closed. (For information about tables related to due dates, see the System Librarian chapter.)

The results of the computation may be viewed in the GUI Circulation module by clicking the icon. A screen will appear. Choose a sub-library and click OK and the Active Due Dates screen will then be displayed:

![Active Due Dates - USMA1](image)

The Active Due Dates screen, displays the due date and due hour that will be given to items when they are checked out. The "Requested" columns show the due date and due hour that will be given to items that have hold requests. If there is no date under "Requested", the regular due date will be used.

**Refresh**

Click Refresh to reload the list of due dates from the server so that it reflects changes that have occurred since you first opened the window.

**Modify**

You may change specific due dates for future loans by following these steps:

**Step 1:** If you have the privilege to change due dates, the Modify button will appear on the dialog box. Highlight a line and click Modify.

**Step 2:** In the form that pops up, enter new due dates. To determine which format is currently being used for entering the date, place your cursor over the date and press the hotkey F9. This is important because there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Step 3:** Click OK. The title of the window will change to Local (Not Active) Due Dates and the Server button will now appear on the window.

**Step 4:** Save the changes on the server by clicking the Server button. The new dates will now be active for all users of the system. The title of the window will change back to Active Due Dates.

**Note:** The changed date will stay in effect until the next day when the due dates are in use for the first time and the system resets the due dates.

4.2 DUE DATES OF CURRENT LOANS
You may change due dates for items that are currently checked out. You may change the due dates for a group of items meeting particular criteria, or for an individual item loaned to a specific borrower.

4.2.1 Group of Items
To change the due dates for a group of items that are currently checked out, choose Dates from the Main Menu, then select Change Due Dates of Current Loans. The following screen will be displayed:

![Change Due Dates of Current Loans](image)

Fill in the form and click OK. Following is help for each field of the form:

**Sub-library**
Enter the sub-library of the items whose due dates you want to change. To choose from a list, click on the arrow.

**Item status**
Enter the status of the items whose due dates you want to change. To choose from a list, click on the arrow.

**General Help on All Dates**
Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**From Date**
You may change all loans whose due dates fall AFTER this date. Alternatively, you may use this field together with the "To Date" to enter a range of dates between which the items are currently due. In this case, the From Date is the earliest date in the range.

**Due Hour**
This is the hour by which the item must be returned on the date shown to the left. The system runs on a 24-hour clock, so if you wish the due hour to be 9 p.m., enter 21:00.

**To Date**
You may change all loans whose due dates fall BEFORE this date. Alternatively, you may use this field together with the "From Date" to enter a range of dates between which the items are currently due. In this case, the To Date is the latest date in the range.

**New Due Date and Due Hour**
Enter the New Due Date and Due Hour on the last line of the form and click OK. A pop-up message tells you how many of the due dates matching your filter were changed.

4.2.2 Individual Item Loaned to Borrower
To change the due date for an item that is currently out on loan to a borrower, follow the steps below:

**Step 1:** Click ![button](image) to retrieve a user record.

**Step 2:** In the form that pops up, enter the user's ID or barcode. The User Information form will be displayed.

**Step 3:** On the User Information form, click the Loans button. The borrower's Loan List will be displayed.

**Step 4:** On the Loan List, highlight the loan whose details you wish to change and click the Change Date button.
Step 5: Enter the new due date and due hour and click OK. Note that if a user's expiration date is prior to the due date of an item being loaned, the system will automatically shorten the loan period to correspond with the user's expiration date.

4.3 CHANGE DUE DATE WHILE LOANING ITEM

You may change the due date when loaning an item to a borrower. To do so, follow the steps below:

Step 1: Click to activate the Loan function.

Step 2: In the form that is displayed, enter the user ID and item barcode. Click the Loan button. The due date and due hour that were automatically assigned by the system will be displayed.

Step 3: Click the Change Date button. In the form that pops up, enter a new due date and due hour. Then click OK. Note that if a user's expiration date is prior to the due date of an item being loaned, the system will automatically shorten the loan period to correspond with the user's expiration date.

Go to top of page

Go to next section (Loans)
5.0 LOANS

This section explains

- Setting up loan options
- Loaning an item
- Recalling a loaned item

Before loaning any items to a borrower, you should first set up the system's loan options.

5.1 SETUP LOAN OPTIONS

The Setup function lets you determine when loan receipts will be printed and whether or not a Circulation Note will be displayed when the item is loaned.

To activate this function, select Circulation from the Main Menu, then from the Circulation menu, select Setup Loan Options. The following window will then be displayed:

![Setup Loan Options window]

**Display Circulation Note**

If you check this box, the Circulation Note that was entered in the Item Record will be displayed when the item is loaned. The Circulation Note field can be found in the Items module, in the Item form under the tab General Information (2).

**Display Borrower "On Hold" Message**

If you put a check-mark in the box next to "Display Borrower "On Hold" Message," a message will be displayed if the patron has an item on hold waiting for him.
Display Item is requested Message
If you put a check-mark in the box next to "Display Item is requested Message," a message will be displayed if the item has a hold from other patrons.

User Verification Required
If you put a check-mark in the box next to "User Verification Required" then when a user ID or barcode is entered in the Loan window, the user verification will be required in order to perform the loan.

Display Process Status
If you put a check-mark in the box next to "Display Process Status", when a process status is attached to the item, it will be displayed as a prompt before the transaction is completed.

Loan Receipt Printing
You can determine whether or not the system will automatically print loan receipts. If you wish to have the system automatically print receipts, you can choose whether they should be printed after each loan transaction or only at the end of a session with a borrower (in which case, one receipt will be printed listing all of the loans made to the borrower during the current session).

For the System Librarian
Occasionally, a user may try to check out an item that has not been checked in. (This may happen, for example, if a patron takes a book off the Return counter before it has been checked in.) The System Librarian, must decide whether or not your library will permit an item to be returned in the middle of a loan transaction. To read how to do so, go to the System Librarian chapter.

5.2 LOANING AN ITEM
When loaning an item, the system checks both the user and the item to verify that the loan is valid. The system checks that:

- The borrower has the right to borrow the item
- The borrower's registration has not expired
- The borrower has no delinquency codes
- The borrower has no overdue items or fines
- The borrower has not reached his limit of items that may be checked out
- The item may be borrowed
- The item has no hold requests

There are two paths you can take to loan an item:

- Direct path
- Fast Circulation path
- Off-line path
Each path is described below.

If the item is loaned to a proxy, the loan is nevertheless registered under the name of the sponsor.

5.2.1 Direct Path

Click the icon to activate the Loan function. The Loan screen will be displayed:

![Loan screen]

To loan an item to a user, follow these steps:

**Step 1:** Enter the user's ID or barcode number. If you wish to refer to a list of users, click the arrow.

**Step 2:** Enter the item barcode. You may use the barcode reader to scan in the number.

**Step 3:** Click the Loan button. Information identifying the user will appear in the
upper window. If there are any delinquencies, they will be reported in the lower window.

**Step 4:** If there are delinquencies, and the borrower's privileges permit you to override them (and you, the librarian, have the privilege to override delinquencies), the Override button will appear. To continue with the loan, click Override.

**Step 5:** You may change the due date by clicking the Change Date button. A small window will appear enabling you to enter a new due date.

Note: If a borrower's expiration date is prior to the due date of an item being loaned, the system will automatically shorten the loan period to correspond with the borrower's expiration date.

### 5.2.1.1 Buttons

Other actions available on this screen are:

**Clear**
Click Clear to erase information about the user and item that appear on the loan form.

**Cancel Loan**
Click Cancel Loan to stop the loan transaction.

**User**
Click User to see the User Record. You will be able to see information such as the borrower's loans, holds, photocopy requests, cash transactions and privileges.

**Item**
Click Item to see all copies available for the bibliographic record. You will be able to see information such as the sub-library that owns each copy, the status of each copy (how long the copy may be checked out), and the due dates of loaned items.

**Print Session**
Click Print Session to print a receipt for the loans performed during the current session with the borrower. When a loan receipt is printed for a loan that was effected through a proxy for his sponsor, the proxy's user details (and not the sponsor's) are taken to fill in the loan receipt.

**New Cash**
You may register a cash transaction on an ad hoc basis by clicking the New Cash button. A form will be displayed, enabling you to define the transaction as a debit or credit, write a descriptive note about the transaction, and link the transaction to a particular target, sub-library, or item record.

**Pay Cash**
If the patron wants to pay some or all of the money he owes, enter the amount in
the Pay field and click the Pay Cash button. You will be asked to confirm that the patron really does want to pay the specified amount. After confirmation, the system will register as paid as many transactions as can be covered by the amount paid, starting with the earliest unpaid transaction. (A given transaction may also be partially paid. In this case, the transaction will be split into two transactions, one for the paid portion and one for the unpaid portion.) Depending on how your System Librarian has set up the system, one or more receipts will be printed.

**Viewing Cash Transactions**
To view the Cash Transactions tab of the User Information window, click the arrow next to the Pay field.

**Change Date**
Click Change Date to change the due date for the current loan. A small window will pop up enabling you to enter a new date.

**Note**
Click Note to enter a note that will appear on the expand window of this specific loan.

**Loan History**
Click the iconized Loan History window to see a running list of all loan transactions performed over a certain time period. You can also select Loan History from the Circulation menu or use Shift F5.

---

## 5.2.2 Fast Circulation Path

The Fast Circulation option gives you the possibility to perform a loan or a return from one screen. Details of the item and the user are not retrieved by the system so the transactions are performed more quickly than when using regular Loan and Return options.

For the sake of speed, the item's bibliographic information, loan details or the return date and the user's details are not retrieved and are therefore not displayed. There is also no access to the User List or to any search for items.

The same checks that are performed in the usual Loan and Return windows, are also performed when using the Fast Circulation option.

To perform a return using Fast Circulation, follow these steps:

**Step 1:** Open the regular Circulation client. Choose Circulation from the Main Menu. From the Circulation menu, choose Fast Circulation. The following window will be displayed:
Step 2: Click on the Loan radio button. Fill in the User ID/Barcode and Item Barcode fields and click on the Loan button.

For the System Librarian:
Whether the "Override" button in the "Errors Report" window at the end of the circulation transaction will enabled or not is dependent on the following:

- Column 4 in pc_tab_fast_circ:
  
  If set to Y, overriding is allowed according to the librarian's or user's "Override" privileges.

  If set to N, overriding is not allowed, no matter what privileges the librarian or user have.

- If the librarian does not have the privilege to override loan errors, or the user for whom the loan is performed does not have this privilege, then the "Override" button is disabled when the errors report is displayed.

5.2.3 Off-line Path

This option lets you record a loan transaction on your local computer in case there is a disruption with your computer's connection to the server. Your transactions will be saved in a file which you may send to the server when the connection is re-established. The system will then check the transactions and produce a check report. The system checks if the item exists or not; if there is a user/borrower record; if there are system problems in Loan/Return (i.e. the system was unable to register the Loan/Return for any reason). If a cash transaction could not be registered when the item was returned late, the system will check if it was already on loan or if the item was declared as lost or claimed returned.

To activate this function, choose Circulation from the Main Menu, then from the Circulation menu, choose Off-line Circulation. The following form will be displayed:
To record a loan transaction, follow these steps:

**Step 1:** Choose the type of transaction by clicking the Loan radio button.

**Step 2:** Fill in the ADM library, borrower ID, and item barcode.

**Step 3:** Click the Loan button.

**Note:** For more information on what to do when the connection with the server is re-established, see the chapter on Off-line Circulation.

### 5.3 RECALLING A LOANED ITEM

There is no recall function *per se*. All requested items are potentially recalled items, if the library is set up for recalls. When the Circulation librarian creates a hold request for the item, the Recall Type field (regular or rush) and the Priority field, are set. Depending on Recall type, the "Recall" batch procedure will make this item a recalled item.

When the patron places a request using the Web OPAC, his request will always be registered as a regular recall and he cannot change this. When the Recall batch function is run, the request will be included.

Go to the **Recalls** chapter for an explanation of how to set up the Recall functionality; how to identify items that should be recalled and items whose recalls should be cancelled; and how to send recall-related letters to borrowers.
6.0 RENEWALS

In addition to renewing loans in the Circulation module, the user of the OPAC may renew his loans if he has been given this privilege in the local user record, and if the item status permits renewal in the OPAC.

In the Circulation module, there are three paths you may take to renew a loan:

- **Direct path**
- **Item path**
- **User path**

Each path is described below.

### 6.1 DIRECT PATH

To go directly to the renewal function, select Circulation from the Main Menu, then from the Circulation menu, select Renew Loan by Barcode. The following screen will then be displayed:

![Item Barcode](image)

Enter the item barcode. You may use the barcode reader to scan in the number. Then click OK. The following 2-part form will be displayed:
The only information in this form that you may change is the renew date and hour. The other information is for reference only.
**Renew Date**
You can enter a new date manually or use the default that was calculated by the system using various parameters from tab16.

There is a calendar correction mechanism that is activated if you change the date manually. If you accept the default as calculated by the system, then correct_calendar is not used. If the DATE has been changed, then the above routine is used. A manual change of the HOUR (but not the date) does not trigger the correct_calendar routine.

To determine which format is currently being used for entering the date, place your cursor over the date and press the hotkey F9. This is important because there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Hour**
This is the hour by which the item must be returned on the date shown to the left. The system runs on a 24-hour clock, so if you wish the due hour to be 9 p.m., enter 21:00.

---

### 6.2 ITEM PATH

You may renew an item from the Item List. To do so, follow these steps:

**Step 1:** Click the appropriate icon to retrieve an item by its:

- Barcode or Location
- Administrative record number
- Or bibliographic record number
- Or bibliographic record fields
- Bibliographic record fields

**Step 2:** In the Item List that appears, highlight an item and click the Borrower button.

If you chose the Scan icon, highlight a document and click the Full button.

If there is more than one document matching your scan, a Brief list will appear. Highlight an item and click the Select button. In the Item List that appears, highlight an item and click the Borrower button.
**Step 3:** On the User Information screen that appears, click the Renew button.

**Step 4:** On the Renewal form that pops up, fill in the new due date and due hour.

### 6.3 USER PATH

You may renew an item from a User record. To do so, follow these steps:

**Step 1:** Click ![user record icon] to retrieve a user record.

**Step 2:** In the form that pops up, enter the user's ID or barcode. The User Information form will be displayed.

**Step 3:** On the User Information form, click the Loans tab. The borrower's Loan List will be displayed.

**Step 4:** On the Loan List, click the Renew or Renew All button.

**Step 5:** On the Renewal form that pops up, fill in the new due date and due hour.

### 6.4 RENEW ALL

The "Renew All" function performs the Renew for all the items on the user's loan tab without the need to highlight every single item.

When performing "Renew All", the system performs the checks as follows:

- **If DisplayRenewAllCheckWindows = Y:**
  
  Firstly, the system checks the renew all, by using the section "RENEW-GBL" in tab_check_circ, in order to catch a general error, usually caused by a passed borrower expiry date. If a reason for not renewing the loan is encountered (according to the section RENEW-GBL in tab_check_circ), then an error message box pops up which shows all specific item errors. This error message can be overridden by clicking on the "Override" button. If it is not overridden, the system cannot proceed and no renewal can be initiated.

  Secondly, the system checks all items, trying to renew every one. For every item that is renewed, a message, "Successful renew", is displayed in the lower part of the Borrower Loan window. If a reason for not renewing the loan is encountered (according to the section RENEW in tab_check_circ), then an error message box pops up which shows all specific item errors.
This error message can be overridden by clicking on the "Override" button. If it is not overridden, the item that it refers to cannot be renewed. At the same time, a matching line with errors is added to the Renew All log section in the lower part of the Borrower Loan window. If the error message is overridden, the item is renewed and the message "Successful renew (override)" is displayed in the lower part of the Borrower Loan window.

All the items that have not been renewed due to errors that were not overridden are highlighted, and the error messages are shown numbered line by line in the log section in the lower part of the Borrower Loan window. For every renewed item, a message "Successful renew" or "Successful renew (override)" is displayed in the lower part of the Borrower Loan window. Clicking on a specific line in the lower part of the Borrower Loan window highlights the matching item in the upper part. Clicking on an item in the upper part of the Borrower Loan window highlights its message line. The unrenewed items are not displayed as highlighted the next time the user record is retrieved.

- If DisplayRenewAllCheckWindows = N:

  No error message boxes are displayed during the "Renew All" process, and all the loans in the list are handled automatically, according to the flag OverrideRenewAllChecks in the [LoanList] section of circ.ini.

- If OverrideRenewAllChecks = "Y":

  all renew errors are ignored and the message "Successful Renew (override)" is displayed in the log window for each renewal that encounters a reason for not renewing the loan (simulating the "Override" button of the error messages window).

- If OverrideRenewAllChecks ="N":

  renewals are not performed (simulating the "Cancel" button of the error messages window), and the errors of such renewal attempts are displayed in the renew log window.

- If the line WantBorListOnRenewAll in circ.ini is set to "Y":

  a form is automatically printed after the "Renew All" procedure has been performed. This is a new form which is called bor-list-renew-all. It includes the same information as bor-list. In addition to this, it also lists the hindering reasons for those items which have not been renewed.

After the end of the renew-all procedure the following dialog window pops up which contains a check box asking whether or not the borrower is present in the library:
If the check box is filled, meaning that the borrower is present, the printing parameters are taken from print.ini, function name "BorListRenewAll". If not, they are taken from the function "BorListRenewAllRemote".

If the line WantBorListOnRenewAll in circ.ini is set to "N", automatic printing is not triggered. If the check box "send all letters to borrower" which can be set in the Global information tab of User Form of the Circ GUI is unchecked, no letters are printed.
7.0 RECALLS

The Circulation librarian can initiate the recall process by creating a hold request for the item and filling in the Recall Type field (regular or rush).

The Web OPAC user can request an item by placing a hold request. The user's request automatically receives the status set in www_server_defaults. The patron cannot change this status.

While the Circulation librarian or the Web OPAC user may request an item, it is not actually recalled until the "Recall Items on Hold" function is run in the Web Services module.

This chapter explains how to set up the Recall functionality; how to identify items that should be recalled and items whose recalls should be cancelled; and how to send recall-related letters to borrowers.

The workflow for Recalls is shown in the diagram below. Each step is described in detail following the diagram.

![Recall Workflow Diagram]

7.1 SETUP

To set up the Recall functionality, follow these steps:

**Step 1:** Define the fine method, the recall period and the minimum guaranteed loan period. To do so, edit tab16 (UTIL G/5/16):

- In column 14 "Fine method", fill in the preferred fine method. Note that you can choose fine method number 7 that will take the recall into account when the item is returned late.
- Fill in column 19 to define the number of days from the day the recall notice is sent to the new due date (this is known as the recall period). This sets the new due
date.

- Fill in column 20 to define the minimum guaranteed loan period. This is the number of days that the original borrower can have the item on loan, even if it has been requested by another user and recalled.

**Step 2:** Define fine rates for late return of recalled items. This is required when you use the number 7 fine method which takes the recall into account when the item is returned late. To do so, edit tab18 (UTIL G/5/18). Examples of the relevant lines of this table are shown below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Y</th>
<th>Recall late return fine (ratio)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0050</td>
<td>###</td>
<td>Y</td>
<td>1.5</td>
</tr>
<tr>
<td>0051</td>
<td>###</td>
<td>Y</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Note that the number 1.5 in column 5 means that in addition to the fee on the late return, the borrower will be charged an extra 1.5 times the late fee because the item was recalled. In other words, instead of paying a fee of X, the borrower will pay a fee of X + 1.5X = 2.5X.

7.2 RECALL

While the Circulation librarian or Web OPAC user may request an item, it is recalled only if you run the "Recall" function in the Web Services module. If your policy is to use recall functionality, it is recommended that you run this function every day. When you do so, the following occur:

**New Due Date**

The system will calculate a new due date for each recalled item. Note that the due hour will not be changed. If it is a regular (not rush) recall, the original borrower may keep the item for the minimum guaranteed loan period.

If the new due date falls after the original due date, the original due date will remain in effect, but the borrower will receive a letter informing him that the item has been recalled.

If it is a rush recall, the minimum loan period is ignored and the original borrower must return the item by the new due date, which is calculated according to the recall period in tab16.

**Recall Letters**

Running the "Recall" Web service (b-cir-13) will generate recall letters for borrowers, asking them to return the recalled items. The letters will use one of the following files in the library's form_lng directory:

- loan-recall-01-nn: tells borrower he must return the item before the original due date. If he is late, he can be fined at a high rate for returning a recalled item late. This is according to the library's policy and the setup in tab18.
- loan-recall-02-nn: tells borrower that the item has been recalled but he can keep it until the original due date. If he is late, he will be fined as follows: first at the regular overdue rate (since the item was returned after its original due date), and later at the higher "recall overdue" rate (since the item was returned after its recall due date). An extra "recall overdue" charge is optional, and is set in tab16, column
14.

**Update Display**
The Item List and Borrower's List of Loans will be updated, indicating that the item has been recalled. The List of Loans will show both the original due date and the new due date, now that the item has been recalled.

**7.3 RETURN ITEM**
When the item is returned, it should be checked in using the [Return](#) function.

**7.4 DELETE REQUEST**
There are three ways to delete a hold request. All of them affect the recall:

**Librarian Deletes Request**
Librarians may [delete hold requests](#) in the Circulation module.

**OPAC User Deletes Request**
The OPAC User can go to the User Info screen, click on the Hold Requests link and view the list of hold requests that he has made. From there, he can select a hold request to delete.

"Like" Copy Found
The recall was placed on the exact copy that the user selected. However, in the meantime, another, "like" copy was returned and the hold request is filled with this copy. If this happens, the hold request will be deleted and the recall cancelled. This is irrelevant in cases where the library allows patrons to place holds on exact copies.

**7.4.1 Cancel Recall**
In order to identify which requests have been deleted, run the "Recall" function in the Web Services module and for the "Reset loans of cancelled requests" field, choose "Yes". The system will print "Recall Cancelled" letters to borrowers, informing them that they no longer need to return the item early because it is no longer being recalled. The template used for these letters is loan-recall-03-nn in the library's form_lng directory.
8.0 RETURNS
Before returning any items, you should first set up the system's return options.

8.1 SETUP RETURN OPTIONS
This function lets you determine:
- Whether return receipts should be printed automatically
- Whether or not you should receive messages during a return transaction about late returns and about the return of an item that the system has no record of having been checked out
- Whether or not a list of holds and photocopy requests for the returned item will be displayed automatically

To activate this function, select Circulation from the Main Menu, then from the Circulation menu, select Setup Return Options. The following screen will then be displayed:

![Setup Return Options](image)

**Print Return Receipt**
Click this box if you want the system to automatically print a receipt for each return transaction.

**Print Return Receipt - Transfer**
Click this box if you want the patron to receive a receipt even though the item needs to be transferred to another site.

**Holds List Display**
Click this box if you want the system to automatically display a list of holds for the returned item.

**Print Photocopy Requests**
Click this box if you want the system to automatically print photocopy request slips for the returned item.

**Item Not Loaned Message**
Click this box if you want to be notified about the return of an item that the system has no record of having been checked out.

**Display Circulation Note**
If you check this box, the Circulation Note that was entered in the Item Record will be displayed when a user returns the item. The Circulation Note field can be found in the Items module, in the Item form under the tab General Information (2).

**Display Process Status**
Click this box if you want to display a prompt with the item's process status.

**Late Return Message**
Decide if and when you want to be notified that an item has been returned late.
- **No Message:** Click this button if you do not want to be notified.
- **Per Single Loan:** Click this button if you want to be notified after each return transaction.
- **End of Session With Current User:** Click this button if you want to be notified at the end of a series of return transactions for a specific patron.

## 8.2 RETURNING AN ITEM

There are three paths you may take to return an item:
- **Direct path**
- **Fast Circulation path**
- **Off-line path**

Each path is described below.

## 8.2.1 Direct Path

To go directly to the return function, select Circulation from the Main Menu, then from the Circulation menu, select Return. Alternatively, click on the Return icon on the Menu Bar, or press F6 on the keyboard. The following window will be displayed:
Enter the item barcode. You may use the barcode reader to scan in the number.

Depending on the Setup return options, in a case where the system detects that your work station is not identified as the home sub-library of the item being returned, but does accept returns for another sub-library, the system will automatically print out a transfer slip for the item, and display a message instructing you to transfer the item to the owning sub-library.

Depending on the Setup return options, in a case where there are photocopy requests for the item, a message will appear, informing the librarian.

Depending on the Setup return options, in a case where there are hold requests for the item, either a warning message will be displayed or the List of Hold Requests will be displayed. You can use this window to select a request and notify a user that the item is available. Again, depending on your setup, if there is only one request on your list, after a few seconds, it is automatically selected.

The Return window also shows whether or not an item that the patron requested is available for him on the hold shelf. When a patron returns any item, the librarian can tell him that a requested item can now be picked up.

The information is on the last line of the lower part of the Return window. The caption of the line is: "Holds on shelf". The messages are "No holds for borrower"
or "Borrower has holds on shelf" accordingly. This is not dependent on the Return options and will always be displayed.

**Return**
Click Return to perform the actual return.

**Clear**
Click Clear to erase information about the user and item that appear on the Return form.

**Override Date**
Click on Override Date to register a return date that is earlier than the current date. The override is active until it is deactivated or until the Return window is closed. Enter a new due date and hour and click OK.

**User**
Click User to see the User Record. You will be able to see information such as the borrower's loans, holds, photocopy requests, cash transactions and privileges.

**Item**
Click Item to see all copies available for the bibliographic record. You will be able to see information such as the sub-library that owns each copy, and the status of each copy (how long the copy can be checked out).

**New Cash**
You may register a cash transaction on an ad hoc basis by clicking the New Cash button. A form will be displayed, enabling you to define the transaction as a debit or credit, write a descriptive note about the transaction, and link the transaction to a particular target, sub-library, or item record.

**Pay Cash**
If the user wants to pay some or all of the money he owes, enter the amount in the Pay field and click the Pay Cash button. You will be asked to confirm that the user really does want to pay the specified amount. After confirmation, the system will register as paid as many transactions as can be covered by the amount paid, starting with the earliest unpaid transaction. (A given transaction may also be partially paid. In this case, the transaction will be split into two transactions, one for the paid portion and one for the unpaid portion.) Depending on how your System Librarian has set up the system, one or more receipts will be printed.

**View Cash Transactions**
To view the Cash Transactions tab of the User Information window, click the arrow next to the Pay field.

**Return History**
If you wish to see a list of all return transactions performed since you logged onto the system, click the iconized Return History window, or go to the Circulation menu and select Return History. You can also use Shift+F6.
8.2.2 Fast Circulation Path

The Fast Circulation option gives you the possibility to perform a loan or a return from one screen. Details of the item and the user are not retrieved by the system so the transactions are performed more quickly than when using regular Loan and Return options.

For the sake of speed, the item's bibliographic information, loan details or the return date and the user's details are not retrieved and are therefore not displayed. There is also no access to the User List or to any search for items.

The same checks that are performed in the usual Loan and Return windows, are also performed when using the Fast Circulation option.

To perform a return using Fast Circulation, follow these steps:

**Step 1:** Open the regular Circulation client. Choose Circulation from the Main Menu. From the Circulation menu, choose Fast Circulation. The following window will be displayed:

![Fast Circulation Window](image)

**Step 2:** Click on the Return radio button. The screen will change to:
Fill in the Item Barcode field and click on the Return button.

**For the System Librarian:**
Whether the "Override" button in the "Errors Report" window at the end of the circulation transaction will enabled or not is dependent on the following:

- Column 4 in pc_tab_fast_circ:

  If set to Y, overriding is allowed according to the librarian's or user's "Override" privileges.

  If set to N, overriding is not allowed, no matter what privileges the librarian or user have.

- If the librarian does not have the privilege to override loan errors, or the user for whom the loan is performed does not have this privilege, then the "Override" button is disabled when the errors report is displayed.

### 8.2.3 Off-line Path

This option lets you record a return transaction on your local computer in case there is a disruption with your computer's connection to the server. Your transactions will be saved in a file which you may send to the server when the connection is re-established. The system will then check the transactions and produce a check report, listing delinquencies found and other conditions (such as the existence of hold requests for an item).

To activate this function, you can use either the stand-alone off-line Circulation Client, or the regular Circulation client. This chapter explains the regular Circulation client. Details about the stand-alone off-line Circulation client can be found in the **Off-line Circulation** chapter.

In the regular Circulation client, choose Circulation from the Main Menu, then from the Circulation menu, choose Off-line Circulation. The following form will
To record a return transaction, follow these steps:

**Step 1:** Choose the type of transaction by clicking the Return radio button.

**Step 2:** Fill in the ADM library and item barcode.

**Step 3:** Click the Return button.

**Note:** For more information on what to do when the connection with the server is re-established, see the *Off-line Circulation* chapter.
9.0 OFF-LINE CIRCULATION

This option lets you record transactions on your local computer in case there is a disruption with your computer's connection to the server. Your transactions, including loan, return and cash debiting will be saved in a file which you may send to the server when the connection is re-established. The system will then check the transactions and produce a check report. The system checks:

- If the item exists or not.
- If there is a borrower record.
- If there are system problems in Loan/Return (i.e. the system was unable to register the Loan/Return for any reason).

There are two ways that you can activate the Off-line Circulation functionality:

- Through a stand-alone off-line Circulation Client
- Through the regular Circulation Client

9.1 REGULAR CIRCULATION CLIENT

To activate this function, choose Circulation from the Main Menu, then from the Circulation menu, choose Off-line Circulation. The following form will be displayed:

![Offline Circulation Form]

To record a transaction, follow these steps:

**Step 1:** Choose the type of transaction, Loan or Return, by clicking the appropriate radio button. The window will change according to the transaction type that you have selected.

**Step 2:** Fill in the ADM library, borrower ID, and item barcode fields.

**Step 3:** Click the Loan or Return button.
9.1.1 When the Server Connection is Re-established

When the server connection is re-established, you may use the following buttons:

**Send File**
Click Send File to send the transaction file that was created to the server.

**Clear File**
Click Clear File to erase the transaction file from your local computer.

**Import File**
This function is used with the stand-alone off-line Circulation client. It imports the transaction file from the stand-alone off-line client to the regular Circulation client, so it can be sent to the server to be checked.

**Check Rpt (Check Report)**
After you have sent the transaction file to the server, click Check Rpt to see the list of delinquencies and other conditions related to these transactions.

The system checks:

- If the item exists or not.
- If there is a borrower record.
- If there are system problems in Loan/Return (that is, the system was unable to register the Loan/Return for any reason).
- If the due date of the loan was shortened because of patron expiry before the normal due date (this exception is noted in the report).

9.2 STAND-ALONE OFF-LINE CIRCULATION CLIENT

To activate this function, go to the "Offcirc" directory on the client, click on the Bin sub-directory, then click the Offcirc.exe file. The following form will be displayed:
Note that depending on how the system librarian set up the system, you might need to enter a user login and password before you can access offline circulation.

**For the System Librarian:** If you would like to allow users to access offline circulation without being asked for a user login and password, set the alephcom.ini AlephLogin flag to N.

```
[Main]
AlephLogin=N
```

To record a transaction, follow these steps:

**Step 1:** Choose the type of transaction, Loan or Return, by clicking the appropriate radio button. The window will change according to the transaction type that you have selected.

**Step 2:** Fill in the ADM library, User ID/Barcode (if the field appears), and Item Barcode.

**Step 3:** Click the Loan or Return button.
Step 4: The lower half of the window will display the barcode and action that was performed. Click the Send button and the transactions that were performed will be saved in the Offcirc.dat file.

9.2.1 When the Server Connection is Re-established

When the server connection is re-established, follow these steps:

Step 1: Open the regular Circulation client. Choose Circulation from the Main Menu. From the Circulation menu, choose Off-line Circulation. The following window will be displayed:

Step 2: Click the Import File button. A window will pop up, enabling you to browse through directories to choose the desired file. Select the /Offcirc/files/<lib>/Offcirc.dat file and click Open. This will import the transaction file from the stand-alone off-line Circulation client to the regular Circulation client.

Step 3: If the transaction file in the regular Circulation client is not empty, you will receive a message asking you whether you want to overwrite the file. Choose "No", because this means there are some transactions in the regular Circulation client that have not yet been sent to the server. Take care of these transactions first (by clicking the Send File button and the Check Rpt button). Then return to Step 2 to continue.

Step 4: A message will pop up, asking you whether you want to delete the import file. It is recommended that you choose "Yes" so that future transactions performed with the stand-alone client will be written in a new transaction file. (Otherwise, if the file is not deleted, the transactions will be appended to the old file.)
Step 5: Another message will pop up, asking you whether you want to send the imported file to the server now. It is recommended to choose "Yes". However, if you choose "No", you can send the file to the server later by clicking the Send File button on the regular off-line Circulation window (shown in Step 1 above).

Step 6: After sending the file to the server, be sure to click the Check Rpt button to see the list of delinquencies and other conditions related to the loan and return transactions.
10.0 HOLD REQUESTS

This chapter includes the following sections:
- Hold request management
- Creating a hold request
- Viewing a hold request
- Updating a hold request
- Deleting a hold request
- Returning items with holds
- Unclaimed items on hold shelf
- Printing letters to users
- Display information about hold request during return

10.1 HOLD REQUEST MANAGEMENT

10.1.1 System Librarian Responsibilities

The system librarian determines whether the system will:
- Check item availability for a hold request
- Deliver an item to a particular location or hold the item for pickup.
- Provide different limits on the amount of time that an item may remain on the hold shelf, depending on the action that triggers the hold request.

Check Item Availability

The system librarian may have the system check the availability of an item when a batch of call slips are printed in the Services module. If an item is unavailable, the system will print a "wait" letter to the patron and the status of the request will be changed automatically from A (Active) to W (Waiting). If the item is available, the status will be changed to S when the patron is informed that the item is being held for him.

Alternatively, the system librarian may decide that the system should not check item availability, but simply print out the call slip. In this case, the request status will be changed to W (Waiting) only after the circulation librarian sends a "wait" letter to the patron by using the function Print Letter - Hold Request Not Filled.

Pickup/Delivery Location

For each combination of sub-library, item status and borrower status, you may define the location from which the user will pick up the held item, or the location to which the item will be delivered. To do so, use UTIL G/5/37 to edit tab37 (Hold requests configuration).

Time Limit on Hold Shelf

You may define different limits on the amount of time that an item is kept on the hold shelf, depending on whether the hold is triggered by the return of the item, or triggered by the menu entry User Request, "Print Letter - Hold Request Filled". Many libraries use the utility for closed stack management and want a shorter hold period for items from closed stacks than for other requested items, that have been returned.

The system does not differentiate between a Hold Request for an unavailable (loaned) item and a pickup request for an item which is on the shelf. The difference is in the checks made and in the printed reports.
To define the different limits, edit tab 44 using UTIL G/5/44.

**Note:** For more information about the tables used for defining these hold request management policies, see the System Librarian chapter.

### 10.1.2 Circulation Librarian Responsibilities

The Circulation Librarian can determine whether or not the system will automatically display a list of hold requests for an item as soon as the item is returned, by using the function Setup Return Options.

### 10.2 CREATING A HOLD REQUEST

A patron may place a hold request through the Web OPAC if he has been given this privilege in the local user record.

In the Circulation module, there are two paths the librarian may take to place a hold request:

- **Item path**
- **Direct path**

Each path is described below. To select a user from a list, click the arrow.

#### 10.2.1 Create Request - Item Path

You may place a hold request from the Item List. To do so, follow these steps:

**Step 1:** Click the appropriate icon to retrieve an item by its:

- Barcode or Location
- Administrative record number
- Or bibliographic record number
- Or bibliographic record fields
- Bibliographic record fields

**Step 2:** On the Item List that appears, highlight an item and click the Hold Request button.

If you chose the Scan icon, highlight a document and click the Full button. If there is more than one document matching your scan, a Brief list will appear. Highlight an item and click the Select button. On the Item List that appears, highlight an item and click the Hold Request button.

The following form will be displayed:
You can only place a hold request for an item if the patron has hold privileges. To place a hold request, fill in the form and click OK.

Following is help for each field of the form:

**User ID**
If you enter a proxy User ID, the request is nevertheless registered under the name of the sponsor.

**Author of Part**
Enter this information in case the library decides to provide the patron with a free photocopy of the material instead of the original. Type the author of the portion of the item that the patron is interested in if it is different from the item as a whole. For example, a chapter may be written by one person, while the work as a whole was edited by another person.

**Title of Part**
Enter this information in case the library decides to provide the patron with a free photocopy of the material instead of the original. Type the title of the portion of the item that the patron is interested in if it is different from the title of the item as a whole. For example, a chapter may have a title that is different from the title of the work as a whole.

**Pages to Copy**
Enter the pages that the patron is interested in (again, for the purpose of photocopying).

**Note 1 and 2**
Optional. Enter notes for the library staff.

**From Date/To Date**
Enter the period of time during which the patron is interested in receiving the material. (The system default period is one year but you may change this manually.) Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Pickup Location**
This is the location where the material will be delivered or held for the patron to pick up.

**Recall Type**
If you want the item to be recalled, choose the level of urgency, 01 (regular) or 02 (rush). If you do not want the item to be recalled, choose 03 (no recall). If you select 02 (rush), the hold request will automatically be assigned 00 priority (see explanation below).

**Priority**
You can determine the position of the Hold Request in the queue by assigning a Priority. The highest level priority is "00", the lowest is "99". Regular requests in the GUI receive a priority of 20 and a request that is classified as a rush recall will automatically receive a priority of 00. See the System Librarian chapter for instructions about setting the default value of the Priority field.

**No. of Requests**
Depending on the number entered here, multiple requests will be made for the patron (regardless of the patron's multiple requests privilege). This is for special use.

**Rush Handling**
If this is a rush request, that is, the user is currently waiting in the library for the material, put a check-mark in the box by clicking on it. "Rush" will print on the call slip.

**Item Matching Filter**
Use these fields to define the group of "like" items from which the hold request may be filled.

**Only Selected Item**
If you want the hold request to be filled only by the specific copy that was highlighted in the previous Item List window, put a check-mark in the box by clicking on it.

**10.2.2 Create Request - Direct Path**
To go directly to the Create Hold Request function, select Requests from the main menu, then from the Requests menu, select Create Hold Request. The following screen will be displayed:
**Item Barcode**
You may use the barcode reader to scan in the barcode number. Alternatively, you may search for an item by entering an administrative record number, or a bibliographic record number. Click the arrow to select from a list.

**User ID/Barcode**
To select a user from a list, click the arrow.

After identifying the item and user, the Hold Request form will be displayed for you to fill in (it is similar to the one used in the Item Path above).

---

**10.3 VIEWING A HOLD REQUEST**

There are two paths you can take to view a hold request:

- **Item path**
- **User path**

Each path is described below.

**10.3.1 View Request - Item Path**

You may view a hold request from the Item List. To do so, follow these steps:

**Step 1:** Click the appropriate icon to retrieve an item by its:

- Barcode or Location
- Administrative record number
- Or bibliographic record number
- Or bibliographic record fields

**Step 2:** On the Item List that appears, highlight an item and click the Holds button. A list of hold requests for the selected item will be displayed.

**Step 3:** Highlight a hold request and click the Expand button.

**10.3.2 View Request - User Path**

You may view a hold request from the User Information screen. To do so, follow these steps:

**Step 1:** Click to retrieve a user record.

**Step 2:** In the form that pops up, enter the user's ID or barcode. The User Information form will be displayed.

or
Step 1: Click to display the patron list.

Step 2: Choose Name, ID or Barcode and enter initial text and press ENTER. Select the patron.

or

Step 1: Click to display the patron list.

Step 2: Click KEYWORD and enter words from name and address. Select the patron.

Step 3: On the User Information form, click the Hold Requests tab. The borrower's List of Hold Requests will be displayed.

Step 4: Highlight a hold request and click the Expand button.

10.4 UPDATING A HOLD REQUEST

There are two paths you can take to update a hold request:

- Item path
- User path

Each path is described below.

10.4.1 Update Request - Item Path

You may update a hold request from the Item List. To do so, follow these steps:

Step 1: Click the appropriate icon to retrieve an item by its:

- Barcode or Location
- Administrative record number
- Or bibliographic record number
- Or bibliographic record fields

Step 2: On the Item List that appears, highlight an item and click the Holds button. A list of hold requests for the selected item will be displayed.

Step 3: Highlight a hold request and click the Update button.

Step 4: Edit the form that is displayed and click OK. (The form is similar to the one used in
Create Hold Request - Direct Path above. The form is explained in Update Hold Request in the Users section of this manual).

10.4.2 Update Request - User Path

You may update a hold request from the User Record. To do so, follow these steps:

**Step 1:** Click ![image](image.png) to retrieve a user record.

**Step 2:** In the form that pops up, enter the user's ID or barcode. The User Information window will be displayed.

Or

**Step 1:** Click ![image](image.png) to display the patron list.

**Step 2:** Choose Name, ID or Barcode and enter initial text and press ENTER. Select the patron.

Or

**Step 1:** Click ![image](image.png) to display the patron list.

**Step 2:** Click Keyword and enter words from name and address. Select the patron.

**Step 3:** On the User Information window, click the Hold Requests tab. The borrower's List of Hold Requests will be displayed.

**Step 4:** Highlight a hold request and click the Update button.

**Step 5:** Edit the form that is displayed and click OK. (The form is similar to the one used in Create Hold Request - Direct Path above. The form is explained in Update Hold Request in the Users section of this manual).

10.5 DELETING A HOLD REQUEST

There are several ways to delete hold requests:

- **Delete a hold request by barcode**
- **Delete a hold request from the Item List**
- **Delete a hold request from the User Record**

When a single hold request is deleted, the system may automatically print a letter to the user who placed a hold request, informing him that the item is no longer being held for...
him. This depends on the setup of your workstation. If the hold request has been placed by a proxy, then a second letter is printed for the proxy in addition to the initial letter that is printed for the sponsor.

- Delete a group of hold requests

Each method is described below.

### 10.5.1 Delete a Hold Request by Barcode

If you know an item's barcode, you can call up its list of hold requests. To activate this function, select Requests from the main menu. Then, from the Requests menu, select Delete Hold Requests by Barcode and enter the item's barcode.

If there is only one hold request for the item, it will be deleted automatically. If there is more than one hold request, you will be able to view the list of hold requests and choose the one(s) you wish to delete.

### 10.5.2 Delete a Hold Request from the Item List

To delete a hold request from the Item List, follow these steps:

**Step 1:** Click the appropriate icon to retrieve an item by its:
- Barcode or Location
- Administrative record number
- Or bibliographic record number
- Or bibliographic record fields
- Bibliographic record fields

**Step 2:** On the Item List that appears, highlight an item and click the Holds button. A list of hold requests for the selected item will be displayed.

**Step 3:** Highlight the desired hold request and click Delete. If the hold request has been placed by a proxy, then a second letter is printed for the proxy in addition to the initial letter that is printed for the sponsor.

### 10.5.3 Delete a Hold Request from the User Record

To delete a hold request from the User Record, follow these steps:

**Step 1:** Click to retrieve a user record.

**Step 2:** In the form that pops up, enter the user's ID or barcode. The User Information form will be displayed.
Step 3: On the User Information form, click the Hold Requests tab. The borrower’s List of Holds Requests will be displayed.

Step 4: Highlight the desired hold request and click Delete.

10.5.4 Delete a Group of Hold Requests

You may delete a group of hold requests that match your selection criteria. To go directly to the Delete Hold Requests function, select Requests from the Main Menu, then from the Requests Menu, select Delete Hold Requests. The following screen will be displayed:

In order to determine which hold requests should be deleted, fill in as few or as many fields as you wish.

General Help on All Dates
Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

Request Date
This is the date on which the user requested the material. You can delete requests starting from the date entered here. Put a check in the box next to the type of request you wish to delete, Active and/or Waiting requests.

End Request Date
This is the date up to which the user is interested in receiving the material. You can delete requests UP TO the date entered here if the hold date has not yet arrived. Put a check in the box next to the type of request you wish to delete, Active and/or Waiting requests.

Hold Date
The hold date is the date on which a letter was sent to the patron advising him that the requested material is ready to be picked up. (These hold requests have status "S"). You can delete requests UP TO the date entered here.

Sub-library
You may wish to delete hold requests for a particular sub-library. If not, leave the field blank.

Item Status
You may wish to delete hold requests having a particular item status. If not, leave the field blank.
**User Status**
You may wish to delete hold requests for users having a particular status. If not, leave the field blank. If the hold request has been placed by a proxy, then a second letter is printed for the proxy in addition to the initial letter that is printed for the sponsor.

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**10.6 RETURNING ITEMS WITH HOLDS**

If the Circulation Librarian has set the system to automatically display a list of hold requests for an item as soon as the item is returned (by using the function **Setup Return Options**), the following screen will be displayed:

![Hold Requests for Returned Item - 4263-14](image)

This window shows the list of hold requests for the returned item. Depending on how your System Librarian has set up the system, the information displayed for each request may include the user name, request date, pickup location, status and priority.

**Expand**
Click Expand to see detailed information about the highlighted hold request.

**Update**
Click Update to update the hold request, for example, to change the date when the borrower is interested in receiving the material.

**Delete**
Click Delete to remove a highlighted request from the list.
Letter
Click Letter to print a letter to a patron, notifying him that the item he requested is now available.

Whether or not the first of multiple hold requests in the list is automatically printed depends on the setup of circ.ini [ReturnHold].

10.6.1 Returning to Home Library

If the delivery location is type "02" (Home) or "03" (Mailbox), the item is loaned to the user and the hold request is deleted. No letter is printed. The patron does not have to be notified since in this case the item is sent to him.

If the delivery location is type "01" (Sub-library) two letters are printed (one for the user and one to be put in the item) but the hold request is not deleted from the system. The words "on hold" are displayed in the Circulation and OPAC modules in place of the due date.

If the delivery location is type "04" (Reading Room) two letters are printed (one for the user and one to be put in the item), the item is loaned to the patron, the sub-library of the item is changed temporarily to the Reading Room sub-library and a Reading Room record is created for the item (for Reading Room control).

A hold request can be made for "pickup" or "delivery", depending on the definition in tab37 and tab_sub_library.lng. "Pickup" is action 01 in tab37, for library types "1" or "4" in tab_sub_library.lng. "Delivery" is action 02 or 03 in tab37 for library type "3" in tab_sub_library.lng.

10.6.2 Returning to a Library Other than the Home Library

In the event that an item is returned to a location other than the item's home library and there is a "pickup" hold request for the item, the librarian must send the item to the pickup sub-library. The system prints a transfer slip and loans the item to the pickup library. When the item arrives at the pickup sub-library, the librarian returns the item in order to "return" it and activate the hold requests window (as described in 10.6. above). The item is then ready for pickup at the sub-library where it has been requested.

If an item is returned to a location which is not the item's home library and there is a "delivery" hold request of the "02" (Home) or "03" (Mailbox) type (as defined in tab37) through a "special" pickup sub-library (type 3, as defined in tab_sub_library.lng), the item is "in transfer" to its home sub-library. In order to proceed with the hold request the item is transferred to its home library and the delivery is handled from there. This is because a Home or Mailbox delivery request must be performed by an item's home library, (through a type 1 or 4 sub-library, as defined in tab_sub_library.lng).

10.7 UNCLAIMED ITEMS ON HOLD SHELF

This section explains what to do if an item waiting on the hold shelf is never picked up by the patron.

You may identify items that have remained on the hold shelf for more than a specific period of time by using the Hold Shelf Report (cir-06) function in the Services module.

Such an item should be removed from the hold shelf, but since there may be additional hold
requests for the item, it should be returned using the return function so the system will check for additional hold requests. If there are no additional hold requests for the item, it may then be returned to the shelf.

**10.8 PRINTING LETTERS TO USERS**

Two kinds of "hold" letters are available to send to patrons:
- Hold request filled
- Hold request not filled

**10.8.1 Hold Request Filled**

This option lets you print a letter to a patron informing him that the item he requested is now available.

To send this letter, select Requests/Print Letter - Hold Request Filled from the Main Menu. In the form that pops up, enter the item barcode and click OK. The following screen will be displayed:

![Hold Requests - 1841-10](image)

This window shows the list of filled hold requests. Depending on how your System Librarian has set up the system, the information displayed for each request may include the user name, request date, pickup location, status and priority.

**Expand**

Click Expand to see detailed information about the highlighted hold request.
Update
Click Update to update the hold request, for example, to change the date when the borrower is interested in receiving the material.

Delete
Click Delete to remove a highlighted request from the list.

Letter
Click Letter to print a letter to a patron, notifying him that the item he requested is now available. If the hold request has been placed by a proxy, then a second letter is printed for the proxy in addition to the initial letter that is printed for the sponsor.

Whether or not the first of multiple hold requests in the list is automatically printed depends on the setup of circ.ini [ReturnHold].

10.8.2 Hold Request Not Filled
This option lets you print a letter to a patron informing him that the item he requested is not available. See the section Check Item Availability for more information on when and why this function should be used.

To send this letter, select Requests/Print Letter - Hold Request Not Filled from the Main Menu. If the hold request has been placed by a proxy, then a second letter is printed for the proxy in addition to the initial letter that is printed for the sponsor.

In the form that pops up, enter the item barcode and click OK.

A screen will be displayed that is similar to the one shown when Returning Items With Holds.

10.9 Display Information About Hold Request During Return
When a patron returns an item, the librarian can tell him that another item that he had requested can now be picked up. The information whether or not a requested item is available for the patron on the hold shelf, is displayed when performing a Return action. It can be found on the last line of the lower part of the Return window. The caption of the line is: "Holds on shelf". The messages can be "No holds for borrower" or "Borrower has holds on shelf" accordingly.
<table>
<thead>
<tr>
<th>Item barcode:</th>
<th>8880</th>
</tr>
</thead>
</table>
| Address:    | Donald Jones  
              12, Earth Drive  
              Fox Hole |
| Telephone:  | 025-68797-94 |
| Zip Code:   | NW-19037 |
| Email:      | d.jones@freeze.edu |
| Bor Status: | Administrative Staff |

<table>
<thead>
<tr>
<th>Owe:</th>
<th>-134.42</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay:</td>
<td>134.42</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bib Info</th>
<th>authóúrelma : : please kill me.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Type</td>
<td>Book</td>
</tr>
<tr>
<td>Sublibrary</td>
<td>General Collection USM50</td>
</tr>
<tr>
<td>Item Status</td>
<td>Overnight</td>
</tr>
<tr>
<td>Collection</td>
<td></td>
</tr>
<tr>
<td>Circ. Note</td>
<td></td>
</tr>
<tr>
<td>Note 1</td>
<td></td>
</tr>
<tr>
<td>Note 2</td>
<td></td>
</tr>
<tr>
<td>Call No.</td>
<td></td>
</tr>
<tr>
<td>Call No. 2</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Process Status</td>
<td>Not in process</td>
</tr>
<tr>
<td>Holds on shelf</td>
<td>No holds for borrower</td>
</tr>
</tbody>
</table>
11.0 PHOTOCOPY REQUESTS

This chapter includes the following sections:

- Photocopy management
- Creating a photocopy request
- Viewing and updating a photocopy request
- Deleting a photocopy request
- Printing photocopy request slips
- Printing letters to users

11.1 PHOTOCOPY MANAGEMENT

11.1.1 System Librarian Responsibilities

The system librarian determines whether the system will:

- Check item availability for a photocopy request
- Bill the patron according to paper size. For billing according to paper size, a price for each paper format should be set.
- Delete the photocopy request after the slip is printed
- Deliver a photocopy to a particular location or hold the photocopy for pickup.

Check Item Availability

The system librarian may have the system check the availability of an item when a batch of photocopy request slips are printed in the Services module. If an item is unavailable, the system will print a "wait" letter to the patron and the status of the request will be changed automatically from A (Active) to W (Waiting).

Alternatively, the system librarian may decide that the system should not check item availability, but simply print out the photocopy request. In this case, the request status will be changed to W (Waiting) only after the circulation librarian sends a "wait" letter to the patron by using the function Print Letter - Photocopy Request Not Filled.

Billing Photocopy Requests According to Paper Size

The system librarian can set different values for the photocopy fee according to paper size. For each defined paper format a separate value can be set in column 5 of tab 18.lng. See section 18.8 Cash Transactions in the Circulation System Librarian chapter for more details.

Delete Request After Printing Slip

If the system librarian decides that photocopy requests should not be deleted after the slips are printed, then the circulation librarian will be able to determine and record the number of pages used for photocopying and the corresponding fee. (This is done using the function Print Letter - Photocopy Request Filled.)

If the system librarian decides that the requests should be deleted after the slips are printed, then no follow-up will be possible.

Pickup/Delivery Location

For each combination of sub-library, item status and borrower status, you may define the location from which the user will pick up a photocopy being held for him, or the location to which the photocopy will be delivered. To do so, use UTIL G/5/38 to edit tab38.
**Note:** For more information about the tables used for defining these photocopy management policies, see the System Librarian chapter.

### 11.1.2 Circulation Librarian Responsibilities

The Circulation Librarian can determine whether or not a photocopy request slip will be printed automatically when a requested item is returned by using the function **Setup Return Options**. If the librarian chooses NOT to have the request slip printed automatically, he can **manually** print the request slip by using the function called **Print Photocopy Request Slips**.

### 11.2 CREATING A PHOTOCOPY REQUEST

The user of the OPAC may place a photocopy request if he has been given the privilege in the local borrower record.

In the Circulation module, there are two paths you may take to place a photocopy request:
- **Direct path**
- **Item path**

Each path is described below.

#### 11.2.1 Create Request - Direct Path

To go directly to the Create Photocopy Request function, select Requests from the Main Menu, then from the Requests Menu, select Create Photocopy Request. The following screen will be displayed:

![Enter Item Barcode & User ID / Barcode](image)

Fill in the form and click OK. Following is help for each field and the other buttons on the screen.

**Item Barcode**
You may use the barcode reader to scan in the barcode number. Alternatively, you may search for an item by clicking the arrow and record number or a bibliographic record number.

**User ID/Barcode**
Enter the patron's ID or barcode. To select a user from a list, click the arrow.

When the user clicks OK, the following screen is displayed:
Author of Part
This is the author of the portion of the item that the patron wants photocopied, if it is different from the item as a whole. For example, a chapter may be written by one person, while the work as a whole was edited by another person.

Title of Part
This is title of the portion of the item that the patron wants photocopied if it is different from the title of the item as a whole. For example, a chapter may have a title that is different from the title of the work as a whole.

Pages to Copy
Enter the pages that you would like photocopied. You may enter a range such as 13-42.

Note 1 and 2
Optional: add a note for the library staff about the photocopy request.

Pickup Location
Choose the location where the patron will receive the material. The options may include Home or Mailbox (the photocopy will be delivered); or a certain Sub-library or Reading Room (the photocopy will be held for pickup).

Charge
Indicate whether or not the patron is to be charged for the photocopy. Two options are available: Free (F) and Charge (C).

11.2.2 Create Request - Item Path
You may place a photocopy request from the Item List. To do so, follow these steps:

Step 1: Click the appropriate icon to retrieve an item by its:
Step 2: On the Item List that appears, highlight an item and click the Photo Request button.

Step 3: Fill in the form that is displayed and click OK. (The form is similar to the one used in the Direct Path above.)

11.3 VIEWING AND UPDATING A PHOTOCOPY REQUEST

There are three paths you can take to view and update a photocopy request:

Direct path
Item path
User path

Each path is described below.

11.3.1 Update Request - Direct Path

To go directly to the Update Photocopy Request function, select Requests from the Main Menu, then from the Requests Menu, select Update Photocopy Request. In the form that pops up, enter the photocopy request number. The following screen will then be displayed:
Status
This indicates whether or not the photocopy request has been processed. Two options are available: Active (A) means the request has not yet been processed. Waiting (W) means that a photocopy request slip has been printed but the item could not be located in order to photocopy it.

Letter Status
This indicates whether or not a "Photocopy request not filled" letter has been sent to the patron. Two options are available: Printed (P) and Not printed (blank).

Note: Help for the other fields is given in the section Create Request - Direct Path.

11.3.2 Update Request - Item Path
You may update a photocopy request from the Item List. To do so, follow these steps:

Step 1: Click the appropriate icon to retrieve an item by its:
   - Barcode or Location
   - Administrative record number
   - Or bibliographic record number
   - Or bibliographic record fields
   - Bibliographic record fields

Step 2: On the Item List that appears, highlight an item and click the Photos button. A list of
photocopy requests for the selected item will be displayed.

Step 3: Highlight a photocopy request and click the Update button.

Step 4: Edit the form that is displayed and click OK.

11.3.3 Update Request - User Path

You may update a photocopy request from the User Record. To do so, follow these steps:

Step 1: Click to retrieve a user record.
Step 2: In the form that pops up, enter the user's ID or barcode. The User Information window will be displayed.

Step 3: On the User Information window, click the Photocopy Requests tab. The borrower's List of Photocopy Requests will be displayed.

Step 4: Highlight a photocopy request and click the Update button.

Step 5: Edit the form that is displayed and click OK.

11.4 DELETING A PHOTOCOPY REQUEST

There are two paths you can take to delete a photocopy request:

- **Item path**
- **User path**

Each path is described below.

11.4.1 Delete Request - Item Path

You may delete a photocopy request from the Item List. To do so, follow these steps:

Step 1: Click the appropriate icon to retrieve an item by its:

- Barcode or Location
- Administrative record number
- Or bibliographic record number
- Or bibliographic record fields
- Bibliographic record fields
Step 2: On the Item List that appears, highlight an item and click the Photos button. A list of photocopy requests for the selected item will be displayed.

Step 3: Highlight the desired photocopy request and click Delete.

11.4.2 Delete Request - User Path

You may delete a photocopy request from the User Record. To do so, follow these steps:

Step 1: Click to retrieve a user record.

Step 2: In the form that pops up, enter the user's ID or barcode. The User Information form will be displayed.

Step 3: On the User Information form, click the Photocopy Requests tab. The borrower's List of Photocopy Requests will be displayed.

Step 4: Highlight the desired photocopy request and click Delete.

11.5 PRINTING PHOTOCOPY REQUEST SLIPS

There are three ways to print photocopy request slips:

- You can have the system automatically print a slip when a requested item is returned.
You may manually print a slip
If you have access rights to the Services module, you can print a batch of photocopy requests that meet particular criteria that you choose.

11.5.1 Automatic Printing

The Circulation Librarian can have the system automatically print a request slip when a requested item is returned by using the function called Setup Return Options and clicking in the box next to "Print Photocopy Requests."

11.5.2 Manual Printing

If the librarian chooses NOT to have the photocopy request slip printed automatically, or if he wishes to reprint a slip, he can manually print the request slip. To do so, select Requests from the Main Menu, then from the Requests Menu, select Print Photocopy Request Slips. In the form that pops up, enter the item barcode and click OK. The request slip will be printed.

11.5.3 Batch Printing

If you have the access rights to the Services module, you may use the Photocopy Requests function there to print a batch of request slips. You may print requests for items having a particular loan status (e.g., items that may be checked out overnight only) and various request statuses, such as new requests only or waiting requests that are now available.

The batch service can also be set up to automatically run at pre-set intervals.

11.6 PRINTING LETTERS TO USERS

Two kinds of letters are available to send to patrons:
- Photocopy request filled
- Photocopy request not filled

11.6.1 Photocopy Request Filled

This option lets you print a letter to a patron informing him that the photocopy he requested is now available.

To send this letter, select Requests from the Main Menu, then from the Request menu, select Photocopy Request Filled. In the form that pops up, enter the photocopy request number and click OK. The following screen will be displayed:
Fill in the charge, paper size, and number of pages used for photocopying and click the Letter button. The letter will be printed, the user's list of cash transactions will be updated, and the request will be deleted.

11.6.2 Photocopy Request Not Filled

This option lets you print a letter to a patron informing him that the photocopy he requested is not available. See the section [Check Item Availability](#) for more information on when and why this function should be used.

To send this letter, select Requests from the Main Menu, then from the Requests menu, select Photocopy Request Not Filled. In the form that pops up, enter the photocopy request number and click OK. The letter will be printed and the status of the photocopy request will be changed to W (Waiting).

Go to top of page

Go to next section (Letters to Users)
12.0 LETTERS TO USERS

There are two types of letters that may be sent to a user: those in response to hold or photocopy requests, and library-defined letters (for example, reminding the user to return items before the end of the year).

12.1 USER REQUEST LETTERS

Four kinds of letters are available to send to patrons regarding user requests:

- Hold request filled
- Hold request not filled
- Photocopy request filled
- Photocopy request not filled

These letters are described in the chapters on Hold and Photocopy Requests.

12.2 LIBRARY-DEFINED LETTERS

To print a library-defined letter to a user, follow these steps:

**Step 1:** Click [ ] to retrieve a user record.

**Step 2:** In the form that pops up, enter the user's ID or barcode. The User Information form will be displayed.

**Step 3:** On the User Information form, click the Letter button.

**Step 4:** Select a letter from the list of library-defined options. This list may also include a Library Card, a Borrower Summary (which lists the borrower's loans, photocopy requests and hold requests) and a Borrower Letter, according to the library's definition.

Go to next section (Cash Transactions)
13.0 CASH TRANSACTIONS

Functions related to cash transactions are distributed throughout the Circulation module.

Defining Fees
For information about defining which transactions are charged a fee, see the System Librarian chapter.

User's List of Cash Transactions
The user's list of cash transactions is displayed on a tab of the User Information window. You may use this window to record payment of debt, waive a transaction and add a new cash transaction. For detailed information, see the Users chapter.

Loans and Returns
The Return and Loan windows provide options to pay for cash transactions, add a new cash transaction, and display the user's list of cash transactions.

Payment Report
A Payment Report is available on the Reports option of the Main Menu. The Payment Report lists all the cash transactions that have occurred within a given time period. The report may be sorted according to the current workstation (and will therefore include transactions that were processed by all librarians that used the workstation during the time period), or may be for the currently logged-in librarian only.

Following is an example of the Payment Report window:

From date/And hour
Enter the earliest date and hour that you want to be included in the report.
To determine which format is currently being used for entering the **date**, place your cursor over the date and press the hotkey F9. This is important because, for example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

When entering the **hour**, keep in mind that the system uses a 24-hour clock, so if you want to start the report at 6 pm, enter "18:00".

**To date/And hour**
Enter the latest date and hour that you want to be included in the report. For an explanation about how to fill in the date and hour, see the help above for the "From date/And hour" fields.

**Create report using**
If you want the report to be for the current workstation (and therefore include transactions that were processed by all librarians that used the workstation during the time period), select **IP address**.

If you want the report to be for the currently logged-in librarian only, select **User name**.

**Sort report by**
If you choose Sub-library, all transactions for a given sub-library will be grouped together. If you choose Payment target, the report will be grouped according to the body that is supposed to receive the payments for the transactions.

**After the Report is Generated**
After the report is generated, two things will happen:

1. The system will produce a printout or a print preview that can be printed.
2. After the printout is sent or the print preview displayed, you will be asked whether or not you want to "update the default time". If you choose Yes, the next time you run the report, the **From date/and hour** will start where the previous report left off.

The on-line payment report includes the following columns:

- Cataloger
- Date
- Hour
- Patron ID
- Transaction
- Debit
- Credit
- Status
- Receipt Number
- Balance
14.0 CLOSED STACK MANAGEMENT

The workflow for closed stack management is shown in the diagram below. Each step is described in detail following the diagram.

14.1 DEFINE "CLOSED STACK" ITEM STATUS
The first step in closed stack management is to define an item status for closed stack items. To do so, edit tab15 (using UTIL G/5/15). An example from the table is shown below:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
</tr>
<tr>
<td>TAB15 50 L Closed stack Y N N C Y N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Column 8** asks whether or not the item is on an open shelf. A closed stack item is NOT on an open shelf.

In column 8 there are three options:
- **Y** - Item can be requested and the item availability is checked.
- **N** - Item cannot be requested.
- **C** - Item can always be requested. There is no availability check because hold requests are always allowed.

Use C in column 8 when you want to define an item's status as closed stack. Closed stack items can always be requested.

The system supports different limits on the amount of time that an item is kept on the hold shelf, depending on whether the hold is triggered by the return of the item, or triggered by the command "Print Letter - Hold Request Filled" under the menu Requests. Most libraries use this command for closed stack management and want a shorter hold period for items from closed stacks than for circulating items.

To define the hold period for closed stack items, edit tab44 (UTIL G/5/44).

### 14.2 ASSIGN ITEM TO CLOSED STACK

To assign an item to the closed stack, you may use either the Items module or the Circulation module.

In the Items module, bring up an item using the Retrieve command from the main menu. On the Item List of Record click on the Modify button. Fill in the Item Form. For the Item Status field of the form, enter the "closed stack" item status.
In the Circulation module, go to the Items menu and choose the command Change Item Information. Use the sequence of forms that pop up.

14.3 REQUEST ITEM
When a patron requests a closed stack item through the Web OPAC, a hold request will be placed for the item, whether or not it is out on loan.

Depending on the library's policy, the patron may request to have the item delivered, rather than just held for pickup. The library can allow certain patrons to have items delivered to them, or can restrict patrons and have closed stack items delivered to the reading room for library use only. When the item is delivered to the reading room, the processing of the request proceeds according to the reading room functionality.

After a patron requests a closed stack item, and before the item is checked out, the list of holdings in the GUI OPAC will indicate that this item has been "Requested."

14.4 PRINT CALL SLIP

There are two different approaches that you may take to print call slips. One approach is to have the system print them out automatically as soon as the requests for material are made. (See Print-As-You-Go below.)

The other approach is to wait for the requests to accumulate and then print out the call slips in one batch that may be sorted by collection, location, request date, or other parameter. (See Wait-Then-Print below.)

You can decide to use one approach for one sub-library, collection or item status, and use the other approach for another sub-library, collection or item status.

Each approach is explained in detail below.

In either case, call slips will not be printed for items which are being reshelved. (Reshelving time is defined in tab14, using UTIL G/5/14).

Also, the sub-library code may be added as a prefix to the sequence number that is printed on the call slip. To set this up, use UTIL G/2 to create a separate "last-slip-no" parameter for each desired sub-library (by adding the sub-library code as a suffix to the "last-slip-no" parameter).

14.4.1 Print-As-You-Go

To have the system print out call slips automatically, as soon as the requests for material are made, you must complete the following steps:

Step 1: Edit tab39

The System Librarian must first supply information in tab39 (accessible through UTIL G/5/39). This information includes the libraries, collections and item statuses that the system should check for hold requests. This information is used in conjunction with the "ue6" daemon discussed in Step 2 to create print files of call slips.

Other information that must be provided in tab39 includes the number of call slips that should be printed out for each request, and the printers that should be used. (This information is used in conjunction with the Print Daemon in the Task Manager,
discussed in Step 3.) Separate printers may be used according to the sub-library, collection and item status. The system librarian may, therefore, have calls slips for closed stack items printed out on a printer that is located near the closed stacks, and separately from call slips for other locations.

**Step 2: Create print files of call slips**

You can have the system check for call slips once a minute and create a separate print file for each one it finds. To do so, you must activate the "ue6" daemon using UTIL E/6. (To stop this process, use UTIL E/7. This will deactivate the "ue6" daemon.)

**Step 3: Print call slips**

After the "ue6" daemon has created the print files of call slips, the call slips must be printed out. To have the system print the call slips automatically, as soon as requests for material are made, open the Task Manager module. Go to the Print Daemon menu and choose the command Set Up Print Daemon. Use the window that pops up to choose the libraries and print IDs that will be directed to the PC's default printer.

Next, return to the Print Daemon menu and choose the command Activate Print Daemon. When the Print Daemon is active, the system will look periodically for files of a particular library, that have a particular Print ID, and print them on the PC's default printer. (For more information about setting up the Print Daemon, click here to go to the Task Manager chapter.)

After the call slips are printed, the system transfers the print files to a special directory where they are saved. (The directory is <library>/PRINT/SAVE_<time_stamp>.) This enables you to reprint the call slips, if necessary. Note that the files must be periodically deleted from this directory.

**14.4.2 Wait-Then-Print**

You may want to wait for the requests to accumulate and then print out call slips in one batch that may be sorted by collection, location, request date, or other parameter. If this is the approach you want to take, you have two choices:

- Whenever you want, you may manually run the Print Call Slip function in the WWW Services module.
- Alternatively, you can set up the system to run the Print Call Slip function according to a pre-determined schedule, for example twice a day at 11:00 am and 5:00 pm.

To define a schedule for running the Print Call Slip function, use UTIL E/15 (in the Administrative library). This utility contains two files that may be edited, called job_list and job_list.conf ("conf" for configuration). First use the job_list.conf file to define a schedule. Then open the job_list file. This file lists all the functions ("jobs") that you want the system to periodically run. Add the Print Call Slip function to the list. (The function is identified by the procedure name "p-cir-12".)

After you have used UTIL E/15 to define the printing schedule and to identify the function that should be run, you can turn the periodic printing on and off. To do so,
use UTIL E/14 to stop and start the job daemon.

14.5 ITEM FOUND

When an item is found, it should be transferred to the Circulation desk so that a "Hold Request Filled" letter may be printed. To do so, open the Circulation module and go to the Requests menu. Choose the command "Print letter - hold request filled." Use the form that pops up to enter the barcode of the item. You may also use a barcode reader to scan in the barcode.

The system will take into account the delivery type of the hold request ("deliver" or "pickup"), and print a "Hold Request Filled" letter that is appropriate for the delivery type.

You can determine which printer will be used to print the letter. For an explanation of how to do this, click here to go to the System Librarian chapter.

The following sections explain the differences between the templates and procedures for items that are to be delivered versus items that are to be picked up.

14.5.1 Item Found (Deliver)

The template for the "Hold Request Filled" letter is hold-request-letter-02-nn ("nn" is the version number of the template). For more information about templates, click here to go to the System Librarian chapter.

The system will print one copy of the letter to be placed in the item.

When the letter is generated, the system automatically loans the item to the patron. This is because the material delivery type is "deliver" and the library's policy is to allow delivery.

After the item has been loaned to the patron, the due date will be displayed in the GUI OPAC, and the hold request will be deleted.

14.5.2 Item Found (Pickup)

The template for the "Hold Request Filled" letter is hold-request-letter-01-nn ("nn" is the version number of the template). Note that the template may contain the command to send the letter to the patron by e-mail. For more information about templates, click here to go to the System Librarian chapter.

The system will print out a letter and a slip. The letter is sent to the patron, and the slip is placed in the item.

When the letters are generated, the system automatically changes the status of the item to "S" (for Hold Shelf). The item should, therefore, be placed on the Hold Shelf for the patron to pick up. In the GUI OPAC, the message "On hold" will be displayed for the item.
When the patron comes to pick up the item from the Hold Shelf, you may loan the item to the patron. The system will then automatically delete the hold request.

14.6 ITEM NOT AVAILABLE

There could be two reasons why an item is unavailable:

- All copies are checked out.
- The item was not found (perhaps due to mis-shelving).

If all copies have been checked out, no call slip will be printed, and the status of the hold request will be changed to "W" (Waiting).

Since the item is not available, you may wish to send a "Hold Request Not Filled" letter to the patron. (The sections below explain in detail how to generate this letter.) The template for this letter is hold-request-wait-nn (where "nn" is the version number of the template). Note that the template may contain the command to send the letter to the patron by e-mail. For more information about templates, click here to go to the System Librarian chapter.

You can periodically reprint hold requests for items that were not available to see if they are currently available. To do so, run the Print Hold Requests function in the WWW Services module. For the Hold Request Status field, choose "W - Material not yet available (Waiting)."

The following sections explain procedures that are specific to each circumstance, when an item isn't found, and when all copies are checked out.

14.6.1 All Copies Checked Out

If you are using the "Print-As-You-Go" system for printing call slips, your System Librarian may have set up the system to automatically print a "Hold Request Not Filled" letter in case all copies are checked out. (This is done by editing tab 39 with UTIL G/5/39 and entering Y in column 4). In all likelihood, the library will set up the system so that "Request not Filled" letters do not print, based on the expectation that the patron knew that the item was not available when he placed the request.

If you are using the "Wait-Then-Print" system for printing call slips which relies on the Print Call Slip function in the WWW Services module, the system will automatically print a "Hold Request Not Filled" letter in case all copies are checked out. If you do not want the letter to be printed you should assign it to a dummy printer in the Print Call Slip service.

14.6.2 Item Not Found

If the item is not found (which may happen if, for example, the item has been mis-shelved), you might want to send a "Hold Request Not Filled" letter to the patron, informing him that the material is not available.

You will have to manually print the "Hold Request Not Filled" letter. To do so, open
the Circulation module and go to the Requests menu. Choose the command "Print letter - hold request not filled." Use the form that pops up to enter the barcode of the item. You will have to enter the barcode manually, rather than scanning it in, because the item is not at hand. You may refer to the call slip for the barcode.

If you do not want to save the hold request for an item that was not found, you may delete it. To do so, open the Circulation module. You have your choice of calling up either the Item record or the User record. Regardless of which record you call up, click the Holds button that appears on the window. A list of hold requests will be displayed. Highlight the desired entry and click Delete.

If you delete a hold request, a letter will be printed, informing the patron that his hold request has been deleted. The template for the letter is hold-delete-s-nn (where "s" stands for single hold request and "nn" is the version number of the template). Note that the template may contain the command to send the letter to the patron by e-mail. For more information about templates, click here to go to the System Librarian chapter. Click here to go to the System Librarian chapter for an explanation of how to define which printer is used to print the letter.

14.7 REMOVE ITEM FROM HOLD SHELF

Sometimes a patron does not pick up the item he requested. The item must then be removed from the Hold Shelf. There are two ways to identify which items should be removed. You may use either the Hold Shelf Report function or the Print Hold Requests function in the WWW Services module. Following is an explanation of each function and the procedures to follow with each.

14.7.1 Hold Shelf Report

The Hold Shelf Report lists items with the hold status "S" that have been waiting on the Hold Shelf for longer than a given period of time. This will enable you to identify those items that should be removed from the Hold Shelf.

You may also determine that the Hold Shelf Report function deletes a hold request for a patron who does not pick up his item, and prints a letter to inform him that the item is no longer being held for him.

There are two different templates available for this letter. If a single hold request is being deleted, the template is hold-delete-s-nn (where "s" stands for single and "nn" is the version number of the template). If multiple hold requests are being deleted, the template is hold-delete-nn. Note that the templates may contain the command to send the letter to the patron by e-mail. For more information about templates, click here to go to the System Librarian chapter. Click here to go to the System Librarian chapter for an explanation of how to define which printer is used to print the letter.

If you do not use the Hold Shelf Report function to delete the hold request, you should manually remove it. To do so, call up either the Item record or the User record and click the Holds button that appears on these windows. A list of hold requests will then be displayed. Highlight the desired hold request and click Delete.
Note that you should not use the Delete Hold Requests function under the Requests menu, because that function deletes all requests, as opposed to individual hold requests according to a pre-defined filter. You can use the Delete Hold Request by Barcode function.

The Hold Shelf Report includes a column indicating whether or not there are additional hold requests for the item. The exact columns that appear in the report may be defined in the rep_col table using UTIL I/11. In that table, the code identifying the report is p_cir_06.

However, keep in mind that the information regarding additional hold requests may be out of date almost as soon as the report is printed. This is because patrons are able to place new hold requests at any time.

Therefore, you should make it a practice to manually check for additional hold requests. To do so, open the Circulation module. Go to the Circulation menu and choose the command Setup Return Options. Make sure that there is a check-mark next to the option called "Holds List Display." Then go to the Circulation menu and choose the command Return. In the form that pops up, fill in the barcode of the item. You may use a barcode reader to scan in the barcode. If there are any hold requests for the item, the Holds List will be displayed.

14.7.2 "Print Hold Requests" Function

The Print Hold Requests function enables you to identify all items with hold status "S" that have been waiting on the Hold Shelf since a given date.

The exact columns that appear in the report may be defined in the rep_col table using UTIL I/11. In that table, the code identifying the report is p_cir_07.

To delete a hold request, you must manually remove it. To do so, open the Circulation module and call up either the Item record or the User record. Click the Holds button that appears on these windows. A list of hold requests will then be displayed. Highlight the desired hold request and click Delete.

Note that you should not use the Delete Hold Requests command on the Requests menu because that function deletes a group of hold requests at once, rather than an individual hold request, according to a pre-defined filter. You can use the Delete Hold Request by Barcode function.

The report that is produced by the Print Hold Requests function does NOT indicate whether or not there are additional hold requests for an item. In order to see if there are additional hold requests, open the Circulation module. Go to the Circulation menu and choose the command Setup Return Options. Make sure that there is a check-mark next to the option "Holds List Display." Then go to the Circulation menu and choose the command Return. In the form that pops up, fill in the barcode of the item. You may use a barcode reader to scan in the barcode. If there are any hold requests for the item, the Holds List will be displayed.
Many libraries maintain a reserve collection from which patrons may borrow items on a short-term basis (e.g., for one or two hours). The library sets up a booking schedule and patrons may request to borrow an item during one of the time slots available in the schedule through the Web OPAC interface. After requesting the item, the patron goes to the circulation desk of the reserve item collection and the librarian loans the requested item to the patron.

Note: The terms Reserve Items, Short Loan Items and Advance Booking are used interchangeably throughout the system. Advance Booking is the standard term used in this Web Guide.

The workflow for advance booking is shown in the diagram below. Each step is described in detail following the diagram.
15.1 DEFINE "RESERVE" ITEM STATUS

The first step in advance booking is to define an item status for the reserve item collection. This status must be uniquely used for reserved items. To do so, edit tab15 (using UTIL G/5/15). For an explanation of how to edit this table, go to the System Librarian chapter. Note that you may define more than one status for reserve items.

15.2 ASSIGN ITEM TO "RESERVE" STATUS

To assign an item to one of the reserve item collections, you may use either the Items module or the Circulation module.

In the Items module, fill in the Item Form. For the Item Status field of the form, enter one of the "reserve" item statuses.

In the Circulation module, go to the Items menu and choose Change Item Information. Use the sequence of forms that pop up.

15.3 DEFINE TIME SLOTS FOR RESERVE SCHEDULE

In order for a patron to be able to request reserve items, you must set up the advance booking schedule, including the time slots during which users may loan items. To do so, edit tab43 (using UTIL G/5/43 in an ADM library). Go to the System Librarian chapter for an explanation of how to edit this table.

By using the Reserve Items function in the Circulation module, the librarian can choose to view all reserve items requested by a particular patron, or only the items requested for the current time slot.

Very often, the librarian will want to view the upcoming time slot. For example, the time may be 11:30 and the upcoming time slot is 12:00-14:00. In order to enable the librarian to view the upcoming time slot at 11:30, you can define a preview period of 30 minutes. During this preview period, the librarian can also loan an item to a patron if the item is available, even though it is before the end of the current time slot. The item will then be reserved for the patron for the upcoming time slot.

To define the preview period, go to the version's alephe directory and open the pc_server_defaults file. There you will find the item_schedule_preview_period parameter. An example is shown below:

```
setenv item_schedule_preview_period 00:30
```
In the above example, the librarian may preview the upcoming time slot and loan items 30 minutes before the end of the current time slot.

If an item is available during a slot period (but before the preview period), it is possible to reserve the item for a patron immediately (during the current slot).

Note that it is not possible for a patron to reserve more than one slot per day for the same item. Also, if one time slot is 24 hours long, the patron may not request the same material for two days in a row.

15.4 OPEN (ACTIVATE) SCHEDULE

Once you have defined an advance booking schedule, the next step is to open, or activate, the schedule so that it may be accessed through the Web OPAC by patrons and the Circulation librarian. You can open schedules manually, or you can set up the system to periodically open schedules automatically.

15.4.1 Opening Schedules

To open schedules, go to the Web Services module. Under the Circulation section, choose "Open Reserve Item Schedules". This option enables you to open all schedules up to and including a particular date. Note that schedules may be opened for a total of 50 days, which includes days that the library is closed. The schedule can be built for any number of days ahead of time.

In addition to this, when you add a new item with Advance Booking item status from the Items or Circulation module or from the Course Reading Web module, an Advance Booking schedule is automatically created. The same is true when you change an item's status to an advance booking item status.

When you delete an item from the Items module, the number of available items on the schedule grid will be reduced accordingly. If there was only one item (the one that you deleted), then the schedule grid will be deleted automatically.

You can set up automatic opening of schedules using UTIL E/15. To set up the days and times when the system should run the "Open Reserve Item Schedules" function, use UTIL E/15 (in the Administrative library). This utility contains two files that may be edited, called job_list and job_list.conf ("conf" for configuration). First use the job_list.conf file to define a schedule. Then open the job_list file. This file lists all the functions ("jobs") that you want the system to periodically run. Add the Open Schedule function to the list. (The function is identified by the procedure name "p-cir-60".)

Advance booking slots are opened to the end of the week in which the "to-date" falls. There are cases, such as holidays and other blocks of days during which the library is closed, where you might want to remove slots that were created. It is possible to do this by running the "p_cir_65" procedure.

15.4.2 Displaying Schedule in OPAC
After you have opened schedules, you can determine the number of days of the schedule that will be displayed in the Web OPAC. For example, you may have opened schedules for the next two months, but you want to display only the upcoming two weeks, so that OPAC users can only request items up to two weeks in advance.

To determine the number of days that will be displayed in the OPAC, edit the www_server_defaults file in the /alephe directory. In that file, find the www_item_schedule parameter and type the desired number of days. Following is an example:

```
setenv www_item_schedule 14
```

If you want the schedule to roll open one week at a time, you might follow this scenario: First, open schedules for three weeks. Then set the www_item_schedule parameter to 14 (days) so that only two weeks will be displayed at a time. After this has been set up, once a week from now on you should first delete old schedules and then open new schedules for the upcoming week.

### 15.5 REQUEST ITEM

Advance booking can be performed only through the Web OPAC (not in GUI search nor in GUI Circulation clients.)

When a patron requests a reserve item for a particular time slot using the Web OPAC an entry will be made in the schedule for that patron, and the item will be reserved for him for the requested time slot. (If a preview period has been set, the patron may receive the item from the check-out desk during the preview period if the item is available.)

After a patron requests a reserve item, the list of holdings in the Web OPAC will indicate that this item has been "Requested." The number of copies held by the library and the number that are currently requested, are both indicated in the Web OPAC.

Note: The user may not request a specific copy; his request is per Bibliographic Record Number and he receives whichever copy is available (as long as it has the "reserve item" status).

The system keeps requests for reserve items separately from regular hold requests. Each has its own Oracle database table.

A user may not request more than one time slot a day for the same material. Also, if one time slot is 24 hours long, the user may not request the same material for two days in a row.

Note: The library patron is not required to request reserve items through the Web OPAC. He may simply go to the Reserve Item Circulation Desk and ask to be handed the material in person. If the material is available, the librarian can loan it
15.6 PRINT REPORT

You may wish to periodically print a report of the current day's reserve item schedule, which lists information about the items that have been requested (such as title and location (call number)), the time slots for which the items were requested, and the users requesting the items. Theoretically, the report may be out of date as soon as you print it because Web OPAC users may request material immediately afterwards. However, printing the report once an hour is a reasonable practice.

15.7 LOAN ITEM

When the user arrives at the Reserve Item Circulation desk to check out the requested item, the librarian should use the "Reserve items" function in the Circulation module to loan the item to the user. The "Reserve items" function is accessible from the "Circulation" option on the Main Menu or by pressing F3.

As with the regular "Loan" function, when you try to loan a reserve item to the user, the system will check to see if there are any delinquencies or other reasons why the item should not be loaned to the user. Depending on the user's borrower status, you may be given the option to override these restrictions and loan the item to the user.

The loan transaction for a reserve item is stored in the same Oracle database table as a loan transaction for any other kind of item.

No receipt will be printed for the loan transaction.

When an item is not picked up by the user, you can set a period of time before the end of the slot in which the librarian is able to loan the item to another user.

To do so, edit pc_server_default:

```
setenv item_schedule_release_period_25 00:30
setenv item_schedule_release_period_all 01:00
```

You can define release periods for a specific item status and/or a general release period that will apply to all reserve item statuses that are not specifically defined.

Example

Imagine that you have an item with two time slots, 09:00-12:00 and 12:00-15:00, where the preview period is 30 minutes and the release period is 90 minutes (so that material is released for loaning to other users at 10:30 and 13:30).

1. Book is issued for 09:00-12:00 slot. Book is returned.
2. After 10:30 (end of release period) the book can be issued to another user until 12:00.
3. If the slot 12:00-15:00 is reserved:
After 11:30 (begining of preview period) book can be issued to:
  ■ Any user only until 12:00
  ■ To the reserver of the following slot for the following slot, until 15:00

If the slot 12:00-15:00 is NOT reserved:
  ■ After 11:30 book can be issued to any user for the following slot, 12:00-15:00.

15.8 DELETE OLD SCHEDULES

Old schedules should be periodically removed from the system to ensure that the Reserve Items function works quickly. Old schedules must be deleted manually. To delete old schedules manually, go to the Services module. Under the Circulation section, choose Delete Reserve Item Schedule. A form displays for you to fill in. You can delete all schedules up to and including the date you enter in the form. (Note, however, that the current day's schedule and those of the two preceding days cannot be deleted.)

To set the system to automatically delete old schedules, edit the job_list and job_list.conf files (UTIL E/15) to include the p_cir_61 function. These files should be edited in the same way as for Opening Schedules.

15.9 NEW AND DELETED ITEMS

When adding a new item (from items) time slots will automatically be created.

When deleting an item (from items) the relevant slots will automatically be deleted. Deletion of an item will not be allowed if there is a full slot of requests, and a warning will be issued if there are requests.
Many libraries maintain a Reading Room where patrons may read materials but not remove them from the Reading Room. The Reading Room is often used for closed stack materials, in which case, the items are transferred from the closed stack to the Reading Room for use by the patron.

The workflow for Reading Room management is shown in the diagram below. Each step is described in detail following the diagram.

16.1 SET UP READING ROOM

To set up the Reading Room, follow these steps:

**Step 1:** Define the Reading Room as a Sub-library. To do so, edit the tab_sub_library.lng table (UTIL Y/4). A sample line from the table is shown below:

```
RR001 4 USM50 L Reading Room 1 USM50 15A 16A 17A RR001 ALEPH
```

The important point about editing this table is that you must be sure to enter "4" in column 2, as shown above, to identify the Sub-library as a "Reading Room". For additional help filling in the table, go to the System Librarian chapter.

**Step 2:** Define the Reading Room as a "Pickup" location. To do so, edit tab37 (UTIL G/5/37). Following are sample lines from the table:

```
USMA1 ## ## 04 RR001
USMA3 ## ## 04 RR001
```

For each combination of sub-library (column 1), item status (column 2) and borrower status (column 3), you may define the location (column 4) from which the user will pick up an item. In the above example,
the user will pick up the item at RR001.

Column 5 defines the "target" (i.e., hold shelf (01), home delivery (02), mailbox (03), reading room (04) or ILL pickup sub-library (05)). For Reading Room, be sure to enter "04".

**Step 3:** Define due dates & loan limits for Reading Room items. To do so, edit tab16 (UTIL G/5/16). For help filling in the table, go to the System Librarian chapter.

**16.2 OPAC USER REQUESTS ITEM**

The Web OPAC user views the list of items on the Holdings window and clicks the "Request" link to make a hold request. In the form that pops up, the patron selects the Reading Room as the pickup/delivery location.

After a call slip for the item has been printed, any Web OPAC user who views the list of items in the Holdings window will see that the copy is in the Reading Room. Depending on library policy, the OPAC user may be able to place a hold request on an item that is in the Reading Room.

**16.3 PRINT CALL SLIPS**

Complete instructions for printing call slips are given in the chapter on Closed Stack Management.

The name of the pickup Sub-library (in this case, the Reading Room), is printed on the call slip. After the item is located, it is transferred to the Reading Room.

**16.4 REGISTER REQUEST FILLED**

The Reading Room librarian has to confirm that the hold request has been filled. To do so, go the the "Requests" option on the Main Menu of the Circulation module, and choose the command "Print letter - hold request filled".

According to your library's policy you may or may not want to actually print letters to inform patrons of items available in the Reading Room.

If you want the letter to be printed be sure that the following line appears in the client's /Circ/tab/print.ini file:

```
HoldLetter04            00 N P holdltr.prn
```

If you do **not** want the letter to be printed, make sure that the line below appears in the client's /Circ/tab/print.ini file:

```
HoldLetter04            00 N M holdltr.prn NO-PRINT
```

Whether or not the letter is printed, the following changes will occur:

- The Sub-library of the item will be changed temporarily to the Reading Room Sub-library.
- The item will be loaned to the user.
- A Z310 (Reading Room item loan record) will be created.

**Note:** The Sub-library of the item will revert back to the original Sub-library after the item is returned (using the Return function) and is therefore no longer in the Reading Room.

**16.5 IN THE READING ROOM**

The user must report to the Reading Room librarian, in order to pick up and use the item in the Reading Room. When the user reports to you, go to the "Circulation" option on the Main Menu of the Circulation module, and choose the command "Reading Room items". The following screen will be displayed:
This window lists all the items that are being held for a particular borrower in the selected Reading Room. Items which are currently in the borrower's hands are indicated by a red check-mark.

To activate the list, select a Reading Room sublibrary, enter a User ID or username, then press Enter. If a Reading Room sublibrary has been preset as default in circ/bin/tab/lng/circ.ini, then it will be automatically displayed as default in the RR Sub-Library field. Accept it or select another Reading Room sublibrary.

Following are the buttons on this screen:

**User**
To view the User Information window (which provides details about the user's circulation activities, cash transactions and administrative information), click the User button.

**Item**
To see the Item List (which displays all copies of an item), highlight the desired item on the Reading Room window and click the Item button.

**Refresh**
Click refresh to refresh the list.

**->Shelf**
This button is relevant only for an item that has a red check-mark in the RR column (indicating that the item is in the borrower's hands). When the borrower returns the item to you (for you to place on the shelf of the Reading Room), highlight the item on the Reading Room window and click the ->Shelf button. The red check-mark will be removed from the item.

**->RR**
This button is relevant only for an item that does not have a red check-mark in the RR column (indicating that the item is on the shelf of the Reading Room). When the item is taken off the shelf and given to the borrower to use, highlight the item on the Reading Room window and click the ->RR button. A red check-mark will be added for the item.
16.6 REMOVE ITEM FROM READING ROOM

When the reader is finished with the item, or when the item’s due date has passed, the item should be removed from the Reading Room. To identify items whose due date has passed, use the Loan Report function in the Web Services module. Then return the items using the Return function in the GUI Circulation module and transfer the items back to their original Sub-libraries.

16.7 READING ROOM REPORT

A report of items that are currently checked out to the patron in the reading room can be printed. On the Main Menu, under Reports, choose Reading Room Report. The Reading Room Report Filters dialog box appears:

![Reading Room Report Filters](image)

Fill in the Reading Room code and the Sort options and click OK. A window containing a preview of the Reading Room report appears.

16.8 READING ROOM ITEMS

To run a report of items that are currently waiting on the reading room hold shelf to be picked up or renewed use the Hold Shelf Report in the Services module (cir-06).

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Go to next section (Reports & Batch Functions)
17.0 REPORTS & BATCH FUNCTIONS

Circulation reports and batch functions are available in the Web Services module as listed below. Note that once you have logged into the module, you must choose an administrative library.

**Courtey Notices (b-cir-10)**
Print courtesy letters reminding patrons about loaned items whose due date is approaching.

**Overdue Notices**
- Overdue and Lost Billing Notices (b-cir-50)
- Overdue and Lost Billing Summaries (b-cir-51)
- Print Overdue Summary Single Letter (b-cir-52)

These are three batch services which retrieve circulation loans which are overdue, and print notices to the patrons. The three services are similar in intent, but have slight differences; some of the differences relate to the number of notices a patron will receive, and therefore impinge on cash transactions (since the library can opt to charge for each letter sent); some relate to whether the library automatically sets an overdue item to "lost" (using tab32).

- All three services can be limited to particular patron status(es) and/or delinquency code(s) and/or item status(es) and or sub-library(ies).
- b-cir-50 and b-cir-51 (but not b-cir-52) can change an overdue item for which the patron has received previous notices to "lost".
- b-cir-51 can change overdue items that the patron claims to have returned to "lost".
- b-cir-51 can be set to include all notice warning levels (first, second, etc.), or a specific notice number; b-cir-52 includes only a specific notice number.
- Cash relating to notices:
  - b-cir-50 (individual notice per item) has a charge for each letter; the charge is set per warning level (tab32 + tab18, e.g.0080-0083).
  - b-cir-51 (summary for all items, or summaries in separate letters by warning level) - If the summary is for all items, not separated by warning level, the charge is for the letter, using tab18:0090. If separate summaries are created by warning level, the charge is for each letter, using tab32 + tab18, e.g.0080-0083.
Renew (b-cir-08)
Renew a batch of loans that meet various criteria. Alternatively, you can choose NOT to renew the loans, but only to produce a report of items that are eligible to be renewed according to the criteria you set.

Recall (b-cir-13)
Print recall notices for loaned items which have been requested.

Print Call Slips (b-cir-12)
Print call slips for hold requests. The usual process is printing slips for new requests that have just been entered by the patron and have not yet been processed by the library staff. There are additional options available.

Print Photocopy Request Slips (b-cir-22)
Print slips for photocopy requests. The usual process is printing slips for new requests that have just been entered by the patron and have not yet been processed by the library staff. There are additional options available.

Borrower List (b-cir-05)
Produce a list of patrons meeting certain selection criteria, such as borrower category.

Hold Requests Report (b-cir-07)
Print a report of hold requests meeting certain selection criteria such as item status or hold status. For example, choose to print requests for items that are not yet available, or for items which have been returned and are waiting to be picked up by the patron.

Outstanding Loan Requests (b-cir-11)
Print list of requested items that are being held for pickup by patrons.

Hold Shelf Report (b-cir-06)
Print list of requested items that should no longer be held for pickup by patron, including deletion of the request.

Loan Report (b-cir-04)
Produce a list of loaned items meeting certain selection criteria, such as borrower category, item status and due date.

Report of Items in High Demand (b-cir-14)
Print list of items that have more than a certain number of hold requests.

Report of Items in Reading Room (b-cir-15)
Print a list of the items that are present in the Reading Room.

**Returned "Lost/Claim Returned" Report (b-cir-16)**
Print a list for all items that were reported as "Lost" or "Claimed returned" but were then nevertheless returned or found in the library.

**Open Reserve Item Schedules - Advance Booking (b-cir-60)**
This service opens an Advance Booking Schedule called Reserve Item Schedule. It opens time slots for all short loan items for the time period between the start and end date.

**Delete Reserve Item Schedules - Advance Booking (b-cir-61)**
This service deletes old bookings in the Reserve Item Schedules up to and including a certain date. Bookings for the current day and the two preceding days cannot be deleted.

**Delete Reserve Item Slots - Advance Booking (b-cir-65)**
Advance booking slots are opened to the end of the week in which the "to-date" falls. There are cases, such as holidays and other blocks of days during which the library is closed, where you might want to remove slots that were created by p-cir-60. It is possible to do this by running the "p_cir_65" procedure. This procedure must be run from the Unix prompt as follows:

```bash
csh -f p_cir_65 USM50,from-date,from-hour,to-date,to-hour
```
Example:

```bash
csh -f p_cir_65 USM50,20001128,1330,20001130,0930
```
In this example, all slots between Nov. 28th 13:30 and Nov. 30th 9:30 are deleted, and a new slot is created for the whole period. The new slot will include the last slot before the period and the first slot after the period.

**Reserve Item Schedule Report (b-cir-09)**
This function enables you to print out a report for the current day's Reserve Item Schedule.

**Report/Delete Expired Hold Requests (b-cir-17)**
This function creates a list of deleted hold requests. This list contains hold requests for which the last date of interest has passed.

Go to next section (System Librarian)
The system librarian is responsible for the following:

- Item Material Types (18.1)
- Sub-libraries (18.2)
- Item Statuses (18.3)
- Borrower Statuses (18.4)
- Due Dates, Fines & Limits (18.5)
- Overdue Notice Schedule (18.6)
- Delinquencies (18.7)
- Cash Transactions - tab18 (18.8)
- Circulation Transaction Checks (tab_check_circ) (18.9)
- Hold and Photocopy Requests (18.10)
- Print Templates (18.11)
- Key to Strings with $ Signs (18.11.2)
- Drop-down Menus (18.12)
- Catalog Item (18.13)
- Item Reshelving Time (18.14)
- Item List (18.15)
- Cash Receipts (18.16)
- Hold Delete Letter (18.17)
- Hold Requests List(18.18)
- Reserve Item Schedule (18.19)
- Valid Dates Of User Addresses (18.20)
- Item History and Summary Window (18.21)
- Loan and Return Windows (18.22)
- Cash Transaction Information Window (18.23)
- SQL Queries (18.24)
- Magnetic Media (18.25)
- Audio Warnings (18.26)
- Item Process Status (18.27)
- Overriding a Block for Loans and Renewals (18.28)
- Client Setup (circ.ini) (18.29)
- Circulation Values of pc_server_defaults (18.30)
- Circulation Values of aleph_start_505 (18.31)
- Change Item Information Display (18.32)
- Tables (18.33)
- tab10 related entries in Circulation (UTIL G/5/10) (18.34)

## 18.1 ITEM MATERIAL TYPES

Define the types of materials (books, periodicals, etc.) that are available in your library system.

In order to define material types, complete the following steps:

**Step 1: Select a Library**

In terminal mode, select an administrative library. After you have completed all the steps below, you should
choose another administrative library and complete the steps again. Follow this procedure until all administrative libraries have been covered.

**Step 2: Define material types**

Edit tab25.lng using UTIL G/4/25. tab25 enables you to list the material types available in your library. Remember that the option ISSUE has a special functionality related to the Serials module.

**Step 3: Test the system**

Test the system to make sure that the English language version works properly.

**Step 4: Translate tab25**

Translate tab25.lng, which you edited in English in Step 2 above, in order to list material types in the language appropriate for your users. Use UTIL G/4/25 to translate the table.

Translate only the description and not the code for the material type.

### 18.2 SUB-LIBRARIES

Define valid sub-libraries using the tab_sub_library.lng table (accessible through UTIL Y/4). This table also sets up information that is used by three other tables (tab15, tab16 and tab17) and should therefore be filled in together with the other tables.

Following is a sample from the table:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>UARCV</td>
<td>4 USM50 L Archives Library</td>
<td>15A</td>
<td>UARCV</td>
<td>UARCV</td>
<td>UARCV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UELEC</td>
<td>1 USM50 L Electronic Resources</td>
<td>15A</td>
<td>UELEC</td>
<td>UELEC</td>
<td>UELEC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>URLEC</td>
<td>4 USM50 L UELEC Reading Room</td>
<td>15A</td>
<td>UELEC</td>
<td>UELEC</td>
<td>UELEC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UGDOC</td>
<td>1 USM50 L Government Documents</td>
<td>15A</td>
<td>UGDOC</td>
<td>17A</td>
<td>UGDOC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UEDUC</td>
<td>1 USM50 L Education Library</td>
<td>15A</td>
<td>16A</td>
<td>17A</td>
<td>UEDUC</td>
<td>ALEPH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHLTH</td>
<td>1 USM50 L Health Library</td>
<td>15A</td>
<td>16A</td>
<td>17A</td>
<td>UHLTH</td>
<td>ALEPH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ULAW</td>
<td>1 USM50 L Law Library</td>
<td>15A</td>
<td>16A</td>
<td>17A</td>
<td>ULAW</td>
<td>ALEPH</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key to table:**

- **Column 1**: Enter here the sub-library code being defined. When you wish to define all sub-libraries of a particular ADM library, enter first the code of the ADM library. When you wish to define a sub-library for a global user (that is, the user is not assigned to a specific sub-library), enter the code ALEPH.

- **Column 2**: Enter the code for the sub-library type:
  - 1 - full sub-library (borrower and items)
  - 2 - borrower sub-library only (not used for items)
  - 3 - special (for photocopy and hold requests delivery site e.g. HOME or BOX)
  - 4 - reading room sub-library (for requests that are delivered to the Reading Room)

- **Column 3**: Enter the code of the ADM library to which the sub-library in column 1 belongs. Leave column 3 blank if column 1 contains the code for the ADM library or the ALEPH global library.

- **Column 4** is the Alpha code for the character set of the menu choice. The standard is L which stands for Latin.

- **Column 5** is the name of the sub-library as it will appear in the Web and GUI interfaces.

- **Column 6**: The Group ID identifies the section in tab15 that is relevant for this sub-library. Type here the Group ID that should be entered in column 1 of tab15 (the table for item statuses). This allows for the definition of common statuses in tab15 that are used by a number of sub-libraries. It would mean that only the item statuses that belong to the group ID are valid for use in that sub-library.

- **Column 7**: The Group ID identifies the section in tab16 that is relevant for this sub-library.
the Group ID that should be entered in column 1 of tab16 (the table for due dates, fines and limits). It means that the only definitions valid for this sub-library are those that relate to this group ID.

- **Column 8**: The Group ID identifies a group of sub-libraries that share a set of open/close hours. Type here the Group ID that should be entered in column 1 of tab17 (the table for library hours). It means that this sub-library relates to the opening hours set in this group ID.

- **Columns 9-11**: Items belonging to the sub-library defined in column 1 may be checked out by users that have borrowing privileges in the sub-libraries shown in columns 9-11. The order in which the system checks the borrower records is determined by the order in which the sub-libraries appear in columns 9-11.

### 18.3 ITEM STATUSES

You need to define the statuses that may be assigned to items (copies) and various conditions related to each status, such as whether an item:

- can be loaned
- can be renewed
- can be available for hold and photocopy requests
- will be displayed in the WEB OPAC

In order to define item statuses, complete the following steps:

**Step 1: Select a Library**

In terminal mode, select an administrative library. After you have completed all the steps below, you should choose another administrative library and complete the steps again. Follow this procedure until all administrative libraries have been covered.

**Step 2: Define item statuses**

Use UTIL G/5/15 to edit tab15 in English to define the statuses that may be assigned to items (copies) and various conditions related to each status. You must first edit the English version of this table and only later translate the table (see below).

Following is a sample from the table:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>15A</strong></td>
<td>##</td>
<td>OR</td>
<td>L Acquisition</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15A</strong></td>
<td>##</td>
<td>BD</td>
<td>L In binding</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15A</strong></td>
<td>##</td>
<td>SB</td>
<td>L Sent to binding</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15A</strong></td>
<td>##</td>
<td>IP</td>
<td>L In process</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15A</strong></td>
<td>##</td>
<td>CT</td>
<td>L Cataloging</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15A</strong></td>
<td>##</td>
<td>TE</td>
<td>L Technical Dept.</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key to table:**
Column 1: Group ID for group of definitions. In the above example, there is one group of definitions. You can create as many groups as you want. By entering the Group ID in column 6 of the tab_sub_library table (accessible through UTIL Y/4), you can have a number of different sub-libraries use the same group of definitions. Be sure that you fill in the tab15 table together with the tab_sub_library table.

Column 2: Item status code. This is the code by which the system identifies the status. The code must be unique within one group, but does not have to be unique across groups. This means that the same status code may have different meanings in different groups. The status code must be two digits. For example, for status number 1, enter 01. Note that you may NOT use status code 00.

Column 3 is the two-character code for the item's process status.

Column 4 is the code for the character set of the column heading. The standard is L which stands for Latin

Column 5: Item status name. Enter here the name of the status, such as overnight or one week. The name may be up to 15 characters long.

Column 6: Can be loaned. Determine whether or not items with this status may be loaned. Enter Y for Yes or N for No.

Column 7: Can be renewed. Determine whether or not items with this status can be renewed. Enter Y for Yes or N for No.

Column 8: Hold requests. If the item is on an open shelf (Y), the system will check to see if the item is available when a hold request is placed. If the item is available but the user does not have permission to place a request on an available item, a message will be displayed. If the item is out on loan, the system will place a hold request for the item.

If the item is in a closed stack (C), hold requests are always allowed.

If the item cannot be requested (e.g. lost, permanently shelved outside the library, privately held, etc.), enter N. Availability will not be checked and no hold request will be placed for the item.

Column 9: Available for photocopy requests. If you want a user to be able to put a photocopy request on the item, and the item is accessible to the user enter Y. If the item cannot be requested, or is unavailable for photocopy requests (because, for example, the item is lost, permanently shelved outside the library, privately held, etc.), enter N.

Column 10: Display item in Web OPAC. Determine whether or not the item will appear in the Web OPAC when the user searches for items. Enter Y or N. (Note: the item will always be displayed in the GUI OPAC.)

Column 11: If this item is requested in the Web OPAC, the user will be given this specific item and not another copy. Enter Y or N.

Column 12: Limit the number of hold requests that may be made for an item. If Y is entered, the number of hold requests is limited to the number of copies.

Column 13: Recall. Enter Y if a recall is allowed. Otherwise enter N.

Column 14: Rush Recall. Enter Y if a rush recall is allowed. Otherwise enter N.

Step 3: Edit the Services Module in English

There are a number of functions in the Web Services module that are affected by changes in the list of item statuses and item process statuses. Be sure to update the b-item-status-select-<library_name> file and the b-item-p-status-select-<library_name> file in the /alephe/www_b_eng directory with the correct item statuses. This will automatically update all relevant functions in the Web Services module.

Step 4: Test the system

Test the system to make sure that the English-language version works properly.

Step 5: Translate tab15

Translate tab15 in order to list item statuses in the language appropriate for your users.

Step 6: Translate the Services Module

Translate the b-item-status-select-<library_name> file discussed in step 3 above.
18.4 BORROWER STATUSES

Define the statuses that may be assigned to borrowers and various conditions related to each status, such as whether the borrower may:

- Borrow items
- Renew items
- Place hold and photocopy requests
- Place multiple hold requests

In addition, you may define the borrower's:

- Cash balance limit
- Expiration date of library privileges

You may also define whether, for a particular borrower status:

- The system will check for restrictions before loaning an item to the borrower
- The librarian may override restrictions (such as fines due) on the borrower's ability to borrow an item
- The system will ignore late returns and not charge the borrower a fee
- The borrower will be charged for photocopy requests

In order to define borrower statuses, complete the following steps:

**Step 1: Select a Library**

In terminal mode, select an administrative library. After you have completed all the steps below, you should choose another administrative library and complete the steps again. Follow this procedure until all administrative libraries have been covered.

**Step 2: Define borrower statuses**

Edit tab31 using UTIL G/5/31. This enables you to define the statuses that may be assigned to borrowers and various conditions related to each status. This is not a language-sensitive table, which means that there is no need to translate it later.

It is possible to assign specific borrower statuses to a specific sub-library. When an attempt is made to use these statuses in other sub-libraries, a message will appear.

Whenever the borrower is assigned the first local record, the system automatically creates an ALEPH record for the borrower. You can create an overall definition of privileges that will be globally used whenever an ALEPH record is created for any borrower status. Do so by defining a line with ALEPH in the sub-library column.

**Step 3: Define menu options in English**

Edit pc_tab_exp_field.eng (in English) using UTIL L/2. This table enables you to define the menu options that appear whenever the librarian needs to choose a borrower status. Therefore, the list of borrower status names (as opposed to borrower status codes) in pc_tab_exp_field.eng should correlate with the borrower status codes defined in tab31 (step 2 above). In the pc_tab_exp_field.eng table, the code that identifies the correct menu is BOR-STATUS.

You must first edit the English version of this table and only later translate the table (see below).

**Step 4: Edit the Services Module in English**

There are a number of functions in the Web Services module that are affected by changes in the list of borrower statuses. Be sure to update the b-borrower-select-<library_name> file and the b-borrower-select-blank-for-all-<library_name> file in the /alephe/www_b_eng directory with the correct item statuses. This will automatically update all relevant functions in the Web Services module.

**Step 5: Test the system**
Test the system to make sure that the English-language version works properly.

**Step 6:** Translate pc_tab_exp_field.lng

Translate pc_tab_exp_field.eng, which you edited in English in Step 3 above, in order to provide menu options in the language appropriate for your users. Use UTIL L/2 to translate the table. Translate only the text that appears in positions 28-77 of the table.

**Step 7:** Translate the Services Module

Translate the b-borrower-select-<library_name> file and b-borrower-select-blank-for-all-<library_name> file discussed in step 4 above.

18.5 DUE DATES, FINES & LIMITS

Due dates are computed daily for combinations of item/borrower status, and take into account days on which the library is closed.

The results of the computation may be viewed in the GUI Circulation module by choosing the Dates option on the Main Menu and then Setup for Future Loans from the drop-down menu. Specific due dates may be changed by the librarian by using this Setup function. The changed date will stay in effect only until the next day, after which the due dates are re-computed.

There are two prerequisites that must be met before you can define due dates:

**Prerequisite 1: Define item statuses**

Before defining due dates, you must already have defined item statuses. Click here for an explanation of how to do this. If you have already completed prerequisite 1, skip to prerequisite 2.

**Prerequisite 2: Define borrower statuses**

Borrower statuses indicate the privileges allowed for each type of borrower. Click here for an explanation of how to define borrower statuses.

**Steps for Defining Due Dates, Fines & Limits**

Once the prerequisites have been met, define due dates by completing the following steps:

**Step 1:** Select a Library

In terminal mode, select an administrative library. After you have completed all the steps below, you should choose another administrative library and complete all the steps again. Follow this procedure until all administrative libraries have been covered.

**Step 2:** Define rules for due dates

Use UTIL G/5/16 in terminal mode, or tab16 in the ALEPHADM GUI module to edit tab16 to define rules for computing due dates, fines and borrowing limits.

Following is a sample from the table (it is broken into two sections because the table is very wide).

```
! 1   2  3  4  5    6     7  8  9    10   11   12 13 1415  16     17 18
16A  04 ## ## + 00000028 03 A 2400 0100 00040 20 20 7 + 00000014 A 2400
16A  20 ## 03 + 00000014 02 A 2400 0000 00060 20 20 1
16A  30 ## ## + 00000021 03 A 2400 0000 00060 20 20 1

19  20  21  22  23
```
Key to table:

Note: You may enter up to 200 active lines per group ID in this table.

- **Column 1**: Group ID for group of definitions. In the above example, there is one group of definitions. You may create as many groups as you want. By entering the Group ID in column 7 of the tab_sub_library table (accessible through UTIL Y/4), you can have a number of different sub-libraries use the same group of definitions. Be sure that you fill in the tab16 table together with the tab_sub_library table.

- **Item status "99"** is used for defining the maximum overall number of loans/holds for a particular borrower status in a sub-library, or if you use ## in the borrower status. It overrides any other maximum number defined for the borrower for a particular item status. Item status "99" must be repeated for every group ID or for every borrower status within the group ID if there are differences. Item status "99" must be the last line in the group (e.g., GEN).

- **Column 2**: Item status code. Enter here one of the item status codes defined in one of the groups of tab15. Enter ## for ALL item status codes.

- **Column 3**: Item process status code. Enter here one of the item process status codes defined in tab15. Enter ## for ALL.

- **Column 4**: Borrower status code. Enter here one of the borrower status codes defined in tab31. Enter ## for ALL.

- **Column 5**: Method of computing due date. If you wish to specify an actual due date, enter A. If you wish to define the due date by adding a specific number of days to the date on which the item is checked out, enter +.

- **Column 6**: Due date. If you entered A in column 5, then enter a specific due date here in the format yyyymmd. If you entered + in column 5, then enter the number of days to be added to the check-out date. You must enter 8 digits. For example, if you wish to add 2 days to the check-out date, enter 00000002. If you wish the item to be returned on the same day it is borrowed, enter 00000000 (8 zeros). Short loan items also need to be defined with 00000000 (8 zeros).

- **Column 7**: Grace days for late return. Type the number of days you will allow the item to be late before the borrower is fined. Note that you may use a combination of grace hours and grace days. If you wish to enter only grace hours, enter 00 in the days field.

- **Column 8**: Method of computing due hour. If you wish to specify an actual due hour, enter A. If you wish to define the due hour by adding a specific number of hours to the hour on which the item is checked out, enter +.

- **Column 9**: Due hour. Enter an actual hour (according to a 24-hour clock) or to add a specific number of hours to the current hour, according to the definition in Column 8. If you wish to add a specific number of hours to the current hour, you must enter 4 digits. For example, if you wish to add 5 hours, enter 0500.

- **Column 10**: Grace hours and minutes for late return. Type the number of hours you will allow the item to be late before the borrower is fined. Note that you may use a combination of grace hours/minutes and grace days. If you wish to enter only grace days, enter 0000 in the hours field.

- **Column 11**: Fine rate. Fines are given per day overdue. The total fee is the fine rate multiplied by the number of days overdue.

  The fine rate has 5 digits and should be entered as though a decimal point exists before the last two digits. For example, 00025 means the days should be multiplied by 0.25 (e.g., 25 cents).

  Note: Column 11 works in conjunction with column 14 of this table. Column 14 sets whether the fine is calculated per day or per hour, and whether the time that the library is closed is taken into account when the fine is calculated. If you want an hourly fine, the sum registered here must be the amount per hour x 24 (no. of hours in a day). For example, if you want to charge 0.50 per hour, you must set the amount in this column to 01200.

  If you want a fine by minutes, the sum registered here must be the amount per minute x 1440 (no. of minutes in a day). For example, if you want to charge 0.10 per minute, you must set the amount in this
column to 14400.

- **Column 12**: Maximum number of items. Enter the maximum number of items that may be checked out by this combination of item status and borrower status. Note that you must enter two digits, e.g., 05 for 5 items.

- **Column 13**: Maximum number of hold requests. Enter the maximum number of hold requests that may be made by this combination of item status and borrower status. Note that you must enter two digits, e.g., 05 for 5 hold requests.

- **Column 14**: Fine method. This column works in conjunction with Column 11. Use one of the following values:
  - **0 - No fine charged**
  - **A - Open minutes**: The fine is calculated per minute overdue, and does not include the minutes that the library was closed.
  - **1 - Open hours**: The fine is calculated per hour overdue, and does not include the hours that the library was closed. If the user returns an item one minute late, he will be charged for being one entire hour late.
  - **2 - Open days**: The fine is calculated per day overdue, and does not include the days that the library was closed. If the user returns an item one minute late, he will be charged for being one entire day late.
  - **B - Total minutes**: Includes the minutes that the library was closed e.g. if a borrower returns a book 30 minutes after the due hour, he is fined for 30 minutes, even if the library has been closed for part of the period in which the loan became overdue.
  - **3 - Total hours**: Includes the hours that the library was closed. If the user returns an item one minute late, he will be charged for being one entire hour late. If the user returns an item that was due Friday on the subsequent Monday, and the library was closed Saturday and Sunday, the user is nevertheless charged for Sat.-Sun.-Mon. If at 9 a.m. a borrower returns a book that was due the previous evening at 5 p.m., he is charged for all the hours in that period, even if the library was closed.
  - **4 - Total days**: Includes the days that the library was closed. If the user returns an item one minute late, he will be charged for being one entire day late. If the user returns an item that was due Friday on the subsequent Monday, and the library was closed Saturday and Sunday, the user is nevertheless charged for Sat.-Sun.-Mon.
  - **5 - Overlapping blocking date**: This option blocks a user from checking out any items, without charging him a fee for overdue items, blocking him for the longest overdue period when a group of books is returned at the same time. For example, if the borrower returned three books late and one book was 3 days late, one book was 7 days late, and one book was 14 days late, you can have the system block the user from borrowing additional items for a period of 14 days. This is "overlapping" blocking. The longest overdue period is used to determine how long the user is blocked.
  - **6 - Cumulative blocking date**: This option blocks a user from checking out any items, without charging him a fee for overdue items, for a time which matches the total amount of time of all overdue books. For example, if the borrower returned three books late and one book was 3 days late, one book was 7 days late, and one book was 14 days late, the system blocks the user from borrowing additional items for a period of 24 days. This is "cumulative" blocking. The overdue periods are added together.
  - **7 - include recall**: This option calculates overdue fines taking into consideration the fact that the item has been recalled. Two debit transactions are created:
    1. A late return fee - calculated according to method 4 (total days).
    2. A multiplication of the fine with a recall/rush recall factor that is defined in tab18.lng (cash transaction codes 50 and 51).
  - **C**: This option calculates overdue fines taking into account the fact that the item has been recalled. Two debit transactions are created:
    1. A late return fine calculated according to method 1 (the library's open hours).
    2. A multiplication of the fine with a recall/rush recall factor that is defined in tab18.lng (cash transaction codes 50 and 51).
  - **D**: Similar to method C excepting that the calculation of the basic fine is done in relation to method 2 (the library's open days).
- Similar to method C excepting that the calculation of the basic fine is done in relation to method 3 (total hours - open and closed).
- This option combines fine 5 and a monetary fine according to the value set in col. 11. The patron is blocked for a certain period and has to pay a fine before he can effect a transaction again. The fine is calculated according to total days.
- This option combines fine 6 and a monetary fine according to the value set in col. 11. The patron is blocked for a certain period and has to pay a fine before he can effect a transaction again. The fine is calculated according to total days.

- **Columns 15-18:** These four columns allow you to define alternate due dates/hours for items that have hold requests. Now, if a borrower checks out an item that has a hold request on it, the due date/hour that will be assigned will be the alternate one, not the original one. If no alternate due date/hour is defined in this table, the original one will be used.
- **Column 15:** Method of computing due date (for items with hold requests). If you wish to specify an actual due date, enter A. If you wish to define the due date by adding a specific number of days to the date on which the item is checked out, enter +.
- **Column 16:** Due date (for items with hold requests). If you entered A in column 15, then enter a specific due date here in the format yyyy/mm/dd. If you entered + in column 15, then enter the number of days to be added to the check-out date. You must enter 8 digits. For example, if you wish to add 2 days to the check-out date, enter 00000002. If you wish the item to be returned on the same day it is borrowed, enter 00000000 (8 zeroes).
- **Column 17:** Method of computing due hour (for items with hold requests). If you wish to specify an actual due hour, enter A. If you wish to define the due hour by adding a specific number of hours to the current hour, enter +.
- **Column 18:** Due hour (for items with hold requests). You may choose to enter an actual hour (according to a 24-hour clock) or to add a specific number of hours to the current hour, according to the definitions in Column 17. If you wish to add a specific number of hours to the current hour, you must enter 4 digits. For example, if you wish to add 5 hours, enter 0500.
- **Column 19:** Recall period. This is the period in days that the library gives the user for the return of a recalled item (assuming the Minimum guaranteed loan period (column 20) has already passed or it is a rush recall). This period should be calculated according to the estimated time it would take the letter to reach the user and the time it would take the user to return the item to the library.
- **Column 20:** Minimum guaranteed loan period. This is the period in days that the original borrower is allowed to have the item on loan, even if the item has been requested by another user and recalled. This period is ignored when the recall is a rush recall.
- **Column 21:** Maximum number of renewals. Enter a value from 00 to 09. Renewals can be limited up to 8; enter 09 to define that renewals are unlimited. To limit renewals by period rather than by number, enter 09 in this column, and use column 22.
- **Column 22:** Total loan period, including all renewals and the original loan period. Enter D for days, W for weeks or M for months, then enter the number of permitted days, weeks or months. You must enter 3 digits for the number. For example, for 3 days, enter D003.
- **Column 23:** Maximum fine. Enter up to two decimal places. The field should be left-aligned.

**Step 3: Define library hours**

Edit tab17 using UTIL G/5/17. This table enables the system to set new due dates for items that would otherwise be due on days or at hours when the library is closed.

In the following example, specific days on which the library is closed appear before the general definition of the library’s opening hours:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
</tr>
<tr>
<td>17A</td>
<td>###0501</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17A</td>
<td>###0704</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17A</td>
<td>#####00</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17A</td>
<td>01 0900 1730</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17A</td>
<td>02 0900 1730</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17A</td>
<td>03 0900 1730</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Key to table:

- **Column 1**: Group ID for group of definitions. In the above example, there is one group of definitions. You may create as many groups as you want. By entering the Group ID in column 8 of the tab_sub_library table (accessible through UTIL Y/4), you can have a number of different sub-libraries use the same group of definitions. Be sure that you fill in the tab17 table together with the tab_sub_library table.

- **Column 2**: The dates are written in the format yyyymmdd. For example 19990714. You may use the # character as a wildcard for dates. For example, ####0714 indicates July 14th of any year. ######## indicates any date.

- **Column 3**: Day of the week. Sun=00, Sat=06.

- **Column 4**: Enter C for Closed; O for Open.

- **Column 5**: Fill in this column if you entered "O" in column 4. Column 5 is the hour that the library opens. The system uses a 24-hour clock, so if the library opens at 9 AM, enter 09:00.

- **Column 6**: Fill in this column if you entered "O" in column 4. Column 6 is the Hour that the library closes. The system uses a 24-hour clock, so if the library closes at 5 PM, enter 17:00.

**Step 4: Deciding Whether or Not the Patron's Expiry Date Influences a Due Date**

In tab10, you can set a flag to determine if a patron's expiry date shortens a loan period if the due date is later than the patron's expiry date.

The line is:

```
18 TAB10-BOR-EXPIRY-DUE-DATE
```

and the options are Y/N.

**Step 5: Deciding Whether or Not the Library's Closing Hour will Adjust the Due Hour**

The due hour can be changed according to the library's closing hour. This is determined by the tab10 flag:

```
34 TAB10-CHANGE-DUE-HOUR
```

For example, the library's closing hour is 17:00 and the due hour is 24:00. If the flag is set to Y, the due hour will be set to 17:00. If the flag is set to N, the due hour will remain 24:00.

**Step 6: Rounding and Factoring Fines**

The system provides the option to round up/down the fine amount. In addition, you can define a multiplication factor for the fine rate set in tab16, column 11. This is useful for countries whose currencies are written in the thousands (e.g., 10,000 lira).

Following are the relevant parameters in the aleph_start_505 table:

```
setenv fine_factor_fix     000
setenv fine_rounding         Y
```

**Step 7: Determine whether "no fine" transactions will be included in the List of Cash Transactions**

You can determine whether or not the system will display transactions for which no fine (zero amount due) was charged. To do so, edit tab10 (UTIL G/5/10). The relevant line is:

```
14 ZERO-FINE-HANDLING
```

If you enter Y for this switch, the system will add to the List of Cash Transactions those transactions for which no fine was charged. If you enter N for this switch, these "no fine" transactions will not be included in the List of Cash Transactions.
**Step 8: Define lost material charges**

To define lost material charges, edit tab34 (UTIL G/5/34). This table defines the charges to be added to the borrower's cash record when an item is lost. (An item is defined as lost by the librarian using the GUI Circulation module, or automatically by the system (tab32) after the maximum number of overdue notices has been sent.)

Following is an example from the tab34 table. (Note that the width of columns 4, 6 and 9 has been shortened in this example.)

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
<th>Column 8</th>
<th>Column 9</th>
<th>Column 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>UARCV 70</td>
<td>RARE</td>
<td>1</td>
<td>.50</td>
<td>5.00</td>
<td>400.00</td>
<td>00002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UARCV 71</td>
<td>RARE</td>
<td>1</td>
<td>.50</td>
<td>5.00</td>
<td>450.00</td>
<td>00002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMUSI 70</td>
<td>RARE</td>
<td>1</td>
<td>.50</td>
<td>5.00</td>
<td>350.00</td>
<td>00002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMUSI 71</td>
<td>RARE</td>
<td>1</td>
<td>.50</td>
<td>5.00</td>
<td>400.00</td>
<td>00002</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key to table:**

- **Column 1**: Sub-library. Use ##### for "all sub-libraries."
- **Column 2**: Item status (from tab15, UTIL G/5/15). Use ## for all.
- **Column 3**: Borrower status (from tab31, UTIL G/5/31). Use ## for all.
- **Column 4**: Call Number. Enter a specific call number, or for all call numbers, use only one # in the first position of the column.
- **Column 5**: Collection. Use ##### for all.
- **Column 6**: The charge for sending a notice. You may use up to two decimal places. You may enter, for example, 10, 10.0, or 10.00.
- **Column 7**: Handling charges. You may use up to two decimal places. You may enter, for example, 10, 10.0, or 10.00.
- **Column 8**: Fixed price for replacing the item. You may use up to two decimal places. You may enter, for example, 10, 10.0, or 10.00.
- **Column 9**: Not yet implemented (MARC price).
- **Column 10**: Not yet implemented (borrower factor).

**Note:** When a lost item is set as such in the GUI, the librarian has the option to manually change the price charged for the lost item.

---

**18.6 OVERDUE NOTICE SCHEDULE**

In order to set the overdue notice schedule, edit tab32 using UTIL G/5. Following is an example from the table:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
<th>Column 8</th>
<th>Column 9</th>
<th>Column 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>#</td>
<td>00</td>
<td>003</td>
<td>001</td>
<td>0 0080</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>#</td>
<td>01</td>
<td>007</td>
<td>007</td>
<td>0 0081</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>#</td>
<td>02</td>
<td>014</td>
<td>014</td>
<td>0 0082</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>#</td>
<td>03</td>
<td>021</td>
<td>021</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>#</td>
<td>09</td>
<td>040</td>
<td>028</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key to table:**

- **Column 1**: Enter a sub-library code or use ##### to indicate all sub-libraries.
- **Column 2**: Enter an item status from tab15 (enter "##" for "all" item statuses).
- **Column 3**: Enter a borrower status from tab31 (enter "##" for "all" borrower statuses).
- **Column 4**: Current letter number in the loan transaction record z36.
  - 00 - 1st notice
01 - 2nd notice
02 - 3rd notice
03 - 4th notice
09 - for items which are "claimed returned". This code is used when b-cir-50 (Print Overdue and Lost Billing Notices) is run for "Bills for lost material that was claimed to have been returned"

- **Column 5**: Days overdue (for Notice ID=00) or Days since last letter (for other IDs).
- **Column 6**: Days overdue for requested items (for Notice ID=00) or Days since last letter (for other IDs).
- **Column 7**: Enter O if the item is considered Overdue; enter L for Lost.
- **Column 8**: Transaction number as listed in tab18 (Cash Management). The borrower will be charged the fee defined for this transaction number in tab18.

### Reading the table

The table should be read in the following manner:

```
! 1 2 3 4 5 6 7 8
------!------!------!------!------!------!------!------!
##### 04 ## 00 003 001 O 0080
##### 04 ## 01 007 007 O 0081
##### 04 ## 02 014 014 O 0082
##### 04 ## 03 021 021 L
##### 04 ## 09 040 028 L
```

**For Notice ID=00:** The first notice will be sent when the item is 3 days overdue (or 1 day overdue if the item has a hold request for it).

**For Notice ID=01:** The 2nd notice will be sent 7 days after the first notice.

**For Notice ID=02:** The 3rd notice will be sent 14 days after the second notice.

**For Notice ID=03:** The 4th notice will be sent 21 days after the third notice, and then the item is declared lost.

**For Notice ID=09:** An item that was set as "claimed returned" will be declared lost 40 days after it was set as "claimed returned".

### 18.6.1 Overdue Notice Letters and Summary

You can determine whether the notices sent to the borrower will always use the same template (overdue-letter-00 or overdue-summary-00) or use different templates for each notice, as follows:

- 1st notice: overdue-letter-00-nn or overdue-summary-00-nn
- 2nd notice: overdue-letter-01-nn or overdue-summary-01-nn
- 3rd notice: overdue-letter-02-nn or overdue-summary-02-nn
- 4th notice: overdue-letter-03-nn or overdue-summary-03-nn
- 5th notice: overdue-letter-04-nn or overdue-summary-04-nn

The notices usually become progressively more demanding.

To define which templates will be used, edit tab10 (UTIL G/5/10), flag 20, OVERDUE-LETTER-STYLE. If you want the same template to be used for each notice, enter Y. If you want different templates to be used, enter N.

If the loan has been made by a proxy, then a second notice letter is printed for the proxy in addition to the initial notice letter that is printed for the sponsor.

**Overdue notice (single item per notice)** - filenames: overdue-letter-00, overdue-letter-00-nn, overdue-letter-01-nn, overdue-letter-02-nn, overdue-letter-03-nn, overdue-letter-04-nn. "00" is first notice, "01" is second notice, and so on.

**Overdue summary** - filenames: overdue-summary-00, overdue-summary-00-nn, overdue-summary-01-nn, overdue-summary-02-nn, overdue-summary-03-nn, overdue-summary-04-nn

18.7 DELINQUENCIES

Define delinquencies and their effect on borrower privileges. To do so, edit the tab_delinq table using UTIL G/5/a. Following is a sample from the table:

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>1</td>
<td>L</td>
<td>No User</td>
<td>delinquency code</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>1</td>
<td>L Global</td>
<td>user</td>
<td>delinquency code</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>1</td>
<td>L Global</td>
<td>user</td>
<td>delinquency code</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>L Delinquency 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>1</td>
<td>L Delinquency 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>L Delinquency 30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>2</td>
<td>L New borrower self registration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>2</td>
<td>L No borrower delinquency code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>2</td>
<td>L Borrower delinquency code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>2</td>
<td>L Borrower delinquency code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>2</td>
<td>L Borrower delinquency code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>2</td>
<td>L New borrower self registration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key to table:

- **Column 1**: Delinquency code. Enter a code from 01 to 99. You may have up to 99 delinquency codes for Global Users (called "User" above) and another 99 delinquency codes for Local Users (called "Borrower" above).
- **Column 2** indicates whether the delinquency code is for a "User" (1) (Z303 record) or a "Borrower" (2) (Z305 record).
- **Column 3**: Sub-library. Enter a Sub-library only if the delinquency code is for "Borrowers". You may use the # character as a wildcard.
- **Column 4**: You may limit the Borrower's privileges if he has a delinquency. In order to block a specific privilege, enter N in the appropriate column. Otherwise leave it blank. The codes for the privileges are as follows:
  - a - Loan - not implemented.
  - b - Photocopy requests
  - c - Override
  - d - Multiple hold requests
  - e - Check transactions
  - f - Hold request
  - g - Renewal - not implemented.
  - h - Reading room permission

  Each privilege is explained in detail in the on-line help for the Local User Record in the GUI.

  Note that Loan and Renewal appear as not implemented because these privileges are always blocked whenever there is a delinquency on the borrower record.
- **Column 5** is the code for the character set. It should be set to L, unless you are using CJK.
- **Column 6** is the description of the delinquency as it will appear in the GUI.

18.8 CASH TRANSACTIONS (tab18)
Define various transactions for which a user is charged a fee. To do so, use UTIL G/5/18 or the ALEPHADM client to edit tab18.

Two types of transactions can be defined in tab18.eng:

- **System-generated transactions**: ID numbers 0000 - 1028

- **User-generated transactions**: transactions which are only generated by the librarian, using the New Cash Transaction form (accessible from the User Information window / Cash Transactions tab / New button).
  
  You can define your own user-generated transactions by adding a new line with an unused ID number.

Following is a sample from the table:

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>!!!-!!!!-!-!-!---!-!!!!!!!-!-!!!!!!!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Sub-library</th>
<th>Borrower status</th>
<th>Switch to activate/deactivate cash control</th>
<th>Fine</th>
<th>Character set</th>
<th>Cash transaction name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>L</td>
<td>ALL</td>
</tr>
<tr>
<td>0001</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>0.50</td>
<td>L Photo</td>
<td>request</td>
</tr>
<tr>
<td>0002</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>0.50</td>
<td>L Hold</td>
<td>request</td>
</tr>
<tr>
<td>0090</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>5.00</td>
<td>L Overdue</td>
<td>summary</td>
</tr>
<tr>
<td>0099</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>15.0</td>
<td>L Local</td>
<td>charge for disruption</td>
</tr>
<tr>
<td>1024</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>1.5</td>
<td>L Hold</td>
<td>request filled - 01</td>
</tr>
<tr>
<td>1026</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>1.5</td>
<td>L Hold</td>
<td>request filled - 02</td>
</tr>
<tr>
<td>1027</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>1.5</td>
<td>L Hold</td>
<td>request filled - 03</td>
</tr>
<tr>
<td>1028</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>1.5</td>
<td>L Hold</td>
<td>request filled - 04</td>
</tr>
<tr>
<td>5000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>Deposit</td>
</tr>
<tr>
<td>5001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>Return deposit</td>
</tr>
<tr>
<td>9997</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>Damaged material</td>
</tr>
</tbody>
</table>

**Key to table:**

- **Column 1**: ID number of the transaction.

- **Column 2**: Sub-library. For "all sub-libraries," use ######. (Be sure to define a catch-all line that has ###### in column 2 together with ## in column 3.)

- **Column 3**: Borrower status. For "all borrowers," use ##. (Be sure to define a catch-all line that has ###### in column 2 together with ## in column 3.)

- **Column 4**: Switch to activate/deactivate cash control. If you enter Y, users will be charged for the transaction according to the fee entered in column 5. If you enter N, users will not be charged for the transaction.

  Note: If column 4 is set to Y for Late Return fines, the rate will be determined according to the fine rate entered in column 11 of tab16, and column 5 will be ignored. See the Late Return line in the example above. The same happens with lost material charges that are calculated according to tab34.

- **Column 5**: Fine. Enter the amount in your currency that you want to charge the user.

  Note: If column 4 is set to Y for Late Return fines, the rate will be determined according to the fine rate entered in column 11 of tab16, and column 5 will be ignored. See the Late Return line in the example above. The same happens with lost material charges that are calculated according to tab34.

- **Column 6**: Is the code for the character set of the menu choice. The standard is L which stands for Latin.

- **Column 7**: Is the name of the cash transaction as it will appear in the GUI.

**Y/N Ratio**

For some lines the value is Y or N (meaning that the system should or should not register a cash transaction), or a ratio. The actual amount is set in other tables. This is so for:
Display Free Transactions
You can also determine whether the List of Transactions in the GUI will display only those transactions for
which the user is charged a fee, or all transactions, including those for which the user is not charged a fee.
To do so, use UTIL G/5/10 to edit tab10. Find the parameter called ZERO-FINE-HANDLING. If you want
only those transactions displayed for which the user is charged a fee, enter N in column 2 of the table. If you
want all transactions to be displayed, even those for which the user is not charged a fee, enter Y.

Alphanumeric Paper Formats
There are some lines, A4-6, A3-6, B2-6, LE-6 where the ID number of the transaction (Column 1) is not
purely numeric. These are used to register photocopy requests for specific paper formats.
You can add other paper formats according to your needs and add an appropriate line. For example, when
LE-6 was added for 8½"x11" Letter paper formats to be processed, a new line was added to tab 18:

LE-6 ###### ## Y 0.20       L Photocopy processing (Letter)
and a new line was also added to pc_tab_exp_field.lng:

PAGE-SIZE    ENG L Letter    LE
The ID 0006 will be used as a default if the special entries are missing.

18.9 CIRCULATION TRANSACTION CHECKS
(tab_check_circ)
tab_check_circ (UTIL G/5/c) sets the checks that will be performed when an item is loaned or renewed.

1  2
!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

LOAN-GBL    check_circ_1_a
LOAN-GBL    check_circ_1_d
LOAN-GBL    check_circ_9_a

RENEW-GBL    check_circ_1_a
RENEW-GBL    check_circ_1_b
RENEW-GBL    check_circ_1_c
RENEW-GBL    check_circ_1_e
RENEW-GBL    check_circ_9_a

Column 1 defines when a check is performed:
1. LOAN-GBL - checks user/borrower prior to checkout
2. RR-LOAN - item is being loaned at a reading room station (type 4 in tab_attr_sub_library). Intended
   for checking the borrower using the original sublibrary of the item to find the z305 borrower record.
   Used with check_circ_2_d.
3. LOAN - item is being checked out to a borrower
4. RENEW - item is being renewed to a borrower applies to Renew and Renew all functionality
5. RENEW-WWW - borrower renewing loan in www
6. RENEW-GBL - checks on user/borrower prior to renew all
7. B-CIR-10 - item renewed to a borrower (p_cir_10)
8. B-CIR-08 - item renewed to a borrower (p_cir_08)
9. ROUT-LOAN - item is being checked out to a routing member
Column 2 defines which check procedure will be performed: The available checks are:

<table>
<thead>
<tr>
<th>Check</th>
<th>Procedure</th>
<th>Action</th>
<th>error_lng/check_circ</th>
</tr>
</thead>
<tbody>
<tr>
<td>1_a</td>
<td>user delinquencies Z303</td>
<td>Checks user delinquencies on Z303 record</td>
<td>0101, 0102</td>
</tr>
<tr>
<td>1_b</td>
<td>borrower delinquencies Z305</td>
<td>Checks borrower delinquencies on Z305 record</td>
<td>0111, 0112, 0113, 0115</td>
</tr>
<tr>
<td>1_c</td>
<td>borrower expiry date + renew warning</td>
<td>Checks z305_expiry_date Renew warning according to parameters set in tab30</td>
<td>0121, 0122</td>
</tr>
<tr>
<td>1_d</td>
<td>overdue check</td>
<td>Works according to TAB10-OVERDUE-LETTER-NO which determines when an item is &quot;overdue&quot; (i.e. due date has passed and &quot;n&quot; (0/1/2/3/4) notices have been sent)</td>
<td>0131</td>
</tr>
<tr>
<td>1_e</td>
<td>block date check</td>
<td>checks z305_end_block_date</td>
<td>0141</td>
</tr>
<tr>
<td>2_a</td>
<td>borrower loan permission</td>
<td>checks z305_loan_permission</td>
<td>0151</td>
</tr>
<tr>
<td>2_b</td>
<td>borrower renew permission</td>
<td>checks z305_renew_permission</td>
<td>0152</td>
</tr>
<tr>
<td>2_c</td>
<td>borrower reading room permission</td>
<td>checks z305_rr_permission, taking the z305 that matches the reading room sublibrary at which the loan is being performed sub-library (i.e. when item is loaned at a reading room station, type 4 in tab_attr_sub_library)</td>
<td>0153</td>
</tr>
<tr>
<td>2_d</td>
<td>loan and reading room permission</td>
<td>check borrower loan and reading room permission using the z305 that matches the original sublibrary of the item (i.e. the sub-library of the item before it was assigned the RR sublibrary)</td>
<td>0154</td>
</tr>
<tr>
<td>3</td>
<td>borrower renew limit</td>
<td>check the borrower's renew limits according to parameters set in tab16 (col.21)</td>
<td>0161, 0162</td>
</tr>
<tr>
<td>4_a</td>
<td>borrower loan limits</td>
<td>check the borrower's loan limits according to parameters set in tab16 (col.12)</td>
<td>0171, 0172</td>
</tr>
<tr>
<td>4_b</td>
<td>borrower loan limits (99 line)</td>
<td>check the borrower's overall loan limit in a sub-library according to parameters set in tab16 99 line</td>
<td>0181</td>
</tr>
<tr>
<td>4_c</td>
<td>borrower loan limits (99 line)</td>
<td>check the borrower's overall total loan limits for ADM library according to parameters set in tab16 99 line</td>
<td>0182</td>
</tr>
<tr>
<td>5</td>
<td>cash limit</td>
<td>checks whether the borrower has exceeded the amount allowed in z305_cash_limit</td>
<td>0191</td>
</tr>
<tr>
<td>6</td>
<td>item requests</td>
<td>checks whether the item has hold requests placed on it</td>
<td>0201</td>
</tr>
<tr>
<td>6_a</td>
<td>item requests</td>
<td>checks whether the item has hold requests placed on it</td>
<td>0201</td>
</tr>
<tr>
<td>7_a</td>
<td>item loan permission</td>
<td>checks whether the item can be loaned, column 6 in tab15.lng</td>
<td>0211, 0212</td>
</tr>
<tr>
<td>7_b</td>
<td>item renew permission</td>
<td>checks whether a loan on this item can be renewed, column 7 in tab15.lng</td>
<td>0211, 0213</td>
</tr>
<tr>
<td>8_a</td>
<td>item - lost/claimed return</td>
<td>checks if the item was declared as lost or claimed to have been returned</td>
<td>0221, 0222</td>
</tr>
<tr>
<td>8_b</td>
<td>renew - overdue letter</td>
<td>checks if an overdue letter has been printed for a loaned item</td>
<td>0231</td>
</tr>
<tr>
<td>9_a</td>
<td>overdues and fines -ADM library</td>
<td>checks maximum overdues, recalled overdues and fines, for ADM library based on tab_block_circ</td>
<td>0241, 0242 0243</td>
</tr>
<tr>
<td></td>
<td></td>
<td>overdues and fines - sub-library</td>
<td>checks maximum overdues and recalled overdues in a sublibrary based on tab_block_circ</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>9_b</td>
<td></td>
<td>overdues and fines - ADM library</td>
<td>checks maximum overdues, recalled overdues and fines, for regular, lost and claimed returned loans, for ADM library based on tab_block_circ</td>
</tr>
<tr>
<td>10_a</td>
<td></td>
<td>overdues and fines - sub-library</td>
<td>checks maximum overdues and recalled overdues, for regular, lost and claimed returned loans in a sublibrary based on tab_block_circ</td>
</tr>
<tr>
<td>10_b</td>
<td></td>
<td>ILL patron identity</td>
<td>checks if there is a match between the original ILL patron and the patron who is trying to loan the ILL item</td>
</tr>
</tbody>
</table>

The text of messages associated with the checks is defined in /alephe/error_eng/check_circ. The minimum circulation user level to override them is defined in the check_circ_override table in the ADM library.

**18.10 HOLD AND PHOTOCOPY REQUEST MANAGEMENT POLICY**

In order to set the management policy for hold and photocopy requests, you must make decisions regarding such factors as which checks the system will perform before/after a request is made; which pickup/delivery location will be used for each combination of sub-library, item status and borrower status; the amount of time an item may be kept on the hold shelf; the approach that will be used for printing call slips; and so on. Each factor is discussed below.

**18.10.1 Hold Request Checks**

It is up to you to determine which checks the system will perform before/after a hold request is placed. For example, the system may check whether or not the item can be requested at all or may check whether or not the item is on loan, in which case it will display information on its status (lost/recalled/on loan until). To set up the checks, edit tab_hold_request in the ADM library's tab directory.

```
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE</td>
<td>check_hold_request_a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRE</td>
<td>check_hold_request_b</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRE</td>
<td>check_hold_request_c</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POST</td>
<td>check_hold_request_d</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POST</td>
<td>check_hold_request_e</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POST</td>
<td>check_hold_request_f</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIRC</td>
<td>check_hold_request_f</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIRC</td>
<td>check_hold_request_g</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIRC</td>
<td>check_hold_request_h</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFO</td>
<td>check_hold_request_k</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

This table defines checks for hold requests. The checks can influence:

- Display (or not) of the Request link on the list of items
- Display of information regarding the group of items and the patron's place in the request queue
- Display of meaningful messages concerning the reason why a request is refused.

There are 5 separate instances defined for when a check is made:
1. **PRE** is used when the list of items is displayed in the WWW OPAC.
2. **PRE_GUI** is used when the list of items is displayed in the GUI.
3. **INFO** is used when displaying the hold request fill-in form.
4. **POST** is used when the user sends the request to the server.
5. **CIRC** is used in the Circulation client.

If a check that requires patron information is used as a PRE check, then the patron must first be identified, and you must set check_check_hold_request_l as a PRE check as well.

When setting which checks to use, take into account the system resources required for checks that are made when the items list is displayed (PRE checks). If the checks require comparing item records and existing requests, and there are many item records, this can create an undesirable load on the server. If a check is listed for PRE, it need not be listed for INFO or POST, since the INFO/POST scenario will not happen. Checks that relate to the patron usually appear in POST.

<table>
<thead>
<tr>
<th>Check</th>
<th>Action</th>
<th>error_lng/ check_hold_request</th>
<th>Suggested use</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>if tab15 col.8=N, item cannot be requested</td>
<td>1110</td>
<td>PRE, POST, CIRC</td>
</tr>
<tr>
<td>b</td>
<td>if sublibrary and item status are not listed in tab37, item cannot be requested.</td>
<td>1105</td>
<td>PRE, POST, CIRC</td>
</tr>
<tr>
<td>c</td>
<td>if tab15 col.12=Y, the item can have only one request</td>
<td>1120</td>
<td>PRE, POST, CIRC</td>
</tr>
<tr>
<td>d</td>
<td>z305 hold-permission</td>
<td>1110</td>
<td>PRE, POST, CIRC</td>
</tr>
<tr>
<td>e</td>
<td>if combination of sublibrary, item status and borrower status are not listed in tab37, item cannot be requested</td>
<td>1115</td>
<td>POST, CIRC</td>
</tr>
<tr>
<td>f</td>
<td>z305 multi-hold allowed</td>
<td>1125</td>
<td>POST, CIRC</td>
</tr>
<tr>
<td>g</td>
<td>z305 hold-on-shelf (item availability)</td>
<td>1130</td>
<td>POST, CIRC</td>
</tr>
<tr>
<td>h</td>
<td>tab16 col.13, maximum number of hold requests</td>
<td>1135</td>
<td>POST, CIRC</td>
</tr>
<tr>
<td>i</td>
<td>if the item is on loan, displays due date and information on whether lost or recalled</td>
<td>6000-6002</td>
<td>INFO</td>
</tr>
<tr>
<td>j</td>
<td>if item has requests, displays on hold, patron's place in queue</td>
<td>6005-6002</td>
<td>INFO</td>
</tr>
<tr>
<td>k</td>
<td>tab15 col.8 value (Y,N,C)</td>
<td>6010-6012</td>
<td>INFO</td>
</tr>
<tr>
<td>l</td>
<td>user-id has not been entered</td>
<td>1140</td>
<td>PRE</td>
</tr>
<tr>
<td>m</td>
<td>borrower has item on loan and is attempting to request a like copy</td>
<td>1150</td>
<td>POST, CIRC</td>
</tr>
<tr>
<td>n</td>
<td>borrower tries to reserve an item that has been declared as &quot;LOST&quot; or &quot;Claimed Returned.&quot;</td>
<td>1095</td>
<td>POST, CIRC</td>
</tr>
<tr>
<td>o</td>
<td>checks if there is a &quot;like&quot; copy available (same year, volume, part, issue, processing status, AND depending on tab10 setup, same sublibrary(26), collection(2), status(1).</td>
<td>1150</td>
<td>INFO</td>
</tr>
<tr>
<td>p</td>
<td>checks if all &quot;like&quot; copies are on loan (not available) and informs the user that the request cannot be placed, that he must apply to the circ desk. This check should be used by a library that does not want library staff to decide which copy should be requested (because recall is made for the copy requested, and not all copies)</td>
<td>1155</td>
<td>POST, CIRC</td>
</tr>
</tbody>
</table>
tab_photo_request

tab_photo_request is used to define which checks should be performed by the system when a photocopy request is placed. It is similar in functionality to tab_hold_request - UTIL G/5/b. In some cases, the checks on the photo requests for the WEB OPAC determine whether the "Photo" link appears on the item line.

18.10.2 Priority

The position of the Hold Request in the queue is determined by assigning a Priority. The highest level priority is "00", the lowest is "99". The System Librarian can set the default Priority for the GUI Circulation and GUI OPAC modules by editing the alephe/pc_server_defaults table, parameters Z37_priority_circ and Z37_priority_opac, respectively. The default for the Web OPAC is set in the alephe/www_server_defaults table, parameter Z37_priority_www.

18.10.3 Pickup/Delivery Locations

For each combination of sub-library, item status and borrower status, you may define the location from which the user may pick up an item or photocopy being held for him, and the location to which the item or photocopy will be delivered. To do so, use UTIL G/5/37 to edit tab37 (for hold requests) and UTIL G/5/38 to edit tab38 (for photocopy requests). When a pickup location is not defined, it is not possible to place the request.

18.10.4 Hold Shelf

You may define different limits on the amount of time that an item is kept on the hold shelf, depending on whether the hold is triggered by the return of the item, or triggered by the User Request utility "Print Letter - Hold Request Filled". Many libraries use the utility for closed stack management and want a shorter hold period for items in closed stacks than for other items.

To define the different limits, edit tab44 using UTIL G/5/44.

18.10.5 Printing Call Slips

The System Librarian is responsible for determining the approach that will be taken for printing call slips. For a complete explanation of the options and the steps involved, go to the Closed Stack Management section of the Circulation Guide, to the section entitled Print Call Slip.

18.10.6 Item Holds List

The sort order on the Item Holds List is defined in pc_server_defaults with the following parameters:

```
setenv circ_user_z37_sort_routine 012
setenv circ_user_z37_sort_order AD
00 - "standard" sort using priority, request date, open date & hour
01 - sort using sub-lib, item-status, collection, open date & hour
02 - sort using sub-lib, item-status, collection, status, open date & hour
A for ascending; D for descending.
```
18.10.7 Loans List

The sort order on the Loans List is defined in pc_server_defaults with the following parameters:

```
setenv circ_user_z36_sort_routine      01
setenv circ_user_z37_sort_order        AD
```

00 - "standard" sort using due-date

01 - sort using sub-lib, item-status, collection, due-date

A for ascending; D for descending.

If the standard sort is sufficient, then these lines can be commented out.

18.10.8 PHOTO_REQUESTSTYLE

The System Librarian can decide whether or not to delete the request after the slip is printed. This is done by editing the tab10 switch:

19 PHOTO_REQUESTSTYLE

If the flag is left blank, then when the Print Photocopy Request Slips (p_cir_22) service is run the system will print Photocopy Request slips and the requests will not be deleted. When the librarian enters the Circulation module to print a letter to the user telling him to come and pick up the requested material, another slip will be printed for placing in the material, and only then the request will be deleted.

If the flag is set to "H", then when the Print Photocopy Request Slips (p_cir_22) service is run the system will print "Photocopy request filled" letters to the patrons in addition to the slips. The requests will be deleted and will no longer be available in the Circulation module.

18.11 PRINT TEMPLATES

18.11.1 Available Templates

The names of the Circulation template files are as follows (where nn is a number identifying the version):

GUI Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
<th>print.ini function name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan receipt</td>
<td>LoanReceipt</td>
<td></td>
</tr>
<tr>
<td>loan-receipt-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Receipt</td>
<td>ReturnReceipt</td>
<td></td>
</tr>
<tr>
<td>return-receipt-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopy Request Slip</td>
<td>PhotoSlip</td>
<td></td>
</tr>
<tr>
<td>photo-request-slip-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold Request Slip</td>
<td>ReturnHoldnn</td>
<td></td>
</tr>
<tr>
<td>hold-request-slip-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photo Request Letter</td>
<td>PhotoLetter</td>
<td></td>
</tr>
<tr>
<td>photo-request-letter-d-nn</td>
<td>Letter to patron informing him that his photocopy request has been filled and the item is attached (because the patron’s delivery type is &quot;deliver&quot;).</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Photocopy Request Filled - Pickup</strong></td>
<td>photo-request-letter-p-nn</td>
<td></td>
</tr>
<tr>
<td><strong>Photocopy Request not Filled</strong></td>
<td>photo-request-wait-nn</td>
<td></td>
</tr>
<tr>
<td><strong>Advanced Booking Delete Letter</strong></td>
<td>item-sched-delete-letter-s-nn item-sched-delete-letter-nn</td>
<td></td>
</tr>
<tr>
<td><strong>Hold Request Filled</strong></td>
<td>hold-request-letter-mm-mm-nn hold-request-letter-01-mm-nn - hold shelf hold-request-letter-02-mm-nn - home delivery hold-request-letter-03-mm-nn - mailbox delivery hold-request-letter-04-mm-nn - reading room hold-request-slip-mm-nn (with &quot;p&quot; letter) ReturnHoldnn (01-04) HoldLetternn (01-04)</td>
<td></td>
</tr>
<tr>
<td><strong>Hold Request not Filled</strong></td>
<td>hold-request-wait-mm-nn</td>
<td></td>
</tr>
<tr>
<td><strong>Letters to Borrowers</strong></td>
<td>borrower-letter-a-mm-borrower-letter-b-mm-borrower-letter-c-mm-borrower-letter-d-mm</td>
<td></td>
</tr>
<tr>
<td><strong>Library Card</strong></td>
<td>bor-card-label-mm-may be sent from the User Information screen by choosing CARD after clicking the Letter button BorLetterCARD</td>
<td></td>
</tr>
<tr>
<td><strong>Borrower Summary</strong></td>
<td>bor-list-mm-May be sent from the User Information screen by choosing LIST after clicking the Letter button BorLetterLIST</td>
<td></td>
</tr>
<tr>
<td><strong>Pay Receipt</strong></td>
<td>cash-pay-receipt-mm-Payletter LineLetter</td>
<td></td>
</tr>
<tr>
<td><strong>Pay Receipt</strong></td>
<td>cash-pay-receipt-mm-Waiving a dept also uses cash-pay-receipt-mm CashWaiveLetter</td>
<td></td>
</tr>
<tr>
<td><strong>Cash Transaction Details</strong></td>
<td>cash-line-details-mm-Show full details of single cash transaction record SingleCashTrans</td>
<td></td>
</tr>
<tr>
<td><strong>User Cash Summary Statement</strong></td>
<td>cash-summary-mm-TransLetter</td>
<td></td>
</tr>
<tr>
<td><strong>Station Cash Report</strong></td>
<td>cash-site-payment-mm-StationReport</td>
<td></td>
</tr>
<tr>
<td><strong>Single Hold Request has been Deleted</strong></td>
<td>hold-delete-letter-s-mm-HoldDelete (01-04)</td>
<td></td>
</tr>
<tr>
<td><strong>Item Note</strong></td>
<td>item-slip-mm-ItemSlip</td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th><strong>Transfer Slip</strong></th>
<th><strong>Transfer Slip</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Renew All</strong></td>
<td>List of the borrower's loans that were renewed and the reasons for not renewing others</td>
</tr>
<tr>
<td><strong>Lost Material Bill</strong></td>
<td>LostMaterialBill</td>
</tr>
</tbody>
</table>

**Batch Services Templates**

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash User Letter</strong></td>
<td>Generated by b-cash-05</td>
</tr>
<tr>
<td><strong>Debt Notice Letter</strong></td>
<td>Generated by b-cash-06</td>
</tr>
<tr>
<td><strong>Recall Loan</strong></td>
<td>loan-recall-01-nn - used when the due date of the recalled item has been changed. loan-recall-02-nn - used when the recall does not trigger a change in due date. loan-recall-03-nn - used when a request was cancelled and therefore the recall is also cancelled. Generated by b-cir-13</td>
</tr>
<tr>
<td><strong>Courtesy letters</strong></td>
<td>Used when the &quot;automatic renew&quot; option on the Web Services' &quot;Print Courtesy Notices&quot; function (b-cir-10) is not checked.</td>
</tr>
<tr>
<td><strong>Overdue notice(s) (single item per notice)</strong></td>
<td>&quot;00&quot; is first notice, &quot;01&quot; is second notice, and so on. Generated by b-cir-50</td>
</tr>
<tr>
<td><strong>Overdue Summary</strong></td>
<td>Generated by b-cir-51</td>
</tr>
<tr>
<td><strong>Lost Material Bill</strong></td>
<td>Generated by b-cir-50</td>
</tr>
<tr>
<td><strong>Lost Material Summary Bill</strong></td>
<td>Generated by b-cir-51</td>
</tr>
</tbody>
</table>
### 18.11.2 Key to Strings with $ Signs

The meaning of a string with a $ sign depends on the template in which it appears.

Note: The value $008 is usually the user ID (taken from Z303). If you want to display more than one ID for the same user, add any of the following values to your template:

- $800 Barcode
- $801 additional ID 1
- $802 additional ID 2
- $803 additional ID 3
- and so on.
- Loan receipt
- Return receipt
- Photocopy request slips
- Hold request slips
- Photocopy request filled
- Hold request filled
- Photocopy and hold request not filled
- Letters to borrowers (sent from User Information screen)
- Advanced Booking Delete Letter
- Library card
- Borrower summary
- Pay receipt
- Cash Summary
- Station Report
- User Cash Report
- Cash Transaction Details
Recall loan
Single hold request deleted
Multiple hold requests deleted
Courtesy letters
Overdue notice
Overdue summary
Lost material bill
Lost material summary bill
Returned lost items summary report
Transfer slip
Renew All
User's reserved items
Overdue Items Single
Item Note

Loan Receipt

$002 - date
$003 through $007 - borrower's address
$008 - user ID
$010 - counter
$011-$016 - bibliographic information (format defined in the bib_format table (UTIL I/14))
$017 - due date
$018 - due hour
$019 - description from item record
$020 - barcode
$021 - year
$022 - volume
$023 - part
$024 - issue
$025 - loan note 1
$026 - loan note 2
$027 - sub-library
$028 - collection
$029 - call number
$030 - call number-2
$032 - item status
$091 through $099 - library's address

Return Receipt

$002 - date
$003 through $007 - borrower's address
$008 - user ID
$010 - counter
$011-$016 - bibliographic information (format defined in the bib_format table (UTIL I/14))
$019 - description from item record
$020 - barcode
$021 - year
Advanced Booking Delete Letter

item-sched-delete-letter-s-nn and item-sched-delete-letter-nn

- $001 - e-mail address
- $003 through $007 - borrower's address
- $091 through $099 - library's address
- $002 - date
- $008 - user ID
- $020 through $025 - bibliographical information
- $030 through $033 - booking information
- $010 - cancel request date

Item Note

item-slip-nn

- $001 - date
- $002 through $007 - bibliographic information
- $010 - asterisk (*) if there is a loan or space if there is no loan on the item
- $011 - barcode
- $012 - call number
- $013 - sub-library
- $015 - item description
- $014 - media type
- $016 - collection
- $091 through $095 - library's address

Renew All

bor-list-renew-all-nn

- $002 - date
- $003 through $007 - borrower's address
- $091 through $099 - library's address
- $008 - user ID
- $014 - item
- $015 through $019 - issue
- $010 through $011 - loans
$012 through $013 - due date
$025 - sub-library
$026 - call number 1
$027 - call number 2
$028 - collection
$029 - description
$030 - renew errors

**Photocopy Request Slips**

*photo-request-slip-nn*

$001 - date
$002 through $007 - bibliographic information (format defined in the bib_format table (UTIL I/14))
$010 - indicates whether the item is out on loan
$011 - collection
$012 - call number
$013 - sub-library
$014 - item status
$015 - description
$020 - author of part to be photocopied
$021 - title of part to be photocopied
$022 - pages to be photocopied
$023 and $024 - notes 1 & 2
$025 - ID of user for whom material was requested
$026 - status of user requesting material
$027 - type of user requesting material
$028 through $032 - borrower address
$033 through $035 - notes 1, 2 & 3 from Global User Record
$036 - ID of user requesting material
$037 - request date
$039 - photocopy request number
$091 through $099 - library's address

**Hold Request Slips**

*hold-request-slip-nn*

$001 - date
$002 through $007 - bibliographic information (format defined in the bib_format table (UTIL I/14))
$008 - sequence number (sub-library sensitive)
$010 - indicates whether the item is out on loan
$011 - item barcode
$012 - call number
$013 - sub-library
$014 - item status
$015 - item description
$016 - collection
$017 - call number 2
$018 - copy
$020 - author of part to be photocopied
$021 - title of part to be photocopied
$022 - pages to be photocopied
$023 and $024 - notes 1 & 2
Photocopy Request Filled
photo-request-letter-p-nn and photo-request-letter-d-nn

- $001 - e-mail address
- $002 - date
- $003 through $007 - patron's address
- $008 - user ID
- $01 - request date
- $02 through $25 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $030 - description
- $031 - author of part to be photocopied
- $032 - title of part to be photocopied
- $033 - pages to be photocopied
- $034 and $035 - notes 1 & 2
- $036 - number of sheets of paper used for photocopying
- $037 - paper size
- $038 through $040 - notes 1, 2 & 3 from Global User Record
- $041 - pickup location (pickup only)
- $042 - call number
- $043 - call number-2
- $091 through $099 - library's address

Hold Request Filled
hold-request-letter-01-nn - hold shelf
hold-request-letter-02-nn - home delivery
hold-request-letter-03-nn - mailbox delivery
hold-request-letter-04-nn - reading room

- $001 - e-mail address
- $002 - date
- $003 through $007 - patron's address
- $008 - user ID
- $009 through $011 - notes 1, 2 & 3 from Global User Record
- $01 - request date
- $020 through $025 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $030 - description
- $031 - author of part to be photocopied if item can't be loaned
- $032 - title of part to be photocopied if item can't be loaned
- $033 - pages to be photocopied if item can't be loaned
- $034 and $035 - notes 1 & 2
- $036 - pickup location (for hold shelf letter hold-request-letter-01-nn, mailbox delivery letter
Photocopy and Hold Request Not Filled

Letters to Borrowers

Library card

Borrower summary
- $008 - user ID
- $010 - counter for loans
- $011 - bibliographic information for loan (format defined in the bib_format table (UTIL I/14))
- $012 - due date
- $013 - due hour
- $014 - barcode
- $015 - issue year
- $016 - issue volume
- $017 - issue number
- $018 - future use
- $019 - future use
- $020 - counter for hold requests
- $021 - bibliographic information for hold request (format defined in the bib_format table (UTIL I/14))
- $025 - sub-library
- $026 - call number 1
- $027 - call number 2
- $028 - collection
- $029 - description
- $031 - bibliographic information for photocopy request (format defined in the bib_format table (UTIL I/14))
- $091 through $099 - library's address

**Pay Receipt**
*cash-pay-receipt-nn*
- $002 - date
- $003 - patron's name
- $004 through $007 - patron's address
- $008 - user ID
- $009 - amount received
- $010 - transaction sum
- $013 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $017 - total sum
- $020 - receipt number
- $021 through $023 - transaction description
- $030 - sub-library
- $031 - collection
- $032 - call number
- $033 - call number 2
- $034 - description
- $035 - item status
- $036 - barcode
- $091 through $099 - library's address

**Cash Summary**
*cash-summary-nn*
- $002 - date
- $003 - patron's name
- $004 through $007 - patron's address
- $008 - user ID
- $009 - date of transaction
Station Report
cash-site-payment-nn

User Cash Report
cash-user-letter-nn
Cash Transaction Details

Cash-line-details-nn

- $002 - date of letter
- $003 through $007 - patron's address
- $008 - user ID
- $009 - date
- $010 - system no. of administrative record
- $011 - type
- $012 - transaction
- $013 - amount due
- $014 - status
- $015 - target
- $016 - sub-library
- $017 - payment date
- $018 - payment cataloger
- $019 - payment IP address
- $020 - receipt number
- $021 - collection
- $022 - description
- $023 - call number
- $024 - call number-2
- $091 through $099 - library's address

Single Hold Request Deleted

Hold-delete-letter-s-nn

- $002 - date of letter
- $003 through $007 - patron's address
- $008 - user ID
- $010 - date hold request deleted
- $036 - call number
- $037 - call number 2
- $020 through $025 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $030 - item description
- $031 - author of part to be photocopied (instead of loaning the original)
- $032 - title of part to be photocopied (instead of loaning the original)
- $033 - pages to be photocopied (instead of loaning the original)
- $034 and $035 - notes 1 & 2
- $091 through $099 - library's address
Multiple Hold Requests Deleted

hold-delete-letter-nn

- $002 - date of letter
- $003 through $007 - patron's address
- $008 - user ID
- $010 - date hold request deleted
- $018 - call number
- $019 - call number 2
- $020 - counter
- $021 through $026 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $091 through $099 - library's address

Courtesy Letters

loan-notice-letter-nn and loan-notice-renew-letter-nn

- $002 - date of letter
- $003 through $007 - patron's address
- $008 - user ID
- $010 - counter
- $011 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $017 - date loaned
- $018 - hour loaned
- $019 - date due
- $020 - hour due
- $021 - barcode
- $022 - issue year
- $023 - issue volume
- $024 - issue number
- $025 - loan note 1
- $026 - loan note 2
- $027 - sub-library
- $028 - collection
- $029 - call number
- $030 - call number 2
- $031 - description
- $091 through $099 - library's address

Overdue Notice

overdue-letter-00, overdue-letter-00-nn, overdue-letter-01-nn, overdue-letter-02-nn,
overdue-letter-03-nn, overdue-letter-04-nn

- $002 - date of letter
- $003 through $007 - patron's address
- $008 - user ID
- $010 through $015 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $016 - date loaned
- $017 - date due
- $018 - barcode
- $019 - year
- $020 - volume
- $021 - issue number
- $022 - loan note 1
Overdue Summary

$002 - date
$003 through $007 - borrower's address
$008 - user ID
$010 - space for an asterisk to indicate that there are hold requests for the item
$011 - counter
$012 through $017 - bibliographic information (format defined in the bib_format table (UTIL I/14))
$018 - date loaned
$019 - date due
$020 - overdue notice number
$021 - barcode
$022 - issue year
$023 - issue volume
$024 - issue number
$025 and $026 - loan notes
$027 - sub-library
$028 - call number-1
$029 - call number-2
$030 - collection
$031 - description
$032 - item status
$033 - fine
$034 - fine per day
$039 - letter date
$041 - borrower status
$043 - loan time
$044 - due time
$047 - overdue message
$091 through $099 - library's address

Overdue Items Single Letter

$002 - date
$003 through $007 - user address
$008 - user ID
$010 through $017 - bibliographic information
- $018 - date loaned
- $019 - date due
- $020 - overdue notice number
- $021 - barcode
- $022 through $024 - issue
- $025 through $026 - note
- $027 - sub-library
- $028 - location-1
- $029 - location-2
- $030 - collection
- $031 - description
- $032 - item status
- $033 - notice cost
- $040 - ID
- $041 - status
- $042 - total sum

Lost Material Bill
lost-material-bill-nn, lost-material-bill-m-nn
- $002 - date
- $003 through $007 - borrower's address
- $008 - user ID
- $010 - barcode
- $011 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $017 - date loaned
- $018 - date due
- $019 - sub-library
- $020 - collection
- $021 - call number
- $022 - call number 2
- $023 - description
- $024 - item status
- $030 - type of cash transaction (handling fee)
- $032 - type of cash transaction (replacement cost)
- $034 - type of cash transaction (notice charge)
- $031, $033, $035 - amount due
- $036 - total
- $091 through $099 - library's address

Lost Material Summary Bill
lost-material-summary-nn
- $002 - date
- $003 through $007 - borrower's address
- $008 - user ID
- $010 - line number
- $011 - barcode
- $012 through $017 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $018 - date loaned
- $019 - date due
- $020 - sub-library
- $021 - collection
- $022 - call number
- $023 - call number 2
- $024 - description
- $025 - item status
- $030 - type of cash transaction (handling fee)
- $032 - type of cash transaction (replacement cost)
- $034 - type of cash transaction (notice charge)
- $031, $033, $035 - amount due
- $036 - total
- $091 through $099 - library's address

Transfer Slip
transfer-slip-nn
- $002 - date
- $003 through $007 - borrower's address
- $008 - user ID
- $010 through $015 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $020 - date loaned
- $021 - date due
- $050 - sub-library
- $051 - collection
- $052 - call number
- $053 - call number 2
- $054 - description
- $055 - item status
- $056 - item barcode
- $081 through $088 - transfer address
- $091 through $099 - library's address

User's Reserved Items
item-schedule-nn
- $002 - date
- $003 through $007 - user's address
- $008 - user ID
- $010 - counter (current requests)
- $011 - bibliographic information (current requests) (format defined in the bib_format table (UTIL I/14))
- $012 - from date (current requests)
- $013 - from time (current requests)
- $014 - to date (current requests)
- $015 - to time (current requests)
- $020 - counter (upcoming requests)
- $021 - bibliographic information (upcoming requests) (format defined in the bib_format table (UTIL I/14))
- $022 - from date (upcoming requests)
- $023 - from time (upcoming requests)
- $024 - to date (upcoming requests)
- $025 - to time (upcoming requests)
- $091 through $099 - library's address
18.12 DROP-DOWN MENUS

Many of the choices available on the drop-down menus of the GUI Circulation module have been set by the developers and you may not add or delete choices. However, you may add or delete choices for the following menus:

**Borrower Type**
You may add new borrower types by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "BOR-TYPE."

**Borrower Status**
You may add new borrower statuses by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "BOR-STATUS." Make sure that the code for the borrower status you wish to add was already added to tab31.

**Delinquency Code**
You may add new delinquency codes by editing tab_delinq.lng.

**Letters to Borrowers**
If you have defined new templates for letters to borrowers (that are sent from the User Information screen), be sure to add new menu choices by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "BOR-PRINT."

**Address Type**
You may add new Address Types by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "USER_ADDRESS_TYPE." This menu is also used in the Administration module. If this type represents a periodical address, be sure to edit tab_bor_address accordingly.

**Language**
This is the language of correspondence with the borrower. You may add new language choices by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "PATRON-LANGUAGE." Be sure that the language you add here has also been defined in ./alephe_tab/allowed_languages. The language menu is also used in the Administration module.

**ILL Library**

You may add new ILL Libraries (as long as they also appear in the tab_sub_library file in UTIL Y/4) by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menu is identified by the ID "ILL-LIB." This menu is also used by the Administration module.

**Notes 1, 2, 3**

You may add new options to the menus for Notes 1, 2 and 3 of the Global User Information screen by editing the pc_tab_exp_field file through UTIL L/2. In that file, the menus are identified by the ID's "FIELD1," "FIELD2" and "FIELD3." These menus are also used by the Administration module.

---

**18.13 CATALOG ITEM**

The Catalog Item function (available on the Item menu) enables you to briefly catalog an item with minimum information. The system librarian is responsible for defining the fields that should be filled in on this brief Catalog Record form.

To do so, go to the Bibliographic library's tab directory and edit the pc_tab_circ_fast_cat.lng file (where "lng" is replaced by the code for the language). Following is an example of that file:

```
1 2 3 4
!-!-!!!!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Y 100 a Author
N 245 a Title
Y 260 c Year
   ❍ Column 1: indicates whether the field is optional (Y), required (N) or hidden (H). If the field is hidden, it will not be shown in the GUI but will still be inserted in the created document.
   ❍ Column 2: is the field code. This code does not appear on-screen.
   ❍ Column 3: is the sub-field. This appears on-screen.
   ❍ Column 4: is the on-screen text identifying the field. You may, of course, enter the numeric tag instead of the name tag.
```

For entering fields for an ADM record, edit the same table found under the ADM library tab directory. This is optional. The table in the ADM library can be left empty, but must be present.

Your system can be set up to automatically create a hold request, so that it can be transferred to the Cataloging department where the cataloging process will be completed. In order for this to happen, you must create a Global User record with ID (Z303-ID) "CATALOGER", and a Local User record that is valid for the sublibrary.

The default "from date" for the automatically generated hold request for "CATALOGER" when an item is processed through Catalog Item is now set in alephe_root/pc_server_defaults:

```
setenv circ_cataloger_request_date 001
```

This was previously defaulted to one day in the program.

Note that the hold request is only created when there is a user defined in the system with "CATALOGER" as an ID. Otherwise the hold request will not be created.

---

**18.14 ITEM RESHELVING TIME**

The item reshelving time is the amount of time it takes to reshelve an item after it is returned. When an item is in the process of being reshelved, this condition will be displayed in the Item List of the Circulation...
To define the item reshelving time, edit tab14 (UTIL G/5/14). Following is an example from that table:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>USMA1 GEN</td>
<td>##</td>
<td>01:15</td>
<td></td>
</tr>
<tr>
<td>USMA1</td>
<td>#####</td>
<td>04</td>
<td>01:00</td>
</tr>
<tr>
<td>USMA2</td>
<td>#####</td>
<td>##</td>
<td>01:15</td>
</tr>
<tr>
<td>USMA3</td>
<td>#####</td>
<td>##</td>
<td>01:15</td>
</tr>
<tr>
<td>USMA5 GEN</td>
<td>##</td>
<td>01:15</td>
<td></td>
</tr>
<tr>
<td>#####</td>
<td>#####</td>
<td>##</td>
<td>00:15</td>
</tr>
</tbody>
</table>

- **Column 1**: is the sub-library. This information is mandatory. For "all sub-libraries," enter #####.
- **Column 2**: is the collection. For "all collections," enter #####.
- **Column 3**: is the item status. For "all statuses," enter ##.
- **Column 4**: is the item reshelving time, that is, the number of hours and minutes it takes to reshelve an item after it is returned. (Note that the maximum number of minutes is 59.)

### 18.15 ITEM LIST

You can determine whether the Item List in the Circulation GUI client will display all copies of a bibliographic record, or only those copies on loan. To do so, open the CIRC.INI file (found in the client's CIRC/TAB directory). Go to the [ItemList] section. Following is an example of what you may find there:

```
[ItemList]
FilterType=0
```

If you want the Item List to display all copies of a bibliographic record, type 0 to the right side of the equal (=) sign. If you want the Item List to display only those copies on loan, type 1, instead.

This is a default setting which can be changed on the item list by checking (or removing check mark) in the "Loan Filter" checkbox.

There is a drop-down list for choosing the sort order of the list of items. When the "Loan Filter" is turned off, the choices are the same as the choices available in OPAC and ITEMS; when the "Loan Filter" is checked, you can choose between sort by Due Date, or by Sublibrary/Status/Collection/Due date. These are identified as LOAN-1 and LOAN-2 in the library's /tab/pc_tab_exp_field.eng.

### 18.16 CASH RECEIPTS

You can define the number of cash receipts that will be printed automatically when a user pays for cash transactions. To do so, open the CIRC.INI file (found in the client's CIRC/TAB directory). Go to the [Payment] section. Following is an example of what you may find there:

```
[Payment]
NoReceipt=2
```

On the right side of the equal (=) sign, type the number of receipts (up to 9) that you want to be printed. If you do not want any printed, type zero ("0").

The actual printer that will be used is defined in the PRINT.INI file, with the function name PayLetter or LineLetter. If the Pay Selected option is used, then the LineLetter entry is used. If the Pay Sum option is used, then the PayLetter entry is used.

### 18.17 HOLD REQUEST DELETED
You can determine whether or not a letter will be sent automatically to a user whenever one of his hold requests is deleted. To do so, open the CIRC.INI file (found in the client's CIRC/TAB directory). Go to the [HoldList] section. Following is an example of what you may find there:

```
[HoldList]
WantDeleteLetter=Y
```

If you want the system to generate a letter, use:

```
WantDeleteLetter=Y
```

If you do not want a letter generated, use:

```
WantDeleteLetter=N
```

Note that the template for this letter is hold-delete-letter-s-nn, located in the form_eng directory. Click here to see the key to the template.

18.18 LIST OF HOLD REQUESTS

For the List of Hold Requests that is displayed when a user returns an item, and when the librarian chooses to send a Hold Request Filled Letter, you can set the window to automatically select the hold request in the list after a predefined number of seconds has passed and to automatically close the window. This automatic selection will be activated if there is one request; if there is more than one request, the list will be displayed and the system will wait for operator input. To determine how a Hold Request is selected, open the CIRC.INI file (found in the client's CIRC/TAB directory). The sections in the CIRC.INI file are identified by [HoldFilledList] and [ReturnHold]. Following is an example of what you may find there:

```
[HoldFilledList]
AutoClose=Y
AutoSelect=Y,1.5
AutoSelectMode=M
WantDeleteLetter=Y
```

```
[ReturnHold]
AutoClose=Y
AutoSelect=Y,0.1
AutoSelectMode=M
WantDeleteLetter=Y
```

**AutoSelect**
If you want the system to automatically select the entry in the List of Hold Requests, use:

```
AutoSelect=Y
```

Then set the number of seconds that you want the system to wait before selecting the entry (e.g., 2.5 seconds).

If you want to be able to select the entry by yourself, without a time limit, use:

```
AutoSelect=N
```

**AutoClose**
If you want the window to close automatically after a selection has been made, use:

```
AutoClose=Y
```

If you do not want the window to close automatically, use:

```
AutoClose=N
```
**AutoSelectMode**
You can set the system to automatically select a hold request when there is more than one request in the list. To do so, use:

AutoSelectMode=M

The system will select the first entry in the list.

For the system to automatically select an entry only if there is one request, use:

AutoSelectMode=S

**WantDeleteLetter**
If you want the system to automatically print a letter to the user telling him that his request was deleted, use:

WantDeleteLetter=Y

---

**18.19 RESERVE ITEM SCHEDULE**

In order for the OPAC user to be able to request reserve items, you must set up the reserve item schedule. This schedule shows the time intervals or "time slots" for which a reserve item may be booked in advance. To set up the schedule, edit tab43 (using UTIL G/5/43 in an ADM library).

An example from the table is shown below:

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>!!!!--!!--!!!!!-!!-!!!!-!!-!!!!!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USMA1 25 19991231 00 0900 00 1700;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00 1700 01 0900;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 0900 01 1700;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 1700 02 0900;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 0900 02 1700;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 1700 03 0900;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 0900 03 1700;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 1700 04 0900;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 0900 04 1700;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 1700 05 0900;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 0900 05 1700;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 1700 07 0900;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key to table:**

- **Column 1** is the sub-library for which the schedule is being defined. Use ##### to define all sub-libraries.
- **Column 2** is the item status (from tab15) which will be used for reserve items.
- **Column 3** is the date up until which the schedule is valid. Enter the date in the format yyyymmdd.
- **Column 4** sets the beginning day (00=Sunday) of the time slot during which users may check out reserve items.
- **Column 5** sets the beginning hour and minutes of the time slot. The system uses a 24-hour clock, so for 6 p.m., enter 1800. (Note that a colon (:) is not used to separate the hour from the minutes.)
- **Column 6** sets the end day of the time slot. Enter the number of days since Sunday. For example, enter 08 to specify the Monday that is 8 days after the first Sunday.
- **Column 7** sets the end hour and minutes of the time slot. The system uses a 24-hour clock, so for 11 p.m., enter 2300. (Note that a colon (:) is not used to separate the hour from the minutes.)

**Note:** Be sure to separate one time slot from another by a semi-colon (;).
18.20 VALID DATES OF USER ADDRESSES

There are two ways to define the valid dates of the user's address. One way is to edit the from-to dates on the user address record (Z304), and use the accompanying setup of type "02" for the mailing address and type "01" for the permanent address.

Alternatively, the library can opt to set the validity period on a system-wide basis. In this case, the convention of "01" for permanent address and "02" for mailing address is irrelevant. This system-wide option is set in the administration library, in tab_bor_address (UTIL G/5/F). If there is a period defined in the table, then the system wide address conventions are in effect.

Note that the two methods cannot be used together.

The tab_bor_address definitions include the From date, the To date and the Address type:

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
<th>Address Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>19991001</td>
<td>19991223</td>
<td>21</td>
</tr>
<tr>
<td>19991224</td>
<td>20000109</td>
<td>22</td>
</tr>
<tr>
<td>20000110</td>
<td>20000615</td>
<td>23</td>
</tr>
<tr>
<td>20000616</td>
<td>20000923</td>
<td>24</td>
</tr>
<tr>
<td>20000924</td>
<td>20001223</td>
<td>21</td>
</tr>
</tbody>
</table>

Each line defines which address-type identification is in effect for a time period. The periods defined must be continuous, and must not overlap.

- If the address period is defined in tab_bor_address:
  - The "valid from-to" dates fields from the Z304 record are not displayed on the WEB update form (www_a_eng/bor-update).
  - When the user updates his address record using the WEB form (www_a_eng/bor-update), the current record will be updated. If there is no current record, the record that suits the immediately preceding line in tab_bor_address will be updated (only one line up).
  - In the same manner, when the system searches for the appropriate user record for printed products, if there is no record with the address type expected according to the time period in tab_bor_address, the system takes the record that has the type registered in the previous line in tab_bor_address, and duplicates it, assigning the expected address type.

- If the address period is NOT defined in tab_bor_address:
  - Updating the address in the WEB form (www_a_eng/bor-update) will change the last record.
  - When the system determines which address record to use, if there is more than one record with relevant valid from-to dates, the system chooses the record type 02 with the highest sequence number. Remember, when sending notices to the user, the system first searches for an address of type "02" where the date of the notice falls within the valid from-to period. If the system does not find a suitable 02 address, the system then searches for a suitable 01 address. If no address is found, no address is printed.

18.21 ITEM HISTORY AND SUMMARY WINDOW

There are two tabs on the Item History window which is accessible from the Item List. One tab is for previous loans and the other is for previous hold requests.

You can determine whether or not the system will store information about previous loans and hold requests by editing the tab10 table using UTIL G/5/10. Following are the relevant lines from that table:

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Y</td>
<td>TAB10-CREATE-Z36H</td>
</tr>
<tr>
<td>06</td>
<td>Y</td>
<td>TAB10-CREATE-Z37H</td>
</tr>
</tbody>
</table>

In the above lines, Z36H refers to loans and Z37H refers to hold requests. If you want the system to store the information, enter Y (as shown above). If you do not want the system to store the information, enter N, instead.

The columns for displaying the information about previous loans and hold requests in the Item History & Summary window are defined in pc_tab_col (UTIL I/9 in the bibliographic library - xxx01). The codes in that table are: PC_COM_LOAN_H_LIST (for Previous Loans) and PC_COM_HOLD_H_LIST (for
You can determine exactly which information about current loans is displayed by editing the tab_item_summary.lng (UTIL L/6/d). This information can be found under Circ. Summary, which is available from the Item list in Circulation and from the Item form in Items.

18.22 BORROWER INFO IN LOAN & RETURN WINDOWS

The upper area of the Loan and Return windows displays information about the Borrower. The System Librarian determines what information will be displayed. To do so, edit the tab_loan_bor_display table (UTIL L/6/b).

18.23 CASH TRANSACTION INFORMATION

On the Cash Transactions tab of the User Information window, there is a Status column with text such as Paid, Not Paid, Cancelled, Credited, Not Paid By/Credited to Patron. This text is defined in error_eng/cash_status_heading.

There is also an Expand button on the Cash Transactions tab that displays the Cash Transaction Information window. You can determine what information will be displayed on this window. To do so, edit the tab_cash_display table (UTIL L/6/e).

In tab_attr_sub_library type "6" is used to identify a workstation/library for CASH, as follows:

If an IP station has a sub-library registered as type 6, when the Cash tab of the user information is viewed, only the transactions belonging to that sub-library are displayed. In addition, the Sum to Pay is updated according to that sub-library and contains only the sum owed to that specific sub-library. You can define multiple sub-libraries for one IP station.

18.24 SQL QUERIES

SQL queries are used to retrieve information about various circulation transactions. The Z35 Oracle table stores information about transactions. The field within this table called Z35-EVENT-TYPE has the following values which may be used in SQL commands to retrieve data:

- 31 - Patron's outgoing ILL request (Z40)
- 61 - Return transaction
- 62 - Loan transaction
- 63 - Loan renew transaction (manual renewal)
- 64 - Loan renew transaction (automatic renewal performed by b_cir_08 and b_cir_10)
- 65 - Item declared lost
- 66 - Item claimed returned
- 71 - Hold request transaction (placed on available item - expansion)
- 72 - Hold request transaction (placed on available item - no expansion)
- 73 - Hold request transaction (placed on item not available - expansion)
- 74 - Hold request transaction (placed on item not available - no expansion)
- 75 - Short loan request transaction
- 81 - Photocopy request transaction

Ex Libris Ltd. provides standard Circulation Reports based on SQL in UTIL/S and in the WEB services, under the ADM Library, Statistics section.
18.25 MAGNETIC MEDIA

Some libraries use theft-detection devices. When an item is checked out, the librarian passes it through a device that demagnetizes the magnetic strip on the spine of the book. This device can erase data that is stored on magnetic media such as CDs or diskettes.

It is possible to provide a warning when magnetic media is checked out. A column in tab25 (material type) is used to mark items as magnetic media. When an item that is defined as magnetic media is checked out, a warning light on the device will light up and the librarian will be able to deactivate the magnetization device.

This option is only available with the 3M 966 magnetization/demagnetization device. There is a section, [MagneticMedia966], in the circ.ini file in the Tab directory. Enter a specific port definition in the Port field of this section to activate the warning for magnetic media.

18.26 AUDIO WARNINGS

For the Loan and Return windows, you can set the system to provide audio warnings by editing the circ.ini file on the client, under the [ErrorAction] section. Following are the Warning Names for which you can define an audio warning:

- NoUse
- NoBorrower
- LoanError
- UserError
- ItemError
- ClaimReturn
- LostReturn
- LoanDenied
- ReturnDenied
- ItemTransfer
- ItemRequested
- LoanSuccess
- ReturnSuccess

For no audio warning, type "=N" next to the Warning Name.

To define an audio warning, use the following format:

```
WarningName=Y,S,SoundName
```

For example: ItemTransfer=Y,S,BEEP

The SoundName parameter may be one of:

- BEEP (standard machine beep)
- ASTERISK
- HAND
- QUESTION
- DEFAULT

For example: LoanSuccess=Y,S,BEEP

18.27 ITEM PROCESS STATUS

Items with a defined process status are called "in process". These items are not available for loans as long as they are in process. Therefore, such an item should be registered as col 6 = N in tab15.lng. Furthermore, they may be requested, and in this case, they are registered as col 8 = Y or col 8 = C in tab15.lng. When such an item is requested, it will be shown in waiting position instead of printing a hold request slip since it cannot become available through a return action. When the item process status is changed from "in process" to "not in process", the item becomes available.
18.28 OVERRIDING BLOCKS FOR LOANS AND RENEWALS SETUP

The override mechanism for Loans and Renewals works according to the following mechanism:

In order to be able to override the error messages you must have the following properties defined (in order of priority):

1. Z305-OVER-PERMISSION (borrower permission).
2. USER PERMISSION to do an override (user_functions).
3. A USER LEVEL high enough that covers all your error messages (this value is a field in the record Z66, Z66-USER-CIRC-LEVEL. This field can be updated through the Administration GUI application. In the table check_circ_override, you can set the level a user has to have in order to be able to override a specific error message.

If one or more of the above mentioned properties is missing then the Override button will be disabled.

18.29 CLIENT SETUP (CIRC.INI)

The circ.ini file defines settings for the Circulation client. This chapter presents and explains various sections of the circ.ini file.

```ini
[MagneticMedia966]
Port=0
NeedResponse=N
MagnetizeSequence=DDD
DemagnetizeSequence=RRR
MagneticMediaSequence=SSS
```

When an item is checked out, the librarian passes it through a device that demagnetizes the magnetic strip on the spine of the book. This device can erase data that is stored on magnetic media such as CDs or diskettes.

It is possible to provide a warning when magnetic media is checked out. A column in tab25 (material type) marks items as magnetic media. When an item that is defined as magnetic media is checked out, a warning light on the device will light up and the librarian will be able to deactivate the magnetization device.

**Port**

This is the port number to activate the warning for magnetic media.

**NeedResponse**

NeedResponse determines whether a response from the 966 magnetization device is necessary or not. If set to "Y", then the Circulation client waits until the device responds.

**MagnetizeSequence=DDD**
**DemagnetizeSequence=RRR**
**MagneticMediaSequence=SSS**

These three parameters are required by the 966 magnetization device.

```ini
[StationReport]
FromDate=19990518
FromHour=1700
ByIdIp=ID
BySubLibraryTarget=S
```

When running the Payment Report from the Circulation client, the librarian can choose to save the date and time of the last report, and later use it as the beginning time and date of the next report.

**FromDate**

The last date the Payment Report was run.
**FromHour**
The last hour the Payment Report was run.

**ByIdIp**
This field sets the default of the "Create Report Using" checkbox in the Payment Report window.

**BySubLibraryTarget**
This field sets the default of the "Sort Report By" checkbox in the Payment Report window.

```plaintext
[Payment]
CashNoReceipt=1
```
Number of copies of payment receipts to print.

```plaintext
[FastCatalog]
Library=USM01
```
When using the option of Fast Cataloging via the Circulation module, this section will determine under what bibliographic library the record is saved.

```plaintext
[ChangeDueDates]
DoCheck=N
```
Enables the display of the window informing how many loans match the range of dates before changing their due dates.

When a user is using the "change due date of current loans" functionality, setting DoCheck to Y, will show a prompt telling the user how many loans were found and how many are going to be changed.

```plaintext
[OfflineCirc]
StartMode=L
BlockSize=5
```
**StartMode=L**
Determines the default mode of the off-line circulation window (loan or return).

**BlockSize=5**
Determines how many transactions per file are sent to the server when the off-line circulation is finished.

```plaintext
[FastCirc]
StartMode=R
```
**StartMode=R**
StartMode sets the default mode for Fast Circulation. If set to "R", the Fast Circulation form is opened with the the Return radio button selected. If set to "L", it is opened with the Loan radio button selected.

```plaintext
[UserList]
BorrowersOnly=N
NewUserSelect=Y
FilterType=0
```
**BorrowersOnly=N**
Y limits the Users list to include only the users of the library to which you are currently connected (the check box "Local users only" is marked). N includes all users of the library system (the check box "Local users only" is left blank).

**NewUserSelect=Y**
Defines if it is possible to define a new user’s local information after filling out the global data form.

**FilterType=0**
The Users list can be sorted according to one of the following Filter types:

- Name=0
- ID Number=1
- Barcode=2
The UserList FilterType can also be changed manually using the "Sort by" checkbox on the Users List in the Circulation client.

```
[ItemList]
FilterType=0
LoanSortType=LOAN-1
ItemSortType=ITEM-2
```

**LoanSortType**  
When only the items on loan are displayed, this parameter sets the sorting order in which they appear. The options are set in pc_tab_exp_field.lng (UTIL L/2).

**ItemSortType**  
When in the item list, all the items are displayed, this parameter sets the sorting order in which they appear as default. The options are set in pc_tab_exp_field.lng (UTIL L/2).

The Item list can be sorted according to either of the following Filter types:
- Show all items=0
- Loan filter=1

The ItemList FilterType can also be changed manually using the "Loan filter" checkbox on the Item List in the Circulation client.

```
[LoanList]
WantReturnWarning=Y
UserLoanSortType=LOAN-1
WantBorListOnRenewAll=N
RenewAllBorPresentDefault=Y
DisplayRenewAllCheckWindows=Y
OverrideRenewAllChecks=N
```

**UserLoanSortType**  
In the Loans tab of the User Information window, this parameter sets the order in which the loans appear. You can choose between sort by Due Date (LOAN-1), or by Sublibrary/Status/Collection/Due date (LOAN-2).

**WantBorListOnRenewAll=Y**  
If the value is "N", the system does not automatically print a letter after a "Renew All" procedure. If the value is "Y", printing of the form bor-list-renew-all is automatically triggered.

**RenewAllBorPresentDefault=Y**  
This parameter defines whether or not the check box next to "Is borrower present?" in the pop-up window after performing "Renew All" should be checked by default.

**DisplayRenewAllCheckWindows**  
**OverrideRenewAllChecks**

The following options are controlled by the two above flags:

1. **Automatic Override - All**  
   Automatic renewal of all loans through Renew All even if there are reasons to prevent a renewal. In order for the system to work this way the setup is:
   
   ```
   DisplayRenewAllCheckWindows=N
   OverrideRenewAllChecks=Y
   ```

2. **Automatic Override - None**  
   Automatic renewal of only those loans which do not have reasons to prevent a renewal. In order for the system to work this way the setup is:
   
   ```
   DisplayRenewAllCheckWindows=N
   OverrideRenewAllChecks=N
   ```

3. **Manual Override**  
   Renewal is according to the manual actions of the operator while performing Renew All. In order for...
the system to work this way the setup is:

DisplayRenewAllCheckWindows=Y
OverrideRenewAllChecks=N/Y (not critical)

[HoldList]
WantDeleteLetter=Y

Determines whether the system should send a letter to the user if a hold request is deleted from his Hold List.

[ItemSchedList]
WantDeleteLetter=Y

If you want the system to automatically generate a letter to the patron informing him that his advance booking reservation has been deleted, type \( Y \) to the right side of the equal (=) sign. If you do not want a letter generated, type \( N \).

[HoldFilledList]
AutoClose=N
AutoSelect=N,1.5
AutoSelectMode=M
WantDeleteLetter=Y

This section provides the option to automatically select and close the Hold List window when using "Print Letter - Hold Request filled", when there is only one hold on the list. The system will automatically select the patron from the list, print a letter for that patron and close the window in 1.5 seconds.

AutoSelectMode=M
This parameter controls the auto select of the first entry in the Hold Filled List. If the switch is set to S (ingle) the system will automatically print the letter if there is a single entry in the list, if there is more than one hold on the list the selection must be performed manually. If the switch is set to M (ulti) the system will automatically print the first entry in any case, whether there is only one or more entries in the list.

WantDeleteLetter=Y
Determines when a hold request is deleted, whether to send a letter to the patron notifying him that his request was deleted from the "Hold filled List".

[ReturnHold]
AutoClose=Y
AutoSelect=Y,0.1
AutoSelectMode=M
WantDeleteLetter=Y

This section gives the option to automatically select and close the Hold List window when the item is returned and there is only one hold on the list. The system will automatically select the patron from the list, print a letter for that patron and close the window.

AutoSelectMode=M
This parameter controls the auto select of the first entry in the Return Hold List. If the switch is set to S (ingle) the system will automatically print the letter if there is a single entry in the list, if there is more than one hold on the list the selection must be performed manually. If the switch is set to M (ulti) the system will automatically print the first entry in any case, whether there is only one or more entries in the list.

WantDeleteLetter=Y
Determines when a hold request is deleted, whether to send a letter to the patron notifying him that his request was deleted from the "Returned item hold list".

[Lost]
ManualReplacement=Y

The user can manually input the replacement costs for lost material using Manual Replacement, when this parameter is set to \( Y \).
This section provides an option to associate audio warnings when one of the above errors occurs. The setting should be as follows:

```plaintext
<Warning Name>Y,S,<Sound>
```

For example:

```plaintext
NoUser=Y,S,QUESTION
```

The available sounds at the moment are Windows standard sounds:
- QUESTION
- EXCLAMATION
- OK
- HAND
- BEEP

The first six settings are chosen in the "Setup Loan Options" window and are saved in this section.

**PrintReceipt**
The values are:
- 0 - No receipts
- 1 - Per single loan
- 2 - End of session with current user

**ShowUserInfo**
Enables/disables display of the User Information window in the loan mode. When a user is entered in the Loan window, the User Information screen is open, and iconized at the bottom of the screen.

**UserInfoIconize**
Enables/disables display of the User Information window in the iconized form. When a user in entered in the
Loan window, the User Information screen is open to full size. If ShowUserInfo is set to N this line is irrelevant.

**LogSize=300**
The log size of the "Loan History" list. The list is available when the Loan window is open.

**LogIconize=Y**
Determines whether the history window will appear as an icon or in full size on the left bottom of the screen.

**LowerBoundary=-1**
**UpperBoundary=-1**
These two entries set the upper and lower boundaries for the users’ barcodes. It may be taken for granted in your library that the barcodes are divided into two ranges.

One of them may be used for the items' barcodes while the other identifies users. For example, the barcodes from 1 till 2000 are the users' barcodes and the rest are used for the items.

This way the number scanned in with the barcode reader can be easily associated with the proper group.

-1 means that no division exists and the LowerBoundary/UpperBoundary entries should be ignored.

[Return]
PrintReceipt=N
PrintReceiptTransfer=N
ShowHoldList=Y
PrintPhotocopyRequest=N
ShowLoanMessage=Y
CirculationNote=N
ProcessStatus=N
ReturnLateMessage=1
ShowRecallMessage=Y
LogSize=300
LogIconize=Y
DateOverrideActive=5

The first seven settings are chosen in the "Setup Return Options" window and are saved in this section.

**ProcessStatus=Y**
Enables/disables display of a prompt listing the item's process status.

**ShowRecallMessage=Y**
When a returned item was recalled, a message appears.

**LogSize=300**
The log size of the "Return History" list. The list is available when the Return window is open.

**LogIconize=Y**
Determines whether the history window will appear as an icon or in full size on the left bottom of the screen.

**DateOverrideActive=5**
Defines after how many minutes of the station being inactive, there will be a message informing the librarian that the Date Override option is still in use.

[DialogLocation]
ChangeItem=70,170
PhotoSlip=Center
PrintHoldFilled=Center
PrintHoldNotFilled=Center
PhotoNoDialog=Center

The DialogLocation section determines the placement of the modules dialog windows.

[WindowLocation]
Loan=55,10
LoanRelocate=Y
The WindowLocation section determines the placement of the windows.

[AdjustToolbar]
GET_DUE_DATES=Y
GET_USER_INFO=Y
GET_USER_LIST=Y
ITEMLOAN=Y
ITEMRETURN=Y
GET_ITEM_BY_BARCODE=Y
FIND=Y
SCAN=Y
EXIT=Y

This section defines the setup of the main menu icon bar at the top of the screen. You can choose "Y" or "N" to enable/disable the display of the relevant icon.

**GET_DUE_DATES**
Retrieve the active due dates from the database in order to use the "Change due dates for future loans" functionality.

**GET_USER_INFO**
Retrieve a single user record from database.

**GET_USER_LIST**
Retrieve the user list from the database.

**ITEMLOAN**
Loan an item to a borrower.

**ITEMRETURN**
Return an item.

**GET_ITEM_BY_BARCODE**
Retrieve an item by its barcode/call number.

**FIND**
Find a record by ADM number, BIB record, author, title etc.

**SCAN**
Search for a record using a scan list.

**EXIT**
Exit application.

[General]
RDDefaultSubLibrary=UARCV

This parameter sets the default library that appears in the RR Sub-library field in the Reading Room Items window.

[StatusBar]
IndicatorServer=Y
IndicatorLibraryInfo=Y
IndicatorUserInfo=Y

**IndicatorServer**
If set to "Y", information about the server appears as a tool-tip at the bottom of the window.
**18.30 CIRCULATION VALUES OF PC_SERVER_DEFAULTS**

**pc_server_defaults** is an ALEPH configuration file located under $alephe_root. This configuration file defines the default values for the PC server.

Following are the relevant entries for GUI-Circulation:

```bash
setenv borname_style_u 01
setenv borname_style_s 02
setenv borname_style_f 03
```

Style for patron's name:

- **U** - User input
- **S** - Screen display
- **F** - Form

The letters denote the interface:
- 01 - name, title
- 02 - name
- 03 - title name

```bash
setenv overdue_delinq_period
```

Sets the threshold value for global delinquency (Code 70). Code 70 is registered in the delinquency field of the global user record. It goes into effect for a patron who returns an item more than a certain number of days late. This happens automatically, so either comment out or remove this line if not required.

Possible values: 00-99
- 00 - code 70 is never attributed
- 01-99 - code 70 is attributed if an item is returned after being overdue for *nn* number of days.

```bash
setenv item_schedule_preview_period
```

Sets a preview period in order to see requests in the following time slot for short loan/advance booking items. If an item is not currently requested and is available, it is loaned for the remainder of the current slot and for the next slot as well.

Possible values: Any hh:mm formatted period.

**Note:** Long preview periods are not consistent with the concept of short loans.

```bash
setenv item_schedule_release_period_60
setenv item_schedule_release_period_61
setenv item_schedule_release_period_all
```

It is possible to define the release period for advance booking items. The definition can either be specific to the item status or can be suffixed with "all" to signify all other item statuses that are not explicitly defined.
Possible values: Any hh:mm formatted period.

**Note:** Long release periods are not consistent with the concept of short loans.

```bash
setenv bor_list_address
```
Defines which address lines display.

**Possible values:**
- 00 - name only
- 02,03 - displays user name together with the second and third lines of the address (the first line is the user name, copied automatically from the name field)

```bash
setenv user_list_aleph_local
```
Defines whether which list of patrons should display by default in the CIRC client - local users only, or all users.

**Possible values:**
- Y - local users only
- N - all users

```bash
setenv z37_priority_circ
```
Defines the default priority rating for holds placed in the CIRC module. Hold requests are sorted by priority.

**Possible values:** 00-99 - 00 is the highest priority

```bash
setenv circ_user_z36_sort_routine
```
Defines the sorting of the user's loan list.

**Possible values:**
- 00 - "standard" sort using the due-date
- 01 - sort using sublibrary, item-status, collection, due-date

If the standard sort is sufficient, then this line can be commented out.

```bash
setenv circ_user_z36_sort_order
```
Defines the sorting of the user's loan list.

**Possible values:**
- A - Ascending
- D - Descending

If the standard sort is sufficient then this line can be commented out.

```bash
setenv circ_user_z37_sort_routine
```
Defines the sort of the user's hold list.

**Possible values:**
- 00 - "standard" sort using priority, request date, open date & hour
01 - sort using sublibrary, item-status, collection, open date & hour
02 - sort using sublibrary, item-status, collection, status, open date & hour

If the standard sort is sufficient then this line can be commented out.

```
setenv circ_user_z37_sort_order
Defines the sorting of the user's loan list.
Possible values:
  ❍ A - Ascending
  ❍ D - Descending
If the standard sort is sufficient then this line can be commented out.
```

```
setenv circ_user_z38_sort_routine
Defines the sort of the user's hold list.
Possible values:
  ❍ 00- "standard" sort using priority, request date, open date & hour
  ❍ 01 - sort using sublibrary, item-status, collection, open date & hour
  ❍ 02 - sort using sublibrary, item-status, collection, status, open date & hour
If the standard sort is sufficient then this line can be commented out.
```

```
setenv circ_user_z38_sort_order
Defines the sorting of the user's photocopy request list.
Possible values:
  ❍ A - Ascending
  ❍ D - Descending
If the standard sort is sufficient then this line can be commented out.
```

```
setenv circ_cataloger_request_date
Defines the number of days after the creation of a quick catalog record in CIRC that a hold request for user CATALOGER is created.
Possible values: 000-999
```

```
setenv default_lock_period
Locked circulation records are automatically unlocked after a period defined in this section.
Possible values: 000-999 - The period is defined in seconds.
Note 1: By default (if not otherwise defined ), the variable has been set to lock records for 300 seconds.
Note 2: The value entered in setenv default_lock_period is also shared by Items, Acquisitions and ILL records.
```

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18.31 CIRCULATION VALUES OF ALEPH_START_505

`aleph_start_505` is an ALEPH configuration file located under `Salephe_root`. This configuration file defines default values when starting the system. Following are the relevant entries for GUI-Circulation:

```plaintext
setenv fine_factor_fix
You can define a multiplication factor for the fine rate set in tab16, column 11 (UTIL G/5/16). This is useful for countries whose currencies are written in the thousands (for example, 10,000 lira).
Sensible values: 10, 100, 1000

setenv fine_rounding
This rounds a fine up or down to get rid of the decimal points. Rounds up when the sum after the decimal point is more than 0.50 and rounds down when the sum is lower than 0.50.
Possible values:
  ✓ Y - rounds sums up or down
  ✓ N - leaves decimal values
```

18.32 DISPLAY OF CHANGE ITEM INFORMATION

You can change several parts of an item's information from the Change Item Information utility. You access the Change Item Information utility as follows:

1. From the main menu, click Items / Change Item Information. The following window opens:

   ![Change Item Information - Step 1](image)

   1. Enter your changes and click OK. A second window (Change Item Information - Step 2) opens that displays the changes you want to effect.
The text in the first column ("Field") of this window is controlled by the table: /alephe/error_eng/circ_item_change. The order of the lines is hardcoded in order to match the order of the first window (Change Item Information - Step 1).

**18.33 TABLES**

**LIBRARY TABLES**

1. **check_circ_override**
   The table defines the minimum password level that is required in order to be able to override circulation transactions that have been trapped.

2. **form_sub_library_address**
   form_sub_library_address table defines address types for Acquisitions, ILL & Circulation forms. form_sub_library_address works in conjunction with column 2 (address type) of tab_sub_library_address.lng (alephe table).

3. **pc_tab_circ_fast_cat.lng**
   pc_tab_circ_fast_cat.lng defines fields for the quick cataloging option, Catalog Item function, in the Circulation GUI module. The table in the BIB library defines the bibliographic fields. The table in the ADM library defines the administrative fields.

4. **pc_tab_fast_circ.lng**
   pc_tab_fast_circ.lng defines the parameters for fast circulation. It defines which system checks should be activated, and whether the trap can be overridden. Fast circulation will be used most often by distant branches with poor communication lines, or by book buses that are connected to the main library via modem.

5. **tab10**
   tab10 defines various system switches that determine the way the system behaves. The switches relevant to circulation are: 1,2,5,6,11,13,14,18, 19,20,22,25,26,34,38,39,40,41,42,43,44,45,54.

6. **tab14**
   tab14 allows the library to indicate the time it takes for a returned item to get back on the shelf. The definition can be on the level of the sublibrary, collection and item status. When an item is returned, the due date will display "reshelving" (line 0357 in alephe/error_eng/www-heading and line 8007 in alephe/error_eng/global) for the time defined in tab14.

7. **tab15.lng**
   tab15.lng defines the item statuses and various parameters connected to these statuses.
8. **tab16**

   tab16 defines the rules for computing due dates and fine rates for each combination of borrower/item status. The table also defines limits placed on the number of hold requests and the maximum number of loans a patron with a certain status can have of items with a specific status or a global limit placed on a borrower status not connected to a specific item status. Parameters for recalls are also held in this table.

   Special Note: When a change is made to tab16 that affects due dates - in order for the changes to take immediate effect - the due dates table, (Z301) should be dropped and recreated (UTIL A/17/1) Note, however, that if the table is not dropped and recreated via UTIL A/17/1 the changes automatically take effect the next day.

9. **tab17**

   tab17 defines the open days and hours of a library/sublibrary. It enables the system librarian to set the due date to the next open date and to skip "closed" days when computing fines, depending on the tab16 column 14 (fine method) setup.

10. **tab18.lng**

    tab18.lng defines the function against which Cash Control will be activated and the Cash amount. It is sensitive to sublibrary/borrower status.

11. **tab25.lng**

    tab25.lng defines the list of possible values for Z30-MATERIAL (item material type). "ISSUE" has special functionality.

12. **tab30**

    tab30 enables the library to define defaults for two elements regarding the expiry of borrower registration.

    1. How many days before the expiry date do you want the system to warn you of approaching expiry (in CIRC). If a user borrows an item within the defined period, the system gives a warning "expiry date approaching" together with the expiry date. The librarian can then make sure that the due date of the item will not fall beyond the expiry date.

    2. The default renewal period. This can be seen on-line when the renew button (on the Update Local Users screen) is activated.

13. **tab31**

    tab31 defines default privileges for the borrower based on the borrower status. When a new borrower is created online the system will use these defaults for creating borrower privileges and other definitions. The status MUST be defined here in order to be valid in the system.

14. **tab32**

    tab32 defines overdue letter intervals for borrower/item statuses.

15. **tab34**

    tab34 is an optional table that computes the charges that are added to the borrower's cash record in case an item is changed to lost through the LOST function in the Circulation module, or as a result of Overdue and lost letter. The charges are defined for each item-borrower combination.

16. **tab37**

    tab37 defines the configuration for hold requests. This configuration includes:

    - Target library for hold request
    - Item status
    - Borrower status
    - Pickup library
    - Delivery method

    If the pickup location is not defined the request will not be allowed.

17. **tab38**
tab38 defines the configuration for photocopy requests. This configuration includes:

- Target library for photocopy request
- Item status
- Borrower status
- Pickup library
- Delivery method

If the pickup location is not defined the request will not be allowed.

18. **tab39**
   tab39 supports the configuration of the daemon for handling hold requests (ue_06 - UTIL E/6). This includes the capability to print requests on different printers.

19. **tab40.lng**
   tab40 defines collection codes and names. It defines the expansion of the collection code as entered in the Z-30-COLLECTION FIELD in items, to the expanded form to be displayed in the OPAC.

20. **tab41**
   tab41 supports the configuration of the daemon for handling photocopy requests (ue_06 - UTIL E/6). This includes printing requests on different printers.

21. **tab43**
   tab43 defines the setup for advance booking of short loans. It is a table for defining advance booking parameters. Tab43 includes definitions for the start day and hour, as well as end day and hour. The table enables you to define "closed" times, independent of tab17 (UTIL G/5/17) (library hours).

22. **tab44**
   tab44 defines how long requested items will be kept on the hold shelf.

23. **tab_block_circ**
   This table is used to determine the values for checks 9a and 9b in tab_check_circ. 9a is for checks at the ADM level and 9b is for checks at the sub-library level.

24. **tab_cash_display.lng**
   tab_cash_display.lng defines the information fields that will be displayed in the Cash window of the Circulation client.

25. **tab_check_circ**
   tab_check_circ defines which routines to run when activating loan/renewal.

26. **tab_delinq.lng**
   tab_delinq.lng allows the library to define which circulation privileges will be blocked and/or restricted for a defined delinquency code (in the Global User Information form or the Local User Information form).

27. **tab_hold_request**
   tab_hold_request is used to define which checks should be performed by the system when a hold request is placed. Definitions in the table determine:
   - If the hold request link should be displayed in the WWW OPAC ("PRE" checks).
   - Which checks should be performed when the request is actually placed ("POST").
   - Which checks should be performed in the circulation client (CIRC).
   - In which cases information should be displayed when a request is initiated in the WWW OPAC (INFO).

28. **tab_item_display.lng**
   tab_item_display.lng defines the display of item/borrower information in the Navigation Window in the Items, Serials and Acquisitions clients.
29. **tab_item_history.lng**
   tab_item_history.lng defines the fields displayed in the Item history screen, their description and in which change in the item information a history record is created. This information is accessible via the "History" button in the Item module.

30. **tab_item_summary.lng**
   tab_item_summary.lng defines the summary display of circulation information. This information can be reached as follows: In the Item module the "Circ history" button on the item form. In the Circulation module, the "History" button on the item list.

31. **tab_label.lng**
   tab_label.lng defines the prefixes that will be printed on the spine label.

32. **tab_loan_bor_display.lng**
   tab_loan_bor_display.lng defines the fields that display information about the borrower in the loan and return windows of the Circulation client.

33. **tab_loan_display.lng**
   tab_loan_display.lng provides the display definitions of item/borrower information in the Circulation GUI application window’s Expand screen (from the borrower loan list). It is also used for expanding information under Loans in the Navigation Window in the other GUI applications.

34. **tab_photo_request**
   tab_photo_request is used to define which checks should be performed by the system when a photocopy request is placed. It is similar in functionality to tab_hold_request - UTIL G/5/b. In some cases, the checks on the photo requests for the WEB OPAC determine whether the "photo" link appears on the item line.

35. **tab_return_display.lng**
   tab_return_display.lng defines the information fields that display information about the item returned in the return window of the Circulation client.

36. **tab_sc**
   tab_sc defines the set-up for the 3M self-check machine.

37. **tab_bor_address**
   tab_bor_address provides an option for defining the validity period of a user address. If this table is used the convention of "01" for permanent address and "02" for mailing address is irrelevant.

38. **tab_z30_sort**
   tab_z30_sort defines sort options for items. Different sort routines can be used in different parts of the system.

39. **tab_bor_id.lng**
   tab_bor_id defines all system-wide behavior relating to the Z308 (user's ID) records. In this table, you can define the keys that can be used to access users in the GUI applications and in the Web OPAC. You can also define the additional ID which can be updated in the GUI and its verification code.

---

**alephe TABLES**

40. **library_relation**
   library_relation defines relation between libraries by library type.

41. **tab_days**
   tab_days defines of the days of the week in different languages. The table is used in the WEB OPAC for the short loan reservations.

42. **tab_ip_sub_library**
   This table is now called tab_attr_sub_library.
43. **tab_attr_sub_library**  
   *tab_attr_sub_library* defines (by IP address) circulation loan/return authorizations. In other words, which sub-libraries will accept loans/returns of other sub-libraries and which will not.

44. **tab_month**  
   *tab_month* defines the names of the months for use in the system in any environment where the name rather than the number of the month will be displayed.

45. **tab_sub_library.lng**  
   *tab_sub_library.lng* defines the sub-library codes of all the libraries on the server or in a network of servers.

46. **tab_sub_library_address.lng**  
   *tab_sub_library_address.lng* defines addresses of sublibraries for printouts (e.g. orders to vendors, overdue letters to borrowers, etc.)

### 18.34 **tab10 RELATED ENTRIES IN CIRCULATION**  
(UTIL G/5/10)

*tab10* sets various defaults regarding hold and photocopy requests. A few lines of the table are shown below:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Y</td>
<td>YN</td>
<td>TAB10-HOLD-REQUEST-ITEM-STATUS</td>
</tr>
<tr>
<td>02</td>
<td>Y</td>
<td>YN</td>
<td>TAB10-HOLD-REQUEST-COLLECTION</td>
</tr>
<tr>
<td>06</td>
<td>Y</td>
<td>YN</td>
<td>TAB10-CREATE-Z37H</td>
</tr>
<tr>
<td>18</td>
<td>Y</td>
<td>YN</td>
<td>TAB10-BOR-EXPIRY-DUE-DATE</td>
</tr>
<tr>
<td>19</td>
<td>H-</td>
<td>TAB10-PHOTO-REQUEST-STYLE</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>1 01234</td>
<td>TAB10-OVERDUE-LETTER-NO</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Y</td>
<td>YN</td>
<td>TAB10-SUB-LIBRARY-DIVISION</td>
</tr>
<tr>
<td>57</td>
<td>YN</td>
<td>TAB10-OVERDUE-RECALL-RATIO</td>
<td></td>
</tr>
</tbody>
</table>

1. **1 TAB10-HOLD-REQUEST-ITEM-STATUS - YN**  
   Determines whether the system will try to fill a hold request with a copy having the same item status as the copy selected in the Item List. If you enter Y, the system will fill in the item status field of the Hold Request form with the same item status as the copy selected in the Item List. If you enter N, the system will enter the # character in the item status field to indicate that it doesn't matter which item status is used to fill the request.

2. **2 TAB10-HOLD-REQUEST-COLLECTION - YN**  
   Determines whether the system will try to fill a hold request with a copy from the same Collection as the copy selected in the Item List. If you enter Y, the system will fill in the Collection field of the Hold Request form with the same Collection as the copy selected in the Item List. If you enter N, the system will enter the # character in the Collection field to indicate that it doesn't matter which Collection is used to fill the request.

3. **5 TAB10-CREATE-Z36H - YN**  
   Determines whether or not the system stores information about previous loans, and displays them in the Item History window which is accessible from the Item List. If you want the system to store the information, enter Y. For each loan, a history record (Z36H) is created when the loan record (Z36) is deleted.

4. **6 TAB10-CREATE-Z37H - YN**  
   Determines whether or not the system stores information about previous hold requests, and displays them in the Item History window which is accessible from the Item List. If you want the system to store the information, enter Y. For each hold request, a history record (Z37H) is created when the hold request record (Z37) is deleted.

5. **11 TAB10-RETURN-DURING-LOAN - 012**  
   0 = when an item is being loaned, and the system detects that the item is currently on loan, message displays and item must be returned
1 = when an item is being loaned, and the system detects that the item is currently on loan, the item is automatically returned. No cash for overdue and no check for hold requests.

2 = when an item is being loaned, and the system detects that the item is currently on loan, the item is automatically returned and a cash transaction is created if the item was late returned.

**Note:** If the returned item is on loan to the same borrower who is currently trying to loan the item, the system disregards this flag's settings, and if possible performs a Renew.

6. **13 TAB10-CHECK-UNIQUE-NAME-BIRTH - YN**
   Y = in user Z303 record the combination of name and birthdate must be unique.

7. **14 TAB10-ZERO-FINE-HANDLING - YN**
   Y = display cash transactions even though the amount is 0.00.

8. **17 TAB10-BARCODE-DELETE-SPACES - YN**
   Y = deletes spaces when barcode data are transferred to the system. This refers to the item barcode only.

9. **18 TAB10-BOR-EXPIRY-DUE-DATE - YN**
   This flag controls the shortening of due dates according to the borrower’s expiry date. Y = sets the due date for loan and renew to the borrower expiry date if the borrower expiry date is earlier than the computed due date. N = due date is not adjusted.

10. **19 TAB10-PHOTO-REQUEST-STYLE - H-**
    Determines whether the system will delete the photocopy request after the slip is printed. If you leave the adjacent column blank, then the photocopy request will remain in the system and the librarian will be able to determine and record the number of pages used for photocopying and the corresponding fee. If you enter the letter H, the request will be deleted and no follow-up will be possible.

11. **20 TAB10-OVERDUE-LETTER-STYLE - YN**
    N = standard overdue notice, without special text based on letter number
    Y = overdue notice text is sensitive to letter number

12. **22 TAB10-OVERDUE-LETTER-NO - 01234**
    Defines the number of overdue letters sent to be considered as a block on circulation functions.

13. **25 TAB10-ADDRESS-ZIP-STYLE - 0123**
    Defines "virtual" addition of zip code for print/display
    0 - no addition
    1 - add if address line (5) is empty
    2 - add to end of address line (5)
    3 - like 2 but formatted as USA zip (4-5)

14. **26 TAB10-SUB-LIBRARY-DIVISION - YN**
    Determines whether the system will try to fill a hold request with a copy from the same Sub-library as the copy selected in the Item List. If you enter Y, the system will fill in the Sub-library field of the Hold Request form with the same Sub-library as the copy selected in the Item List. If you enter N, the system will enter the # character in the Sub-library field to indicate that it doesn’t matter which Sub-library is used to fill the request.

15. **34 TAB10-CHANGE-DUE-HOUR**
    Y = for due-hour for loan, renew and change-date, use tab17 OPEN HOURS to re-calculate due date, so that due hour will always fall within library open hours
    N = for due-hour for loan, renew and change-date, use tab16 parameters, ignore tab17 hours (e.g. if tab16 is set to 24:00, due hour will be 24:00, even if closing time is 19:30). After you change this switch, you must wait one day, or drop Z301 for the change to be activated.

16. **38 TAB10-DEFAULT-BOR-ID - YN**
    Y = create default field value, using last-bor-id counter from z52 (UTIL G/2)

17. **39 TAB10-DEFAULT-BOR-ID-1 - YN**
    Y = create default field value, using last-bor-id-1 counter from z52 (UTIL G/2)

18. **40 TAB10-DEFAULT-BOR-ID-2 - YN**
    Y = create default field value, using last-bor-id-2 counter from z52 (UTIL G/2)

19. **41 TAB10-DEFAULT-BOR-VERIFY-1 - YN**
    Y = create default field value, using last-bor-verify-1 counter from z52 (UTIL G/2)

20. **42 TAB10-DEFAULT-BOR-VERIFY-2 - YN**
    Y = create default field value, using last-bor-verify-2 counter from z52 (UTIL G/2)
21. **43 TAB10-DEFAULT-BOR-VERIFY-3 - YN**  
   Y = create default field value, using last-bor-verify-3 counter from z52 (UTIL G/2)

22. **44 TAB10-CHECK-BOR-DEFAULTS - YN**  
   Y = when updating Z305 (local borrower record) in GUI CIRC client, the values set in the record are checked against the values set in tab31 for the borrower status. If there is a discrepancy, overridable warning displays.

23. **45 TAB10-SHOW-USR-VERIFICATION - YN**  
   Y = display user verification fields when updating Z303 (User) in GUI CIRC and ADMIN clients.  
   N = mask out view of user verification fields when updating Z303 (User) in GUI CIRC and ADMIN clients.

24. **54 TAB10-BOR-STATUS-FOR-RENEWAL - LC**  
   L = when item is renewed, the borrower status at time of orginal loan is used. This is default if switch is left blank.  
   C = when item is renewed, the borrower's current status (at time of renewal) is used, and the Z36-BOR-STATUS is updated accordingly.

25. **57 TAB10-OVERDUE-RECALL-RATIO - YN**  
   This switch defines whether lines 0050-0055 in tab18.lng (fines relating to recalled items) are to be treated as a ratio or as an actual amount  
   Y or blank = lines are ratio  
   N = lines are actual amount

   [Go to top of page]
The purpose of the Course Reading and Reserves module is to provide information to the student about required and optional reading material suggested by an instructor for a course of studies.

The Course Reading and Reserves module provides tools for managing the creation and update of Course Reading Lists and the management of the Course Reserves Collection. The following options are available:

- Create/Modify course information.
- Assign bibliographic records and items (copies) to a course. (This is the Course Reading List.)
- Place Request on items (for Recall and Pickup lists), in order to change/move to Reserves Collection.
- Print Pickup lists for Reserves Collection.
- Transfer items (using the barcode) to the Reserves Collection.
- Remove items (using barcode) from Reserves Collection.
- Print the Course List report (Course + Titles + Items).
- Print cleanup reports.

The Course Reading and Reserves operations are managed via the Web Staff menu Course Reading List. The HTML screens are in a separate directory - www_r_eng.

The document records for the Course Reading Database are held in a separate database (library). In the ALEPH demo setup this is USM30:

The bibliographic records for the Course Reading can be derived (expanded) from the library's main database (in the ALEPH demo setup this is USM01), or can be cataloged directly into the Course Reading Database. Deriving records saves cataloging effort and direct cataloging keeps the main database free of extraneous records (such as photocopies, scanned documents and private material).

Item records for the Course Reading and Reserves Collection are held in the main administrative library. If these are items that normally reside in the regular library collections, the system creates an additional link from the Course Reading database to the Item. This means that the Items (with their new location and Reserve status if they have been moved to "Reserves") can be displayed in the main database as well as the Course Reading database.

Requests should be placed on the items that should be transferred to the Reserves Collection. These requests are used by the system to create a Pickup list. Item records for bibliographic records that are cataloged directly to the Course Reading Database can be added via the Course Reading module.

### 1.1 MAIN MENU

To access the Course Reading List menu:

1. From the Web Staff Menu, log in using a staff user name and password.
Welcome

Step 1:  Click here to identify yourself.

Step 2:  Choose module:
- **Services** - Produce reports & manage files
- **Custom Services** - Privately produced reports & management utilities
- **Guide** - Read help on how to use the ALEPH system
- **OPAC** - On-line Public Access Catalog [No Frames Version]
- **Course Reading List** - Reading lists for courses
- **Release Notes** - Read about changes since the last release
- **Documentation** - ALEPH Documentation
- **Utilities** - Online utilities

2. Select the option Course Reading List. The following window appears:

---

**Management of Course Reading Lists for Course (USM30) Library**

**Functions:**

- **Courses (add/modify)**
- **Print pickup list**
- **Transfer items (using barcode)**
- **Reindex Course Reading database (USM30)**
- **Print Course lists report**
- **Report of Course Reading records that are linked to an inactive Course**
- **Report of Course Reading records that are not linked to a Course**
- **Reserve Reading Items Report**

This is the Course Reading management window. Each course reading management option it contains is accessed by clicking on the related link.

---

Go to top of page

Go to next section (Patron)
2.0 PATRON

Two types of patrons are assumed in the Course Reading and Reserves module: student and instructor.

The student searches for the Course Reading List from the Web in the Reading Course Database.

The instructor searches for the Course Reading List in order to add information to his course.

2.1 USING A COURSE READING LIST

To search for a course reading list and its attached records:

1. From the Web OPAC Main menu, click on the Local Database link. A list of databases available to the user is displayed:

   Select Local Database:
   
   - USM01 Library catalog (USMARC)
   - DigiTooLibrary
   - Serials Catalog (USMARC)
   - Monograph Catalog (USMARC)
   - USM30 Course Reading list
     - USM30 Course Reading List per s1
     - USM30 Course Reading List per s2
   - Introduction Titles catalog (USMARC)

2. Click on an option. The option selected becomes the search database.

3. From the Web OPAC main menu, click Browse. The Browse screen appears:

   Course (USM30)

   Type word or phrase: Introduction to modern
   Select index to browse: Course Name + Instructor

4. Type in a word or phrase, select an index and click Go. The Browse list appears, listing courses identical or similar to the query phrase:
5. Click on a course title to display its reading list:

6. Click on a number link to display an item's full record:
Note that the library determines which databases are available to the user.

### 2.2 CREATING A COURSE READING LIST

A privileged user (that is, a user whose profile includes "Course permission", such as a professor/lecturer) can create a list of records for the Course Reading Database by sending records from the Web OPAC Basket to Course Reading. basket for your course reading collection. The selected documents can then be “mailed” by a staff member to the course reading administrator, together with full instructions indicating to which course the documents apply.

#### 2.2.1 Saving a File onto the Server

1. From the Basket, click on the Course Reading button (this button does not appear if the user does not have Course Reading permission). The Send List to Course Reading Administration form appears:

   ![Send List to Course Reading Administration form](image)

   **Send List to Course Reading Administration**
   
   In order to inform the Course Reading Administration that you want the titles in this list to be included in your Course Reading List, enter an identifying file name and click Send.

   - [ ] Inform Course Reading Administration
   - **File name:**

   ![Send, Clear Form, Close buttons](image)

2. Enter a file name.

3. Click Send. The file is sent via e-mail to the Course Reading Administration.

The file is saved on the library’s server ($alephe_scratch directory) and contains system numbers of the required records. These records can be easily added to the course using the `LOAD File` function in the Course Reading module.
3.0 ADD/MODIFY COURSES

Course information is displayed in the List of Courses window. This is the operating environment for creating, modifying and deleting course information.

To access the List of Courses window, from the Management of Course Reading Lists window, click on the Courses (Add/Modify) menu option. The List of Courses window is displayed:

The list is sequenced by course number by default. The options available from this screen are explained below:

- To re-sequence the list by Name, Instructor or Department, click the relevant column heading.
- To both re-sequence and access the list at a particular point, click Browse.

The Course List Search window appears:

You can search by Course number, Department, Instructor, or Course Name. Type a word or phrase as a search term and click Send. A results list displays.

- To Save/Print a course, including its details and a list of the bibliographic records registered for the course, select a course line and click Save.

A pop-up message displays, including a field to add notes:
Click Send. The course record is saved and prints out.

❖ To delete a course, including its details and a list of the bibliographic records registered for the course, select a course line and click Delete.

A pop-up message asks you if you want to delete the course. Click OK to confirm the deletion.

❖ To display a list a list of documents per course, select a course line and click Docs.

The List of Documents Per Course window appears:

<table>
<thead>
<tr>
<th>Title</th>
<th># Items</th>
<th>Year</th>
<th>Open-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The British Academy, 1949-1968, / by Mortimer Wheeler.</td>
<td>3</td>
<td>1970</td>
<td>31/12/2000</td>
</tr>
<tr>
<td>Journal of Design.</td>
<td>206</td>
<td>1000</td>
<td>18/01/2001</td>
</tr>
<tr>
<td>Irish dialects and Irish-speaking districts, three lectures.</td>
<td>3</td>
<td>1951</td>
<td>22/01/2001</td>
</tr>
<tr>
<td>Federal credit agencies : a series of research studies prepared for the Commission on Money and Credit</td>
<td>18</td>
<td>1953</td>
<td>01/02/2001</td>
</tr>
<tr>
<td>Test for MIT</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Loan guarantees and off-budget financing : hearing before the Subcommittee on Economic Stability</td>
<td>3</td>
<td>1976</td>
<td>04/02/2001</td>
</tr>
</tbody>
</table>

The options contained in this window are explained in the chapter, Records.

❖ To return to the Management of Course Reading Lists menu, click Start.

3.1 ADDING AND MODIFYING COURSE INFORMATION

To add a new course to the list, click on the Add button.

The Add/Update form is displayed:
In this example, several fields have been filled in. An explanation of all the fields follows.

**Key to fields:**
- COURSE-NUMBER - as registered in the university syllabus. The Course Number is the key of the record and must be unique, and it must not contain spaces.
- PROXY-COURSE-NUMBER - used to point from one course to another, where the reading list is managed under one course only.
  The Proxy field is intended for entering another course number, where two courses share the same reading list, and the reading list is managed under one course only.
  If the only difference between courses is the instructor, it is recommended that a General course be set up without an instructor so that the additional courses can be created with the General course identifier in the Proxy field.
- COURSE-NAME - as registered in the university syllabus
- INSTRUCTOR-NAME
- DEPARTMENT - as registered in the university syllabus
- DATE-FROM-TO - These are the active dates of the course. You can request a report (Remove Course List report) of the items that should be removed from the Reserves Collection on the basis of these dates.
- PERIOD - These are the semesters (or periods) during which the course is active. This serves as the basis for creating the Course Reading List displayed in the OPAC.
- NO-STUDENTS - The number of students in the course
- WEEKLY-HOURS - The number of hours of instruction per week

**Notes:**
- The mandatory fields are marked with an asterisk (*).
- When this form has been completed, click on Send to save the record.

### 3.1.1 Modifying an Existing Course Record

An existing record can be modified by selecting the relevant entry in the List of courses window and clicking on Modify.

This invokes the Add/Update form in which you update your selected course and click Send to save the modified information. The
3.2 DUPLICATING AN EXISTING COURSE RECORD

To duplicate an existing course record, select the relevant record and then click on the Add Like button.

The following form is displayed:

![Add/Update Course form](image)

In the example above, several fields have been filled in by default. You must enter a new Course Number (which must be unique and must not contain spaces). When you have made the necessary adjustments, click on Send to save the new record.
4.0 ADDING RECORDS

The bibliographic records for the Course Reading are held in a separate database (XXX30 library). Bibliographic records can be derived (expanded) from the library's main database (in the ALEPH demo setup this is USM01), or can be cataloged directly into the Course Reading Database. Deriving records saves cataloging effort and direct cataloging keeps the main database free of extraneous records (such as photocopies, scanned documents and private material).

Item records for the Course Reading and Reserves Collection are held in the main administrative library. If these are items that normally reside in the regular library collections, the system creates an additional link from the Course Reading database to the Item. This means that the Items (with their new location and Reserve status if they have been moved to "Reserves") can be displayed in the main database as well as the Course Reading database.

There are 2 stages for adding new bibliographic records to the Course Reading List:

1. Search for the bibliographic record.
2. Add the retrieved bibliographic records to the List.

4.1 MANAGING THE BIBLIOGRAPHIC DATA

Bibliographic data are managed via the List of Documents per Course window. To display the reading list for a particular course, from the List of Courses window, select the relevant course line and click Docs.

The List of Documents Per Course window (Reading List) appears:

<table>
<thead>
<tr>
<th>Course Name: introduction to art history</th>
<th>Instructor Name: Gardner Anne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Art history</td>
<td>Course Period: s1 s2</td>
</tr>
<tr>
<td>Date From: 02/09/2000</td>
<td>Date To: 31/05/2001</td>
</tr>
</tbody>
</table>

Click to select a record.

<table>
<thead>
<tr>
<th>Title</th>
<th># Items</th>
<th>Year</th>
<th>Open-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal of Design</td>
<td>206</td>
<td>1000</td>
<td>18/01/2001</td>
</tr>
<tr>
<td>Irish dialects and Irish-speaking districts; three lectures</td>
<td>3</td>
<td>1951</td>
<td>22/01/2001</td>
</tr>
<tr>
<td>Federal credit agencies : a series of research studies prepared for the Commission on Money and Credit</td>
<td>18</td>
<td>1963</td>
<td>01/02/2001</td>
</tr>
<tr>
<td>Test for MIT</td>
<td>None</td>
<td></td>
<td>04/02/2001</td>
</tr>
<tr>
<td>The Loan guarantees and off-budget financing : hearing before the Subcommittee on Economic Stability</td>
<td>3</td>
<td>1976</td>
<td>04/02/2001</td>
</tr>
</tbody>
</table>

The options available from this screen are described below.

4.2 ADDING A NEW DOCUMENT FROM THE LIBRARY CATALOG TO THE READING LIST

To add a new document (that is, one that is already in the library catalog) to the selected reading list, click Add.

The Add Previously Cataloged Record(s) form is displayed:
Type a barcode or document number, or fill in at least one field in the Search Key. Click **Send**.

The following screen shows an example of the database being searched for a bibliographic record:

The system can find up to 100 matching records. When the correct record is displayed, click on the Add button:

A pop-up window gives you the option of adding notes to the Course Reading record:
Click Send to add the record.

The catalog record is added to the database that is set as default in the HTML page, and an item record is automatically created, using the default Collection, Status, Material type and Location type set in the HTML page (for each sub-library).

### 4.2.1 Viewing a Catalog Record

Select the appropriate item and click View to see the Course Reading record together with the bibliographic record’s data:
The bibliographic information and the course data are included in the cataloged record.

### 4.2.2 Modifying Document Note Fields

You can modify the existing note fields for documents by selecting a document in the Reading List and clicking on Modify.

The Document Modification form displays. Type in your changes in the Note fields and click Send. The next time the Document record is viewed, your changes to Notes appear.

### 4.2.3 Deleting a Record from the Reading List

To delete a catalog record, click to select a record and click **Delete**.

A pop-up message asks you if you want to delete the record. Click OK to confirm the deletion.

### 4.3 CREATING A CATALOG RECORD

If the library catalog does not include the item you wish to add to the Course Reading List, you must create a bibliographic record. To do this, click the Catalog button to display the following window:

---

**Create catalog record in the Course Reading Database**

Use this form to catalog directly into the Course Reading Database or into other bibliographic library. Catalog materials such as photocopies of articles, chapters of books, instructor's private titles, scanned documents, etc. To do so, provide as much information as possible.

**Mandatory field**

- **Library Catalog**: Course Reading database
- **Author**: Shakespeare, William  
  (Last name, first name)
- **Additional Author**: Jonson, Ben  
  (Last name, first name)
- **Title**: The Tempest
- **Edition**: Folio
- **Place of publication**: London, England
- **Publisher**: Random House
- **Year of publication**: 1609
- **ISBN**:

---
The catalog record is added to the database that is set as default in the HTML page, and an item record is automatically created, using the default Collection, Status, Material type and Location type that are set in the HTML page (for each sub-library).

Note that you can choose which database this record is added to. Items for the record are added in a separate step.

### 4.3.1 Adding Items to a Catalog Record

In order to add Items to a bibliographic record, click the Add Item button:

![Add Item button](image)

The system displays a form for entering Item information:

![Create an Item form](image)

**Key to fields:**
- Sub-library
- Item status (circulation status of the item)
- Collection
- Location (item call number)
- Description - enter volume information in this field.
- Barcode

Fill in the item details and then enter the Barcode. The system keeps the window open so that multiple copies can be entered. When multiple copies are added using the same window, the last sub-library entered is retained by default and changed only if a new sub-library is chosen.

Note that this function adds items to the bibliographic record, irrespective of whether it is cataloged in the Course Reading database or in the main database.

Note that changing the item status to Advance Booking will create matching schedule slots. Changing the item status from Advance Booking to a different status will delete the respective schedule slots.

### 4.4 LOADING COURSE READING LIST SENT FROM THE WEB OPAC
A privileged user (who has Course Reading permission checked in his Administration user profile) can save documents to a "basket" of document records in Web OPAC. He can then load the saved file of document records in Course Reading and add the selected documents to the Reading List.

To load a course reading list sent from the Web OPAC, choose the relevant course from the List of Courses window and click the Docs button to display the List of Documents per Course window:

**List of Documents per Course : 14554-10**

- **Course Name:** Introduction to art history
- **Department:** Art history
- **Date From:** 02/09/2000
- **Instructor Name:** Gardner Anne
- **Course Period:** S1 S2
- **Date To:** 31/05/2001

The Load filename window appears:

Click the Load File button to load the "basket" of records that was saved in a file on the server:

Enter the name of the file and click Send. The saved documents are now included in the reading list for the selected course.

**4.5 ITEMS AND PLACING HOLDS**

To display all the items that are attached to a bibliographic record, select the appropriate catalog record and click on the Items button.

The List of items for the selected record displays:
List of items for document: 000000154

Click "all" to place a request on all the copies, or select lines and click "Selected" to place request on selected copies.

Request will be registered for user

<table>
<thead>
<tr>
<th>Sub-library</th>
<th>Item status</th>
<th>Description</th>
<th>Collection</th>
<th>Location</th>
<th>Due-Date</th>
<th>Due-Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln Library</td>
<td>One Day Loan</td>
<td></td>
<td>General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Library</td>
<td>One Day Loan</td>
<td></td>
<td>Reference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Library</td>
<td>One Day Loan</td>
<td></td>
<td>Music Collection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By clicking on the button labeled All, a hold request is placed on all of the items displayed in the list. Alternatively, you can click on the check box next to an item to place a hold on individual items. These items are held against the system (default) borrower CRSE-READING.
5.0 RESERVES COLLECTION

A reserve collection typically contains supplemental readings, pamphlet material, personal and library items required for courses. These materials circulate for brief loan periods, predefined by the library, ranging from under an hour to a number of days.

To locate material in the Reserve Collection, the patron selects the Course Reading library database in the Web OPAC (in ALEPH, this is XXX30) database.

All material in the Reserves Collection must be checked out before use.

There are a number of options available for the management of the Reserves Collection and they are described in the following sections.

5.1 LOOKING AT THE ITEMS ATTACHED TO A DOCUMENT AND PLACING REQUESTS

To display all the items attached to a bibliographic record, from the Course Reading List, select the appropriate catalog record and then click on the Items button.

The List of items for the selected record displays:

![List of items for document](image)

Enter the user (that is, Course Reserves Collection or staff member) for whom you wish to place requests for items. By clicking on All, a hold request is placed on all of the items displayed in the list. By clicking on Selected, a Hold Request is placed on all selected items (you select items by clicking on the check box next to an item).

If you do not enter a user name, these items are held against the system (default) borrower CRSE-READING.

5.2 RELATED REPORTS

The Course Reading module contains a number of reports to assist the Course Reading Administrator in keeping the the Course Reading Database up-to-date and relevant. By regularly running these reports, you can rid your database of redundant records and thereby save disk space. You access these reports by clicking the relevant link on the Management of Course Reading Lists window:
5.2.1 Report of Course Reading records that are linked to an inactive course (p_course_03)

This report allows the Course Reading Administrator to print out a list of course reading records for courses that have been discontinued.
5.2.2 Report of Unlinked Course Reading Records (p_course_04)

This report allows the Course Reading Administrator identify records which have either been entered incorrectly, or which were part of the reading list for a course which has been discontinued.

**USM30 - Report of unlinked Course Reading records**

This report lists Course Reading records which are not linked to a course (i.e. do not have a CNO field). The report includes the title, Course Reading record system number, ADMINistrative record system number and each item, giving sequence number, barcode and call number. The report is based on the USM30 Course Reading database.

- **Output file**: 
  Enter the name of the file in which you want the report saved. The file can be found later in the PRINT directory.

- **Report format**: 
  Choose the report format that includes the desired columns of information.

- **Title of report**: 
  Type a suitable title for the report up to 60 characters in length.

- **Header/Footer Format**: 
  Only one style, Style 1, is available.

- **Report Language**: 
  Choose the language you want the report to appear in.

- **Do you want to update the course record?**: 
  Check box for YES. When the report is run, the system automatically updates the corresponding course record.

- **Do you want to take the items off reserve?**: 
  Check box for YES.

- **Run Time**: 
  Enter day and hour you want the procedure to run. The system uses a 24-hour clock, so if you want to run the procedure at 11 pm, enter "23".

- **Print ID**: 
  If you wish to print the report, enter here the ID for printing. The ID will be suffixed to the output filename. If the Print Daemon is set up in the GUI Task Manager, it will recognize the suffix and print the file automatically. Otherwise, you can print on-demand by using the GUI Task Manager to select the file. The Print ID must be entered in lowercase.
5.2.3 Reserve Reading Items Report (p_course_05)

The intention of this report is to check the Reserve Reading items, in order to remove items that are no longer listed in the Course Reading database. This can be done if the Reserves Reading is a separate sublibrary, by using the third option (see following). This service can also be used to produce other reports (options one and two). The options are:

1. All items in the sublibrary.
2. Items in the sublibrary which are not connected to a Course Reading record.
3. Items in the sublibrary which are linked to a Course Reading record that is not linked to a Course.

### USM30 - Reserve Reading Items Report

Start
Password

The intention of this report is to check the Reserve Reading items, in order to remove items that are no longer listed in the Course Reading database. This can be done if the Reserves Reading is a separate sublibrary, by using the third option (see following). This service can also be used to produce other reports (options one and two). The options are:

- All items in the sublibrary
- Items in the sublibrary which are not connected to a Course Reading record
- Items in the sublibrary which are linked to a Course Reading record that is not linked to a Course

<table>
<thead>
<tr>
<th>Output file</th>
<th>Sub library</th>
<th>Option</th>
<th>Report format</th>
<th>Header/Footer format</th>
<th>Title of report</th>
<th>Report language</th>
<th>Run Time</th>
<th>Print ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lincoln</td>
<td>all items</td>
<td>ADM-DOC-NUMBER</td>
<td>Style 1</td>
<td></td>
<td>English</td>
<td>Today</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ITEM-SEQUENCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TITLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CURRENT-COLLECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIB-LIBRARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIB-D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Help on fields:

- **Output file**
  Enter the name of the file in which you want the report saved. The file can be found later in the PRINT directory.

- **Sub-library**
  Choose the sub-library(ies) for filtering the list of borrowers.

- **Options**
  See explanation above.

- **Report Format**
Choose the report format that includes the desired columns of information.

- **Title of Report**
  Type a suitable title for the report up to 60 characters in length.

- **Header/Footer Format**
  Only one style, Style 1, is available.

- **Report Language**
  Choose the language you want the report to appear in.

- **Run Time**
  Enter day and hour you want the procedure to run. The system uses a 24-hour clock, so if you want to run the procedure at 11 pm, enter "23".

- **Print ID**
  If you wish to print the report, enter here the ID for printing. The ID will be suffixed to the output filename. If the Print Daemon is set up in the GUI Task Manager, it will recognize the suffix and print the file automatically. Otherwise, you can print on-demand by using the GUI Task Manager to select the file. The Print ID must be entered in lowercase.

### 5.2.4 Pickup List

To print a report of all the requested items that need to be collected from the shelves and so on, select the Print Pickup List option from the main Course Reading List menu.

**USM30 - Pickup list**

Pickup list creates a report of requested items, in order that they can be picked up from the shelves for transfer to Reserves. The list can be set to include items located in particular sublibraries, and/or requests submitted for a particular user.

- **Output file**
- **Sublibrary**
  - Education
  - Health
  - Law
  - Lincoln
  - Music
- **Requested for user**
- **Time period**
  - Winter semester
- **Hold-request status**
  - Active
- **Report format**
  - TITLE | LOCATION | BARCODE | DESCR. | COLL.
- **Title of report**
- **Header/Footer format**
  - Style 1
- **Report language**
  - English
- **Run Time**
  - Today
- **Print ID**
  - Date and time of run

**Remark:** Main Sort-key is sub-library + item location

**Help on fields:**
Output file
Enter the name of the file in which you want the report saved. The file can be found later in the PRINT directory.

Sub-library
Choose the sub-library(ies) for filtering the list of borrowers.

Requested for user
Enter the user (that is, Course Reserves Collection or staff member) for which the requests should be printed.

Time Period
Choose a time period (semester) from Winter, Spring, Summer, or All.

Hold-Request Status
Select an option from the drop-down menu to filter your report by Active, Waiting, or Shelf hold request statuses.

Report Format
Choose the report format that includes the desired columns of information.

Title of Report
Type a suitable title for the report up to 60 characters in length.

Header/Footer Format
Only one style, Style 1, is available.

Report Language
Choose the language you want the report to appear in.

Run Time
Enter day and hour you want the procedure to run. The system uses a 24-hour clock, so if you want to run the procedure at 11 pm, enter "23".

Print ID
If you wish to print the report, enter here the ID for printing. The ID will be suffixed to the output filename. If the Print Daemon is set up in the GUI Task Manager, it will recognize the suffix and print the file automatically. Otherwise, you can print on-demand by using the GUI Task Manager to select the file. The Print ID must be entered in lowercase.

Note that the report prints requests based on the Interest from date of the request.

5.3 TRANSFER ITEMS (BY BARCODE)

This function lets you change information about an item such as its item status, the sub-library and collection to which it belongs, and its location. This function assumes that you have items in hand (or even a box of items) whose information you wish to change.

Choose this option by clicking the Transfer Items by Barcode option from the Management of Course Reading Lists window. The following form is displayed:

Modify item data

Use this function to temporarily change the sublibrary and/or collection and/or item status and/or location of items. The original sublibrary, collection, item status and location can be restored using the "Restore item information" function in the Circulation client.

Sublibrary

New status

Collection

Location

Location type

Barcode

Send Start Password

This form lets you determine a new item status, sub-library, collection, and so on, for the item(s).

Note that changing the item status to Advance Booking will create matching schedule slots. Changing the item status from Advance Booking to a different status will delete the respective schedule slots.

You can process multiple items by clicking Send after making your changes and entering a barcode.
To restore changes, choose the **Restore Item Information option** in the Circulation GUI.
6.0 SYSTEM LIBRARIAN

The Course Reading and Reserves operations are managed via the WWW Staff Web page Course Reading List. The System Librarian is responsibility for setting up Course Reading, defining the display of HTML pages, and maintaining Course Reading Databases.

Note that the Course Reading HTML pages are in a separate directory, www_r_eng.

This section contains the following topics:

- Setup (6.1)
- Document Records (6.2)
- Period (6.3)
- Interest From Dates (6.4)
- Re-indexing the Course Reading Database (6.5)
- Print Course Lists Report (6.6)
- Technical Information (6.7)
- Indexing and Codes Tables (6.8)

6.1 SETUP

There are three stages in the setup of Course Reading:

1. Creating the Course Reading library (typically as XXX30).
2. Linking the new Course Reading library to the Course Reading module.
3. Creating borrower (patron) records for each Course Reserves Collection.

These stages are described in the following sections.

6.1.1 Creating the Course Reading Library

This library should be based on the ALEPH demonstration Course Reading library called USM30. The document, Opening a new library, describes the creation of a new library. When the library has been created, it should be linked to the ADM library in the library_relations table.

6.1.2 Linking the New Course Reading Library to the Course Reading Module

Change the link in alephe/www_s_eng/s-main-2 from "usm30" to the new library.

6.1.3 Creating Borrower (Patron) Records for Each Course Reserves Collection

To create a borrower record for a Course Reserves Collection:

1. In the Circulation GUI, open the User List.
2. Create a local record for the ALEPH borrower, with the user ID "CRSE-READING".
3. Ensure that UTIL E/1 is running in order to have an automatic update of the database.

Every borrower record can identify each Course Reserves Collection. Requests can be placed for items to be transferred from the main collection to the Course Reserves Collection separately. The only mandatory fields are the ID fields and the Name field. You should assign a status that is not limited for the number of requests and that has a privilege for multiple-hold requests.

In order for the hold request to be created correctly, the patron record (Z303) must also have a corresponding borrower (Z305) record for the same sub-library as the items being requested.

6.2 DOCUMENT RECORDS
There are two types of document records in the Course Reading database:

1. A record linked to a bibliographic record in another database (that is, the library catalog). This record includes:
   - CNO field (linked to Z108 Course record)
   - SID field (linked to bibliographic record)

2. A record which is cataloged directly into the Course Reading database. This record includes:
   - CNO field (linked to Z108 Course record)
   - bibliographic fields

A special expand procedure (expand-doc-course) accomplishes two things:

1. It adds Course data to the Course Reading record using the CNO link, and it builds:
   - CNO-0 $a $b $c $d
   - CNO-1 $a
   - CNO-2 $a -
   - CNO-3 $a
   - CNO-4 $a -
   - CNO-5 $a
   - CNO-6 $a -*

2. If a record is related to more than one course, the 4th position of the field code is used to match lines. It adds bibliographic date to the Course record, using the SID link.

The Indexing of the Course Reading database has been set up as follows:

- Browse search by title (TIT), by course number (CNO-0), by course name (CNO-1), by course and instructor (CNO-2), by instructor (CNO-3), by instructor and course (CNO-4), and by department (CNO-5).

- Find search by words from title, course number, department, instructor or course name.

The USM30 Web OPAC interface has been set up accordingly.

Go to top of page

6.3 PERIOD

This section describes the Period field in the Add/Update Course form:
These are the semesters (or periods) during which the course is active. This serves as the basis for creating the Course Reading List displayed in the OPAC. In the USM30 the periods are:

- S1 - Winter semester
- S2 - Spring semester
- S3 - Summer semester
- NA - Not active

Different or additional periods (the name or code or both) can be defined. They are defined on the html page (course-show).

The Period field is indexed in the "wpe" word file in USM30. For every semester, a Course Reading List should be defined in tab_base (UTIL Y-3) with a Find command based on the Period.

In order to filter out inactive courses (note that the OPAC display does not take into account the active dates of the course), a Not active period has been defined and should be used as the Period of courses that are not active during the current year.

For example:

USM30-1  Winter semester  USM30 USM01  USM30 wpe=s1 not na

6.4 INTEREST FROM DATES

The Interest from date of a Course Reading hold request is set to a default nn days before the starting date of the course. The number of days is set in the www-z37-course-request-daysi line in the alephe/www-server-defaults file. This enables the library to create requests for Course Reserve material before the course is actually active. Requests placed via the Course Reading module are automatically defined as
6.5 RE-INDEXING THE COURSE READING DATABASE

Choosing this function from the main menu displays a form that allows you to re-index the Course Reading Database:

**USM30 - Update Course Reading indexes**

This function updates the Course Reading indexes.

**Procedure to run**

Update heading + word indexes for only the range of document numbers below.

**Document numbers to update**

Start 0000000000 End 9999999999

**Run Time**

Today at 00 o'clock

This is NOT required, since the database indexes are updated automatically by the system (UTIL E/1). Use this function on a periodic basis (each semester/once a year).

**Help on Fields:**

- **Procedure to Run**
  Choose one of two procedures available:
  1. Update Heading + Word Indexes for only the range of document numbers below.
  2. Delete Heading + Word Indexes and rebuild for the range of document numbers below.

- **Document Numbers to Update**
  If you selected the "Delete..." procedure above, be sure to fill in documents for the entire range of the database, from 00000000 to 99999999. If you set a narrower range, the word index may be incomplete.

  If you have selected the "Update..." procedure above, you can enter any range of document numbers; those documents are then updated and the rest of the index remains as it is.

- **Run time**
  Enter the day and hour that the procedure should be run. The system runs on a 24-hour clock, so if you want to run the procedure at 11 pm, enter "23". This procedure locks the ALEPH system and should only be run when the library is closed.

6.6 PRINT COURSE LISTS REPORT

The Print Course List Report, is accessed from the Management of Course Reading Lists window. It allows you to save and print out a report which includes item details and a list of the bibliographic records registered for all courses.
Help on Fields:

- **Output file**
  Enter the name of the print file which will contain the bibliographic records. The file can be found later in the library's PRINT directory.

- **Sort-key**
  This option lets you sort the report by Course-number, Course-name, Instructor, and Department.

- **Form Format**
  Only one style (Style 1), is available at present.

- **Note**
  You can type a note of up to 300 characters in length.

- **Include Item Details**
  Choose YES or NO.

- **Run Time**
  Enter day and hour you want the procedure to run. The system uses a 24-hour clock, so if you want to run the procedure at 11 pm, enter "23".

- **Print ID**
  If you want to print the report, enter here the ID for printing. The ID will be suffixed to the output filename. If the Print Daemon is set up in the GUI Task Manager, it will recognize the suffix and print the file automatically. Otherwise, you can print on-demand by using the GUI Task Manager to select the file. The Print ID must be entered in lowercase.

### 6.7 TECHNICAL INFORMATION

Course information is recorded in the Z108 Oracle table. It can be created, modified and deleted via Courses (Add/Modify).

The Bibliographic information is "expanded" from the the BIB database to the Course Reading Library.

### 6.8 INDEXING AND CODES TABLES

- **tab00.lng**
  The tab00.lng table defines the system index files. There should be one such table for each language defined. It is
accessed through UTIL G/1/00.

**tab01.lng**
The tab01.lng table contains the tag codes and names of MARC and ALEPH fields. It is edited using UTIL G/1/01.

**tab11**
The tab11.lng table is used to define the connection between the record fields and the access (ACC), index (IND) and word (WRD) files. It is accessed through UTIL G/1/11.
1.0 ILL OVERVIEW

The ILL module enables you to manage supplier records, user requests for ILLs, and requests to suppliers to satisfy these user requests. The ILL module runs under ADM type libraries only (for example, 'USM50' and 'XXX50'), although bibliographic records for user requests are created in the ILL type libraries (for example, 'USM20' and 'XXX20')

Before you can place requests with suppliers, you must first make sure that a list of suppliers has been created and includes the supplier you wish to request the item from.

1.1 The ILL Process

The ILL process consists of the following steps:

1. The creation of a bibliographic record via the WWW OPAC or the GUI ILL client.
2. The completion of a borrower request.
3. Verification of the bibliographic record.
4. Identifying potential suppliers of the request.
5. Creation of a request to the supplier.
6. Despatch of the request to the supplier.
7. Chasing requests.
8. Registering the arrival of material.
9. Lending the material to the borrower.
10. Return of material by the borrower.
11. Return of material to the supplier.

Throughout this process, various communications may be sent to both the borrower and the supplier and responses recorded.

1.2 Starting the ILL Client

If the GUI clients were installed to the default directories during the setup routine, the ILL client is loaded by clicking on 'Start\Programs\Aleph 500\Interlibrary Loan'.

Alternatively, if you have the 'Aleph Applications' toolbar open, you can simply click on the ILL icon.
2.0 ILL SUPPLIERS

ILL supplier records are stored alongside acquisition supplier records in the same database table (Z70), but only ILL supplier records will be displayed and available for use in the ILL client.

Supplier records can be created using either the ILL or the Administration clients. When using the Administration client, be sure that you are working with ILL suppliers, and not with vendors.

2.1 ILL SUPPLIER LIST

Supplier records are created, modified and deleted via the Supplier List, and this is displayed using one of the following two methods:

Click on the menu option 'Out ILL / ILL suppliers list'

<table>
<thead>
<tr>
<th>Out ILL</th>
<th>In ILL</th>
<th>Options</th>
<th>Window</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create new Outgoing request and record</td>
<td>Outgoing Requests Index</td>
<td>Get record by Eind</td>
<td>Get record by Scan</td>
<td>Return</td>
</tr>
</tbody>
</table>

or click on the toolbar icon. The Vendor List will be displayed:
The Vendor List (which will be referred to as the ILL Supplier List) offers three options that ease your search for the desired supplier:

**Sort by**
You may choose to have the list sorted by the supplier's name or code.

**Enter Starting Point**
You can jump to a particular point in the list by typing in text in the space provided and pressing Enter.

**Keywords**
Click Keywords to retrieve ILL suppliers whose names include the keyword(s) you designate. You can truncate words by entering the first few letters of your search term.(e.g. Quid will retrieve Quidditch). The following fields will be searched for the keywords.
- Additional code
- Supplier name
- Contact
- Country
- Material type
- Supplier addresses

### 2.1.1 Buttons on the ILL Supplier List
The following buttons are available on this screen:
**New**
To add a new supplier to the list, click New. The Supplier Information Form will be displayed for you to fill in.

**Modify**
To change information about a particular supplier, highlight the supplier and click Modify. The Supplier Information Form will be displayed for you to fill in.

**Duplicate**
You may add a new supplier by copying an existing supplier's details and then editing the form that pops up. To do so, highlight the supplier whose information you wish to copy, then click Duplicate. The Supplier Information Form will be displayed for the new supplier, which will already be filled in with information copied from the highlighted supplier. You may then edit the form so that the information will be appropriate for the new supplier.

**Delete**
To delete a supplier from the list, highlight the supplier and click Delete. If there are any active ILL requests attached, the supplier cannot be deleted.

**Address**
When you click the Address button, the following screen is displayed:

![Vendor Addresses](image)

All Address screens have the same fields. You must enter an address in the Orders Address tab (the address to which the ILL request will be sent for this specific supplier) but you may leave the other addresses blank. If you leave the other addresses blank, the Order Address will be used for claims, payments and returns. Also, if you leave the vendor name blank in these screens, the vendor name from the Vendor Information screen will be filled in here.

Click [here](#) for information about EDI vendors and the EDI Address.
Sub-library
Click the Sub-library button to assign one or more sub-libraries to the ILL supplier. When you click this button, the following screen is displayed:

![Sub-library Management Screen](image)

The list on the right side of the screen shows all available sub-libraries. The list on the left shows the sub-library(ies) that have been assigned to the ILL supplier.

To assign a sub-library to an ILL supplier, go to the right-hand list, highlight the desired sub-library and click the left arrow. The library will move to the left-hand list. To highlight more than one library at a time, hold down the Ctrl key while clicking on each desired library. In order to highlight a continuous range of libraries, highlight the first library in the range, then hold down the Shift key and highlight the last library in the range.

To remove a library from an ILL supplier, go to the left-hand list, select the unwanted library(ies), then click the right arrow. The library(ies) will move to the right-hand list.

If you do not select any sub-library, ILL requests for all sub-libraries can be assigned for this ILL supplier.

2.2 ILL SUPPLIER INFORMATION FORM

The Supplier Information form enables you to register administrative information about a supplier. The Supplier Form has two parts, accessible by clicking on the tab for each part. When you are finished filling both parts, click Update.

2.2.1 General Information Tab
When the user clicks on the General Information tab, the following screen is displayed:

**Open Date**
This is the date the record was opened. It is filled in automatically by the system.

**Update Date**
This is the date the record was updated. It is filled in automatically by the system.

**Supplier Code**
Mandatory. The supplier code is the unique code by which the system identifies the supplier. You may enter up to 20 alphanumeric characters.

**Supplier EDI Code**
Not relevant for ILL.

**Supplier EDI Type**
Not relevant for ILL.

**Additional Code**
If you wish to assign a supplementary supplier code, enter it here.
Supplier Name
Mandatory. This is the name as it will appear on the List of Suppliers. You may enter up to 150 characters.

Contact
Optional. You may enter the name of the person to contact at the Supplier. You may enter up to 50 characters.

Supplier Status
Optional. You may enter a 2-character code defined by your library for reporting and filtering purposes.

Country
Enter the country of the supplier.

Supplier Language
Mandatory. This states the language of correspondence with the supplier. You may, for example, wish to send ILL requests to a supplier in Spanish.

Material Type
This field is optional. You may wish to describe the type of material you usually order from this supplier. You may enter up to 20 characters.

Note
You may enter a note up to 100 characters in length.

2.2.2 Account Tab

When the user clicks on the Account tab, the following screen is displayed:
Account no. (M)
Optional. This field is mainly used for acquisition purposes. This is your account number for monographs, as registered by the supplier.

Account no. (S)
Optional. This field is mainly used for acquisition purposes. This is your account number for serials, as registered by the supplier.

Supplier's Bank Acct
Optional. This field is mainly used for acquisition purposes. You may wish to enter the bank name and account number used by the supplier.

Currency 1-4
These are the currencies used by the supplier and up to four may be entered. The first currency is automatically entered as the default currency for any new requests that you create for this supplier. The system will not allow you to specify a currency on the request to the supplier that is not included here. Please note that British Library vouchers (VOU) are regarded as a currency type.

Terms sign
Arrival delay
When an order is placed with a supplier, the figure entered into this field is added on to the
date the request was created to determine the date by which the material should arrive at
the library (the 'expected arrival date').

Return delay
When an item is received from this supplier, he will generally specify a date by which the
item must be returned to the supplier (the "expected return date"). This date is manually
entered in the Material Arrival Form, but you may wish to make sure the borrower returns
the item to the library a few days before this date, to allow time for despatch to the
supplier. The number of days you wish to allow for processing may be entered here. If you
leave this value set at zero, ALEPH will use a system-wide default value instead.

For the System Librarian:
The value is defined in pc_server_defaults in the line:

setenv ill_return_for_user

Order Delivery
Mandatory. The value entered here is used as the default value in the "Send Request by"
field for new requests to this supplier.

Typical values are:
- LE Single letter
- LI List format
- CH Chain letter
- BL British Library (ART) format
- DAN Danish format

Letter Format
This is the ILL request slip that will be generated for the supplier, unless otherwise
defined in the ILL Request to Supplier Form. This slip will be generated when you send a
request to a supplier.

Letter Send Method
You may choose to print the ILL request slip and send it by conventional mail, or you may
send the slip by email. Note that in order to send the slip by email, the Letter Format
chosen above must be for a template that contains the "#EMAIL" command; the email
address must be given in the Supplier Addresses screen; and the correct definition must be
set in the print.ini file by the System Librarian.

List Format
This is the format that the system will use to generate a list of requests for a ILL supplier
when you use the function in the Services module called "List of Requests for Supplier."

List Send Method
You may choose to print the ILL request list and send it by conventional mail, or you may send the list by email. Note that in order to send the list by email, the List Format chosen above must be for a template that contains the "#EMAIL" command; the email address must be given in the Vendor Addresses screen; and the correct definition must be set in the print.ini file by the System Librarian.

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2.3 The Vendor List Filtered by Form

When the user creates a new ILL Outgoing Request, he is asked to enter a supplier code. He may click the arrow next to the "Supplier Code" field and select a supplier from a list. To ease the search of the required supplier code, he may filter the supplier list. This is called the "Vendor List Filtered by" form and is reproduced below:

This form is similar to the Vendor List we have already seen, but with some fields omitted and the inclusion of the following button:

**Filter by**

Clicking on the 'Filter by' button allows you to restrict the contents of the 'Vendor List Filtered by' form to suppliers linked to a specific sub-library, using a specific currency, or having a specific library-defined status:
Any filter that you set in this window will remain active in the 'Vendor List Filtered by' form until it is cleared (by clicking on the 'Clear filter' button shown above).

The screen capture below shows the 'Vendor List Filtered by' form filtered by Sub-library and Currency:

Please note that if a supplier has no sub-libraries linked to it, it is regarded as being linked to all sub-libraries, and will therefore not be filtered out of the list.

Also, it should be noted that the 'status' filter is case-sensitive.
3.0 PLACING AN ILL OUTGOING REQUEST

3.1 ILL LIMIT CHECKS:

Requests can be placed via the Web OPAC or via the ILL client. If placed via the WWW OPAC, the system will check to ensure that the patron has not exceeded his/her ILL limits. When placed via the GUI ILL client, these checks are not carried out.

ILL limits are set in the borrower's global record via the Circulation client. The two relevant fields are ILL total limit and ILL active limit.

### 3.1.1 ILL Total Limit:

The ILL total limit specifies the maximum number of ILLs that a borrower may request. There is no time limit on this figure, so if the limit is set to 15, the borrower will be prevented from requesting further items once the 15th ILL request is made.

Enhanced functionality is planned for this field, whereby the total limit will be valid between predefined dates.

A field in the WWW OPAC user information screen shows the total number of ILLs that a borrower has requested. Clicking on the hyperlink gives information relating to each ILL.

### 3.1.2 ILL Active Limit:

The ILL active limit specifies the number of ILL requests that may be active at any one time. Setting the value to 9999 effectively suppresses this function.

If you wish to create several supplier requests for a single user request, but place them on hold for later despatch, it is important to change the status to 'PND - Pending'. Otherwise, the ILL active limit for the borrower will be inaccurate.

A field in the WWW OPAC user information shows the active number of ILLs that a borrower has requested. Clicking on the hyperlink gives information relating to each ILL.
### 3.2 METHODS OF PLACING THE REQUEST

#### 3.2.1 Requesting via the WWW OPAC (1)

A request may be placed using one of the following OPAC forms (these may be found under the ‘ILL menu’):
- Book/Thesis
- Journal/Article
- Conference
- Report

If you have not already signed in, you will be asked to enter your login ID and barcode.

On completion of the form, click 'Submit order' and the system will respond with a message saying that your ILL has been registered.

#### 3.2.2 Requesting via the WWW OPAC (2)

It is possible to search a database via the WWW OPAC, display a record in full, then click on the hyperlink labelled 'Create an ILL request' to order the item. Typically, you will be searching remote ALEPH or Z39.50 compliant databases using one of the two search mechanisms ("Browse" or "Search").

The system will determine the format of the returned item and display the appropriate WWW ILL form from the following list:
- Book/Thesis
- Journal/Article
- Conference
- Report

The bibliographic information will, of course, have been completed for you already.

On completion, click 'Submit order' to place the request and the form will disappear returning you to the full display screen.

#### 3.2.3 Requesting via the ILL Client

A new request may be created in the ILL client (usually by the librarian rather than the user) by selecting the application menu option "Out ILL"|"Create new Outgoing request and record":

<table>
<thead>
<tr>
<th>Out ILL</th>
<th>In ILL</th>
<th>Options</th>
<th>Window</th>
<th>Hebr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create new outgoing request and record</td>
<td>Outgoing Requests Index</td>
<td>Get record by Find</td>
<td>Get record by Scan</td>
<td>Return</td>
</tr>
</tbody>
</table>

or by clicking on the toolbar icon.

A window will be displayed consisting of 4 tabs that correspond to the ILL order forms listed for the WWW OPAC:
- Book/Thesis
- Journal/Article
- Conference
- Report

These are illustrated below:
The following screen capture shows a completed form for a book:
On completion of the form, click 'Send' to display the Patron Information tab for the request:

Please note that there is no field in which you can enter the following information in the GUI ILL creation form, so it has to be entered in the Patron Information form by clicking on the button labelled 'Add Info':

- Last interest date
- Media type
- Pickup library
3.3 GENERAL INFORMATION

Regardless of the method used to create the ILL request, a bibliographic record will be created in US MARC format and stored in the ILL library (typically 'USM20' or 'XXX20').

The following bibliographic fields are available for USM20 library:

<table>
<thead>
<tr>
<th></th>
<th>Book/Thesis</th>
<th>Journal/Article</th>
<th>Conference</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB format (ALEPH tag)</td>
<td>592a</td>
<td>592a</td>
<td>592a</td>
<td>592a</td>
</tr>
<tr>
<td>Report number</td>
<td></td>
<td></td>
<td></td>
<td>ISSc</td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td>1001 a</td>
<td></td>
<td></td>
<td>1001 a</td>
</tr>
<tr>
<td>Year</td>
<td></td>
<td>ISSy</td>
<td></td>
<td>ISSy</td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volume</td>
<td></td>
<td>ISSv</td>
<td>ISSv</td>
<td>ISSv</td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td>(ALEPH tag)</td>
<td></td>
</tr>
<tr>
<td>Issue</td>
<td></td>
<td>ISSi</td>
<td>ISSi</td>
<td>ISSi</td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td>(ALEPH tag)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>2451 a</td>
<td>2451 a</td>
<td>2451 a</td>
<td>2451 a</td>
</tr>
<tr>
<td>Edition</td>
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</tr>
<tr>
<td>Publisher</td>
<td>260b</td>
<td>260b</td>
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<td></td>
</tr>
<tr>
<td>Date of publication</td>
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<td>ISSy</td>
<td>260c</td>
<td></td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td>(ALEPH tag)</td>
<td></td>
</tr>
<tr>
<td>ISBN/ISSN</td>
<td>020a</td>
<td>022a</td>
<td>020a</td>
<td></td>
</tr>
<tr>
<td>Series</td>
<td>440 0a</td>
<td></td>
<td></td>
<td>440 0a</td>
</tr>
<tr>
<td>Source of reference</td>
<td>590a</td>
<td>590a</td>
<td>590a</td>
<td>590a</td>
</tr>
<tr>
<td>Author of part</td>
<td>70012a</td>
<td>70012a</td>
<td>7001a</td>
<td></td>
</tr>
<tr>
<td>Title of part</td>
<td>74002a</td>
<td>74002a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages to photocopy</td>
<td>ISSp</td>
<td>ISSp</td>
<td>ISSp</td>
<td>ISSp</td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td>(ALEPH tag)</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>591a</td>
<td>591a</td>
<td>591a</td>
<td>591a</td>
</tr>
</tbody>
</table>

The following bibliographic fields are available for UNI20 library:

<table>
<thead>
<tr>
<th></th>
<th>Book/Thesis</th>
<th>Journal/Article</th>
<th>Conference</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB format (ALEPH tag)</td>
<td>992a</td>
<td>992a</td>
<td>992a</td>
<td>992a</td>
</tr>
<tr>
<td>Report number</td>
<td></td>
<td></td>
<td></td>
<td>ISSc</td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td>700 1a</td>
<td>701a</td>
<td>700 1a</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volume</td>
<td></td>
<td>ISSv</td>
<td></td>
<td>ISSv</td>
</tr>
<tr>
<td>(ALEPH tag)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>2001 a</td>
<td>2001 a</td>
<td>2001 a</td>
<td>2001 a</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Issue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISSi (ALEPH tag)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISSi (ALEPH tag)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>2001 a</td>
<td>2001 a</td>
<td>2001 a</td>
<td>2001 a</td>
</tr>
<tr>
<td>Edition</td>
<td>205a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place of publication</td>
<td>210a</td>
<td>210a</td>
<td>210a</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td>210c</td>
<td>210c</td>
<td>210c</td>
<td></td>
</tr>
<tr>
<td>Date of publication</td>
<td>210d</td>
<td>ISSy (ALEPH tag)</td>
<td>210d</td>
<td>210d</td>
</tr>
<tr>
<td>ISBN/ISSN</td>
<td>010a</td>
<td>011a</td>
<td>010a</td>
<td></td>
</tr>
<tr>
<td>Series</td>
<td>225 2a</td>
<td></td>
<td>225 2a</td>
<td></td>
</tr>
<tr>
<td>Source of reference</td>
<td>990a</td>
<td>990a</td>
<td>990a</td>
<td>990a</td>
</tr>
<tr>
<td>Author of part</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of part</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pages to photocopy</td>
<td>ISSp (ALEPH tag)</td>
<td>ISSp (ALEPH tag)</td>
<td>ISSp (ALEPH tag)</td>
<td>ISSp (ALEPH tag)</td>
</tr>
<tr>
<td>Note</td>
<td>991a</td>
<td>991a</td>
<td>991a</td>
<td>991a</td>
</tr>
</tbody>
</table>

The Patron Information fields are:

<table>
<thead>
<tr>
<th>Field</th>
<th>Book/Thesis</th>
<th>Journal/Article</th>
<th>Conference</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willing to pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pickup/delivery location</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last date of interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred media</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rush</td>
<td>GUI only</td>
<td>GUI only</td>
<td>GUI only</td>
<td>GUI only</td>
</tr>
<tr>
<td>Proxy</td>
<td>GUI only</td>
<td>GUI only</td>
<td>GUI only</td>
<td>GUI only</td>
</tr>
</tbody>
</table>

Go to top of page

Go to next section (Processing an ILL Request)
4.0 PROCESSING AN ILL OUTGOING REQUEST

The request is processed through a window consisting of three tabbed pages. These pages are:

- The Patron Information tab
- The Request to Supplier tab
- The Bib Info tab

4.0.1 Patron Information Tab

As its name implies, the Patron Information tab displays information relating to the borrower requesting the item. This information includes:

- Contact information
- The bibliographic number in the ILL database for the catalogue record to which the request refers.
- ILL library
- Home library
- Total ILL limit
- Active ILL limit
- Borrower notes
- Rush
- Willing to pay
- Proxy ID
- Preferred media
- Pickup library
- Patron note

The form can be tailored locally to show the required information, and can also display headings in different colours and fonts etc. for increased readability.

As well as being used to display information related to the requesting borrower, the form can also be used to send letters to the borrower (by clicking on the button labelled 'Letter'): 
If you add a note to this form (such as 'Please tell us where you found the reference to this material', it will be printed on the letter. The production of this letter is also recorded in the ILL Request Log for information (see the section entitled 'The ILL Request Log').

You can modify the borrower information by clicking on the button labelled 'Add Info':

This tabbed page also includes a button labelled 'Cancel Req'. This button is discussed in more detail in the section entitled 'Cancelling requests'.

4.0.2 Bib Info Tab

The Bib Info tab is used to display data from the bibliographic record that was created in the XXX20 database via the WWW OPAC or the ILL client.

There are three buttons present, specific to this form:
**Nav Map**
This button, when pressed, displays the standard Navigation Window allowing you to push the record into other clients. You may, for example, wish to push it into the Cataloging client in order to add more detail. You may, however, prefer to use the button labelled 'Catalog', which is described below.

**Locate**
The 'Locate' button enables you to select a database from a list and search that database for a record that matches the one you have created. It works in a similar way to the 'Locate' button in the Cataloguing client, and allows you to find the record in remote ALEPH or other Z39.50 compliant databases and use the returned record to enhance your own catalogue record. The search can be made for one or more databases (use the “shift” and/or ”ctrl” keyboard buttons to select more than one database from the list.)

**Catalog**
Clicking on this button pushes the bibliographic record directly into the Cataloguing client, enabling changes to be made to the XXX20 MARC record. It is functionally equivalent to displaying the Navigation Window and clicking on the button labelled 'Catalog Bib:'

---

**Refresh**
If you have altered the bibliographic record for this request by pushing it into the Cataloguing client via the 'Catalog' button or the Navigation Window, you can redisplay the bibliographic data by clicking on this button.

---

### 4.0.3 Requests to Suppliers Tab

This tab displays information relating to the suppliers from which the item has been requested. It is also used to make those requests and process them. The form can be tailored locally to show the required information, and can also display headings in different colours and fonts etc. (as in the screenshot above) for increased readability.

**Update**
Clicking on this button displays the 'Ill Record Information' form for the currently highlighted supplier request (Z41) record. Modifications can be made here, if required. See the section entitled 'T
Add
To create a new supplier request (Z41) record, click on this button. See the section entitled 'The ILL Record Information form'.

Send
Clicking on this button causes the supplier request to be printed, emailed or queued for despatch. This is dealt with in more detail in the section entitled 'Sending the supplier request'.

Reply
When a reply is received from a supplier, the fact can be logged by clicking on this button to display the 'Reply Type' form. This is dealt with in more detail in the section entitled 'Replies from the supplier'.

Arrival
On receipt of the material from a supplier, the arrival should be registered by clicking on this button. This is dealt with in more detail in the section entitled 'Registering arrival'.

Return
When an item has been lent to a borrower, it can be returned to the library by clicking on this button. This is dealt with in more detail in the section entitled 'Returning the loan by the borrower'.

Cancel Letter
To cancel a request from an individual supplier, click on this button. This is dealt with in more detail in the section entitled 'Cancelling requests'.

Supplier
Supplier details can be seen by highlighting the appropriate supplier request and clicking on this button:

Letter
To send a letter to a supplier, click on this button. This is dealt with in more detail in the section entitled 'Sending letters to suppliers'.

Log
Clicking on this button displays the Log form. This is dealt with in more detail in the section entitled 'The ILL Request Log'.

4.1 IDENTIFYING NEW REQUESTS
The ILL Outgoing Requests Index can be used to identify requests that have not yet been processed. This index is activated by selecting the menu option 'Out ILL/Outgoing Requests Index':
Requests for which no supplier has yet been allocated (i.e. 'unprocessed' requests) are identified as having the status 'NON'. Therefore 'NON' may be placed in the 'Status' field of the form to list all of these requests. If required, the list may also be filtered by sub-library (e.g. 'USMA1'), which equates to the ILL Library of the borrower (as specified in the borrower's global record).

Please note, that selecting the correct index in this form is vital when looking at unprocessed requests. At this stage, the requests have no status date; therefore, choosing the 'SDATE' index will yield an empty list. Likewise, the 'SUPP' or 'VOUCH' index should not be used:

A Web services routine can also be run regularly to report on all unprocessed requests. This is described in the section entitled 'Print report of new requests (p_ill_01)' of the 'Web Services (ILL)' document.

4.2 CREATING THE SUPPLIER REQUEST
The ILL Record Information form

The ILL Record information form is used to create new supplier requests (Z41 records) and modify existing ones by clicking on the 'Add' and 'Modify' buttons respectively on the Requests To Supplier. The form is divided into two tabbed pages: "Supplier" and "Prices and Dates".

4.2.1 Supplier Tab

**Supplier Code**
Mandatory. A supplier code may be entered directly into this field, or may be selected from the Vendor List. This list is identical to that found in the Acquisitions client and indeed uses the same Oracle table to record the supplier. However, only ILL suppliers will be listed here.

**Supplier Name**
Read-only field. When a supplier code has been entered, the system will insert the vendor's name automatically.

**Status**
The following statuses are available for selection:

- **NEW**
  New. This is the default value when a new supplier request is created.

- **PND**
  Pending. Use this status for supplier requests that you wish to temporarily place on hold. Perhaps you will be creating the requests for a number of suppliers at the same time, but sending the requests one by one (after receiving a reply). By changing the status from 'NEW' to 'PND' you will be able to differentiate between unprocessed requests and requests that you have on hold. Please also remember that the borrower's active limit is based on the number of supplier requests that do not have the status 'PND', 'CA', or 'CLS'. If you do not change the status from 'NEW' to 'PND' for 'held' requests, the borrower's active number will be incorrect.

- **CHL**
  Chain letter forwarded. This status means that the supplier has been added to a chain letter, but was not the first supplier in the list.

- **SV**
  Sent to supplier.

- **RSV**
  Ready to send to supplier.

- **RL**
  Request loaned.

- **NA**
  Not available.

- **WA**
  Waiting.
Waiting for patron reply.
Waiting to send to vendor.
Claimed.
Cancelled.
Library cancelled.
Closed.
Request has been returned.

Generally, these statuses will be handled for you automatically by the system, but you will, on occasions, need to adjust them manually (perhaps changing status 'NEW' to 'PND').

Send Request By
This field records the method by which you wish to send the request to the supplier. By default, the system will insert the default type entered in the supplier record.

LE
Single letter. Selecting this option will result in a letter being produced that contains only the one request. You can opt to send this letter via print or email by filling in the field labelled 'Send method'. You may also select the format of the letter (from up to 99 library-defined templates per interface language) by filling in the 'Letter type' field. This is dealt with in more detail in the section entitled 'LE - Single letter'.

CH
Chain letter. Selecting this option results in a letter being printed that lists all of the libraries that you wish to be involved in supplying the item. The list is sent to the first library, and if the item is unavailable it is sent to the next library in the list, until somebody is able to satisfy the request. This is dealt with in more detail in the section entitled 'CH - Chain letter'.

DN
Danish format.

BL
British Library format. Choosing this results in an ARTtel format message being created. This is dealt with in more detail in the section entitled 'BL - British Library format'. If this option is chosen, the 'Send method' and 'Letter type' fields disappear.

Send method
This field is only displayed if 'BL' format is not chosen as the Request Delivery Type. You can opt to send the letter by 'Email' or 'Print'. This is dealt with in more detail in the section entitled 'Sending the supplier request'.

Letter type
This field is only displayed if 'BL' format is not chosen as the Request Delivery Type. You can select the format of the letter from up to 99 library-defined templates per interface language.

Requested Media
Mandatory. The Media type that is quoted in this field is the requested media format which will be displayed on the request slip to the supplier. The requested media type is usually completed automatically by the system from the contents of one of the following sources:

- The "Preferred Media" field in the WWW ILL forms if the request was placed via the WWW OPAC.
- The "Media Type" field from the form displayed when clicking on the "Add Info" button of the Patron Information tab (this is necessary when creating the ILL from the GUI ILL client).

In case the Media type field is left empty, use the drop-down menu to select the desired media type.

Supplier Media
This field is used to specify the media that the librarian actually wishes to request from the supplier. By default, the field will be filled with the same value as the 'Requested Media' but can be overwritten if necessary.

Location
Optional. The shelving description can be used to specify the shelf location at the ILL supplier, but may be left empty. Please note that at present, it is not possible to insert this information automatically by pressing the 'Locate' button in the 'Bib info' tab.

Customer ID
Mandatory for requests to the British Library. This field is used to determine from whose stock of BL vouchers the request is debited (if vouchers are used as the currency) or the deposit/billing account against which the request should be invoiced.

When requests are transmitted via ARTTel2 (not yet available) or ARTEmail, the customer ID is used (along with a password) to log the request against the appropriate account. Please see the sections entitled 'Vouchers' and 'Deposit and billing accounts' for more information on Customer ID records, etc.

Reference Number
This can be used to record a reference number that was given to you by the supplier for this specific request.

Tip: PICA users may wish to enter the number that was assigned to this request by PICA when the request is placed online.

User Agreement
If you place 'Y - Yes' in this field, the borrower is required to sign a copyright declaration form in order to request this item. If the field is left blank when the record is saved, the system will insert a default value of 'Y - Yes' or 'N - No', depending on a combination of supplier and supplier media. See the section entitled 'Blocking the despatch of a request' for more information.

Copyright Block
If you place 'Y - Yes' in this field, the request cannot be sent to the supplier if a copyright declaration form is required (see the field 'User Agreement') and it has not been signed by the borrower (see the field 'Copyright Signed'). If the field is left blank when the record is saved, the system will insert a default value of 'Y - Yes' or 'N - No', depending on a combination of supplier and supplier media. See the section entitled 'Blocking the despatch of a request' for more information.

Copyright Signed
If a Copyright Declaration form has been signed, 'Y - Yes' can be placed in this field. This field is used in combination with the 'User agreement' and 'Copyright block' fields to determine whether the request can be despatched to the supplier. See the section entitled 'Blocking the despatch of a request' for more information.

Cataloger
Read-only field. The login name of the current staff user is automatically inserted for statistical/auditing purposes.

Circulation Note
Optional. This note appears when the item is loaned to the borrower or returned to the circulation desk. Normally, this field will be left empty when placing the request. Often, it is not until you actually receive the item from the supplier that you know a note needs to be attached (such as 'Ensure map is returned with item'). For this purpose, the 'Arrival form' includes a field in which you may enter the circulation note. For more information, see the section entitled 'Returning the loan by the borrower'.

Note to Supplier
You can type in a note to the supplier of up to 120 characters. This note is then displayed in BLDSC format templates.

4.2.2 Prices and Dates Tab

| Open date: | 08/11/99 | Status date: | 13/01/00 |
| Exp. arrival date: | 00/00/0000 | Arrival date: | 16/11/99 |
| Exp. return date: | 04/01/2000 | Return date: | 00/00/00 |

Currency: VOU
Price: 1.00
Local price: 1.00

 Patron price section:
Patron currency: GBP
Patron price: 0.00
Patron local price: 25.22

 Copyright price section:
Copyright currency: GBP
Copyright price section: 0.00
Copyright local price: 0.00

Copyright Budget:

Open Date
Read-only field. Records the date that this supplier request record was first created.

Status Date
Read-only field. Records the date that the status of this supplier request record was last changed.

Expected Arrival Date
The date that you expect to receive the item from the supplier. If left blank when you click 'Update', the system will calculate the date based on the date the request to the supplier was created plus the number of days set in the 'Arrival delay' field of the supplier record. When the request is actually printed, this field will be automatically updated to match the date the request was printed (or sent) plus the number of days set in the 'Arrival delay' field of the supplier record. This field can be used for future claiming.

Arrival Date
Read-only field. Records the date that the item was received by the library from the supplier and is automatically inserted by the system when the 'Arrive' button is clicked and the subsequent forms completed. It is normally left blank when placing the request with the supplier.

Expected Return Date
The expected return date is the date by which the supplier states it must receive back the item it loaned. It is normally left blank when placing the request with the supplier.

Return Date
Read-only field. This records the date that the item was returned to the library by the borrower and is automatically inserted by the system. It is normally left blank when placing the request with the supplier.

Currency
The currency in which the supplier will be 'paid' for its service. British Library vouchers are regarded as a currency type.

Price
The cost (in the supplier's currency) of the supplier providing its service. Alternatively this may be the number of vouchers required for the request (only 'whole' numbers are allowed for vouchers e.g. 1.00).

Local Price
The cost (in the local currency) of the supplier providing its service. Alternatively this may be the number of vouchers required for the request. The system will calculate this figure based on the 'Currency' and 'Price' fields and apply the current exchange rate.

Budget
The budget against which the request should be debited. At present this field is non-functional, but may be used for reporting purposes.

Patron currency
The currency in which the borrower will be charged by the library for processing the request.

Patron Price
The charge (in the patron's currency) for the library processing the borrower's request.

Patron Local Price
The charge (in the local currency) for the library processing the borrower's request. The system will calculate this figure based on the 'Patron currency' and 'Patron price' fields and apply the current exchange rate.

Copyright Currency
The currency in which the copyright fee portion of the request should be charged.

Copyright Compliant
This field is to be used by libraries in the USA.

Copyright Price
The charge (in the copyright currency) for the copyright fee portion of the borrower's request.

Copyright Local Price
The charge (in the local currency) for the copyright fee portion of the borrower's request. The system will calculate this figure based on the 'Copyright currency' and 'Copyright price' fields and apply the current exchange rate.

Copyright Budget
The budget against which the copyright fee portion of request should be debited. At present this field is non-functional, but may be used for reporting purposes.

Up to 9 different suppliers may be asked to satisfy the user request, but please note that it is not possible to add a supplier to the list that is already present. If you try to exceed this limit, an error message is displayed.
4.3 SENDING THE SUPPLIER REQUEST

When a supplier request has been created, it generally has the default status of 'NEW' (or it may have been given the status 'PND - Pending' by the librarian if it is to be held back for a while). In order to despatch the request to the supplier it is necessary to highlight the appropriate entry in the Requests To Supplier tab and click on the button labelled 'Send'. The outcome of clicking this button depends on the request delivery type (the 'Send Request By' field):

**BL - British Library format**

If the 'Send Request By' is 'BL - British Library format', the request will be queued for despatch via the Web Services module and the status will be automatically changed to 'RSV - Ready to send to vendor'. When a Web Services function is run, the request will be collated with other requests specifying format 'BL' and the status 'RSV' and prepared for sending via ARTEmail. The status will not change to 'SV - Sent to vendor' until the Web Services option has been run. See the section entitled 'Send requests to the British Library (p_ill_05)' in the 'Web Services (ILL)' document for further information on despatching British Library requests in ART format.

When you click on the 'Send' button, a form similar to the following is displayed. This allows you to select the relevant BL Message Keyword Codes (which appear on the TX line of the ART transmission). You may select multiple keywords by selecting the first keyword and then pressing and holding down the key while you select other relevant keywords. Once selected, click on the button labelled with an upwards-pointing arrow to insert the codes in the 'Keywords 1' field. Codes can be inserted in the 'Keywords 2' field by clicking on the button labelled with the downwards-pointing arrow.

In the example below, two keywords have been chosen:

![Keywords form](image)

Codes in the 'Keywords 1' field are placed on the TX line of the ART transmission. Codes in the 'Keywords 2' field are placed on a new line immediately below the TX line.

Important note: In order to be able to use Message Keyword Codes for ARTEmail requests, the supplier code 'BL' must be selected. Therefore, the supplier record on your system for the British Library must have the supplier code 'BL'.

When you send a BL format request, the system needs to know which customer ID record will be used during transmission (via the p_ill_05 WWW Services option). It determines this by looking at the customer ID field in the ILL request to the supplier and the ILL library specified in the global user information record of the patron placing the request. If there is no customer ID record for the patron's ILL library, the system will report an error, stating that the 'Customer does not exist for this sublibrary'.

**LE - Single letter**

If the 'Request delivery type' is 'LE - Single letter', the request will immediately be sent via Email or a hardcopy will be printed out depending on the contents of the 'Send method' field. However, if the supplier address record does not contain an email address, or the '## - EMAIL_ADDRESS $00100' line is not present in the template being used for the request, a printout will be generated, regardless of the 'Send method'.

After the Email has been sent or the printout generated, the status of the supplier is automatically changed to 'SV - Sent to vendor'.

**CH - Chain letter**

If the 'Request delivery type' is 'CH - Chain letter', the request will be immediately sent via Email or a hardcopy will be printed out depending on the contents of the 'Send method' field. However, if the supplier address record does not contain an email address, or the '## - EMAIL_ADDRESS $00100' line is not present in the template being used for the request, a printout will be generated, regardless of the 'Send method'.

Only those requests with the status 'NEW' or 'PND' and the format 'CH' are included in the chain letter. The status of the
4.4 BLOCKING THE DESPATCH OF A REQUEST

If you try to send a supplier request for which copyright agreement is mandatory, but has not yet been declared, the following message will be displayed, preventing despatch:

![Remote Service Error (c001) print 16)](image)

Copyright agreement is missing

OK

The table below shows all possible permutations of the User agreement/Copyright block/Copyright signed fields, and indicates whether or not the despatch is allowed:

<table>
<thead>
<tr>
<th>User agreement</th>
<th>Copyright block</th>
<th>Copyright signed</th>
<th>Can request be sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4.5 REPLIES FROM THE SUPPLIER

After a request has been despatched, you may receive communication back from the supplier asking for further information or requesting that you re-apply at a later date. The response is logged by highlighting the supplier request and clicking on the button labelled 'Reply' on the Requests To Suppliers tab and selecting the appropriate entry from the following form:

![Reply types](image)

Re-apply

If you select the 'Re-apply' response, you will be prompted for the date from which you wish to re-apply:

![Re-apply form](image)

The status will then change automatically to 'WSV - Waiting to send to vendor' and a letter will be automatically sent to the borrower informing him of the delay.
More Information Needed
If you choose the option 'More information needed', the following form is presented:

In this form you may enter a note to be included on the letter that is automatically despatched to the borrower. The status will change automatically to 'WPR - Waiting for patron reply'.

Recall
If the supplier recalls a supplied item, the 'Recall' option can be chosen from the Reply Types form.

If you try to recall an item that is not currently on loan, the following message will be displayed:

4.6 SENDING LETTERS TO SUPPLIERS

Letters may be sent to suppliers by highlighting the entry in the Requests To Suppliers tab and clicking on the button labelled 'Letter':

When you have selected the appropriate letter format and entered a note to be inserted into it, you may choose a new status for the request.

If you are sending a letter to the supplier because you have received further information from the borrower, you may wish to go to the Bib Info tab first and edit the catalogue record. These changes will then be included in the letter that is sent to the supplier. In this situation you will typically change the status to 'SV- Sent to vendor'.

The production of this letter is also recorded in the ILL Request Log for information (see section 4.11 The ILL Request Log).

It is also possible to send a cancellation letter via this function (changing the status to 'CA - Cancelled'), although you may prefer to use the 'Cancel letter' button on the Requests To Suppliers tab (see section 4.7 Cancelling Requests).

4.7 CANCELLING REQUESTS

From the Requests to Supplier Tab

Requests are cancelled by selecting the relevant entry in the Requests To Suppliers tab and clicking on the button labelled 'Cancel letter'. This results in an automatic status change to 'LC - Library Cancelled' and a letter being sent to the supplier cancelling the request.
If necessary, a letter may then be manually sent to the borrower informing him of the cancellation by clicking on the 'Letter' button on the Patron Information tab.

**From the Patron Information Tab**

It is also possible to cancel requests by clicking on the button labelled 'Cancel Req' on the Patron Information tab. This results in a cancellation notice being sent to each supplier that has been sent a request (at the same time changing the request status to 'CA - Cancelled') and a notice being sent to the borrower.

This button can only be used if the statuses of the requests are in the following set:

NEW, CA, PND, SV, RSV

If even one of the statuses falls outside of this set, an error message will be displayed disallowing cancellation. Cancellation results in the following:

<table>
<thead>
<tr>
<th>Status</th>
<th>Status change to</th>
<th>Letter sent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>LC</td>
<td>Patron</td>
</tr>
<tr>
<td>CA</td>
<td>LC</td>
<td>Patron</td>
</tr>
<tr>
<td>PND</td>
<td>LC</td>
<td>Patron</td>
</tr>
<tr>
<td>SV</td>
<td>LC</td>
<td>Supplier and patron</td>
</tr>
<tr>
<td>RSV</td>
<td>LC</td>
<td>Patron</td>
</tr>
</tbody>
</table>

**4.8 REGISTERING ARRIVAL**

On receipt of material from a supplier, the appropriate entry is highlighted in the Requests To Suppliers tab and the button labelled 'Arrival' clicked. The following form will be displayed:

In the Media Type field, you may select the media types matching the material that the supplier has sent you.

**4.8.1 "Loan" Media Types**

If a 'Loan' media type has been chosen (identified by having the prefix 'L-'), a form similar to the following is displayed:
Supplier Code
Read only field.

Supplier Name
Read only field.

Media Arrived
Read only field. This is carried across from the Media form.

Item Barcode
This is used to record the barcode that will be used during circulation. If the field is left empty, one will be automatically generated for you based on the system and sequence number of the request (e.g. 3697-1).

Item Status
You may choose an item status to assign to this ILL material. The loan period and the ability to renew the item etc. are based on this field.

Date Received
The date the item arrived from the supplier. By default this will be today's date.

Exp. Return Date
Mandatory. This is the date by which the supplier requires the material back (not the date by which the borrower must return the material to the library). If the field is left empty, the following error is displayed:

Remote Service Error (e0812 put 37)

Warning: Missing expected return date (L type arrival)

OK

Supplier Currency
The currency used by the supplier to charge for the provision of the material.

Supplier Cost
The amount charged by the supplier for providing the material.
**Supplier Cost - Local**
The local cost (after exchange rates have been applied to the cost) for provision of the material by the supplier. This value overwrites the estimated cost of the request that was entered in the 'Currency', 'Price' and 'Local price' fields of the original request form.

**Patron Price - Local**
The amount the patron will be charged for this request.

**Circulation Note**
Optional. A circulation note may be attached to the material, if required (perhaps a map or chart is included with the item). When the item is issued or discharged through the Circulation client, this note will be displayed in a dialog box which has to be 'okayed' before staff can continue. Please note that all ILL material is automatically given the circulation note 'ILL material', which will appear even if this field is left blank. However, if you enter the note 'Map included', for example, the circulation note 'ILL Material - Map included' will be displayed.

**Note to Patron**
The text typed into this field may be inserted into the notification sent to the borrower telling him/her that the item is awaiting collection. This field may be used to specify that the item is only available for use inside the library, for example.

When 'OK' is clicked, the following actions are performed:

- The status of the supplier request is changed to 'RL - Request loaned'.
- Depending on the table setup, the material that has arrived can be:
  - Automatically loaned to the patron or to the pickup sub-library or to the ILL sub-library.
  - Not loaned until the patron applies to the Circulation desk and performs a loan.

  The 'Due date' in both cases (automatic or non-automatic loan) for this loan is based on the following formula:

  - If the 'Return delay' in the supplier record is not zero: 'Expected return date' minus 'Return delay' = 'Due date'.
  - If the 'Return delay' in the supplier record is zero: 'Expected return date' minus a system-wide default value = due date

For the System Librarian: When calculating 'Due date' for ILL material, tab16 of the ADM library table will never be consulted.

  Tab37 determines whether or not an automatic loan will be performed and the 'Due date' is calculated as explained above.

- All other supplier requests for this material with the status 'NEW' or 'PND' are changed to status 'CA'.
- A letter is sent to the borrower informing him of the material's arrival.
- A slip is printed for internal use, which may be attached to the material. It can then be placed on the hold shelf, awaiting collection by the borrower.

Please remember to manually cancel all requests that have been sent to other suppliers. Only requests with status 'NEW' or 'PND' will be automatically changed to 'CA'.

**4.8.2 'Copy' Media Types**

If a 'Copy' media type is chosen (identified by having the prefix 'C-'), a form similar to the following is displayed:
Many of the fields are the same as for loaned items, with the following additions:

**User Agreement**
Is the patron required to sign a copyright declaration form?

**Copyright Signed**
Has the patron signed a copyright declaration form?

**Number of Pages**
How many pages have been photocopied? (Used for charging purposes).

**Page Size**
What size is the photocopy (A4 etc)? (Used for charging purposes).

When 'OK' is clicked, the following tasks are performed:

- The status of the supplier request is changed to 'CLS - Closed'.
- All other supplier requests for this material with the status 'NEW' or 'PND' are changed to status 'CA'.
- A letter is sent to the borrower informing him/her of the material's arrival.
- A slip is printed for internal use, which may be attached to the material.

Please remember to manually cancel all requests that have been sent to other suppliers. Only requests with status 'NEW' or 'PND' will be automatically changed to 'CA'.

### 4.9 ISSUING MATERIAL TO THE BORROWER

ILL material is issued to borrowers via the standard Circulation client, or automatically when material arrival is registered, depending on library setup.

#### 4.9.1 Circulation Client

1. The borrower receives printed or emailed notification from the library informing him that the material is awaiting collection.
2. The borrower visits the library to collect the item.
3. A member of staff retrieves the item from the hold shelf.
4. The slip that was printed when the material arrived (and subsequently placed inside it) specifies the item's barcode, and this is used to issue the item to the borrower.
5. A dialog box will inform the member of staff that the item is ILL material (in the form of a circulation note). If an additional circulation note was assigned to the material, this will also be displayed; e.g. 'ILL Material - Map included'.
6. The system will calculate the due date for the loan based on the date that the supplier expects the material to be returned.
minus the number of days set in the supplier record (the Return Delay field).

If the Return Delay field in the supplier record is zero, the due date will equal the expected return date minus a system-wide default value (set in the ill_return_for_user variable in pc_server_defaults).

Note: When ILL material has arrived, the system registers a loan according to the Hold Request configuration (setup of tab37 in the Administrative library).
Click here to go to section 10.10 Hold Requests Configuration in the ILL System Librarian chapter.

Because the loan of ILL material is treated in the same way as other material, the item status may be used to determine whether the item may be renewed by the borrower, whether overdue notices should be generated for the item (and if so, when), charges for late return etc.

4.9.2 Automatic Loan set up

1. The due date is set based on the date that the supplier expects the material to be returned by, minus the number of days set in the supplier record (the 'Return delay' field).
2. A slip is printed to accompany the material.

4.9.3 In Transit Set Up

1. The item is 'loaned' to the pickup library.
2. The item is loaned to the borrower using the Circulation client.

4.10 RETURNING THE LOAN BY THE BORROWER

ILL material loaned to a borrower may be discharged in one of the following ways:

- Via the Requests To Suppliers tab
- Via the application menu
- Via the Circulation client

4.10.1 Via the Requests To Suppliers Tab

The material can be returned to the supplier by highlighting the relevant entry in the Request To Suppliers tab and clicking on the button labelled 'Return'. This results in the following:

- The status automatically changing to 'RT - Returned'
- The material is no longer registered as being on loan to the borrower
- A compliments slip is printed for despatch with the item to the supplier.
- The date the item was returned to the supplier is registered
- The return is recorded in the ILL Requests Log.

A circulation note is not displayed in a dialogue box, but it can be seen in the Requests To Suppliers tab.

4.10.2 Via the Application Menu

A quicker method of returning items via the ILL client is to select the application menu option 'Out ILL/Return'.

This avoids having to search for the user request and selecting the correct entry in the Requests To Suppliers tab, speeding up the process. The following form will be presented, in which the item's barcode should be scanned or typed:
When the barcode is typed in and the <Enter> key is pressed, the lower window of this form will display the borrower and supplier details:

At this stage, the material has not been recorded as having been returned, but the information given should be checked against the physical item to ensure that the borrower has not accidentally mixed up the printed slips inside the material.

Clicking on 'Return' causes the following actions to occur:
- The status automatically changes to 'RT - Returned'
- The material is no longer registered as being on loan to the borrower
- A compliments slip is printed for despatch with the item to the supplier.
- The date the item was returned to the supplier is registered
- The return is recorded in the ILL Requests Log.

4.10.3 Via the Circulation client

The item can be returned in the normal way via the Circulation client. In this case the following will happen:
- The material is no longer registered as being on loan to the borrower
- A circulation note will be presented to the librarian (if no circulation note was added to the item, a note will still appear, but only containing the text 'ILL Material').

However, in order to carry out the following:
- Change the status to 'RT - Returned'
- Print a compliments slip to the supplier
- Register the date the item was returned to the supplier
...it is necessary to return the item via the GUI ILL client, using either of the two methods listed above.

### 4.11 THE ILL REQUEST LOG

The system is capable of maintaining a log of all the status changes and letters that have been sent etc. against a request. This log may be seen by clicking on the button labelled 'Log' on any of the 3 tabs ('Patron Information', 'Requests to Suppliers', 'Bib Info'):

![Log for Admin Record S](image)

You can also use this form to manually log an entry.

Go to top of page

Go to next section (Vouchers)
5.0 VOUCHERS

BLDSC vouchers are regarded as a currency for ILL purposes and these have a currency ratio of 1:1. Therefore, when vouchers are assigned to an ILL request, it is merely a case of selecting the currency 'VOU' in the 'Estimated Price Section' of the 'ILL Record Information' form and the number of vouchers in the 'price' field. When the request is sent, voucher numbers are assigned to it from a pool of vouchers.

5.1 VOUCHERS AS A CURRENCY

5.1.1 Defining Vouchers in the Currency File

In the Administration client, select the menu option 'Administration / Currencies' to display the Currency List:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Date</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATS</td>
<td>Austrian Schilling</td>
<td>31/08/99</td>
<td>3.257300</td>
</tr>
<tr>
<td>BEF</td>
<td>Belgian Franc</td>
<td>31/08/99</td>
<td>1.111100</td>
</tr>
<tr>
<td>CAD</td>
<td>Canadian Dollar</td>
<td>31/08/99</td>
<td>2.845400</td>
</tr>
<tr>
<td>CHF</td>
<td>Swiss Franc</td>
<td>31/08/99</td>
<td>2.802100</td>
</tr>
<tr>
<td>DEM</td>
<td>Deutsche Mark</td>
<td>31/08/99</td>
<td>2.291600</td>
</tr>
<tr>
<td>DKK</td>
<td>Danish Krone</td>
<td>31/08/99</td>
<td>0.603000</td>
</tr>
<tr>
<td>ESP</td>
<td>Spanish Peseta</td>
<td>31/08/99</td>
<td>2.693800</td>
</tr>
<tr>
<td>EUR</td>
<td>Euro</td>
<td>31/08/99</td>
<td>4.482100</td>
</tr>
<tr>
<td>FRF</td>
<td>French Franc</td>
<td>31/08/99</td>
<td>0.683300</td>
</tr>
<tr>
<td>GBP</td>
<td>British Pound</td>
<td>31/08/99</td>
<td>6.810000</td>
</tr>
<tr>
<td>GRD</td>
<td>Greek Drachma</td>
<td>13/04/99</td>
<td>298.900000</td>
</tr>
<tr>
<td>ILS</td>
<td>Israeli Shekel</td>
<td>11/12/99</td>
<td>1.000000</td>
</tr>
<tr>
<td>ITL</td>
<td>Italian Lira</td>
<td>31/08/99</td>
<td>2.314800</td>
</tr>
<tr>
<td>JPY</td>
<td>Japanese Yen</td>
<td>31/08/99</td>
<td>3.880900</td>
</tr>
<tr>
<td>NIS</td>
<td>[Israeli Shekel - do not use]</td>
<td>27/04/99</td>
<td>1.000000</td>
</tr>
<tr>
<td>NLG</td>
<td>Netherlands Guilder</td>
<td>31/08/99</td>
<td>2.033900</td>
</tr>
<tr>
<td>NOK</td>
<td>Norwegian Krone</td>
<td>31/08/99</td>
<td>0.541200</td>
</tr>
<tr>
<td>PTE</td>
<td>Portuguese Escudo</td>
<td>31/08/99</td>
<td>2.235700</td>
</tr>
<tr>
<td>RUR</td>
<td>Russian Ruble</td>
<td>11/12/99</td>
<td>24.000000</td>
</tr>
</tbody>
</table>

Click on the button labelled 'Add Curr.', and fill in the resulting form as follows:
When you click on 'OK', the currency will be added to the list. You now need to specify the currency ratio. To do this, select the entry you just created and click on the button labelled 'Add Ratio'. Fill in the resulting form as follows:

The date will have been filled in for you, so it is simply a case of setting the ratio to '1'. When this has been done, click on 'OK'. The currency is now ready to be used.

**5.1.2 Enabling Vouchers in the Vendor Record**

To enable vouchers to be used for a particular supplier, it is necessary to set up the voucher currency in the vendor record. This is done by adding the currency 'VOU' to one of the four Currency fields, and is described in detail in the section entitled 'Defining a new supplier' in the 'ILL Client Part 1' document.

**5.2 HANDLING VOUCHERS**

Voucher accounts and numbers are managed via the 'Vouchers List', and this is accessed by selecting the menu option 'Options|Handle vouchers' in the ILL client:
5.2.1 Creating a Customer Account

To create a customer account to 'own' the vouchers, click on the button labelled 'New customer':

**Customer ID**
Mandatory. The ID supplied to the sub-library by the supplier.

**Name**
Contact name at the sub-library.

**Sub library**
Mandatory. The sub-library to which this customer ID record relates. Note that multiple sub-libraries may use the same customer ID, but a customer ID record needs to be created for each sub-library.

**Email**
When sending an ARTEmail request, this is the email address to which it will be sent. This will generally be 'artemail@art.bl.uk'.

**Phone**
The supplier's telephone number.

**Supplier code**
The code that you use to uniquely identify the supplier in the supplier record.

**Password**
This password will be used in an ARTEmail request sent to the supplier to authenticate the customer ID.

It is possible for one customer ID to have multiple sub-library records attached to it. For example, the Customer ID in the screen capture above could also have the following record attached to it:
Both sub-libraries, however, would use the same pool of vouchers (or billing/deposit account).

5.2.2 Modifying a Customer Account

To modify a customer account, select the relevant entry in the 'Customer ID' drop down list in the Voucher List and click on the button labelled 'Upd customer'. If you have multiple sub-libraries assigned to the same Customer ID, you will need to select the sub-library from the drop down list:
5.2.3 Deleting a Customer Account

To delete a customer account, click on the button labelled 'Del customer', select the relevant entries in the 'Customer ID' and 'Sub library' drop down lists in the Delete Customer form and click 'Delete':

![Image of the Delete Customer form]

5.2.4 Adding Vouchers to an Account

Vouchers are added to a specific account by selecting the relevant entry in the 'Customer ID' drop down list in the Voucher List and clicking on the button labelled 'Add'. The following example shows 16 voucher numbers being added to the account '00078' (LK00090-LK00105). Please note that it is not necessary to enter the leading zeros:

![Image of the Voucher List form]

Most of the fields in the example are self-explanatory, with the exception of 'Source'. This field was intended to indicate that the voucher(s) were not received directly from the supplier (perhaps they were supplied by another library in exchange for a loan). However, because vouchers cannot be transferred to other customers (voucher numbers need to be submitted to the BLDSC for reimbursement), this field will seldom, if ever, be used.

When you click 'Add', the vouchers will be added to the Voucher List, as shown in the example below:
5.2.5 Modifying Vouchers

You can manually assign a specific voucher to a specific request, if required, by selecting the relevant voucher and clicking on the button labelled 'Modify'. The following form will be presented, into which you may enter the system number of the ILL request and its sequence number. The sequence number will be the same as the position in which it is displayed in supplier code column of the Requests to suppliers tab.

5.2.6 Deleting Vouchers from an Account

A range of vouchers can be deleted from the system by clicking on the button labelled 'Delete'. Fill in the resulting form, as displayed in the example below:
5.2.7 Monitoring Voucher Usage

At present, the system provides no means for users to be notified automatically when the number of vouchers available for use falls below a certain threshold (warning the user that more vouchers need to be purchased).

Go to top of page

Go to next section (Deposit and Billing Accounts)
6.0 DEPOSIT AND BILLING ACCOUNTS

When requests to suppliers are set against a deposit or billing account (perhaps at the BLDSC), a customer ID and password needs to be submitted with the request. This operates in much the same way as accounts using vouchers, except that vouchers are not assigned to the customer ID record when it is created. See the section entitled 'Creating a customer account' for detailed instructions on setting up such a record.

In these circumstances 'VOU' will not be used as the unit of currency in the request to the supplier (monetary currencies will be used instead).
7.0 ILL BORROWER (INCOMING REQUEST)

The ILL Borrower refers to the institution that applies to your library, asking to borrow or to photocopy material from your collection.

7.1 REGISTERING AN ILL BORROWER

The ILL borrower is registered in the system as one of the borrowers. To effect this, go to the Circulation module and add the ILL borrower to your Borrower list.

The ILL borrower should be registered as an ALEPH global user.

For the System Librarian:

1. You may wish to set a special ILL borrower status with special privileges in tab31 (borrower statuses) and tab16 (due dates, fines & limits). Both tab31 and tab16 are in the Administrative library.

2. The list of ILL borrowers that is displayed when clicking the pull-down list of the 'Library ID' field in 'Incoming Request Form' can be displayed in two alternative ways, depending on the following setup of ill.ini:

A) ill.ini setup:
[IncomingUsers]
GetAllILLUsers=N

The parameter 'N' retrieves only the list of libraries defined in the menu ILL-IN-LIBRARY of the ADM table: pc_tab_exp_field.eng.(util L/2). Whenever you add a new ILL Borrower (via Circ module), add its ID to ILL-IN-LIBRARY.

B) ill.ini setup:
[IncomingUsers]
GetAllILLUsers=Y

The parameter 'Y' retrieves the full 'Borrower List', not only the ILL borrower but the whole list of borrowers in your system.

If you choose this option, you do not have to maintain the ILL-IN-LIBRARY menu of the ADM table: pc_tab_exp_field.eng.(util L/2).
8.0 INCOMING ILL REQUEST

An Incoming ILL Request is a request initiated by an outside institution and received by your library.

8.1 Locating the Requested Item

The first stage of registering an Incoming ILL Request is to locate the requested item in your Bibliographic database. To do this, use the Find and the Scan options.

8.2 Incoming ILL Requests for Admin Record

If you have successfully located the requested item in your Bibliographic database, the Incoming ILL Requests for Admin Record window will be displayed.

![Incoming ILL Requests for Admin Record](image)

The Incoming ILL Requests of Admin Record screen displays information relating to incoming requests for a specific BiB record. It is also used to add new incoming requests and to modify and process existing requests.

The Bibliographic information (for read-only) is displayed in the upper part of the screen. On the left side of the screen, a list is displayed of the ILL borrowers (Library ID) who initiate the requests.

The following buttons are available on this screen:

- **Nav. Map**
  To display the 'Navigation Window' for the selected administrative record click the Nav. Map button.

- **Modify**
  The Modify button displays the Incoming ILL Request form for the currently highlighted Library ID. Modifications can be made to the form.

- **Add**
  To create a new Incoming Request record, click the Add button. The Incoming ILL Request form will be
displayed for you to fill in the details of the incoming request.

**Print**
To print information related to the highlighted Library ID request, click the Print button. The request status will be changed to PR (Printed).

**Supply**
Click this button in order to supply the requested material or to respond to the ILL borrower. The Reply Type form will be displayed, in which you can select one out of five types of response:

- Sent for loan
- Sent Photocopy
- Rejected
- Not available now
- Letter

For more information: see paragraph 8.4 Supply Types of Requested Item.

**Return**
When an ILL borrower returns material he has borrowed, highlight the request record and click Return. (Returns can also be performed via the Circulation Module or by using the ILL upper menu bar/In ILL/return.)

This results in the following:

- The request status automatically changes to RT (Returned.)
- The date the item was returned from the ILL borrower is registered.

**ILL Borrower**
Click the ILL Borrower button to display the Global User (ILL borrower) Information form.

**Log**
Click Log to read the list of request-related activities that appear or to add an entry to the list.

---

**8.3 Incoming Request Form**

When you click Add or Modify in the ILL Incoming Request for Admin Record, the Incoming ILL Request form will be displayed.

The Incoming ILL Request form is used to register new requests from the ILL borrower (the institution which applies to your library) and to modify existing requests.

This form has two parts:

1. Requested Info.
2. Supplied Info.

These are accessible by clicking on the Tab of each part.

**8.3.1 Tab 1-Requested Info.**
The following buttons are available on this screen:

**Update**
When you have finished filling in all parts of the form, click Update.

**Refresh**
Clicking the Refresh button will calculate and display the local price and the copyright local price of the request, based on the currency exchange rates presently in effect.

The following fields are available on this screen:

**Library ID**
The Library ID field is mandatory. You may select a Library ID (ILL borrower refers to the institution which applies to your library) from a list by clicking on the button to the right of the field. Alternately, you may enter a Library ID by typing it in the field.

**Library Name**
Library Name is a read-only field. When a Library ID has been entered, the system will insert the Library Name.

**Open Date**
Open Date is a read-only field which records the date that this record was first created.

**Update Date**
Update Date is a read-only field which records the date that the request record was last updated.

**Last Interest Date**
Enter the date after which the ILL borrower will not be interested in receiving the requested item (according to information from the ILL borrower). Press F9 to check or change the date format.

**Requested Media**
Mandatory field. Use the arrow to the right of the field to select the requested media type. For example: If the ILL borrower applies to borrow a book, select L- BOOK. For a photocopy of a conference paper select C-CONFERENCE, etc.

**Requested Pages**

<table>
<thead>
<tr>
<th>Library ID:</th>
<th>HE8-UNIT1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library name:</td>
<td>Hebrew University - Mount Scopus</td>
</tr>
<tr>
<td>Open date:</td>
<td>02 NOV 2000</td>
</tr>
<tr>
<td>Update date:</td>
<td>02 NOV 2000</td>
</tr>
<tr>
<td>Last interest date:</td>
<td>28/12/2000</td>
</tr>
<tr>
<td>Status:</td>
<td>SC</td>
</tr>
<tr>
<td>Requested media:</td>
<td>C-BOOK</td>
</tr>
<tr>
<td>Requested pages:</td>
<td>15-46</td>
</tr>
<tr>
<td>Req. send method:</td>
<td>A</td>
</tr>
<tr>
<td>Reference number:</td>
<td>request no.125/57</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
</tr>
<tr>
<td>Cataloger:</td>
<td>YOYANAN</td>
</tr>
</tbody>
</table>

The following buttons are available on this screen:

- Update
- Refresh
- Close
- Help
For a photocopy request, enter here the number of pages requested by the ILL borrower.

**Req. Send Method**
Mandatory field. Req. Send Method specifies the way in which the ILL borrower wishes to receive the material. For example: by Airmail/Courier/etc.

**Reference Number**
Reference Number can be used to record a reference number that was supplied by the ILL borrower for this specific request.

**Note**
You may enter a note up to 120 characters in length.

**Cataloger**
Cataloger is a read-only field. The login name of the current staff user is automatically inserted in this field.

### 8.3.2 Tab 2-Supplied Info.

**General Note:**
In the usual work flow, the information in the fields of this tab is relevant only at a later stage, after the requested material has actually been sent. The fields of this tab will be filled in after "Supply" has been registered.

**Send Date**
Send Date represents the date the material was sent to the ILL borrower. It is automatically filled in by the system when the material is sent (use the "Supply" button). Press F9 to check or change the date format.

**Send Method**
Send Method reflects the way the material was finally sent to the ILL borrower. For example: by Airmail/Courier, etc. If it is left blank, it is automatically filled in by the system when the material is sent.

**Supplied Media**
Use the arrow to the right of the field to select the Supplied Media type. For example, If you have supplied a book for loan, select L- BOOK. For a photocopy of a conference paper select C - CONFERENCE, etc. If this...
field is left blank, it is automatically filled in by the system when the material is sent.

**No. Pages**
When supplying a photocopy, enter here the number of pages sent to the ILL borrower. If this field is left blank, it is automatically filled in by the system when the material is sent.

**Page Size**
When supplying a photocopy, select or insert the page size (A4, etc.) of the photocopied material. If this field is left blank, it is automatically filled in by the system when the material is sent.

**Expected Return Date**
When supplying an item with Media type: Loan, enter the date that the item should be returned to your library by the ILL borrower. If this field is left blank, it is automatically filled in by the system when the material is sent. Press F9 to check or change the date format.

**Return Date**
The Return Date field records the date that the item was returned to your library by the ILL borrower and is automatically inserted by the system when the "Return" button is clicked. This field is left blank when placing the request. Press F9 to check or change the date format.

**Item Doc. Number**
Item Doc. Number is a read-only field. When supplying an item with Media type: Loan, this field will reflect the Admin. Number of the supplied material.

**Item Sequence**
Item Sequence is a read-only field. When supplying an item with Media Type: Loan, this field will reflect the Item Sequence number of the supplied material.

**Currency**
Select the currency in which the ILL borrower will be debited for this service. If this field is left blank, it is filled in by the system when the material is sent.

**Price**
The Price field specifies the cost (in the ILL borrower's currency) for which the ILL borrower will be debited for this service. If this field is left blank, it is filled in by the system when the material is sent.

**Local Price**
The Local Price field specifies the cost, in the local currency, for which the ILL borrower will be debited. The system will calculate this figure based on the "Currency" and "Price" fields and will apply the current exchange rate. If the field is left blank, it is filled in by the system when the material is sent.

**Copyright Currency**
The Copyright Currency field specifies the currency in which the copyright fee portion of the request will be charged. If this field is left blank, it is filled in by the system when the material is sent.

**Copyright Price**
The Copyright Price field specifies the price (in the currency of the holder of the copyright) for the copyright fee portion of the ILL borrower's request. If this field is left blank, it is filled in by the system when the material is sent.

**Copyright Local Price**
The Copyright Local Price specifies the charge (in the local currency) for the copyright fee portion of the borrower's request. The system will calculate this figure based on the "Copyright Currency" and "Copyright Price" fields and will apply the current exchange rate. If this field is left blank, it is filled in by the system when the material is sent.

**Copyright Compliant**
The Copyright Compliant field is not in use.
8.4 Supply Types of Requested Item

In order to supply the requested material or to respond to the ILL Borrower, click the Supply button in the Incoming ILL Request for Admin Record window. The Supply Types form will be displayed.

The Supply Types form enables you to select one of the following responses to the ILL incoming request:

- Sent item for loan
- Sent Photocopy
- Rejected
- Not available now
- Letter

You may also enter a note in the note's text box. This note will be printed in the relevant request slip. Select the appropriate entry from the following options:

**Sent for Loan**
Select the Sent for Loan option if the requested item has been sent to the ILL borrower for loan. The "Supply: Loan" form will be displayed for you to fill in the details regarding the supplied item. After filling in the "Supply: Loan" form, the request status will change automatically to SL-Sent as Loan and a loan slip will be printed.

**Sent Photocopy**
Select this option if a photocopy is sent to the ILL borrower. The "Supply: Photocopy" form will be displayed for you to fill in the details regarding the supplied item. After filling in the "Supply: Photocopy" form, the request's status will change automatically to CLS-closed and a photocopy slip will be automatically printed.

**Rejected**
Select the Rejected option if you decide to reject the Incoming ILL request. A "Rejected" letter will be printed and the request status will be changed to REJ-rejected.

**Not Available Now**
Select the Not Available Now option if the requested item is not available. You will be asked by the system whether or not to create a Hold Request for this item. If you select Yes (Create Hold Request) you will be asked for the Item barcode for which the hold request should be created. After the hold request is created, a hold request slip will be printed and the request status will then change automatically to HLD (hold request).

**Letter**
Select the Letter option to send a letter to the ILL borrower. Type the relevant text in the note's text box.

8.5 Supply Requested Item: Loan/Photocopy

The "Supply: Loan" form is displayed when you choose to loan the requested item to the ILL borrower. To do this, select the "Sent for Loan" option in the "Supply Types" form.
The "Supply: Photocopy" form is displayed when you choose to supply a photocopy to the ILL borrower. To do this, select the "Sent Photocopy" option in the "Supply Types" form.

**Send Date**
Send Date represents the date the material was sent to the ILL borrower.

**Send Method**
Send Method reflects the way the material was sent to the ILL borrower. For example: by Airmail/Courier/etc. The default value is taken from the "Requested Send Method" field of the Incoming ILL form of Admin record/Tab 1. Requested Info.

**Supplied Media**
Supplied Media is a mandatory field. Use the arrow to the right of the field to select the Supplied Media type. For example, if you have supplied a book for loan, select L- BOOK. For a photocopy of a conference paper select C - CONFERENCE, etc. The system will not accept any contradiction between the Supplied Media field and the action, i.e., If you have chosen to perform "Supply as Loan", select "Supplied Media" with the prefix "L" - Loan. If you have chosen to perform "Supply as Photocopy" you must select "Supplied Media" with the prefix "C" - Copy.

**Item Barcode (relevant for "Supply: Loan")**
The Item Barcode field is mandatory. Type in the Item Barcode of the supplied item. Only an Item Barcode that matches the Admin record and is available for loan will be accepted by the system.
No. Pages (relevant for "Supply: Photocopy")
When supplying a photocopy, enter here the number of pages sent to the ILL borrower.

Page Size (relevant for "Supply: Photocopy")
When supplying a photocopy, select or insert the page size (A4, etc.) of the photocopied material.

Expected Return Date (relevant for "Supply: Loan")
When supplying an item with Media type: Loan, enter the date that the item should be returned to your library by the ILL borrower. If no date is entered, the system will automatically calculate the Expected Return Date according to the table set up for this item status in relation to the borrower. Press F9 to check or change the date format.

Currency
Select the currency in which the ILL borrower will be debited for this service.

Price
The Price field specifies the cost (in the ILL borrower's currency) for which the ILL borrower will be debited for this service.

Local Price
The Local Price field specifies the cost, in the local currency, for which the ILL borrower will be debited. The system will calculate this figure based on the "Currency" and "Price" fields and will apply the current exchange rate.

Copyright Currency
The Copyright Currency field specifies the currency in which the copyright fee portion of the request will be charged.

Copyright Price
The Copyright Price field specifies the price (in the local currency of the holder of the copyright) charged for the copyright fee portion of the ILL borrower's request.

Copyright Local Price
The Copyright Local Price specifies the charge (in the local currency) for the copyright fee portion of the borrower's request. The system will calculate this figure based on the "Copyright Currency" and "Copyright Price" fields and will apply the current exchange rate.

Copyright Compliant
The Copyright Compliant field is not in use.

Note
You may type in a free text note. This note will be displayed in the printed Loan/Copy slip.

OK
When you have finished filling in all parts of the form, click OK. As soon as OK is clicked, a Loan/Copy slip will be printed to place in the material that is sent to the ILL borrower.

Refresh
Clicking the Refresh button will calculate the "Expected Return Date" for a loaned item and will display the Local Price and the Copyright Local Price of the request, based on the currency exchange rates now in effect.

8.6 Tracking Incoming ILL Requests
There are three tools that can be used when trying to track an ILL Incoming Request:

- Incoming Request Index
- Find - Incoming Request
- Scan - Incoming Request
8.6.1 Incoming Requests Index

The Incoming Requests Index list offers options that ease your search for the desired ILL incoming requests.

When you click on the Incoming Request Index toolbar button, the following window will be displayed:

![Incoming requests Index](image)

**Filter**
You may choose to have the list filtered by Library (borrower) ID or by Title. In addition, you can display only those requests related to a specific request status. You can also display requests that were created within a specified period of time (defined by the "from" and "to" request dates). If you leave the "from" and "to" dates blank, all dates will be displayed.

**Enter Starting Point**
You can jump to a particular point in the list by typing in the beginning of the index text in the space provided and pressing Enter or by clicking the Refresh Filter button.

The following buttons are available on this screen:

**Select**
To see the list of requests for the highlighted item, and to perform a number of different functions related to a request, click Select.

**Refresh Filter**
If you have typed text in a field (rather than choosing from a menu), you must click the Refresh Filter button to activate the filter. The relevant entries will then be displayed.

**Clear Filter**
This button clears the filters.

8.6.2 Get Record by Find

You can also use Find to retrieve an Incoming Request. Click on the "Find - Incoming Request" toolbar button,
The Get Record by Find window will be displayed. This window enables you to retrieve an administrative record by specifying various parameters, such as Record Number, or a partial title or the author's name (for FIND search). If a single record is retrieved, it is directly selected. If more than one record is retrieved, the set of records is displayed in Brief format for viewing or selecting.

When your search ends successfully, the "Incoming ILL Request of Admin Record" window will be displayed.

### 8.6.3 Get Record by Scan

You can also use Scan to retrieve an Incoming request. Click on the "Scan - Incoming Request" toolbar button,

The Get Record by Scan window will be displayed. This window enables you to find an administrative record using a scan list, such as Authors, Titles, Call Number, Record Number, etc. Choose the Scan list, enter the initial text of the entry for which you are searching and click Search.

The Scan list will be displayed, showing the number of related bibliographic records. If the Scan list entry is linked to an authority record, the display includes the authority database code, the field code of the matching line in the authority record, the values of tag 008/14-16 and the UPD tag and value. If the entry is a "see" reference, a plus sign (+) is displayed in the list.

Highlight one or more lines and click Full to display the bibliographic record. If there is only one record associated with the line, that record will be displayed. If there is more than one record associated with the line, the relevant records will be displayed in a brief list.

When your search ends successfully, the "Incoming ILL Request of Admin Record" window will be displayed.
9.0 WEB SERVICES

9.1 PRINT REPORT OF NEW ILL REQUESTS (p_ill_01)

This function creates a report of new ILL requests that have been entered into the system but have not yet been processed by the ILL staff (that is, they have not yet been sent to the ILL Supplier). The ILL staff uses this report to know which requests must be taken care of.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_01.

When to run this function:
This function should be run on a regular basis, usually daily.

9.2 Claim Report and Letters (p_ill_02)

You may use this function to create a report of all ILL requests that were not received up to the date expected (the requests have the status SV (sent to vendor) or CLM (claimed)). You may also choose to print a letter to the supplier for each outstanding ILL request.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_02.

When to run this function:
Run this function on a regular basis, for example, once a week.

9.3 Send Requests to the British Library (p_ill_05)

This function searches for ILL requests to the British Library in the BL format whose status is RSV (Ready Send to Vendor), and it enables you to send an ARTEmail message to the British Library. The ARTEmail message contains a list of ILL requests.

This function also produces an errors report for British Library requests that could not be sent. These are requests in which the BIB format (ALEPH tag 592) contradicts the requested media.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_05 and the templates for this function are located in the library's form_eng directory with the text string "bldsc".

9.4 Rebuild Request Index (p_ill_04)
This function enables you to rebuild the ILL request index file. The index file will be deleted and re-created by reading all ILL request records.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_04.

**When to run this function:**

Run this function if you have added a new sort key to the ILL request index.

---

**9.5 ILL Request Report (p_ill_07)**

This function creates a report of all ILL requests made by a particular patron and/or requests made after a particular date.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_07.

**When to run this function:**

Run this function on a regular basis, for example, once a week.

---

**9.6 Static Status Requests Report (p_ill_08)**

This function creates a report of ILL requests whose status has not changed within the number of days you define in the above form.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_08.

**When to run this function:**

Run this function on a regular basis, for example, once a week.

---

**9.7 Outstanding Requests of Former Borrowers (p_ill_09)**

This function creates a report of all outstanding requests that were made by borrowers whose privileges in their ILL sub-library have expired. Outstanding requests include ILL requests that have not yet been filled, and ILL requests that were filled but the item has not yet been returned to the ILL supplier.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_09.

**When to run this function:**

Run this function on a regular basis, for example, once a week.

---

**9.8 Send List of Requests to a Supplier**
(p_ill_10)

This function enables you to send a letter to a supplier that contains a list of requests.

The list will be sent by e-mail to the supplier if:

- The command (## - EMAIL_ADDRESS) is included in the first line of the template for the request slip (ill-requests-list-00 in the form_eng directory).
- There is an e-mail address in the supplier's record.

Otherwise the list will be written in a print file.

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_10.

9.9 Incoming ILL Requests Report (p_ill_50)

This function enables you to retrieve incoming ILL requests, print a report for them, and print a slip for each one. If you choose to update the database, the requests with status New will change to PR (printed).

This function may be identified in the Batch Log and Batch Queue by the procedure name p_ill_50.

Go to top of page

Go to next section (System Librarian)
10.0 SYSTEM LIBRARIAN

The system librarian is responsible for the following:

- **Sub-library Addresses (10.1)**
- **Modifying the ILL Outgoing Requests Index (10.2)**
- **Modifying the ILL Incoming Requests Index (10.3)**
- **Drop-down Menus (10.4)**
- **Cash Transaction Types (10.5)**
- **Charging Borrowers for Arrival of ILL Material (10.6)**
- **ILL Transactions Log (10.7)**
- **Media Description Codes (10.8)**
- **Item Statuses (10.9)**
- **Hold Requests Configuration (10.10)**
- **Requests to Suppliers Tab (10.11)**
- **Patron Information Tab (10.12)**
- **Supplier Details (10.13)**
- **Return Form (10.14)**
- **Print Templates (10.15)**
- **Column Headings (10.16)**
- **ILL Tables (10.17)**
- **ILL Value of pc_server_defaults (10.18)**
- **Client Setup (ill.ini) (10.19)**

Go to top of page

10.1 SUB-LIBRARY ADDRESSES

**tab_sub_library_address.**

**UTIL Y/17**

This table defines the addresses for the various sub-libraries in the system. The letter templates (such as the ILL request slips) can be configured to insert these addresses on printed output.

The table works in conjunction with column 2 of form-sub-library-address.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sub-library</td>
<td>USM50, USMA1 or ######</td>
<td>The code by which the sub-library is known to the system. ###### can be used as a wildcard, if required.</td>
</tr>
<tr>
<td>2</td>
<td>Type</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Address line</td>
<td></td>
<td>Up to 10 lines of the address may be entered.</td>
</tr>
</tbody>
</table>

Example:

USM50 1 Ex Libris Ltd  
Bridge House  
119-123 Station Road  
HAYES  
Middlesex  
UB3 4BU  
Email library@exlibris.co.uk  
Tel. 0181 561 5614  
Fax. 0181 561 5634

USMA1 1 Ex Libris Ltd
10.2 MODIFYING THE ILL OUTGOING REQUESTS INDEX

It is possible to create an index of any of the bibliographic fields in an ILL record, and to make this index available in the Outgoing Requests Index. The following example takes you step by step through the building of an index on the field 591a. This index will be known as 'NOTEIX - Note index' and it can be selected from the drop-down list in the ILL Outgoing Requests Index.

1. Modify tab_ill_index in the ADM library so that the following line is added. This defines the name of the index and the field on which it should act:

   NOTEIX 591##a

   If required, it is possible to add up to 5 more fields to this index, for example:

   NOTEIX 591##a 590##a

   The "#" symbols are used to specify Marc field indicators, if required.

   Important note: Make sure that the "Index Type" (Col. 1 of tab_ill_index) is unique and is not used in one of the following 2 ADM library tables:
   - tab_ill_in_index - Display of bibliographic fields in ILL Incoming requests' index.
   - tab_acq_index - Display of bibliographic fields in Acquisitions' Order index.

2. Once the index has been defined, you have to make it available for selection in the drop-down list of the Outgoing Requests Index.

   In pc_tab_exp_field.eng in the ADM library (Util L/2), add the following line:

   ILL_INDEX_TYPE ENG L Note index NOTEIX

3. Finally, the index needs to be created using the definition you specified in step 1. This is done by running the procedure p_ill_04, which can, of course, be run via the Web Services routine in the ADM library. (See 'Rebuild Request Index' in the Interlibrary Loans section.)
10.3 MODIFYING THE ILL INCOMING REQUESTS INDEX

It is possible to create an index on any of the bibliographic fields in an ILL record, and to make this index available in the Incoming Requests Index. The following example takes you step by step through the building of an index on the field 022a. This index will be known as 'ISSNI - ISSN Field' and can be selected from the drop-down list in the ILL Incoming Requests Index.

1. Modify tab_ill_in_index in the ADM library so that the following line is added. This defines the name of the index and the field on which it should act:

   ```
   ISSNI     022##
   ``

   If required, it is possible to add up to 5 more fields to this index, for example:

   ```
   ISSNI     022## 020##
   ```

   The "#" symbols are used to specify Marc field indicators, if required.

   **Important note:** Make sure that the "Index Type" (Col. 1 of tab_ill_in_index), is unique and is not used in one of the following 2 ADM library tables:

   - tab_ill_index - Display of bibliographic fields in ILL Outgoing requests' index.
   - tab_acq_index - Display of bibliographic fields in Acquisitions' Order index

2. Once the index has been defined, you have to make it available for selection in the drop-down list box of the Incoming Requests Index.

   In pc_tab_exp_field.eng in the ADM library (Util L/2), add the following line:

   ```
   ILL_INDEX_IN_TYPE        L      ISSN              ISSNI
   ```

3. Finally, the index needs to be created using the definition you specified in step 1. This is done by running the procedure p_ill_04, which can, of course, be run via the Web Services routine in the ADM library. (See ‘Rebuild Request Index’ in the Interlibrary Loans section.)

10.4 Drop-down Menus

pc_tab_exp_field.<lng>

**UTIL L/2**

pc_tab_exp_field.lng of the Administrative library determines most of the values of the GUI drop-down menus.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal command</td>
<td>BUDGET-TYPE</td>
<td>Internal reference</td>
</tr>
<tr>
<td>2</td>
<td>Language code</td>
<td>ENG</td>
<td>The drop down lists will only show those entries that have the same language code as the client you are using.</td>
</tr>
<tr>
<td>3</td>
<td>Alpha</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Description</td>
<td>Regular</td>
<td>A free text description of the entry, as it will appear in the drop down list.</td>
</tr>
<tr>
<td>5</td>
<td>Code</td>
<td>REG</td>
<td>The code to which your selection will be mapped by the system.</td>
</tr>
</tbody>
</table>

**Example:**

- ILL-BOR-PRINT ENG L BL considering purchase
- ILL-BOR-PRINT ENG L UK Copyright Declaration letter
- ILL-BOR-PRINT ENG L Cancellation of request

**Internal commands of particular relevance to ILL**

The menus of commands that are marked with an asterisk (*) can be added or deleted.
<table>
<thead>
<tr>
<th>Internal command</th>
<th>Form</th>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ILL-BOR-PRINT</td>
<td>Patron Information tab</td>
<td>'Letters' button.</td>
<td></td>
</tr>
<tr>
<td>ILL-PICKUP-LIBRARY</td>
<td>Add Info</td>
<td>Pickup library</td>
<td></td>
</tr>
<tr>
<td>PATRON-LANGUAGE</td>
<td>Add Info</td>
<td>Preferred language</td>
<td></td>
</tr>
<tr>
<td>REPLY-TYPES</td>
<td>Requests to Suppliers tab</td>
<td>'Reply' button</td>
<td></td>
</tr>
<tr>
<td>*ILL-SUPP-PRINT</td>
<td>Requests to Suppliers tab</td>
<td>'Letters' button.</td>
<td></td>
</tr>
<tr>
<td>ILL-REQUEST-DELIVERY</td>
<td>ILL Record Information</td>
<td>Send request by</td>
<td></td>
</tr>
<tr>
<td>ILL-SEND-METHOD</td>
<td>ILL Record Information</td>
<td>Send method</td>
<td></td>
</tr>
<tr>
<td>ILL-LETTER-TYPE</td>
<td>ILL Record Information</td>
<td>Letter type</td>
<td></td>
</tr>
<tr>
<td>*BL-KEYWORDS</td>
<td>Keywords</td>
<td>Keywords 1 and Keywords 2</td>
<td>British Library Message Keyword Codes</td>
</tr>
<tr>
<td>*ILL-ITEM-STATUS</td>
<td>Arrival form</td>
<td>Item status</td>
<td>The default item status for the ILL item is taken from the first line of this menu.</td>
</tr>
<tr>
<td>*PAGE-SIZE</td>
<td>Arrival form</td>
<td>Page size</td>
<td></td>
</tr>
<tr>
<td>ILL-STATUS-FILTER</td>
<td>ILL Requests Index</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>ILL_INDEX_TYPE</td>
<td>ILL Requests Index</td>
<td>Index</td>
<td>Update this list after adding entries to tab_ill_index. Run b_ill_04.</td>
</tr>
<tr>
<td>ILL-REQ-UPD-STATUS</td>
<td>ILL Record Information Form</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>VENDOR-STATUS</td>
<td>Supplier Information</td>
<td>Supplier Status</td>
<td></td>
</tr>
<tr>
<td>ILL-LIB</td>
<td>Circulation - Global User Information</td>
<td>ILL Library</td>
<td></td>
</tr>
<tr>
<td>ILL-REQ-IN-STATUS</td>
<td>Incoming ILL Request Form of Admin Record</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>ILL-IN-STATUS-FILTER</td>
<td>Incoming Request Index</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>REPLY-IN-TYPES</td>
<td>Incoming ILL Request</td>
<td>Supply button</td>
<td></td>
</tr>
<tr>
<td>*ILL-IN-LIBRARY</td>
<td>Incoming ILL Request Form</td>
<td>Library ID</td>
<td>This command is active for the following setup of section (IncomingUsers) in ill.ini:GetAllILLUsers=N. Whenever you add a new ILL Borrower (via Circ module), update this list.</td>
</tr>
</tbody>
</table>
10.5 CASH TRANSACTION TYPES

This table is used to determine how much a borrower will be charged for different transactions.

Only the following transaction numbers are relevant for ILLs:

- **0011**
  Outgoing Requests - The charge that will be immediately be placed in the borrower's cash transactions list for placing an ILL request.

- **0015**
  Outgoing Requests - This transaction determines whether or not the patron will be debited when an item is received by the library to fulfill the request. The sum (Col.5) is not active. Only Col. 4, Activate the transaction Yes or No, is taken in account. The sum is fulfilled by the user when registering the material's arrival.

- **0016**
  Incoming Requests - This transaction determines whether or not the ILL Borrower will be debited by the library when supplying the requested material. The sum (Col.5) is not active. Only Col. 4, Activate the transaction Yes or No, is taken in account. The sum is fulfilled by the user when supplying the material.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transaction number</td>
<td>0011</td>
<td>This is an internal number that uniquely identifies the transaction type.</td>
</tr>
<tr>
<td>2</td>
<td>Sub-library</td>
<td>USMA1 or ######</td>
<td>You may wish to charge different rates depending on the ILL home library of the borrower.</td>
</tr>
<tr>
<td>3</td>
<td>Borrower status</td>
<td>01 or ##</td>
<td>You may wish to charge borrowers of different statuses different rates.</td>
</tr>
<tr>
<td>4</td>
<td>Activate</td>
<td>Y or N</td>
<td>If this value is set to 'Y - Yes', the transaction will be logged in the borrower's cash transaction list (even if the sum is set to 0.00). If set to 'N - No' the transaction will not be logged as a cash transaction.</td>
</tr>
<tr>
<td>5</td>
<td>Sum</td>
<td>0.50</td>
<td>The charge for the transaction.</td>
</tr>
<tr>
<td>6</td>
<td>Alpha</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Description</td>
<td>ILL request</td>
<td>description of the transaction.</td>
</tr>
</tbody>
</table>

Example:

```
0011 ##### ## Y 10.00      L ILL request
0015 ##### ## Y 0          L ILL material arrival
0016 ##### ## Y 0          L Library charge for incoming ILL request
```

10.6 CHARGING BORROWERS FOR ARRIVAL OF ILL MATERIAL

This table is used to determine how much a borrower will be charged when an ILL is received from a supplier in order to satisfy a request. The charge will be added to the borrower's cash transactions list as soon as the 'arrival'...
The last two digits are decimal values, so 500 would be 5.00 GBP.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Borrower status</td>
<td>Graduate, Staff, etc.</td>
<td>You may wish to charge borrowers of different statuses different rates.</td>
</tr>
<tr>
<td>2</td>
<td>Vendor status</td>
<td>Domestic, Overseas, Special etc.</td>
<td>You may wish to charge different rates depending on the status of the vendor. This status is the two-character code that is entered in the 'Vendor Status' field of the supplier record.</td>
</tr>
<tr>
<td>3</td>
<td>Page size</td>
<td>A3, A4 etc.</td>
<td>You may wish to charge at different rates depending on the size of the paper that is supplied when satisfying photocopy requests.</td>
</tr>
<tr>
<td>4</td>
<td>Media type</td>
<td>Loan or Copy</td>
<td>Different rates can be charged depending on whether the supplied item is a loan or a photocopy. If 'Copy' is specified in this field, fields 8 and 9 are irrelevant.</td>
</tr>
<tr>
<td>5</td>
<td>Fixed charge 1</td>
<td>500</td>
<td>The library may decide that a basic handling rate should be charged in order to cover all of the request's expenditure.</td>
</tr>
<tr>
<td>6</td>
<td>Fixed charge 2</td>
<td>200</td>
<td>If you wish to charge an additional amount for the supply of a request that you want to identify separately from the amount specified in column 5, you may enter it here. This will appear as a separate charge in the cash transactions list. The last two digits are decimal values, so 500 would be 5.00 GBP.</td>
</tr>
<tr>
<td>7</td>
<td>Fixed charge 3</td>
<td>100</td>
<td>As column 6.</td>
</tr>
<tr>
<td>8</td>
<td>Start counting after page X</td>
<td>30</td>
<td>This field is only used if column 4 is set to 'C - Copy'. If the library decides that, for example, only the first 30 pages of any supplied copy is accounted for in the fixed charges, subsequent pages may be individually charged for by filling in columns 8 and 9. This column (column 8) specifies the number of pages that are included in the charge (in this case the value would be 30). If you wish to charge for ALL pages, set the value here to 0000.</td>
</tr>
</tbody>
</table>
This field is only used if column 4
is set to 'C - Copy'.
This column is used in combination
with column 8 and specifies how
much should be charged for each
individual page of a supplied
photocopy.

Example:
## ## ## L 0000002222        300 0000000000 000        000
## ## ## C 0000002050        300 0000000000 001       1000

10.7 ILL TRANSACTIONS LOG
tab46.<lng>
This table determines which transactions are recorded in the ILL log:

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transaction number</td>
<td>Hard coded</td>
<td>This number is used by the system and should not be changed.</td>
</tr>
<tr>
<td>2</td>
<td>Active status</td>
<td>Yes or No</td>
<td>Setting this flag to 'Y - Yes' or 'N - No' determines whether this type of transaction should be logged.</td>
</tr>
<tr>
<td>3</td>
<td>Alpha</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Function description</td>
<td>Status change etc.</td>
<td>The text that should appear in the 'Description' field of the log.</td>
</tr>
</tbody>
</table>

If you wish to disable a transaction type from being logged, it is important that you set the flag in column 2 to 'N - No', and you do not instead delete the line from the file.

Example:
00 Y LGeneral
01 Y LStatus Change
02 Y LILL request created
03 Y LSupplier request created
04 Y LVouchers allocation
06 Y LLetter was sent to the patron
10.8 MEDIA DESCRIPTION CODES

This table is used to determine which media codes are valid for each supplier. Supplier codes can be stated explicitly or the code '##' can be used to catch any supplier that is not explicitly mentioned (i.e. a default). In the Requests To Suppliers form and on the arrival of material, only media codes stated here can be assigned against a supplier.

As well as determining valid media codes, this table is also used to input default values for the 'Copyright agreement' and 'Copyright block' fields of the Request to Supplier form, if either of these fields are left empty when the form is closed.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supplier code</td>
<td>BLDSC, ## etc.</td>
<td>The supplier code to which this entry refers. Use '##' to refer to any supplier not specifically listed in the file.</td>
</tr>
<tr>
<td>2</td>
<td>Copyright agreement</td>
<td>'Y - Yes' or 'N - No'</td>
<td>If the 'Copyright agreement' field in the Request to Supplier (Z41) form is left blank, the value in this field will automatically be inserted when the form is closed.</td>
</tr>
<tr>
<td>3</td>
<td>Copyright block</td>
<td>'Y - Yes' or 'N - No'</td>
<td>If the 'Copyright block' field in the Request to Supplier (Z41) form is left blank, the value in this field will automatically be inserted when the form is closed.</td>
</tr>
<tr>
<td>4</td>
<td>ILL media code</td>
<td>L-LOAN, C-SERIAL etc.</td>
<td>Media codes that are available for selection for the supplier referred to in column 1.</td>
</tr>
<tr>
<td>5</td>
<td>ILL media description</td>
<td>Book (Loan), Serial (Copy) etc.</td>
<td>Free text description of the media code specified in column 4. This will appear in the drop down lists.</td>
</tr>
</tbody>
</table>

Example:

<table>
<thead>
<tr>
<th>Supplier Code</th>
<th>Copyright Agreement</th>
<th>Copyright Block</th>
<th>ILL Media Code</th>
<th>ILL Media Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOA</td>
<td>N N L-BOOK</td>
<td></td>
<td>N N L-BOOK</td>
<td>Book (loan)</td>
</tr>
<tr>
<td>UOA</td>
<td>Y N C-BOOK</td>
<td></td>
<td>Y N C-BOOK</td>
<td>Book (photo)</td>
</tr>
<tr>
<td>UOA</td>
<td>N N L-Serial</td>
<td></td>
<td>N N L-Serial</td>
<td>Serial (loan)</td>
</tr>
<tr>
<td>UOA</td>
<td>Y N C-SERIAL</td>
<td></td>
<td>Y N C-SERIAL</td>
<td>Serial (photo)</td>
</tr>
<tr>
<td>UOA</td>
<td>N N L-Conference</td>
<td></td>
<td>N N L-Conference</td>
<td>Conference (loan)</td>
</tr>
<tr>
<td>UOA</td>
<td>Y N C-Conference</td>
<td></td>
<td>Y N C-Conference</td>
<td>Conference (photo)</td>
</tr>
<tr>
<td>UOA</td>
<td>N N L-REPORT</td>
<td></td>
<td>N N L-REPORT</td>
<td>Report (loan)</td>
</tr>
<tr>
<td>UOA</td>
<td>Y N C-REPORT</td>
<td></td>
<td>Y N C-REPORT</td>
<td>Report (photo)</td>
</tr>
<tr>
<td>UOA</td>
<td>N N L-VIDEO</td>
<td></td>
<td>N N L-VIDEO</td>
<td>Video</td>
</tr>
<tr>
<td>UOA</td>
<td>N N L-AUDIO</td>
<td></td>
<td>N N L-AUDIO</td>
<td>Audio</td>
</tr>
<tr>
<td>UOA</td>
<td>N N L-CD</td>
<td></td>
<td>N N L-CD</td>
<td>Audio CD</td>
</tr>
<tr>
<td>UOA</td>
<td>N N L-CDROM</td>
<td></td>
<td>N N L-CDROM</td>
<td>CD-ROM</td>
</tr>
<tr>
<td>UOA</td>
<td>Y N C-DISKETTE</td>
<td></td>
<td>Y N C-DISKETTE</td>
<td>Diskette</td>
</tr>
<tr>
<td>UOA</td>
<td>Y N C-URL</td>
<td></td>
<td>Y N C-URL</td>
<td>URL Address</td>
</tr>
<tr>
<td>##</td>
<td>N N L-BOOK</td>
<td></td>
<td>Y N L-BOOK</td>
<td>Book (loan)</td>
</tr>
<tr>
<td>##</td>
<td>Y N C-BOOK</td>
<td></td>
<td>Y N C-BOOK</td>
<td>Book (photo)</td>
</tr>
<tr>
<td>##</td>
<td>N N L-Serial</td>
<td></td>
<td>Y N L-Serial</td>
<td>Serial (loan)</td>
</tr>
<tr>
<td>##</td>
<td>Y N C-SERIAL</td>
<td></td>
<td>Y N C-SERIAL</td>
<td>Serial (photo)</td>
</tr>
</tbody>
</table>
## ITEM STATUSES

### UTIL L/2

**tab15.<lng>**

**UTIL L/2**

**tab15** is used to define all of the item statuses possible at each group of sub-libraries (the groups being defined in **tab_sub_library**). The fields of primary relevance to ILL are in rows 1, 5, 6 and 7.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Group ID</td>
<td>15A</td>
<td>Group ID as defined in <strong>tab_sub_library</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Item status</td>
<td>11</td>
<td>Item status. Use &quot;##&quot; for any item status not explicitly mentioned.</td>
</tr>
<tr>
<td>3</td>
<td>Process status</td>
<td>##</td>
<td>Process status. Use &quot;##&quot; for any process status not explicitly mentioned.</td>
</tr>
<tr>
<td>4</td>
<td>Alpha</td>
<td>L</td>
<td>Alpha.</td>
</tr>
<tr>
<td>5</td>
<td>Text</td>
<td>3 week ILL</td>
<td>Free text description of the item/process status.</td>
</tr>
<tr>
<td>6</td>
<td>Loan</td>
<td>Yes or No</td>
<td>Can be loaned ('Y - Yes') or non-loanable ('N - No').</td>
</tr>
<tr>
<td>7</td>
<td>Renew</td>
<td>Yes or No</td>
<td>Renewable ('Y - Yes') or non-renewable ('N - No')</td>
</tr>
</tbody>
</table>
| 8      | Open shelf       | Yes, No, Closed | Valid values are:  
Y - Item is accessible on the open shelf, so check availability before allowing hold requests.  
N - Item is not available (lost or permanently shelved).  
C - Closed stack material, so allow holds even if available. |
| 9      | Photo requests   | Yes or No     | Valid values are:  
Y - copy is accessible to user. When available copies are counted this copy is counted.  
N - copy is not available to user (e.g. lost, permanently shelved outside the library, privately held, etc.). |
| 10     | OPAC             | Yes or No     | Valid values are:  
Y - Display copy in Web OPAC.  
N - Suppress display of copy in Web OPAC. |
| 11     | Specific item    | Yes or No     | Valid values are:  
Y - If this item is requested in the OPAC, the user will be given this specific item, not another copy.  
N - If this item is requested in the OPAC, the user may be given a 'like' item. |
<table>
<thead>
<tr>
<th>12</th>
<th>Limit hold</th>
<th>Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Limit hold</td>
<td>Yes or No</td>
</tr>
</tbody>
</table>

Valid values are:

Y - Limit the number of hold requests to the number of available copies of 'like' items.

N - Do not limit the number of hold requests to the number of available copies of 'like' items.

Example:

| 15A | OI L Order Initiated | Y | N | C | N | Y |
| 15A | OR L Acquisition | Y | N | C | N | Y |
| 15A | BD L In binding | N | N | N | N | Y |
| 15A | SB L Sent to binding | N | N | N | N | Y |
| 15A | IP L In process | N | N | N | N | Y |
| 15A | CT L Cataloging | N | N | N | N | Y |
| 15A | TE L Technical Dept. | N | N | N | N | Y |
| 15A | SU L Subject Head. | N | N | N | N | Y |
| 15A | 01 L Overnight | Y | N | Y | C | Y | Y |
| 15A | 04 L One month | Y | Y | Y | Y | Y |
| 15A | 10 L Semester | Y | Y | Y | Y | Y |
| 15A | 20 L Two weeks | Y | Y | Y | Y | Y |
| 15A | 30 L Three weeks | Y | Y | Y | Y | N | N |
| 15A | 30 L Four weeks | Y | Y | Y | Y | Y |
| 15A | 25 L Short Loan 1 | Y | N | Y | Y | Y |
| 15A | 35 L Reserve Room | Y | N | N | N | Y | N |
| 15A | 45 L Short Loan 2 | Y | N | Y | N | Y |
| 15A | 50 L Closed stack | Y | N | C | Y | Y |
| 15A | 70 L Deleted copy | N | N | N | N | Y |
| 15A | 90 L Acquisition | N | N | N | N | N |
| 15A | 91 L In binding | N | N | N | N | N |
| 15A | 92 L Lost | N | N | Y | N | N | N |
| 15A | 93 L In process | N | N | N | N | N |
| 15A | 94 L In cataloging | N | N | N | N | N |
| 15A | 95 L Class. dept. | N | N | N | N | N |
| 15A | 96 L Tech. Dept. | N | N | N | N | N |

| 15B | OI L Order Initiated | Y | N | C | N | Y |
| 15B | OR L Acquisition | Y | N | C | N | Y |
| 15B | BD L In binding | N | N | N | N | Y |
| 15B | SB L Sent to binding | N | N | N | N | Y |
| 15B | IP L In process | N | N | N | N | Y |
| 15B | CT L Cataloging | N | N | N | N | Y |
| 15B | TE L Technical Dept. | N | N | N | N | Y |
| 15B | SU L Subject Head. | N | N | N | N | Y |
| 15B | 01 L Overnight | Y | N | Y | C | Y | Y |
| 15B | 04 L One month | Y | Y | Y | Y | Y |
| 15B | 10 L 1 Week | Y | Y | Y | Y | Y |
| 15B | 20 L Two weeks | Y | Y | C | Y | Y |
| 15B | 30 L Three weeks | Y | Y | Y | Y | Y | N | N |
| 15B | 30 L Four weeks | Y | Y | Y | Y | Y |
| 15B | 25 L Short Loan | Y | N | Y | C | Y |
| 15B | 26 L Reading Room 1 | Y | N | N | C | Y |
| 15B | 27 L Reading Room 2 | Y | N | N | C | Y |
| 15B | 35 L Reserve Room | Y | N | N | N | Y | N | Y |
| 15B | 45 L Short Loan | Y | N | Y | C | Y |
| 15B | 50 L Closed stack | Y | N | C | Y | Y | N |
| 15B | 55 L Special | Y | Y | Y | C | Y | N |
| 15B | 70 L Deleted copy | N | N | N | N | N | N | N |
| 15B | 92 L Lost | N | N | N | N | N |
| 15B | 93 L In process | N | N | N | N | N |
| 15B | 94 L In cataloging | N | N | N | N | N |
| 15B | 95 L Class. dept. | N | N | N | N | N |
### 10.10 HOLD REQUESTS CONFIGURATION

**tab37**

This table determines the pickup locations available to borrowers for ILL requests and the procedure carried out by the system on the arrival of material from suppliers.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Source sub-library</td>
<td>USMA1</td>
<td>The code of the sub-library that 'owns' the item that is being requested.</td>
</tr>
<tr>
<td>2</td>
<td>Source item status</td>
<td>IL, ## etc.</td>
<td>The item status of the item that is being requested. Use '##' to specify any item status not explicitly mentioned higher in the table.</td>
</tr>
<tr>
<td>3</td>
<td>Borrower status</td>
<td>01, ## etc.</td>
<td>The status of the borrower placing the request. Use '##' to specify any borrower status not explicitly mentioned higher in the table.</td>
</tr>
<tr>
<td>4</td>
<td>Pickup location</td>
<td>HOME, BOX, USMA1 etc.</td>
<td>The sub-library or pseudo-sub-library code which can be selected by borrowers with the status specified in column 3 against items matching the criteria in columns 1 and 2.</td>
</tr>
<tr>
<td>5</td>
<td>Target option</td>
<td>01, 02, 03, 04, or 05</td>
<td>The type of delivery. Valid values are: 01 Hold shelf, 02 Home delivery, 03 Mailbox delivery, 04 Reading room, 05 ILL</td>
</tr>
</tbody>
</table>

**Available Target Option**

These are the actions that will result from the operator clicking "Item status" on the Material Arrival display (when the item arrives):

- **Option 01 hold shelf**: Generates a pickup letter for the patron and a hold shelf slip for the item. The loan will be performed in the regular manner when the item is picked up.
- **Option 02 home delivery**: Generates a delivery slip for the item, and automatically loans the item to a patron.
- **Option 03 mailbox delivery**: Generates a pickup letter for the patron and a delivery slip for the item; automatically loans the item to a patron.
- **Option 04 reading room**: Performs option 02 and creates a Z310 record for Reading Room control.
- **Option 05 for items received through ILL**: Generates a Loan to a pickup sub-library. This requires that the sub-library code is a "USER", and it takes the pickup sub-library from Z40. If there is no pickup sub-library, loans to ILL sub-library of the requester. The due date is determined by subtracting the number of days specified in the 'Return delay' field of the supplier record from the expected return date in the ILL arrival form. This action is unique to ILL material.

### 10.10.1 tab37 and ILL Outgoing Requests
When material arrives from an ILL supplier, the manner in which ALEPH handles the request depends upon the target option of the pickup location. Both are set in tab37.

<table>
<thead>
<tr>
<th>Target option</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Hold shelf</td>
<td>A slip (for insertion in the material before it goes on the hold shelf) and collection notice (for the borrower) are printed, but the item is not automatically loaned. When the borrower collects the item, the loan is performed. The due date is calculated according to the request (Z41) expected return date. (The &quot;Expected Return Date&quot; minus the &quot;Return Delay&quot; which is taken from the supplier record. If the 'return delay' is zero, the value of setenv ill_return_for_user in pc_server_defaults is used instead).</td>
</tr>
<tr>
<td>02 - Home delivery</td>
<td>A slip (for insertion in the material before it is posted to the borrower) is printed and the item is automatically loaned to the borrower (according to the z41 return date).</td>
</tr>
<tr>
<td>03 - Mailbox delivery</td>
<td>A slip (for insertion in the material before it is despatched to the mailbox) and a notice (for the borrower) are printed, and the item is automatically loaned to the borrower (according to the z41 return date).</td>
</tr>
<tr>
<td>04 - Reading room</td>
<td>A slip (for insertion in the material before it is despatched to the reading room) and notice (for the borrower) are printed, and the item is automatically loaned to the pickup sub-library (according to the z41 return date) If there is no pickup sublibrary, the item is instead loaned to the Z40 sub-library (that is, the borrower's ILL library). From the pickup sublibrary, the item is loaned to the borrower. The due date is calculated according to the request (Z41)expected return date.</td>
</tr>
<tr>
<td>05 - ILL</td>
<td>A slip (for insertion in the material before it goes on the hold shelf) and collection notice (for the borrower) are printed. The item is automatically loaned to the pickup sub-library (there must be a 'borrower' record with a user ID that corresponds to the pickup sub-library code). If no pickup sub-library is specified, the item is instead loaned to the borrower's home ILL library. The due date is determined by subtracting the number of days specified in the 'Return delay' field of the supplier record (Z70_DELIVERY_DELAY_2) from the expected return date in the arrival form (Z41_EXPECTED_RETURN_DATE). If Z70_DELIVERY_DELAY_2 has a value of zero, the value of setenv ill_return_for_user in pc_server_defaults is used instead.</td>
</tr>
</tbody>
</table>

**Example of tab37:**

```
UEDUC 14 ## # 01 UEDUC
UEDUC 72 ## # 02 HOME ######
UEDUC 73 ## # 03 BOX1 ######
UEDUC 74 ## # 04 RLINC
UEDUC 75 ## # 05 UEDUC ######
UEDUC ## # # 01 UEDUC UHLTH ULAW ULINC UMUSI USCI UUPTN
UEDUC ## ## N 01 UEDUC
```

In USM50, the following item statuses are dedicated to ILL items and the following explanation uses these statuses:

- 14 - ILL Pickup - matches target option 01
- 72 - ILL Home Loan - matches target option 02
- 73 - ILL Box Loan - matches target option 03
- 74 - Reading Room - matches target option 04
- 75 - Loan to pick-up or ILL sub-lib. - matches target option 05
- 76 - ILL Non-circ.

Note: Regarding USM50/ILL item statuses 72, 73 and 75, (target options 02,03, 05): In order to make sure that an automatic loan is performed as soon as ILL material arrives, even when the pick-up location is not defined, add

# to one of the pick-up location columns (see the above example of tab37).
10.10.2 Hold request for ILL Incoming Requests

In the ILL Incoming request workflow, when the ILL borrower requests an item from your library that is currently on loan, there is an option to create a hold request on behalf of the ILL borrower.

This hold request is handled in the system and is referred to the tab37 table just like all other hold requests.

Note: The default priority of a Hold request, created from ILL-Incoming, is the same priority as a hold request created from the Circulation module GUI. The relevant parameter in pc_server_defaults is:

```
setenv z37_priority_circ
```

The following is an example of a USM50 setup which is intended to enable the ILL module to handle hold requests that have been made via ILL-Incoming, and not to let the process end in the Circulation module.

In the `tab_sub_library.lng` table, the ILLDT (ILL Department) sublibrary (type 3), has been defined:

```
ILLDT 3       L   ILL Department
```

This definition has been made in order to allow the ILL Dept. to be a pick-up location of an ILL Hold request (a hold request can be performed in ILL-Incoming, when there is an ILL request for an item which is currently on loan).

When a hold-requested item is returned, the staff user can indentify that the hold request has been created via the ILL module, because the pick-up location is set to ILLDT - the ILL Department. At this stage, the item can be moved to the ILL department in order to loan it to the ILL borrower. tab37: The following line is included in tab37:

```
##### ## 11 # 01 ILLDT
```

This line shows that for an ILL borrower (status 11 in USM50), in the case of the pick-up location ILLDT (the ILL Department), the target option is set to 01. No automatic loan is performed so the handling of the loan can be carried out by the ILL Department.

10.11 REQUESTS TO SUPPLIERS TAB

`tab_ill_request.lng`

This table defines the fields available in the Requests to Suppliers tab:
10.12 PATRON INFORMATION TAB

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier code:</td>
<td>JNUL</td>
</tr>
<tr>
<td>Request status:</td>
<td>NEW</td>
</tr>
<tr>
<td>Requested media:</td>
<td>L-BOOK</td>
</tr>
<tr>
<td>Status date:</td>
<td>24/01/00</td>
</tr>
<tr>
<td>Sent date:</td>
<td></td>
</tr>
<tr>
<td>Delivery type:</td>
<td>LE</td>
</tr>
<tr>
<td>Item barcode:</td>
<td></td>
</tr>
<tr>
<td>Circulation note:</td>
<td></td>
</tr>
<tr>
<td>Expected arrival date:</td>
<td>10/02/00</td>
</tr>
<tr>
<td>Re-apply date:</td>
<td></td>
</tr>
<tr>
<td>Arrival date:</td>
<td></td>
</tr>
<tr>
<td>Due date:</td>
<td></td>
</tr>
<tr>
<td>Expected return date:</td>
<td></td>
</tr>
<tr>
<td>Return date:</td>
<td></td>
</tr>
<tr>
<td>Supplier media:</td>
<td>L-BOOK</td>
</tr>
<tr>
<td>Customer ID:</td>
<td></td>
</tr>
<tr>
<td>Voucher numbers:</td>
<td></td>
</tr>
<tr>
<td>Note to supplier:</td>
<td></td>
</tr>
<tr>
<td>Currency:</td>
<td></td>
</tr>
<tr>
<td>Price:</td>
<td></td>
</tr>
<tr>
<td>Local price:</td>
<td></td>
</tr>
<tr>
<td>Note to supplier:</td>
<td></td>
</tr>
</tbody>
</table>

Example:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPTION-1</td>
<td>040 01 C01</td>
</tr>
<tr>
<td>CAPTION-2</td>
<td>060 02 C02</td>
</tr>
<tr>
<td>REQUEST-SUPP-CODE</td>
<td>C04 L Supplier code:</td>
</tr>
<tr>
<td>REQUEST-SEQUENCE</td>
<td>L Sequence:</td>
</tr>
<tr>
<td>REQUEST-STATUS</td>
<td>C03 C03 L Request status:</td>
</tr>
<tr>
<td>REQUEST-REQUESTED-MEDIA</td>
<td>C03 C03 L Requested media:</td>
</tr>
<tr>
<td>REQUEST-STATUS-DATE</td>
<td>L Status date:</td>
</tr>
<tr>
<td>REQUEST-SENT-DATE</td>
<td>L Sent date:</td>
</tr>
<tr>
<td>REQUEST-DELIVERY-TYPE</td>
<td>L Delivery type:</td>
</tr>
<tr>
<td>DISPLAY</td>
<td>100 05 C07</td>
</tr>
<tr>
<td>REQUEST-BARCODE</td>
<td>L Item barcode:</td>
</tr>
<tr>
<td>REQUEST-CIRC-NOTE</td>
<td>L Circulation note:</td>
</tr>
<tr>
<td>REQUEST-EXPECTED-ARRIVAL-DATE</td>
<td>L Expected arrival date:</td>
</tr>
<tr>
<td>REQUEST-REAPPLY-DATE</td>
<td>L Re-apply date:</td>
</tr>
<tr>
<td>REQUEST-ARRIVAL-DATE</td>
<td>L Arrival date:</td>
</tr>
<tr>
<td>REQUEST-DUE-DATE</td>
<td>L Due date:</td>
</tr>
<tr>
<td>REQUEST-EXPECTED-RETURN-DATE</td>
<td>L Expected return date:</td>
</tr>
<tr>
<td>REQUEST-RETURN-DATE</td>
<td>L Return date:</td>
</tr>
<tr>
<td>DISPLAY</td>
<td>100 05 C07</td>
</tr>
<tr>
<td>REQUEST-SUPP-MEDIA</td>
<td>L Supplier media:</td>
</tr>
<tr>
<td>REQUEST-CUSTOMER-ID</td>
<td>L Customer ID:</td>
</tr>
<tr>
<td>REQUEST-VOUCHER-NUMBERS</td>
<td>L Voucher numbers:</td>
</tr>
<tr>
<td>REQUEST-KEYWORDS1</td>
<td>L Keywords1:</td>
</tr>
<tr>
<td>REQUEST-KEYWORDS2</td>
<td>L Keywords2:</td>
</tr>
<tr>
<td>REQUEST-CURRENCY</td>
<td>L Currency:</td>
</tr>
<tr>
<td>REQUEST-PRICE</td>
<td>C05 C05 L Price:</td>
</tr>
<tr>
<td>REQUEST-LOCAL-PRICE</td>
<td>L Local price:</td>
</tr>
<tr>
<td>REQUEST-NOTE-TO-SUPP</td>
<td>C11 C11 L Note to supplier:</td>
</tr>
</tbody>
</table>
This table defines the fields available in the Patron Information tab:

### Example:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliographic number</td>
<td>70</td>
</tr>
<tr>
<td>User ID</td>
<td>9090</td>
</tr>
<tr>
<td>User name</td>
<td>Adams, Alice</td>
</tr>
<tr>
<td>Address</td>
<td>Adams, Alice</td>
</tr>
<tr>
<td>Telephone</td>
<td>123 Cherry Lane</td>
</tr>
<tr>
<td>E-mail</td>
<td>tel 1</td>
</tr>
<tr>
<td>Request status statuses</td>
<td>BGL - CLS</td>
</tr>
<tr>
<td>Ill library</td>
<td>USNA1</td>
</tr>
<tr>
<td>Home library</td>
<td>USNA1</td>
</tr>
<tr>
<td>Pickup library</td>
<td></td>
</tr>
<tr>
<td>Total ILL limit</td>
<td>9999</td>
</tr>
<tr>
<td>Active ILL limit</td>
<td>9999</td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Rush</td>
<td></td>
</tr>
<tr>
<td>Willing to pay</td>
<td></td>
</tr>
<tr>
<td>Proxy ID</td>
<td></td>
</tr>
<tr>
<td>Preferred media</td>
<td></td>
</tr>
<tr>
<td>Patron sub library</td>
<td></td>
</tr>
<tr>
<td>Patron note</td>
<td></td>
</tr>
</tbody>
</table>

Go to top of page
10.13 SUPPLIER DETAILS

This table defines the fields available in the Supplier Details form (activated by clicking on the 'Supplier' button in the Requests to Suppliers tab):

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier code:</td>
<td>BGU</td>
</tr>
<tr>
<td>Supplier name:</td>
<td>Ben-Gurion University</td>
</tr>
<tr>
<td>Address:</td>
<td>Ben Gurion University of the Negev</td>
</tr>
<tr>
<td>P.O.B. 7856</td>
<td>Beer-Sheva, Israel</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:yifat.lulav@exlibris.co.il">yifat.lulav@exlibris.co.il</a></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Note:</td>
<td></td>
</tr>
</tbody>
</table>

Example:

VENDOR-CODE                      L Supplier Code:
VENDOR-NAME                      L Supplier Name:
VENDOR-ADDRESS                   L Address:
VENDOR-TEL                       L Telephone:
VENDOR-EMAIL                     L E-mail:
VENDOR-FAX                       L Fax:
VENDOR-NOTE                      L Note:

10.14 RETURN FORM

This table defines the fields available in the Return form (activated by selecting the 'ILL Records / Return' menu option):
10.15 PRINT TEMPLATES

10.15.1 AVAILABLE TEMPLATES

The names of the ILL template files are as follows (where nn is a number identifying the version):

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to Patron</td>
<td>Letters to patrons, that are produced by clicking on 'Letter' in the Patron Information tab. 'x' is a single character or digit, used to identify the letter in the list.</td>
</tr>
<tr>
<td>patron-letter-x</td>
<td></td>
</tr>
</tbody>
</table>
| **ILL Request Form**  
<table>
<thead>
<tr>
<th>ill-print-letter-media-nn</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL request form despatched to supplier when delivery type 'LE - Single Letter' is chosen. 'media' is the supplier media type, such as 'c-serial'. If a template with the appropriate media type cannot be found, 'gen' is used instead.</td>
</tr>
</tbody>
</table>

| **ILL Request Chain Letter**  
<table>
<thead>
<tr>
<th>ill-print-letter-chain</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL request form despatched to supplier when delivery type 'CH - Chain Letter' is chosen.</td>
</tr>
</tbody>
</table>

| **ILL Reapply Letter**  
<table>
<thead>
<tr>
<th>ill-reapp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter despatched to a patron to inform him that the request will have to be reapplied for a later date. This letter is printed when you select 'Re-apply' from the Reply Types form.</td>
</tr>
</tbody>
</table>

| **ILL Recall Letter**  
<table>
<thead>
<tr>
<th>ill-recall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter despatched to a patron to inform him that the request has been recalled by the supplier. This letter is printed when you select 'Recall' from the Reply Types form.</td>
</tr>
</tbody>
</table>

| **Letter to Supplier**  
<table>
<thead>
<tr>
<th>supplier-letter-x</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier letters produced by clicking on 'Letter' in the Requests to suppliers tab. 'x' is a single character or digit, used to identify the letter in the list. ILL-SUPP-PRINT in pc_tab_exp_field.&lt;lng&gt; menu.</td>
</tr>
</tbody>
</table>

| **Cancel Request to Supplier**  
<table>
<thead>
<tr>
<th>ill-drop-letter-media</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL cancellation form despatched to supplier. 'media' is the supplier media type, such as 'c-serial'. If a template with the appropriate media type cannot be found, 'gen' is used instead.</td>
</tr>
</tbody>
</table>

| **ILL Arrival Letter**  
<table>
<thead>
<tr>
<th>ill-arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification sent to a patron to tell him that his ILL request is awaiting collection. Automatically printed on arrival of the material. Used for both loans and copies.</td>
</tr>
</tbody>
</table>

| **ILL Arrival Letter and Copyright Declaration**  
<table>
<thead>
<tr>
<th>ill-arrival-c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival notification that includes a copyright declaration to be signed by the patron. Automatically printed on arrival of the material when a copyright signature is required but has not been provided by the patron.</td>
</tr>
</tbody>
</table>

| **ILL Arrival Slip**  
<table>
<thead>
<tr>
<th>ill-arrival-slip-nn</th>
</tr>
</thead>
<tbody>
<tr>
<td>A slip that can be inserted inside the material, with details about the request. Automatically printed on arrival of the material. Used for both loans and copies.</td>
</tr>
</tbody>
</table>

| **ILL Return Letter**  
<table>
<thead>
<tr>
<th>ill-return-letter-media</th>
</tr>
</thead>
<tbody>
<tr>
<td>A return slip printed automatically on return of ILL material in the GUI ILL client. This slip is normally placed inside the material before it is despatched back to the supplier.</td>
</tr>
</tbody>
</table>

| **Incoming ILL Supply Loan Slip**  
<table>
<thead>
<tr>
<th>ill-in-loan-letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL supply slip for a loan request</td>
</tr>
</tbody>
</table>

| **Incoming ILL Supply Copy Slip**  
<table>
<thead>
<tr>
<th>ill-in-copy-letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL supply slip for a copy request</td>
</tr>
</tbody>
</table>

| **ILL Hold Request Notice (Incoming)**  
<table>
<thead>
<tr>
<th>ill-in-hold-letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL hold request notice to the ILL borrower</td>
</tr>
</tbody>
</table>

| **ILL Incoming Information Slip**  
<table>
<thead>
<tr>
<th>ill-in-info</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL incoming request information slip</td>
</tr>
</tbody>
</table>

| **Letter to ILL Borrower**  
<table>
<thead>
<tr>
<th>ill-in-letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to the ILL borrower asking him for information regarding his ILL incoming request</td>
</tr>
</tbody>
</table>

| **Not Available Letter**  
<table>
<thead>
<tr>
<th>ill-in-no-avail-letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to the ILL borrower notifying him that his requested item is not available</td>
</tr>
</tbody>
</table>

| **Rejection Letter**  
<table>
<thead>
<tr>
<th>ill-in-reject-letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL incoming request rejection letter</td>
</tr>
</tbody>
</table>

The following is a special template that is located in the form_lng directory:
**ill-print-bldsc-x-format-nn**

ART format message despatched to the BLDSC when delivery type 'BL - British Library format is chosen. 'x' represents 'l' (loan) or 'c' (photocopy), which defines the media type. 'format' is 'book', 'journal', 'conference', 'report' or 'other'.

### Batch Services Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>ill-claim-c-other-nn</td>
<td>Used by the batch service &quot;Claim Report and Letters&quot; for media type &quot;copy&quot;.</td>
</tr>
<tr>
<td>ill-claim-l-other-nn</td>
<td>Used by the batch service &quot;Claim Report and Letters&quot; for media type &quot;loan&quot;.</td>
</tr>
</tbody>
</table>

#### 10.15.2 Key to Strings with $ Signs

The meaning of a string with a $ sign depends on the template in which it appears.

Note: The value $008 is usually the user ID (taken from Z303). If you want to display more than one ID for the same user, add any of the following values to your template:

- $800 barcode
- $801 additional ID 1
- $802 additional ID 2
- $803 additional ID 3
- and so on.
- Arrival Letter
- Arrival Slip
- Chain Letter Request
- Claim Letter
- Drop Request
- Loan Request
- Patron Letter
- Patron Reapply
- Patron Recall
- Return of Item on Loan
- Supplier Letter
- British Library TX Format

**Arrival Letter**

**ill-arrival-nn**

**ill-arrival-c-nn**

- $002 - date
- $001 - email address
- $002 - date
- $003 through
- $007 - borrower's address
- $008 - user ID
- $009 - request number
- $010 through
- $020 - bibliographic information (format defined in the bib_format table (UTIL I/14)
- $021 - expected return date to supplier
- $022 - patron cost (local)
- $023 through
- $025 - borrower note
- $026 - item barcode
- $027 - pickup location
- $029 - due date
- $091 through
- $099 - library's address

**Arrival Slip**
- $001 - email address
- $002 - date
- $003 through $007 - borrower's address
- $008 - user ID
- $010 through $019 - bibliographic information (format defined in the bib_format table (UTIL I/14)
- $021 - expected return date to supplier
- $022 - patron cost (local)
- $023 through $025 - note to supplier
- $027 - pickup location
- $029 - due date
- $091 through
- $099 - library's address

**Chain Letter Request**
- ill-print-letter-chain-nn
- $001 - email address
- $002 - media type (requested media) Z40-MEDIA
- $004 - supplier
- $006 - supplier name
- $008 - shelfmark
- $007 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14)
- $017 through $018 - note
- $023, $025, $027, $029, $031 - supplier
- $024, $026, $028, $030, $032 - shelfmark
- $033 through $037 - supplier's address
- $038 - voucher numbers
- $091 through $099 - library's address
- $039, $045, $051, $057, $063 - supplier name
- $040 through $044 - address of second supplier
- $046 through $050 - address of third supplier
- $052 through $056 - address of fourth supplier
- $058 through $062 - address of fifth supplier
- $064 through $068 - address of sixth supplier
- $088 through $089 - (These two strings are site specific.)

**Claim Letter**
- ill-claim-l-other-nn
- ill-claim-c-other-nn
- $001 - email address
- $002 through $006 - borrower's address
- $007 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14)
- $017 - expected arrival date
- $025 through $026 - note to supplier
- $028 - request number
� $029 - patron ID
� $030 - cataloger
� $031 - date of request
� $032 - request library
� $091 through
� $099 - library's address

**Drop Request**

ill-drop-letter-c-serial-nn
ill-drop-letter-l-book-nn
ill-drop-letter-c-book-nn
ill-drop-letter-l-serial-nn
ill-drop-letter-c-other
ill-drop-letter-l-other

� $001 - email address
� $002 through $006 - borrower's address
� $007 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14)
� $017 - preferred media
� $018 - shelving notation
� $024 - pages to photocopy
� $025 through $026 - note
� $028 - request number
� $029 - patron ID
� $030 - cataloger
� $031 - date of drop
� $032 - request library
� $091 through
� $099 - library's address

**Loan Request**

ill-print-letter-c-book-nn
ill-print-letter-l-book-nn
ill-print-letter-l-serial-nn
ill-print-letter-c-conference-nn
ill-print-letter-c-other-nn
ill-print-letter-c-report-nn
ill-print-letter-c-serial-nn
ill-print-letter-l-other-nn

� $001 - email address
� $002 through >$006 - borrower's address
� $007 through >$016 - bibliographic information (format defined in the bib_format table (UTIL I/14)
� $017 - preferred media
� $018 - shelving notation
� $024 - pages to photocopy
� $025 through $026 - note
� $028 - request number
� $029 - patron ID
� $030 - cataloger
� $031 - date of request
� $032 - request library
� $033 voucher numbers
� $088 through $089 - (These two strings are site specific.)
� $091 through
- $099 - library's address

**Patron Letter**

*patron-letter-h-nn*

- $001 - email address
- $002 - date
- $003 through $007 - patron's address
- $008 - user ID
- $010 through $019 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $020 through $022 - patron's ill information
- $023 - ILL number
- $091 through
- $099 - library's address

**Patron Reapply**

*ill-reapp-nn*

- $001 - email address
- $002 - date
- $003 through $007 - patron's address
- $008 - user ID
- $010 through $019 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $020 - re-apply text new date
- $091 through
- $099 - library's address

**Patron Recall**

*ill-recall-nn*

- $001 - email address
- $002 - date
- $003 through $007 - patron's address
- $008 - user ID
- $010 through $019 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $020 - recall date
- $091 through
- $099 - library's address

**Return of Item on Loan**

*ill-arrival-nn*

*ill-return-letter-c-other-nn*

*ill-return-letter-l-book-nn*

*ill-return-letter-l-other-nn*

*ill-return-l-serial-nn*

- $001 - email address
- $002 through $006 - lending institution's address
- $007 through $016 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $017 - shelving
- $018 through $019 - note
- $025 - date of drop
- $026 - user ID
- $027 - user name
- $088 through $089 - (These two strings are site specific.)
- $091 through
- $099 - library's address
British Library TX Format

ill-print-bldsc-c-book-00
ill-print-bldsc-c-conference-00
ill-print-bldsc-c-other-00
ill-print-bldsc-c-report-00
ill-print-bldsc-c-serial-00
ill-print-bldsc-l-book-00
ill-print-bldsc-l-conference-00
ill-print-bldsc-l-other-00
ill-print-bldsc-l-report-00
ill-print-bldsc-l-serial-00

- $002 through $005 - title
- $007 - place of publication
- $008 - publisher
- $009 - year of publication
- $010 - requested pages
- $011 - call no.
- $014 - ISBN/ISSN
- $015 - system no.
- $016 - BIB library
- $017 through $020 - author
- $021 - report no.
- $022 - edition
- $023 - "ISS" field of USM20 record (issue designation)
- $024 - customer ID
- $025 - password
- $026 through $028 - article title
- $030 - note to supplier
- $031 through $033 - article author or additional author
- $035 - series
- $036 - source

Supplier Letter

supplier-letter-h-nn

- $001 - e-mail address
- $002 - date
- $003 through $007 - supplier's address
- $008 - supplier code
- $010 through $019 - bibliographic information (format defined in the bib_format table (UTIL I/14)
- $020 through $021 -ill information
- $022 through $023 - note to supplier
- $024 - reference number
- $025 - ill number
- $026 - pickup location
- $088 through $089 - (These two strings are site specific.)
- $091 through
- $099 - library's address

Go to top of page

10.16 COLUMN HEADINGS (PC_TAB_COL.LNG)

pc_tab_col.lng defines the columns of information that are displayed in list windows in the GUI clients.

In order to define column headings, edit the bibliographic library (USM01) table pc_tab_col.lng using UTIL I/9
or the ALEPHADM module. For more information about pc_tab_col.lng, see the Web Guide - General chapter - Desktop Customization - GUI and Toolbars section.

The following is a list of the ILL windows which use pc_tab_col.lng for formatting data, and their identifiers (Column 1 in pc_tab_col.lng).

<table>
<thead>
<tr>
<th>Identifier</th>
<th>ILL GUI Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC_ILL_INDEX</td>
<td>Outgoing Requests Index</td>
</tr>
<tr>
<td>PC_ILLLOGGER</td>
<td>List of logs of ILL record</td>
</tr>
<tr>
<td>PC_COM_VENDOR_LIST</td>
<td>Suppliers/Vendors List</td>
</tr>
<tr>
<td>PC_ILL_IN_INDEX</td>
<td>Incoming Requests Index</td>
</tr>
<tr>
<td>PC_ILL_IN_USERS</td>
<td>Incoming request record-List of ILL Borrowers</td>
</tr>
<tr>
<td>PC_CIR_B_ILL_LIST</td>
<td>Circ. Module-Patron Information/ILL Requests *</td>
</tr>
<tr>
<td>PC_ILL_SUPP_LIST</td>
<td>Suppliers codes in 'Requests to Suppliers' window</td>
</tr>
<tr>
<td>PC_ILL_SUPP_LIST</td>
<td>Suppliers codes in 'Requests to Suppliers' window</td>
</tr>
<tr>
<td>PC_COM_DOC</td>
<td>Navigation Window for Admin Record</td>
</tr>
</tbody>
</table>

* In this GUI table, an optional color/font can be used by the system for color/font differentiation between values in the same column. The alternative font and color can be defined in Column 8 and 9 of pc_tab_col.lng.

10.17 ILL TABLES

1. form_sub_library_address
   form_sub_library_address table defines address types for Acquisitions, ILL & Circulation forms. 
   form_sub_library_address works in conjunction with column 2 (address type) of 
   tab_sub_library_address.lng (alephe table).

2. tab46.lng
   tab46.lng defines the transaction types that create entries in the ILL Request log. It is similar in function 
   to the Acquisitions logger, tab45.lng (UTIL G/4/45). Definitions in tab46 set whether or not an ILL 
   transaction creates a log record. It describes the action (written in the log text field).

3. tab47.lng
   tab47.lng encodes the definition of materials requested by the library. The coded definitions are supplier 
   specific. It also includes definitions regarding copyright agreement.

4. tab_ill_charge
   tab_ill_charge defines the parameters for charging patrons for ILL requests. This table will only be 
   activated if tab18 (UTIL G/5/18) has the transaction line 0015 (ILL material arrival) set to Y in col. 4, and 
   there is a zero amount (0) in col. 5.

5. tab_ill_index
   tab_ill_index defines which bibliographic fields are displayed in the online ILL index as search options 
   for accessing ILL requests. This table has similar functionality to the acquisitions table tab_acq_index, 
   UTIL L/5. 
   It is possible to index ILL requests by bibliographic fields using tab_ill_index.

   Note that the index entry is updated only if the order record is updated - i.e. a change in the bibliographic 
   record will not automatically update the index in the ILL Client.

6. tab_ill_request.lng
   tab_ill_request.lng defines elements related to display of ILL request related fields:
7. **tab_return_data.lng**

*tab_return_data.lng* defines the display of fields in the ILL Return (of loan) screen:

- field code
- column width (percentage)
- font definition
- color of font

8. **tab_bor_display.lng**

*tab_bor_display.lng* defines the display of user related fields in the ILL request screen:

- field code
- column width (percentage)
- font definition
- color of font

9. **tab_vendor_display.lng**

*tab_vendor_display.lng* defines the display of vendor related fields in the ILL request screen.

10. **tab_ill_in_index**

*tab_ill_in_index* defines the display of bibliographic fields in the ILL incoming requests index.

11. **tab_ill_in_request.lng**

*tab_ill_in_request.lng* defines the display of incoming request-related fields in ILL.

12. **tab_return_in_data.lng**

*tab_return_in_data.lng* defines the display of fields in the ILL Return screen (for materials returned by outside users).

13. **tab37**

In ILL, tab37 determines whether an item is assigned to the "hold shelf" or immediately loaned. In other words, tab37 determines whether an automatic loan will be performed as soon as an ILL item with type "loan" is registered as 'arrived ', or a loan will be performed only when the patron approaches the Circulation desk.

## 10.18 ILL Value of pc_server_defaults

*pc_server_defaults* is an ALEPH configuration located under $alephe_root. This configuration defines the default values for the pc server.

The relevant entries for GUI-ILL in *pc_server_defaults* are:

- **ill_return_for_user**
  - Possible value: up to a 3 digit value can be entered here.
  
  This numeric value determines how many days it takes to return a loaned item to its ILL supplier.

  Note: This value is activated only if the 'Return delay' field in the Supplier Record (Z70_DELIVERY_DELAY_2) is zero. This parameter is taken into account when calculating the 'due date' of an ILL loaned item.

  For example:
  In case the setup is:
  ill_return_for_user 010

  The 'Due Date' of the ILL loaned Item will be 10 days before the date on which the ILL supplier expects
to receive the item back (Z41EXPECTED_RETURN_DATE).

- **setenv default_lock_period**
  Locked ILL records are automatically unlocked after a period defined in this section.
  
The period is defined in seconds. The default has been set to 300 seconds.
  
  Note: The value entered in setenv default_lock_period is also shared by Items, Circulation and Acquisitions records.

### 10.19 CLIENT SETUP (ILL.INI)

The ill.ini file defines settings for the ILL client. This chapter presents and explains various sections of the ill.ini file.

```ini
[RequestIndex]
IndexCode=TITLE
SubLibrary=
FromRequestDate=0
ToRequestDate=0
RushIndicator=
Status=
```

The [RequestIndex] section contains the Outgoing Request Index default parameters.

```ini
[RequestCurr]
PatronCurr=DKK
CopyrightCurr=GBP
```

The [RequestCurr] section contains default currency codes for the Patron Currency and Copyright Currency fields in the Prices and Dates tab of the Outgoing ILL Record Information form.

```ini
[NavMap]
PushBIB=Y
PushADM=Y
PushHOL=Y
PushSerial=Y
PushItems=Y
PushAcq=Y
PushIll=N
PushCirc=Y
Trigger=Y
ShortCatAdm=Y
```

The [NavMap] section defines the setup of the buttons available on the Navigation Window. You can set the values to Y or N to enable or disable the display of the relevant button.

```ini
[RequestInIndex]
IndexCode=TITIN
Status=
FromRequestDate=0
ToRequestDate=0
```

The [RequestInIndex] section contains the Incoming Request Index default parameters.

```ini
[IncomingUsers]
GetAllILLUsers=N
```

The section [IncomingUsers] determines the manner in which the list of ILL borrowers is displayed. This list is displayed when clicking the pull-down list of the Library ID field in the Incoming Request form.

- **GetAllILLUsers=N**
  Only the list of libraries defined in the menu ILL-IN-LIBRARY of the ADM table pc_tab_exp_field.lng.(util L/2) will be retrieved. Whenever you add a new ILL Borrower (via the Circulation module), add its ID to
ILL-IN-LIBRARY.

**GetAllILLUsers=Y**
The full "Borrower List" will be retrieved. This includes not only the ILL borrower, but the whole list of borrowers (Z303) in your system. If you choose this option, you do not have to maintain the ILL-IN-LIBRARY menu of the ADM table pc_tab_exp_field.eng.(util L/2).

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
</table>

Go to top of page
1.0 ITEMS OVERVIEW

The Items module of ALEPH enables you to add, modify and delete item records from the system.

Item records are required for circulation activities and serials control. Each physical copy in the library should have an item record if it is going to be circulated, and must have an item record for serials check-in.

Item records can also be created and modified in the Acquisitions, Serials and Circulation modules, although the functionality for item creation and update is more limited.

Item records are linked to ADM records, and cannot exist without an ADM record. Each item is identified by the ADM record number and a sequence number. Each item must also have a unique identifier in the barcode field.

Item records can also be linked to HOL records, through the link-to-hol-number field in the item record. If this link is present, the location information of the item is managed by the HOL record. This record contains the item's location, collection and sub-library. In this case, modifying the HOL record also modifies the location information in the item record.

Please note that "Call Number" and "Location" are often used interchangeably.

The HOL record fields are copied to the item record (first location) as follows:
  - 852 first indicator -> Location Type
  - 852 b -> sub-library
  - 852 c -> collection
  - 852 h, etc. -> location
  - 852 t -> copy number (if subfield t contains a single number)

Item record fields can be indexed in the BIB library. This is done by "adding" the item records to the bibliographic record at time of indexing, through the ALEPH "expand" feature (tab_expand), and defining the expanded fields for indexing (tab11). For this reason, whenever the DESCRIPTION, INVENTORY-NUMBER, CALL-NO-TYPE, CALL-NUMBER, CALL-NO-TYPE-2, CALL-NUMBER-2, MATERIAL, SUB-LIBRARY, COLLECTION, PROCESSING STATUS or ITEM STATUS is updated, the bibliographic record is re-indexed.

Go to next section (Retrieving Records)
2.0 RETRIEVING RECORDS

You may access items by:

- barcode or call number

To search for an item by its Call Number (or Call Number-2), the first character should be the Call Number Type (e.g. 0 or 1 etc.), and the rest is the Call Number itself. When searching by Barcode, simply enter the barcode itself.

- using the Find Record function

The Find Record function is described below.

2.1 FIND RECORD FUNCTION

When you activate the Find Record function, the window below is displayed:

This window enables you to retrieve an administrative record and its associated items by specifying various parameters, such as Bibliographic Record Number, or
a partial title or author's name. If more than one administrative record matches your search parameters, you will be able to view the bibliographic information of each record and then choose the record of interest.

2.2 MOVE ADM RECORDS

The GUI OPAC Navigation window lets you move item and/or acquisition orders and/or serial subscription records from one ADM record to another. If you have a duplicate BIB (and therefore a duplicate ADM), you can move the records from the incorrect ADM to the correct ADM. You can add a number of BIB records to the Nav. Map window, and after that use "drag and drop" to move item and/or ACQ order records from one record to another.

Note that this feature is not affected by the number of ADMs involved (that is, single or multiple ADMs). You can move from one ADM record to another within the same ADM library.

The following aspects of the GUI OPAC Navigation window should be noted:

1. In the Search Module (GUI OPAC), when you have a full record displayed, there is a button for "Add to NAV Map".

2. You can add several BIB records to the same NAV MAP display.

3. In the left-hand frame of the NAV MAP window, you can drag-and-drop items, orders, serial subscriptions. Note that you can even move an item which is on loan. The system takes care of moving the relevant loan record as well.
3.0 NAVIGATION WINDOW

Regardless of the method used to retrieve a record, the form that will be displayed is the Navigation Window for the administrative record. This window is shown below. In addition to this form, the Item List will also be displayed.

Following are the buttons available on this screen:

**Catalog BIB**
Click the Catalog BIB button to push to the Catalog module in order to edit the bibliographic record.

**View in OPAC**
Click the View in OPAC button to transfer to the search module in order to view the bibliographic and related records.

**Catalog ADM**
Click the Catalog ADM button to transfer to the Catalog module in order to edit the administrative record.

**Catalog HOL**
Click the Catalog HOL button to transfer to the Catalog module in order to edit the holding record.

**Serials**
Click the Serials button to push to the Serials module in order to edit the highlighted item's serial record.

**Acquisitions**
Click the Acquisitions button to push to the Acquisitions module in order to edit the Order List of the Admin Record this item is attached to.

**ILL**
Click the ILL button to push to the ILL module in order to edit the ILL request attached to this item.

**Circulation**
Click the Circulation button to push to the Circulation module in order to view the Item List. (From there, you may view loans and holds and make photocopy and hold requests.)

**Triggers/Active Triggers**
A trigger is a reminder to perform a task related to the record. To add a trigger for this item, click the button.
Update ADM
Click Update ADM to view the ADM record, or to quickly edit, add or delete a line from the record. This option does not provide any of the editing tools that are available in the Catalog module, such as New Field (choose from list), Open Form and Help on Field. For full editing support while updating an ADM record, click Catalog ADM, instead.

Go to top of page
Go to next section (Item List)
### 4.0 ITEM LIST

The Item List, shown below, displays the items available for a particular ADMinistrative record.

<table>
<thead>
<tr>
<th>B-C</th>
<th>Sub Lib.</th>
<th>Description</th>
<th>Location</th>
<th>Collection</th>
<th>Status</th>
<th>Hold no.</th>
<th>Item stat. code</th>
<th>Temp Loc</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>300-10</td>
<td>Lincoln Library</td>
<td>DD195.GS</td>
<td>General</td>
<td>Two Week Loan</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300-30</td>
<td>Health Library</td>
<td>X2 145.21.33 Vault</td>
<td>Reference</td>
<td>Two Week Loan</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B24</td>
<td>Government Document</td>
<td>General</td>
<td>OrderInitiaiton</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B25</td>
<td>Government Document</td>
<td>591.1</td>
<td>General</td>
<td>OrderInitiaiton</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B26</td>
<td>Government Document</td>
<td>General</td>
<td>OrderInitiaiton</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B27</td>
<td>Government Document</td>
<td>General</td>
<td>OrderInitiaiton</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500-20</td>
<td>Education Library</td>
<td>MUS</td>
<td>Two Week Loan</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sort Options:**

You may sort the order in which the items appear in the list according to different parameters, such as year, volume, sub-library, collection, location, etc. The order differs whether the material type is Issue or other. You can manually change the order according to the options available in a pull-down menu of the Sort Options field at the bottom of the window.

**Modify**

Click Modify to change the highlighted item record. The **Item Form** will be displayed.

**Add**

Click Add to add a new item record. The **Item Form** will be displayed.

**Duplicate**

Click Duplicate to copy the highlighted item record. The **Item Form** will be copied and displayed for you to edit. The copy will be assigned a new sequence number.

**Delete**

To delete an item record, highlight the desired item and click Delete. You will receive a prompt asking you if you’re sure you want to delete. Click Yes.

Note that if an item has been loaned, the item record cannot be deleted in the Items GUI. You must first delete the loan transaction in the Circulation GUI, then delete the item record in the Items GUI. You cannot delete an item record in the Circulation GUI.

However, if an item has Hold/Photo Requests and you try to delete the item record in the Items GUI, an override confirmation pops up, provided that the end of the request date is later than or equal to the current date. If you confirm, the item record, but not the requests, are deleted.

**View**

Click View to read but not change the highlighted item record. The **Item Information** window will be displayed.

**Label**

If you wish to print a label for the item, highlight the item and click Label. The Item Label appears in a Notepad format. You can enter the filename where the label should be saved, so it can be printed later.
Note that you can also print labels in a batch mode, using the Print Item Labels (b-item-3) Web Service.

**Bind/Changes**
If the highlighted item is a serial, you can view a list of issues and select issues to bind by clicking Bind/Changes. Selecting issues and clicking Bind/Changes also allows you to perform global changes. The Items List for Binding window is displayed.

**Item History**
Click Item History to display a list of modifications made to an item. The Item History Records window is displayed.

**All Items History**
Click All Items History to display a list of modifications made to all the items in the list. The Item History Records window will be displayed.

**Circ.Summary**
Click Circ.Summary in order to display the circulation summary of the item.

For the system librarian: The displayed information is selected by the table tab_item_summary.lng.

**Global Changes**
Click Global Changes to make changes on a selected set of items. The Global Changes Form will be displayed. Changes can be made on all items in the list or on a group of items selected according to defined criteria.

**Retrieve HOL**
Click Retrieve HOL to display the list of related HOLdings records. The List of Holding Connections window will be displayed.

---

### 4.1 ITEM FORM

When you click the Modify, Add, Duplicate or View buttons on the Item List, the Item Form is displayed. The Item Form has four parts, accessible by clicking on the tab for each part.

You are given a time limit of 100 seconds to work on the form. During that time, other users may read but not modify the same item record. When the limit has expired, you will no longer be able to make any changes to the record unless you close the form and select the item again.

#### 4.1.1 General Information (1) Tab

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode</td>
<td>562</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subdivulg</td>
<td>USMA1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection</td>
<td>REF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Number Type</td>
<td>0</td>
<td>Temporary Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Number</td>
<td>889551.123</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Call Number Type</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Call Number</td>
<td>2010551.9853</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy number</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enum level 1 (a)</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enum level 2 (b)</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Y. 1995: II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material type</td>
<td>ISSUE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item status</td>
<td>04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item process status</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold Link</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Update**
The Update button will save all changes you have made to the form, as long as the changes were made within the time limit for editing the form. Some of the fields are checked, and you will be warned if a mandatory field is missing, or if an error is detected.

**Save Defaults**
When you click Save Defaults, the information entered in certain fields of the current form will be automatically entered in every form you open from now on (or until you save another setup as default). All the fields that were filled in the record are saved and copied to all new records.

If you would like to clear all saved default fields, select File/Delete item defaults from the Main menu.

**Circ. History**
Click Circ. History to view information on the latest loans and hold requests transactions and on the current status of the item.

**Refresh**
Click Refresh to refresh the screen.
Following is help for each field of the General Information (1) Tab.

**Note:** Every item may be linked to a holdings record. If the library has opted to control the Location through the holdings record, this link enables the system to automatically update the item information: Sub-library, Collection, Call Number Type, Call No. (i.e., the holdings record is the "master" record).

However, should one or more items be created before the creation of a holdings record, an 852 field will automatically be added to the newly-created holdings record, with sub-fields $b & $c containing the Sub-library and Collection from the Item Form respectively.

Note that the 852 field will not be created automatically if there is more than one item, and each has a different sub-library or collection.

**Barcode**
The Barcode information is mandatory. You can use your barcode reader to scan the barcode that you attach to the item. Alternately, you can leave the field blank and the system will automatically assign a number as soon as you click the Refresh or Update button.

**Sub-library**
The sub-library information is mandatory. You can choose the sub-library from the drop-down menu. The specific choices available on the menu are determined by the system librarian. Note that you may add or update an item for a library only if you have access rights to that sub-library.

**Collection**
The Collection information is optional. Your library may designate collections such as Maps, Oversize or 4th floor. You can choose from a list of collections that are valid for the selected sub-library by clicking on the button to the right of the field.

**Call Number Type**
The Call Number Type defines the type of call number used in the following call number fields. You may choose from a drop-down menu.

**Temporary Location**
A check mark in the Temporary Location box indicates to the system that the location information (Sub-library, Collection, Call Number, and Call Number Type) for this item record should not be updated from the Holdings record.

**Call Number**
The Call Number is an alphanumeric code that identifies the shelf location of the item. Depending on how your system librarian has set up the Items module, you can type in text, choose from a drop-down menu, or activate an automatic counter by typing ? and the code of the counter. In this case, the system automatically assigns a call number as soon as you click the Update button. If you want the Call Number to include a sub-field, type two dollar signs ($$) before the sub-field code (e.g., $$i to designate sub-field i for item part). If your library assigns only one call number to an item, be sure to fill in this field and leave the "Second Call Number" field blank.

**Second Call Number Type**
Use this field to define the Call Number Type of the second call number (if you use a second call number).

**Second Call Number**
The Second Call Number Type is an alphanumeric code that identifies the shelf location of the item. Depending on how your system librarian has set up the Items module, you may type in text, choose from a drop-down menu, or activate an automatic counter by typing ? and the code of the counter. In this case, the system will automatically assign a call number as soon as you click the Update button. If your library assigns only one call number to an item, be sure to fill in the first Call Number field and leave this field blank. The Second Call Number is not controlled by the holdings record.

**Copy Number**
The Copy Number field is optional. It can be used when performing Global Changes.

**Note:** The following three fields are shared by Serials and Monographs. For a serial, these fields include Volume, Issue, and Issue Description; for monographs they are used for multi-volume works, and include Volume. Part, Description. The Enumeration fields are used to identify multiple copies of the same item for circulation.

**Enumeration A (Volume)**
This information is intended for a multi-volume work. If the item is a single-volume work, leave the field blank. It can be used for determining the order of the list of items, and although you can enter both characters and numbers, it is suggested that you use numbers. For issue items, the volume is filled in from the Publication Schedule record.

**Enumeration B (Issue Number)**
This information is intended for a multi-volume work. If the item is a single-volume work, leave the field blank. Enter the issue or part number.

**Description**
The Description field is used to provide information to the end-user about the particular volume. For issue items the information is copied from the publication schedule record. For multi-volume monographs you should enter useful information.

**Material Type**
Material Type information is mandatory. Choose the material type from the drop-down menu. The specific choices available on the menu are determined by the system librarian. Note that the sort order of the Item List can be different for items with material type "ISSUE" (as well as "ISSBD" for bound issues) than for other items.

**Item Status**
The Item Status field is mandatory. Item Status defines the circulation status for the item. Choose the Item Status from the drop-down menu. The specific choices available on the menu are determined by statuses valid for the sub-library.

**Item Process Status**
The Item Process Status field is optional. It is also updated through the Acquisitions, Serials and Items processes.

**HOL Link**
The HOL Link field is optional. It is used to link the item record to a holdings record, in which case the call number information (Sub-library, Collection, Call Number Type and Call Number) are controlled by the 852 field of the holdings record. See also Temporary Location flag.

If your system librarian has set your system to automatically create a holdings record based on information in the item record, then the 852 field of the
4.1.2 General Information (2) Tab

OPAC Note
OPAC Note information is optional. The text entered here will appear in the OPAC for the user to read.

Circulation Note
Circulation Note information is optional. The text entered here may be displayed when an item is loaned or returned (if the Circulation module's setup options have been defined to display this note).

Internal Note
Internal Note information is optional. The text entered here will appear on this form and in the Navigation Window and is intended for library staff only.

Order Number
Order Number information is optional. When the item record is created in Acquisitions, the Order Number is automatically copied to this field. You can use the arrow (to the right of the field) to open the Orders Index List window, and select the required order number for this Item record.

Invoice Key
Optional. The Invoice Key includes the following details: Vendor Code, General Invoice number and Invoice Line Item sequence number that are assigned to the Order number quoted in the Order Number field. In order to fill in this field, use the arrow (to the right of the field) to open the Invoice List for Order number window, and to select the relevant line item.

Invoice Note
Read-only field. In the event that you select Invoice Key, the Invoice Line Item note is displayed in this field.

Inventory Number
Inventory Number information is optional. A unique Inventory Number can be assigned. Depending on how your system librarian has set up the Items module, you may type in a number, choose an automatic counter from a menu, or activate an automatic counter by typing ? and the code of the counter. In this case, the system automatically assigns an Inventory Number as soon as you click the i Update button.

Inventory Date
This is the date on which the Inventory Number is assigned. If you leave this field blank and enter an Inventory Number, the system automatically fills in the Inventory Date when you click the Update button.

Price
If the item is created in the Acquisitions process, Price is computed by the system, using information that was entered in the Order form. The local price is divided by the number of units. When the order is closed, the item price is calculated again: the amount of all invoices assigned to the order is divided by the number of units. If the Price is modified or the item record was created at a different time, the Price must be manually reported.

Statistic
Statistic information is optional. You may enter text up to 10 characters. You may wish to enter information such as the department or collection for which the item was purchased. An Edit Item Statistic Field form can be displayed when you click on the arrow to the right of the Statistic field, depending on your system setup.

Open Date
The Open Date is the date the item record was created. The date is filled in automatically by the system.

Update Date
The Update Date is the last time the record was updated. The date is filled in automatically by the system.

4.1.3 Serial Information Tab

This tab relates to items that are journal issues, and the field content is automatically created by the serials control system.

**Schedule**
This is the line number in the Publication Schedule in the Serials module. It is filled in automatically by the system if an item was opened in the Serials module.

**Subscription no.**
Subscription no. is the sequence number of the Subscription in the Serials module. It is filled in automatically by the system if an item was opened in the Serials module.

**Pages**
The Pages field is optional. Enter the pages included in the issue.

**Description**
The Description field is used to provide information to the end-user about the particular volume. For issue items the information is copied from the Publication Schedule record. For multi-volume monographs you should enter useful information.

**Issue date**
This is the date on which this issue was published. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visible difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you can also change the format for entering the date.

**Exp. Arrival Date**
This is the expected date of arrival of the issue, taking into account the delay from the issue date to the date of receipt or first claim period, as defined in the Subscription form. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visible difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you can also change the format for entering the date.

**Arrival Date**
This is the actual date on which the item was checked in. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visible difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you can also change the format for entering the date.

4.1.4 Serial Levels (4)
The fields comprising this tab are normally pre-filled with the data relevant to the serial item.

You may add additional data or change existing data. The data is based on the serial prediction pattern as defined in the 853/853X fields in the ADM record (see also the relevant chapter in the Serials module).

**Enumeration A (Volume)**

If this serial uses the year in its enumeration, and you entered this information in the Publication Schedule window, this will be the volume number as copied from there. If, however, you are adding a new issue, this field will be empty and you must enter the relevant volume number so that the sorting of issues will be correct.

**Enumeration B (Issue Number)**

If you entered this information in the Publication Schedule window, this will be the Issue Number as copied from there. If, however, you are adding a new issue, this field will be empty and you must enter the relevant issue number, so that the sorting of issues will be correct.

If this is a supplementary issue or an index, you can ensure that the issue will be displayed in the correct sequence by adding a decimal point to the issue number. For example, if the issue you are currently registering is an index that is published between issues 4 and 5, you can enter Issue Number 4.1 in this field to place it between issues 4 and 5 on the Publication Window.

**Enumeration C (Part)**

Enumeration C is optional. Enter the Part number of this issue if the serial is organized in this manner.

**Enumeration D**

If there are more than 3 levels of enumeration for this serial, the relevant data will be displayed in this field, and in the Enumeration E and Enumeration F fields, if applicable.

**Enumeration E**

See Enumeration D for help.

**Enumeration F**

See Enumeration D for help.

**Enumeration G**

If this serial uses alternative enumeration, the relevant data will be displayed in this field.

**Enumeration H**

If this serial uses a second level of alternative enumeration, the relevant data will be displayed in this field. Chronology I (Year)

**Chronology I (Year)**

If this serial uses the year in its enumeration, and you entered this information in the Publication Schedule window, this will be the year as copied from there. If, however, you are adding a new issue, this field will be empty and you must enter the relevant year yourself, if applicable.

**Chronological J**

If the second, third or fourth levels of chronology also apply to this serial (for example, months or seasons), the relevant data will be displayed in this field and in fields Chronological K and Chronological L, if applicable.

**Chronological K**

See Chronological J for help.

**Chronological L**

See Chronological J for help.
4.2 GLOBAL CHANGES

The Global Changes window has two sections:

- "Select by", for entering filters for item records to include in the global change
- "Change to", for entering the new field values.

Select by
Some of the fields in the Select by section are already filled in. They are taken from the fields that are defined for the selected item. You may erase or change the values in these fields as desired. You may also enter in any field:

* Include all values for this field.
- Only select items that do not have a value in this field.
blank Ignore this field

HOL Link
Retrieve items that have this HOL link. The HOL link is the system number of the Holdings record to which an item is linked.

Copy Number
Retrieve items that have this copy number.

Collection
Your library may designate collections such as Maps, Oversize or 4th floor. Type in the collection or choose one from the drop-down menu.

Sub-Library
Retrieve items that are in this sub-library. Choose the sub-library from the drop-down menu. The specific choices available on the menu are determined by the system administrator.

Item Status
Retrieve items that have this item status. Choose the item status from the drop-down menu. The specific choices available on the menu are determined by the system administrator.

Item Process Status
Retrieve items that have this item process status. Type in the item process status or choose one from the drop-down menu.

Enter ZZ in the Item Process Status field in the "Change to" section in order to change the item process status to BLANK="Not in process".

Year
Retrieve items from this year. Enter the journal year in which this issue is published. Be sure always to use four digits to indicate the year, for example, 1997 instead of just 97. You may also use hyphens and slashes, for example, 1997/1998 (to indicate that a volume starts at some point within one year and ends 12 months later in the following year) or 1998-1999 (to indicate that a volume runs from the beginning of one year to the end of the following year). If you wish to identify a serial by its volume alone and not by its year, leave the year blank.

Volume
Retrieve items that have this volume number. This information is intended for a multi-volume work. If the item is a single-volume work, leave the field blank.
Location
Retrieve items that have this location. The small box is the Location Type and the large box is the Location.

Change to
All of the filter fields can be changed, except for Year/Volume. If the location is controlled by a holdings record, it cannot be changed, although changing the link to a holdings record can, of course, change the location. You may also use the Temp Location field in order to change the Item's temp location status.

4.3 Item History / All Items History

Click Item History or All Items History to display the log of changes made to item records.
❖ Click View to display the record as it was in view mode.
❖ Depending on the type of change made, the previous version of the item record can be restored by clicking the Restore button.
❖ Click Remove to delete the log record.

4.4 Quick Cataloging in Items

Another way of reaching the Items List for record windows is via the Quick Cataloging option of GUI ITEMS. This option is accessible via GUI / ITEMS / Menu Bar - Retrieve / Quick Catalog.

After you select the Quick Catalog option, the following window is displayed:

This window is used to briefly catalog a record with minimum information. Once you fill in the form, click OK. The Items List for record window will be displayed for you. At this stage, you may add new item/s for this new record.

For the system librarian:
Up to ten fields may be available. The fields are determined by pc_tab_items_fast_cat.lng.

Note: this table has to be edited in the BIB library (for the creation of the BIB record) and in the Administrative library (for the creation of the ADM record).

Go to top of page
Go to next section (Item Label)
5.0 ITEM LABEL

The Item Label is explained in the document *How to Set Up Label Printing* which is available from the ALEPH Staff menu's Documentation menu.

Go to top of page

Go to next section (Binding)
6.0 BINDING

Within ALEPH, binding is defined as the process whereby a group of items (serial issues or series volumes) are 'bound' into a single new item (the bound volume), and consequently discarded (although still kept in the system as 'historical' items). The way in which the OPAC indicates that volumes/items have been removed for binding purposes is also part of the process.

The first window involved is the Item List window. "Push to", or open, the relevant record, having items ready for binding, in the Items module, and bring the Item List into focus.

Select an item and click Bind/Changes on the Item List. The Item List for Binding window is displayed:

Important note: Items for inclusion in the Item List for Binding window are only filtered by sublibrary. Therefore, if your library has more than one copy (subscription) for this particular title, it is important that you select an item belonging to your own sublibrary (or the one you are doing the binding for).

This window has two frames: in the left-hand frame, you can see all the items belonging to the sublibrary you are doing the binding for.

You then collate the items for binding into the right-hand frame, using the right-hand arrow. You can use multi-selection on the left-hand items before moving them to the right-hand frame.

The following screen capture shows the window immediately following the selection of relevant items and their collation into the right-hand frame.
Next, click Bind. The Item Form for the new bound item displays: Modify it according to any new parameters associated with the bound volume - for example, the Description, Collection, Call Number fields may need updating.

Note that after Update is clicked on the modified Item Form, the following changes occur:

1. A new value, 'ISSBD', is entered into the Material Type field; and
2. A new value, 'BD', is entered into the Item Process Status field.

- 'ISSBD' is a special material type automatically assigned by the system to bind volume items, allowing them to be sorted as serial issue items.
- 'BD' is automatically allocated to bound volume items to indicate to the OPAC users that those items are in binding. However, it is possible for the system librarian to allocate another Item Process Status and accompanying text in a table.

### 6.2 ITEM HISTORY

The items which comprise a newly-bound volume item are automatically discarded in the process, but are still kept in the system as historical records. To view the items that make up a bound volume item, select that item in the Item List and click Item History.

### 6.3 BINDING AS CIRCULATION

As well as system-related "binding", you may also need to set up a process for the control of items which are physically removed from the shelf and sent to a binder.

When an item is removed from the shelf, a period of time elapses until that item is returned to the shelf within a bound volume. There are two ways to indicate to patrons that an item is temporarily unavailable as it has been removed for binding:

1. Via the Circulation module, 'lend' the bound item to the vendor (binder), 'returning' it to the library when it arrives back. This enables OPAC users to see a 'Due Date' for that item.
2. Just leave the new Item Process Status, with an appropriate text (for example, *Sent for Binding*), to indicate to OPAC users that the item is away for binding, without specifying a due date.
The system librarian is responsible for the following:

- Libraries (7.1)
- Collections (7.2)
- Column Headings (7.3)
- Drop-down Menus (7.4)
- Holdings Record (7.5)
- Call No. Field (7.6)
- Item History Record (7.7)
- Sort Order for List of Items (7.8)
- Client Setup (items.ini) (7.9)
- Items Tables (7.10)
- Items Related Entries in tab10 (7.11)
- Item Statistic Options (7.12)
- Print Templates (7.13)
- Item material types Note that this link take you to the Circulation System Librarian chapter.
- Item statuses Note that this link takes you to the Circulation System Librarian chapter.

### 7.1 LIBRARIES

To define the administrative libraries to which the user may connect in the Items module, follow these steps:

**Step 1:** Go to the ALEPHCOM/TAB directory of the client and open the LIBRARY.INI file located there. Make sure that the desired libraries are defined in this file. Following is a sample from the file:

```
1                 2       3
!-----------------------------+-----+------------------------------>
USM01 - USMARC Bibliographic USM01 ram40:6505
USM10 - USMARC Authority USM10 ram40:6505
USM50 - USMARC Administrative USM50 ram40:6505
```

- **Column 1** is the text as it will appear in a menu for the user to choose from
- **Column 2** is the code of the library as defined in the tab_base table (UTIL Y/3)
- **Column 3** is the IP address and port number

**Step 2:** Go to the ITEM/TAB directory of the client and open the PER_LIB.INI file located there. It lists libraries that are available to choose from in the Items module. Following is a sample from that file:

```
USM50
EMI50
RUG50
DAN50
```

Enter the library codes in the order that you want the libraries to appear on the menu that the user chooses from in the GUI. Note that on the menu, the library codes will not be displayed; rather, the text that was defined in column 1 of the LIBRARY.INI file will be displayed.

### 7.2 COLLECTIONS

In order to define Collections, edit tab40 using UTIL G/4/40 in an ADM library. Following is a sample from the table:

```
! 1     2   3     4
!!!!!-!!!!!-!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
```

- REF USMA1 L Reference
- SHL ###### L Short Loan
- WIDEN ###### L Widener Collection
- GEN ###### L General Collection
**Column 1** is the code identifying the collection. Enter up to five characters.

**Column 2** is the sub-library to which the collection belongs. You may use the # character as a wildcard. In the above example, ###### means that the collection is common to all sub-libraries.

**Column 3** is the code for the character set of the menu choice. Insert L for Latin.

**Column 4** is the code for the character set of the menu choice. Insert L for Latin.

**Column 4** is the name of the collection as it will appear in the menu in the GUI.

---

### 7.3 COLUMN HEADINGS

You may define the column headings for tables of information. Such tables of information are displayed in the Item List window.

In order to define column headings, edit the pc_tab_col file using UTIL I/9.

Following is a set of column definitions for the Item List:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Hol+</td>
<td>12 000 01 C05</td>
<td>hol+sublib+</td>
</tr>
<tr>
<td>coll+location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Seq.</td>
<td>01 000 01 C04</td>
<td>z30-sequence</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Sub Lib.</td>
<td>03 030 03 C03</td>
<td>z30-sub-library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Description</td>
<td>02 025 04 C04</td>
<td>z30-description</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Location</td>
<td>05 000 01 C05</td>
<td>z30-location</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Collection</td>
<td>06 010 01 C05</td>
<td>z30-collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Status</td>
<td>07 020 01 C02</td>
<td>z30-item-status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L B-C</td>
<td>04 010 02 C02</td>
<td>z30-barcode</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Pages</td>
<td>08 000 01 C02</td>
<td>z30-pages</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Sbs.</td>
<td>09 000 01 C02</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Location 2</td>
<td>10 000 01 C05</td>
<td>z30-location-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Hol no.</td>
<td>11 010 01 C05</td>
<td>z30-location-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L sub-lib code</td>
<td>13 000 01 C05</td>
<td>z30-sub-library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L coll. code</td>
<td>14 000 01 C05</td>
<td>z30-collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L item stat. code</td>
<td>15 000 01 C05</td>
<td>z30-item-status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Vol.</td>
<td>16 000 01 C05</td>
<td>z30-volume</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC_ITEM_ITEM</td>
<td>L Copy no.</td>
<td>17 000 01 C05</td>
<td>z30-copy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Column 1** is the unique code by which the system identifies this set of column headings.

**Column 2** is the code for the character set of the column heading. The standard is L which stands for Latin.

**Column 3** is the text of the column heading that is displayed to the user.

**Column 4** is the column number (from left to right).

**Column 5** is the percentage of the page width that you want the column to take up. The number must be 3 digits. For numbers less than 100, enter leading zeros, for example, 025. You may remove a column heading from the table by entering 000.

**Column 6** is the font as defined in the FONT.INI file on the PC.

**Column 7** is the color as defined in the ALEPHCOM.INI file on the PC.

**Columns 8 and 9** are not relevant to the Items module.

**Column 10** is a note that is NOT displayed on-screen.

---

### 7.4 DROP-DOWN MENUS

You may add or delete choices for some of the menus of the Item Form by editing the following ADM library tables:

1. pc_tab_exp_field_extended.lng
2. pc_tab_exp_field.lng using UTIL L/2.
3. ALEPH ADM tables:
   - tab40.lng (UTIL G/4/40)
   - tab25.lng (UTIL G/4/25)
   - tab15.lng (UTIL G/15)

**pc_tab_exp_field_extended.lng**
The drop-down menus defined here are for Item Inventory Counter, Item Call No, Item 2nd Call No., Item Call No.'s prefix and suffix. In contrast to pc_tab_exp_field.lng, all menus that are defined in pc_tab_exp_field_extended.lng are sub-library sensitive (Column 2).

```
INVENTORY-NUMBER
ITEM-LOCATION
ITEM-LOCATION-2
LOCATION-GR
LOCATION-PREFIX
LOCATION-SUFFIX
LOCATION-SOURCE
LOCATION-USIG
```

**pc_tab_exp_field.lng**
The drop-down menus defined here are for Item Call No. type, Item Process Status, Items List Sort type & Item Statistic.

```
ITEM-LOCATION-TYPE
ITEM-PROCESS-STATUS
ITEM-SORT-TYPE
ITEM-STATISTIC
ITEM-STATISTIC-1
ITEM-STATISTIC-2
ITEM-STATISTIC-3
ITEM-STATISTIC-4
```

**ALEPHADM Tables**
tab40.lng -is used to define the drop-down menu of Item Collection.
tab25.lng -is used to define the drop-down menu of Material Type.
tab15.lng -is used to define the drop-down menu of Item Status.

7.5 HOLDINGS RECORD

You can determine whether or not a Holdings Record controls the location field of the item record. To do so, follow these steps:

**Step 1:** Edit tab10 using UTIL G/5/10 in your Administrative library. In that table, the relevant line is:
If you want the Holding Record to control the location information, enter Y in column 2 as shown above. If you do not want the Holding Record control, enter N, instead.

**Step 2:** Edit library_relation (UTIL Y/7). Make sure that a line similar to the following line appears in that table:

HOL USM50 USM60

You should replace "USM50" with the name of your Administrative library. and "USM60" with the name of your Holdings library.

---

**7.6 CALL NO. FIELD**

This discussion refers to the "Call No." and "Second Call No." fields of the Item Form (and the Subscription Form in the Serials module). The following explanations are relevant if you have decided NOT to use the holdings record for control of the call number. It is up to you, the System Librarian, to determine how these fields "behave." You can enable your staff to assign a call number in each field by typing in text, choosing from a drop-down menu, filling in a form, or activating a counter by typing ? and the code of the counter.

To define which method will be used by your staff, go to the ALEPHCOM/TAB directory and open the ALEPHCOM.INI file. Go to the section labelled [ExpandField]. An example of this section is shown below:

```
[ExpandField]
ItemLocation1Field=4
ItemLocation2Field=3
SerialLocation1Field=4
SerialLocation2Field=3
```

Use "ItemLocation..." for the Items module and "SerialLocation..." for the Serials module. You may enter 1, 2, 3, 4 or 5 to the right side of the equal (=) sign. The meaning of each value is listed below:

- **1** - a drop-down menu will be available whose choices you must define in pc_tab_exp_field (UTIL L/2 in an Administrative library) under the IDs ITEM-LOCATION and ITEM-LOCATION-2. The choices may include counters that have been defined using UTIL G/2.
- **2** - the user must type a call number in the field, or activate a counter by typing ? and the code of the counter that is defined in UTIL G/2.
- **3** - for use with closed stacks (where the library "counts" rather than "classifies" items in order to assign the item's call number). The user must fill in the Build Call No. Field form to "build" the call number from three components known (in German nomenclature) as NR (number), USIG (prefix/suffix) and GR (format or size). The choices available for the GR and USIG fields in the "Build Location Field" form are defined in pc_tab_exp_field using UTIL L/2. You must define the rules for combining the three components in tab_acc_location (in the tab directory of an Administrative library). In addition, this option activates a counter that you must define using UTIL G/2.
- **4** - by clicking the right-arrow in the Call Number field, the user accesses a browse list of call numbers. He can select a call number from the list. The selected call number may then be modified. To support this option, there is no need to set up an Index of call numbers; the system automatically does this, if the ADM library includes Z311 in its file_list.

This option 4 and the Z311 record have additional functionality for automatic assignment of sequential call numbers. This is dependent on assigning call number type "i" when creating an item record. The Z311 is used to register the last sequence number assigned for a sub-library+prefix, so that the next highest number can automatically be assigned when an item record is created. Prefixes do not have to be set up beforehand; when a new sub-library+prefix combination i is detected, a new Oracle record is created.

So, if the call number type is set to "i" and if the user enters a prefix code followed by "?" (e.g., ABD ?) in the call number field, the system assigns the next number in sequence. The sequence is set according to sub-library+prefix.

(NOTE: a suffix may be added, but it is not taken into account when assigning a sequence number).

- - if the user enters a prefix code followed by a sequence number, and the sequence number is higher than the Oracle sequence number, this higher number is assigned to the Oracle record, and sequence numbers proceed from there.
- - if the user enters a prefix code followed by a sequence number, and the sequence number is lower than the
Defining Counters With UTIL G/2

Counters may be defined for options 1 and 2 above using any string of characters. However, the counters that may be defined for option 3 (NR/USIG/GR) follow very specific guidelines.

Three types of counters may be defined for option 3 and you may have an unlimited number of each type:
- Sub-library plus GR (format) (examples of counter IDs are "USM1-2", "USM1-4")
- Sub-library only (e.g., "USM1")
- GR (format) only (e.g., "2")

When the librarian uses the “Build Call No. Field” form to enter the GR (format) and the USIG (prefix/suffix), the system checks the counters in UTIL G/2 to determine which counter should be used for assigning the NR (number). The system first searches for a counter that is Sub-library+GR. If one is not available, the system will then search for a counter that is defined for the Sub-library. If that is not found, the system will search for a counter defined for the GR (format) only.

The rules for combining the three components (NR/USIG/GR) for display in the location field are defined in tab_acc_location (in the tab directory of an Administrative library). This table also defines the delimiters that should be used when displaying the three components. However, in case the librarian does not provide information about the GR (format) or USIG (prefix/suffix), the system will not display irrelevant delimiters. Unnecessary delimiters that may not be displayed are:
- hyphen -
- slash /
- bracket ()
- period .

7.7 ITEM HISTORY RECORD

A log file of all changes made to an item record can be created, depending on the setup of the ADMinistrative library's tab_item_history.lng table. The actions and changed fields that can log a change are:
- ITEM-LOCATION
- ITEM-LOCATION-2
- ITEM-COLLECTION
- ITEM-SUB-LIBRARY
- ITEM-PROCESS-STATUS
- BIND
- DELETE
- ITEM-STATUS
- ALL-FIELDS

Use "ALL-FIELDS" in order to register a change in any other fields. If you use ALL-FIELDS, list it last in the table. If it is listed before specific changes, registration of the specific changes is ignored.

7.8 SORT ORDER FOR LIST OF ITEMS

The ADMinistrative library's tab_z30_sort table sets the order of a list of items. The order is set separately for the various modules and functions. The table sets both the sort order and whether the order is ascending or descending, separately for "ISSUE" items and other items.

In order to display the sort option (Column 1 of <tab_z30_sort>) in GUI Items List you must include the options in the menu ITEM-SORT-TYPE of the Administrative library pc_tab_exp_field.lng.

The option to be used as a default is determined in Item.ini file. For example: ItemSortType=ITEM-1.

7.9 CLIENT SETUP (ITEMS.INI)

The items.ini file defines settings for the Items client. This chapter presents and explains various sections of the
items.ini file.

[AdjustToolbar]
SERVER=Y
PASSWORD=Y
BY_BARCODE=Y
EXIT=Y
BY_FIND_COMMAND=Y
SCAN=Y

The section above defines the setup of the main menu icon bar at the top of the screen. You can choose "Y" or "N" to enable/disable the display of the relevant icon.
- SERVER - Connect to an ADM library
- PASSWORD - Login as another user.
- BY_BARCODE - Retrieve an item by its barcode/location
- EXIT - Leave the ALEPH Items client.
- BY_FIND_COMMAND - Find record by ADM number, BIB record, author, title etc.
- SCAN - To scan for a record using Title or Author.

[NavMap]
PushBIB=Y
PushBIBOpac=Y
PushADM=Y
PushHOL=Y
PushSerial=Y
PushItems=N
PushAcq=Y
PushIll=Y
PushCirc=Y
Trigger=Y
ShortCatAdm=Y

The section above defines the setup of the buttons available on the Navigation Window. You can choose "Y" or "N" to enable/disable the display of the relevant button.
- PushBIB=Y to move to the Cataloging module to the bibliographic document this item is attached to.
- PushBIBOpac=Y to view this record in the GUI OPAC
- PushADM=Y to move to the Cataloging module to view the ADM record this item is attached to.
- PushHOL=Y to move to the Cataloging module to view the HOL record the item is attached to.
- PushSerial=Y to move the Serials module
- PushAcq=Y to move to the Acquisition module
- PushIll=Y to move to the ILL module
- PushCirc=Y to move to the Circulation module
- Trigger=Y to create a Trigger attached to the item that will appear in various transactions
- ShortCatAdm=Y to edit the ADM record the item is attached to from within the Items module.

[General]
AutoHolCreate=N

To automatically create a HOL record Y or N.

HolViewFormat=002
The format / paragraph number that defines the display of the HOL record in the ITEMS module.

ItemSortType=ITEM-1
This section defines the Sort Option set as default for each time you retrieve a record. The option themselves are set in tab_z30_sort in the ADM library.

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7.10 ITEMS TABLES
LIBRARY TABLES
1. **pc_tab_exp_field_extended.lng**
   pc_tab_exp_field_extended.lng defines the Item form drop-down menus (in GUI-Items, Acq, Serials). This table is similar to pc_tab_exp_field.lng except that it has a column for a sub-library (you may use #) which allows for sensitivity to sublibraries.

2. **pc_tab_items_fast_cat.lng**
   pc_tab_items_fast_cat.lng defines fields for quick cataloging in the Items GUI. This table has to be edited in the BIB library (for the creation of the BIB record) and in the Administrative library (for the creation of the ADM record).

3. **tab10**
   tab10 defines various system switches that determine the way the system behaves. Switches relevant to ITEMS are:
   - 9-852-ITEM-OVERRIDE
   - 10-DEFAULT-ITEM-BARCODE
   - 23-CHECK-BARCODE.
   See also section 7.11 "Items Related entries in tab10" and the tab10 table header.

4. **tab15.lng**
   Defines the item statuses and various parameters connected to these statuses.

5. **tab25.lng**
   This table defines the list of possible values for Z30-MATERIAL (item material type). "ISSUE" has special functionality. The list must also be defined in UTIL L/2, so that it will be available as a pull-down menu option for the registering item data.

6. **tab40.lng**
   tab40 defines collection codes and names. This table defines the expansion of the collection code as entered in the Z-30-COLLECTION FIELD in items, to the expanded form to be displayed in the OPAC.

7. **tab_filing_call_no**
   This table is used for defining filing procedures that can be used when building the filing key for item records, which is stored in Z30-CALL-NO-KEY and Z30-CALL-NO-2-KEY.

8. **tab_item_display.lng**
   Display of item/borrower information in GUI application window's Expand screen.

9. **tab_item_history.lng**
   tab_item_history.lng defines in which cases a field change or an action will cause an item history record to be written. In addition, the table defines the fields displayed in the Item History screen and their description. This information is accessible via the "History" button in the Item module.

10. **tab_item_summary.lng**
    tab_item_summary.lng defines the summary display of circulation information in GUI. This information can be reached as follows:
    - From the Items module, the "Circ. Summary" button on the Items List.
    - From the Circulation module, the "Circ. Summary" button on the Items List.
    - From the Serials module, the "Circ. Summary" button on the Items List.
    - From the Acquistions module, the "Circ. Summary" button on the Items for Order list.

11. **tab_label.lng**
    tab_label.lng defines the prefixes that will be printed on the spine label.

12. **tab_label_parse**
    tab_label_parse specifies the routines used to parse (split apart) the call number and item description when generating item labels.

13. **tab_z30_sort**
    tab_z30_sort defines sort options for items. Different sort routines can be used in different parts of the system.

14. **tab42**
    tab42 controls automatic updating of the processing status field in the item record. Automatic updating is triggered by various actions or changes in the Acquisitions, Serials and Items modules. List of the various
triggers (processing actions) that can affect the item process status can be found in the tab42 header.

ALEPHE_TAB

15. **library_relation**
library_relation defines the relation between libraries by library type.

7.11 ITEMS RELATED ENTRIES IN TAB10

This section details all the switches which are relevant to Items and set in tab10 of the Administrative library. Most of this information also appears elsewhere in this System Librarian chapter.

1. **7 TAB10-CREATE-Z30H - YN**
   Y = create Z30H (ITEM HISTORY) record when item is updated or deleted, if /tab/tab_item_history.lng is set for creating history record. There can be multiple Z30H records for a single item; a Z30H record can be re-instated as current record.

2. **9 TAB10-852-ITEM-OVERRIDE - YN**
   Y = item location subfields (sublibrary, collection, call number) are updated by the 852 field of the linked HOL record.
   
   The setenv correct_852_subfields in aleph_start_505 control which 852 subfields are used for updating the location information.
   
   "Y" must be set in both the xxx50 and xxx60 libraries.

3. **10 TAB10-DEFAULT-ITEM-BARCODE - YN**
   Y = if the barcode is not filled in by the user in the item record, the system will supply a default barcode (from UTIL G/2 or from ADM SYSNO + item sequence).

4. **23 TAB10-CHECK-BARCODE - YN**
   N = disables (the default) check for barcode on the item record, thereby allowing item records without barcodes.
   
   If the library opts to disable the barcode check for items, the z30_id1 entry in the file_list must be adjusted accordingly, since it assumes that bc is an index, and will not allow non-unique index key ("blank" is an index key).

   Y= the barcode check will always be enabled.

7.12 ITEM STATISTIC OPTIONS

The Item Statistics information field is included in the Item Form and in the Subscription Information Form (in the General Information (2) tab).

There are three options for entering data in the Item Statistic fields, depending on the client setup:

1. Simple edit (default) - No arrow on field.
2. Regular - Opens pc_tab_expand_field menu.
3. Special form - Opens a special four part form, each part of which can have a pc_tab_expand_field menu (ITEM-STATISTIC-1 to ITEM-STATISTIC-4). The parts are separated by the delimiter defined in ItemStatisticDelimiter.

The available option is determined in your client's alephcom/tab/alephcom.ini file:

```
ItemStatisticField=3
SerialItemStatisticField=3
ItemStatisticDelimiter=/
```

ItemStatisticField refers to the Statistic field in the Item Form.

SerialItemStatisticField refers to the Item Statistic field in the Subscription Information Form.

The digit to the right of each line refers to the three options listed above.

The ItemStatisticDelimiter determines the delimiter that separates the parts of the special form (option 3).

7.13 PRINT TEMPLATES
7.13.1 AVAILABLE TEMPLATES

The names of the Items template files are listed below (where nn is a number identifying the version).

Note: When nn is in the range 00 - 19, inside labels will be produced. When nn is in the range 20 - 99, spine labels will be produced.

**Items Templates (Web and GUI)**

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
<th>print.ini function name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy Label</strong> item-copy-label-nn</td>
<td>Generated from the Items GUI: Items List window, Label button or from the batch service b-item-03</td>
<td>ItemLabel</td>
</tr>
<tr>
<td><strong>Copy Label</strong> item-copy-label-nn</td>
<td>Generated from the Items GUI: Utilities Menu: Print Item Labels</td>
<td>ItemLabelPrint</td>
</tr>
<tr>
<td><strong>Issue Label</strong> item-issues-label-nn</td>
<td>Generated from the Items GUI: Items List window, Label button or from the batch service b-item-03</td>
<td>ItemLabel</td>
</tr>
<tr>
<td><strong>Issue Label</strong> item-issue-label-nn</td>
<td>Generated from the Items GUI: Utilities Menu: Print Item Labels</td>
<td>ItemLabelPrint</td>
</tr>
<tr>
<td><strong>Completed Volumes</strong> item-completed-volumes-nn</td>
<td>Completed volumes - ready for Binding</td>
<td>CompletedVolumsPrint</td>
</tr>
</tbody>
</table>

Note that libraries can share the same forms by adding a definition to the path_convert table (UTIL Y-6). Your ADM library is probably linked to your BIB library:

```
$usm50_dev/usm50/form_eng
$usm01_dev/usm01/form_eng
```

**7.13.2 Key to Strings with $ Signs**

The meaning of a string with a $ sign depends on the template in which it appears.

**Copy Label and Issue Label**

**item-copy-label-nn**
**item-issue-label-nn** forms

- $001 - date label printed
- $002-$007 - bibliographic information. The format is controlled in the bib_line_paragraph table (util L/13)
- $009 - sub-library
- $010 - collection
- $011 - copy number
- $012 - copy sequence 2
- $013 - year (z30-chronological-i)
- $014 - volume (z30-enumeration-a)
- $015 - issue number (z30-enumeration-b)
- $016 - part number (z30-enumeration-c)
- $020 - call number (edited based on LOC entry in edit_field table)
- $021 - call number (with subfield delimiters removed)
- $022 - call number 2 (edited based on LOC entry in edit_field table)
- $023 - call number 2 (with subfield delimiters removed)
- $024 - item description
- $030-$039 - prefix and/or suffix information based on the sub-library
- $040-$049 - call number 1, parsed into up to ten pieces as determined by the table tab_label_parse
- $050-$059 - call number 2, parsed into up to ten pieces as determined by the table tab_label_parse
- $060-$069 - item description, parsed into up to ten pieces as determined by the table tab_label_parse
7.14 LOCKING PERIOD FOR LOCKED ITEM RECORDS

Locked item records are automatically unlocked after a period defined by the system librarian in the pc_server_defaults table located in the $alephe_root directory.

The period is defined in seconds by the variable:

```
setenv default_lock_period 300
```

By default, the variable has been set up to lock records for 100 seconds.

Note: The value entered in setenv default_lock_period is shared also by Acquistions, Circulation and ILL records.
1.0 OPAC OVERVIEW

1.1 BASIC OPAC FUNCTIONS

The user may use the OPAC to:

- **Search the database** for bibliographic records
- View **holdings information** about an item, such as the location of each copy (e.g., branch and shelf number)
- View **circulation information** such as how long the item may be borrowed and whether the item is out on loan
- Place **hold and photocopy requests** for items and **renew loans** (if given permission to do so by the librarian)

1.2 SEARCH FUNCTIONS

Two types of searches are available in the OPAC:

- **Browse** - The user may browse an alphabetical list of headings, such as titles, authors and subjects.
- **Find** - The user may search the database for keywords. The system searches Word Indexes (such as Words in Title, Words in Subject) for records containing the keywords entered by the user. (In the Web OPAC, this function is called "Search.") The user may also go directly to a specific record by entering the item's unique identifier, such as ISBN or barcode number.

1.3 INDEXES

The system librarian may define the indexes available to the user in the OPAC. There are three kinds of indexes:

- **Headings Indexes** - Headings are whole phrases from the bibliographic record such as author, title, subject. An entire field or specific sub-fields may be used for a Headings Index. Headings Indexes are used by the Browse function.
- **Word Indexes** are lists of words taken from specific fields of the bibliographic record. Examples of word indexes include:
  - words from authors (tags 100, 110...)
  - words from titles (tags 240, 241, 242, 243, 245...)
  - words from subjects (tags 600, 650)
  - words anywhere

  Word Indexes are used for the Find function (and the equivalent "Search" function in the WWW version of the OPAC).
- **Direct Indexes** enable a user to retrieve a specific record. Examples of Direct Indexes include:
- system numbers
- ISBN/ISSN
- call numbers
- inventory numbers

Go to next section (Browse function)
2.0 BROWSE FUNCTION

The Browse function enables the user to search through an alphabetical list of phrases (such as titles, authors, subjects) from the bibliographic record. The Browse function can use Headings Indexes, Word Indexes, or Direct Indexes.

The user may click the icon to activate the Browse function.

2.1 BROWSE QUERY

When the user activates the Browse function, the window below is displayed. The user chooses the desired headings index and types the starting text of the phrase the user is looking for.

2.2 BROWSE LIST

The system displays an alphabetical list of headings for the user to browse through, with the text the user typed appearing near the top of the list. (The system also displays one heading before the user's choice.) The number of documents associated with each heading is also shown.
The user may click Brief or Full to see the bibliographic records associated with a heading. These records are explained in the section Display of Records.

### 2.2.1 Jump

The user may jump to a new location in the list by clicking the Jump button and typing the new starting text in the form that pops up:

![Jump to...](image)

### 2.2.2 Expand

If the user highlights an entry that has a related authority record, the Expand button will be active and the user may click on it to view see, see also and see from references.

### 2.2.3 Save As

The user may highlight a number of headings in the Browse List and click Save As to save as a set the records linked to the headings. A small window will pop up, enabling the user to identify the set by a name of his choice, or to simply confirm the default ID assigned to the set by the system.
2.2.4 Correct

The user can correct the highlighted heading by clicking on the Correct button displayed on the Browse List. The Correct heading dialog box is displayed as follows:
To correct the selected heading, highlight the heading that appears on the left side of the dialog box (Old lines) and double-click. The heading is moved to the upper section of the window for you to correct. Click the Correct button to view the changes you made on the right side of the dialog box (New lines). To accept the changes and update the browse list, click the Accept button. If you want to make changes to the corrected heading before accepting the changes, you can edit the heading at the top of the dialog box and click Correct to view them in the New lines section.

Go to next section (Find function)
3.0 FIND FUNCTION

The Find function enables the user to search the database for keywords, unique identifiers and heading phrases. The system searches Word Indexes (such as Words in Title, Words in Subject) for records containing the keywords entered by the user; Direct Indexes for unique indentifiers (such as ISSN, barcode etc.); and Headings Indexes for heading phrases.

The user may click the icon to activate the Find function.

3.1 SIMPLE FIND

When the user activates the Simple Find, the window below is displayed. The user chooses the field to be searched (that is, the Word Index to be searched) and types the keywords he is looking for.

If the user enters a check-mark in the box next to "Words adjacent," the system will understand that the words in the search string must be in the same field (word index) and appear next to each other in the record.

When entering keywords, the user may use truncation, masking and logical
operators as explained below.

3.1.1 Truncation

The user may type a portion of a word and add the ? character or the * character at the beginning (or end) to indicate that he wants all words that begin (or end) with that portion of the word.

For example:

- \textit{chloro}\texttt{?} retrieves all records that have words beginning with \textit{chloro} in an indexed field.
- \texttt{?benzene} retrieves all records that have words ending with \textit{benzene} in an indexed field.

3.1.2 Masking

In masking, special characters are used as placeholders and enable the system to retrieve words having variant spellings, or matches that contain portions of words.

- ? or * is a placeholder for any number of characters

For example:

- \textit{ps}\texttt{?ic} retrieves all records that have words beginning with \textit{ps} and ending with \textit{ic} in an indexed field, such as \textit{psychic} and \textit{psychotic}.

3.1.3 Logical (Boolean) Operators

A search may be narrowed or broadened by using the logical (Boolean) operators \texttt{AND}, \texttt{OR}, \texttt{NOT}.

For example:

- \textit{peasant and labo}\texttt{?r} retrieves all records that have \textit{peasant} and \textit{labor} or \textit{labour}.
- \textit{peasant or serf} retrieves all records that have either \textit{peasant} or \textit{serf}.
- \textit{ukraine not serf} retrieves all records that have the word \textit{Ukraine} but do not also include the word \textit{serf}.

You can also use placeholders for the Boolean operators \texttt{and}, \texttt{or}, \texttt{not}. \texttt{and} is assumed if no operator is present. You can type operators in English or Russian, or use any of the following conventions:

- AND = + (plus sign)
o AND = & (ampersand)
o OR = | (pipe sign)
o NOT = ~ (tilde)

For example:

peasant & labo?r
peasant + labo?r
peasant | serf
ukrainian ~ serf

3.1.4 Parentheses

Parentheses may be used in a retrieval request. For example:

(data or edp) and (program? or system)

3.2 MULTI-BASE FIND

The user may use the screen below to search more than one base at a time. The user first selects the databases, and then types the keywords he is looking for.
3.3 CCL FIND

The CCL Find (shown below) enables the user to use Common Command Language to search for words in several different indexes at once.

```
wti=(chem? or bio?) and wau=jones
```

will search the Words in Title index and the Words in Author index.

The user must specify the code of the word indexes to be searched. For example:

```
wti=(chem? or bio?) and wau=jones
```

will search the Words in Title index and the Words in Author index.

The complete list of codes for the word indexes is available in the on-line help in the GUI OPAC module.

If the user enters a check-mark in the box next to "Words adjacent," the system will understand that the words in the search string must be in the same field (word index) and appear next to each other in the record.

Go to next section (List of Sets)
4.0 LIST OF SETS

The List of Sets (shown below) displays the set of records created as a result of a Find query, or, in the Browse function, as a result of saving selected records using the Save As option.

The user may click Brief or Full to see the bibliographic records in a highlighted set. These records are explained in the section Display of Records.

4.1 REFINE

If a set is too large or too small, the user may narrow or broaden the search by clicking the Refine button and filling in the following form:
The selected set is crossed with a new find query in order to produce a new set that is broader or narrower than the original one.

If the user enters a check-mark in the box next to "Words adjacent," the system will understand that the words in the search string must be in the same field (word index) and appear next to each other in the record.

4.2 CROSS SETS

The user may cross sets by highlighting the desired sets, clicking the Cross Set button and filling in the following form:
For crossing sets with AND and OR, the user may choose as many sets as he wants. For *First set not second* and *Second set not first*, the user may choose two sets only.

*First set not second* will retrieve all records that contain the keyword(s) of set 1 but not the keyword(s) of set 2. *Second set not first* is the opposite condition, that is, it will retrieve all records that contain the keyword(s) of set 2 but not the keyword(s) of set 1.

Go to next section (Display of Records)
5.0 DISPLAY OF RECORDS

In the Browse, Find and Direct functions, the user may choose to see Bibliographic records in the Brief, Full+Link, or other Full formats. The OPAC can be set up to display the List of Sets window after a FIND command, or to immediately display the records themselves. A threshold can be set so that if there are under a certain number of records in a set, the records will display in Full format, and over that number, in Brief format. This is set in the AutoFull parameter in the sear.ini file. Examples are shown below.

5.1 BRIEF FORMAT

When the user calls up the Brief format, the window below is displayed.

You can select either one or more than one line for viewing in the Navigation Window.

5.1.1 Sort

The user may sort the records in the Brief display by clicking the Sort button and filling in the following form:

5.1.2 Save As

The user may save a set of records by highlighting the desired records and clicking the Save As button. A small window will pop up, enabling the user to identify the set by a name of his choice, or to simply confirm the default ID assigned to the set by the system.

5.1.3 Nav.Map

This button enables the user to add a record to the Navigation Map. The Navigation window lets you choose various system modules, such as Cataloging, Serials, Items, and so on, in order to edit related records. The Navigation window also facilitates the moving of items and/or acquisition orders and/or serial subscription records from one ADM record to another.

5.2 FULL+LINK FORMAT

The Full+Link format (shown below) is a more complete display of the bibliographic record.
Various buttons will be available on this screen, depending on the links that exist between records. Each button is described below.

5.2.1 Headings Button
This option is available for some fields of the record, such as subject and author. When the user highlights a field (e.g., author: Nash, Ogden) and clicks on the Headings button, the Browse List associated with the highlighted field will be displayed, with the highlighted text (Nash, Ogden) at the top of the alphabetical list.

5.2.2 Add to Nav. Map
This button enables the user to add a record to the Navigation Map. The Navigation window lets you choose various system modules, such as Cataloging, Serials, Items, and so on, in order to edit related records. The Navigation window also facilitates the moving of items and/or acquisition orders and/or serial subscription records from one ADM record to another.

5.2.3 Show Like Button
This option is available for some fields of the record, such as subject and author. When the user highlights a field (e.g., Subject Humorous poetry, American) and clicks on the Show Like button, the Brief List of records is displayed, showing other records that have the same subject (Humorous poetry, American).

5.2.4 Items Button
The user may click the Items button to see the list of items associated with the bibliographic record, and read information such as location and whether or not the items are checked out and their due dates. In addition, the user may place a hold request or a photocopy request for an item.

5.2.5 External Button
The EXT field appears in a record when there is a link to an external document, image or program. When the user highlights the EXT field, the External button will be displayed. The user may click on the button to see the document or image, or to run the program.

5.2.6 Locate Button
The user may click the Locate button to search for similar records in other databases.

5.2.7 Link Button
The cataloger may have linked two bibliographic records together in an UP, DOWN, or PARALLEL relationship. When the OPAC user highlights the Link field in the bibliographic record, the Link button will be displayed. The user may click on the button to see the linked record displayed in the Full format.

5.2.8 Library Info Button
When the user highlights "Sub-holdings," the Library Info button appears. The user may click this button to display information about the sub-library, such as address and hours open.

5.3 ADDITIONAL FULL FORMATS
In addition to the Full+Link format, four other Full formats are available by clicking on the tabs that appear in the Full+Link screen. The default formats are MARC Tags; MARC Public View; Catalog Card and Citation, which display the bibliographic information in a paragraph format. The library can modify these formats and add other ones.
It is important to keep in mind that these formats do not have the various buttons described above for the Full+Link screen.

5.4 OPAC NAVIGATION WINDOW

The GUI OPAC Navigation window lets you move items and/or acquisition orders and/or serial subscription records from one ADM record to another. If you have a duplicate BIB (and therefore a duplicate ADM), you can move the records from the incorrect ADM to the correct ADM. You can add multiple BIB records to the NAV Map window, and then use drag-and-drop editing to move item and/or ACQ order records from one record to another.

Note that there is no relationship between this feature and the question of single or multiple ADMs. You can move from one ADM record to another within the same ADM library.

1. In the GUI OPAC, when you have a full record displayed, there is a button for "Add to NAV Map".
2. You can add several BIB records to the same NAV MAP display.
3. In the left-hand frame of the NAV MAP window, you can use drag-and-drop editing to move items, orders, and serial subscriptions. Note that you can even move an item which is on loan. The system automatically moves the relevant loan record as well.

The following buttons are available on this screen:

Catalog BIB
Click the Catalog BIB button to transfer to the Catalog module in order to edit the bibliographic record.

Catalog ADM
Click the Catalog ADM button to transfer to the Catalog module in order to edit the administrative record.

Catalog HOL
Click the Catalog HOL button to transfer to the Catalog module in order to edit the holding record.

Serials
Click the Serials button to transfer to the Serials module in order to edit the serials records.

Items
Click the Items button to transfer to the Items module in order to edit the item records.

Acquisitions
Click the Acquisitions button to transfer to the Acquisitions module in order to edit the acquisitions records.

ILL
If you have selected an ILL database in the OPAC, you can click the ILL button to transfer to the ILL module in order to edit the interlibrary loan records.

Circulation
Click the Circulation button to transfer to the Circulation module in order to view the Item List. (From there, you may view loans and holds and make photocopy and hold requests.)

Triggers/Active Triggers
A trigger is a reminder to perform a task related to the record on a particular date.

The button will read "Triggers" if no triggers have been set for this record in the Items module. To add a trigger for this module, click the button.

The button will read "Active Triggers" if at least one trigger has been set for this record in the Items module. To view, add or delete triggers, click the button.
Update ADM
Click Update ADM to view the ADM record, or to quickly edit, add or delete a line from the record. This option does not provide any of the editing tools that are available in the Catalog module, such as New Field (choose from list), Open Form and Help on Field. For full editing support while updating an ADM record, click Catalog ADM, instead.

Remove BIB
To remove a BIB record from the left-hand frame of the Nav. Map, highlight the desired BIB record and click Remove BIB.

Delete BIB
To delete a BIB record from the database completely, highlight the desired BIB record and click Delete BIB.

Refresh Win
Click Refresh Win in order to view any changes made to the Administrative record while the Nav. Map was open.

Note: The Remove BIB, Delete BIB, and Refresh Win buttons are not displayed in the Navigation windows accessed from the Circulation, Acquisitions, ILL, Items and Serials modules.
6.0 PRINT RECORDS

The user may print both either individual record or a set of records.

6.1 INDIVIDUAL RECORD

The user may print an individual record from any of the Full formats by following these steps:

**Step 1:** From the Main Menu, select *File*.

**Step 2:** From the drop-down menu, select *Print*.

**Step 3:** From the menu that pops up, select a record format to be printed.

The system will print the record on the default printer.

6.2 SET OF RECORDS

The user may print a set of records from the List of Sets by following these steps:

**Step 1:** Select a set by clicking on it.

**Step 2:** From the Main Menu, select *File*.

**Step 3:** From the drop-down menu, select *Print*.

**Step 4:** From the menu that pops up, select a record format to be printed.

The system will print the records on the default printer.

Go to next section (Save Records)
7.0 SAVE/SEND RECORDS

The user may save the complete contents of bibliographic records in a local file, or send a file of records by email. Alternatively, the user may save on the server only the record numbers (for later use by other functions, e.g., in the Services module).

7.1 RECORD CONTENTS

The user may save the contents of bibliographic records in a file located on the user's PC, or send a file of records by email. The user may save/send either an individual record, or a set of records.

7.1.1 Save on Disk

The user may save an individual record from any of the Full formats, or a set of records from the List of Sets. To do so, follow these steps:

Step 1: In the List of Sets, select a set by clicking on it. In the Full view, no further selection is necessary.

Step 2: From the Main Menu, select File.

Step 3: From the drop-down menu, select Save on disk.

Step 4: From the menu that pops up, select a record format to be saved.

Step 5: In the window that pops up, enter the location and filename to which the record(s) should be saved.

7.1.2 Send by Email

The user may send by email a set of records (up to 4000) from the List of Sets or selected records from the Brief List. To do so, follow these steps:

Step 1: In the List of Sets, select a set by clicking on it. In the Brief List, select the desired record(s).

Step 2: From the Main Menu, select File.

Step 3: From the drop-down menu, select Send email.

Step 4: From the menu that pops up, select a record format.

7.2 RECORD NUMBERS

The user may save on the server the record numbers of a set in the List of Sets screen by following these steps:

Step 1: Select a set by clicking on it.

Step 2: From the Main Menu, select File.
**Step 3:** From the drop-down menu, select *Save on server.*

**Step 4:** In the window that pops up, enter the location and filename to which the record numbers should be saved.

The file will be saved in the node's ALEPHE/SCRATCH directory.

[Go to next section (Additional Options)]
8.0 ADDITIONAL OPTIONS

Following is a list of additional options in the OPAC (GUI).

8.1 BOOKMARKS

While using the Find function, the user may save a search strategy for later use by selecting Bookmarks from the Main Menu.

8.2 SEND MESSAGE

The OPAC user may send a message to the library staff by going to the Tool menu and selecting Send Message. A form will be displayed for entering the message.

8.3 TOOLS

The OPAC may be used to activate programs such as a word processor or an internet browser. These programs are accessible from the Tool menu. If the desired tool is not displayed on the menu, it may be added by selecting New Tool and filling in the form that pops up.

8.4 OPTIONS

8.4.1 Pre-Filter by Language

The user may have the system search for records in a specific language. For example, for USMARC records, this feature works on the language defined in tags 008 and 041. If a record does not have a language defined in one of these fields, it will always be included in the search.

To set up this feature, follow these steps:

1. From the Main Menu, select Options.
2. From the drop-down menu, select Language.
3. From the window that pops up, select the language(s) of interest.

8.4.2 The Database List

The Database List controls the display of the list of databases (libraries) shown when the OPAC user clicks the Connect To command from the File menu. To access the Database List, click the Database command from the Options menu:
The following options are available from the Database List window:

**Modify**
The Modify option lets you change existing database definitions.

**To modify a database entry:**

1. Select a database by highlighting it.
2. Click the Modify button. The Database Information dialog box appears:
   - **Full name**: Smith Database
   - **Database name**: EXL01
   - **Library**: EXL01
3. Type your changes and click OK. The changes are displayed in the Database List.

**Add**
The Add option lets you add a new database (library) to the Database List.

**To add a database:**

1. Click the Add button. The Database Information dialog box appears:
2. Type definitions for the new database and click OK. The new database is displayed in the Database List.

Delete
The Delete option lets you delete a database (library) from the Database List.

To delete a database:
1. Select a database by highlighting it.
2. Click the Delete button. A message appears, asking you if you want to delete the entry for the selected database. Click Yes. The database entry disappears from the Database List.

Move
The Move option lets you move a database (library) up and down the Database List.

To move a database:
1. Select a database by highlighting it.
2. Click the scroll arrows to move a database up and down the Database List as required.

8.4.3 Application Toolbar

In order to display the ALEPH Applications Toolbar, select the Option menu from the GUI OPAC menu bar, and click on the Application Toolbar command. The ALEPH Applications Toolbar appears:

In order to close the ALEPH Applications Toolbar, select the Option menu again, and click on the Application Toolbar command.

8.5 PUSH TO CATALOG MODULE

While the user is viewing any of the Full record formats, he may transfer to the Catalog module in order to edit the bibliographic record.
The user may click the icon to transfer to the Catalog module.

**8.6 PUSH TO ILL MODULE**

While the user is viewing any of the Full record formats, he may transfer to the ILL module in order to edit the ILL record associated with the selected bibliographic record.

The user may click the icon to transfer to the ILL module.

[Go to next section (System Librarian)]
9.0 SYSTEM LIBRARIAN

The system librarian is responsible for the following:

- **System Settings (9.1)**
- **Databases (9.2)**
- **Logical Bases (9.3)**
- **Find Queries (9.4)**
- **External (9.5)**
- **Holdings Information (9.6)**
- **Copy Information (9.7)**
- **Reading Messages (9.8)**
- **Tools (9.9)**
- **Windows (9.10)**
- **Column Headings (9.11)**
- **Menus (9.12)**
- **Locate (9.13)**
- **Default Text for Links (9.14)**
- **GUI OPAC Client Setup (Sear.ini) (9.15)**
- **GUI OPAC Tables (9.16)**

9.1 SYSTEM SETTINGS

You define GUI OPAC system settings in the pc_server_defaults table, which includes GUI OPAC defaults. It is edited by using UTIL J/5/1.

The elements listed below are defined in the default parameter section of the pc_server_defaults table in the alephe directory:

- Display of "SEE" reference headings in GUI OPAC (9.1.4)
- Navigation Window Display (9.1.2)
- Search Limits (9.1.3)
- Sort limit and sort order of records (9.1.1)

9.1.1 Sort Limit & Sort Order

The following lines in the table refer to GUI OPAC sort settings:

```plaintext
setenv pc_sort_field       "01   D02   A"
setenv pc_sort_field_aut   "03   A01   D"
setenv pc_sort_field_sub   "01   D02   A"
setenv pc_sort_limit       500
```

The maximum number of records that can be sorted is 800 and is defined by the following parameter:

```plaintext
setenv pc_sort_limit       800
```

If the number of records exceeds this maximum, the set of records will not be sorted.

The default sort order for the results of a Search query are defined by the parameter below (the OPAC user may change the sort order of a set when the set is displayed in Brief Table Format):

```plaintext
setenv pc_sort_field       "01---D02---A"
```

The numbers 01 and 02 are codes taken from column 1 of the tab_sort table (UTIL G/1/b). In this case, 01 refers to the Year field and 02 refers to the Author field. If you wish to sort the records by a different field, make sure the field is defined in tab_sort (see the Tables Section at the end of this chapter for an explanation of tab_sort).
The letter "D" for the Year field stands for "descending" order which means that the latest dates will be listed first (e.g., 1999 will be listed before 1998). The letter "A" stands for "ascending" order and means that the order of the Authors will be from A to Z.

You may, of course, set the order for any field to be ascending or descending, as you wish.

The default sort order for the results of a **Browse** query are defined by the parameters below (the OPAC user may **NOT** change this sort order):

```
setenv pc_sort_field_aut         "03---A01---D"
setenv pc_sort_field_sub        "01---D02---A"
```

You may, of course, set the order for any field to be ascending or descending, as you wish.

The "aut" and "sub" in the above parameters refer to the Browse Indexes as defined in tab00 (UTIL G/1/00). In this case, "aut" refers to Author and "sub" refers to Subject. You can define other parameters, but you must use the three-letter code of an index that is defined in tab00 (see the Tables Section at the end of this chapter for an explanation of **tab_00**).

The character strings

```
  02   A03   A
```

are defined in the same way as in the **Search** query.

### 9.1.2 Navigation Window Display

The following line in the table refers to GUI OPAC Navigation Window settings:

```
setenv pc_tree_view_max_branch 99
```

**pc_tree_view_max_branch** defines the limit after which the display of the navigation tree in the online clients is truncated with an apropriate message. This paramter limits either the number of ADM or HOL links of the given BIB record. If it is set to 5, only 5 ADM records that are linked to this BIB are displayed.

### 9.1.3 Search Limits

There are no limits when searching in the GUI Search. This means that:

- There is no maximum number of documents permitted in a set after a Search query.
- There is no maximum number of words that are "collected" when truncation is used (when, for example, find a? does a FIND on all words beginning with a).
- There is no maximum number of hits recorded.

### 9.1.4 Display of "SEE" reference headings in GUI OPAC

In **pc_server_defaults**, one of the two following lines defines the manner in which the Browse list headings display:

```
setenv count_style                  "SEE"
setenv count_style                  "REF"
```

1. If the "see" heading has links to document records, the number of documents is displayed, and the heading links to these documents (this is an unusual situation, created only if the automatic update of BIB records is set to NO). "X" links to the authority record.
2. If the "see" heading has no links to document records, and the count style is "SEE", the count of the number of documents linked to the preferred term displays, and the heading links to these documents. "X" links to the authority record.
3. If the "see" heading has no links to document records, and the count style is "REF":

```
setenv count_style                  SEE
setenv count_style                  REF
```

then there is no count display, and the heading links to the authority record. "X" also links to the authority record.
9.2 DATABASES

To define the databases to which the user may connect in the OPAC, follow these steps:

**Step 1:** Since each database is located in a particular library, you must first define the library. Go to the ALEPHCOM/TAB directory of the client and open the LIBRARY.INI file located there. Make sure that the desired libraries are defined in this file. Following is a sample from the file:

```
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>USM01 - USMARC Bibliographic</td>
<td>USM01 ram40:6505</td>
<td></td>
</tr>
<tr>
<td>USM10 - USMARC Authority</td>
<td>USM10 ram40:6505</td>
<td></td>
</tr>
<tr>
<td>USM50 - USMARC Administrative</td>
<td>USM50 ram40:6505</td>
<td></td>
</tr>
</tbody>
</table>
```

**Column 1** is the text as it will appear in a menu for the user to choose from. This menu is used by modules other than the OPAC.

**Column 2** is the code of the library as defined in the tab_base table (UTIL Y/3 or ALEPHADM)

**Column 3** is the IP address and port number

**Step 2:** The OPAC (GUI) enables the user to define available databases by going to the Options menu and selecting Database. You, the system librarian, can determine whether or not this Database option will be available. To do so, go to the client's SEAR/TAB directory and open the SEAR.INI file. Go to the section headed [General]. Following is a sample of the relevant line:

```
UpdateINI=Y
```

If you want the Database option to be available, enabling the OPAC (GUI) user to define the databases, enter Y. If you do not want the OPAC user to be able to define databases, enter N.

**Note:** This step also determines whether the Tools option is available to the OPAC (GUI) user.

**Step 3:** To define the available databases, open the OPAC (GUI) module, select the Options menu and choose Database. A list of the currently available databases will be displayed, with the option to add, modify or delete databases.

**Note:** If the OPAC was open when you edited the SEAR.INI file in Step 2 above, then you will have to close and reopen the OPAC in order to see changes in the OPAC menu. This is necessary because the system "reads" the SEAR.INI file and sets up the OPAC menu each time the OPAC is opened, but does not change the menu during a session while the OPAC is already open.

9.3 LOGICAL BASES

You can group bibliographic records into logical bases that the user can search. Examples of logical bases are records for periodicals or audio-visual materials, or materials about History, or France. When the OPAC user performs a Browse or Find Query, the system automatically excludes items that are not included in the logical base.

A given bibliographic record may be included in any number of bases but a base can be defined within one library only. A base cannot be defined to include more than one library.

Your ALEPH system must have word indexes built in order for the base option to work. You can update the word indexes using the Services module.

In order to define a logical base, edit tab_base.lng using UTIL Y/3 or ALEPHADM. Following is a sample from the table:

```
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIR01</td>
<td>Virtual library</td>
<td>VIR01</td>
<td>VIR01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM01</td>
<td>USMARC (USM01)</td>
<td>USM01</td>
<td>USM01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
**Column 1** is the code identifying the logical base. When displaying screens in the OPAC, the system looks for files that use this code as an extension to the file name (for example, find-a-3-introd). If this extension is not found, it uses one of the extensions defined in columns 4, 5, or 6 of this table, instead.

**Column 2** Limits access to signed-in users by means of asterisk (*). Relevant for Web OPAC only.

**Column 3** is the text of the menu choice that is displayed to the user.

**Column 4** lists the alternative extensions to the filename. If there are no OPAC files with the extension defined in column 1, the system uses the files which have an extension defined in columns 4, 5, or 6.

Columns 4-6 are also used for referring to tables which format data (edit_doc, edit_doc_999.lng, edit_doc_999_<aut_library>lng). These tables can be duplicated, with a base extension (for example, edit_doc_999.eng.mono).

**Column 7** is the library in which the logical base is defined.

**Column 8** is the Find command that the system uses to create a logical base of records. Once this base exists, all Scan and Find queries that the OPAC user performs, are carried out on the records in the base (and all other records are excluded). In the above example, the INTROD base includes all records that include the word "introduction".

---

**9.4 FIND QUERIES**

To define the types of **Find Queries** that will be available to the OPAC user and the order in which they will be displayed, go to the SEAR/TAB directory on the client and open the SEAR.INI file. Go to the section headed [Find]. Following is a sample of the relevant line:

```
FindTypes=S,M,C
```

In this example, all three Find Queries are available, Simple, Multi-base and CCL, and the tabs for selecting the dialog boxes will be displayed in this order, from left to right. If you wish to change the order in which the tabs are displayed, simply change the order of the letters above. If you wish to make an option unavailable to the OPAC user, simply remove its letter from the list above. Note that the letters are written with commas between them, but without any spaces.

In the OPAC, the Simple and CCL Find Queries give the user the option to enter a check-mark in the box next to "Words adjacent." If the user does this, the system will understand that the words in the search string must be in the same field (word index) and appear next to each other in the record.

You, the System Librarian, may determine whether or not the "Words adjacent" box has a check-mark in it by default when the user activates the Find Query screen. To do so, open the SEAR.INI file on the client and go to the section headed [Find]. Following is a sample of the relevant line:

```
FindAdjacency=Y
```

If you want the "Words adjacent" box to be checked by default, type **Y** to the right side of the equal (=) sign. If you do not want the "Words adjacent" box to be checked by default, type **N**, instead.
Note that this also controls the default setting of the "Words adjacent" box that appears in the Refine screen that is available from a button on the List of Sets.

The AutoFull parameter in the SEAR.INI file sets the threshold of documents that are displayed in Brief or Full format when FIND is used. If the set contains the same amount of records, or less than the number set in AutoFull, the records are automatically displayed in full format after FIND. Otherwise, the brief list is displayed.

9.5 EXTERNAL PROGRAMS

The External button on the Full+Link record is available when the user highlights the 856 (External) field. In order for the system to activate the external program, you must first define various parameters. To do so, go to the SEAR/TAB directory on the client and open the SEAR.INI file. Go to the section headed [External]. Following is a sample of the relevant lines:

```
TmpDir=.
PopupRunQuery=Y

xv=B X c:\lview\lview31.exe %s
ig=B X c:\lview\lview31.exe %s
txt=A X c:\windows\notepad.exe %s
htm=A X c:\netscape\netscape.exe %s
doc=B X c:\winword\winword.exe %s
tln=A X telnet.exe %s
```

**TmpDir** is the directory in which the imported files are to be stored. The period (.) after the equal sign (=) above indicates that the files are to be stored in the same directory as the SEAR.EXE file which runs the OPAC client.

**PopupRunQuery** enables you to determine whether or not a dialog box should be displayed to the user, allowing him to change the execution parameters.

**Other lines** are in the following form:

```
<type of file>=<ascii or binary> <X> <path of exe file> %s
```

Each element is explained below.

**<type of file>**
Enter the code for the type of file. Examples are xv, ig, txt, htm, doc, tln. The code that is entered here should be one that is used in the Catalog record, in field 856, sub-field 9.

**<ascii or binary>**
This indicates whether the file contains text or images. Enter A for ascii (for text) or B for binary (for images).

**X**
You must always enter the letter X, which stands for a code that is not currently in use

**<path of exe file>**
This is the path of the program that should be run. An example is c:\windows\notepad.exe %s

This is a code that the system will replace with the actual filename.

9.6 DISPLAYING HOLDINGS INFORMATION IN THE OPAC

When you click the "Items" button on the Full record, the List of Items is displayed with holdings information such as Description, Item Status, Sub-library, Collection and Location. In addition, if the item has been checked out, the due date is shown.

9.6.1 Holdings Note for Serials

The USMARC 866 holdings note field which appears in the holdings record may be displayed in the Full view of
the Bibliographic record in the OPAC. To set this up, follow these steps:

**Step 1: Edit tab_expand**

To make sure that these records will be merged (for the purposes of display only), you need to edit the tab_expand table, using UTIL G/1/a or ALEPHADM. Make sure that the following line appears in the table:

\[\text{GUI-DOC expand_doc_bib_hol}\]

**Step 2: Edit edit_doc_999**

After editing the tab_expand table, you will need to edit the "edit_doc_999" table using UTIL I/8 or ALEPHADM to ensure that the 866 field is included in the Full view of the Bibliographic Record.

### 9.7 DISPLAYING & INDEXING COPY INFORMATION

Information about copies can be displayed together with the linked bibliographic record in special ALEPH fields called Z30-1, Z30-2, LOC, PSTS and PST (depending on the program used to compile the information). These fields do not actually exist in the bibliographic record; rather, the system compiles the information from the subscription, holdings and item records and displays it in the bibliographic record as if they were regular fields. Therefore, the Z30-1, Z30-2, LOC, PSTS and PST fields are referred to as "virtual fields."

These virtual fields may also be indexed so that the OPAC user may search them using the Find or Browse options in the same manner that he can search subjects, titles, and authors.

There are four different programs for expanding copies information into the bibliographic record. Each program does this in a particular way and the library should decide which program suits best its needs. Following are the existing programs:

- \text{expand_doc_bib_z30}
- \text{expand_doc_bib_psts}
- \text{expand_doc_bib_loc_usm}
- \text{expand_doc_bib_loc_n} (together with \text{expand_doc_sort_x})

Refer to the System Librarian chapter of the Cataloging module (13.32 Expand Record section) for a complete explanation of these programs and of how to set up the relevant table (tab_expand).

Note that for the indexing and the display of the copies information, it is necessary to setup all the relevant tables:

- For indexing purposes: tab00.lng, tab01.lng and tab11.
- For display purposes: edit_field.lng, edit_doc_999.lng, etc.

### 9.8 READING MESSAGES

In order to read the messages sent to the library by the OPAC user, go to the library's VIR01, FILES directory (on the server) and open the file called gui_opac_messages. If no messages have been sent at all, this file will not exist. However, as soon as a message is sent, the file will be created automatically. As additional messages are sent, they will be appended to contents of the file. If you wish, you may delete this file after reading the messages and the system will create a new gui_opac_messages file the next time a message is sent.

### 9.9 TOOLS

The OPAC may be used to activate programs such as a word processor or an internet browser. These programs are accessible from the Tool menu. If the desired tool is not displayed on the menu, it may be added by selecting New Tool and filling in the form that pops up.

You, the system librarian, can determine whether or not the New Tool option will be available on the menu. To do so, go to the client's SEAR/TAB directory and open the SEAR.INI file. Go to the section headed [General]. Following is a sample of the relevant line:
UpdateINI=Y

If you want the Tools option to be available, enabling the OPAC (GUI) user to add new tools, enter Y. If you do not want the OPAC user to be able to add tools, enter N.

**Note 1:** This line also determines whether the Database option is available to the OPAC (GUI) user.

**Note 2:** If the OPAC was open when you edited the SEAR.INI file, then you will have to close and reopen the OPAC in order to see changes in the OPAC menu. This is necessary because the system "reads" the SEAR.INI file and sets up the OPAC menu each time the OPAC is opened, but does not change the menu during a session while the OPAC is already open.

**Removing a Tool**

In order to remove a tool from the list of available tools in the OPAC (GUI), go to the client's SEAR/TAB directory and open the SEAR.INI file. Go to the section headed [Tools]. Following is a sample of that section.

```plaintext
App1=YWord Microsoft Word C:\Program Files\Microsoft Office\Office\WINWORD.EXE
App2=NNetscape Netscape Web Browser c:\netscape\netscape.exe
App3=NNotepad notepad editor C:\WINDOWS\NOTEPAD.EXE

To remove a tool, simply delete the relevant line.
```

**9.10 WINDOWS**

A window usually displays lists of information. You can determine the behavior of most of these windows. For example, you can determine whether a new Browse List will be displayed every time the user performs a Browse Query or whether the first Browse List is simply refreshed with new information. The same decision can be made regarding the Brief List and the Full Record.

To determine the behavior of these windows, go to the SEAR/TAB directory of the client and open the SEAR.INI file. Go to the section headed [General]. Following is a sample of the relevant lines:

```plaintext
MultipleBriefWindows=N
MultipleFullWindows=Y
MultipleScanWindows=N

If you want the original window to remain on the screen and be refreshed with new information, enter N. If you want a new window to open each time the user requests information, enter Y.
```

**9.11 COLUMN HEADINGS**

You may define the column headings and column widths for tables of information. To do so, you need to edit one of three files, depending on the screen of interest.

**9.11.1 PC_TAB_SHORT - BRIEF LIST**

The columns for the Brief List are defined by editing the pc_tab_short file. To edit this file, use UTIL I/7 or ALEPHADM. Following is a sample from the file:

```
1  2              3   4      5      6      7      8     9  10  11  12  13
!-!!!!!!!!!!!!!!!-!-!!!!!!-!!!!!!-!!!!!!-!!!!!!-!!!!!!-!!!-!!-!!!-!!!-!!!
0 245##
L #/Docs          1 SUM                                015 01 C01
L Call No         2 050##                              020 01 C01
L Author          3 100##  110##  111##  130##         025 02 C02
```
Row 1 consists of a zero (0) in column 3 and a field tag + indicators in column 4. This information is used to define the character set of the contents (not the headings) of the bibliographic record. (The character set of the headings is defined in column 1, as explained below.) In the above example, the system will check to see which character set is being used in the 245## field of the bibliographic record and will then display all of the contents (e.g., for Author and Title) in this character set.

Column 1 is the code for the character set of the column heading. The standard is L which stands for Latin.

Column 2 is the text of the column heading that is displayed to the user.

Column 3 is the column number (from left to right).

Columns 4-8 are for tag + indicator + sub-field. You may enter up to five field tags. If the system does not find the first field in the record, it will look for the alternatives you define here. The # character may be used as a placeholder for indicators in positions 4 and 5. For example, entering 245## designates 2451, 2452 and 24514.

Column 9 is the percentage of the page width that you want the column to take up. The number must be 3 digits. For numbers less than 100, enter leading zeros, for example, 025. You may remove a column heading from the table by entering 000.

Column 10 is the font as defined in the FONT.INI file on the PC.

Column 11 is the color as defined in the ALEPHCOM.INI file on the PC.

Column 12 is the starting character, that is, the position number of first character in the field that should be displayed. In the example above, the first character of the Year field that will displayed is the character in position number 8. The number you enter must be 3 digits. For numbers less than 100, enter leading zeros, for example, 008. If you want the starting character to be the character in position number one, leave this column blank.

Column 13 is the total number of characters of the field that should be displayed. In the example above, four characters of the Year field will be displayed, those in positions 8, 9, 10, and 11. The number you enter must be 3 digits. For numbers less than 100, enter leading zeros, for example, 004. If you want the entire contents of the field to be displayed, leave this column blank.

9.11.2 PC_TAB_COL.LNG

pc_tab_col.lng defines the columns of information that are displayed in list windows in the GUI clients.

In order to define column headings, edit the bibliographic library (USM01) table pc_tab_col.lng using UTIL I9 or the ALEPHADM module. For more information about pc_tab_col.lng, see the Web Guide - General chapter - Desktop Customization - GUI and Toolbars section.

The following is a list of the GUI Search windows which use pc_tab_col.lng for formatting data, and their identifiers (Column 1 in pc_tab_col.lng).

<table>
<thead>
<tr>
<th>Identifier</th>
<th>GUI Search Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC_SEAR_SCAN</td>
<td>Browse List of &lt;ACC name&gt;</td>
</tr>
<tr>
<td>PC_SEAR_SCAN_W</td>
<td>Browse List of &lt;Word index&gt;</td>
</tr>
<tr>
<td>PC_SEAR_SCAN_1</td>
<td>Browse List of &lt;index name&gt;</td>
</tr>
<tr>
<td>PC_SEAR_SCAN_Z39</td>
<td>Browse List of &lt;Z39 index&gt;</td>
</tr>
<tr>
<td>PC_SEAR_FULL_000</td>
<td>MARC Tags (tab01)</td>
</tr>
<tr>
<td>PC_SEAR_FULL_XXX</td>
<td>Catalog Card (edit_doc)</td>
</tr>
<tr>
<td>PC_SEAR_FULL_99</td>
<td>Full+Link (edit_doc_999)</td>
</tr>
<tr>
<td>PC_SEARADM_LIBRARY</td>
<td>Global Items List of Record &lt;record #&gt;</td>
</tr>
<tr>
<td>PC_SEAR_ITEM_LIST</td>
<td>Item list</td>
</tr>
</tbody>
</table>
Note: the definition for the List of Sets and Cross Set windows are in the pc client in:
ALEPHCOM\tab\<language>\tab_col.dat.

### 9.11.3 TAB_COL.DAT

In order to define column headings for the List of Sets and Cross Set screens, go to the client’s ALEPHCOM\tab directory (for English headings. Other headings are located in the appropriate ALEPHCOM\tab\<language>\ directory.) Open the tab_col.dat file. Following is a sample of the relevant lines in that file:

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAR_CROSS_SET</td>
<td>L Find Request</td>
<td>1 060 01 C04</td>
<td>Find Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEAR_CROSS_SET</td>
<td>L Base</td>
<td>2 020 01 C02</td>
<td>Base Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEAR_CROSS_SET</td>
<td>L No. Recs</td>
<td>3 020 01 C03</td>
<td>No. Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEAR_RESULT_LIST</td>
<td>L Request</td>
<td>1 050 01 C01</td>
<td>Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEAR_RESULT_LIST</td>
<td>L Base</td>
<td>2 030 02 C02</td>
<td>Database</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEAR_RESULT_LIST</td>
<td>L No. Recs</td>
<td>3 020 03 C03</td>
<td>No. Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Column 1** is the unique code by which the system identifies this set of column headings. The code
SEAR_CROSS_SET refers to the Cross Set screen; SEAR_RESULT_LIST refers to the List of Sets.

The definitions of the other columns are the same as pc_tab_col.lng. See the Web Guide - General chapter - Desktop Customization - GUI and Toolbars.

### 9.12 MENUS

You can determine the choices that are available in the following menus of the OPAC (GUI):

- List of **indexes** for the Find Query, Browse Query and Direct Query.
- List of **formats** for displaying and printing bibliographic records.
- List of **sort order** options.
- List of **delivery** types.

#### 9.12.1 Index Menus

To define the list of indexes for Find and Browse queries, use UTIL L/3 or ALEPHADM to edit the pc_tab_sear file. Following is a sample from that file:

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>FI USM01</td>
<td>L All Fields</td>
<td>WRD</td>
<td></td>
</tr>
<tr>
<td>FI USM01</td>
<td>L Subjects</td>
<td>WSU</td>
<td></td>
</tr>
<tr>
<td>FI USM01</td>
<td>L Titles</td>
<td>WTI</td>
<td></td>
</tr>
<tr>
<td>FI USM01</td>
<td>L Authors</td>
<td>WAU</td>
<td></td>
</tr>
<tr>
<td>FI USM01</td>
<td>L Year</td>
<td>WYR</td>
<td></td>
</tr>
<tr>
<td>FI USM01</td>
<td>L Publisher</td>
<td>WPU</td>
<td></td>
</tr>
</tbody>
</table>

**Column 1** is the unique code by which the system identifies the set of menu choices. For the Find Query menu, enter the code FI; for the Browse Query menu, enter SC;

**Column 2** is the database code. Enter here the database associated with the menu option you are defining. You must use a database code that was assigned in **tab_base (using UTIL Y/3 or ALEPHADM)**.
**Column 3** is the code for the character set of the menu choice. The standard is L which stands for Latin.

**Column 4** is the text of the menu choice that is displayed to the user. Enter here the name of a word index that was defined in tab00 (using UTIL G/1/00 or ALEPHADM).

**Column 5** is the code for the above index as it was defined in tab00 (using UTIL G/1/00 or ALEPHADM).

### 9.12.2 Formats Menu

To define the list of formats for displaying or printing bibliographic records, use UTIL L/3 or ALEPHADM to edit the tab_sear file. Following is a sample from that file:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>FO</td>
<td>USM01</td>
<td>L Full+Link</td>
<td></td>
<td>099</td>
</tr>
<tr>
<td>FO</td>
<td>USM01</td>
<td>L Catalog Card</td>
<td></td>
<td>037</td>
</tr>
<tr>
<td>FO</td>
<td>USM01</td>
<td>L MARC Tags</td>
<td></td>
<td>001</td>
</tr>
<tr>
<td>FO</td>
<td>USM01</td>
<td>L Name Tags</td>
<td></td>
<td>002</td>
</tr>
</tbody>
</table>

**Column 1** is the unique code by which the system identifies the set of menu choices. To define **display** formats, enter FO in this column. For **print** formats, enter PF.

**Column 2** is the database code. Enter here the database associated with the menu option you are defining. You must use a database code that was assigned in tab_base (using UTIL Y/3 or ALEPHADM).

**Column 3** is the code for the character set of the menu choice. The standard is L which stands for Latin.

**Column 4** is the text of the menu choice that is displayed to the user. Available options include: Full+Link, Catalog Card, MARC Tags, and Name Tags.

**Column 5** is the code for the above display format. Enter 099 for Full+Link, 037 for Catalog Card, 001 for MARC Tags and 002 for Name Tags.

### 9.12.3 Sort Order Menu

The user may choose to sort bibliographic records by specific fields. To define the list of fields that the user may choose from, use UTIL L/3 or ALEPHADM to edit the tab_sear file. Following is a sample from that file:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO</td>
<td>USM01</td>
<td>L Year</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>SO</td>
<td>USM01</td>
<td>L Call number</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>SO</td>
<td>USM01</td>
<td>L Author</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>SO</td>
<td>USM01</td>
<td>L Title</td>
<td>02</td>
<td></td>
</tr>
</tbody>
</table>

**Column 1** is the unique code by which the system identifies the set of menu choices. For the Sort Order menu, always enter SO.

**Column 2** is the database code. Enter here the database associated with the menu option you are defining. You must use a database code that was assigned in tab_base (using UTIL Y/3 or ALEPHADM).

**Column 3** is the code for the character set of the menu choice. The standard is L which stands for Latin.

**Column 4** is the text of the menu choice that is displayed to the user. Enter here the name of a field that was defined in tab_sort (UTIL G/1/b or ALEPHADM).

**Column 5** is the code for the above field as it was defined in tab_sort (UTIL G/1/b or ALEPHADM).

### 9.13 LOCATE FUNCTION

The Locate function of the GUI OPAC enables you to find records in other databases that are similar to the record you have selected. You, the System Librarian, are responsible for setting up the criteria that the system uses in order to determine which records are similar. (For example, you can decide that if the records have the same words in the title and author fields, then the records are "similar."). You can define the criteria by editing the tab_locate table (UTIL G/1/h or ALEPHADM).
9.14 Default Text for Links

The cataloger uses the LKR field to create links from the bibliographic record he is currently cataloging to another record. The following table shows several examples of links that can be created by the cataloger and appended to a record in the LKR field:

<table>
<thead>
<tr>
<th>Sub-field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Value</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>UP</td>
<td>&quot;up&quot; link to another BIB type record. A record may have only one link of this type.</td>
</tr>
<tr>
<td>DN</td>
<td>&quot;down&quot; link to another BIB type record. Multiple links of this type are possible.</td>
</tr>
<tr>
<td>PAR</td>
<td>parallel link from BIB record to BIB record</td>
</tr>
<tr>
<td>ANA</td>
<td>analytic link between BIB records of different levels</td>
</tr>
<tr>
<td>ITM</td>
<td>link from BIB record to ADM record (used for items bound together)</td>
</tr>
</tbody>
</table>

When no other text is available (the Z103-LKR-TEXT-N field is empty), the default text that appears next to the LKR (link) field in the Full View of the bibliographic record is defined through the library's tab/tab05 table as follows:

```
!! 1                       2
!!!!!------!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
NONE       "text"
```

For example:

```
!! 1                       2
!!!!!------!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
NONE       Click to view related record
```

NONE is reserved for both GUI and Web OPAC.

9.15 GUI OPAC Client Setup (Sear.ini)

Client Setup [Sear.ini]
The sear.ini defines the behavior of the GUI OPAC client.

[DiallogLocation]
This section defines the placement of the different dialog windows within the application.

There are two ways to determine the dialog window location:

1. Use the exact coordinates of the window, for example, 200,100.
2. Use "center" to define that the dialog window appear in the center of the screen.

```
ChooseLanguages=200,100
ScanRequest=Center
Jump=Center
```

In the example above, the Choose-Languages Dialog box appears at the coordinates, "200,100" in the screen.

The Scan Request dialog box appears in the center of the screen.

[WindowLocation]
This section determines if a window can be resized, iconized, maximized and so on.
In the example above, the Document Window can be resized, relocated (moved around) and iconized and the starting size (in pixels) of the window is set.

[General]

MultipleBriefWindows=N
Defines whether or not the user is allowed to open multiple Brief-Full-Scan windows.

[Language]
Search Languages. Change only through the ALEPH GUI.

Lang1=0
Lang2=0
Lang3=0
Lang4=0
This is the list of languages for selecting a pre-defined filter. This should only be modified online in the client via the Options menu.

[Find]

List of Find Types to use in the Application The options are:

- C=CCL Find Request
- M=Multi Base Find Request
- S=Simple Find Request

Example:

FindTypes=S,M,C
FindTypes=S,M,C. This definition means that the three dialog boxes are displayed in the following order: Simple Find Request, Multi-Base Find Request, CCL Find Request.

FindAdjacency=Y.
Means that the "Words adjacent" checkbox is checked.

[External]
This section determines which programs open the external files.

Example:

txt=A X c:\winnt\notepad.exe %s
The setting in this example determines that files with the extension txt (*.txt) are ASCII files and that they are opened with a notepad application that is located in:

c:\winnt\notepad.exe.
The form of this line is:

<extension> = <format> <import> <application (whit full path)>
- <extension> - the file extension, up to 3 characters.
- <format> - should be 'A' for ASCII or 'B' for binary.
- <import> - This flag is obsolete.
- <application> the application that should be executed.
- `%s` is a symbol for the file name.

[NavMap]
The NavMap section defines the setup of the buttons available on the Navigation Window. You can choose "Y" or "N" to enable/disable the display of the relevant button.

**PushBIB=Y**
Enables the "Catalog BIB." button, which pushes the record to the attached bibliographic record in the Cataloging module.

**PushBIBOpac=Y**
Enables the "View in OPAC" button, which pushes the record to the attached record in the Search module (GUI OPAC).

**PushADM=Y**
Enables the "Catalog ADM" button, which pushes the record to the attached ADM record in the Cataloging module.

**PushHOL=Y**
Enables the "Catalog HOL." button, which pushes the record to the attached holdings record in the Cataloging module.

**PushSerial=Y**
Enables the "Serials" button which pushes the record to the Serials module.

**PushItems=Y**
Enables the "Items" button which pushes the record to the Items module.

**PushAcq=Y**
This parameter is used in the [NavMap] section of other modules to enable the "Acquisitions" button which pushes the record to the Acquisitions module.

Note that this button is always non-active in the Acquisitions module.

**PushIll=Y**
Enables the "ILL" button which pushes the record to the ILL module.

**PushCirc=Y**
Enables the "Circulation" button which pushes the record to the Circulation module.

**Trigger=Y**
Enables the "Triggers" button which pushes the record to the List of Triggers for Record window. This window enables you to create a trigger attached to the item that appears in various transactions.

**ShortCatAdm=Y**
Enables the "Update ADM" button which opens the Update ADM Record window. This window enables you to edit the ADM record.

**Pushremove=Y**
Enables the removal of BIB from the navmap window.

**PushRefresh=Y**
Enables the user to refresh the navmap window in order to see the update changes.

**PushDelete=Y**
Enables the user to delete an item (according to the delete checks and permissions).

Go to top of page

**9.16 GUI OPAC Tables**

**GENERAL**

1. **Table Extensions**
   You may now use different tables for Web OPAC and GUI by using the file extensions: `[filename].PC` and `[filename].WWW`
   
   Example:
   
   `tab_sub_library.lng.PC` or `tab_sub_library.lng.WWW`

**LIBRARY TABLES**

1. **edit_doc.lng**
   `edit_doc.lng` is used to define the display of document information. It defines a concatenation of a number of paragraphs. It is used in conjunction with `edit_field.lng` (UTIL I/1) and `edit_paragraph.lng` (UTIL I/2).

2. **edit_doc_999.lng**
   `edit_doc_999.lng` defines the fields to be included in a display of a bibliographic record. It defines the full format for printing and saving in GUI and WWW.
   
   This display includes hypertext linking.

3. **edit_doc_999_aut_xxx10.lng**
   `edit_doc_999_aut_xxx10.lng` defines the display of AUT records for cross-reference display. The display of the record is defined in the `edit_doc_999_aut_xxx10.lng` table where "xxx10" is the code of the AUT library (for example, USM10). If this table does not exist, or has been defined incorrectly, the system will display information as defined in the table `edit_doc_999.lng` of the relevant AUT library.

4. **edit_field.lng**
   `edit_field.lng` defines the display of a tag. It is used in conjunction with `edit_paragraph.lng` and `edit_doc.lng`. If a tag is not defined in `edit_field.lng`, it will be displayed as is. Therefore, tags entered in the database, without punctuation, need to be defined here. You can define up to 10 filters for each sub-field per tag name.

5. **edit_paragraph.lng**
   `edit_paragraph.lng` defines the display of a paragraph of data from the bibliographic record. The `edit_paragraph` table defines a concatenation of a number of fields. It is used in conjunction with `edit_field.lng` and `edit_doc.lng`.

   Note that formats 001-099 are used by the BIB_FORMAT program for direct display of specific BIB information (e.g. on User List of Loans, OPAC List of Items etc.).

6. **pc_tab_sear.lng** This table is used to define options for GUI OPAC search as follows:
   - **SC** - link to the ACCess code as defined in `tab00` (UTIL G/1/00) in the tab directory of the library.
   - **FI** - link to the WORD files as defined in `tab00` (UTIL G/1/00) in the tab directory of the library.
   - **FO** - link to `edit_doc` format (UTIL I/3) (must be expressed in 3 digits).
   - **SO** - link to field tag codes as defined in `tab_sort` (UTIL G/1/b) table in the tab directory of the library.
   - **PF** - link to `edit_doc` format (UTIL I/3) for print/save formats.

7. **pc_tab_short.lng** This table defines the document fields that are included in the brief display in the GUI OPAC.

8. **tab00.lng**
   `tab00.lng` defines the system index files. There should be one such table for each language defined.
9. **tab01.lng**
   - tab01.lng defines per language the type and name of the library and tag definitions for the bibliographic records.

10. **tab05**
    - This table defines the caption to be displayed in the Web OPAC before $$n$$ and $$m$$.

11. **tab10**
    - The tab10 table defines various system switches that determine the way the system behaves.
    - Example of switch:
      
      \[\text{TAB10-AUTO-TRUNCATE-Z01-FIND}\]
    - This switch controls the automatic truncation option in Browse.

12. **tab11**
    - tab11 defines the connection between the document record fields and the Word, Access and Index tables (including the groups or subfields within the Word table). Using this table, the system builds a word/access/index record for the field (or subfield) defined.

13. **tab_20**
    - This table defines the headings (including see references) that are built in the ACC table of the bibliographic base, based on the fields of the authority record that "matches" the BIB ACC Headings.

14. **tab_22**
    - This table defines the fields that are included in the "short-doc" (z13) - and also defines the fields in the Basket Brief format.

15. **tab_aut**
    - This table defines which heading files are linked to an authority database and which authority database is searched.

16. **tab_filing**
    - The tab_filing table defines which filing procedures are used when building the filing key for Heading (Z01), Index (Z11) entries and Sort keys (Z101). The filing procedures identifier of these is set in col. 5 of tab00<lng >.

17. **tab_sort**
    - tab_sort defines fields for sorting. This table is used in conjunction with:
      - pc_sear.lng (UTIL L/3) (option SO)
      - option-sort HTML screen (for WEB OPAC)
      - www_server_defaults (UTIL J/6)
      - pc_server_defaults (UTIL L/1)
      - tab01.lng - document record fields (for correct filing of z101 sort keys).

18. **tab_word_breaking**
    - This table defines routines for filing of headings - word breaking procedures.

19. **tab_z30_sort**
    - tab_z30_sort defines items (z30 sort types) in various ALEPH functions. It is located in the library's data_tab directory and edited using UTIL G/4/c. The instance which affects GUI OPAC is SEARCH.
1.0 WEB OPAC OVERVIEW

1.1 THE WEB OPAC INTERFACE

The Web OPAC Interface features the following:

- OPAC Search - to browse indexes, retrieve records, view item availability, place requests, etc.
- Access to user records - to view activities, set preferences, renew loans, etc.

1.2 BASIC WEB OPAC FUNCTIONS

The user may use Web OPAC to:

- Search the database for bibliographic records
- View holdings information about items, e.g. the location of each copy (i.e. branch and shelf number)
- View circulation information such as how long the item may be borrowed and whether the item is out on loan
- Place hold and photocopy requests for items and renew loans (if given permission to do so by the librarian)
- Search external databases.

1.3 SEARCH FUNCTIONS

Two types of searches are available in Web OPAC:

**Browse**
The user can browse an alphabetical list of headings, such as titles, authors and subjects (see chapter 3.0 Browse). The alphabetical list leads to bibliographic records.

**Search**
The user can retrieve records from the database using Word, Phrase or Direct Indexes (see chapter 4.0 Search).

1.4 INDEXES

To support the SEARCH FUNCTIONS, the system librarian defines the indexes available to the user in Web OPAC. There are three kinds of indexes:

**Headings or Browse Indexes**
Headings are whole phrases from the bibliographic record such as author, title, subject etc. An entire field or a specific sub-field may be a Headings Index term.
Word Indexes
Word Indexes are lists of words taken from specific fields of a bibliographic record. Following are examples of word indexes:

- Words from authors (tags 100, 110...)
- Words from titles (tags 240, 241, 242, 243, 245...)
- Words from subjects (tags 600, 650)
- Words from all fields

Direct Indexes
Direct indexes enable the user to retrieve a specific record. Following are examples of Direct Indexes:

- Bibliographic record number
- ISBN/ISSN
- Call numbers
- Barcode number
2.0 GETTING STARTED

2.1 SIGN-IN

Sign-in is optional in the ALEPH system, since the OPAC is open to everyone. You can perform catalog searches and email results without first identifying yourself.

However, you must sign in in order to place a request for material. If you have not signed in before activating your request, you are prompted to identify yourself.

In addition, if you have a pre-defined profile in your User record (either group or personal), your language and display preferences are activated if you sign in (see the Personal Profile section in the User chapter and in the Guide to the Administration module, section 3.0, Profiles).

To sign in, follow these steps:

1. From the Main menu or the upper-frame menu, click on the Sign-in link. The Identify Yourself window is displayed:

   ![Identify Yourself Window]

   2. Type in your User ID number, then your PIN code in the Verification box, and click OK.
      OR

   3. Type in your Barcode, and then your verification number in the Verification box, and click OK.

   If the numbers match, you are signed in, and the Sign-in link disappears from the Main and upper-frame menu.

2.2 END SESSION

To end a session, from the Main menu, click on the End Session link. The End Session window is displayed. Click OK to end the session. This nullifies the user sign-in and the session history is automatically deleted.

2.3 LOCAL DATABASE
To select a database, from the Main menu, click on the Local Database link. A list of databases available to the user is displayed.

Note that the library determines which databases are available to the user.

### 2.4 PREFERENCES

If you have a personal user profile, you can save your preferences. Web OPAC lets you set preferences for the display of information in the WEB OPAC, such as interface language, thesaurus language, and so on. You can also determine the format in which records are presented. Preferences can also be set in the user's Personal Profile (see [section 8.2.3. Personal Profile in chapter 8.0 User](#)).

To set your preferences, from the Main menu, click on the Preferences link. The Display Format window is displayed:

![Display Format Window](#)

If you have been assigned a user profile, you can save your preferences.
2.4.1 Display

The Display Format window offers a number of options:

**Records per page**
This lets you set the number of records you want to appear per page.

**Auto Full**
The system can automatically display records in full view, if the number of records in the set does not exceed or equal the number you set in Auto Full.

**Format**
The five available format preferences are: Title only; Brief view-table; Card; Full view; Custom view.

**Select fields for custom view**
To set the fields you want displayed in Custom View, check the appropriate boxes.

2.4.2 Language

To set your preferred language, click on the Language button. The Language Preferences window is displayed.

The Language Preferences window offers the following options:

**Language of interface**
To set your preferred language of the interface, check the appropriate box. Click OK.

**Language of records**
To set your preferred language for records to appear in, check the appropriate box. Click OK.

2.4.3 Character Set

ALEPH allows the user to set a preferred character set for the display of the Web Interface. This is useful for a user who is using a Unicode-enabled Web browser, but does not have a Unicode font installed. Choosing a character set "forces" ALEPH to translate from Unicode to the character set requested, and vice versa.

To set your preferred character set, from the Display Format window, click on the Character Set button. The Character Set window is displayed:
Select a character set from the available options and click OK.

2.5 NAVIGATION THROUGH OPAC

The Web OPAC Interface features the following:
  ◆ OPAC Search - to browse indexes, retrieve records, view item availability, place requests, etc.
  ◆ Access to user records - to view activities, set preferences, renew loans, etc.

The Web OPAC Interface is divided into upper and lower frames. The upper frame contains the main menu options and is displayed at the top of every Web OPAC screen. The user navigates through the Web OPAC via the menu options displayed in the Upper Frame.
Welcome to the ALEPH Public Catalog

Menu in the upper frame:

**Sign-in** - your username and password
**End Session** - sign out and start a new session
**Database** - select another database
**Feedback** - send us comments and suggestions
**Preferences** - set preferences for displaying information
**Help** - for more information on how to use this system
**Ex Libris** - go to the company's Internet homepage

Menu in the second row of the upper frame:

**Browse** - browse alphabetical indexes of authors, titles etc.
**Search** - find records by keyword search
**Results List** - view list of records
**Previous Searches** - use sets of records from past searches
**User** - view information on your library account
**ILL** - Inter-Library Loan - request items from another library
**Basket** - view the records that were saved in your basket

The screen displayed in the Lower Frame changes according to the operations carried out by the user.
3.0 BROWSE

Browse enables the user to search through an alphabetical list of phrases (e.g. title, author, subject etc.) from the bibliographic record. Browse facilitates your search by means of the Headings Indexes, Word Indexes and Direct Indexes (see chapter 1.4 Indexes).

To search by using Browse, from the Main menu, click on the Browse link. The Browse an Alphabetical Index window is displayed.

3.1 BROWSE QUERY

You submit Browse queries from the Browse an Alphabetical Index window.

3.1.1 Submitting a Browse Query

1. Type in the word or phrase you are looking for. This must be the initial text of the heading.
2. Select an index.

3. Click Go. A Browse list is displayed (shown below).

3.2 BROWSE LIST

A Browse list is comprised of an alphabetical list of headings for the user to browse through. The text the user types in when submitting his Browse query appears in the first or second line if there is a match. If there is no match, the list will display either with the immediately preceding and succeeding headings in
the first two lines, or with the succeeding heading in the first line. The manner of display depends on library setup. The number of documents associated with each heading is shown.

**Browse List: Authors**

<table>
<thead>
<tr>
<th>No. of Recs</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Dickens.</td>
</tr>
<tr>
<td>1</td>
<td>dickens, charles.</td>
</tr>
<tr>
<td>7</td>
<td>Dickens, Charles, 1812-1870.</td>
</tr>
<tr>
<td>1</td>
<td>Dickens, Charles 1812-1870.</td>
</tr>
<tr>
<td>1</td>
<td>dickns.</td>
</tr>
<tr>
<td>1</td>
<td>Dillon, Bart.</td>
</tr>
<tr>
<td>1</td>
<td>Dime, Roberta.</td>
</tr>
<tr>
<td>1</td>
<td>Dimond, William, fl. 1800-1830.</td>
</tr>
<tr>
<td>2</td>
<td>Dobberteen, Sara.</td>
</tr>
<tr>
<td>1</td>
<td>Doctorow, E. L., 1931-</td>
</tr>
</tbody>
</table>

You can reach the Browse List window in 3 ways:

1. From the Browse an Alphabetical Index window (see 3.1 Browse Query).
2. When viewing a record (see 5.1 View Record). From the Record window, click on an underlined field name to receive a window listing the services available for the field. You can choose to browse a headings list.
3. When viewing a list of cross-references. To see a Browse List click on an underlined field name. For example, clicking on the Heading tag will show you an alphabetical list of entries with the current heading at the top of the list.

The Browse list displays headings. If there is an Authority Record related to a particular heading, the system will display a link to it.

**Browse List: Authors**

<table>
<thead>
<tr>
<th>No. of Recs</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Plato. - [LC Authority Record]</td>
</tr>
<tr>
<td></td>
<td>Platon. - [LC Authority Record]</td>
</tr>
<tr>
<td></td>
<td>See: Plato.</td>
</tr>
<tr>
<td></td>
<td>Platonas. - [LC Authority Record]</td>
</tr>
<tr>
<td></td>
<td>See: Plato.</td>
</tr>
<tr>
<td></td>
<td>Platone. - [LC Authority Record]</td>
</tr>
<tr>
<td></td>
<td>See: Plato.</td>
</tr>
<tr>
<td></td>
<td>Po-la-t'u. - [LC Authority Record]</td>
</tr>
<tr>
<td></td>
<td>See: Plato.</td>
</tr>
<tr>
<td>1</td>
<td>Pochoda, Elizabeth T.</td>
</tr>
<tr>
<td>1</td>
<td>Pocquet du Haut-Juss, Barth:leryn, 1891-</td>
</tr>
</tbody>
</table>

To view an Authority Record, click on the Authority Record link. The Authority Record, including Cross-references, appears.
Click on an underlined tag to see a Browse List.

<table>
<thead>
<tr>
<th>Sys. no.</th>
<th>Plato</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading</td>
<td>Aplaton</td>
</tr>
<tr>
<td>Seen from</td>
<td>Platon</td>
</tr>
<tr>
<td>Seen from</td>
<td>Aflatun</td>
</tr>
<tr>
<td>Seen from</td>
<td>Po-la-tu</td>
</tr>
<tr>
<td>Seen from</td>
<td>P'ura't'on</td>
</tr>
<tr>
<td>Seen from</td>
<td>Platone</td>
</tr>
<tr>
<td>Seen from</td>
<td>Platonas</td>
</tr>
<tr>
<td>Seen from</td>
<td>P'ulla'to</td>
</tr>
</tbody>
</table>
4.0 SEARCH

To activate Search, click on the Search link from the main menu.

Search lets you retrieve relevant records from the database by keywords. Web OPAC searches Word Indexes (such as Words in Title, Words in Subject etc.) for records containing the keywords you enter. Web OPAC also searches Direct Indexes for records classified by unique identifiers such as System Number, Barcode, ISBN, etc.

Notes:
- Performing a Search request is limited to the number of records set by the System Librarian (for example, 5000). After reaching that limit, an error message is displayed on the screen: "Too many hits. Refine your request."
- A Search query is limited to 8 Logical (Boolean) operators and/or 500 characters in length.
- A truncated Search is limited to the number of different terms matching the truncation defined by the System Librarian. The default is 2000.

4.1 LOGICAL OPERATORS

ALEPH supports "and" "or" and "not" Boolean operators. "and" is assumed if no operator is present. Operators may be typed in English, or expressed by using any of the following conventions:
- AND = + (plus sign)
- AND = & (ampersand)
- OR = | (pipe sign)
- NOT = ~ (tilde)

When entering keywords, you can use truncation, masking and logical operators as explained below.

4.1.1 Truncation

You can type a portion of a word and add the ? character or the * character at the beginning (or end). This indicates that you want all words that begin (or end) with that portion of the word.

For example:

?ology
retrieves all records containing words ending with ology in an indexed field e.g. anthropology, archaeology, psychology, etc.

Chloro?
Retrieves all records containing words beginning with chloro in an indexed field.

The ? character can also be used to find variant spellings. For example, alumi?m will find both the American spelling, aluminum, and the British spelling, aluminium.

You cannot use the truncation symbol both at the beginning and end; e.g. ?dva? is not valid.

? or * are placeholders for any number of characters.

For example:

ps?ic
Retrieves all records containing words beginning with ps and ending with ic in an indexed field, such as psychiatric and psychotic.

4.1.2 Logical (Boolean) Operators

You can narrow or broaden a search by using the logical (Boolean) operators AND, OR, and NOT.
You can use these operators in a search string.

For example:

**government and labo?r**
Retrieves all records containing government and labor or labour.

**government or cabinet**
Retrieves all records containing either government or cabinet.

**government not parliament**
Retrieves all records containing the word government but not including the word parliament.

You can also use the following synonyms for the Boolean operators:

- **AND = +** (plus sign)
- **AND = &** (ampersand)
- **OR = |** (pipe sign)
- **NOT = ~** (tilde)

### 4.1.3 Parentheses

Parentheses should can be used in a retrieval request, when required for correct query syntax.

For example:

wti = (strategy or tactics) and wau = (dunnigan and churchill)

### 4.1.4 Proximity Operators

**england %3 ballads**
The % symbol, followed by a number, may be placed between two words. This indicates that you want the words to appear within a particular distance from each other, without regard to the order in which the words appear. For example, england %3 ballads retrieves Ballads of England, England and Her Ballads, and Ballads of Merry Old England.

**england !3 ballads**
The ! character, followed by a number, can be placed between two words. This indicates that you want the words to appear within a particular distance from each other, and in the same order in which you type the words. In this case, ballads !3 england will retrieve Ballads of England and Ballads of Merry Olde England but not England and Her Ballads.

Note: when using a proximity operator, you must set "Word Adjacency" to YES.

### 4.1.5 From - To

**1993 -> 1996**
The symbols -> and - can be placed between two words. This indicates that you want to retrieve records that have words from (and including) the first word, through the second word. This search is particularly helpful for limiting a set of records by year of publication. The symbols must be used; you cannot use "to" instead of the symbols.

### 4.2 BASIC SEARCH

When you activate the Search function, the Basic Search form appears.

You choose the word group to be searched (i.e., the Word Index to be searched) and type in the keywords you are looking for.
Lower-case letters will also find matches of capitalized words. You can use the Boolean operators AND, OR, and NOT in your search string. AND between words is implied. Web OPAC also accepts AND/OR/NOT as real words (that is, not as Boolean operators) when they are part of a phrase, as in, for example, \textit{TIT=gone but NOT forgotten}, or if the operator is enclosed in double quotes, as in, for example \textit{WTI=gone but "NOT" forgotten} (NOT is written in uppercase for the sake of clarity - it can be lowercase in the search query).

Note: Web OPAC also accepts the slash mark (/) in search strings.

4.2.1 Words adjacent

You can choose Yes for "Words adjacent". Web OPAC recognizes that you want only records that contain the query terms together.

4.2.2 Results displayed format

The search results can be displayed in three different formats, (the display format depends on library setup, or on preferences set by the user in the Preferences option or in the user's Personal Profile).

The default or user-set preferences determine:

Records per page
This lets you set the number of records you want to appear per page.

Auto Full
If the number of records in the Results Set does not exceed the number set for Auto Full, the system displays records in full view, skipping over the "Results" display.

Format
This sets the preferred format for the first "Results" display of records (before Full). The five available format preferences are: Title only; Brief view-table; Card; Full view; Custom view.

4.2.3 Sorting Records

In Brief Table view, click on a column heading to sort the list. The system will sort the records in the table according to the sort rules set for the column. The set remains in the last order selected, and the sort factor is displayed at the top of the screen. If the set contains more records than the sort threshold allows, the set cannot be sorted.

4.2.4 Empty set

One-word search query
If your search query includes only one word and is unsuccessful, Web OPAC displays a list of words from the index. This list includes several words that appear directly before the given word, and several words that appear directly after it.
No hit. Words of index displayed instead. Select closest match or start a new search by clicking the Close button.

<table>
<thead>
<tr>
<th>No. of Recs</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>antonaccia</td>
</tr>
<tr>
<td>2</td>
<td>antonin</td>
</tr>
<tr>
<td>2</td>
<td>antonio</td>
</tr>
<tr>
<td>1</td>
<td>antoniuss</td>
</tr>
<tr>
<td>3</td>
<td>antony</td>
</tr>
<tr>
<td></td>
<td>antropology</td>
</tr>
<tr>
<td>1</td>
<td>antwerpen</td>
</tr>
<tr>
<td>1</td>
<td>anushtha</td>
</tr>
<tr>
<td>2</td>
<td>anuson</td>
</tr>
<tr>
<td>1</td>
<td>anwar</td>
</tr>
<tr>
<td>1</td>
<td>aortic</td>
</tr>
</tbody>
</table>

**Multi-word search query**

If your search query includes several words and is unsuccessful, Web OPAC displays the request permutation, showing the sets retrieved for each word.
4.3 MULTI-FIELD SEARCH

The Multi-Field Search lets you search more than one word group at the same time, with "AND" between them.

4.3.1 Using Multi-field Search:

1. From the Basic Search window, click on the Multi-field Search button. The Multi-field Search form appears (see below).
2. Fill in as many fields as you can. The more lines filled in, the narrower the search.
3. Click Go. A Results List appears.
4.4 MULTI-BASE SEARCH

A Multiple base (or Multi-base) search query retrieves a set of records in selected databases matching specific criteria. You can use the Multi-base Search to search more than one base at a time.

4.4.1 Using Multi-base Search:

1. From any Search window, click on the Multi-base Search button. The Multi-base Search form appears (see below).
2. Select the fields you want to search using the pull-down menus.
3. Type in the required keywords.
4. Select the databases you require by checking the adjacent boxes.
5. Click Go. The Previous Searches list of Search Requests displays.
4.5 CCL - COMMON COMMAND LANGUAGE

4.5.1 Using CCL

You can use CCL - Common Command Language to search for words and headings in several different indexes at once. You must specify the code of the word and heading indexes to be searched.

The following are the most common abbreviations used in the ALEPH command language.

WRD - Words  WTI - Words in title field  WAU - Words in author field  WPU - Words in publisher field  WSU - Words in subject field  WYR - Year of publication

Example of CCL Search:
1. From the Basic Search window, click on the CCL button. The CCL Search form appears (see below).
2. Type WRD=(heart OR cardiac) AND surgery. This retrieves all records containing heart or cardiac, together with the word surgery.
3. Click Go. A Results List appears.

Example of CCL Search:

![CCL Search form](image)

WRD=(heart OR cardiac) AND surgery
4.6 ADVANCED SEARCH

Advanced Search lets you search the database for keywords. You use pull-down menus to specify fields and define search mode. Web OPAC offers three fields, Author, Subject and Title. The relationship between these three fields is handled by the Logical operator, AND.

4.6.1 Performing an Advanced Search

1. From the Basic Search window, click on the Advanced Search button. The Advanced Search form appears:

```
Select the fields you want to search using the pull-down menus.
Type in the required keywords.
Click Go. The Number of hits column appears to the right of the form. This column shows the number of records that match the search request.
To view a list of records, click on an adjacent link in the No. of hits column.
```

2. Select the fields you want to search using the pull-down menus.
3. Type in the required keywords.
4. Click Go. The Number of hits column appears to the right of the form. This column shows the number of records that match the search request.

To view a list of records, click on an adjacent link in the No. of hits column.

4.7 THE AUTHORITY DATABASE AS A SEARCH
You can use an Authority database as an aid for searching for records in the bibliographic database. This functionality is particularly useful when classification (such as UDC) is used for subject indexing of the bibliographic database, and when the library also maintains an authority database with records that include descriptors for the classification. Refer to section 4.2 (JUMPING FROM THE AUTHORITY DATABASE TO THE BIBLIOGRAPHIC DATABASE) in the Authorities chapter in the Web Guide for a full description of this functionality.
5.0 RESULTS LIST

When you enter a successful search query, a Results List is created. The Results List shows how many records satisfy the query specifications.

If there are no matches, a new window opens, either showing the entries in the Index closest to the query specifications or showing the request permutation (as was previously explained).

You can view the results list of your last search by clicking on the Results List link from the Main menu. You can view a results list of earlier searches by clicking on the Previous Searches link from the Main menu, choosing a set and clicking "View".

5.1 VIEW RECORD

Each record in a Results List is sequentially numbered. Clicking on a number displays the record in Full View format. You can choose "Prev. Record" or "Next Record" to browse through the list.

5.2 VIEW SELECTED

From the Results List in Table format, View Selected lets you view selected records in full view.

5.2.1 Viewing Selected Records

- To view specific records from the Results List, mark the adjacent checkboxes.

  OR

- To view all the records displayed, click on the "select all" button. Web OPAC displays the marked records in Full View format. You can navigate through the selected records by clicking on the Previous/Next record button.

  OR

- To view a particular record, click on its sequential number. From this full view, you can go backwards and forwards to previous and next records.
5.3 VIEWING HOLDINGS

From the Results List in Table Format, click on the link to library or location to display the record’s holdings (copies and their availability). See sections 7.6.1 Holdings Windows and 7.6.2 Holdings Options.

5.4 SAVE/MAIL

This option is available to all users (provided that the number allowed in the current user profile is greater than 0).

Save/Mail lets you save locally and/or send via e-mail either selected records or a subset of records from the Results List.

5.4.1 Saving a Record on the Local PC

1. From the Results List, click on the Save/Mail button. The E-mail or Save Selected Records form appears:
Fill in the relevant details, without typing an E-mail address.
3. Click Send.

5.4.2 Sending a Record by E-mail
1. From the Results List, click on the Save/Mail button. The E-mail or Save Selected Records form appears:

2. Fill in the relevant details, including the destination e-mail address.
3. Click Send.

5.5 SAVE FILE ON SERVER
This option is only available to users with Save permission defined in their user profile.
The Save File on Server option lets you save either selected records or a subset of records from the Results List on the server.

5.5.1 Saving a File on the Server
1. From the Results List, click on the Save Server button (this button does not appear if the user does not have Save permission). The Save File on Server form appears:
Enter a file name.
● Click Send. The file is saved in alephe_scratch.

5.6 CREATE SUBSET

5.6.1 Creating a subset of records
1. Select records from the Results List.
2. Click on the Create Subset button. Web OPAC displays the subset in a brief table view (see below).

The subset of the records can be mailed/saved or added to a basket. Each record of the subset can be viewed in full format by clicking on the underlined number of each record.

5.7 RANK

Web OPAC can rank sets, using the words that appear in the Rank Set window (see below). Web OPAC ranks the sets, using the words of the search query. Records are ranked according to a formula that takes into account the number of times the word appears in a record (a document gets a higher ranking if a significant word occurs several times), the number of times the word appears in the entire database (a word with many occurrences has less weight, a word with few occurrences has higher weight), and the weight given to the word (for example, if the word appears in the title, it might be given a greater weight.)

Note that there is a Boolean AND between each field.

5.7.1 Ranking Sets

To rank sets in Web OPAC:
1. From the Results List, click on the Rank button. The Rank Set window is displayed:
Rank Set

Request: Words= (computer)

Enter the word(s) you want the system to search for when ranking records.

Records will be ranked according to a formula that takes into account the number of times the word appears in a record, the number of times the word appears in the entire database, and the weight given to the word (for example, if the word appears in the title, it may be given a greater weight.)

Note that there is a Boolean AND between each field.

2. Enter the word(s) you want the system to search for when ranking records, and click OK. A ranked Results List table appears:

<table>
<thead>
<tr>
<th>#</th>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Churchill, Winston</td>
<td>The History of the Second World War.</td>
<td>1999</td>
<td>1000</td>
</tr>
<tr>
<td>2</td>
<td>Saidoff, I</td>
<td>The history of world war 2.</td>
<td>1999</td>
<td>497</td>
</tr>
<tr>
<td>3</td>
<td>Frankfurt</td>
<td>The history of world war 2.</td>
<td>1999</td>
<td>497</td>
</tr>
<tr>
<td>4</td>
<td>Golk, K</td>
<td>The history of the second world war.</td>
<td>1999</td>
<td>497</td>
</tr>
<tr>
<td>5</td>
<td>Churchill, W</td>
<td>The History of World War 2.</td>
<td>1999</td>
<td>497</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>History of war and revolution.</td>
<td>1000</td>
<td>497</td>
</tr>
<tr>
<td>7</td>
<td>Winston Churchill</td>
<td>The history of the second world war.</td>
<td>1999</td>
<td>248</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>The history of the second world war.</td>
<td>1999</td>
<td>248</td>
</tr>
</tbody>
</table>

If you click on the Rank column in the ranked Results List table, Web OPAC ranks the sets, using the words of the search query.

5.8 Refine

Refine lets you modify a search by adding search terms to the set.
5.8.1 Refining a Search

1. On the results list, click on the Refine button. The Modify a Set window appears:

   **Step 1:**
   Choose the Boolean operator for crossing the set with your new search term. To nar
   row search, choose AND or NOT. To widen a search, choose OR.

   - And
   - Or
   - Not

   **Step 2:**
   Choose a field to search and enter a new search term.

   **Field to search** | **Type word or phrase**
   --- | ---
   All Fields | 

   **Step 3:**
   Click **Modify** or **Clear Form** or **Cancel**

2. To produce a new set that is narrower than the original one, choose one of the Boolean operators AND or NOT. To widen a search, choose OR.
3. Choose a field to search, i.e. Author, Title, Subject etc. and enter a new search term.
4. Click the Modify button. A modified list of records is displayed.

5.9 Filter

Filter lets you define filter options post search, creating your own filter or using predefined filter options.

5.9.1 Using Filter

1. From the Results list, click on the Filter button. The Filter form is displayed (see below).
2. Choose a filter to create a subset. For example, you can create a subset in a specific language. You click on the Filter-eng link (see explanation below) and the records are filtered accordingly.
5.9.2 User-defined Filters

These are filters which operate on parameters specified by the user.

**Range on data**
The Range on data filter displays records containing terms relating to the text in the range specified by the user.
Example: The Title field, from a to b, shows all the titles in the list beginning with the letter a through all titles beginning with the letter b.

**Text**
The Text option specifies that Web OPAC searches the WRD Index for words determined by the user in the text box filter.
Example: Defining Title as the field and poems as the text, displays all the records in the list containing the word poems in the title.

**Year**
The Year filter displays all records in the date range defined by the user.

**Created after date**
The Created after date filter checks all the records that have been created since the date typed in by the user.

5.9.3 Predefined Filter Options

Predefined filter options are filters which operate on parameters predefined by Web OPAC.

**New records**
The New Records filter displays all records added or modified within the last seven days. Web OPAC checks the CAT field in the Catalog record to determine the date.

**Available records**
The Available Records filter displays records which currently have copies that are in the library.

**1980-1990**
The 1980-1990 filter displays records that were published between 1980 and 1990.

**Refine ab**
The Refine ab filter displays all records of the current set containing words beginning with the letters "ab". The Refine ab option specifies that Web OPAC searches the WRD Index for words starting with "ab".

**Wyr=1980-1990**
The Wyr=1980-1990 filter displays all records of the current set containing the years 1980 to 1990 in the WYR (words in year field) index.
The Filter - eng filter displays all records of the current set containing "eng" (for English) in the WLN (words in language field) index.
6.0 PREVIOUS SEARCHES

Previous Searches lists sets from past searches and lets you:

**View a set** and see the list of records in the set.

**Delete** a set from the list.

**Cross** sets.

### Previous Searches

<table>
<thead>
<tr>
<th>Database</th>
<th>Search Request</th>
<th>No. of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>usm01</td>
<td>Words=england and history</td>
<td>79</td>
</tr>
<tr>
<td>usm01</td>
<td>Words=french revolution</td>
<td>24</td>
</tr>
</tbody>
</table>

6.1 VIEWING SETS

1. From the Main menu, click on the Previous Searches link. A Previous Searches list is displayed.
2. Select the set desired by marking the relevant checkbox. Check only one box.
3. Click the View button. A records list for the sets selected is displayed.

6.2 DELETING SETS

1. From the Main menu, click on the Previous Searches link. A Previous Searches list is displayed.
2. Select the sets desired by marking the relevant checkbox.
3. Click the Delete button. The sets selected are deleted.

6.3 CROSSING SETS

1. From the Main menu, click on the Previous Searches link. A Previous Searches list is displayed.
2. Select the sets desired by marking the relevant checkboxes. You must choose at least two.
3. Click the Cross button. The Select logical operation form is displayed (see below).
4. Select your desired logical operation, and click Cross. A results list is displayed:

![Select logical operation between sets](image_url)

6.3.1 AND and OR

To cross sets with AND and OR, you can choose an unlimited number of sets.

6.3.2 First set not second / Second Set not First

To cross sets with the "First set not second" and "Second Set not First" operations, choose two sets only.

The "First set not second operation" retrieves records that are contained within the first set only.

The "Second set not first" operation retrieves records that are contained only in the second set.

Go to top of page

Go to next section (Full Record Display)
7.0 FULL RECORD DISPLAY

The full view of the record includes all the information shown in the Brief View of the record plus System Number, detailed holdings information, Library of Congress (LC) subject headings, LC Number, Imprint, Description, notes, alternate titles, other author names, series titles if applicable, and other explanatory information when available.

The Full View of the Record is displayed:

▶ When the user clicks on the numbered hyperlink on the left of the record in Brief View, as shown below:

<table>
<thead>
<tr>
<th>#</th>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Rank</th>
<th>Hold</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Everyday english</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>The Premium;</td>
<td>1835</td>
<td></td>
<td>Global holdings</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>The Oxford book of ballads;</td>
<td>1920</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and/or

▶ When the number of records obtained by a Browse or Search is below the number specified in the user's Auto Full Preference.

Here is an example of a full record display:

Full View of Record

Choose format: Standard Catalog card Citation Name tags MARC tags

Record 2 out of 342

Book Number: 000000880
holdings (1): All items
holdings (3): Education Library
holdings (3): Health Library
holdings (3): Lincoln Library
holdings (5): Click here to display holdings, copies and availability

LC no.: AY11 FE
Title:
The Premium; a present for all seasons; consisting of elegant selections from British and American writers of the nineteenth century.
Imprint:
Descr.:
2 p., [ii]-vii, 310 p. front. 18 cm.
Subject - Lib. Cong.: English literature – 19th century.

Subject - Lib. Cong.: American literature – 19th century.

Subject - Lib. Cong.: Gift books

Location:
Education Library: Music Collection (Book)

Location:
Health Library: Reference (Book)

Location:
Lincoln Library: General (Book)

The Full View of the Record in Web OPAC allows the user to use special functions in regard to that record. These functions are accessed in two ways:

▶ Via buttons which appear at the top of the full view screen, or
▶ Via the relevant line (hyperlink) in the record display.

7.1 FULL RECORD DISPLAY FUNCTIONS (BUTTONS)

The functions which are accessed via buttons are:
These buttons are explained below. Additionally, if there is more than one record associated with the selected title, the user can view the remaining records by clicking the Prev Record or Next Record icons.

**Results List**
Click this button to toggle back to your results.

**Add to Basket**
Click the Add to Basket button to add the record to your own "Basket".

**Locate**
Select the Locate button to search for similar records in other databases. This is particularly relevant for identifying possible locations for an Interlibrary Loan Request.

**ILL Request**
Choose the Create an ILL Request button to use this record for creating an Interlibrary Loan request for this material from another library. This option is particularly useful if you are using the WEB OPAC to search a remote library database.

**Save / Mail**
Click the Save / Mail button in order to:
- Send the selected records by e-mail (by entering an e-mail address), or
- Save selected records locally on your PC (by leaving the e-mail blank). The records are formatted according to your choice.

**Print Page**
Click the Print Page button to access your web browser's Print menu.

### 7.2 FULL RECORD DISPLAY FUNCTIONS (HYPERLINKS)

The functions which are accessed via hyperlinks are:

**Display Format**
The user can choose the display format of the record.

The choices available are:
- Standard - includes pre-set fields and allows navigation by clicking on the field text to display a window of available services (such as BROWSE or SEARCH).
- Catalog card
- Citation
- Name Tags - all fields of the record with tags in name format.
- MARC tags - all fields of the record, with tags in MARC values.

**Holdings Display**
If the Full Record Display contains holdings hyperlinks, you can click on them to see details of the library's holding of the corresponding item. The Holdings function is explained in the next section.

**Services**
When the user clicks on a hyperlink adjacent to a icon, the following Services window appears:
7.3 HOLDINGS

The Holdings function lets you view the number and location of specific items. The Holdings screen also contains additional information. In the example below, a full record display is depicted, showing the holdings of a specific record.

The record screen offers a number of options that facilitate your search for information on holdings. A library typically includes only one of the following options:

**Holdings (1)** - All items
Lists all items (all years/vols/libraries).

- **Holdings (2)** - Item (no. year e.g. 1969): intended for serials
  - Lists item records i.e. vol., no., etc. for year selected.

Holdings (3) - by sub-library e.g. Education USM50

- Lists item records for sub-library selected.
- Clicking on left column (Holdings) displays information about the library.

Holdings (4) - links to items in remote libraries without providing circulation information (special applications only).

Holdings (5) - by sub-library, taken from the default sub-library in the user’s profile. Other sub-libraries can be requested from the list of items.

If the user is signed in, Web OPAC uses the default sub-library in the user’s Personal Profile (this parameter is optional in the Personal Profile).

If the user is signed in but does not have a Personal Profile, or if the user is not signed in, Web OPAC uses the IP address of the station (if there are user records with “ip” as the user ID, and if user Personal Profiles have been defined).

If no Personal Profile is matched, Web OPAC uses the ALEPH Profile.

### 7.3.1 Holdings Windows

In order to reach the Holdings window, from the Full Record screen select one of the hypertext holding links i.e. All items; Item (no. year); the sub-library name e.g. EducationUSM50.

An additional way to reach the Holdings window is from the Results List in table format, when there is a link to a library or location. The Holdings window displays holdings information for items selected by the user (see example below).

The example shows the Holdings window for the item "Rosteing, Pierre. 1909-. Le prix d’un serment. Paris : La Table ronde, 1975. 246 p. 22 cm.

USMA1 WIDEN

D764 R665 USMA1 SHL

Click on the link ("request" or "photo") to make a hold request or photocopy request for an item.

Click on an underlined due date to view details about the person borrowing the item.

Click on the link "expand" to view details about the item record.

Select sub-library: Education USM50

<table>
<thead>
<tr>
<th>Description</th>
<th>Item status</th>
<th>Due date</th>
<th>Sub-library</th>
<th>Collection</th>
<th>Location</th>
<th>Pages</th>
<th>No. of requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>request</td>
<td>Closed stack</td>
<td>Requested</td>
<td>Education USM50</td>
<td>Short Loan</td>
<td>X2 call no.part Vault</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>photo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>expand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 7.3.2 Holdings Options

The following links are available on this screen:

**Request**
Click on the Request link to make a hold request.

**Photo**
Click on the Photo link to make a photocopy request:

#### Photocopy Request

**Patron name** - Irir Rozenhek

**Pickup/delivery location**

**Enter additional information:** (Mandatory fields)

- **Author**
- **Title**
- **Pages**
- **Note**

[Submit]  [Clear Form]  [Close]

**Expand**
Click on the Expand link to view all available details about the item record:
Due Date

If the Holdings List contains a Due Date hyperlink, this indicates that the item is currently loaned. You can click on the Due Date (if it is underlined) to view details about the person who has the item checked out.

Go to top of page

Go to next section (User)
8.0 USER

When a user accesses the Web OPAC, he is assigned a default user profile, defined by the System Librarian. The default user profile sets default preferences for display, language, database and home library, and privileges.

This section describes how an identified user can view and carry out his library activities via the Web OPAC.

A user "identifies" himself by signing in. Sign-in is optional in the WEB OPAC, but required for certain actions (request, renew, view list of loans, and so on). "Identification" also activates the user's profile (if he has been assigned a profile in the global user record). If the user has a personal profile, he can set preferences for the session, overriding the default user profile (see 2.4 Preferences). If the user has a Personal Profile (that is, the profile has the same ID as the user), preferences can be saved for later sessions.

8.1 Identify yourself

To sign in, follow these steps:

1. From the Main menu, click on the Sign-in link. The Identify Yourself window is displayed:

![Identify Yourself window](image)

2. Type in your User ID number, then your PIN code in the Verification box, and click OK.

OR

3. Type in your Barcode, and then your verification number in the Verification box, and click OK.

If the numbers match, you are signed in, and the Sign-in link disappears from the Main menu.

The verification number is a code providing an additional check beyond the User ID (for more details about the User ID, go to chapter 2 in Circulation - Users.

Note: the "Identify Yourself" screen only appears if the user has not yet signed in.

8.1.1 Registering as a new borrower

A borrower can register himself via the Web as a new borrower.

1. From the Identify Yourself screen, click on the "click here to register as a new borrower" link. A new borrower registration screen appears:

![New Borrower Registration Form](image)
2. Fill in the fields as requested, taking note of your ID number, and PIN code. You are assigned basic default privileges as set by the library. You must apply to the library to broaden those privileges.

8.2 USER INFORMATION

After identifying himself, the user can then access the Administrative User Information function. The Administrative User Information window is accessed by clicking the User link from the main menu (and signing in if the user has not already done so):

The Administrative User Information window lets you view information the library has about items that you have on loan, your hold requests, photocopy requests, cash transactions and advance bookings. You can renew loans and delete requests.

In addition, you can update your address details (see 8.2.2 Address), your Personal Profile (see 8.2.3 Personal Profile) and your SDI Profile (see 8.2.4 SDI Profile).

8.2.1 Activities

Loans
To view information about the items you have on loan:

1. From the Administrative User Information screen, click on Loans. The Items on loan screen is displayed:
To view details about an item on loan, click on the underlined number. If the loan can be renewed, a Renew link is active.

**Loan History List**

Loan history list lets you view a list of previous loans. The loans are sorted by due dates, in ascending chronological order. To view the Loan History List, follow these steps:

1. From the Activities screen, click on Loan history. The Loan History List appears:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Due date</th>
<th>Due hour</th>
<th>Fine</th>
<th>Sub-Library</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The journal of night... [000110829]</td>
<td>03 Apr</td>
<td>09:00 AM</td>
<td>12:55</td>
<td>Education</td>
<td>AV</td>
</tr>
<tr>
<td>2</td>
<td>The journal of... [000110851]</td>
<td>03 Apr</td>
<td>09:00 AM</td>
<td>1.00</td>
<td>Education</td>
<td>USM50</td>
</tr>
<tr>
<td>3</td>
<td>The journal of... [000110851]</td>
<td>03 Apr</td>
<td>09:00 AM</td>
<td>1.00</td>
<td>Education</td>
<td>USM50</td>
</tr>
<tr>
<td>4</td>
<td>The journal of... [000110851]</td>
<td>03 Apr</td>
<td>09:00 AM</td>
<td>1.00</td>
<td>Education</td>
<td>USM50</td>
</tr>
<tr>
<td>5</td>
<td>The journal of serial testing... [000110849]</td>
<td>31 May</td>
<td>09:00 AM</td>
<td>1.00</td>
<td>General Collection</td>
<td>USM50</td>
</tr>
<tr>
<td>6</td>
<td>The journal of serial testing... [000110849]</td>
<td>31 May</td>
<td>09:00 AM</td>
<td>1.00</td>
<td>General Collection</td>
<td>USM50</td>
</tr>
<tr>
<td>7</td>
<td>The journal of serial testing... [000110849]</td>
<td>31 May</td>
<td>09:00 AM</td>
<td>1.00</td>
<td>General Collection</td>
<td>USM50</td>
</tr>
</tbody>
</table>

2. To view details about an item on loan, click on the underlined number. If the loan can be renewed, a Renew link is active.

**ADM (USM50) - Items on Loan (Ford Margaret)**

For details about a loan, click on the underlined number.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Due date</th>
<th>Due hour</th>
<th>Returned date</th>
<th>Returned hour</th>
<th>Fine</th>
<th>Sub-Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Harry Potter</td>
<td>06 Jul</td>
<td>05:30 PM</td>
<td>04 Jul 2000</td>
<td>09:21 AM</td>
<td></td>
<td>General Collection</td>
</tr>
<tr>
<td>3</td>
<td>Harry Potter</td>
<td>06 Jul</td>
<td>05:30 PM</td>
<td>04 Jul 2000</td>
<td>09:23 AM</td>
<td></td>
<td>General Collection</td>
</tr>
<tr>
<td>4</td>
<td>Harry Potter</td>
<td>06 Jul</td>
<td>05:30 PM</td>
<td>04 Jul 2000</td>
<td>09:24 AM</td>
<td></td>
<td>General Collection</td>
</tr>
<tr>
<td>5</td>
<td>Harry Potter</td>
<td>06 Jul</td>
<td>05:30 PM</td>
<td>04 Jul 2000</td>
<td>09:29 AM</td>
<td></td>
<td>General Collection</td>
</tr>
<tr>
<td>6</td>
<td>Harry Potter</td>
<td>06 Jul</td>
<td>05:30 PM</td>
<td>04 Jul 2000</td>
<td>09:32 AM</td>
<td></td>
<td>General Collection</td>
</tr>
</tbody>
</table>

For more details about a loan history, click on the underlined number.

2. To view details about a Loan history, click on the underlined number.
Hold Requests
Hold Requests provides information about items which you have requested.

To receive information relating to each Hold request:
1. From the Activities screen, click on Hold. The Hold Requests window is displayed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Request date</th>
<th>End request date</th>
<th>Hold date</th>
<th>Sub-Library</th>
<th>Request status</th>
</tr>
</thead>
</table>

2. To view details about a Hold Request, click on the underlined number. If the request can be deleted, a Delete link is activated.

Photo Request
Photo Request provides information about photocopying requests.

To receive information relating to each Photo request:
1. From the Activities screen, click on Photo Req. The Photo Requests window is displayed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Date</th>
<th>Status</th>
<th>Sub-Library</th>
<th>Location</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ISBN: 0282021285</td>
<td>15/05/2001</td>
<td>A</td>
<td>$8$PA-456 D45</td>
<td>$10$D34 1902</td>
<td>$8$m cap.04</td>
</tr>
<tr>
<td></td>
<td>Bronowski, Jacob; 1900-1974... A sense of the future; essays in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Kaplen, Flora... Nobel prize winners; 1505/2001 A</td>
<td>15/05/2001</td>
<td>A</td>
<td>$8$m cap.04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. To view details about a Photocopy Request, click on the underlined number. If the request can be deleted, a Delete link is active.

Cash Transactions
Cash Transactions provides information about fines and other cash transactions.

To receive information relating to each Cash transaction:
1. From the Activities screen, click on Cash trans. The Cash Transations window is displayed:
To view details about a Cash Transaction, click on the underlined number.

**Advance bookings**
To receive information relating to each Advance Booking:
- From the Activities screen, click on Adv. Bookings. The Advance Bookings Schedule window is displayed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Credit</th>
<th>Debit</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Late return 0009 2300 1.44</td>
<td>4.38</td>
<td></td>
<td>10 Jul 2000</td>
</tr>
<tr>
<td>2</td>
<td>Renewal</td>
<td>0.50</td>
<td></td>
<td>10 Jul 2000</td>
</tr>
<tr>
<td>3</td>
<td>Renewal</td>
<td>0.50</td>
<td></td>
<td>10 Jul 2000</td>
</tr>
</tbody>
</table>

- To view details about an advance booking, click on the underlined number. If the booking can be deleted, a delete link is active.

**ILL total requests**
ILL Total Requests shows the total number of Interlibrary Loan requests that a borrower has requested.
To receive information relating to ILL Requests:
- From the Activities screen, click on the ILL Requests link. The ILL Requests window is displayed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vienna Milk</td>
<td>03/08/00</td>
<td>03/08/00</td>
</tr>
</tbody>
</table>

- To view details about an advance booking, click on the underlined number. If the booking can be deleted, a delete link is active.

**ILL active requests**
ILL Active Requests provides information on and specifies the number of ILL requests active at any one time.
To receive information relating to ILL active requests:
- From the Activities screen, click on the ILL active requests link.

**8.2.2 Address**
Address lets you update your address record through the Web OPAC, if the library allows you to do this.
Using Address:
1. From the Administrative User Info screen, click the Update Address link. The Update Address form is displayed (see below).
2. Choose the fields you want to modify and type your new details.
3. Click the Modify button. Your address record is automatically updated.
8.2.3 Personal Profile

You can define the following in the Personal Profile window:

1. Records per page.
2. Minimum number of records in set for automatic jump to full display.
3. Preferred short display format.
4. Preferred sub-library / for list of copies.

Lines 1-3 above can also be set in Preferences.

Defining your personal profile

1. From the User Information screen, click on the Personal Profiles button. The Personal Profile window is displayed:

   Select your preferences and click OK. Your personal preferences are now entered into Web OPAC.

When you log into Web OPAC, the system looks for your personal profile. There are three possible outcomes:

1. Web OPAC locates your personal profile, created in the Web OPAC User Information section.
2. Web OPAC does not locate your personal profile, and checks if an IP station profile is defined for the station you are using.
3. Web OPAC does not locate your personal profile, and does not locate an IP station profile defined for the station you are using. Web OPAC then uses the default (ALEPH) profile.

### 8.2.4 SDI Profile

SDI or Selective Dissemination of Information is a service that automatically sends out a list of the new library acquisitions, according to user-defined profiles. Only users with SDI permission in their personal user profile can create SDI profiles.

SDI queries are run at predefined intervals, and the result is sent to the user by e-mail.

You can access the SDI Profile screen in two ways:
- Click on the SDI Profiles button from the User Information screen.
- Click on the Add to SDI button from the Previous Searches screen.

#### SDI Profile Screen

The SDI Profile screen displays all the SDI profiles already set up by the user. SDI requests can also be typed in CCL (Command Command Language). The SDI Profile screen also offers five options:

- **Modify**: Modifies an existing record. Clicking on the Modify button invokes the SDI Record (new/update) window.

#### SDI Record (new/update)

* Mandatory fields

- **SDI Name**: United states
- **Delivery Type**: E-mail
- **Print Format**: Citation
- **Interval Count**: 002
- **Interval Type**: Days
- **SDI Message**: United states
- **Sort list by**: Year
- **SDI Request**: United states
- **SDI Base List**:
  - [ ] InStrd
  - [x] USM01
  - [ ] History
  - [ ] Israel
  - [ ] Books
  - [ ] Serial
  - [ ] Misher

- **OK**
- **Close**

- **Add new**: Adds a new record. Clicking on the Add new button invokes the SDI Record (new/update) window.

- **Add like**: Duplicates an existing record. Clicking on the Add like button invokes the SDI Record (new/update) window.

- **Delete**: Deletes a record. Clicking on the Delete button invokes the Delete box. Click OK to delete or click Close to cancel.

- **Execute Now**: Click Execute Now to execute an SDI request online.
9.0. ILL (INTERLIBRARY LOAN)

The ILL function lets you request material from another library. The user chooses whether he prefers to receive the material by loan or by photocopy.

ILL Requests can be placed via Web OPAC in two ways:
- Through the ILL function, OR
- Through the ILL Request link from the Full View of Record screen.

**Through the ILL function**
1. From the main menu, click on the ILL link. The ILL Request form appears.
2. Fill in as much information as possible, then click Send.

![ILL Request Form](image)

<table>
<thead>
<tr>
<th>Author</th>
<th>(Last name, first name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Author</td>
<td>(Last name, first name)</td>
</tr>
<tr>
<td>Title</td>
<td><strong>Mandatory fields</strong></td>
</tr>
<tr>
<td>Edition</td>
<td></td>
</tr>
<tr>
<td>Place of publication</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Year of publication</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
</tbody>
</table>

**Through the ILL request link**
1. From the Full View of Record Screen, click on the link ILL request. The ILL Request Form is displayed.
2. Fill in as many details as possible and click Send.

There are four different types of requests. Each type of request has a specific form which the user accesses by clicking the relevant button at the top of the request form window:
- Book / Thesis - this is the default window
- Journal / Article
- Conference
- Report

Go to top of page

Go to next section (Special Request)
10.0 SPECIAL REQUEST

The Special Request function lets you place special requests for items that are not found in the Web OPAC, but perhaps are listed in the card catalog. The link for making a special request displays in the main menu or upper frame if the user’s profile includes permission for placing a special request. The library processes the request, that is, fetches the item and delivers it to you if it is available.

10.1 MAKING A SPECIAL REQUEST

1. From the Main menu, click on the Special Request link. The Special Request form is displayed:

2. Fill in as much information as possible, including title and location (call no.) of the item. Click on Send.

Note that the link only displays if the user has permission for Special Requests defined in his user profile.
11.0 BASKET

The Basket function lets you select records to be "set aside" in a "basket". Depending on the permission defined in the user's profile, the selected records in the basket can be:

- Saved on the local PC.
- Sent by e-mail to a specified address.
- Saved on the server.
- Sent to the Course Reading Administration.

11.1 VIEWING THE BASKET

From the Main menu, click on the Basket link. The Documents in Basket window is displayed.

<table>
<thead>
<tr>
<th>Action</th>
<th>Note</th>
<th>Library</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>full</td>
<td></td>
<td>USM01</td>
<td>Bedford, Kenneth, 1916-</td>
<td>History of England in the 12th</td>
</tr>
<tr>
<td>view</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>delete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>full</td>
<td></td>
<td>USM01</td>
<td>Green, William</td>
<td>Revisionist history American style the rise and fall of the Soviet empire</td>
</tr>
<tr>
<td>view</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>delete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>full</td>
<td></td>
<td>USM01</td>
<td>Hunt, John, 1916-</td>
<td>History of England in the 12th century</td>
</tr>
<tr>
<td>view</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>delete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. To view the record in a full format, click on the Full View link:
2. To delete the record from the basket, click on the Delete link. To delete all records in the basket, click on the Delete All button.

11.2 SAVE AND/OR SEND BY E-MAIL RECORDS IN THE BASKET

This option is available to all users and is similar to the Save/Mail function accessed from the Results List.

The system lets you save locally and/or send via e-mail either selected records or a subset of records from the Basket.

11.2.1 Saving a Record on the Local PC

1. From the Basket, click on the Save/Mail button. The E-mail or Save Records in the Basket form appears:
Fill in the relevant details, without typing an Email address or filling in the optional text.

3. Click Send.

### 11.2.2 Emailing a Record

1. From the Basket, click on the Save/Mail button. The E-mail or Save Records in the Basket form appears:

![Email form](image)

2. Fill in the relevant details, including the destination e-mail address. You can also add a textual note (of up to 300 characters) to be included in the email message.

3. Click Send.

### 11.3 SAVE FILE ON SERVER

This option is only available to users with Save permission defined in their user profile.

The Save File on Server option lets you save either selected records or a subset of records from the Basket onto the server.

#### 11.3.1 Saving a File onto the Server

1. From the Basket, click on the Save Server button (this button does not appear if the user does not have Save permission). The Save File on Server form appears:

![Save form](image)

2. Enter a file name.

3. Click Send. The file is saved in alephe_scratch.

### 11.4 SENDING RECORDS TO THE COURSE READING ADMINISTRATION

This option is only available to users with Course Reading permission defined in their user profile.

The Course Reading function, lets you add selected documents to your basket for your course reading collection. The selected documents can then be “mailed” by a staff member to the course reading administrator, together with full instructions indicating to which course the documents apply.
11.4.1 Saving a File onto the Server

1. From the Basket, click on the Course Reading button (this button does not appear if the user does not have Course Reading permission). The Send List to Course Reading Administration form appears:

   ![Send List to Course Reading Administration form]

   - Enter a file name.
   - Click Send. The file is sent via e-mail to the Course Reading Administration.

2. Enter a file name.

3. Click Send. The file is sent via e-mail to the Course Reading Administration.

Go to top of page

Go to next section (System Librarian)
12.0 SYSTEM LIBRARIAN

OVERVIEW

The ALEPH Web OPAC allows global access to patrons. A patron only requires a standard Web browser (such as Netscape, Internet Explorer, and so on) with Internet access in order to remotely browse the library's catalog from any location, regardless of whether or not it is during library hours.

You can change the look and feel of the Web OPAC, by tailoring HTML windows and tables which govern data display. The system librarian is also responsible for defining access ports to the Web OPAC.

As system librarian, you are responsible for the following:

- Initial Setup (12.1)
- System Settings (12.2)
- User Profiles (12.3)
- Interface (12.4)
- Sort (12.5)
- Filters (12.6)
- Error Messages (12.7)
- Default Text for Links (12.8)
- Rank (12.9)
- New Indexes (12.10)
- Setting Up SDI (12.11)
- Logical Bases (12.12)
- User ADM Library (12.13)
- Synonyms Management (12.14)
- Troubleshooting Techniques (12.15)
- Web OPAC Tables (12.16)

12.1 INITIAL SETUP

12.1.1 Defining IP Addresses in the Web OPAC

To define the IP address of the Web OPAC, use UTIL J/6/1 to edit the www_server_defaults table located in the alephe directory. Go to the section headed ## server modules and find the server_opac parameter. An example of the definition for this parameter is given below:

http://ram34.exlibris.co.il:$2/ALEPH/\&session

Change “ram34.exlibris.co.il” to your address.

12.1.2 IP Addresses Allowed/Denied Access

You can determine which IP addresses (that is, which workstations) may access the Web OPAC. To do so, use UTIL J/3/1 to edit the server_ip_allowed table located in the Salephe/tab directory. An example from that table is given below:

<table>
<thead>
<tr>
<th>!</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>A</td>
<td>192.115.235.*</td>
</tr>
<tr>
<td>W</td>
<td>A</td>
<td><em>.</em>.<em>.</em></td>
</tr>
<tr>
<td>W</td>
<td>D</td>
<td>192.114.71.80</td>
</tr>
</tbody>
</table>

Key to table:
- **Column 1**: indicates whether the address is for the Web server (W) or the PC server (P).
- **Column 2**: indicates whether or not the address should be allowed access (A) or denied access (D) to the Web OPAC.
- **Column 3**: is the IP address that is allowed/denied access. You can use the * character as a wildcard.

12.1.3 Web Server

You must first define the ports that are activated by the front-end server. To do so, edit the www_front_cgi.conf file located in the alephe/tab directory using UTIL J/9. Between 5 and 15 WWW servers per front-end server should be defined.

<table>
<thead>
<tr>
<th>!</th>
<th>www_server port number</th>
</tr>
</thead>
<tbody>
<tr>
<td>4535</td>
<td></td>
</tr>
<tr>
<td>4536</td>
<td></td>
</tr>
<tr>
<td>4537</td>
<td></td>
</tr>
<tr>
<td>4538</td>
<td></td>
</tr>
<tr>
<td>4539</td>
<td></td>
</tr>
</tbody>
</table>

You can monitor, start and stop the Web server by using UTIL W.

W. Server Managmet (WWW,PC,239)
-----------------------------------
0. Exit procedure
1. Monitor servers
2. Stop servers
3. Start servers
4. View log file

Please select [exit]:

You can also view the server log files with UTIL W. This is useful for reviewing activities and definitions. (See the Database Management Guide which can be downloaded from the Documentation section of the ALEPH Staff Menu for an explanation of the log files.)

12.1.4 Apache® Server

Since the 14.1 version, the front-end server has been replaced with the cgi version and the connection is now via the Apache WWW server (or another http server).

The apache server runs as a daemon, that is, a resident program which waits for requests and serves them on demand.

There are numerous advantages in using the Apache server:

1. The Apache server helps to reduce the ALEPH server's work, thereby improving the response time.
2. Standard modules can be added to improve the Apache and ALEPH servers' performance when loading icons and pictures.
3. You can transfer external files (that are linked to ALEPH) of types other than plain text.
4. You can access Microsoft® Word® files on the Documentation menu (versions 12.1 and higher). Apache is a necessity for Netscape users if external files are not GIF files.
5. You can access Adobe® PDF files on the Documentation menu (versions 12.1 and higher).

The following are relevant files related to Apache:

- Logs: The Apache logs are placed under $alephe_root/apache/logs. The www_server_[port number].log files are stored under $LOGDIR.
- Apache configuration file: This is called http.conf and is stored under $alephe_root/apache/conf. The setup of this configuration file is defined at the time of the installation and should not be changed.
- www_front_cgi.conf: Contains definitions of www_server ports.

Starting and restarting the Apache server should be done by the System Administrator only. You need the root password in order to do this. If you do have the required permission, use UTIL/W/3/6 in order to start and restart the Apache server.

12.2 SYSTEM SETTINGS

The elements listed below are defined in the default parameter section of the www_server_defaults table in the alephe directory:

- Browse Preview (12.2.2)
- Character Sets (12.2.16)
- Creating Statistics (12.2.14)
- Course Reading E-mail Address (12.2.13)
- Default Initial Web OPAC Page (12.2.7)
- Default Language of Interface (12.2.12)
- Display of "SEE" reference headings in Web OPAC (12.2.8)
- Down Links Display (12.2.4)
- Highlighting Search Terms in Full View (12.2.6)
- Number of Location Links in Brief List (12.2.10)
- Recall Type (12.2.17)
- Reserve item schedule (12.2.3)
- Result Set Limit (12.2.5)
- OpenURL (SFX) Links (12.2.11)
- Sort limit and sort order of records (12.2.1)
- Sort Order of Loan / Hold / Photocopy Requests (12.2.9)
- Timeouts (12.2.15)

The www_server_defaults table is edited by using UTIL J/6/1. The following is an example of a typical definition:

```
# default parameters
#
setenv l_file_name                  base-list
setenv www_con_lng                  ENG
setenv www_sort_limit               800
setenv www_sort_field               "01---D02---A"
setenv www_sort_field_aut           "03---A01---D"
setenv www_sort_field_sub           "01---D02---A"
setenv www_short_max_no_locations   "05"
setenv www_browse_previous          N
setenv www_item_schedule            14
setenv www_dn_link_display          01
setenv www_lib_info_link            Y
setenv www_count_style              SEE
setenv www_count_style              REF
setenv www_z37_priority             30
setenv www_z37_course_request_days  30
setenv www_z36h_max_record_limit    30
```
Note: The www_lkr_text_n parameter, (which causes a note to display if a record has more than the number of links defined in "www_dn_link_display") has been removed from www_server_defaults. In order to reproduce this functionality, the first line in tab05 should read:

NONE       Click to view related record

12.2.1 Sort Limit & Sort Order

The maximum number of records that can be sorted is 800 and is defined by the following parameter:

```
setenv www_sort_limit          800
```

If the number of records exceeds this maximum, the set of records will not be sorted.

The default sort order for the results of a Search query are defined by the parameter below (the OPAC user may change the sort order of a set when the set is displayed in Brief Table Format):

```
setenv www_sort_field          "01---D02---A"
```

The numbers 01 and 02 are codes taken from column 1 of the tab_sort table (UTIL G/1/b). In this case, 01 refers to the Year field and 02 refers to the Author field. If you wish to sort the records by a different field, make sure the field is defined in tab_sort (see Section 12.15 - Web OPAC Tables for an explanation of tab_sort).

The letter "D" for the Year field stands for "descending" order which means that the latest dates will be listed first (for example, 1999 will be listed before 1998). The letter "A" stands for "ascending" order and means that the order of the Authors will be from A to Z.

You may, of course, set the order for any field to be ascending or descending, as you wish.

The default sort order for the results of a Browse query are defined by the parameters below (the OPAC user may NOT change this sort order):

```
setenv www_sort_field_aut      "03---A01---D"
setenv www_sort_field_sub      "01---D02---A"
```

The "aut" and "sub" in the above parameters refer to the Browse Indexes as defined in tab00 (UTIL G/1/00). In this case, "aut" refers to Author and "sub" refers to Subject. You can define other parameters, but you must use the three-letter code of an index that is defined in tab00 (see Section 12.15 Web OPAC Tables, sub-section 8, for an explanation of tab_00).

The character strings

02   A03   A

are defined in the same way as in the Search query.

12.2.2 Browse Preview

The browse list can be set to display in two ways:

1. The entry that matches the user's query heads the list.
2. The entry immediately preceding the user's query heads the list.

We recommend that the browse list be set to display the immediately preceding entry is displayed, as it helps the user understand where he is if the entry that he requested does not appear in the list.

The starting point of the list is determined by the following line, whereby Y (default) displays the list headed by the preceding entry, and N displays the list headed by the entry.

```
setenv www_browse_previous  Y
```

12.2.3 Reserve Item Schedule

You can determine the number of days of the Reserve Item Schedule that are accessible in the OPAC for advance booking. To do so, edit the parameter below:

```
setenv www_item_schedule        14
```

In the above example, a user is able to book an item up to 14 days in advance.

12.2.4 Down Links Display

Down links in a record can be displayed in one of two ways:

- Separate Entry For Each Down Link
- Referral To Links Window

Separate Entry For Each Down Link

There is a separate entry for each down link in the Full View of the Bibliographic Record (shown below). When you click one of the Down links, the record is displayed.
Referral To Links Window

There is a referral to a window that displays the down links.

<table>
<thead>
<tr>
<th>Title</th>
<th>History of the world, complete in 10 volumes edited by Harvey Wallbanger.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imprint</td>
<td>Jerusalem Ex Libris 1973-82.</td>
</tr>
<tr>
<td>Descr.</td>
<td>10 v.</td>
</tr>
<tr>
<td>Add.Entry</td>
<td>Wallbanger, Harvey ed.</td>
</tr>
<tr>
<td>Location</td>
<td>Music USM50 : Ex Libris Collection G 54 .H56</td>
</tr>
<tr>
<td>Down</td>
<td>---v.3: Biblical Palestine. 1975</td>
</tr>
<tr>
<td>Down</td>
<td>---v.4: Ancient Greece. 1976</td>
</tr>
<tr>
<td>Down</td>
<td>---v.5: The Roman Empire. 1977</td>
</tr>
<tr>
<td>Down</td>
<td>---v.2: Egypt and the Nile. 1974</td>
</tr>
<tr>
<td>Down</td>
<td>---v.6: Spain and the New World. 1978</td>
</tr>
<tr>
<td>Down</td>
<td>---v.7: Ancient civilizations of the western hemisphere. 1979</td>
</tr>
<tr>
<td>Down</td>
<td>---v.8: From subservience to independence : the colonies of North America. 1980</td>
</tr>
<tr>
<td>Down</td>
<td>---v.1: Ancient China. 1973</td>
</tr>
</tbody>
</table>

Clicking Downlinks (view) invokes the Linked Records window (shown below) which displays the actual down links.

USMARC Demo Lib (01) - Links

Back to main record

v.1: Ancient China. 1973
v.2: Egypt and the Nile. 1974
v.3: Biblical Palestine. 1975
v.4: Ancient Greece. 1976
v.5: The Roman Empire. 1977
v.6: Spain and the New World. 1978
v.7: Ancient civilizations of the western hemisphere. 1979
v.8: From subservience to independence : the colonies of North America. 1980

From the Linked Records window, you can click on the desired line to display the linked record.

Note: Each line in the Linked Records window displays the "Down note" from subfield m of the LKR field. In our example, the cataloger has typed the title, "History of the World".

When the user clicks Downlinks (create) in the Full View of the Bibliographic Record, the set is displayed in the List of Records as in the example below. This is a regular set that may be saved, mailed, and so on.
Note: Depending on the value of the setenv www_dn_link_display parameter in the alephe/www_server_defaults file set by the System Librarian (see Setting Up the Display of Down Links below), the set can also be listed in the Full View of Record window.

### Setting Up the Display of Down Links

The value of the setenv www_dn_link_display parameter in the alephe/www_server_defaults file determines which of the two options is used. This value is defined by the system librarian. If the number of records found is less than, or equal to, the value defined, there will be a separate entry for each down link in the Full View of the Bibliographic Record. Otherwise the down links are displayed as a referral to other windows that contain the down links.

```plaintext
setenv www_dn_link_display 01
```

The Linked Records window is made up of the following files located in the alephe/www_a_lng directory:

- dn-link-view-0
- dn-link-view-head
- dn-link-view-body
- dn-link-view-tail

The messages which are displayed are:

- 9070 L View down links
- 9071 L Create set of down-linked records
- 9072 L Downlinks (view)
- 9073 L Downlinks (create)

These messages are defined in the www_heading file (UTIL J/1).

### 12.2.5 Result Set Limit

As the creation of large sets can cause performance problems, there is a system default limit of 5000 records in a result set. If a FIND request passes this threshold, the command is not executed, and /alephe/error_lng/www_heading line number 9035 displays. This system default can be changed by stating a specific limit in www_server_defaults, and pc_server_defaults:

```plaintext
setenv set_hit_limit                     5000
setenv set_find_limit           9999
set_find_limit defines the maximum number of documents permitted in a set after a Search query. ALEPH stops the buildup of the set if the number of documents in a set exceeds the limit set. The maximum value allowed is 9999.

setenv set_word_limit           1000
set_word_limit defines the maximum number of words that are "collected" when truncation is used (for example, find a? does a FIND on all words beginning with a). If a find limit exists, this is the number of z97 record numbers (that is, distinct words) in a given search. The maximum value allowed is 9999.
```

### 12.2.6 Highlighting Search Terms in Full View

In the WEB-FULL display (edit_doc_999), the system highlights the search terms that have been used to find the record. This includes highlighting words from a FIND query and the entry from a browse list. The format of the highlighting is defined using html ^prefix^ and ^suffix^ coding. This is set in two environment parameters in /alephe/www_server_defaults: mark_match_words_prefix and mark_match_words_suffix. For example, using the aleph-css cascading style sheet to set red and bold:

```plaintext
setenv mark_match_words_prefix      "<span class=text2 id=normalb>"
setenv mark_match_words_suffix      "</span>"
```

The system default is:

```
mark_match_words_prefix ^<b>^ mark_match_words_suffix ^</b>^`
```

The highlighting can be turned off by defining an non-html prefix and suffix. For example:
setenv mark_match_words_prefix     "<x>"
setenv mark_match_words_suffix     "<x>"

The highlighting of particular words can be turned off by listing them in tab06.

12.2.7 Default Initial Page in Web OPAC

This relates to the Web OPAC page that displays when a user accesses the library's Web OPAC. The system default is start-1-nobor plus start-3, in the
library that is defined as default base in the ALEPH profile record. If the library wants a different page to display (for example, the list of databases, so the
user will have to choose a database), define the page in "l_file_name" in alephe/www_server_defaults file. For example:

setenv l_file_name                  base-list

12.2.8 Display of "SEE" reference headings in Web OPAC

setenv count_style                  "SEE"

# setenv count_style                  "REF"

1. If the "see" heading has links to document records, the number of documents is displayed, and the heading links to these documents (this is an
   unusual situation, created only if the automatic update of BIB records is set to NO). Text taken from line 93nn in www_error_<lng>www_heading
   (where nn is the number of the AUT library, such as 9310 for LCSH, 9312 for MeSH) links to the authority record.

2. If the "see" heading has no links to document records, and the count style is "SEE", the count of the number of documents linked to the preferred term
displays, and the heading links to these documents. There is also a link to the authority record (using line 93nm in www_heading).

3. If the "see" heading has no links to document records, and the count style is "REF":

   # setenv count_style                  "SEE"
   setenv count_style                  "REF"
   then there is no count display, and no link on the heading. There is only a link to the authority record (using line 93nm in www_heading).

12.2.9 Sort Order of Loan / Hold / Photocopy Requests

The following display parameters in www_server_defaults allow you to configure the hold/photo/loan sort order in the Web OPAC:

setenv www_user_z36_sort_routine      00
setenv www_user_z36_sort_order        A

setenv www_user_z37_sort_routine      00
setenv www_user_z37_sort_order        A

setenv www_user_z38_sort_routine      00
setenv www_user_z38_sort_order        A

The routines available are:

z36 (Loans):
00 = z36-due-date
01 = z36-sub-library z36-status z30-collection z36-due-date

z37 (Holds):
00 = z37-priority z37-request-date z37-open-date z37-open-hour
01 = z30-sub-library z30-item-status z30-collection z37-open-date z37-open-hour
02 = z30-sub-library z30-item-status z30-collection z37-status z37-open-date z37-open-hour

z38 (Photocopy):
00 = z38-open-date

The sort orders available are:
A = Ascending Order
D = Descending Order

12.2.10 Number of Location Links in Brief List

The number of location links in the Web Short Display is limited by:

1. The setting in the line:

   setenv *www_short_max_no_locations*
   in alephe/www_server_defaults.

2. 2000 characters.

If this limit is exceeded, the message, "More Libraries", displays.

12.2.11 OpenURL (SFX) Links

Ex Libris products include, in addition to the ALEPH Integrated Library System software, an additional software package for OpenURL (SFX) linking. The
SFX server (which is an OpenURL-enabled context-sensitive-linking server) is not part of the ILS software. It is marketed separately, and can be installed
separately.

SFX is based on the OpenURL standard. The OpenURL standard allows information seekers to be connected to the appropriate copy of any chosen resource
by passing along bibliographic or descriptive information about the resource in the form of metadata (taking into account the user's organizational context or
starting point).

An ALEPH Web OPAC server can be set up to create an OpenURL, and ALEPH Web OPAC pages can contain a link to send the OpenURL to an SFX
server. No special ALEPH licensing is required.

The components that comprise the link from ALEPH to SFX are explained in the following section. This is relevant only if you have access to an SFX
Setting Up SFX

1. Defining the Base-URL of the OpenURL link from the ALEPH Web server to an SFX server
   The link to an SFX server is defined in the /alephe/www_server_defaults file in the "setenv sfx_base_url" line. You must define the server and port of the SFX server that you will be using in the "setenv sfx_base_url" line. For example:

   ```
   setenv sfx_base_url <http://computer.inst.edu:8888/abcd>
   ```

2. Configuration of SFX Fetch
   The Ex Libris SFX server can fetch additional data from an ALEPH server. For this purpose, the OpenURL contains a link to the full document record in the ALEPH database, in the "pid" parameter. The setup for the pid is defined in the /alephe/www_server_defaults file in the "setenv sfx_fetch_address" line. You must define ",Ip=" followed by your ALEPH server address and Z39.50 port in the "setenv sfx_fetch_address" line. For example,

   ```
   setenv sfx_fetch_address ,Ip=whitman.exlibris.com,Port=9909
   ```

Options

1. SFX link button

   ![SFX](image) 

   The SFX button can be added to two ALEPH WEB OPAC pages:
   - On Full Document Display (full-set-include-2). The bibliographic information of the document is used to build the OpenURL.
   - On an item line in List of Items. You must include SFX related definitions in item-global-body, item-global-head-2 and item-global-head-3-c.
   
   The SFX parameter is identified by place-holder $1500.

   In addition to the bibliographic information, the OpenURL contains year, volume and issue data for the particular item.

   The icon path to the button itself is defined in /alephe/www_server_defaults. For example:

   ```
   setenv www_sfx "<img src=${icon_path}_eng/icon/sfx.gif>"
   ```

2. Debug mode
   You can set up the SFX link to display an interim message window, giving the linking parameters and the OpenURL. To do so, set the value of the line:

   ```
   var debug = 1;
   ```

   in /www_a_eng/sfx-doc and /www_a_eng/sfx-issue; to turn off the debug mode, set the value to "0".

Additional Information

Mapping data for an OpenURL

Mapping ALEPH data to create an OpenURL is defined in ALEPH programs that configure MARC21 data to the BUF_950 table. The structure of BUF_950 is as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 BUF-950-BASE-URL</td>
<td>PICTURE X(100).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-FETCH-ADDRESS</td>
<td>PICTURE X(100).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-SOURCE</td>
<td>PICTURE X(20).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-DOC-NUMBER</td>
<td>PICTURE S(9).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-GENRE</td>
<td>PICTURE X(20).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-ISBN</td>
<td>PICTURE X(20).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-ISSN</td>
<td>PICTURE X(10).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-YEAR</td>
<td>PICTURE X(4).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-VOLUME</td>
<td>PICTURE X(20).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-ISSUE</td>
<td>PICTURE X(20).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-START-PAGE</td>
<td>PICTURE X(10).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-END-PAGE</td>
<td>PICTURE X(10).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-ARTICLE-TITLE</td>
<td>PICTURE X(500).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-TITLE</td>
<td>PICTURE X(500).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-AUTHOR-F</td>
<td>PICTURE X(50).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-AUTHOR-L</td>
<td>PICTURE X(100).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-AUTHOR-I</td>
<td>PICTURE X(10).</td>
<td></td>
</tr>
<tr>
<td>02 BUF-950-SUBJECT</td>
<td>PICTURE X(500).</td>
<td></td>
</tr>
</tbody>
</table>

The mapping is set up for MARC21; programs for mapping other formats, such as UKMARC, UNIMARC, MAB, DANMARC, and so on) can be provided if specifications are supplied.

12.2.12 Default Language of Interface

The default language of the Web OPAC interface is set by the following parameter:

```
*setenv www_con_lng ENG
```
12.2.14 Creating Statistics

setenv www_course_email_address

You can use z34 (IP Statistics) records for statistical analysis of Web server use. The above parameter overrides the default that is set in aleph/proc/www_server. If it is set to Y, the counter "last-z34-sequence" should be defined in the z52 table (UTIL G/2).

12.2.15 Timeouts

setenv www_a_session_time_out   0600
setenv www_b_session_time_out   5000

The above parameters control the time of inactivity that can elapse before the session times out.

setenv www_server_timeout       1800

The above parameter controls the lapsed time of inactivity for timeout of the server.

12.2.16 Character Sets

setenv server_default_charset   iso-8859-1

If the Web server detects that the Web OPAC browser is not UTF-8 enabled (that is, the browser is not Netscape 6+ or Microsoft Internet Explorer 5+), the UTF-8 parameter in the HTML files is "neutralized", and the data is sent back from the server in a standard character set. The character set to be used is defined in this line.

12.2.17 Recall Type

setenv www_z37_recall_type          03

A Web OPAC user can request an item by placing a hold request. The user's request automatically receives the status set in the above parameter. The patron cannot change this status.

These are the available statuses:
- 01 = Regular
- 02 = Rush
- 03 = No Recall

If you choose 02 (Rush), all hold requests made in the Web OPAC automatically receive the highest level priority of "00", the lowest being "99".

12.3 USER PROFILES

You set up user profiles in the Administration GUI. You must define a default user profile (ALEPH) for Web OPAC users. You can also define individual or group user profiles for library patrons. An individual profile has the same ID as the user, and does not have to be entered in the profile field of the user record. A group profile must be entered in the profile field of the user record. These profiles set preferences for display, language, database and home library, as well as permissions for specific utilities and libraries. A comprehensive explanation of the default user profile setup is contained in the Administration chapter, Section 3.0 - Profiles.

Every user who accesses the Web OPAC is assigned a user profile. The user profile sets default preferences for display, language, database, home library, and privileges.

There are two types of Web OPAC users: identified and unidentified.

A user who has not identified himself (by signing in) is assigned a default profile. If the system librarian has set up profile(s) that match the IP address of the user workstation, the profile that most closely matches the IP address is used. If there is no matching IP address profile, the default profile is ALEPH.

When a user identifies himself, if the user has a matching personal profile (that is, the profile ID is the same as the user ID), this profile is used. If there is no matching profile, the system uses the group profile registered in the user's profile field. If the profile field is blank, the IP or ALEPH profile remain in effect.

Both unidentified and identified users can override the default user profile when they access the Web OPAC by setting their own preferences. Identified and unidentified users differ as follows:
- Identified users who have a personal profile - A user who has signed in can enter his own preferences and save them, using the Display Formats window accessed via the Preferences link on the OPAC menu. When an identified user clicks the End Session link on the OPAC menu, the display format available for the next user reverts to the default user profile.
- Identified users who have a group profile or Unidentified users - Any user can enter his own preferences, using the Display Formats window accessed via the Preferences link on the OPAC menu. If the user has been assigned a group profile, or if the user has not signed in, the changes in preferences cannot be saved.
- Identified users who do not have a profile listed in their user record - When the user enters his preferences, if the profile field of the user's record is blank, a profile record is created (in which his preferences are saved and permissions are defaulted to the permissions of the default profile), and the profile field is updated.

User profiles are contained in the Z61 table. Apart from setting user preferences for the display and retrieval of information in the Web OPAC, the Z61 record is also used to define the list of logical bases to which the user is denied access. This table also determines authorizations such as:
- Whether or not the user has access to external links (field 856) from the WEB OPAC.
- Permission to save sets on the server.
- Permission to create and send lists for Course Reading.
- SDI permission.
- Special Request permission.
- Update address permission.

The Z61 record also includes:
- Denied bases.
The display format of the records. The number of records displayed per page and the order in which records are sorted for display.

The User Profile can be created through the Profile option in the Administration module. The only fields that can be changed by the user through the Web OPAC are those related to the display format. Other fields, such as the denied records (base), can be changed and updated only through the Administration module.

Usually, the Z61 table is not converted and it is built in the system online.

### 12.3.1 Automatic ID and PIN Code

If the user has left the ID and "Enter Pincode" fields empty, the system can automatically provide an ID and PIN code according to a pre-set counter. Activating this counter is done with flags 38 and 41 in USM50/tab10.

### 12.3.2 Interface Language

The Web OPAC interface can be set up in numerous languages. Each language interface has its own set of HTML files (in the www_a_lng directory), where lng is replaced by the three-letter code of the language. Tables which format data display (located in the library's tab directory) must have the proper language extension as well (for example, edit doc_999_ger).

When a Web OPAC user signs in, he/she is assigned his/her interface language default as defined by the System Librarian in the Profile Information window in the Administration GUI (See Section 3.2 - Profile Information).

If a Web OPAC user does not sign in, he is assigned the global interface language default as defined in the Administration GUI (Z61 table) for example, English.

Any Web OPAC user can change the interface language via the Display Formats window accessed via the Preferences link from the main menu.

### 12.3.3 Default Base

The base (i.e. library) which the system connects to by default is defined in the Profile Information window in the Administration GUI by the System Librarian, for example, USM01. (See Section 3.2 - Profile Information).

Any Web OPAC user can change the default base via the Display Formats window accessed via the Preferences link from the main menu.

Only a signed-in user can save his changes to the default base (see 8.0 - Users).

### 12.3.4 Brief View of Records

The Brief View is available in two formats, a table format:
and a list format:

**List of Records - WRD=\{literature\}**

Results for WRD=\{literature\}; sorted by Year, then Author

Records 1 - 20 of 176

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Author</th>
<th>Year</th>
<th>Imprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>American literature</td>
<td>Spruch, Edward W.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Monthly review of modern German literature.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Journal of Turkish literature.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Romance and novels in the 19th Century</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Quarterly review of English literature.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>London : Allen Lane, 1997</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Writer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The list format looks like the Full View, but fewer fields are displayed.

You define which format is displayed by default and which fields are displayed by entering the appropriate setting in the Profile Information window in the Administration GUI for the default profile (ALEPH):
Table Format

If you want the table format to be displayed, enter "000" in the Brief Format field from the Profile Information window in the Administration GUI for the default profile (ALEPH). (See Section 3.2 - Profile Information).

To determine which fields are displayed in table format, edit www_tab_short (UTIL I/4).

List Format

If you want the list format to be displayed, enter "999" in the Brief Format text box from the Profile Information window in the Administration GUI for the default profile (ALEPH) (See Section 3.2 - Profile Information).

To define which fields are displayed in list (custom) format, enter the values (representing the fields that you want to be displayed) in the text box to the right of the Brief Format text box. They are entered without any punctuation marks between them, for example SYS100245260. In this example, the fields that will be displayed are the system number of the record, the 100 (author) field, the 245 (title) field and the 260 (imprint) field.

Brief Records

To define the number of Brief records displayed on one screen, enter a value in the Records Per Page text box, for example 20, from the Profile Information window in the Administration GUI for the default profile (ALEPH) (See Section 3.2 - Profile Information).

In this example, up to 20 records will be displayed on one screen (20 being the maximum number of records possible). The Web OPAC user can go to the next set of 20 records by clicking the Next Page button.

12.3.5 Full View of Records

You can decide that you want the system to display the Full View immediately, without the intermediate step of the Brief View. You would probably want this to happen if the Search or Browse query resulted in a minimum number of "hits" or records. This parameter is set in the Switch brief/full text box in the Profile Information window in the Administration GUI for the default profile (ALEPH) (See Section 3.2 - Profile Information).

In the above example, where "05" has been entered, the Full View is displayed if a query results in less than five records.

12.4 HTML FILES & THE INTERFACE

The list of HTML files for the Web OPAC interface is available as an Adobe PDF (Portable Document Format) document. You can access this document as follows:

1. From the Staff Menu (Web), click on the Documentation link. The ALEPH documentation menu appears.
2. From the ALEPH documentation menu, click on the List of HTML Files for the Web OPAC Interface link. A file download window appears, created by your Web browser. You can read the file on-screen, print out, and save it on your local hard drive.

In order to modify the interface for your library's use, you need to edit the HTML files. This section of the GUIDE explains the various HTML commands and tells you which ones you should not change and which ones you may change. This section assumes that you have a basic knowledge of HTML.

This section includes the following parts:

- Aleph-CSS (12.4.1)
- Included Files (12.4.2)
- Special (12.4.3) screens
- Top Frame (12.4.4)
- Browse and Search (12.4.5) screens
- Result (12.4.6) screens
- Holdings (12.4.7) screens
- User (12.4.8) screens
- ILL (12.4.9) screens
- Setting up the Special Request Function (12.4.10)
- The Basket (12.4.11)
12.4.1 Aleph-CSS

ALEPH incorporates advanced features of HTML, which enable you to change just one master file and thereby change all the display definitions (such as font, font weight, background and so on) in all the screens automatically.

The aleph-css (cascading style sheet) file is a master for styling which is used for standard definitions for formatting web pages. Aleph-css "cascades" from general to specific and from top to bottom.

As an example, take a look at the following screen (filename "scan-c" from the alephe/www_a_lng directory):

![Browse an Alphabetical Index](image)

In the above screen, the text "Browse an Alphabetical Index is dark blue, bold and relatively large; the text "Type word..." is also dark blue, bold, relatively small and is on a light blue background. The first instance is defined as "title" style; the second is defined as "td2" style.

The screen looks this way as a result of the following activities taking place in the aleph-css file.

- Definition of the display in the aleph-css file
- Inclusion of the aleph-css file for use in a screen
- Assignment of a code to each feature of the screen

**Step 1: Style definitions in the aleph-css file**

In the master file (called "aleph-css"), each component of the screen (title, help, field heading, etc.) has been defined as having a particular color, weight and size.

Each aleph-css file must begin with the command `<style>` and end with the command `</style>`.

The following is the next line of the aleph-css file (which should not be altered):

```html
<style type="text/css">
```

The components of the aleph-css file are as follows:

- Font name
- Font size
- Class definitions
- Sub-classes
- Different text types
- Tables
- Three Types of links

**Font-name**

Font names are included in the definition of the `title` class as an example of how fonts can be deployed in the event that the default font is not installed in Windows:

```html
.title
{
   color:darkblue;
```
Class definitions
The aleph-css file is made up of definitions for standard styles (classes). Each class is identified by a class-name in the aleph-css file. Class definitions start with .class-name, whereby class-name may take any value you want; such as .td1, .title and so on. The following is an example of how the title class appears in the aleph-css file:

```
.title
{
  color: darkblue;
  font-weight: bold;
  font-size: 120%;
}
```

Sub-classes
Each class can have added options (sub-classes). A sub-class is identified by a # sign (e.g. #yellow). A sub-class is activated only when it is written in the HTML file, identified by id=\(<name>\). These sub-classes inherit the attributes of the class unless they are modified in the id (name) definition. Sub-classes can also include additional definitions that are not in the class.

```
.td1
{
  background-color: #f3f3fb;
  font-size: 100%;
  color: darkblue;
  font-weight: normal
}
```

Different text types
The appearance of regular text can be modified by defining and re-defining the various components of the aleph-css file, such as font-size (relative to browser font); font style (Arial, Times New Roman, and so on) font weight; background color; text color; alignment.

Tables
Tables are used in the aleph-css file to display tabular data.

Tables are opened with a \(<table>\) tag and must be closed with a \(<table>\) tag. Table data is organized in rows and columns. Table data is presented row by row. The data for each row is presented column by column, in left to right order. All rows in a table must have the same (total) number of columns. All data in a table must be placed inside the space reserved for a column.

Rows in tables are defined by \(<tr>\) It is recommended to close each \(<tr>\) with the \(<tr>\) tag.

Column headers in a row are defined by \(<th>\) It is recommended to close each \(<th>\) with the \(<th>\) tag.

Columns in a row are defined by \(<td>\) It is recommended to close each \(<td>\) with the \(<td>\) tag.

It is possible to “expand” a column to take the place of more columns using colspan=number-of-columns or the place of more than one row using rowspan=number-of-rows.

You can use \(<br>\) to make a new line inside the \(<td>\) data. Do not use \(<br>\) between columns or between rows.

Here is an example of a very simple table definition. Indentation is strongly recommended.

```
<table>
  <tr>
    <td>first column in first row</td>
  </tr>
```
Here is an example of a cell in a table defined in the aleph-css file.

```
..td2
{
    background-color:#e9e9f1;
    font-size:100%;
    color:darkblue;
    font-weight:bold;
}
```

### Three types of links

There are three different types of links in the aleph-css file. These are:

1. **Unvisited** - links which have not been activated by the user.
2. **Visited** - links which have been activated by the user.
3. **Active** - the status of a link while the mouse button is held down.

Here is an example of how colors showing the status of a link are defined in aleph-css:

```
a:link
{
    color:darkblue;
}
a:visited
{
    color:gray;
}
a:active
{
    color:maroon;
}
```

### Step 2: Inclusion of the aleph-css file for use in a screen

In ALEPH screen HTML files, the following command appears:

```
<include>aleph-css
```

This command tells the system to use the aleph-css file in order to set display characteristics.

### Step 3: Assignment of a code to each feature of the screen

In the aleph-css file, each feature is identified by a particular code. For example, a title is identified by the code "title" while a field heading is identified by the code "field".

In the ALEPH screen HTML file, each feature is identified by this same code, together with the text "class=". For example:

```
<div class=title>
USMARC (USM01) - Browse Titles
</div>
```

```
<p>Browse through an alphabetical list of titles, starting from the word or phrase you enter here.</p>
```

You do not have to go through all the files and identify each feature. We have already done this for you. However, you should be aware of how and why the codes are assigned so that you can assign them when you create new files, and so that you do not accidentally erase them in existing files.

In this section, although we have only surveyed aleph-css briefly, you have seen how the performance and functionality of ALEPH has been improved. By integrating CSS technology, ALEPH is maintaining its position at the forefront of web development.

### 12.4.2 Included Files

Included files are files which contain HTML code that can be included in other HTML files. They are used for common codes which are relevant to many HTML screens. They are defined once, in a separate master file. An "included file" can itself contain include commands.

In ALEPH, every HTML file has the command
```
<include>aleph-css
```
which includes the aleph-css file in the HTML file. Other applications of include files are javascript files and sub-library lists.
12.4.3 Special Screens

You may define extension codes for HTML files by editing columns 4, 5 and 6 in the tab-base.lng file, located in UTIL Y/3, as shown below:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>!!!!!!!!!!!!!!!!!!!!!!!!!!!-!-!!!!!!!!!!!!!!!!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!!!!!!!!</td>
<td>&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIR01</td>
<td>Virtual library</td>
<td>VIR01</td>
<td>VIR01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM01</td>
<td>USMARC (USM01)</td>
<td>USM01</td>
<td>USM01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM09</td>
<td>DigiTooLibrary</td>
<td>USM09</td>
<td>USM01</td>
<td>USM09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM10</td>
<td>LCSH (USM10)</td>
<td>USM10</td>
<td>USM01</td>
<td>USM10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM11</td>
<td>MLT Thes (USM11)</td>
<td>USM10</td>
<td>USM01</td>
<td>USM11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM12</td>
<td>MeSH (USM12)</td>
<td>USM10</td>
<td>USM01</td>
<td>USM12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM20</td>
<td>ILL (USM20)</td>
<td>USM01</td>
<td>USM20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM30</td>
<td>Course (USM30)</td>
<td>USM30</td>
<td>USM01</td>
<td>USM30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM30_1</td>
<td>Course Reading - S1</td>
<td>USM30</td>
<td>USM01</td>
<td>USM30 wpe=s1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM30_2</td>
<td>Course Reading - S2</td>
<td>USM30</td>
<td>USM01</td>
<td>USM30 wpe=s2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USM50</td>
<td>ADM (USM50)</td>
<td>USM50</td>
<td>USM01</td>
<td>USM50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As you can see, the extension code is at library or logical base level (for example USM01). This allows you to use common HTML files for different libraries, with special files when needed. For example, the file which instructs the user how to browse might be common for more than one library, but the pull-down menu of possible browse lists might differ from library to library. Within the "USM" setup, this can be seen in the files scan-include-2 (for USM01) and scan-include-2-usm10 (usm10 being the extension code for the USM10 library), located in the alephe/www_a_lng directory.

In addition, you can set HTML pages for a specific logical base (for example, MONO (Monographs)) by adding the base name as an extension to the HTML file name. The library code is not required in the extension (for example, scan-include-2-mono).

12.4.4 Top Frame

The top frame, as displayed below, is the start-1 HTML window.

![USMARC (USM01)](image)

You will find that there are two relevant files: start-1-bor and start-1-no-bor. The difference is that if a user is signed in, the start-1-bor file is displayed, and if no user is signed-in, the start-1-no-bor file is displayed. This has been designed so that the "Sign-In" link can be changed to an "End Session" link once a user has signed in.

12.4.5 Browse and Search Screens

The Browse and Search screens have similar elements as they are all made up of a combination of a number of HTML files. The HTML files are combined by using the "include" command.

Pull-Down Menus

The pull-down menus that are displayed in the Browse and Search screens are defined by a number of files. For example, the codes in the following pull-down menu from the Browse screen:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Subject</th>
<th>Subject - L.C.</th>
<th>Subject - MESH</th>
<th>LC Call No.</th>
<th>Thesaurus</th>
<th>Word index</th>
<th>Words from title</th>
<th>Words from author</th>
<th>Words from LC subject</th>
<th>Words from MeSH subject</th>
<th>Words from personal author</th>
<th>Words from corporate author</th>
<th>Words from meeting</th>
<th>Words from uniform title</th>
<th>Words from place of publication</th>
<th>Words from publishers</th>
<th>Words from 008 year</th>
<th>Words from 003/041 languages</th>
</tr>
</thead>
</table>

are defined by the scan-include-2 HTML file, located in the alephe/www_a_lng directory.

```html
<td class="td2" valign="top">
<select name="SCAN_CODE">
  <option value="LOC">$50000-S"LOC">Location</option>
  <option value="DDC">$50000-S"DDC">Dewey Decimal Class</option>
</select>
```
The scan-include-2 HTML file includes a special command that causes the user's last choice to be displayed as a default choice the next time the same type of search is made.

For example, if the user chooses the "Location" option from the Browse screen, the $$5000_S "Loc" portion of the following line causes the system to recall the last option chosen i.e. location.

The following "Multi-field Search" screen (filename "find-a-1") shows how the more sophisticated search features are incorporated into the Web OPAC:

This screen has a number of different fields for the user to fill in and each field is used for a pre-programmed purpose. For example, the ability to search the Subject index is defined in the HTML file by the following:

```
<tr>
  <th class=td1 id=bold align=left width=10% nowrap>Subject</th>
  <td class=td1 id=bold>
    <input type="hidden" size=13 name="F1" value="WSU">
    <input size=35 name="V1">
  </td>
</tr>
```
Note the following points about this example:

- The word “Subject” in the first line may be changed or translated.
- The fact that the purpose of this field is pre-programmed and may not be affected by the user, is shown in line 3 by input type="hidden".
- The name of the hidden field is "F1". Each hidden field on the screen should be given a unique F number.
- The index that will be searched is the "Words from Subject" index, indicated by value="WSU". The codes for the indexes used in the screen must be ones that are defined in tab00 (UTIL G/1/00 - see section 12.15 - Web OPAC Tables).

<table>
<thead>
<tr>
<th>Index</th>
<th>Code</th>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>H WRD</td>
<td>W-001</td>
<td>00</td>
<td>0001</td>
</tr>
<tr>
<td>H WAU</td>
<td>W-002</td>
<td>00</td>
<td>0001</td>
</tr>
<tr>
<td>H WUT</td>
<td>W-003</td>
<td>00</td>
<td>0001</td>
</tr>
<tr>
<td>H WPL</td>
<td>W-004</td>
<td>00</td>
<td>0001</td>
</tr>
<tr>
<td>H WPU</td>
<td>W-005</td>
<td>00</td>
<td>0001</td>
</tr>
<tr>
<td>H WSU</td>
<td>W-006</td>
<td>00</td>
<td>0001</td>
</tr>
</tbody>
</table>

- The name of the input field (the field that users can actually type in) is "V1". Each input field on the screen should be given a unique V number.

The HTML code for the Author field is similar to the Subject field, with the addition of a hidden Boolean operator, AND, as shown below:

```html
<tr>
<th class=td1 id=bold align=left>Author</th>
<td class=td1>
<input type="hidden" size=3 name="O2" value="AND">
<input type="hidden" size=6 name="F3" value="WAU">
<input size=35 name="V3">
</td>
</tr>
```

Note that each Boolean operator is assigned a unique name. In the example above, the name is "O2" (capital O for operator, not zero). Also note that in this example, the index being searched is the "Words from Author" index, represented by the code "WAU".

In the next example, for the Title field, the Boolean operator is assigned the name "O5", and the index being searched is the "Title Headings" index, represented by the code "TIT". Note that in this case, the search is on a headings list, and that the user must enter the title from the beginning text, although not all text.

```html
<tr>
<th class=td1 id=bold align=left>Title phrase</th>
<td class=td1 id=bold>
<input type="hidden" size=3 name="O5" value="AND">
<input type="hidden" size=5 name="F6" value="TIT">
<input type="hidden" name="C1" value=">
<input size=35 name="V6">
<input type="hidden" name="C2" value=">
</td>
</tr>
```

The operation of the Boolean operators, AND, OR and NOT, in Web OPAC is as follows:

- Operations in parentheses are evaluated first.
- NOT operations are moved to the right-hand side of the search statement.
- Search statements are evaluated left to right.
- The system recognizes the operators both in lower and upper case.
- The system accepts AND/OR/NOT as real words, that is, not as Boolean operators when a find request for a phrase is parsed for example, FIND TIT=gone but NOT forgotten.
- In search statements with only AND and OR, the Boolean operations are evaluated from left to right. Operations in parentheses are evaluated first.

<table>
<thead>
<tr>
<th>Search Statement</th>
<th>Executed as</th>
</tr>
</thead>
<tbody>
<tr>
<td>A and B or C</td>
<td>(A and B) or C</td>
</tr>
<tr>
<td>A or B and C</td>
<td>(A or B) and C</td>
</tr>
<tr>
<td>A and (B or C)</td>
<td>A and (B or C)</td>
</tr>
</tbody>
</table>

In search statements that include NOT, the NOT operation is moved to the far right-hand side of the search statement. Statements are then evaluated from left to right:

<table>
<thead>
<tr>
<th>Search Statement</th>
<th>Executed as</th>
</tr>
</thead>
<tbody>
<tr>
<td>A and B or C not D</td>
<td>((A and B) or C) not D</td>
</tr>
<tr>
<td>A and B not D or C</td>
<td>((A and B) or C) not D</td>
</tr>
<tr>
<td>A not D and B or C</td>
<td>((A and B) or C) not D</td>
</tr>
<tr>
<td>(A and B) or (C not D)</td>
<td>(A and B) or (C not D)</td>
</tr>
</tbody>
</table>

Note that the operation of the Boolean operators is predefined and cannot be changed by the System Librarian.

### 12.4.6 Result Screens

The following screens are discussed in this section:

- Brief View (Table Format)
- Brief View (List Format)
- Full View
- Sort
- Filter
**Brief View (Table Format)**

There are two brief views available in the Web OPAC, Brief View-Table and Brief View-List. This section is intended to show the reader how the Brief View-Table is set up. A basic knowledge of HTML is assumed. The Brief View, shown below, displays a list of records in a table format.

The Brief View-Table will be displayed when:
- The user chooses Brief View-Table format from the Preferences screen;
- or if
- The library has "000" set as the default display format in the Brief Format field from the Profile Information window in the Administration GUI for the default profile (ALEPH) (See Section 3.2 - Profile Information).

The `www_tab_short.lng` table defines which information will be displayed in the columns of the short display in table format in Web OPAC. The `www_tab_short.lng` table is located in the library's tab/ directory. You edit `www_tab_short.lng` in UTIL I/4.

The order of the columns defined in `www_tab_short.lng` in the alephe/tab directory determines the order of the display, in conjunction with the `short-table-body-1` and `short-table-body-2` HTML files in `www_a_lng`. These files should have placeholders in sequential order, and should have as many placeholders (starting from 0300) as the number of columns defined in the `www_tab_short.lng` table.

The field you define for a column can be dependent on the bibliographic record format (FMT). You can also set up alternative definitions by assigning them the same identifying number in column 1 of this table.

Example:

```
!-!!-!!!!!!!!!!-!!!!!!!!!!!!-!!-!!-!!!!-!-!-!!!!!!!!!!-!!-!!!!!-!!!!!->
1 L Author     02---A01---A 00 00 0100 S 9 -          BK 1####  700##
1                                                     SE 260##
1                                                     ## 1###
```

In the above example the "Author" column in the Web OPAC will be taken from fields 1#### or 700## if the document is a book (BK), from field 260## if the (se) document is a journal, and from field 1#### in any other instance.

You can set a single column to display more than one field of information, by repeating the column number in column 1, entering the name of the field in column 3, and entering the field code in column 12. Here is an example:

Example:

```
2 L Title      03---A01---A 00 00 0100 S 9 -          BK 245## 240##
2                                                     ## 245## 240##
2 L Type                               S              ## TYP##
```

The second column (2) contains two fields - the Title field and the TYP field. It creates a virtual field TYP indicating the type of record - (Electronic Resource, Web Resource, Map, Kit, and so on), based on coding in LDR (pos. 06,07), 006 (pos. 00), 007 (pos. 00,01) and 008 (pos. 23) fields. In the above example, both column 12 and column 13 have field codes. If no records are found using the field code in column 12, the system searches for an alternative using the field code entered in column 13.

You can use the TYP field for indexing and display, depending on the setup of `tab_expand`

Note that the second column name "TYP" will not be displayed.

---

### short-table-body-1 and short-table-body-2

`short-table-body-1` and `short-table-body-2`, together with `www_tab_short.lng`, determine the order in which columns are displayed in the Brief View Table. `short-table-body-1` and `short-table-body-2` are HTML files located in the alephe/www_a_lng directory. These files should have placeholders in sequential order, and should have as many placeholders (starting from 0300) as the number of columns defined in the `www_tab_short.lng` table.

The short-table-body-1 file defines the display of the headers according to `www_tab_short.lng`. If you wish to remove a column, for example, the "Year" column, you must delete it from "short-table-body-1" and "short-table-body-2". If you want to add a column from `www_tab_short.lng`, you must add the relevant parameter to short-table-body-1 and short-table-body-2.

The short-table-body-2 file defines the display of the content of each column.

Here is an example of a typical definition for short-table-body-1. The placeholders following are used for column captions, except for 0100 and 0200.

```
1 1 L Author     02---A01---A 00 00 0100 S 9 -          BK 1####  700##
1                                                     SE 260##
1                                                     ## 1###
2 2 L Title      03---A01---A 00 00 0100 S 9 -          BK 245## 240##
2                                                     ## 245## 240##
2 L Type                               S              ## TYP##
```
is a placeholder for a number link to the full record display, and 0200 is a placeholder for a checkbox. The other placeholder numbers relate to www_tab_short where 0300 is the first column defined, 0400 is the second column defined, and so on.

Example:

```html
<th class=col1>$0100</th>
<th class=col1>$0200</th>
<th class=col1>$0300</th>
<th class=col1>$0400</th>
<th class=col1>$0500</th>
<th class=col1>$0600</th>
<th class=col1>$0700</th>
<th class=col1>$0800</th>
<th class=col1>$0900</th>
<th class=col1>$1000</th>
```

Note that the column headers here must match with the corresponding contents columns defined in short-table-body-2 and must have the same order.

Here is an example of a definition for a corresponding short-table-body-2 file:

Example:

```html
<tr valign=baseline>
<td class=td1 id=centered >$0100</td>
<td class=td1 id=centered >$0200</td>
<td class=td1 $2300>$0300  </td>
<td class=td1 $2400>$0400  </td>
<td class=td1 $2500>$0500  </td>
<td class=td1 $2600>$0600  </td>
<td class=td1 $2700>$0700  </td>
<td class=td1 $2800>$0800  </td>
<td class=td1 $2900>$0900  </td>
<td class=td1 $3000>$1000  </td>
</tr>
```

We can see that both files have the same structure.

In our examples, the definitions refer to the following column headings:

1. L Author 0300
2. L Title 0400
3. L Type 0500
4. L Year 0600
5. L Rank 0700
6. L Hold 0800
7. L Location 0900
8. L Lib/Items 1000
9. L Collection 1100

If you want to add another column, for example, "COLLECTION", follow these steps:

**Step 1**
Add a line number, 9, and a new parameter to www_tab_short.lng, (located in the library's tab directory).

**Step 2**
Add the same new parameter to short-body-1 (located in the www_a_lng directory)

**Step 3**
Add the same parameter to short-body-2 (located in the www_a_lng directory)

**Brief View (List Format)**

The Brief View, shown below, displays records in a list format. It is similar to the Full View but fewer fields are displayed. For instructions on how to set up the List format, see section 12.3.4 Brief View of Records.
The above screen is made up of three files: short-full-head (which displays the information above the list and the top border of the list), short-999-body (which determines the characteristics of the font and the width of the columns) and short-tail (which closes the list and displays the information below the list, in this case, the icons for Previous/Next Page).

The fields are displayed according to the rules set in edit_doc_999 (UTIL I/8). Regardless of the default, the patron using the OPAC can set his own display preferences by accessing the Preferences screen from the main menu.

Full View

There are actually four Full views that the user may choose:
- **Standard**
- Name and Numeric Tags
- Catalog Card
- Citation

In addition, you can define your own Full view (which is a sub-set of Standard view).

Full View - Standard

This screen is made up of full-set-head (which displays the information above the table and the top border of the table), full-999-body (which determines the characteristics of the font and the width of the columns) and full-set-tail (which closes the table and displays the information below the table, in this case, the icons for Up/Forward).

In the Full View of Record window, there are services which are available for a particular field.
The services currently available are scan (acc or ind), find (acc), aut, aut-bib, and engine.

- SCAN activates the display of a browse list. All the browse lists defined for the field in tab11 are displayed for you to choose from.
- FIND activates the Find command. All the browse lists defined for the field in tab11 are displayed for you to choose from.
- AUT activates the display of the authority record to which the field is the field heading is linked.
- AUT-BIB is used only for an Authorities library (XXX10). This service allows the user to initiate a search in an Authorities database to find a relevant record. From this record, the aut_bib service can be used in order to create a set of the relevant Bibliographic records, that are indexed using the same text as one of the AUT fields. This service invokes a FIND query from the AUT record on a SCAN (Z01) list in the BIB library. The parameters for the query (that is, which BIB library and BIB SCAN list) are defined in the www_a_<lng>/service-aut-bib HTML page. The FIND command is truncated at 50 characters and normalized using filing procedure 98. You can strip unwanted subfields from the AUT record field. Do not include a charconv in the procedure; the BIB library's relevant char_conv is used. This is particularly useful for libraries which use UDC/DDC classification for subject indexing of BIB records, and for an AUTHority database in which each UDC/DDC is an authority record with textual descriptor.

- 856 creates a URI link, using subfield "u".
- ENGINE activates an external search engine, using parameters stored in a Z121 record. The parameters include the key, the service, the status, the mask and the link.

You create a Z121 record in the following way:

From the root directory of the library:

```bash
cd service
vi z121.seq
```

Add a new link, in the same way as the examples. Note that the key is the same as the link in the www_a_eng/service-engine HTML file, except that in z121.seq it must be uppercase, and in service-engine it can be in any case.

```bash
load_z121
```

This reloads the sequential file to the Oracle database.

The services are defined in tab_service in the data_tab directory.

Following is an example of the HTML code for the full-999-body file:

```html
<tr>
<!-- tag -->
<td class=td1 i=bold
     width=15% nowrap>
$0100</td>
<!-- contents -->
<td class=td1>
$0200</td>
</tr>
```

The first section defines the field tag / name column (td1 from css, bold, 15% of total width); the second section defines data display (td1 from css).

The values that begin with dollar signs, $0100 and $0200, are placeholders for data. The system will fill in the actual data when the screen is displayed. Do not change these placeholders otherwise the program will not recognize the data to display.

You can determine exactly which fields are displayed in the Full view by editing the edit_doc_999 table (UTIL I/8). Both the numeric code and the field name are set in this table.

### Full - Name & Numeric Tags

These screens look very much like the Standard view. They are made up of files full-set-head (which displays the information above the table and the top border of the table), full-000-body (which determines the characteristics of the font and the width of the columns) and full-set-tail (which closes the table and displays the information below the table, in this case, the icons for Previous/Next Page).

In the full-000-body file, do not change the placeholders for data (the values that begin with a dollar sign $).

All of the fields that are included in the Catalog record will be displayed. The names of the fields are those listed in tab01 (UTIL G/1/01).

### Full - Catalog Card

This screen is made up of the following files: full-set-head (which displays the information above the Catalog Card and the top border of the Card) and full-xxx-body (which determines the font characteristics of the text displayed in the Catalog Card) and full-set-tail (which displays the bottom border of the Card and displays the information below the table, in this case, the icons for Up/Forward).

**Record 1 out of 1736**

**System number [000048393]**

**Thomas, Sue, 1955-**  
p. cm. (Contributions to the study of world literature, 0738-9345 ; no. 96 )
In the full-xxx-body file, do **not** change the placeholders for data (the values that begin with a dollar sign $).

You can control the fields that are displayed in the Catalog Card by editing the edit_doc table (UTIL I/3), and changing the format numbered "037".

**Full - Citation**

This screen is made up in the same manner as Full - Catalog Card. The only difference is that Citation uses the "038" format in the edit_doc (UTIL I/3) table.

**Define Your Own Full View**

You can define other paragraph-style formats in addition to this Catalog Card format supplied with the system. To do so:

1. Add a new format (with its own format number) to the edit_doc table (UTIL I/3), such as, for example, format number 012.
2. Add the fields you want to be included in the new paragraph to edit_paragraph table (UTIL I/2). For example:

```
012 LOC## D   ##
012 1#### D   ^.^
012 260## W ^  
012 300## D ^  
```
3. In the full-set-head html file, the option might look like this:

```
<a href='server_opac/full-set$0500-012'>New Format</a>
```

**12.4.7 Holdings Screens**

Holdings lets you view the number and location of specific items. The Holdings screen also contains additional information. In the example below, a full record display is depicted, showing:

```
USMARC Demo Lib (01) - Holdings

Roche, Pierre, 1803-. Le prix d'un serment. Paris: La Table ronde, [1975]. 246 p ; 22 cm.

USMA1 WIDEN
D764 R665 USMA1 SHL

Click on the link ("request" or "photo") to make a hold request or photocopy request for an item.

Click on an underlined due date to view details about the person borrowing the item.

Click on the link "expand" to view details about the item record.
```

The Holdings screen for sub-libraries is made up of the following files:

1. item-global-head-1: defines the display of the database name.
2. item-global-head-2: defines the explanations at the top of the screen about the links request, photo, and expand.
3. item-global-body: defines the columns.
4. item-global-tail: defines the buttons "Print" and "Close" at the bottom of the screen.

The user may click a link on the screen to place a photocopy or hold request. The actual text that is displayed for the link is determined by message numbers 9059 and 9060 in the www_heading.lng file (accessible through UTIL J/1).

Another link is available, the Expand link, which displays complete information about the item. The actual word that is displayed for the link is determined by message 9058 (for example, 9058 L expand) in the www_heading.lng file. This "Item Record Expand View" is useful because it enables the System Librarian to display just a few columns of information in the main Holdings screen, and to save the details for the expanded view. The files that control the expanded view are item-global-exp-0 and item-global-exp-1.

The retrieval of records from the BIB library is defined by the 012 format, in edit_doc in the XXX01 library's tab directory.

The retrieval of records from the HOL library is defined by the 101 format, in edit_doc in the XXX60 library's tab directory.

You can use the 856 field to add a link so that the OPAC user may view an external file or program relevant to the BIB record e.g. an HTML page. The link can be to any machine that is served by a http daemon.

Normally, multiple 856 links can be seen displayed in the Holdings information section of the record, just above Item information.

For more information on 856 links in ALEPH, see Cataloging 10.0 - Special Fields, 10.2 - External Link - Field 856.

To include an 856 field in list format, ensure that the following settings appear:

1. In tab_expand in the XXX60 library's tab directory:

```
WEB-FULL expand_doc_hol_bib
WEB-FULL expand_doc_856
```
2. In *edit_paragraph* (used by *edit_doc 101*) in the XXX60 library's tab directory:

   109 URL## D ~

3. In edit_doc.lng the following line should be present:

   101
   109
   All other 101 lines should be commented out.

   Go to top of page

### 12.4.8 User Screens

Information is available about a user's loans, hold requests, photocopy requests, cash transactions, interlibrary loan (ILL) requests (total; active), and advance booking of reserve items. All of these screens are similar. Following is an example of the user's Items on Loan screen:

**USM50 name - Items on Loan (Ford Margaret)**

[Table showing items on loan]

- **Description**: Details about the loan, including author and title information.
- **Due date**: Date the item is due back.
- **Due hour**: Hour the item is due back.

This screen is made up of bor-loan-head (which displays the information above the table and the top border of the table), bor-loan-body (which determines the characteristics of the font and the width of the columns), bor-loan-tail (which closes the table), and bor-include-1 (which defines buttons).

If you do not want a particular column to appear, you can comment it out in bor-loan-head and bor-loan-body by using the comment command (that is, by placing `<!--` before the HTML code that controls the information you do not want to be displayed, and by placing `-->` after the HTML code that controls the unwanted information.

In the bor-loan-body file, you must **not** change the placeholders for data (the values that begin with a dollar sign $), although you may comment them out.

All of the other user screens follow the same structure as the Loan screens.

   Go to top of page

### 12.4.9 ILL Screens

There are several kinds of ILL screens. Each one is tailored to a specific type of item. Following is part of the screen for a Book/Thesis.

**Book/Thesis Request**

[Form填写说明]

 Fill in as much information as possible. (**Mandatory fields**)

- **Author**: (Last name, first name)
- **Additional Author**: (Last name, first name)
- **Title**: *
- **Edition**: 
- **Place of publication**: 
- **Publisher**: 

The HTML code for the Author field is given below:

```html
<tr>
    <td class=td1 id=bold width=20% nowrap>Author</td>
    <td class=td1>
        <span class=text2>&nbsp;</span>
        <input size=40 maxlength=180 name="BIB---1001-a" value="">
        <span class=text2 ></span>
        (Last name, first name)</td>
</tr>
```
Pay special attention to "BIB---1001-a".

100 is the tag for author; 1 is the first indicator and a is the subfield.

All of the fields follow this same format. Make sure that the tags used in any forms you create are ones that are listed in tab01 (UTIL G/1/01) in the ILL library.

If you want a particular field to be required, make sure that it has an "M" in the "BIB...." code, as shown below:

```html
<tr>
  <td class=field>Title</td>
  <td class=field>
    <input size=60 maxlength=120 name="BIB-M-2451-a" value="" (Required)"
  </tr>
```

12.4.10 Setting up the Special Request Function

The Special Request function allows a user to place Special Requests for items that are in the library's collection, although they are not listed in the computerized catalog. The Special Request form lets the user create a request for these items. The link for making a special request only displays in the upper frame if the user's profile includes permission for placing a special request. This procedure creates three ALEPH records for an item:

1. Item Record
2. BIB Record
3. Hold Request

To facilitate the Special Request function, the following must be defined in the new-book html page:

**For an Item Record**
- The sub-library the item record will be written in.
- The ADM library that the sub-library is part of.
- The BIB library that the ADM library is related to,
- The item collection (optional), status, material type, and location type (optional).

**For a BIB Record**
- The BIB database that the ADM database and sub-library are related to. This is the definition which determines where the BIB records will be written to.
- Field tags for BIB information.

To set up the Special Request function, follow these steps:

**Step 1**
The first step is to define the sub-library in which the item record will be written. To do so, edit the new-book file from the alephe/www_a_lng directory which defines the Special Request Form.

![Special Request Form](image)
Following is the html of the Library or Branch field, which must be the uppermost field.

```html
<table CELLSPACING=0 WIDTH="100%">
  <tr>
    <td class=field width=20% nowrap>Library or Branch</td>
    <td width=1%>nbsp;</td>
    <td class=field>
      <select name="LIB">
        <option value=USM01-USM50-UEDUC>Education Library.</option>
        <option value=USM01-USM50-USHLTH>Health Library.</option>
        <option value=USM01-USM50-ULAW>Law Library.</option>
        <option value=USM01-USM50-ULINC>Lincoln Library.</option>
      </select>
    </td>
  </tr>
```

The default data for a sublibrary is as follows:
- Name of sub-library - 5 characters in "" for example, USM1 (mandatory)
- Name of collection - up to 5 characters for example, AB-D (optional)
- Item Status - 2 digits, such as 50 (CLOSED STACK) (mandatory, must be in tab15)
- Material type - must be in tab25, for example, BOOK (mandatory)
- Location type, for example, 8 (optional)

Use hyphens to fill unused positions.

Each section is separated by a hyphen. Following is an example of a sublibrary definition in the new-book file from the alephe/www_a_lng directory:

```html
<input type=hidden name="USM1" value="AB-D--50-BOOK--8">
<input type=hidden name="USM2" value="F-----50-BOOK--8">
```

If these definitions are correct, a valid item will be created and written in the ADM library's Z30 listing of library items.

**Step 2**

It is up to you, the System Librarian, to decide which bibliographic fields should appear in the Special Request form and which of these fields should be mandatory.

The following definitions appear in the new-book file from the alephe/www_a_lng directory.

```html
<input size=30 maxlength=180 name="BIB---1001-a" value="">
<input size=30 maxlength=120 name="BIB_M_2451_a" value="">
<input size=30 maxlength=120 name="BIB---260--b" value="">
<input size=30 maxlength=15 name="BIB---020--a" value="">
<input size=30 maxlength=60 name="BIB---440--a" value="">
<input size=30 maxlength=60 name="BIB---590--a" value="">
<input size=30 maxlength=80 name="BIB-M-544--a" value="">
<input size=30 maxlength=200 name="DESCRIPTION" value="">
```

The parts of a line are separated by a hyphen. The first 3 characters = BIB. The 5th character can be M, meaning that data entry is mandatory Characters 7-11 are field tag + indicators, missing filled in with blanks Following is the html of the mandatory Title field:

```html
<td class=field>Title</td>
<input size=30 maxlength=120 name="BIB_M_2451_a" value="">
```

Note that when defining a mandatory field, you must use underline instead of hyphen.

**Step 3**

Next, you define an item status for special requests. From the ADM library, use UTIL G/5/15 to edit tab15.lng which defines item statuses and various parameters connected to these statuses. Following is a sample from the table:

```
! 1 2 3 4 5 6 7 8 9 1 1 1 1
!   0 1 2 3 4
!!!!!-!!-!!-!!-!!-!!-!!-!!-!!-!!-
15A 01 OR L Acquisition Y N C N Y Y Y
15A 02 NA L Issue (not arr) N N C N N N N
15A 03 CL L Issue (claimed) N N C N N N N
15A 04 NP L Issue (not pub) N N C N N N N
15A 50 ## L Closed stack Y N C Y Y
```

**Step 4**

In addition to creating the hold request for the user who fills in the Special Request, the system can automatically create a second hold request for a "CATALOGER" user. This feature is available for libraries that want to trap the item when it is returned, in order to send the item to cataloging. The request is generated for the user ID "CATALOGER". Therefore, there must be a user defined whose ID is "CATALOGER" in order that this feature be activated. Column 8 refers to Hold requests. To enable Special Requests, you must set this column to C (closed stack). If the item is in a closed stack, hold requests will always be allowed.
12.4.11 Basket
After performing a search, from the results list or from the full view of a record, patrons can select items to add to the basket. The basket can then be sent by e-mail, printed or saved. The basket is made up of the following tables: basket-short-head, basket-short-tail, basket-short-body, and basket-short-include-1. The information that displays in the basket is hard-coded and you are unable to add to it. You are, however, able to suppress information and change the order in which it displays. The column headers are defined in basket-short-head and can be changed in this file. The example below is an excerpt from basket-short-head:

62;
<tr class=tr1>
<th class=col1>Action</th>
<th class=col1>Note</th>
<th class=col1>Library</th>
<th class=col1>Author</th>
<th class=col1>Title</th>
<th class=col1>Imprint</th>
<td class=col1>Year</td>
<th class=col1>Call Number</th>
</tr>

Basket-short-body defines the order of the table columns and the code for each. Note that if you change the order in one table, you need to change the corresponding order in the other table. Tables baske-short-head and basket-short-body relate to one another. See the excerpt from basket-short-body below:

<tr>
<td class=td1>0100</td>
<td class=td1 valign=top>0700</td>
<td class=td1 valign=top>0200</td>
<td class=td1 valign=top>0300 </td>
<td class=td1 valign=top>0400 </td>
<td class=td1 valign=top>0500 </td>
<td class=td1 valign=top>0600</td>
<td class=td1 valign=top>0800</td>
</tr>

Note that the codes here are hard-coded and refer to the data that is displayed in each column. For example, These lines can be rearranged and suppressed. However, it is not possible to change or add information.

Basket and Course Reading Addresses
There is an additional option for saving basket contents into server-file and notifying the Course Reading administration. You can choose to specify the e-mail address of the Course Reading administration inside the HTML page.

You can use this option to build a drop-down menu of e-mail addresses where there are several course reading administrations to choose from.

For example, if the following definition is present in the SEND_MAIL setting in the basket-course HTML page:

<input type=checkbox name="SEND_MAIL" value="mdewey@exlibris-usa.com">
Check here in order to inform the Course Reading admini...

the system sends the e-mail notification message to mdewey@exlibris-usa.com.

If the value in the basket-course HTML page SEND_MAIL setting (that is, the default value of the check box being checked) is NOT an e-mail address, the system chooses the e-mail address defined in the environment variable www_course_email_address present in www_server_defaults. For example, the following setting:

<input type=checkbox name="SEND_MAIL">
Check here in order to inform the Course Reading admini...

sends the e-mail notification message to the value defined in www_course_email_address

12.4.12 Defining Mandatory Fields in Forms
Web OPAC contains a number of forms that the user can fill in. Mandatory fields are identified with an asterisk (*). You can define if fields are mandatory or optional, provided that the HTML page of the form contains a require_all javascript. Examples of forms containing the require_all javascript are the Update Address Form (bor-update), New Borrower form (bor-new-xxx01), the ILL Book request form (new-book-xxx01), the SDI Profile Update Form (sdi-update) and so on. The relevant line in the javascript is as follows:

onSubmit="return require_all(value1, value2,......);"

This means that the value1 field and value2 field are mandatory. You can add and remove values from this line. The following example is taken from the ILL Book request form (new-book-xxx01):

onSubmit="return require_all(BIB_M_2451_a, BIB_M_544__a,......);"

This means that the Title field and Location field are mandatory.

12.4.13 HTML Commands You Should Not Touch
This section lists various HTML commands that should not be erased or modified. They appear in many OPAC files.

Command 1
The following command tells the browser to load the screen from the server and not from the cache:

<META HTTP-EQUIV="Pragma" CONTENT="no-cache">
<include>meta-tags

Command 2
The following command tells the system to use the aleph-css file in order to display the correct fonts.
Command 3
The following command defines the screen as a form that the user can fill in:

<form method=GET action="&server00/scan" target=_self>

Command 4
All forms require commands for buttons, such as the command below. You may only modify or translate the name of the button (e.g., "Go" could be changed to "OK").

<tr>
<td class=field><input type="submit" value="Go "> or
<input type="reset" value="Clear">
</td>
</tr>

12.5 SORT
In Brief Table view, the user can click on a column heading to sort the list. ALEPH sorts the records in the table according to the sort rules set for the column. This is defined in the www_sort_heading.lng table in the library's tab directory. The set remains in the last order selected, and the sort factor is displayed at the top of the screen. If the set contains more records than the sort threshold allows, the set cannot be sorted.

Example of the www_sort_heading.lng table:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Author, then Year</td>
<td>Author, then Year</td>
<td>Title, then year</td>
<td>Call number then year</td>
<td></td>
</tr>
<tr>
<td>01---D02---A Year, then Author</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01---A02---A Year, then Author</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The fields for sorting are defined by table tab_sort in the library's tab directory. If you want to sort the records by a different field, make sure that the field is defined in the tab_sort table. The default is Author, then Year.

Example:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>100##a</td>
<td>245##a</td>
<td>050##</td>
<td>LOC##h</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>260c</td>
<td>110##a</td>
<td>2240##a</td>
<td>00 00</td>
<td>00 00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 04</td>
<td>00 00</td>
<td>00 00</td>
<td>00 00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12.6 FILTER
Filter lets you define filter options post search, creating your own filter or using predefined filter options.

Choose a filter to view a subset of the List of Records.

Click on one of the following to define your own filter options:

- Range on data
- Text
- Year
- Update after data

Click on one of the following for predefined filter options:

- New records
- Available records
- 1980-1990
- Refine ab
- wyr=1980 to 1980
- Filter exp
When the user chooses one of the first four choices on the list, the relevant screen is displayed, as detailed below.

- Range on data - defined in short-filter-r
- Text - defined in short-filter-s
- Year - defined in short-filter-y
- Created after date - defined in short-filter-a

The other choices on the list, which appear below the line, are derived from various files in www_a_lng, and further refine them. Each predefined filter option on the above screen is explained below so that you can understand the general concepts.

**New records**
This filter uses short-filter-a as its basis and specifies that records updated within the last seven days should be displayed. (The system checks the CAT field in the Catalog record to determine the date.)

```
<a href=opac/short-filter-a?V1=&DATE-D007 target=error>
New records
</a>
```

If you wanted to specify records for the past year, you would change "DATE-D007" to "DATE-Y001". In these examples, "D" stands for day and "Y" stands for year.

**Available Records**
This filter displays records containing items located on the shelf.

```
<a href=opac/short-filter-3?V1=YYYYMMDD-D007 target=error>
Available records
</a>
```

This option uses the short-filter-3 file as its basis.

**1980-1990**
This filter will display records that were published between 1980 and 1990.

```
<a href=opac/short-filter-y?V1=1980&V2=1990 target=error>
1980-1990
</a>
```

This option uses the short-filter-y file as its basis, and further specifies that the "from" date (V1) should be 1980 and the "to" date (V2) should be 1990.

**Refine ab**
This filter displays all records of the current set that have words beginning with the letters "ab".

```
<a href=&server00/find-c?CCL-TERM=wrd=ab?^and^SET=$0100 target=error>
Refine ab
</a>
```

This option uses the find-c files as a basis and specifies that the system should search the "wrd" index for words that start with "ab". (The codes for the indexes are defined in tab00 (UTIL G/1/00).)

By including ^and^SET=$0100", the Refine ab option specifies that the current set of records should be used as the basis for the filter.

**wyr=1980 to 1990**
The following filter displays all records of the current set that have the years 1980 to 1990 in the "wyr" (words in year field) index. (The codes for the indexes are defined in tab00 (UTIL G/1/00).)

```
<a href=&server00/find-c?CCL-TERM=wyr=1980-->1990^and^SET=$0100 target=error>
wyr=1980 to 1990
</a>
```

By including ^and^SET=$0100", this option specifies that the current set of records should be used as the basis for the filter.

**Filter - eng**
The following filter will display all records of the current set that have "eng" (for English) in the "wln" (words in language field) index.

```
<a href=&server00/find-c?CCL-TERM=set=$0100^and^wln=eng target=error>
Filter - eng
</a>
```

### 12.6.1 Setting Up Bases and Filters

Instead of retrieving all the records in a particular physical database (for example), you may want to limit/filter the records retrieved to those in a particular location, in a particular format, in a particular language, and so on.

Such limiting can be either a pre-filter or a post-filter. With a pre-filter, the user selects a particular catalog before starting the search; with a post-filter, the user takes the results of the search then selects a location, format, and so on, by which to limit them.

**Post-Filters**
With a post-filter, the user takes the results of the search and selects a location, format, and so on, by which to limit them.

You set up post-filters by using alephe/www_a_lng/short-filter. (For English, www_a_eng/short-filter).

**Location as Post-Filter**
For example, you might have locations as post-filters (with this definition in alephe/www_a_lng/short-filter):

```
<tr bgcolor="#eeeeee">
<td colspan=2>
<div class="text3">
Limit by location
</div>
</td>
</tr>
```

Alternately, you can have formats as post-filters (with this type of definition in alephe/www_a_lng/short-filter):

```
<form>
<div class="text4">
Electronic Resource
</div>
<br>
<select name="variable name">
<option>
<option value="&server_opac/find-c?CCL_TERM=SET=$0100^and^wtp=Computer^File" target="error"> Computer File
<option value="&server_opac/find-c?CCL_TERM=SET=$0100^and^wtp=Digital^Map" target="error"> Digital Map
<option> - - - - - - - -
<option value="&server_opac/find-c?CCL_TERM=SET=$0100^and^wtp=Electronic^Journal" target="error"> Electronic Journal
</select>
</form>
```

The index code you use depends on the indexes you define in tab11.

**Formats as Post-Filters**

Language as Post-Filter
You can also set languages as post-filters (with this definition in alephe/www_a_lng/short-filter):

```
<form>
<div class="text4">
Language
</div>
<br>
<select name="variable name">
<option>
<option value="&server_opac/find-c?CCL_TERM=SET=$0100^and^wln=ara" target="error"> Arabic
<option value="&server_opac/find-c?CCL_TERM=SET=$0100^and^wln=chi" target="error"> Chinese
</select>
</form>
```

The index code (WFT vs. WTP) you use depends on the indexes you define in tab11.

**Language as Post-Filter**

Other Post-Filters
The alephe/www_a_lng/short_filter comes with some built-in filters:

```
<form>
<div class="text4">
Define your own limit options
</div>
<br>
```
Pre-Filters (Catalogs)

With a pre-filter, the user selects a particular catalog before starting the search.

The aleph/tab/tab_base.lng table (UTIL Y/3) is used to specify pre-filtering. Any keyword/Boolean search which can be performed through the Find/Search function can be the basis of a catalog. The filtering criteria are specified in column 7 of the tab_base.lng entry. Additional information on tab_base.lng can be found in the Database Management Guide, section UTIL Y/3.

The tab_base.lng entry for a physical database looks like this:

```
!         1          2 3                   4     5     6     7
!!!!!!!!!!!!!!!!!!!!-!-!!!!!!!!!!!!!!!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!!!!!!!!!
<etc.>
USM01  USMARC Demo Lib (01) USM01 USM01
```

Column 8 is empty; no filtering criteria are specified. Note that the xxx01 entries (that is, the entries for physical databases) must always have column 8 empty.

Excluding Suppressed, Deleted Records

Almost all sites will want to have the catalog(s) which the public uses exclude suppressed records, logically-deleted records, and possibly substandard, "fast-cat" records. This is accomplished with a specification like this:

```
!         1          2 3                   4     5     6     7     8
!!!!!!!!!!!!!!!!!!!!-!-!!!!!!!!!!!!!!!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!
<etc.>
EXUCAT  Ex Libris University EXU01
EXU01 alldocuments not (wst=suppressed or wst=deleted or wst=circ-created)
```

"wst" is an index or "heading code" which is specified in xxx01/tab/tab00.lng as an index on the STA field:

```
11 W STA##  B1  WRD  WST
```

(The STA field looks like this: "STA $$aSUPPRESSED"; "STA $$aDELETED"; and so on, and is found in the bibliographic record.)

Note: Bases apply only to Words and Browse searches. Direct index (number) searches are always done on the entire bibliographic file. You may want to remove or change the tag of OCLC numbers or other overlay-matching numbers if records are being logically deleted.

Locations as Pre-Filters

Here is a sample definition for tab_base entries for catalogs that are filtered by sublibrary:

```
!         1                   2             3     4     5     6              7
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!
<etc.>
LAW      Law                  EXU01 EXU01 (wcs=law) not (wst=suppressed or wst=deleted or wst=reserve)
```

What you specify for the code depends on which indexes you have defined in tab11. If you have defined a single WCL with both the sublibrary and collection then you can use that:

```
11 W LOC##  bc  B1  A  WCL
```

If you have defined separate sublibrary and collection indexes:

```
11 W LOC##  bc  B1  WSC
11 W LOC##  b   B1  WSL
11 W LOC##  c   B1  WCL
```

then you can use the WSC and/or WSL.

Note: If none of your collection codes are used as sublibrary codes, then you only need to define the single WSC (or WCL) index with LOC (or PST) subfields b and c.

You might think of specifying "EXUCAT" in column 6, that is, having LAW be a catalog built on EXUCAT rather than EXU01, thus making it unnecessary to repeat the EXUCAT filtering criteria. You cannot do this. The value in column 6 must be a physical library; it cannot be just another base.

Formats for Pre-Filters

The tab_base entries for catalogs which are filtered by format might look like this (using the wft index, built on the FMT field):

```
!         1                   2             3     4     5     6              7
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!
<etc.>
BOOKS    Books                USM01 USM01 wft=BK
SERIALS  Serial               USM01 USM01 wft=SE
```

Or like this (using the wtp index, built on the TYP field):

```
!         1                   2             3     4     5     6              7
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!-!!!!!
<etc.>
STANHOPE_SERIALS Journal Titles STU01 STU01 (wtp=electronic or wtp=serial or wtp=web journal or wtp=micomform serial) not (wst=suppressed or wst=deleted or wst=reserve)
```
Note: The FMT field is a physical field which is stored in the BIB record. The TYP field is a virtual field generated by expand_doc_fmt_mgu. It uses the LDR pos. 06,07; 006 field pos. 00; 007 field pos. 00, 01; and 008 pos. 23 to arrive at more detailed formats than those specified in the FMT field. To index on it you need to have a:

```
WORD expand_doc_fmt_mgu
```

entry in the xxx01/tab/tab_expand. For more information on the expand_doc_fmt_mgu expand parameter, consult the Database Management Guide (14.2), section UTIL G/6a.

### 12.7 ERROR MESSAGES

You can edit and translate the error messages that are displayed to users by editing the www_heading file in the error_lng directory using UTIL J/1. Following is an example from that file:

0002 L Error in Library code. Type again.
0009 L You are not authorized to use this function.
0019 L Reenter your password.
0095 L Enter borrower ID no.
0100 L Unrecognized operation code. Type ENTER.
0104 L Error in borrower status.
0131 L Invalid field code.
0162 L Sub-library code not valid.

Key to table:

- **Column 1** is the message number. Do not change this number.
- **Column 2** is the code for the character set of the column heading. L stands for Latin, S for Cyrillic, A for Arabic, H for Hebrew, R for Greek.
- **Column 3** is the text of the message that is displayed to the user.

**Note:** When writing error messages with quotation marks ("), use only the HTML definition for quotation marks - &quot; - to ensure that they display correctly.

### 12.8 DEFAULT TEXT FOR LINKS

The cataloger uses the LKR field to create links from the bibliographic record he is currently cataloging to another record. The following table shows several examples of links that can be created by the cataloger and appended to a record in the LKR field:

<table>
<thead>
<tr>
<th>Sub-field</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>UP</td>
<td>&quot;up&quot; link to another BIB type record. A record may have only one link of this type.</td>
</tr>
<tr>
<td></td>
<td>DN</td>
<td>&quot;down&quot; link to another BIB type record. Multiple links of this type are possible.</td>
</tr>
<tr>
<td></td>
<td>PAR</td>
<td>parallel link from BIB record to BIB record</td>
</tr>
<tr>
<td></td>
<td>ANA</td>
<td>analytic link between BIB records of different levels</td>
</tr>
<tr>
<td></td>
<td>ITM</td>
<td>link from BIB record to ADM record (used for items bound together)</td>
</tr>
</tbody>
</table>

When no other text is available (the Z103-LKR-TEXT-N field is empty), the default text that appears next to the LKR (link) field in the Full View of the bibliographic record is defined through the library's tab/tab05 table as follows:

```
! 1                       2
!!!!!------!!!!!!!!!!!!!!!!!!!!!!!
NONE       "text"
```

For example:

```
! 1                       2
!!!!!------!!!!!!!!!!!!!!!!!!!!!!!
NONE       Click to view related record
```

NONE is reserved for both GUI and Web OPAC.

### 12.9 RANK

There are three factors involved in setting the ranking weight of a word. The weight is calculated by:

1. the number of occurrences of the word in the database (a word with many occurrences has less weight, a word with few occurrences has higher weight).
2. the number of occurrences of the word in the record (a document gets a higher ranking if a significant word occurs several times).
3. the weighting factor defined in column 9 of tab00.lng (adds weight according to the particular word list).

To define a weighting factor, you set the last two digits in the W section of tab00.lng (field codes and names, for the WRD, ACC and IND indexes). Here is an example of a definition:

```
! 2                       11
-!!!!!!!!-!!!!!!!!-!!-!!-!!-!!-!!-!!-!!-!!-!!-!!-!!-!!
H WRD   W-0001       00001 Words
H WTI   W-0002       00001 W-titles
```
12.10 ADDING A NEW INDEX

To add a new index, follow these steps:

**Step 1:** Define the Index Type

Decide which type of index you want. There are three types: Direct, Words (Find), or Headings (Browse).

**Step 2:** Add New Index to the tab00.lng Table

Go to xxx01/tab/tab00.lng and define a 3-letter code for the new index. Make sure the code is not in use already.

**Note:**

Although the code can be up to 5 characters, by convention, 3 characters are used. For a Direct index, specify "IND" for the index type. For a Headings index, specify "ACC" for the index type. For a Words index, find the next "W-nnn" value and use that for the index type. Consult the Database Management Guide (UTIL G/1/00) for other parameters.

Note that the system automatically creates the SYS index for system numbers and the BAR index for barcodes. Therefore, although they do not need to be defined in the indexing table (tab11), they should be defined here in order to define the index name in column 11.

**Example:**

!!!-!!!!-!!!!-!!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!!!-!!
If you want a Words index to be searchable in the Items, Circ, Acq, Cat, Serials client "mini-find", then add it to pc_tab_find.lng.

If you want a Headings index to be searchable in the Items, Circ, Acq, Cat, Serials client "mini-scan", then add it to pc_tab_scan.lng.

A Direct index can be added to either the mini-find or the mini-scan. Add it to the Web Include files.

If you want the index to be searchable on the Web, it has to be added to an HTML file. For a Headings index, add it to www_a_lng/scan-include-2-xxx01.

Example:

```sql
&lt;select name=SCAN_CODE&gt;
  &lt;option value=AUT &lt;&lt;5000-S"AUT"&gt;Author&lt;/option&gt;
  &lt;option value=TTL &lt;&lt;5000-S"TTL"&gt;Title&lt;/option&gt;
  &lt;option value=SUB &lt;&lt;5000-S"SUB"&gt;Subject&lt;/option&gt;
  &lt;option value=LOC &lt;&lt;5000-S"LOC"&gt;LC Call Number&lt;/option&gt;
  &lt;option value=SYS &lt;&lt;5000-S"SYS"&gt;System number&lt;/option&gt;
  &lt;option value=DDC &lt;&lt;5000-S"DDC"&gt;Dewey Decimal Class&lt;/option&gt;
  &lt;option value=LCL &lt;&lt;5000-S"LCL"&gt;LC Index&lt;/option&gt;
  &lt;option value=LCC &lt;&lt;5000-S"LCC"&gt;LC Classification&lt;/option&gt;
  &lt;option value=022 &lt;&lt;5000-S"022"&gt;ISSN&lt;/option&gt;
  &lt;option value=020 &lt;&lt;5000-S"020"&gt;ISBN&lt;/option&gt;
  &lt;option value=PLA &lt;&lt;5000-S"PLA"&gt;Place of Publication&lt;/option&gt;
  &lt;option value=PUB &lt;&lt;5000-S"PUB"&gt;Publisher&lt;/option&gt;
  &lt;option value=SRS &lt;&lt;5000-S"SRS"&gt;Series&lt;/option&gt;
  &lt;option value=SLC &lt;&lt;5000-S"SLC"&gt;Subject - L.C.&lt;/option&gt;
  &lt;option value=SUM &lt;&lt;5000-S"SUM"&gt;Subject - MESH&lt;/option&gt;
&lt;/select&gt;
```

Resulting drop-down list:

For a Words index, add it to www_a_lng/find-x-include-xxx01.

Example:

```xml
&lt;select name=F1&gt;
  &lt;option value=WRT&gt;All Fields
  &lt;option value=WIT&gt;Title
  &lt;option value=WAD&gt;Author
  &lt;option value=WGU&gt;Subject
  &lt;option value=020&gt;ISBN
  &lt;option value=SYS&gt;System number
  &lt;option value=BAR&gt;Barcode
&lt;/select&gt;
```

Resulting drop-down list:

12.11 SETTING UP THE SDI FUNCTION

The SDI interface allows a user to define an SDI (Selected Dissemination of Information) profile for himself. The user can access and modify his SDI profile from the borrower information screen by clicking on the User link from the Main Menu.

An SDI profile includes a search query, a list of bases to search, and a time interval for the query to run. When the library activates a special service, the system runs the query and retrieves records that have been added, or records that have been added or updated in the database since the last time the query was run. The resulting set is mailed to the user. The format of the records is defined in the SDI profile.

Only users with SDI permission in their profile can create SDI profiles. SDI profiles are stored in a special Oracle table, Z325, which is located in the ADM library (XXX50).

In order to run the SDI searches and to enable the results to be mailed to the patrons, the system librarian must run a process called p_sdi_01. Using the job scheduling available in ALEPH (job_list), this process can be set to run at regular intervals. The only parameter the process requires is the library in which the Z325 is stored. For example:

```
W1 23:30 Y USM50 p_sdi_01 USM50 OPEN
W1 23:30 Y USM50 p_sdi_01 USM50 UPDATE
```

You can also set the p_sdi_01 batch process to run from the Services Menu (under General in the ADM library).

The format for the email message sent to patrons is stored in form_lng/bor-sdi-00.

SDI requests can be executed online from the SDI personal profile (the user can only search one base at a time). The user can also create a new SDI request via the Previous Searches screen.

12.12 LOGICAL BASES

12.12.1 Logical Base Counter

The Z0102 table (logical base counter is an option which can be used to make browsing from the Web OPAC more efficient when scanning logical bases which are less than 50% of the total database.

When a logical base is being browsed, the system uses the Z0102 table to determine whether or not to display the heading (Z01) without having to retrieve
the documents attached to the heading and read them.

The Z0102 table is built for each heading and for each logical base. The table includes the filing text, the access sequence of the heading and a counter of the relevant documents attached to the heading. The pointer to the documents is stored in the Z02 (ACCDOC) table.

Conversion is not applicable; the Z0102 records are generated by running the p_manage_32 batch procedure from the WEB Services (Build Counters for Logical Bases). This batch procedure should always be run after building the Headings index (p_manage_02).

When a record is added to a heading, or when a new heading is created, the logical base counter is not automatically updated. The p_manage_34 batch procedure from the WEB Services (Update Counters for Logical Bases) should be run to update the counter table after an update of the headings. This procedure should be run on a regular basis (that is, nightly).

When a heading is updated, the Z01-UPDATE-Z0102 field of the heading's record is set to 'Y'. The "Update Counters for Logical Bases" batch procedure updates the Z0102 table for those headings where Z01-UPDATE-Z0102 = 'Y'. Both p_manage_32 and p_manage_34 set the Z01-UPDATE-Z0102 field to 'N'.

It is recommended to set large bases to work with the regular Z01 mechanism instead of the Z0102 mechanism. This saves space and it increases the performance of the building process. The bases that work with the Z0102 must be included in the tab_base_z0102 table of the alephe/tab directory. You can view and analyze the setup of the tab_base_z0102 table by running UTIL H/1/10. Following is an example of this type of report which includes recommended and current setup of the table:

<table>
<thead>
<tr>
<th>Base</th>
<th># Docs</th>
<th>Recommended</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKS</td>
<td>2700</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>FAIRYTALES</td>
<td>939524040</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>HISTORY</td>
<td>166</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>INTROD</td>
<td>43</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>HEALTH</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NOTCLASSIFIED</td>
<td>939524038</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SERIALS</td>
<td>306</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>USM01</td>
<td>939524040</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Note that the Z0102 mechanism must be defined in the BIB library's file_list.

12.12 Denied Libraries

The System Librarian defines the logical base (tab_base.lng) accessed without the Web OPAC user signing in. You prevent a non-signed-in user from entering a base by setting limited access to a logical base in col. 2 in tab_base.lng. In addition, a user can be prevented form seeing records (a logical base) by setting Denied Records in the Access rights tab of the Profile information window in the Administration GUI.

(See Section 3.2 - Profile Information ).

12.13 USER ADM LIBRARY (SINGLE/MULTIPLE)

When a user signs in into a WEB OPAC that has multiple ADM's, he is requested to choose his preferred ADM library (bor-id HTML page). This sets the default library that is displayed when the user requests "USER INFO". On the User Information page (bor-1 HTML page), the user can request to switch to another ADM. All loan/hold/cash etc. information is managed and displayed separately for each ADM.

If the library has defined "shared users" in the alephe/tab/library_relation table, when the user places a request on item which is not in the ADM of his choice, the system automatically changes his choice to the ADM of the item, and chooses the most relevant Z305 record. If the library has NOT defined shared users, when user attempts to place a request on an item that belongs to an ADM library other than the one he chose when signing-in, a message displays informing the user that he is not "recognized" and that he should sign in.

For the system librarian: For libraries that do not use multiple ADM's, the sign-in page (bor-id) must have the ADM library registered as "hidden", for example:

```html
<input type=hidden name=F03 value="USM50">
```

For libraries that do not use Shared Users, when the user attempts to request an item that is registered to an ADM library other than the ADM library of his choice at the time of sign-in, the www_a_lng/recheck-login... pages display to inform the user of the problem.
12.14 SYNONYMS DICTIONARY FOR WORD SEARCHING (OPTIONAL)

ALEPH includes a feature whereby groups of words can be set as synonyms (words having the same or nearly the same meaning as another in the language). In this case, a search for any one of the words automatically includes a retrieval of all the words that have been defined as synonyms in the group. For example, if karel, karl, carol, charles are set as synonyms, a FIND on any one of these words retrieves the records which contain any of the other words.

Synonym groups are created and maintained through the UTIL B menu of the bibliographic library, or through the Web Utilities. Web utilities are available from the Web Staff Menu; click Utilities, and choose the bibliographic library.

The following options are available for synonyms management:
- Add a group of synonyms
- Remove word(s) from a group of synonyms
- Unlink an entire group of synonyms
- View synonym groups

12.15 TROUBLESHOOTING TECHNIQUES

12.15.1 Starting your own "personal server"

From the command line, type:

```
www_server 4444 4444 stdout
```

This starts a single web server on port 4444 (or any number you choose). Try to choose a number in the 4000 range so that you do not interfere with other ports that might be running. To use your "personal server", point your web browser to http://www.yourserver.edu:4444/ALEPH. The server log displays on your screen (specified by "stdout"). This is helpful when you need to stop and restart the server often, as you can simply use Ctrl-C to stop the server, then enter the command again to restart it, instead of using UTIL/W.

12.15.2 Use of File Extensions

We strongly recommend that you use file extensions (defined in conjunction with the Web OPAC base in tab_base) instead of modifying the files without extensions. That way, you always have an original copy of the file in case you need to go back and troubleshoot.

Additionally, using file extensions lets you troubleshoot in a hidden environment if you choose. For example, you can define an extraneous base called EXUTST (which is really just a copy of EXU01) and use the extension EXTST (must be five characters). Then, to access the EXTST pages, you would specify the specific web base in your web address: http://www.yourserver.edu:4505/ALEPH/-/start/EXUTST.

Another advantage of using file extensions is that it allows you to create a different looking OPAC for each branch of a multi-branch system. To do this, add the extension for each branch to the HTML files as described above and then be sure to make the necessary changes to tab_base. You may have files with extensions that look similar to the ones listed below:

- start-1-nobor-ash01
- start-1-nobor-exu01
- start-1-nobor-exu30
- start-1-nobor-exu98
- start-1-nobor-exu99

12.16 WEB OPAC TABLES

GENERAL

1. Table Extensions
   You may now use different tables for Web OPAC and GUI by using the file extensions: [filename].PC and [filename].WWW

   Example:
   tab_sub_library.lng.PC or tab_sub_library.lng.WWW

LIBRARY TABLES

1. edit_doc.lng
   edit_doc.lng is used to define the display of document information. It defines a concatenation of a number of paragraphs. It is used in conjunction with edit_field.lng (UTIL I/1) and edit_paragraph.lng (UTIL I/2).

2. edit_doc_999.lng
   edit_doc_999.lng defines the fields to be included in a display of a bibliographic record. It defines the full format for printing and saving in GUI and WWW.

   This display includes hypertext linking.

3. edit_doc_999_aut_xxx10.lng
   edit_doc_999_aut_xxx10.lng defines the display of AUT records for cross-reference display. In the Web OPAC, clicking on a reference allows for the display of the linked Authority Record. The display of the record is defined in the edit_doc_999_aut_xxx10.lng table where "xxx10" is the code of the AUT library (for example, USM10). If this table does not exist, or has been defined incorrectly, the system will display information as defined in the table edit_doc_999.lng of the relevant AUT library.

4. edit_field.lng
edit_field.lng defines the display of a tag. It is used in conjunction with edit_paragraph.lng and edit_doc.lng. If a tag is not defined in edit_field.lng, it will be displayed as is. Therefore, tags entered in the database, without punctuation, need to be defined here. You can define up to 10 filters for each sub-field per tag name.

5. edit_paragraph.lng
edit_paragraph.lng defines the display of a paragraph of data from the bibliographic record. The edit_paragraph table defines a concatenation of a number of fields. It is used in conjunction with edit_field.lng and edit_doc.lng.

Note that formats 001-099 are used by the BIB_FORMAT program for direct display of specific BIB information (e.g. on User List of Loans, OPAC List of Items etc.).

6. tab00.lng
tab00.lng defines the system index files. There should be one such table for each language defined.

7. tab01.lng
tab01.lng defines per language the type and name of the library and tag definitions for the bibliographic records.

8. tab05
This table defines the caption to be displayed in the Web OPAC before $Sn and $Sm.

9. tab06
Defines non-highlighted words in the Full View format in the Web OPAC.

10. tab10
The tab10 table defines various system switches that determine the way the system behaves.

Examples of switches:

TAB10-AUTO-TRUNCATE-Z01-FIND
This switch controls the automatic truncation option in Browse.

TAB10-TERM6-DISPLAY
This switch lets you control the links of full-999, so that links are only displayed for sub-libraries that have real z30 and not just HOL records.

11. tab11
tab11 defines the connection between the document record fields and the Word, Access and Index tables (including the groups or subfields within the Word table). Using this table, the system builds a word/access/index record for the field (or subfield) defined.

12. tab20
This table defines the headings (including see references) that are built in the ACC table of the bibliographic base, based on the fields of the authority record that "matches" the BIB ACC Headings.

13. tab22
This table defines the fields that are included in the "short-doc" (z13) - and also defines the fields in the Basket Brief format.

14. tab_aut
This table defines which heading files are linked to an authority database and which authority database is searched.

15. tab_filing
The tab_filing table defines which filing procedures are used when building the filing key for Heading (Z01), Index (Z11) entries and Sort keys (Z101). The filing procedures identifier of these is set in col. 5 of tab00.lng >.

16. tab_services
This table defines the Web OPAC services that are available for a particular field. The services currently available are:

- SCAN (ACC or IND) which activates display of a browse list.
- FIND (ACC) which activates the find command.
- AUT which activates display of the authority record to which the field heading is linked.
- ENGINE which activates an external search engine, using details defined in Z121.

17. tab_sort
tab_sort defines fields for sorting. This table is used in conjunction with:

- pc_sear.lng (UTIL L/3) (option SO)
- option-sort HTML screen (for WEB OPAC)
- www_server_defaults (UTIL J/6)
- pc_server_defaults (UTIL L/1)
- tab01.lng - document record fields (for correct filing of z101 sort keys).

18. tab_word_breaking
This table defines routines for word breaking procedures.

19. tab_z30_sort
tab_z30_sort defines items (z30 sort types) in various ALEPH functions. It is located in the library's data_tab directory and edited using UTIL G/4/c.

20. www_tab_short.lng
www_tab_short.lng defines the short display of bibliographic data in the WWW. The short display of bibliographic information in table format will be the default in the on-line WEB OPAC when:

- "option-display-table" is chosen (From the Preferences screen, option display format, option brief view in table);

or

- If the library has "000" set as the default display format in www_server_defaults (UTIL J/6).
21. **www_sort_heading.lng**
   The brief display of bibliographic data in the Web OPAC allows for sorting of the different display elements as defined in `www_tab_short (UTIL I/4)`.
   `www_sort_heading.lng` defines the sort options.

**alephe TABLES**

22. **library_relation**
   `library_relation` defines the connections between libraries.

   Special Note: If changes are made to the table, the servers must be reactivated in order to have the changes reflected in the clients.

23. **path_convert**
   `path_convert` re-directs files and tables. Every library has its own set of tables and files that can be maintained separately. However, it is possible for libraries to share the same table by re-direction in the `path_convert` tables. For example, if two libraries want to use the same Web screens, form, tab directories and head_foot directories.

   Note that it is now possible to define general web directories under `alephe`.

24. **tab_base.lng**
   `tab_base.lng` defines the logical and physical databases that can be accessed by the user. Logical bases are defined by setting a `FIND` command that serves as a pre-filter or scope. In order to set a logical base to include everything EXCEPT a group of records, use "alldocuments" to define "everything", together with "not": e.g. all not wsp=suppressed table format.

   You can set a mandatory sign-in in order to access a base (this can be a library or a logical base). This is done in `alephe/tab/tab_base<lng>`, by placing an asterisk in column 2. There is no check for specific user names; any valid username will gain access to the database.
1.0 SYSTEM LIBRARIAN

- Print Templates (1.1)
- Example of a Batch Service Template (1.2)
- Key to Template (1.3)
- Print Setup (1.4)
- Printer Device List (1.5)
- Report Columns (1.6)
- Headers and Footers (1.7)
- "Subject" Line in Email Printouts (1.8)
- Printing Lists from GUI (1.9)

1.1 PRINT TEMPLATES

Templates are used to define the format of letters, slips and reports, such as hold request letters to borrowers, arrival slips and budget information reports. Lists of each module's GUI and batch service templates are available in the Print Templates section of the module's System Librarian chapter.

Templates for GUI Printouts

The different versions of each template are indicated by "nn" in the filename, where "nn" is a number identifying the version. You may define up to 99 different versions of a template for each letter or slip.

The version that will be printed by the client is set in the print.ini file which is located in the Tab directory of each module. See Section 1.4 Print Setup (print.ini) below for a complete explanation of the print.ini file. In the following example, note the version ID in column 2.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>OrderLetter</td>
<td>03</td>
<td>Y</td>
<td>B</td>
<td>orderltr.prn</td>
<td></td>
</tr>
<tr>
<td>OrderInfo</td>
<td>00</td>
<td>Y</td>
<td>P</td>
<td>orderinf.prn</td>
<td></td>
</tr>
<tr>
<td>ArrivalSlip</td>
<td>00</td>
<td>Y</td>
<td>P</td>
<td>arrslip.prn</td>
<td></td>
</tr>
</tbody>
</table>

Templates for Batch Service Printouts

Batch service printouts use either templates or definitions in the rep_col.lng (report columns) table. The help section for each batch service specifies which of the two is used. Batch service printouts are always saved on the server, to be printed out manually with the Task Manager, or automatically by the Print Daemon in the Task Manager.

The templates are located in the form_lng directory under the root directory of the BIB library (for example USM01), where "lng" is replaced by the code for the language.

Each template contains commands, text and placeholders that are defined using strings with a $ sign (e.g. $00700). The meaning of each string depends on the template in which it appears. See the Key to Strings with $ Signs section in each module's System Librarian chapter for a complete list.

The sub-library's address is printed on each printout. Sub-library addresses are defined in the tab_sub_library_address.lng table (UTIL Y/17).

Note: Libraries can share the same forms by adding a definition to the path_convert table (UTIL Y-6). Your ADM library is probably linked to your BIB library:

$usm50_dev/usm50/form_eng
$usm01_dev/usm01/form_eng

1.2 Example of a Batch Service Template

Following is an example of a letter to a patron, informing him that his photocopy request has not been filled:

```plaintext
### - EMAIL_ADDRESS $00100
### - PLAIN,L01
photo-request-wait

PHOTOCOPY REQUEST Waiting Letter

Your Institution's Name, Telephone no., etc.

$00200

$00300
$00400
```
Dear Sir/Madam,

We are sorry to inform you that the following photocopy, which you requested on $01000, cannot be filled at this time (see comments below).

Please inform us by return mail if you would like us to supply you with the item when available, or whether you would prefer to cancel the request.

Data inf $03000
Authors : $03100 Title : $03200
Pages   : $03300
- Note    : $03400 $03500
- Our comment: $03600

Your answer, please:

...........................................................................
...........................................................................

1.3 Key to Template

- The command

## - EMAIL_ADDRESS
is a command to the system to send the letter by e-mail.
## - EMAIL_ADDRESS should appear on the first line of the template.

- The command

## - EDIT
is not shown in the example above. It is a command to the system to display the output file in an editor. The file can then be printed using the editor's print command. This gives the librarian the opportunity to view and change the file before it is printed.

This ## - EDIT command should appear on the first line of the template. It cannot be used together with the ## - EMAIL_ADDRESS command.

- The command

## - PARAGRAPH
is a command to the system to format the slip or letter according to certain conventions, such as wrapping the text (so that text that is typed very wide across the screen in the file, will be split into separate lines that will fit the width of a printed page). In addition, the PARAGRAPH command allows you define indents and proportional fonts.

- The command

## - PLAIN

does not appear in the above example, but it may be used instead of the Paragraph command to have the system format the printout exactly as typed in the file, with no wrapping of text. This means that if the text is typed very wide across the screen in the file, it will be cut off when the page is printed.

- The command

## - MARGIN lm, rm, tm, bm

is not shown in the example above, but it can be used to define the margins of the page. lm stands for left margin; rm - right margin; tm - top margin; bm - bottom margin. Instead of one of these codes, enter a number that is a percentage of the page width. For example:
If you do not want to define a particular margin (that is, you want to use the minimal default margin that is defined by the system), enter a zero 0 instead of the code, for example:

## - MARGIN 0,0,10,10

- The command

`L01` defines the proportional font to be used when printing the line. "L" refers to a Latin font, and the number "01" refers to the font to use, such as Arial. The fonts are defined in the font.ini file on the PC.

- The command

`+` creates a blank line.

- The command

`-` tells the system to print the line only if data is available. So, for example, if the library staff has not written a comment, then the heading "Our comment:" will not be printed.

- The command

`S1 (S2, S3, S4, etc.)` defines a section of the template that may be repeated by the system as often as necessary. For example, if a "Loans" section is defined as being section S2, then the system will repeat this section until all loaned items are included in the printout.

- Strings that start with a $ sign, such as $00100, are placeholders for data that the system fills in with actual values. The first three digits refer to the data field, while the last two digits indicate the length of the data to be printed. Typing 00 for the last two digits means that the system should print the entire length of the field. For example, if $001 is defined as "patron's e-mail address," then if you type $00100 the system will fill in, for example,

```
janeb@mabell.co.il
```

- When indenting, be sure to use the space bar and not the tab key.

### 1.4 PRINT SETUP (PRINT.INI) FOR GUI PRINTOUTS

You can control where and when printouts are printed. To do so, go to the module's GUI TAB directory (e.g. AL500/Circ/Tab) and open the PRINT.INI file. This file defines parameters for printouts that are produced by the GUI.

Following is an example of the relevant section from the Circulation module's PRINT.INI file:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 6.1</th>
<th>Column 6.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>LoanReceipt</td>
<td>00 N P</td>
<td>loanrcpt.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhotoWait</td>
<td>00 N M</td>
<td>photowt.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhotoSlip</td>
<td>00 N P</td>
<td>photoslp.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhotoLetter</td>
<td>00 N M</td>
<td>photoltr.prn withitem tosend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReturnReceipt</td>
<td>00 N P</td>
<td>retrcptr.prn NO-PRINT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReturnPhoto</td>
<td>00 N P</td>
<td>retphoto.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReturnHold01</td>
<td>00 N M</td>
<td>rethold.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReturnHold02</td>
<td>00 N M</td>
<td>rethold.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReturnHold03</td>
<td>00 N M</td>
<td>rethold.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReturnHold04</td>
<td>00 N M</td>
<td>rethold.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BorLetter</td>
<td>00 N B</td>
<td>borletter.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HoldWait</td>
<td>00 N M</td>
<td>holdwt.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HoldLetter01</td>
<td>00 N M</td>
<td>holdltr.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HoldLetter02</td>
<td>00 N M</td>
<td>holdltr.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HoldLetter03</td>
<td>00 N M</td>
<td>holdltr.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HoldLetter04</td>
<td>00 N M</td>
<td>holdltr.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HoldDelete</td>
<td>00 Y M</td>
<td>holddel.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PayLetter</td>
<td>00 N P</td>
<td>payltr.prn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Column 1** is the function name that has been assigned by the programmer for internal use. Do not change this name. Each function produces one or more printouts based on the templates.

- **Column 2** is the version number of the template. When editing the templates, you may define up to 99 different versions of each one (e.g. acq-order-slip-01). You identify each version by adding the version number as a suffix to the template's filename. Decide which version you want to be printed by the client and enter the version number in column 2.

- **Column 3** defines whether or not the "Print" dialog box (shown below) will be displayed before the file is printed. Enter Y if you
want the dialog box to be displayed; otherwise, enter N. If you enter N, the files will be printed on the GUI module's default printer. Note that this default printer is set using the GUI module's File/Page setup command.

Column 4 defines whether the file will be printed (P), sent by e-mail (M) or both (B).

If "M" or "B" are entered in column 4, make sure that the recipient (e.g. a vendor or a patron) has an e-mail address in his record.

If the ## - EDIT command appears in the template, the output file will be displayed in an editor. The file must then be printed using the editor's print command. This gives the librarian the opportunity to view and change the file before it is printed. The ## - EDIT command may only be used with the printing (P) option.

Column 5 is the name of the file as it is saved on the client's local drive. You may enter any filename you want.

The system does not save all the source files of all the printouts, rather, only the last file of each printout will be saved in the GUI's <module>/Files/<Library> directory.

Note that files are NOT saved on the client for a particular function if columns 6.1 and 6.2 are filled in by Print IDs.

Columns 6.1 & 6.2 are optional columns that may be used for either Print IDs (for off-line printing) or for Device IDs (for on-line printing to a printer other than the PC's default printer). (Do not use Print IDs and Device IDs together.) Note that if you leave columns 6.1 and 6.2 blank, the printouts will be printed on the PC's default printer. The Print ID must be entered in lower case.

- **Device IDs**
Enter a Device ID in these columns if you want the files to be printed out on-line using a printer other than the PC's default printer. You might want to do this, for example, if you have a printer with special paper for labels.

Enter in columns 6.1 and 6.2 one of the Device IDs that appear in the ALEPHCOM.INI file, under the [PrinterDeviceList] section. For example, if the list shows:

```
[PrinterDeviceList]
Device01=Digital DEClaser 3250
Device02=HP DeskJet 500
Device03=HP DeskJet 600
```

you could enter DEVICE-01 in column 6.1 and DEVICE-02 in column 6.2. Note that you must type a hyphen between the word "DEVICE" and the number identifying the device, and that the device ID must appear in capital letters.

Following are two examples where both column 6.1 and 6.2 are used:

**Example:** In Circulation, the HoldLetter, ReturnHold and PhotoLetter functions produce two printouts if the delivery type is pickup. **column 6.1** is reserved for the Device ID of the printout to be placed with the item slip and **column 6.2** is for the Device ID of the printout to be sent to the patron (letter).

If you do not want a printout to be produced for a particular function, type "NO-PRINT" in column 6.1 (and/or column 6.2) (as shown above for the ReturnReceipt function).

If you use Device IDs, the system will not save all the source files of all the printouts, rather, only the last file of each printout will be saved in the client's CIRC/FILES/<LIBRARY> directory. This means that in the above example, there will be one loanrcpt,prn file, one photowt,prn file, one photoslp,prn file, etc., saved on the server. Note that since the PhotoLetter function produces two printouts, the text of both printouts will be included in one photoltr,prn file.

**Print IDs**
Enter a Print ID in these columns only if you do NOT want the files to be printed out on-line and you'd rather save the files on the server and print the files out later using the **Task Manager**.

Print IDs are used to identify the file as belonging to a particular person (e.g., Evelyn Stanhope) or department (e.g., Circulation), or purpose (e.g., "withitem") or to identify the printer that the file should be printed on (e.g., dec3500).

You can enter any Print ID you want although in the above example, we used the Print IDs to identify the purpose of the printout.

Following are two examples where both column 6.1 and 6.2 are used:

**Example:** In Circulation, the HoldLetter, ReturnHold and PhotoLetter functions produce two printouts if the delivery type is pickup. **column 6.1** is reserved for the Print ID of printout to be placed with the item and **column 6.2** is for the Print ID of the printout to be sent to the patron.

The source text of each printout will be saved in its own file on the server. (This is different from the way the files are handled when they are saved on the client. See the explanation for column 5 above).

The print ID that you give will be suffixed to the output filename. The file will be saved on the server in the library's PRINT directory (and not on the client).

If the Print Daemon is not set up, you can use the Task Manager to manually select a file for printing.

If the Print Daemon is set up in the GUI Task Manager, it will recognize the suffix and print the file automatically on the default printer of the PC on which the Print Daemon is running.

If the Print Daemon has printed the files, the system will automatically move the files from the library's PRINT directory to the library's PRINT/SAVE_<DATE> directory, and add a time stamp as a suffix to the filename.

Note that if you use Print IDs, all files that produce a printout will be saved on the server, not just the last file. This means that if ten Routing Lists were produced, 10 files will be saved on the server. The files will therefore need to be periodically deleted after they have been printed.

For more information about Print IDs, refer to the **Task Manager - Print IDs chapter**.

### 1.5 Printer Device List

The [PrinterDeviceList] in the ALEPHCOM.INI file lists the printers that are available for on-line printing as an alternative to the PC's default printer.

You can add more Devices to the [PrinterDeviceList] by following these steps:

**Step 1:** Open the win.ini file (found in the Windows directory, c:\Windows\win.ini).

**Step 2:** Go to the [devices] section. Following is an example of what you may find there:

```
[devices]
Digital DEClaser 3250=PSCRIPT,LPT1:
```
**Step 3:** Open the ALEPHCOM.INI file (found in the client's ALEPHCOM/TAB directory).

**Step 4:** Go to the [PrinterDeviceList] section. Following is an example of what you may find there:

```ini
[PrinterDeviceList]
Device01=HP DeskJet 500
Device02=HP DeskJet 600
```

Define a new Device by typing a new Device number (e.g., Device03), and pasting the name of the printer to the right of the equal sign, as shown below:

```
Device03=Digital DEClaser 3250
```

The Device ID (e.g., Device03) may then be entered in columns 6.1 and 6.2 of the Circulation module's PRINT.INI file in order to define the printers to be used for on-line printing. Note that when entering the Device ID in columns 6.1 and 6.2, a hyphen must be inserted between the word "DEVICE" and the Device number and that it must be capitalized e.g. DEVICE-03.

---

**1.6 DEFINING COLUMNS FOR BATCH SERVICE REPORTS**

*(rep_col.lng)*

Batch service printouts use either templates or definitions in the rep_col.lng (report columns) table. The help section for each batch service specifies which of the two is used.

In order to define the column headings, edit the BIB library table rep_col.lng file using UTIL I-11.

Following is a set of report column definitions for the Print Borrower List batch service (b-cir-05):

<table>
<thead>
<tr>
<th>!</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
<td>!</td>
</tr>
</tbody>
</table>

```
p_cir_05 01 001 ID NUMBER 000 01 C01 -C- BUC ---
p_cir_05 01 002 BARCODE 010 01 C01 -C- BUC ---
p_cir_05 01 003 FULL NAME 070 01 C01 -C- BUC ---
p_cir_05 01 004 MAIL ADDRESS 000 01 C01 -C- BUC ---
p_cir_05 01 005 ZIP CODE 000 01 C01 -C- BUC ---
p_cir_05 01 006 PHONE NO. 020 01 C01 -C- BUC ---
p_cir_05 01 007 STATUS 000 01 C01 -C- BUC ---
```

**Column 1** is the function ID.

**Column 2** indicates the format number (version). You may define a number of different formats, with each format having its own set of column headings.

**Column 3** is the unique code by which the program identifies the column heading in the table. Do not change this code.

**Column 4** is the text that appears at top of the column in the report.

**Column 5** is the percentage of the page width that you want the column to take up. The number must be 3 digits. For numbers less than 100 enter leading zeros. For example: 025.

**Column 6** is the font as defined in the FONT.INI file on the PC.

**Column 7** is the color as defined in the ALEPHCOM.INI file on the PC.

**Column 8** contains the codes for the font style and justification of the column data. These codes may be used in combination, up to a total of three codes.

Codes for the font style are **B** for Bold, **I** for Italic and **U** for Underline. If you do not specify the font style, the default will be "normal" (no bold, underline, or italic).

Codes for justification are **R** for Right, **C** for Center and **L** for Left. If you do not specify the justification, the default will be Left for Latin characters and Right for Hebrew and Arabic characters.

**Column 9** contains the codes for the font style and justification of the column heading. The codes are explained in the help for column 8 above.

**Column 10** is a comment that does not appear in the report, but only in the rep_col table.

**Note:** You may remove a column heading from the report by assigning it "000" for percentage of line (col. 5).

---

**1.7 HEADERS AND FOOTERS**
Headers and footers are text that appear at the top and bottom of every page of a report produced by the Web Services module. Headers and footers usually provide a brief description of the contents of the report.

In order to define headers and footers, go to the library’s head_foot directory. The files there are in the form:

<function name>_nn.lng
where "nn" is a number identifying the option and "lng" is the code for the language.

For example, the header and footer file for b-cir-15 (Report of Items in Reading Room) is p_cir_15_nn.lng.

Following is a sample header/footer:

#Head-foot for cir-08.
C MARGIN 5,5,5,5
H 100L01C02--- Loan renewal report printed on date $$D for library $$L
F 100L01C01---                            page - $$P -

Note that in order to indent text, you must enter the number of spaces that you want the text to be indented. See the example above for the page number, which will be centered (approximately) on the footer line of the page. The headers will start at the left margin.

Key to Header/Footer

- The code

# indicates that everything following it is a comment that will not be printed.

- The code

C indicates that one of the following commands is being entered on the line: EMAIL_ADDRESS, SAVE_AS, EDIT or MARGIN. The only command that is relevant to the Circulation reports is the MARGIN command which defines the margins of the page and takes the following form:

## - MARGIN lm,rm,tm,bm
lm stands for left margin; rm - right margin; tm - top margin; bm - bottom margin. Instead of one of these codes, enter a number that is a percentage of the page width. For example:

## - MARGIN 5,5,10,10
If you do not want to define a particular margin (that is, you want to use the minimal default margin that is defined by the system), enter a zero 0 instead of the code, for example:

## - MARGIN 0,0,10,10

- The code

H indicates that everything following it is the header and will be printed at the top of every page of the printout.

- The code

F indicates that everything following it is the footer and will be printed at the bottom of every page of the printout.

- The code

100L01C02---
is actually made up of four separate codes:

- The first three digits (in this example 100) indicate the percentage of the page width that the header (or footer) should take up. For numbers less than 100, enter leading zeros, for example, 075.

- The next three characters (in this example L01) indicate the font that should be used (as defined in the ALEPHCOM.INI file under the section headed [TablePrintout]).

- The following three characters (in this example C02) indicate the color that should be used (as defined in the ALEPHCOM.INI file under the section headed [TablePrintout]).

- The last three characters are used to define alignment, bolding, italicizing and underlining text.

The first ".-" character may be replaced by:

- L (for left-justified, which is the default)
- C (for centered) or
- R (for right-justified).

The second and third ".-" characters may be replaced by:
1.8 "SUBJECT" LINE IN EMAIL PRINTOUTS

You can set the text for "subject" for email printouts. For online email printouts, the "subject" line of the email is set in the "data" column in the PRINT.DAT file in the client's /TAB/<LNG> directory. The ID of the function is the same as the one used in the client module's print.ini file.

Example:

<table>
<thead>
<tr>
<th>ID</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>255</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>OrderLetter</td>
<td>order letter</td>
</tr>
<tr>
<td>OrderInfo</td>
<td>order information</td>
</tr>
</tbody>
</table>

For batch email printouts, the "subject" line of the email is set in the "data" column in the PRINT.DAT file in the JOBMGR/TAB/<LNG> directory. The ID of the function is the printer ID or the output file name that were set in the Service that ran the job that created the print file. The output file name is the first parameter in the job parameters, and the print id is the last parameter.

For example:

Start XZY50,overdue.02,N,13,30,31,32,33,00,00,00,00,00,00,A,00,00,00,00,00,EDU C,00,7,00,Y,Y,N,O,0,00,educCIRC, overdue.02 is the Output File and "educCIRC" is the Print ID. The JOBMGR\TAB\<LNG>\print.ini and print.dat could have either "overdue.02" or "educCIRC" in the first column.

1.9 PRINTING LISTS FROM GUI

Often, while working in GUI, the user needs to print lists from the GUI window. For example, an Order Index list:
The list can be printed by clicking on any line in the list, and pressing the F9 hotkey. The Set Display of List window will appear:
The Set Display function enables you to choose the color and font used in the display of a list of entries. The dialog box that appears is divided into three sections, Colors, Fonts and Print Font Factor.

**Colors**
Choose an area whose color you would like to change and click the Color button. A dialog box will be displayed, enabling you to choose a color. If you are not satisfied with the color, click the Undo Changes button. If you want to save the new color, click OK.

**Print Font Factor**
The Print Font Factor option lets you choose the relative size of the characters that will be printed when you click the Print List button. Since the actual size varies with the printer used, it is best to test various print font factors to determine the ideal factor to use.

**Print List**
Click Print List to print the list of entries (but not the complete bibliographic information for each entry). Be sure to choose the appropriate print font factor BEFORE clicking Print List.

Note that the hotkey F11 can also be used instead of F9, when you do not want to change the various settings.
1.0 SERIALS OVERVIEW

The Serials module manages serials check-in and follow-up, maintains a listing of expected journal issues, tracks those that arrive and routes them, and claims those that are missing.

The first step in serials management is to enter the bibliographic information of the serial via the Catalog module.

Although subscription information is included in the Serials module, actual ordering, invoicing, and renewal are done in the Acquisitions module.

Serial issues can be loaned using the regular circulation functions of the system, provided that they have been given a barcode.

1.1 RECORDS IN THE SERIALS MODULE

The Serials module uses several types of records, all of which are linked to the bibliographic record:

Subscription Record
The subscription record contains information relevant to a specific subscription (copy) of the serials held by the library, including the vendor, subscription period and location. The library must have one subscription record per copy.

Publication Schedule
The publication schedule has two types of records:

- **Publication Schedule Form**
  In the Publication Schedule form the library defines the behavioral pattern of the serial. Using this pattern, the system will automatically open the next expected issue. Every volume of the serial will have a separate form so that changes in the behavioral pattern can be registered.

- **Publication Schedule Issues**
  Every issue that is expected to appear is represented by one record in the publication schedule. These issues are the basis for the creation of item records.

Routing Lists
Routing lists for the distribution of issues can be created for every subscription record. A subscription record can have multiple routing lists. Creation of routing lists is optional.

Item Records
Every item record represents a one physical issue received by the library. Items are the basis for routing and circulation.

1.1.1 Diagram of Relationship of Records

Following is a diagram of the relationship among the various Serials records:
2.0 WORK FLOW

This section explains the sequence of steps to take to manage serials. Most of the steps (the prerequisites through step 4) are performed once to set up the system for a particular serial title; while steps 5 and 6 are performed on a regular basis as items arrive or need to be claimed.

BEFORE OPENING THE SERIALS MODULE

Prerequisite 1
Before using the Serials module, you must be sure that Vendors have been defined. This may be done by using either the Acquisitions or Administration module.

Prerequisite 2
Before using the Serials module, you must enter bibliographic information about the serial via the Catalog module. Optional: You can also create a Holdings (HOL) record, if applicable.

INSIDE THE SERIALS MODULE

Step 1
In the Serials module, retrieve an administrative record by searching or browsing.

Step 2
Register information about each subscription of the serial by using the Subscription window. For example, your library may order 3 subscriptions of the journal Nature. Each subscription may be for a different sub-library and may have a different subscription period and different vendor.

Step 3
Enter the publication pattern of the Serial title by using the Publication Schedule window.

Step 4
Optional. List the people who should receive an issue when it arrives by using the Routing window.

Step 5
Register the arrival of issue(s) by using one of the three check-in methods available.

Step 6
Send claims by batch or by using the Items window.
3.0 ACCESSING THE MODULE AND ITS RECORDS

3.1 PUSHING FROM OTHER MODULES
The serials records of a bibliographic record can be accessed from other modules:

3.1.1 Push from Cataloging
This is useful especially after you have cataloged a new serial title. To transfer to the Serials module, go to the File menu and select Open Serials Record, or push the Serials icon on the toolbar.

3.1.2 Push from GUI OPAC
You can access the serials records of a specific bibliographic record by displaying the bibliographic record in FULL view and clicking on the Nav. Map button. When the Navigation Map is displayed, click the Serials button.

3.1.3 Push from Acquisitions and Items
Click on the Serials button on the Navigation Map.

3.1.4 Push from ILL
You can access the Serials module from the Incoming ILL Requests window by clicking the Nav. Map button, and then clicking the Serials button on the Navigation Map.

Note: You cannot Push to Serials from the Circulation module.

3.2 FINDING RECORDS FROM WITHIN THE MODULE
There are two access methods for finding records in the Serials module. You can either search for serial titles or scan (browse) through an index.

3.2.1 Search an Administrative record
Click on the Get Record by Find icon. The Search for an Administrative Record window will be displayed.

Select the bibliographic library which holds the title in the field Bibliographic Lib., then use one or more of the search options below to define your search. Up to 10 search options may be available on this window depending on the way the system is set up.

You can use wildcards (* or ?) within any of the fields (except those for Administrative and Bibliographic Record numbers where an exact number should be entered). For the ISSN option, you may only enter the first digits of the ISSN number you are trying to find.

If your search produces a record set of more than 100 records, an error message will be displayed to that effect, and you will have to narrow your search.

3.2.2 Scan for an Administrative record
You may browse an index (for example, a title or LC number index) in order to find your title. Click the icon for the Scan for an Administrative Record window to be displayed.
Bibliographic Library
Select the bibliographic library which you would like to browse.

Scan Code
Choose any of the pre-defined indexes from the drop-down menu.

Scan Text
1. Enter the text which you want to start browsing from.
2. Click Search. A list of records from the relevant index, starting with the text entered, will be displayed in the same window.
3. Highlight one or more of the entries (using the mouse together with either the Shift or Control buttons on the keyboard), and click Full. If you have highlighted only one line, the Full view of the record will be displayed.

If however, you have highlighted more than one line, a Brief List will be displayed first.
4. Highlight the record you are interested in and click Select for that record to open. You may examine any record displayed in the Brief List in the Full view by highlighting it and clicking View Full. In Full view, you may scroll between the records displayed in the Brief List by using the Prev. Record or Next Record buttons. When you have found the right record, click Select for that record to open, or click Cancel to go back to the Scan window.
4.0 SUBSCRIPTIONS

This section explains how to register information about each subscription of a serial. Each subscription may be for a different sub-library and may have a different subscription period and/or a different vendor.

To bring the Subscription List window into focus, click the icon.

4.1 SUBSCRIPTION LIST

When you activate the Subscription List, the window below is displayed.

This screen shows all subscriptions to a particular serial. Each subscription has an identifying sequence number, and shows the beginning and ending dates of the subscription, the vendor and the sub-library that will receive the subscription. In addition, the column heading "D" refers to whether or not the item is to be delivered directly to a user. The column heading "HOL no." shows the subscription's HOL number.

The following buttons are available on this screen:

View
To view subscription information, highlight a subscription and click the View button.

Modify
To change any details of a subscription, highlight the subscription and click Modify. The Subscription Information Form will be displayed.

Add
To add a new subscription to the list, click Add. The Subscription Information Form will be displayed.

Duplicate
You may add a new subscription by copying an existing subscription's details. To do so, highlight the subscription whose information you wish to copy, then click Duplicate. A form displays for the new subscription which is already filled in with information copied from the highlighted subscription. You may then edit the form so that the information will be appropriate for the new subscription.

Note: If the original Subscription is linked to a HOL record (see below, section 4.1.1), then the Sub-Library and Collection fields of the duplicated record are overridden by the same field from the HOL record.

Delete
To delete a subscription from the list, highlight the subscription and click Delete. Note that you may not delete a subscription if associated item records exist.

Retrieve HOL
When you click on Retrieve HOL, the "List of Holding Connections" screen is opened. From this screen you can create a new HOL record and link it to the selected subscription.

An existing HOL record can be linked to new subscriptions with the same title, and also unlinked from existing subscriptions.

4.1.1 List of Holding Connections

The List of Holding Connections window opens when you click the Retrieve HOL button on the Subscription List. Note that you must highlight a subscription from the Subscription List before you open the List of Holding Connections window.
From the List of Holding Connections window you can create a new HOL record in the Holding library and link it to the highlighted subscription. The link means that all issue items of that subscription will be linked to that HOL record.

In this process, a MARC 21 Holdings 852 field is automatically created, taking the Sub-library/Collection information from the Subscription Form.

An existing linked HOL record can be viewed or edited. An existing HOL record can also be linked to new subscriptions of the same title, and also unlinked from existing subscriptions.

The HOL records that are linked to the highlighted subscription will appear in red on the List of Holding Connections screen (or in the color defined by the system librarian).

**Edit**

If you wish to edit an existing HOL record appearing on the List of Holding Connections, highlight it and click the Edit button. The system opens the relevant HOL record in the Catalog module where you can edit and re-send it to the server.

**View**

You can view a HOL record from within the Serials module, by highlighting it and clicking the View button. An information screen opens which displays the HOL record's fields.

On this screen you can click Edit or Link to copy, which perform the same functions as the ones on the List of Holding Connections screen.

If there is more than one HOL record per subscription, you can toggle between them by clicking the Previous and Next buttons.

**Create New**

If you wish to create a new HOL record to link to a subscription, click the Create New button and a new record will be created based on the Sub-library/Collection information from the highlighted subscription.

**Link to Copy**

If there already are HOL records on this screen (for example those that were created for earlier subscriptions), you can highlight one of them, and by clicking Link to Copy, link them to the highlighted subscription.

**Unlink Copy**

You can unlink the highlighted subscription from an existing HOL record by highlighting the HOL record and clicking the Unlink Copy button.

---

**4.2 SUBSCRIPTION INFORMATION FORM**

When the user clicks either the Modify, Add or Duplicate button on the Subscription List, the Subscription Information Form is displayed. This form describes an individual subscription of a serial and defines how the system should treat the items when they are registered as having arrived.

This form has two parts, accessible by clicking on the tab for each part.

**4.2.1 Subscription Info (1)**

When you click tab number 1, the following screen is displayed:
**Update**
Use this option if you are adding or modifying a subscription. When you are finished filling in the form, click Update.

**Create New**
This button is only available if you have selected Modify on the previous screen. Use this option if you wish to reassign this subscription to another sub-library or vendor. Fill in the new sub-library, vendor and dates, then click the Create New button.

The original information about the original sub-library and vendor will be saved, and a new record will be opened with information about the new sub-library or vendor. This will permit you to continue to make claims to the original vendor (for the period during which the subscription used the original vendor). Note that both records will have the same sequence number because they refer to the same basic subscription.

To use this function properly, you should first modify the closing (“To”) date of the original subscription and then set the opening (“From”) date of the new subscription to be the same as the closing date of the original subscription.

**Set as Default**
If you click the Set as Default button, the system will save the values that appear in all fields and enter them in each new Subscription record that you add. To delete the default values, click Menu/File/Delete Copy Default.

**Print**
You can print a summary of subscription information by clicking the Print button.

### 4.2.1.1 Fields

**Note:**
If your system librarian has set your system to automatically create a holdings record based on information in the subscription record, then the 852 field of the holdings record will be created using the information entered in the following fields of the Subscription Form: Sub-library, Collection, Call No. Type and Call No.

**Sub-library**
Enter the sub-library to which this subscription of the serial should be assigned. To select from a list, click the button to the right side of the field.

**From Date/To Date**
Enter the dates between which the subscription is valid. If the Subscription has been created in the Acquisitions module, the dates are copied from the Subscription Start and End dates entered on the Order Form. Press the hotkey F9 to determine which format is currently being used for entering the date. For example, there is no visual difference on the form between the format day/month/year and the format month/day/year. By pressing F9, you will also be able to change the format for entering the date.

**Item Status**
Enter the item status of this subscription of the serial. The item status defines, among other things, how long an issue may be checked out. To select from a list, click the button to the right side of the field.
Collection
Enter the collection to which this subscription of the serial should be assigned. To select from a list, click the button to the right side of the field. Note that the system places collection information in sub-field c of the 852 field of the holdings record.

Call No. Type
The Call No. Type is the method your library will use to arrange this item on the shelf. The system places this information in the MARC 21 852 field of the holdings record, immediately preceding the Call No..

Call No.
Enter the shelf location to which this subscription of the serial should be assigned. The location entered here will be assigned to every item record created for the subscription. Depending on how your system administrator has set up the Serials module, you may assign a location by typing in text, choosing from a drop-down menu, filling in a form, or activating an automatic counter by typing ? and the code of the counter. When a counter is activated, the system automatically assigns a call number as soon as you click the Refresh or Update button. If you want the call number to include a sub-field for the MARC 21 852 field, type two dollar signs ($$) before the sub-field code (e.g., $$i to designate sub-field i for item part). Note that the system uses the call number information when building the 852 field of the holdings record.

Second Call No. Type
The Second Call No. Type is the method your library will use to arrange this item on the shelf.

Second Call No.
Enter the secondary shelf location to which this subscription of the serial should be assigned. The secondary call number entered here will be assigned to every item record created for the subscription. Depending on how your system administrator has set up the Serials module, you may assign a call number by typing in text, choosing from a drop-down menu, filling in a form, or activating an automatic counter by typing ? and the code of the counter. When a counter is activated, the system will automatically assign a call number as soon as you click the Refresh or Update button.

Vendor Code
Enter the code for the vendor that supplies this subscription of the serial. To select from a list, click the button to the right side of the field.

Order No.
If the title was pushed from Acquisitions, where the order was initiated, use the pull-down menu to select the correct Order Number (among others that might exist for this title). Otherwise, you may enter the order number manually in this field.

Vendor Order No.
Enter the order number for this subscription of the serial as assigned by the vendor.

Delivery Type
This is the method by which the subscription is delivered to the library. To select from a list, click the button to the right side of the field.

HOL Link
If this subscription is linked to a holding (HOL) record, the HOL record's system number is displayed here.

4.2.2 Subscription Info (2)
When you click tab number 2, the following screen is displayed:
User ID
If this subscription of the serial is being ordered for a particular user, enter the User ID here.

Deliver Directly
If you put a mark in the box, the vendor will send a newly published issue directly to the person for whom this copy was ordered (that is, to the person entered in User ID above). In addition, item records will not be opened for the librarian.

Print Label
If you put a mark in the box, a label will be printed automatically when the arrival of an issue is registered.

Send Claims
If you put a mark in the box, then claims for late issues of this subscription of the serial will be included in the batch of claims that are printed using the Print Claims function in the Web Services module. On the other hand, for a gift subscription whose late issues you do not want to claim, leave the box unmarked.

First Claim
Enter the number of days that you expect it will take from an issue's publication date until your library receives the issue.

Second Claim
This is the number of days after the first claim that the second claim should be sent to the vendor.

Third Claim
This is the number of days after the second claim that the third claim should be sent to the vendor.

Fourth Claim
This is the number of days after the third claim that the fourth claim should be sent to the vendor.

Discard Routine
You may use this field to note the discard routine used for this subscription, as selected from the pull-down menu.

Note
You may enter a note for the library staff.

Check-in Note
The note you enter here will be displayed when the arrival of an issue is registered. You may enter the classification code of the title here.
Item Statistic
Enter here any statistical code regarding this subscription.

Go to top of page
Go to next section (Publication Schedule)
5.0 PUBLICATION SCHEDULE

In order to correctly predict the publication dates of the serial's issues, you have to predict the publication pattern of the serial, based on previous experience or on published information. The Publication Schedule performs this prediction.

It includes information both on the publication pattern (for example frequency, numbering pattern and issue dates) and on the library's collection (i.e. the first controlled volume number, year and/or month of publication). It also contains a standard description of each issue.

Note that whether you use the ALEPH Publication Schedule Form or the ALEPH 853/853X fields, the definition of the pattern should describe the entire volume, even if the library begins to receive issues in the middle of the year. If an incomplete definition is given, the system will not be able to open the pattern for the next year.

When facing a new serial, you should first decide which method of preparing the publication schedule you wish to use.

The ALEPH Publication Schedule Form Method

As a rule of thumb, the ALEPH Publication Schedule Form is mainly used for simple patterns. For example, weekly, monthly, bi-monthly or quarterly patterns with no exceptions (such as "not published in August"). Also use this method when you don't need to see the name of the month in the Description field of each issue. Another advantage of this method is the capability to add free-text short notes to the Description field of each issue (for example, the italicized words in: "Vol. 1, no. 2 March/April 1999").

The ALEPH 853/853X Method

The other method is based on the ALEPH 853/853X fields (formerly called the ALEPH 853/863 fields). It is more useful for cases where there are known exceptions to the normal frequency. This method accounts for these exceptions, providing correct prediction of the EDA (Estimated Date of Arrival) for accurate claiming of missing issues. Also use this method when you wish to see the name of the month in the Description field of each issue.

Another advantage of this method is the possibility to exchange 853X templates between libraries. This means that you can use predictions (in the form of 853X templates) prepared by other libraries, for titles that also exist in your library.

This section explains how to register the expected publication dates of a serial and includes the following sections:

- Publication Schedule
- Publication Schedule Form
- Issue Form
- Fields 853 & 853X of ADM Record

To bring the Publication Schedule window into focus, click the icon.

5.1 PUBLICATION SCHEDULE WINDOW

The first time you view the Publication Schedule, only the Add Issue and the Sched.Form buttons are active.

Note that if you created the Publication Schedule using the 853/853X fields, the Preview Publication Schedule window will be displayed when you click the Sched.Form button. Otherwise, the Publication Schedule Form will be displayed.

![Publication Schedule window](image)

This window shows the expected publication dates of the selected serial and indicates the number of issues that are expected and the number of issues that have arrived.

5.1.1 Buttons

Following is a description of each button on the Publication Schedule window.
Modify
To change Schedule information for an issue, highlight the issue and click Modify. The Issue Form will be displayed. All of the related Item records will be modified, as well. One reason you may wish to modify a record is if the issues were not published as expected. (See the Double Issues section below.)

Add Issue
You may wish to add an issue because a special issue (e.g., "Special Christmas Issue") was published that isn't part of the regular publishing cycle. To add an issue, click Add Issue. A blank issue form will be displayed.

Also use this button if you are not using the publication schedule, and are adding issues as they arrive instead (for example when dealing with irregular serials).

Duplicate
You may add a new issue by copying an existing issue's details. To do so, highlight the issue whose information you wish to copy, then click Duplicate. A form will be displayed for the new issue which will already be filled in with information copied from the highlighted issue. You may then edit the form so that the information will be appropriate for the new issue.

Delete
You may delete a particular issue by highlighting it and clicking Delete. The associated entries in the Item window will also be deleted. You may select more than one issue for deletion by using the Shift or Ctrl buttons together with the mouse. However, if issues have already arrived for a particular schedule, you will not be able to delete the schedule - you will have to delete the items first.

Sched.Form
Instead of repeatedly using the Add Issue button to register a number of different issues that belong to one publication cycle (that is, one volume) of the serial, you can more efficiently enter this information by clicking Sched.Form. The Publication Schedule Form will be displayed for you to fill in. Note that the system provides a convenient way to open subsequent publication cycles: Simply click Sched.Form (no matter which issue is highlighted). The Publication Schedule Form will be displayed with the journal year and volume updated to the next cycle and the rest of the information remaining the same but available for you to edit.

Note that if there are 853 and 853X fields in the ADM record, they are used to create the Publication Schedule records. In this case, when you click the Sched.Form button, the Publication Schedule Form will not be displayed; instead, the Preview Publication Schedule window will be displayed for you to check the information that was taken from the 853 and 853X fields. If the information is correct, you may confirm it by clicking the Continue button on the Preview window. If you wish to change the information shown, you may do so by going to the Navigation Window and clicking the Update ADM or Catalog ADM button.

Open All
If you want an entry to be opened in the Items list for each expected item, click Open All. Note that issues will be opened for active subscriptions only, that is, for issues whose Issue Date falls within the subscription period (Subscription's 'From Date' to Subscription's 'To Date'). On the Items screen, items will be created for each of the expected issues.

Arrive
Checking in can be done from the Publication Schedule window or from the Items screen. You may also use the "Fast" check-in option from the Utilities menu. See the Check-in section for more details.

Refresh List
If you have used the Items screen to register the arrival of an issue, you may refresh the Publication Schedule so that it reflects this by clicking Refresh List.

5.2 PUBLICATION SCHEDULE FORM

When the user clicks the Sched.Form button on the Publication Schedule, the Publication Schedule Form is displayed. This screen enables you to register information about the publication cycle of the serial. You may only define one volume at a time. There are two parts to this screen, accessible by clicking on the tab for each part. When you are finished filling in the form, click Continue.

5.2.1 Information Tab (1)
When you click on the Information tab, the following screen is displayed:
Year
Enter the journal year for one cycle of publication (that is, one volume). Be sure to always use four digits to indicate the year, for example, 1997 instead of just 97. You may also use hyphens and slashes, for example, 1997/1998 (to indicate that a volume starts at some point within one year and ends 12 months later in the following year) or 1998-1999 (to indicate that a volume runs from the beginning of one year to the end of the following year). If you wish to identify a serial by the year alone and not by the volume, enter a carat (^) in this field. Otherwise, the year (chrono i) data is placed in that field (for all linked issues) instead of the missing volume data. Note: the carat does not appear in the issue Description.

Volume
Enter the first volume number that you will be receiving during the year stated above. For example, your library's subscription might start with volume 16. If you wish to identify a serial by its year alone and not by its volume, leave the volume blank. You can also enter alphanumeric characters in this field.

Part
Optional. Enter the part of the volume, if the serial is organized in this manner. You can enter alphanumeric characters in this field.

Issue no.
Enter the first issue number that you will be receiving. Note that you must enter an Arabic number. Roman numerals are not acceptable.

Issue date
Enter the date on which the above issue is published. This will be the basis for calculating the Expected Date of Arrival (EDA) for each issue, and for claiming. If you are not sure of the precise date, enter a rough estimate instead. You can later modify this schedule or individual issues as necessary.

New volume every
Fill in the blanks according to the following examples: "New volume every 6 M(onths)"; "New volume every 1 Y(ear)."

New issue every
Fill in the blanks according to the following examples: "New issue every 2 W(eeks)"; "New issue every 1 M(onth)."

No. issues per vol
Enter the number of issues that are included in one volume.

No. issues per cycle
Enter the number of issues that are published before issues are numbered again from 1. For example, in a monthly serial, after issue number 12, the issue cycle may start over again and the next issue is issue number 1. In this case, the cycle is "12". If the numbering is continuous, enter the code "999".

Description
You may determine the text that will appear in the description field of the item record by entering a series of place holders: $Y for year, $V for volume, $I for issue and $D for date. In addition, you can enter words, abbreviations, punctuation and spaces. For example:

will be displayed as: Vol. 3, no. 2, (1998).

Note that the $N code is used to display the text that you enter in the Issue fields located on the "Issues Text" tab of the Publication Schedule Form. This means that if you enter text in the Issue fields, you must also enter the $N code in this Description field.
For example, for a quarterly serial, you may enter "Jan-Mar", "Apr-Jun", "Jul-Sep" and "Oct-Dec" in the Issue Text tab's first four fields, and enter the Description:

Vol. $V, no. $I (SN $Y)

which will be displayed as: Vol. 1, no. 2 (Apr-Jun 1997).

If you do not enter any codes at all and you leave this Description field blank, the system will automatically display "Year - Volume - Part - Issue number" with no prefixes. By filling in this field yourself, you may define prefixes or a different order.

Note
Optional.

5.2.2 Issues Text Tab (1)

When you click on the Issues Text tab, the following screen is displayed:

Issues Text
Enter the text that you want to appear in the description field of the item record instead of the issue number when you use the $N placeholder as part of the description.

5.2.3 Irregular Serials

The problem with irregular serials is that the behavioral pattern cannot be predicted accurately. In this case, you have a choice about how to use the Publication Schedule window:

Option 1: You can create a "rough-cut" Publication Schedule based on an estimate of the serial's publication pattern. Then, when each issue arrives, you can modify the Issue Form to reflect the correct issue information. The first volume's data can be the basis for defining the next volume's Publication Schedule.

Option 2: For very irregular serials, you can "build up" the Publication Schedule for the first (or any) volume by using the Add Issue button to add new issues as they arrive in the library. In this scenario, you do not need to have a Publication Schedule defined at all.

5.2.4 Double/Combined Issues

You may have expected issues 3 and 4, but issue 3 did not come out separately and was incorporated instead into a combined 3/4 issue. In this case, you should modify the record for issue 4 and delete the record for issue 3. (This will prevent a claim from being sent for issue 3. In addition, once issue 4 is registered as having arrived, the system will automatically open items for the next expected issue, which is issue 5.)

5.2.5 Supplementary Issues (Indexes, Special Issues, etc.)
Supplements can be added by clicking Add Issue (or Duplicate Issue). The Issue Form will be displayed for you to edit. You can ensure that the issue will be displayed in the correct sequence by adding a decimal point to the issue number. For example, if the issue you are currently registering is an index that appears between issues 4 and 5, you can enter issue number 4.5 in the Issue Number field.

5.3 ISSUE FORM

The Issue Form (shown below) is displayed when you click Modify, Add Issue, or Duplicate on the Publication Schedule. The Issue Form enables you to edit publication information about one issue of a serial. When you are finished filling in the form, click Update. The Publication Schedule will then be updated.

The Issue Form is also displayed when you click the Arrive button on the Publication Schedule. This is especially useful if you wish to record the pages of the issue.

The Issue form has two tabs, the Information tab and the Enumeration and Chronological tab.

5.3.1 Information Tab

<table>
<thead>
<tr>
<th>Issue Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SICI Code</strong></td>
</tr>
<tr>
<td><strong>Issue date:</strong></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td><strong>Pages:</strong></td>
</tr>
<tr>
<td><strong>Note:</strong></td>
</tr>
</tbody>
</table>

**SICI Code**
The SICI (Serial Item and Contribution Identifier) code is the unique number by which the issue is identified. It is based on the ANSI/NISO Z39.56 standard. (This is stated here for information only and may be replaced by other unique issue identifiers.)

**Issue date**
This is the date on which this issue is published.

**Description**
In the normal course of events, since you already filled in the Description field in the Publication Schedule, the system will automatically enter the appropriate information in the Description field of this Issue Form. However, if you are adding a special issue that is not part of the regular Publication Schedule, e.g., "Special Christmas Issue", then you must manually fill in the Description field of the Issue Form. Note that you cannot use any place holders in this field.

**Pages**
Optional. Enter the number of pages in this issue.

**Note**
Optional.

5.3.2 Enumeration and Chronological Tab
Note that either the year or the volume number must be entered in the Issue Form, depending on its enumeration (or counting) pattern.

### Volume
If this serial uses the year in its enumeration, and you entered this form by clicking Modify or Duplicate on the Publication Schedule window, this will be the volume number as copied from there. If, however, you are adding a new issue, this field will be empty and you have to enter the relevant volume number so that the sorting of issues will be correct. If you wish to identify the issue by the year alone and not by the volume, leave the volume field blank.

### Issue Number
If you enter this form by clicking Modify or Duplicate on the Publication Schedule window, this is the issue number as copied from there. If, however, you are adding a new issue, this field is empty and you must enter the relevant issue number so that the sorting of issues is correct. You can enter alphanumeric characters in this field.

If this is a supplementary issue or an index, you can ensure that the issue will be displayed in the correct sequence by adding a decimal point to the issue number. For example, if the issue you are currently registering is an index that is published between issues 4 and 5, you can enter issue number 4.1 in this field to place it between those issues on the Publication Window.

### Part
Optional. Enter the Part number of this issue if the serial is organized in this manner. You can enter alphanumeric characters in this field.

### Enumeration D
If there are more than 3 levels of enumeration for this serial, the relevant data will be displayed in this field, and in the Enumeration E and Enumeration F fields if applicable.

### Enumeration E
See Enumeration D for help.

### Enumeration F
See Enumeration D for help.

### Enumeration G
If this serial uses alternative enumeration, the relevant data will be displayed in this field.

### Enumeration H
If this serial uses a second level of alternative enumeration, the relevant data will be displayed in this field.

### Year
If this serial uses the year in its enumeration, and you entered this form by clicking Modify or Duplicate on the Publication Schedule window, this will be the year as copied from there. If, however, you are adding a new issue, this field will be empty and you have to enter the relevant year yourself, if applicable.
Chronological J
If the second, third or fourth levels of chronology also apply to this serial (for example, months or seasons), the relevant data will be displayed in this field, and in fields Chronological K and Chronological L if applicable.

Chronological K
See Chronological J for help.

Chronological L
See Chronological J for help.

5.4 FIELDS 853 & 853X OF ADM RECORD

The 853 and 853X fields of the ADM record may be used instead of the Publication Schedule Form to create publication schedule issues for serials.

This section explains how to use the 853 and 853X fields, and includes the following sections:

- 5.4.1 Opening the ADM Record
- 5.4.2 Overview of the 853 and 853X Fields
  - Overview of the 853 Field
  - Overview of the 853X Field
  - Using the 853 and 853X Fields Together
- 5.4.3 Sub-fields of the 853 and 853X Fields
  - Using Each Sub-field
  - Using Sub-fields Together
- 5.4.4 Examples
  - Annual Pattern
  - Monthly Pattern
  - Quarterly Pattern
  - Using Sub-field j to Combine Chronology but Not Enumeration
  - Using Sub-field b to Combine Issues
  - Using Sub-field y to Combine Issues
  - Using Sub-field y to Record the Non-publication of Issues
  - Using Carat (^) to Omit Top Level of Enumeration
  - Using Carat (^) to Omit All Levels of Enumeration
  - Using Sub-field g for Alternative Enumeration

5.4.1 Opening the ADM Record

To enter the 853 and 853X fields, first retrieve a serial record. Then go to the Navigation Window and click Catalog ADM or Update ADM. Note that the Update ADM option provides only limited support in entering and updating the 853 and 853X fields. You will be required to enter data for each field as one long string of characters, with the beginning of each sub-field indicated by two dollar signs ($$), as shown in the example below.

For full editing support, including a form to help you fill in data for the fields, click Catalog ADM, instead. Doing so will transfer you to the Catalog module with the ADM record open for you to edit. You may then also call up Help on Field, which provides information about special codes that may be entered in each sub-field.

Once in the Catalog module, you may also use any templates your library has prepared for common publication patterns. To merge the fields of a template with the open ADM record, go to the Edit menu and choose “Expand from template.” You may then continue editing the ADM record.

After you have entered data in the 853 and 853X fields, go to the Publication Schedule window in the Serials module and click the Sched.Form button. The Preview Publication Schedule window will open, allowing you to view the schedule information before it is saved in the Publication Schedule. If the information displayed is correct, you may accept it by clicking the Continue button, which will create the list of issues in the Publication Schedule window. If the information displayed is incorrect, you may click the Cancel button, return to the Navigation Window, and click the Update ADM or Catalog ADM button to revise the fields.
5.4.2 Overview of the 853 and 853X Fields

The ALEPH 853 and 853X fields are based on the 853 and 863 fields in MARC 21 but have been adapted to suit the needs of ALEPH.

5.4.2.1 Overview of the 853 Field

In ALEPH, the 853 field is used to record enumeration captions, chronology captions and publication pattern codes and to specify punctuation.

1. Captions (words) that identify the enumeration levels (= numbered parts) of the serial:
   - A caption such as "v." that identifies the 1st level of enumeration -- in subfield a
   - A caption such as "no." that identifies the 2nd level of enumeration -- in subfield b
   - A caption that identifies the 3rd level of enumeration -- in subfield c
   - A caption that identifies the 4th level of enumeration (rarely used) -- in subfield d
   - A caption that identifies the 5th level of enumeration (rarely used) -- in subfield e
   - A caption that identifies the 6th level of enumeration (rarely used) -- in subfield f
   - A caption such as "no." that is used as alternative enumeration -- in subfield g

2. Captions (words) that identify the chronological levels (= calendar parts) of the serial:
   - A caption such as "year" that identifies the 1st level of chronology -- in subfield i
   - A caption such as "month" that identifies the 2nd level of chronology -- in subfield j
   - A caption such as "day" that identifies the 3rd level of chronology -- in subfield k
   - A caption that identifies the 4th level of chronology (rarely used) -- in subfield l

3. Codes (both alphabetic and numeric) that define the publication pattern:
   - How many nos. to each vol.? -- in subfield u (numeric)
   - Numbering continuous or restarts? -- in subfield v (alphabetic)
   - Frequency -- in subfield w (usually alphabetic; can also be numeric if subfield y also used)
   - Regularity of the pattern -- in subfield y (alphabetic and numeric)

4. Punctuation such as commas, semicolons, and spaces (^).

5.4.2.2 Overview of the 853X Field

The 853X field is used to record the numerical starting point (volume no., issue no., etc.) of the first issue, the chronological starting point (year, month, etc.) of the first issue, and the publication date of the first issue.

1. The numerical starting point of the first issue; e.g.:
   - Vol. no. of 1st issue -- in subfield a
   - Issue no. of 1st issue -- in subfield b

2. The chronological starting point of the first issue; e.g.:
   - Year of 1st issue -- in subfield i
   - Month of 1st issue -- in subfield j

3. The publication date of the first issue -- in special ALEPH subfield 3.

5.4.2.3 Using the 853 and 853X Fields Together

Every enumeration and chronology sub-field used in the 853 field must have a corresponding sub-field in the 853X field. For example, if a caption has been entered in sub-field a of the 853 field, a number (or numbers) must be entered in sub-field a of the 853X field.

5.4.3 Sub-fields of the 853 and 853X Fields

This section includes two parts: an explanation of how to enter data in each sub-field, and an explanation of how to use the sub-fields together.

5.4.3.1 Using Each Sub-field

Sub-field a

Sub-field a is used for the first level of enumeration. Enter the appropriate caption in sub-field a of the 853 field and the corresponding number in sub-field a of the 853X field. For example, a publication that bears volume numbering beginning with v.1 will have the caption "v." recorded in sub-field a of the 853 field and the number 1 recorded in sub-field a of the 853X field.

Sub-field b

Sub-field b is used for the second level of enumeration. Enter the appropriate caption in sub-field b of the 853 field and the corresponding number in sub-field b of the 853X field. For example, a publication beginning with v.4:no.7 will have the caption "no." recorded in sub-field b of the 853 field and the number 7 recorded in sub-field b of the 853X field.

If there is only one level of enumeration and the caption connotes a secondary level of enumeration (e.g., "no."), enter a carat in sub-field a of the 853 field and enter the caption in sub-field b of the 853 field.
Whenever sub-field b is used, sub-field u must also be used to indicate the number of second-level units there are to every first-level unit (i.e., how many b's to every a). In addition, sub-field v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit. For example, a quarterly publication that begins each volume with issue 1 should have the number 4 recorded in sub-field u and the letter "r" recorded in sub-field v.

**Sub-field c**

Sub-field c is used for the third level of enumeration. Enter the appropriate caption in sub-field c of the 853 field and the corresponding number in sub-field c of the 853X field. For example, a publication beginning with v.12:no.6:pt.1 will have the caption "pt." recorded in sub-field c of the 853 field and the number 1 recorded in sub-field c of the 853X field.

Whenever sub-field c is used, sub-field u must also be used to indicate the number of third-level units there are to every second-level unit (i.e., how many c's to every b). In addition, sub-field v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

For the example of a publication that has two parts to each number and 8 numbers to each volume, you would set up the 853/853X fields as follows:

```
853     $$a v. $$b no. $$u 8 $$v r $$c pt. $$u 2 $$v r
853X    $$a 12 $$b 1 $$c 1
```

**Sub-field d**

Sub-field d is used for the fourth level of enumeration. Enter the appropriate caption in sub-field d of the 853 field and the corresponding number in sub-field d of the 853X field.

Whenever sub-field d is used, sub-field u must also be used to indicate the number of fourth-level units there are to every third-level unit (i.e., how many d's to every c). In addition, sub-field v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

**Sub-field e**

Sub-field e is used for the fifth level of enumeration. Enter the appropriate caption in sub-field e of the 853 field and the corresponding number in sub-field e of the 853X field.

Whenever sub-field e is used, sub-field u must also be used to indicate the number of fifth-level units there are to every fourth-level unit (i.e., how many e's to every d). In addition, sub-field v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

**Sub-field f**

Sub-field f is used for the sixth level of enumeration. Enter the appropriate caption in sub-field f of the 853 field and the corresponding number in sub-field f of the 853X field.

Whenever sub-field f is used, sub-field u must also be used to indicate the number of sixth-level units there are to every fifth-level unit (i.e., how many f's to every e). In addition, sub-field v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

**Sub-field g**

Sub-field g contains alternative enumeration information. In ALEPH, sub-field g is used for continuous numbering only and does not need a corresponding sub-field u or sub-field v. Enter the appropriate caption in sub-field g of the 853 field and the corresponding number in sub-field g of the 853X field.

Consider the example of a quarterly that has both numbering that restarts and numbering that is continuous over volumes. The pattern begins with v.1:no.1=no.1; the next volume begins with v.2:no.1=no.5. The number "1" in v.2:no.1 illustrates numbering that restarts; the "5" in "no.5" illustrates numbering that is continuous.

In order for the serial to be displayed in the Publication Schedule window as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Issue date</th>
</tr>
</thead>
<tbody>
<tr>
<td>v.1:no.1=no.1</td>
<td>01/01/1998</td>
</tr>
<tr>
<td>v.1:no.2=no.2</td>
<td>04/01/1998</td>
</tr>
<tr>
<td>v.1:no.3=no.3</td>
<td>07/01/1998</td>
</tr>
<tr>
<td>v.1:no.4=no.4</td>
<td>10/01/1998</td>
</tr>
<tr>
<td>v.2:no.1=no.5</td>
<td>01/01/1999</td>
</tr>
<tr>
<td>v.2:no.2=no.6</td>
<td>04/01/1999</td>
</tr>
<tr>
<td>v.2:no.3=no.7</td>
<td>07/01/1999</td>
</tr>
<tr>
<td>v.2:no.4=no.8</td>
<td>10/01/1999</td>
</tr>
</tbody>
</table>

you would set up the 853/853X fields as follows:

```
853     $$a v. $$b no. $$u 4 $$v r $$g =no. $$w q
853X    $$a 1 $$b 1 $$g 1 $$3 19980101
```

**Sub-field i**

Sub-field i is used for the first level of chronology. Enter the appropriate caption in sub-field i of the 853 field and the corresponding
number(s) in sub-field i of the 853X field. For example, a publication that begins with v.1(1998) will have the caption "year" recorded in sub-field i of the 853 field and the numbers 1998 recorded in sub-field i of the 853X field.

Sub-field j

Sub-field j is used for the second level of chronology. Enter the appropriate caption in sub-field j of the 853 field and the corresponding number(s) in sub-field j of the 853X field. For example, a publication that begins with v.3:no.2(1998:June) will have the caption "month" recorded in sub-field j of the 853 field and the numbers 06 (for the month June) recorded in sub-field j of the 853X field.

Sub-field k

Sub-field k is used for the third level of chronology. Enter the appropriate caption in sub-field k of the 853 field and the corresponding number(s) in sub-field k of the 853X field. For example, a publication that begins with v.1:no.1(1998:Jan.15) will have the caption "day" recorded in sub-field k of the 853 field and the numbers 15 recorded in sub-field k of the 853X field.

Sub-field l

Sub-field l is used for the fourth level of chronology. Enter the appropriate caption in sub-field l of the 853 field and the corresponding number(s) in sub-field l of the 853X field.

Sub-field u

Sub-field u is used only in the 853 field and specifies the number of units per next higher unit. Sub-field u is numeric and must be repeated for each additional level of enumeration; only sub-fields a and g do not have corresponding sub-field u’s. The product of all sub-field u’s should equal the value of the sub-field w (frequency) less whatever is omitted in sub-field y. In the case of combined issues, the number in sub-field u should match the higher issue number. For example, if nos. 3 and 4 of a quarterly publication are combined into one issue, sub-field u will be 4.

Sub-field v

Sub-field v is used only in the 853 field and contains numbering continuity information. Like sub-field u, sub-field v should be repeated for each instance of sub-fields b through f. Valid codes are "c" and "r," where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

Sub-field w

Sub-field w is used only in the 853 field. It defines the frequency of issues (i.e., the intervals between issues) and must be present. The frequency will determine the publication date of all the issues that will be opened from the 853 and 853X fields (unless they are specified in sub-field y). The publication date of the first issue specified in sub-field 3 is the starting point for the calculation of issue dates.

The following frequency codes in MARC 21 are valid in ALEPH:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Annual</td>
<td>1 year</td>
</tr>
<tr>
<td>b</td>
<td>Bimonthly</td>
<td>2 months</td>
</tr>
<tr>
<td>c</td>
<td>Semiweekly</td>
<td>Twice a week</td>
</tr>
<tr>
<td>d</td>
<td>Daily</td>
<td>1 day</td>
</tr>
<tr>
<td>e</td>
<td>Biweekly</td>
<td>2 weeks (14 days)</td>
</tr>
<tr>
<td>f</td>
<td>Semianual</td>
<td>6 months</td>
</tr>
<tr>
<td>g</td>
<td>Biennial</td>
<td>2 years</td>
</tr>
<tr>
<td>h</td>
<td>Triennial</td>
<td>3 years</td>
</tr>
<tr>
<td>i</td>
<td>Three times a week</td>
<td>Three times a week</td>
</tr>
<tr>
<td>j</td>
<td>Three times a month</td>
<td>Three times a month</td>
</tr>
<tr>
<td>m</td>
<td>Monthly</td>
<td>1 month</td>
</tr>
<tr>
<td>q</td>
<td>Quarterly</td>
<td>3 months</td>
</tr>
<tr>
<td>s</td>
<td>Semimonthly</td>
<td>Twice a month (the 1st day is the day specified in 853X sub-field 3 and the 2nd day is that plus fourteen)</td>
</tr>
<tr>
<td>t</td>
<td>Three times a year</td>
<td>4 months</td>
</tr>
<tr>
<td>w</td>
<td>Weekly</td>
<td>1 week</td>
</tr>
</tbody>
</table>

The frequency should equal or exceed the number of issues actually printed. In other words, if the serial is published eight times a year, bimonthly plus January and July, assign the frequency monthly to sub-field w and in sub-field y specify that four issues should be omitted.

The frequency may also be recorded as a number, provided that sub-field y is also used.

Sub-field y

Sub-field y is used only in the 853 field and is used to qualify or modify the regularity of the publishing pattern as recorded in sub-field w (frequency). Note that sub-field y is mandatory for frequency codes c, i, and j, or if the frequency recorded in sub-field w is a number.

Sub-field y has three elements:
1. **Publication code**: Use o (publication omitted) or p (published).

2. **Chronology code definition**: To indicate a day, use lowercase d if you will be specifying a particular date; use uppercase D if you will be specifying a particular day of the week (such as Friday). Other values are m (month) and s (season).

3. **Chronology code(s)**:
   - If you use lowercase d to represent day, then to record the **date**, enter the number of the month (01-12) and the number of the day (01-31). For example, March 15 is recorded as 0315.
   - If you used uppercase D to represent day, then indicate the specific **day** of the week by its number (0=Sunday, 6=Saturday). (This will enable you, for example, to omit "every Friday" from the publication schedule.)
   - To record the **month**, enter the number of the month: 01-12.
   - To record the **season**, enter one of the standard two-character codes:
     - 21 (spring, March-May)
     - 22 (summer, June-August)
     - 23 (autumn, September-November)
     - 24 (winter, December-February)

Multiple chronology codes should be separated by a comma. Combined issues are designated by a slash (/).

**Examples:**

<table>
<thead>
<tr>
<th>Sub-field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>pm04,08,12</td>
<td>Published in the months Apr., Aug. and Dec.</td>
</tr>
<tr>
<td>ps21,23</td>
<td>Published in the seasons spring and autumn</td>
</tr>
<tr>
<td>pd0101,0115,0201, [etc.]</td>
<td>Published on the days Jan. 1, Jan. 15, Feb. 1, [etc.]</td>
</tr>
<tr>
<td>om06,12</td>
<td>Publication omitted in the months June and Dec.</td>
</tr>
<tr>
<td>os24</td>
<td>Publication omitted in the season winter</td>
</tr>
<tr>
<td>od0615,1215</td>
<td>Publication omitted on the days June 15 and Dec. 15</td>
</tr>
<tr>
<td>od0,6</td>
<td>Publication omitted on Saturdays and Sundays</td>
</tr>
<tr>
<td>pm03,06,09/12</td>
<td>Published in the months Mar., June and Sept./Dec. (combined issue)</td>
</tr>
</tbody>
</table>

### Sub-field 3

Sub-field 3 is used only in the 853X field and indicates the publication date of the first issue of the pattern. The date should be expressed as an eight-character, numeric code, where the first four characters indicate the year, the next two characters indicate the month (01-12), and the final two characters indicate the day (01-31).

If you want the following to be displayed in the Publication Schedule window:

<table>
<thead>
<tr>
<th>Description</th>
<th>Issue date</th>
</tr>
</thead>
</table>

you should enter the data in the fields as follows:

```
853     $$a v. $$b :no. $$u 4 $$v r $$i ((year): $$j (season)) $$w q
853X    $$a 1 $$b 1 $$i 1998 $$j 21 $$3 19980315
```

Note that the date entered in sub-field 3 of the 853X field (19980315) generated an Issue date of the fifteenth of the month for each issue.

### Sub-field 8

Sub-field 8 is used only in the 853 field and is used to indicate the numeric starting point for a new publication pattern.

For example, if a semiannual publication that begins with v.1:no.1(2000:Jan.) becomes a quarterly beginning with v.3:no.1(2002:Jan.), the 853/853X fields should be set up as follows:

```
853     $$a v. $$b :no. $$u 2 $$v r $$i ((year): $$j (month)) $$w f
853X    $$a 1 $$b 1 $$i 2000 $$j 01 $$3 20000101
853     $$a v. $$b :no. $$u 4 $$v r $$i ((year): $$j (month)) $$w q $$8 3
```

Note that the number “3” in the sub-field 8 of the second 853 field instructs the system to create publication schedule issues on a quarterly basis beginning with v.3.
5.4.3.2 Using Sub-fields Together

Key Fields

There are three key fields that are used to identify the item as being a particular issue. These fields are year (sub-field 3), volume (sub-field a) and issue (sub-field b). Note that "part" is not used. (However, if you enter "part," it will be included in the description field of the issue.)

In the OPAC, the list of issues are sorted according to the year, volume and issue. If there is additional information, such as part, this is not taken into account in the sort.

Information about the three key fields (year, volume and issue), should be entered in the LKR field when you want to create a link between one bibliographic record and the items of another bibliographic record.

Enumeration Sub-fields (a-h)

In order to display an enumeration level with no caption, use a ^ sign in the enumeration sub-field of the 853 field. For example, 
$$a ^ \text{ will display the volume number with no caption.}

To display ordinal numbers, a + sign followed by a ^ sign should be inserted in the enumeration sub-field of the 853 field preceding the enumeration text. For example,
$$a + ^ \text{series will be displayed as 1st series, 2nd series, etc.}

Chronology Sub-fields (i-l)

Sub-fields i-l of both the 853 and the 853X contain chronology information.

To suppress the display of the chronology captions, enclose them in parentheses.

Season and month display texts are taken from the table 853-chrono (UTIL G/4/a). The table is language sensitive: the language of the record is taken from position 35-37 of the 008 field of the ADM record and matched with that language's section of the table. Using the table, language-appropriate season and month names will appear in issues description fields. The text is taken directly from the table so diacritics inserted in the table will appear in the GUI. Any other texts used in these fields will be displayed as they are. These fields are not mandatory.

Publication Pattern Sub-fields (u-y)

Note that sub-fields u and v must be used for each occurrence of enumeration levels 2, 3, 4, 5, and 6 (corresponding to sub-fields b, c, d, e, and f).

5.4.4 Examples

Annual Pattern

An annual publication that begins with v.1(1996):

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>1st level of chronology (Subfield i)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853 v.</td>
<td>(year)</td>
<td>a</td>
<td>N/A</td>
</tr>
<tr>
<td>853X 1</td>
<td>1996</td>
<td>N/A</td>
<td>19960101</td>
</tr>
</tbody>
</table>

Monthly Pattern

A monthly publication that begins with v.1:no.1(2000:Jan.):

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>2nd level of enumeration (Subfield b)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>1st level of chronology (Subfield i)</th>
<th>2nd level of chronology (Subfield j)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853 v.</td>
<td>no.</td>
<td>12</td>
<td>r</td>
<td>((year): m)</td>
<td>(month)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>853X 1</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>2000</td>
<td>01</td>
<td>N/A</td>
<td>20000101</td>
</tr>
</tbody>
</table>

Quarterly Pattern

A quarterly publication that begins with v.1:no.1(1997:Spring):

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>2nd level of enumeration (Subfield b)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>1st level of chronology (Subfield i)</th>
<th>2nd level of chronology (Subfield j)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853 v.</td>
<td>no.</td>
<td>4</td>
<td>r</td>
<td>((year): q)</td>
<td>(season)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>853X 1</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>1997</td>
<td>21</td>
<td>N/A</td>
<td>19970301</td>
</tr>
</tbody>
</table>
### Using Sub-field j to Combine Chronology but Not Enumeration

A quarterly publication that begins with v.1:no.1(2000:Jan./Mar.) and combines chronology but not enumeration using sub-field j of the 853X field:

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>2nd level of enumeration (Subfield b)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>1st level of chronology (Subfield i)</th>
<th>2nd level of chronology (Subfield j)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853</td>
<td>v.</td>
<td>no.</td>
<td>4</td>
<td>(year):</td>
<td>(month):</td>
<td>q</td>
<td>N/A</td>
</tr>
<tr>
<td>853X</td>
<td>1</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>20000103</td>
<td></td>
</tr>
</tbody>
</table>

### Using Sub-field b to Combine Issues

A monthly publication that begins with v.1:no.1/2(2000:Jan./Feb.) and combines both enumeration and chronology using sub-field b of the 853X field:

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>2nd level of enumeration (Subfield b)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>1st level of chronology (Subfield i)</th>
<th>2nd level of chronology (Subfield j)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853</td>
<td>v.</td>
<td>no.</td>
<td>12</td>
<td>(year):</td>
<td>(month):</td>
<td>m</td>
<td>N/A</td>
</tr>
<tr>
<td>853X</td>
<td>1</td>
<td>1/2</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>20000103</td>
<td></td>
</tr>
</tbody>
</table>

### Using Sub-field y to Combine Issues

A monthly publication that begins with v.1:no.1/2(2000:Jan./Feb.) and combines both enumeration and chronology using sub-field y of the 853 field:

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>2nd level of enumeration (Subfield b)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>1st level of chronology (Subfield i)</th>
<th>2nd level of chronology (Subfield j)</th>
<th>Frequency (Subfield w)</th>
<th>Regularity of the pattern (Subfield y)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853</td>
<td>v.</td>
<td>no.</td>
<td>10</td>
<td>(year):</td>
<td>(month):</td>
<td>m</td>
<td>pm01/02,03/04,05/06,07/08,09/10,11/12</td>
<td>N/A</td>
</tr>
<tr>
<td>853X</td>
<td>1</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>19980101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Using Carat (^) to Omit Top Level of Enumeration

A quarterly publication that begins with no.1(1999:Spring), lacks a top level of enumeration, and has continuous issue numbering:

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>2nd level of enumeration (Subfield b)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>1st level of chronology (Subfield i)</th>
<th>2nd level of chronology (Subfield j)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853</td>
<td>^</td>
<td>no.</td>
<td>4</td>
<td>(year):</td>
<td>(season):</td>
<td>q</td>
<td>N/A</td>
</tr>
<tr>
<td>853X</td>
<td>N/A</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>1999</td>
<td>21</td>
<td>19990301</td>
</tr>
</tbody>
</table>

### Using Carat (^) to Omit All Levels of Enumeration

A monthly publication that begins with 2000:Jan. and has no enumeration:

<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>1st level of chronology (Subfield i)</th>
<th>2nd level of chronology (Subfield j)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853</td>
<td>^</td>
<td>12</td>
<td>(year):</td>
<td>(month):</td>
<td>m</td>
<td>N/A</td>
</tr>
<tr>
<td>853X</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>2000</td>
<td>01</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Using Sub-field g for Alternative Enumeration

A semiannual publication that begins with v.3:no.1=105 and has one level of alternative enumeration:
<table>
<thead>
<tr>
<th>1st level of enumeration (Subfield a)</th>
<th>2nd level of enumeration (Subfield b)</th>
<th>How many nos./vol.? (Subfield u)</th>
<th>Numbering continuous or restarts? (Subfield v)</th>
<th>Alternative numbering scheme (Subfield g)</th>
<th>Frequency (Subfield w)</th>
<th>Pub. date of 1st issue (YYYYMMDD) (Subfield 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>853</td>
<td>v.</td>
<td>no.</td>
<td>yes</td>
<td>N/A</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>853X</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>5</td>
<td>19980101</td>
</tr>
</tbody>
</table>

Go to top of page

Go to next section (Items Window)
6.0 ITEMS WINDOW

The Items window lists the items related to serial subscriptions, both items which were created by the Publication Schedule, and those which were manually added to them. Information for each item may include its sub-library and description, the subscription sequence it belongs to, its expected and actual arrival dates and the number of claims that have been sent for it. The window allows full item control as well as check-in and claiming of individual items. It also allows the opening of expected items. Various sorting options of the items in this window are available to the user.

To bring the Items window into focus, click the icon. The following window will be displayed.

Items that have arrived are displayed in black; items that are expected but have not yet arrived are displayed in red, with an empty arrival date. When opening the Items window, the next expected item is highlighted by default.

The following buttons are available on this window:

Modify
To modify an item, click Modify. The Item Form will be displayed for you to edit.

Add
To add another item to the list, click Add. You may wish to add an item which is linked to the title, yet is not part of its schedule (thereby not adding it via the Publication Schedule).

Duplicate
You can add another item by duplicating an existing one. Highlight the existing item and click Duplicate, then edit the fields to create the new item.

Delete
In order to delete an item from the system, highlight the item and click Delete. You cannot delete an item which is out on loan.

View
To view item information without the possibility of editing it, click View.

Circ. Summary
To view an item's circulation summary, including the number of loans it had and hold and photocopy requests placed for it, click Circulation Summary.

Arrive
To register the arrival of an expected item, highlight the item and click Arrive. See Check-In section for more details.

Undo Arrive
You can change an item's situation from 'arrived' back to 'expected' by clicking the Undo Arrive button. Note that if an item has been automatically loaned to a Routing Group on check-in, it is impossible to use the Undo Arrive function for it.

Claim
If you want to send an ad hoc claim for an item, highlight the item and click Claim. Note that a claim is not only the report of an item that has not yet been received. A claim may be any letter sent to the vendor. For example, a claim may be sent for an item that has arrived, but which was received in damaged condition.

If you would like to view or register the vendor's reply to a claim, highlight the item and click the Claim button. The List of Claims window will be displayed that has a Reply button on it. Click the Reply button and a form will be displayed for you to sum up the vendor's reply.

Note that the batch services for serial claiming may be run instead for more efficient claiming.

Change Sched.
This button brings the Publication Schedule window into focus for you to view, modify or refresh.

Open Next
You may open the next expected item/s by highlighting an item belonging to the last issue in the list and clicking the Open Next button. This is equivalent to using the Open All button in the Publication Schedule.

Sort Options
You may choose one of a number of pre-defined sort options for the listed items from the pull-down menu.

6.1 UPDATING THE ITEM PROCESS STATUS
You can change the Item Process Status of Serials items by using the utility Item Process Status found in Menu/Utilities of the Serials module. You may wish to do this for Serials items you are sending to the cataloging department or to the binder, for example. The Update Item's Process Status window is displayed.

Note that for a very large number of items you may find it easier to use the batch process Update Item Records for this purpose.

**Process Status**
Select here the new Item Process Status you wish the items at hand to have.

**Barcode**
Enter, or scan, the barcodes of the items whose Item Process Status you wish to change to that entered in the previous field. Repeat the process for all items in hand. When you have finished updating all items, click OK.
7.0 CHECK-IN

Three check-in methods are available in the Serials module.
- Fast check-in (Utilities/Issue Check-in (Arrival))
- Publication Schedule check-in
- Items window check-in.

While the first method is designed for the mass of regular check-in of multiple titles for multiple sub-libraries, the other two can also be used for smaller libraries with a small number of subscriptions, or for ad hoc check-in of late or one-off issues, or for checking in of a large number of same-title issues which were received at the same time, perhaps by donation.

7.1 FAST CHECK-IN (MENU/UTILITIES/ISSUE CHECK-IN (ARRIVAL))

This method is available via Menu/Utilities/Issue Check-in (Arrival) on the Serials module toolbar.

After selecting the Issue Check-in utility, the following window, listing all your sub-libraries and reading rooms, is displayed:

Select Library for Issue Check-in

Use this window to select the library(ies) for which issues have arrived. To select a library, click on it. (To select all libraries, click the Select All button.) To deselect a sub-library, click on it once again. When all desired libraries are highlighted, click OK.

The following window will then be displayed:
This window enables you to retrieve an administrative record by specifying various parameters, such as Bibliographic Record Number, or a partial title or author's name. If more than one record matches your search parameters, another window will be displayed, enabling you to view the brief bibliographic information of each record and then choose the record of interest.

When the desired record has been selected, the following window will be displayed, showing the next expected items of that title:

This window enables you to register the arrival of issue items for the selected sub-library(ies). You can select one or more items, using the Ctrl or Shift buttons on your keyboard together with the mouse. To select all displayed items in the Check-in window, click Select All.

1. Click Arrive. The Item Arrival Form (shown below) is displayed for each of the selected items.

2. Click Continue to conclude the checking in of a selected item, or click Cancel to move to the next item.

If no more items are expected for that title, a message displays.

7.1.1 ITEM ARRIVAL FORM

The Item Arrival Form (shown below) is displayed in the following circumstances:

- You clicked the Arrival button on the Item List.
- or
- You clicked on the Arrive button on the Publication Schedule.
- or
- You are using the Fast Check-in utility.
If, for example, you have 3 subscriptions for a particular serial, you will be able to enter information specific to each of the three items that have arrived. This will enable you to assign a unique barcode to each item. When you are finished filling in the form, click Continue. Both the Publication Schedule and the Items window will be updated.

You can cancel the arrival process at any time by clicking Cancel.

Once the item is registered, the routing list and label for the item will be printed (if they have been defined).

Following is help for each field of the form:

**Barcode**
The system automatically enters a default barcode, but you may change this. You may also use your barcode scanner to scan in the information.

**Arrival date**
Enter the date on which this item was received by the library. The system automatically enters the current date, but you may change this.

**Location**
If your library assigns more than one location, use the first location field for closed stack/permanent location and use the "Second Location" field for open stack location. Information about the Second Location is not used when the system creates a holding record.

The Location field is made up of two sub-fields. The small sub-field on the left is for the code of the Location Type. (Valid codes are given below.) The longer sub-field on the right is for the alphanumeric code that identifies the shelf location of the item. If this information is already filled in, it is because the system used the location type and location that were entered in the Subscription Information Form.

**Valid codes for Location Type:**

- **0** - LC Classification
- **1** - Dewey Decimal Classification
- **2** - National Library of Medicine Classification
- **3** - Superintendent of Documents Classification
- **4** - Shelving Control Number
- **5** - Shelving Form of Title
- **6** - Shelved separately
- **7** - Source specified in $$2$$
- **8** - Other

**Second Location**
See help above for Location.
7.2 CHECKING IN FROM THE PUBLICATION SCHEDULE

You can use the Publication Schedule Form for checking in. This might be useful for a very late issue or an old back issue which is received by the library. It might also be useful for checking in a large number of issues of the same title. The results of checking in through this window will also be updated in the Items window (check-in date, number of pages etc.).

Highlight the issue you wish to check in and click Arrive. The Issue Form will be displayed for you to modify with information regarding this issue, such as, for example, the number of pages. When you click Update on the Issue Form, the Issue Arrival Confirmation window appears.

This screen enables you to determine the number of items that you want to check in. You can check in one item at a time, or all items at once. For each item that you want to check in, the Item Arrival Form will be displayed for you to fill in, depending on the way the system is set up.

After registering the arrival of an issue, there are two possibilities:
1. The Item Arrival Form (shown below) is displayed, assuming the system is set up to display this form.
2. The check-in window for the next expected issue is displayed, unless none exists, in which case, an error message is displayed.

Yes
If the Confirm Arrival of All Copies box is not checked, you must click Yes for each new item you wish to check in. Otherwise, click Yes once to check in all items of this issue.

Confirm Arrival of All Copies
Check this box if you want to check in all items of this issue. The Item Arrival form will be displayed automatically for each item, enabling you to enter information specific to each copy, such as barcode. You can stop the process at any stage by clicking Cancel.

Stop
Click the Stop button if you do not want to continue checking in more items of this issue.

After you have clicked Yes in the Issue Arrival Confirmation window, there are two possibilities:
1. The Item Arrival Form is displayed. Click Continue to carry on to the next expected item, if there is one.
2. The Item Arrival Form does NOT display, in which case the Publication Schedule Window is updated automatically.

Note that the next expected issue will be opened automatically after you have checked in an issue.

7.3 CHECKING IN FROM THE ITEMS WINDOW

You may use the Items Window for checking in when, for example, only one item has arrived out of a few expected copies. You may also use this screen for cases outlined above for checking in from the Publication Schedule. Note, though, that when you check in from the Items window, you will have to click Refresh List on the Publication Schedule in order to bring the new data to this screen.

From the Items window, highlight the item you wish to check in and click the Arrive button. There are two possibilities:

1. The Item Arrival Form is displayed, assuming the system is set up to display this form. Click Continue to go back to the Items window.

2. The Item Arrival Form does NOT display, in which case the Items window is updated automatically.

Note that the items belonging to the next expected issue will be opened automatically after you have checked in an item.
8.0 CLAIMS

The first step in sending claims is to run the "Print Claim Report" function in the Web Services module. This report lists the issues that should be claimed. You can then print a batch of claim letters all at once by using the "Print Claim Letters" function in the Web Services module, or you can use the GUI Serials module to print a claim for a specific issue. To use the GUI Serials module to print a claim for a specific issue, open the Items window, highlight the item you wish to claim, and click the Claim button. If this is the first claim that is being sent for this item, the Send New Claim on Issue form will be displayed for you to fill in.

If there is at least one previous claim for this item, the List of Claims will be displayed. To send a new claim, click the Claim button and the Send New Claim on Issue form will be displayed for you to fill in.

8.1 LIST OF CLAIMS

If you click the claim button on the Item List, and at least one claim has already been sent, the following screen will be displayed:

This window shows the list of claims that have been sent for the selected item. The "Next Claim" column shows the date on which the next claim is/was due to be sent, according to the claim schedule defined in the Subscription Information Form.

Send Claim

To send a claim for the item, click Send Claim.

Reply

To view or register the vendor's reply to a claim, highlight the claim and click Reply.

Delete

To delete a claim, highlight the claim and click Delete.

8.2 SEND NEW CLAIM ON ISSUE FORM
The window below is displayed when you click the Claim button on the Item List (if this is the first claim for the item), or when you click Send Claim on the List of Claims window.

![Send New Claim on Issue](image)

This window enables you to send a claim to a vendor. When you have finished filling in the form, click Send. Following is help for each field of the form.

**Claim date**
The system automatically enters the current date.

**Claim text**
Enter text that you would like to be included in the letter to the vendor (in addition to the text that is already part of one of the standard claim letters you'll choose below).

**Claim format**
Choose one of the standard claim letters prepared by your system librarian for use in your library.

### 8.3 VENDOR'S REPLY

When you click the Reply button on the List of Claims window, the following window is displayed.

![Vendor's Reply](image)

This window enables you to register the vendor's reply to a claim. When you are finished filling in the form, click Update. Following is help for each field of the form.

**Claim text**
This is the text that was written by a librarian and included in the claim letter to the vendor. The text is displayed here for reference only.

**Reply date**
The system automatically fills in the current date.

**Vendor reply**
Enter free text to summarize the vendor's reply.

**Exp. arrival date**
If the expected arrival date has changed, enter the new date here. This date is used in relation to the batch claiming service.
9.0 ROUTING LIST

This section discusses the following screens and functions:

- **Routing List**
- **Routing Group Form**
- **Routing Group Members List**
- **Routing Group Member Form**
- **Remove User From Routing Groups**
- **Return Item From Routing Group**

To bring the Routing List window into focus, click the icon. The following window will be displayed.

This window shows the routing lists for a particular serial. For each subscription and routing group, the Last Trace shows the date when the Last Item was routed to the group.

The following buttons are available on this window:

**Modify**
To modify the details of a routing group, click Modify. The **Routing Group form** will be displayed.

**Add**
To add a routing group, click Add. The **Routing Group form** will be displayed.

**Delete**
To delete a routing group, highlight the group and click Delete.

**Members**
To see the members making up a routing group, highlight the group and click Members. The **Members List** will be displayed.

**Print**
To print the list of members making up a routing group, highlight the group and click Print.
9.1 ROUTING GROUP FORM

When you click the Add or Modify button on the Routing Group List, the Routing Group Form is displayed.

![Add Routing Group](image.png)

This screen enables you to define a group for the distribution of items. Following is help for each field of the form:

**Sub. sequence**
This is the number of the subscription to which the routing list should be linked. If there is only one subscription, the system will automatically enter "1". If there are more than one, you may display a list of subscriptions by clicking the button to the right side of the field.

**Group Leader ID**
Enter the ID of the group leader. This is the user (which can be a library) to which the routing list is assigned. The issue may be checked out to this user (see "Loan Serial" field below).

Should it be so defined in a table, the loan of arrived issues to the Group Leader (and the Routing Group) will be subject to circulation checks such as limits on number of loans or unpaid due cash. The loan will be performed whatever the result of the checks, however a trigger record will be created for each of the 'problems' this loan has. Note that if patrons are deleted from the library, they will also be deleted from all Routing Groups which include them as Group Leaders.

**Budget number**
Optional. You may link the routing list to a budget. At present, this is for information only; the budget will not actually be debited.

**Loan serial**
If this box is checked, the system will loan the item to the Routing Group using the circulation loan function. This means that the loan will be displayed in the OPAC in the user's list of loans. A due date will be displayed and the library can send the user overdue notices. If this option is checked, the following field (Loan days per member) must be filled in, otherwise the Add button on this screen is be activated.

**Loan days per member**
This is the number of days that each member in the list may keep the item. The system will multiply this value by the number of members on the list, in order to calculate the due date of the item. Note that the Group Leader (which can be a department) cannot be counted for the purpose of this calculation. If
you wish the Group Leader to be included in the calculation, you must add him/her as a Group Member as well.

**Status**

A routing list may be active (AC) or inactive (NA). The system will check the status before printing a routing list.

**Note**

Optional.

---

### 9.2 MEMBERS LIST

When you click the Members button on the Routing List screen, the following window is displayed:

![Routing Group Members List](image)

This screen lists the members of one routing group and the priority of each member. The person with the highest priority is at the top of the list. Note that the system will not let you add the same user to more than one routing list for the same administrative record. Note that if patrons are deleted from the library, they are also deleted from all Routing Groups they belong to as members.

Following are the buttons available on this window:

**New**

To add a new member to the routing list, click New. The [Member Form](#) will be displayed.

**Delete**

To remove a member from the list, highlight the member's name and click Delete.

**Arrows**

To move the highlighted member up a level in the list (giving him a higher priority), click the Up button. To move the member down a level, click the Down button.
9.3 MEMBER FORM

When you click New or Modify on the Member List, the following form is displayed:

This form enables you to add a member to the selected routing list. When you are finished filling in the form, click Update.

**Member ID**
To add a member to the routing list, enter the User ID of the member. You may select from a list by clicking the button to the right side of the field.

9.4 REMOVE USER

To select the Remove User From Routing Groups function, go to the Utilities menu and choose the function. The following form will be displayed:

This window enables you to remove a user from every routing group of which he is currently a member.

Enter the user's ID or select from a list by clicking on the arrow to the right side of the field. When you have selected the desired user, click OK. You will be asked to confirm that you do, indeed, want to remove the user from all of his routing groups.

9.5 RETURN ITEM

To select the Return Item From Routing Group function, go to the Utilities menu and choose the function. The following form will be displayed:
This window enables you to check-in an item that was previously checked out to the Group Leader of aRouting List.

Enter the barcode of the item and click OK.

If other Routing Groups are waiting for the item, the item will be loaned automatically to the Group Leader of the next Routing Group in the list.
10.0 BINDING

In ALEPH, the binding functionality is located within the Items module. Refer to the Binding section in the Items chapter of the Web Guide for an explanation of Binding.

Go to next section (System Librarian)
11.0 SYSTEM LIBRARIAN

The system librarian is responsible for the following:

- Libraries (11.1)
- Print Templates (11.2)
- Column Headings (pc_tab_col.lng) (11.3)
- Drop-down Menus (11.4)
- Item Arrival Form (11.5)
- Call Number Options (11.6)
- Item Statistic Options(11.7)
- Viewing Subscription Information (11.8)
- Defining 853 Chronology and Numbering Terms(11.9)
- Sorting of Items (11.10)
- Routing List (11.11)
- Client Setup (Serial.ini) (11.12)
- Serials Tables (11.13)
- Ensuring that item information about serials appears in the OPAC. Click here to jump to the OPAC (GUI) chapter for an explanation.

11.1 LIBRARIES

To define the administrative libraries to which the user may connect in the Serials module, follow these steps:

**Step 1:** Go to the ALEPHCOM/TAB directory of the client and open the LIBRARY.INI file located there. Make sure that the desired libraries are defined in this file. Following is a sample from the file:

```
1                 2       3
!-----------------------------+-----+------------------------------>
USM01 - USMARC Bibliographic   USM01 ram40:6505
USM10 - USMARC Authority       USM10 ram40:6505
USM50 - USMARC Administrative  USM50 ram40:6505
```

**Column 1** is the text as it will appear in a menu for the user to choose from
**Column 2** is the code of the library as defined in the tab_base.lng table (UTIL Y/3)
**Column 3** is the IP address and port number

**Step 2:** Go to the SERIAL/TAB directory of the client and open the PER_LIB.INI file located there. It lists libraries that are available to choose from in the Serials module. Following is a sample from that file:

```
USM50
USM51
```
Enter the library codes in the order that you want the libraries to appear on the menu that the user chooses from in the GUI. Note that on the menu, the library codes will not be displayed; rather, the text that was defined in column 1 of the LIBRARY.INI file will be displayed.

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11.2 PRINT TEMPLATES

11.2.1 Available Templates

The names of the Serials template files are as follows (where nn is a number identifying the version):

GUI Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
<th>Function Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Label</strong></td>
<td>The label which is printed during check-in (if so indicated for that subscription).</td>
<td>ItemArrival</td>
</tr>
<tr>
<td>serial-item-label-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Regular Label</strong></td>
<td>The label which is printed when you highlight an issue-type item and click Label on the Item List in the Items module.</td>
<td></td>
</tr>
<tr>
<td>item-issue-label-nn (00 &lt;=nn &lt;=19)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Regular or Spine Label</strong></td>
<td>Spine labels can be printed in the Items module when you select Menu/Utilities/ Print Item Labels, and then scan in the relevant barcodes. The parsing of spine label fields is dependent on tab_label_parse of the ADM library.</td>
<td></td>
</tr>
<tr>
<td>item-issue-label-mm (20 &lt;=mm &lt;=39)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Claim letter (GUI)</strong></td>
<td>The claim form is produced when you claim an item from the Items window of the Serials module.</td>
<td>ClaimLetter</td>
</tr>
<tr>
<td>serial-claim-letter-01-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Routing List</strong></td>
<td>The list of routing list members is printed during check-in for titles that are routed. Also the routing list printed when you select a routing group on the Routing List window in the Serials module and click Print.</td>
<td>RoutList RoutReturn ItemArrival</td>
</tr>
<tr>
<td>serial-rout-list-nn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subscription Information</strong></td>
<td>The Subscription Information form is printed when you click Print on the Subscription Information Form in both the Serials and Acquisitions modules.</td>
<td>CopyInfo</td>
</tr>
<tr>
<td>copy-info-nn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Batch Services Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claim Letter (Services)</strong></td>
<td>The claim form used when claiming is carried out by the &quot;Print Serials Claim Letters&quot; batch process (b-serial-44)</td>
</tr>
<tr>
<td>batch-serial-claim-letter-nn</td>
<td></td>
</tr>
<tr>
<td><strong>Routing Letter</strong>&lt;br&gt;serial-rout-letter-nn</td>
<td>The letter sent to members of routing lists by the &quot;Letters to Routing List Members&quot; batch process (b-serial-08).</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Claim Report for unreceived Serial orders</strong>&lt;br&gt;acq-serials-claim-report-nn</td>
<td>The form which is sent to vendors to claim serial titles on an order where no issues at all were received. (This is not the same as claiming for individual issues). Printed by the batch process &quot;Claim report and letters for serials orders&quot; (b-acq-19).</td>
</tr>
<tr>
<td><strong>Subscription Renewal</strong>&lt;br&gt;acq-subs-renewal-list-nn</td>
<td>The subscription renewal letter sent to vendors by the &quot;Subscription renewal letters&quot; batch process (b-acq-23).</td>
</tr>
</tbody>
</table>

### 11.2.2 Key to Strings with $ Signs

The meaning of a string with a $ sign depends on the template in which it appears.

- **Item Label**
- **Item Issue Label**
- **Claim Letter (GUI)**
- **Claim letter (Services)**
- **Routing list**
- **Routing letter**
- **Subscription (Copy) Information**

#### Item Label

**serial-item-label-nn**

- $001 - date label printed
- $002 through $00700 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $009 - item barcode
- $010 - description
- $011 - sub-library
- $012 - collection
- $013 - call number
- $014 - arrival date
- $015 - subscription note

#### Item issue label

**item-issue-label-nn**

- $001 - date label printed
- $002 through $007 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $008 - item barcode
- $009 - sub-library
- $010 - collection
- $011 - copy number (z30-copy)
- $012 - copy number
- $013 - year (z30-chronological-i)
- $014 - volume (z30-enumeration-a)
- $015 - issue number (z30-enumeration-b)
- $016 - part number (z30-enumeration-c)
- $020 - call number (edited based on LOC entry in edit_field table)
- $021 - call number (with sub-field delimiters removed)
- $022 - call number 2 (edited based on LOC entry in edit_field table)
- $023 - call number 2 (with sub-field delimiters removed)
- $024 - item description
- $030 through $039 - prefix and/or suffix information based on the sub-library and collection using the table tab_label.lng
- $040 through $049 - call number 1, parsed into up to ten pieces as determined by the table tab_label_parse.
- $050 through $059 - call number 1, parsed into up to ten pieces as determined by the table tab_label_parse.
- $060 through $069 - item description, parsed into up to ten pieces as determined by the table tab_label_parse.
- $091 through $099 - sub-library's address

**Claim letter in GUI Serials**

*serial-claim-letter-01-nn*

- $001 - e-mail address
- $002 - date of claim letter
- $003 through $00700 - vendor's address
- $008 - estimated date of arrival
- $009 - date of last claim
- $010 through $015 - bibliographic information (format defined in the bib_format table (UTIL I/14))
- $016 - issue description
- $017 - issue date
- $018 through $022 - note to vendor
- $023 - vendor reference number
- $024 - sub-library
- $025 - SICI code
- $026 - administrative record number
- $027 - copy reference number
- $028 - order number
- $091 through $099 - library's address

**Claim letter in Web Services module**

*batch-serial-claim-letter-nn*

- $001 - e-mail address
- $002 - date of claim letter
- $003 through $00700 - vendor's address
Routing list
serial-rout-list-nn
- $001 - date routing list printed
- $002 through $007 - bibliographic information (format defined in the bib_format table (UTIL I/14)
- $008 - date
- $009 - issue routed
- $010 - routing group leader ID
- $011 - routing group leader address
- $012 - number of days per member
- $013 - routing note
- $014 - issue barcode
- $015 - subscription number
- $016 - ISSN
- $017 - issue number
- $018 - volume
- $019 - year
- $020 - sub-library
- $021 - collection
- $022 - location
- $023 - location-2
- $100, $110, $120, $130, $140, $150, $160, $170, $180 - name of member of routing group
- $101, $111, $121, $131, $141, $151, $161, $171, $181 - address of member of routing group
- $091 through $099 - library's address

Routing Letter
serial-rout-letter-nn
- $001 - date
- $002 through $006 - member address
- $091 through $099 - library's address
- $001 - title
**Subscription (Copy) Information**

- $001 - sub-library
- $002 - date from
- $003 - date to
- $004 - vendor code
- $005 - vendor order number
- $006 - delivery type
- $007 - delay
- $008 - target ID
- $009 - direct delivery
- $010 - item status
- $011 - collection
- $012 - location
- $013 - label
- $014 - discard bind
- $015 - claim
- $016 - claim 2
- $017 - claim 3
- $018 - claim 4
- $019 - note
- $020 - check-in note
- $021 - date
- $022 through $031 - bibliographic information
- $033 - target name
- $091 through $099 - library's address

**11.3 COLUMN HEADINGS (PC_TAB_COL.LNG)**

`pc_tab_col.lng` defines the columns of information that are displayed in list windows in the GUI clients.

In order to define column headings, edit the bibliographic library (USM01) table `pc_tab_col.lng` using `UTIL I/9` or the ALEPHADM module. For more information about `pc_tab_col.lng`, see the Web Guide - General chapter - Desktop Customization - GUI and Toolbars section.

The following is a list of the Serials windows which use `pc_tab_col.lng` for formatting data, and their identifiers (Column 1 in `pc_tab_col.lng`).

<table>
<thead>
<tr>
<th>Unique Code</th>
<th>Serials GUI Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC_COM_SUB_LIB_L</td>
<td>Select Library for Issue Check-in</td>
</tr>
<tr>
<td>PC_SERIALCLAIM_L</td>
<td>List of claims</td>
</tr>
<tr>
<td>PC_SERIAL_COPY_L</td>
<td>Subscription list</td>
</tr>
<tr>
<td>PC_COM_DOC</td>
<td>Navigation window</td>
</tr>
<tr>
<td>PC_SERIAL_CHECKIN_L</td>
<td>Check-in (while performing Fast Check-in)</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>PC_SERIAL_HOL_LIST</td>
<td>List of Holdings connections (Retrieve HOL was clicked)</td>
</tr>
<tr>
<td>PC_SERIAL_ITEM_L</td>
<td>Items window *</td>
</tr>
<tr>
<td>PC_SERIAL_MEMBER_L</td>
<td>Routing group members list</td>
</tr>
<tr>
<td>PC_SERIAL_ROUT_L</td>
<td>Routing List</td>
</tr>
<tr>
<td>PC_SERIAL_SCHED_L</td>
<td>Publication schedule *</td>
</tr>
<tr>
<td>PC_SERIAL_ITEM_SHOW</td>
<td>Item information window (Click View on Items Window)</td>
</tr>
</tbody>
</table>

* In this GUI table, an optional color/font can be used by the system for color/font differentiation between values in the same column. The alternative font and color can be defined in Column 8 and 9 of pc_tab_col.lng.

Go to top of page

11.4 DROP-DOWN MENUS

You may add or delete choices for the menus listed below by editing the pc_tab_exp_field.lng table using UTIL L/2 or the pc_tab_exp_field_extended.lng table using UTIL L/1. In order to edit this file, ensure that you are connected to an administrative library.

The following list shows the pc_tab_exp_field.lng lines for drop-down menus which appear in various windows in the Serials module. Those menus that appear in the pc_tab_exp_field_extended.lng table are marked by an asterisk (*). These are sorted by the window's name, with extra information in brackets. See also chapters 11.6 and 11.7 for the setting up of options for the Location and Item Statistic fields. Items window

Collection
This menu is based, per sub-library, on tab40.lng (Collection Definition) in the bibliographic library.

Subscription Information Form
- DISCARD-TYPE
- ITEM-LOCATION*
- ITEM-LOCATION-2*
- ITEM-LOCATION-TYPE
- LOCATION-GR (found in the Build Location Field window)*
- LOCATION-USIG (found in the Build Location Field window)*
- LOCATION-PREFIX (found in the 852 Form)*
- LOCATION-SUFFIX (found in the 852 Form)*
- LOCATION-SOURCE (found in the 852 Form)*
- ITEM-STATISTIC-1 (found in the Edit Item Statistic Field window)
- ITEM-STATISTIC-2 (" )
- ITEM-STATISTIC-3 (" )
- ITEM-STATISTIC-4 (" )
Modify Routing Group
  ○ ROUT-GROUP-STATUS

Publication Schedule Form
  ○ TIME-TYPE

Send New Claim on Issue
  ○ SERIAL-CLAIM-FORMAT

Retrieve Triggers
  ○ TRIGGER-DEPARTMENT

Item Form
  ○ ITEM-LOCATION-TYPE
  ○ ITEM-LOCATION*
  ○ ITEM-LOCATION-2*
  ○ LOCATION-GR*
  ○ LOCATION-USIG*
  ○ LOCATION-PREFIX*
  ○ LOCATION-SUFFIX*
  ○ LOCATION-SOURCE*
  ○ ITEM-PROCESS-STATUS
  ○ INVENTORY-NUMBER*
  ○ ITEM-STATISTIC

11.5 ITEM ARRIVAL FORM

You can determine whether or not the Item Arrival Form will be displayed when the user checks issues in by any of the three check-in methods ("Fast", Publication Schedule and Items window).

In order to determine the behavior of the system when the Arrive button is clicked, go to the version's alephe directory and open the pc_server_defaults file. Go to the parameter "modify_item_arrival". If you want the Item Arrival Form to be displayed, type Y for this parameter. If you do not want the Item Arrival Form to be displayed, type N.

11.6 CALL NUMBER OPTIONS

Two windows in the Serials module include Call Number information fields: the Subscription Information Form and the Item Form. There are five options for entering data into the Call Number and Second Call Number fields in each of these windows, depending on the client setup:

1. A drop-down menu with pre-defined call numbers from the pc_tab_exp_field _extended.lng table.
2. No drop-down menu. Enter the call number directly into the field/s.
3. Special form for libraries with a Closed Stack management.
4. An index with all call numbers already entered used previously. The Call Number Type
must also be entered on this window.

5. A special form for entering sub-fields directly into a MARC 21 Holdings 852 field (with the possibility of using the index call numbers as in type 4.)

Which one of these options will be available to you is defined in your client's alephcom/tab/alephcom.ini file, under the heading [ExpandField]:

```
[ExpandField]
;
; Describe the Expand button Status of special fields :
; 1 - Regular (pc_tab_exp_field_extended.lng) (default)
; 2 - Non Visible
; 3 - Special (for location=close stack)
; 4 - Special (for location=location index list)
; 5 - Special (for location=852 form)
;
ItemLocation1Field=2
ItemLocation2Field=5
SerialLocation1Field=1
SerialLocation2Field=5
```

In this file, ItemLocation1Field and ItemLocation2Field refer to the Location and Second Location fields in the Item Form.

SerialLocation1Field and SerialLocation2Field refer to the Location and Second Location fields in the Subscription Information Form.

The digits to the right of each line refer to the five options listed above.

### 11.7 ITEM STATISTIC OPTIONS

Two windows in the Serials module include Item Statistics information fields: the Subscription Information Form and the Item Form (in the General Information (2) tab). There are three options for entering data into the Item Statistic fields in each of the windows, depending on client setup:

1. No drop-down menu. Enter the data directly into the field.
2. A drop-down menu with pre-defined options from the pc_tab_exp_field.lng table.
3. A Special four-field form, with the drop-down menu for each field defined in pc_tab_exp_field.lng (ITEM-STATISTIC-1 to ITEM-STATISTIC-4).

Which one of these options will be available to you is defined in your client's alephcom/tab/alephcom.ini file:

```
;
; 1 - Simple edit (default)
; 2 - Regular (pc_tab_exp_field)
; 3 - Special form (4 part statistic field)
;
ItemStatisticField=3
SerialItemStatisticField=3
ItemStatisticDelimiter=/
```

In this file, ItemStatisticField refers to the Statistic field in the Item Form.

SerialItemStatisticField refers to the Item Statistic field in the Subscription Information Form.
### 11.8 VIEWING SUBSCRIPTION INFORMATION

The Subscription Information window will be displayed when you highlight a subscription on the Subscription List and click View. You can define which fields will be displayed on the Subscription Information window by modifying tab_subscr_display.lng in the Administrative library (UTIL L/19).

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPTION-1</td>
<td>040 01 C01</td>
<td>L Field Name</td>
</tr>
<tr>
<td>CAPTION-2</td>
<td>060 02 C02</td>
<td>L Field Data</td>
</tr>
<tr>
<td>DISPLAY</td>
<td>098 05 C05</td>
<td>L --------------------------</td>
</tr>
<tr>
<td>COPY-SUB-LIBRARY</td>
<td></td>
<td>L Sub-Library:</td>
</tr>
<tr>
<td>DISPLAY</td>
<td>100 05 C05</td>
<td>L --------------------------</td>
</tr>
<tr>
<td>COPY-FROM-DATE</td>
<td></td>
<td>L From Date:</td>
</tr>
<tr>
<td>COPY-TO-DATE</td>
<td></td>
<td>L To Date:</td>
</tr>
<tr>
<td>COPY-VENDOR-CODE</td>
<td></td>
<td>L Vendor Code:</td>
</tr>
<tr>
<td>COPY-VENDOR-ORDER-NUMBER</td>
<td></td>
<td>L Vendor Order no.:</td>
</tr>
</tbody>
</table>

**Column 1** defines the system code for each element. Do not change any of the codes.

**Column 2** is for the percentage of the first and second column widths (CAPTION-1, CAPTION-2). Apart from the first two columns, you need to define the percentage only when you are using the DISPLAY code to insert your own text (such as the broken lines between sections of the window).

**Column 3** is for the font used in the headings in the left-hand column.

**Column 4** is for the color of the headings in the left-hand column.

**Column 5** is for the font used in the contents in the right-hand column.

**Column 6** is for the color of the contents in the right-hand column.

**Column 7** defines the Alpha for each field.

**Column 8** is for the text of each heading on the left-hand column. You can use up to 50 characters.

### 11.9 DEFINING 853 CHRONOLOGY AND NUMBERING TERMS

The codes used for months and seasons in the ALEPH 853 field are defined, per language, in table 853_chrono in the Administrative library (UTIL G/4/a).

Table 853_numbering, in the same library, defines the numbering terms (or ordinals) used, per language, by these fields (UTIL G/4/b).

#### 11.9.1 853_chrono
Column 1 defines the language. Depending on the language code entered in pos. 36-38 of the 008 tag for the title, the relevant month/season name in that language will be picked up for the description field of each issue. The language code must also be defined in tab21. If the language in tag 008 does not appear in this table, the default for English will be used instead.

Column 2 defines the type of chronological term: M for month, S for season.

Column 3 is the text you wish the system to use for the month or season names. You can use up to 20 characters.

11.9.2 853_numbering

Column 1 defines the language. Depending on the language code entered in pos. 36-38 of the 008 tag for the title, the relevant ordinal name in that language will be picked up for the description field of each issue. The language code must also be defined in tab21. If the language in tag 008 does not appear in this table, the default for English will be used instead.

Column 2 states the number (or group of numbers) for which the ordinal is defined. Question marks may be used as wildcards. In the example above, if the number is 13, the ordinal will be "th". However, if the number is 23, 33, 43 etc. (i.e. "?3"), the ordinal will be "rd".

Column 3 is the ordinal that will be used for the numbers defined in column 2.

11.10 SORTING OF ISSUES AND ITEMS

The sorting of issues in the Publication Schedule window is hard-coded. The sorting order is ascending, and is as follows:

chronological_i
chronological_j
chronological_k
chronological_l
The sorting of items in the Items window is affected by the relevant lines in table tab_z30_sort in the Administrative library. The Sort Option available in this window is based on definitions in the table, as seen below. The name used for each of the options in the pull-down menu is defined in pc_tab_exp_field.lng (line SERIAL-SORT-TYPE).

<table>
<thead>
<tr>
<th>SERIAL</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>A</td>
<td>03</td>
<td>00</td>
<td>o0 -</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>year</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(chrono.)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>volume</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(enum. a)</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>issue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(enum. b)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>item-sequence;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>o0 -</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>if</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>enumeration-a(volume) not spaces then</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>enumeration-a(volume)+enumeration-c(part)+sub-library+collection.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>if enumeration-a(volume) is spaces then</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>description+enumeration-c(part)+sub-library+collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>o01 -</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>year</td>
</tr>
<tr>
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<td>(chrono. i)</td>
</tr>
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<td></td>
<td>volume</td>
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<td>(enum. a)</td>
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<td>issue</td>
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<td>part</td>
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<td>item-sequence;</td>
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<td>o02 -</td>
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<td>HOL doc number</td>
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<td>\ year</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>(chrono. i)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>volume</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(enum. a)</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>issue</td>
</tr>
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<td></td>
<td></td>
<td>(enum. b)</td>
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<td>part</td>
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<td></td>
<td>(enum. c)</td>
</tr>
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<td></td>
<td>item-sequence;</td>
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<td>o03 -</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>sub-library</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>\ item-sequence;</td>
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<td></td>
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<td>o00 -</td>
</tr>
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<td></td>
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<td>if</td>
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<td></td>
<td></td>
<td>description is blank then:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>enumeration-a(volume)+chronological-i(year)+enumeration-c(part)+enumeration-b(issue)+sublib+item status else description+sublib+item status.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>o04 -</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>hol-doc-number+ If enumeration-a(volume) not spaces then</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>enumeration-a(volume)+enumeration-c(part)+sub-library+collection.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If enumeration-a(volume) is spaces then</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>description+enumeration-c(part)+sub-library+collection.</td>
</tr>
</tbody>
</table>

11.11 ROUTING LIST
Whenever a routed item is checked in, the system can perform circulation checks on that automatic loan. The checks are performed against the Group Leader to whom the loan is registered. Checks can be defined in the ROUT-LOAN section of tab_check_circ of the ADM library.

Note that the loan is performed whatever the result of the checks, but a new trigger record (Z104) is created for every inconsistency in the loan identified by the system.

```
1           2
!!!!!!!!!!!!-!!!!!!!!!!!!!!!
ROUT-LOAN  check_circ_1_a
ROUT-LOAN  check_circ_1_b
ROUT-LOAN  check_circ_1_c
ROUT-LOAN  check_circ_2_a
```

### 11.12 CLIENT SETUP (SERIAL.INI)

The following are sections in the Serial.ini file which are unique to the Serials module:

There are five main windows that can be opened in Serials (the names enclosed in brackets are the windows identification in serial.ini):

1. Subscription List (CopyWindow)
2. Publication Schedule (SchedWindow)
3. Items (IssueWindow)
4. Routing List (RoutListWindow)
5. Navigation Window (DocWindow)

For each window you can define:

- screen position (Position)
- Resize? Y/N (Resize)
- Relocate? Y/N (Relocate)
- Default size (Size)
- Opening status when Serials module is opened (F= fully opened, I=iconized, C=not opened at all) (OpenMethod)

An example of the Subscription parameters follows (note: the Navigation Window only has the OpenMethod parameter):

```
[WindowLocation]
CopyWindowPosition=0,75
CopyWindowResize=Y
CopyWindowRelocate=Y
CopyWindowSize=700,400
CopyWindowOpenMethod=I
```

The [General] section has 3 parameters:

- CloseOtherWindows=Y

You can make all windows iconized when opening a single window of interest. This applies when any window is opened.

- ConfirmArrivalAll=Y

When check-in is performed from the Publication Schedule window, you can determine whether
or not the Confirm Arrival of All Copies checkbox on the Issue Arrival Confirmation window is checked.

ItemSortType=SERIAL-2
The previous line defines the default sort type in the Sort Options field of the Item Window. It refers to the SERIAL-SORT-TYPE section of table pc_tab_exp_field.lng of the ADM library, which in turn is based on the definitions in tab_z30_sort of the ADM library.

11.13 SERIALS TABLES

LIBRARY TABLES

1. **853_chrono**
   List of full (or partial) names of months and seasons, arranged by language, to be used when creating Publication Schedules by the 853/853X method.

2. **853_numbering**
   List of ordinals (e.g. 1st, 3rd), arranged by language, to be used when creating Publication Schedules by the 853/853X method.

3. **tab_85x_import**
   This table relates to the import of serials prediction fields (853, 853X etc.) from other libraries into your own library. It defines the way in which fields imported from another library (using the b-serial-52 batch procedure) for checking against your serials records, will be used for matching.

   It is possible to define which index should be used for the match; whether the entire field from the input file or a specific sub-field should be used for the match; and which sub-field in that field in your own database should be used.

4. **tab_subscrb_display.lng**
   Fields to be displayed in the Subscription Information window. This window is displayed when the View button on the Subscription List is clicked.

5. **tab_z30_sort**
   Sort options for the Items window in Serials. Use in conjunction with pc_tab_exp_field.lng (line SERIAL-SORT-TYPE).

6. **tab10**
   Switch 49 (TAB10-UPDATE-Z30-COPY) determines whether or not the Z16-copy-sequence is copied to the Z30-copy whenever an item is created for an issue.

7. **tab42**
   This table defines changes in the Item Process Status of issue-type items, as a result of events in the serial control process (for example, opening expected issues, claiming and check-in).
1.0 SYSTEM LIBRARIAN

The System Librarian is responsible for maintaining the Web interface of the Services module. Each function in the Services module contains a form for the user to fill in. Many of these forms contain menus whose options you may add, delete or modify. The options that may appear in these menus depend on definitions that appear in various tables, files and directories of the system. When you change these definitions, you may also want to change the options in the menus of the Services module.

There are two ways to define the choices in the menus:

**Edit Each File**
Go into every file and edit the menu choices for a particular field.

**Edit One Master File**
Define the choices for a particular field once in a separate master definition file and then every function that uses that field will read the choices from the separate file.

Each method is explained below.

1.1 EDIT EACH FILE

The table below lists the menus that may be edited; the filename of the web page in which the menus appear; and the table, file or directory that contains related definitions.

Note that each web page listed below contains detailed help for each menu, explaining how to add an option to the menu. Please refer to that help when adding, deleting or modifying menu options.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Filename of web page</th>
<th>Related table, file or directory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report language</td>
<td>m b-acq-01, 03, 05, 07</td>
<td>rep_col (UTIL I/11)</td>
</tr>
<tr>
<td></td>
<td>m b-auth-03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>m b-cir-04, 05, 06, 07, 08, 09, 11, 14, 15, 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>m b-manage-26</td>
<td></td>
</tr>
<tr>
<td></td>
<td>m b-print-08, 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>m b-ret-item-02</td>
<td></td>
</tr>
<tr>
<td>Report language</td>
<td>m b-print-01, 09</td>
<td>edit_doc (UTIL I/8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tab01 (UTIL G/1/01)</td>
</tr>
<tr>
<td>Report language</td>
<td>m b-print-04</td>
<td>files in head_foot directory</td>
</tr>
<tr>
<td>Report language</td>
<td>m b-print-08</td>
<td>rep_tab_short.lng (UTIL I/10)</td>
</tr>
<tr>
<td>Category</td>
<td>Items</td>
<td>Files in Directory</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
</tbody>
</table>
| Columns in report        | acq-05, 11, 12, 17  
|                         | auth-03, 04  
|                         | cash-02, 03  
|                         | cir-05, 09  
|                         | com-01  
|                         | ill-01, 02, 07, 08, 09, 50  
|                         | manage-26  
|                         | ret-adm-01  
|                         | serial-04, 06, 07, 10, 11, 13  | rep_col (UTIL I/11)              |
| Columns in report        | print-08  | rep_tab_short.lng (UTIL I/10) |
| Report format            | acq-01, 07, 16, 17  
|                         | cir-04, 06, 07, 08, 09, 11, 14, 15, 16, 17  
|                         | ret-item-02  | rep_col (UTIL I/11)              |
| Report format            | acq-10, 16  | files in form_lng directory    |
| Header/Footer            | acq-01, 03, 05, 07, 10, 11, 12, 17  
|                         | auth-03, 04  
|                         | cash-02, 03  
|                         | cir-04, 05, 06, 07, 08, 09, 11, 14, 15, 17  
|                         | com-01  
|                         | ill-01, 02, 05, 07, 08, 09, 50  
|                         | manage-15, 16, 26  
|                         | print-05  
|                         | serial-04, 06, 07, 10, 11, 13  
|                         | ret-adm-01, 02  | files in head_foot directory    |
| Header/Footer            | print-01, 04, 08, 09, 10  | rep_tab_short.lng (UTIL I/10) |
| Letter format            | acq-12, 23  
|                         | cir-06, 10, 13, 50, 51, 52  
<p>|                         | serial-44  | files in form_lng directory    |</p>
<table>
<thead>
<tr>
<th>Authority library</th>
<th>b-auth-03, 04, 05</th>
<th>tab_aut (UTIL G/1/d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headings Index</td>
<td>b-auth-03, 04</td>
<td>tab11 (UTIL G/1/11)</td>
</tr>
<tr>
<td>Transaction to include in report</td>
<td>b-cash-02</td>
<td>tab18 (UTIL G/5/18)</td>
</tr>
<tr>
<td>Sort by</td>
<td>b-acq-22, b-cir-04, 05, 06, 07, 08, 11, 16, 17, b-ret-item-02</td>
<td>tab_sort (UTIL G/1/b)</td>
</tr>
<tr>
<td>Letter format</td>
<td>b-acq-12, 23, b-cir-06, 10, 13, 50, 51, 52, b-serial-44</td>
<td>files in form_lng directory</td>
</tr>
<tr>
<td>Language of slip</td>
<td>b-cir-12, 22</td>
<td>form_lng directory</td>
</tr>
<tr>
<td>Sort level</td>
<td>b-cir-09, 12, 22, b-ret-21</td>
<td>tab_sort (UTIL G/1/b)</td>
</tr>
<tr>
<td>Fix routine</td>
<td>b-manage-18, 20, 25</td>
<td>fix_doc (UTIL M/12)</td>
</tr>
<tr>
<td>Fix routine</td>
<td>print-03</td>
<td>tab_fix (UTIL M/11)</td>
</tr>
<tr>
<td>Format</td>
<td>b-print-01, 03, 04, 08, 09</td>
<td>edit_doc (UTIL I/3)</td>
</tr>
<tr>
<td>Format</td>
<td>b-acq-03</td>
<td>rep_col (UTIL I/11)</td>
</tr>
<tr>
<td>Catalog type</td>
<td>b-print-04, 05</td>
<td>tab00 (UTIL G/1/00)</td>
</tr>
<tr>
<td>Letter number</td>
<td>b-cir-52</td>
<td>files in form_lng directory</td>
</tr>
<tr>
<td>Vendor code</td>
<td>b-acq-02-01, 03, 12, 13, 14, 19, b-serial-04, 44</td>
<td>Vendor List in Acquisitions or Administration module</td>
</tr>
<tr>
<td>Budget type</td>
<td>b-acq-02-01, 05, 06-a, 07, 16, 17</td>
<td>pc_tab_exp_field (UTIL L/2)</td>
</tr>
<tr>
<td>Budget group</td>
<td>b-acq-02-01, 16, 17</td>
<td>pc_tab_exp_field (UTIL L/2)</td>
</tr>
<tr>
<td>Department</td>
<td>b-acq-16, 17, b-com-01</td>
<td>pc_tab_exp_field (UTIL L/2)</td>
</tr>
<tr>
<td>Label Format</td>
<td>b-item-03</td>
<td>item-copy-label-22, item-issue-label-nn in form_eng directory</td>
</tr>
<tr>
<td>Field</td>
<td>Filename of web page</td>
<td>Related table, file or directory</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Borrower status</td>
<td>b-cir-05, 16</td>
<td>tab31 (UTIL G/5/31)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b-borrower-select-&lt;library name&gt;</td>
</tr>
</tbody>
</table>

### 1.2 EDIT ONE MASTER FILE

You may set the system up so that the choices for a given field are defined once in a separate master definition file and then displayed for every function that uses that field. An "include" line is used in the function's HTML code for the relevant field. It calls the master definition file which lists the valid options.

This setup is currently in use for the fields listed below. You may use this setup for other fields, as well, such as vendor code.

**Note:** When shared code is included in HTML files, the <include> replacement instructs the system to add the correct extension according to the library you are connected to. Therefore, it is not necessary to write the file extension in the "include" command.
<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
<th>Code/Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrower status</td>
<td>b-cir-04, 08, 10, 11, 12, 13, 50, 51, 52</td>
<td>tab31 (UTIL G/5/31) b-borrower-select-blank-for-all-&lt;library name&gt;</td>
</tr>
<tr>
<td></td>
<td>b-borrower-select-blank-for-all-&lt;library name&gt;</td>
<td></td>
</tr>
<tr>
<td>Patron status</td>
<td>b-cir-17</td>
<td>tab31 (UTIL G/5/31) b-borrower-select-&lt;library name&gt;</td>
</tr>
<tr>
<td></td>
<td>b-borrower-select-&lt;library name&gt;</td>
<td></td>
</tr>
<tr>
<td>Item status</td>
<td>b-cir-04, 06, 07, 10, 11, 12, 13, 16, 22, 50, 51, 52</td>
<td>tab15 (UTIL G/5/15) b-item-status-select-&lt;library name&gt;</td>
</tr>
<tr>
<td></td>
<td>b-cir-04-uni50</td>
<td></td>
</tr>
<tr>
<td>Sub-library</td>
<td>b-acq-11, 12, 13, 14, 16, 19, 22</td>
<td>tab_sub_library (UTIL Y/4) b-sub-library-checkbox-&lt;library name&gt;</td>
</tr>
<tr>
<td></td>
<td>b-cash-03, 05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b-cir-04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 22, 50, 51, 52</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b-cir-04-uni50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b-ill-05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b-serial-04, 06, 11, 14</td>
<td></td>
</tr>
<tr>
<td>Delinquency code</td>
<td>b-cir-05</td>
<td>pc_tab_exp_field.lng (Util L/2) b-delinquency-select-usm50</td>
</tr>
<tr>
<td>Delinquency code</td>
<td>b-cir-50, 51, 52</td>
<td>pc_tab_exp_field.lng (Util L/2) b-delinquency-select-blank-for-all-usm50</td>
</tr>
<tr>
<td>Item process status</td>
<td>b-cir-11</td>
<td>b-item-p-status-select</td>
</tr>
<tr>
<td></td>
<td>b-serial-44</td>
<td></td>
</tr>
</tbody>
</table>

You can decide how the options will be displayed. You may display a list of options with checkboxes, a list of options with radio buttons, or a list of options in a drop-down menu. All three formats are explained below for the sub-library field, but they may be used for other fields as well.

### Sub-library Field

**Checkboxes**

If you want to display a list of options with checkboxes, the following line should be used in the HTML code for the sub-library field:

```html
<include>b-sub-library-checkboxF<parameter number>
```
The "include" line above calls the corresponding master definition file called b-sub-library-checkbox-<library name> which lists the valid sub-libraries in the correct format for displaying checkboxes.

Note that if the user leaves all checkboxes empty, the system interprets this as all sub-libraries being selected, including those that are not displayed.

**Radio Buttons**
Similarly, if you want to display a list of options with radio buttons, the following line should be used in the HTML code for the sub-library field:

```
<include>b-sub-library-radioF<parameter number>\n```

The "include" line above calls the corresponding master definition file called b-sub-library-radio-<library name> which lists the valid sub-libraries in the correct format for displaying radio buttons.

Radio buttons force the user to choose one option.

**Drop-down Menu**
Lastly, if you want to display a drop-down menu of options, the following line should be used in the HTML code for the sub-library field:

```
<include>b-sub-library-selectF<parameter number>\n```

The "include" line above calls the corresponding master definition file called b-sub-library-select-<library name> which lists the valid sub-libraries in the correct format for displaying the drop-down menu. This file also includes an "All" option to select all sub-libraries, including those that are not displayed in the list.

If you want to display a drop down menu, but do not want to provide the "All" option, the following line should be used in the HTML code for the sub-library field:

```
<include>b-sub-library-select-no-allF<parameter number>\n```

The "include" line above calls the corresponding master definition file called b-sub-library-select-no-all-<library name> which lists the valid sub-libraries in the correct format for displaying the drop-down menu without the "All" option.

Note that this no-all option is not being used for any function in the services module, but is available for future use by the System Librarian.

**Item Status Field**
The following line is used in the HTML code for the drop-down menu for the Item status field:

```
<include>b-item-status-selectF<parameter number>\n```

The "include" line above calls the corresponding master definition file called b-item-status-select-<library name> which lists the valid Item statuses in the correct format for displaying the drop-down menu. It includes an "All" option.

**Borrower Status Field**
The same set up for the drop-down menu is used in b-cir-05.

For many other functions the line

```
<include>b-borrower-select-blank-for-allF<parameter number>
\`
```

is used in the HTML code for the drop-down menu for the Borrower status field (as shown above in the table).

The "include" line above calls the corresponding master definition file called b-borrower-select-blank-for-all-<library name> which lists the valid Borrower statuses in the correct format for displaying the drop-down menu. This field includes an "All" option that is "blanked out" so that the first option displayed in the drop-down menu is blank.

**Delinquency Status Field**

The following line is used in the HTML code for the drop-down menu for the Delinquency code field in b-cir-05:

```
<include>b-delinquency-selectF<parameter number>\`
```

For b-cir-50 and b-cir-51 the line

```
<include>b-delinquency-select-blank-for-allF<parameter number>\`
```

is used in the HTML code for the drop-down menu for the Delinquency code field (as shown above in the table).

The "include" line above calls the corresponding master definition file called b-delinquency-select-blank-for-all-<library name> which lists the valid delinquency codes in the correct format for displaying the drop-down menu. This field includes an "All" option that is "blanked out" so that the first option displayed in the drop-down menu is blank.
1.0 TASK MANAGER

OVERVIEW

The Task Manager enables you to work with files that have been produced by various ALEPH functions.

You may copy files from the server to the local directory, and then view, edit and print the local files.

You may set up the Print Daemon to periodically look for files of a particular library that have a particular Print ID, and print them on the PC's default printer.

You may view the Batch Queue, which lists the batch processes that are waiting in line, ready to be run. You may delete entries and change their run times.

You may also view the Batch Log, which lists the batch processes which have run or are currently running and provides information such as start and end time and log file text.

Go to next section (Viewing a List of Files)
2.0 VIEWING A LIST OF FILES

In order to view a list of files, follow these steps:

**Step 1:** Choose a library by clicking the icon. A list of libraries will be displayed for you to choose from.

**Step 2:** If you wish to see only those files that have been copied from the server to the local directory, then choose Local Mode. To do so, go to the File menu shown below and toggle on the Local Mode option. (A check-mark next to the option means that the system will work in local mode.)

If, in addition to local files, you wish to see remote files that are located on the server, then be sure that Local Mode is deselected (the check-mark does NOT appear next to the option.)

**Step 3:** Go to the File List menu and choose Get File List. The File List will be displayed (shown below):

If you are working in Local Mode, only the files in the local directory will be displayed. If you have deselected Local Mode, then the local files will be displayed in the upper half of the window and the remote files will appear in the lower half.

Actions that you may perform on the files are available on the File List menu (shown below):
Local files may be sorted, viewed, updated, printed, renamed and deleted. Remote files may be sorted and printed.

If you wish to copy a remote file from the server to the local directory (so that you can view, update or print it), highlight the remote file, then go to the File List menu and choose Copy Remote File to Local Directory, or double click on the remote file name. A form will pop up (shown below) that will enable you to give the copied file a new name in the local directory. After clicking OK on the form, the file will be displayed in the list of local files.

Go to next section (Print IDs)
3.0 PRINT IDs

Every print file created has a "Print ID" extension. This extension is determined by the operator in a Web service or in the print.ini file of a GUI module. Print IDs can be used to identify the file as belonging to a particular person (e.g., Sue) or department (e.g., Circulation), or type of printout (e.g., "Itemlabel") or to identify the printer that the file should be printed on (e.g. dec3500).

For example, when printing Photocopy Requests using the Services module, the print ID that you give will be suffixed to the output filename. If the Print Daemon is set up in the GUI Task Manager, it will recognize the suffix and print the file automatically on the PC's default printer.

Print IDs are also used in the PRINT.INI file of the GUI clients to reroute on-line printouts to the Task Manager for automatic printing by the Print Daemon (usually on a different printer from the GUI client's printer.)

Since Print IDs are used by the Print Daemon, click here to jump to the Print Daemon section (6.0) for a complete explanation of how to work with Print IDs.

Print IDs and the Batch Log

When viewing the Batch Log, you can choose to display only those batch processes whose printouts are using a particular print ID by going to the Batch Log menu and choosing Filter Batch Log.

Go to next section (Batch Log)
4.0 BATCH LOG

The Batch Log lists the batch processes which have run or are currently running.

To view the Batch Log, go to the Batch Log menu and select Get Batch Log. The following window will be displayed:

The upper half of the Batch Log shows the name of the procedure, the PID (that is, the process ID, a unique ID assigned by the UNIX system), and the Print ID. For each entry highlighted in the upper half of the window, the lower half shows information such as start and end time and log file text.

To view only those batch processes whose printouts are using a particular Print ID, go to the Batch Log menu and select Filter Batch Log.

Procedure Names

Following is a list of procedure names and their equivalent "English" names as given in the Web Services module:

<table>
<thead>
<tr>
<th>Procedure name</th>
<th>&quot;English&quot; name</th>
</tr>
</thead>
<tbody>
<tr>
<td>p_acq_01</td>
<td>Currency Report</td>
</tr>
<tr>
<td>p_acq_02</td>
<td>Retrieve Acquisitions Records: General Retrieval Form Partially-filled Orders Monograph orders - status &quot;new&quot; No Invoice Order Status Order Cancelled by Vendor</td>
</tr>
<tr>
<td>p_acq_03</td>
<td>Print Acquisition Records</td>
</tr>
<tr>
<td>p_acq_04</td>
<td>Rebuild Order Index</td>
</tr>
<tr>
<td>p_acq_05</td>
<td>Open Annual Budgets</td>
</tr>
<tr>
<td>p_acq_06_a</td>
<td>Renew Order Encumbrances for Monographs</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>p_acq_06_b</td>
<td>Renew Order Encumbrances for Serials</td>
</tr>
<tr>
<td>p_acq_07</td>
<td>Transfer Remaining Balance</td>
</tr>
<tr>
<td>p_acq_08</td>
<td>Update Local Price of Budget Transaction</td>
</tr>
<tr>
<td>p_acq_09</td>
<td>Deactivate Encumbrance</td>
</tr>
<tr>
<td>p_acq_10</td>
<td>Invoice Report</td>
</tr>
<tr>
<td>p_acq_11</td>
<td>Standing Orders to Claim</td>
</tr>
<tr>
<td>p_acq_12</td>
<td>Claim Report &amp; Letters for Monograph Orders</td>
</tr>
<tr>
<td>p_acq_13</td>
<td>Send Orders by EDI</td>
</tr>
<tr>
<td>p_acq_14</td>
<td>Send list of orders to a vendor</td>
</tr>
<tr>
<td>p_acq_16</td>
<td>Budget Summary</td>
</tr>
<tr>
<td>p_acq_17</td>
<td>List of orders per budget</td>
</tr>
<tr>
<td>p_acq_19</td>
<td>Claim Report for Serials Orders</td>
</tr>
<tr>
<td>p_acq_20</td>
<td>Upload Currency Ratios</td>
</tr>
<tr>
<td>p_acq_21</td>
<td>Banner Export</td>
</tr>
<tr>
<td>p_acq_23</td>
<td>Subscription Renewal Letters</td>
</tr>
<tr>
<td>p_auth_03</td>
<td>Unauthorized Headings</td>
</tr>
<tr>
<td>p_auth_04</td>
<td>List Headings Having Multiple Document Records</td>
</tr>
<tr>
<td>p_cash_02</td>
<td>Cash Report</td>
</tr>
<tr>
<td>p_cash_03</td>
<td>Payment Report</td>
</tr>
<tr>
<td>p_cash_04</td>
<td>Delete Paid Transactions</td>
</tr>
<tr>
<td>p_cash_05</td>
<td>Update Transactions to &quot;Paid&quot;</td>
</tr>
<tr>
<td>p_cash_06</td>
<td>Users in Excess of Fine Limits</td>
</tr>
<tr>
<td>p_cir_04</td>
<td>Loan Report</td>
</tr>
<tr>
<td>p_cir_05</td>
<td>Borrower List</td>
</tr>
<tr>
<td>p_cir_06</td>
<td>Print Hold Shelf Report</td>
</tr>
<tr>
<td>p_cir_07</td>
<td>Print Hold Requests</td>
</tr>
<tr>
<td>p_cir_08</td>
<td>Renew</td>
</tr>
<tr>
<td>p_cir_09</td>
<td>Reserve Item Schedule Report</td>
</tr>
<tr>
<td>p_cir_10</td>
<td>Courtesy Notices</td>
</tr>
<tr>
<td>p_cir_11</td>
<td>Items Available for Pickup</td>
</tr>
<tr>
<td>p_cir_12</td>
<td>Print Call Slips</td>
</tr>
<tr>
<td>p_cir_13</td>
<td>Recall</td>
</tr>
<tr>
<td>p_cir_14</td>
<td>Report of Items in High Demand</td>
</tr>
<tr>
<td>p_cir_15</td>
<td>Report of Items in Reading Room</td>
</tr>
<tr>
<td>p_cir_16</td>
<td>Returned Lost Items Report</td>
</tr>
<tr>
<td>p_cir_17</td>
<td>Report/Delete Expired Hold Requests</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>p_cir_22</td>
<td>Print Photocopy Requests</td>
</tr>
<tr>
<td>p_cir_50</td>
<td>Print Overdue Notices</td>
</tr>
<tr>
<td>p_cir_51</td>
<td>Print Overdue Summary</td>
</tr>
<tr>
<td>p_cir_52</td>
<td>Print Overdue Summary Single Letter</td>
</tr>
<tr>
<td>p_cir_60</td>
<td>Open Reserve Item Schedules</td>
</tr>
<tr>
<td>p_cir_61</td>
<td>Delete Reserve Item Schedules</td>
</tr>
<tr>
<td>p_com_01</td>
<td>Print Trigger Report</td>
</tr>
<tr>
<td>p_course_01</td>
<td>Print Course List Report</td>
</tr>
<tr>
<td>p_course_02</td>
<td>Print Pickup List</td>
</tr>
<tr>
<td>p_course_03</td>
<td>Remove Course List Report</td>
</tr>
<tr>
<td>p_file_01</td>
<td>Convert MARC Records - Step 1</td>
</tr>
<tr>
<td>p_file_02</td>
<td>Convert MARC Records - Step 2</td>
</tr>
<tr>
<td>p_file_03</td>
<td>Export Tables</td>
</tr>
<tr>
<td>p_file_04</td>
<td>Import Tables</td>
</tr>
<tr>
<td>p_file_05</td>
<td>Convert SWETS Records</td>
</tr>
<tr>
<td>p_file_06</td>
<td>ALEPH Upload Utility</td>
</tr>
<tr>
<td>p_file_20</td>
<td>Load Patron Records</td>
</tr>
<tr>
<td>p_file_98</td>
<td>Load BNA Records</td>
</tr>
<tr>
<td>p_file_99</td>
<td>Load MARCIVE Records</td>
</tr>
<tr>
<td>p_item_03</td>
<td>Print Item Labels</td>
</tr>
<tr>
<td>p_item_04</td>
<td>Shelf Reading Report</td>
</tr>
<tr>
<td>p_item_05</td>
<td>Shelf List</td>
</tr>
<tr>
<td>p_item_06</td>
<td>Rebuild Location Index</td>
</tr>
<tr>
<td>p_stat_01</td>
<td>Monthly Load Statistical Report</td>
</tr>
<tr>
<td>p_ill_01</td>
<td>New ILL Requests</td>
</tr>
<tr>
<td>p_ill_02</td>
<td>ILL Claim List</td>
</tr>
<tr>
<td>p_ill_04</td>
<td>Rebuild Request Index</td>
</tr>
<tr>
<td>p_ill_05</td>
<td>Send Requests to the British Library</td>
</tr>
<tr>
<td>p_ill_07</td>
<td>ILL Request Report</td>
</tr>
<tr>
<td>p_ill_08</td>
<td>Static Status Requests Report</td>
</tr>
<tr>
<td>p_ill_09</td>
<td>Outstanding Requests of Former Borrowers</td>
</tr>
<tr>
<td>p_ill_10</td>
<td>Send List of Requests to a Supplier</td>
</tr>
<tr>
<td>p_ill_50</td>
<td>Retrieve New Incoming ILL Requests</td>
</tr>
<tr>
<td>p_manage_01</td>
<td>Update OPAC Indexes - Word Index</td>
</tr>
<tr>
<td>p_manage_02</td>
<td>Update OPAC Indexes - Headings Index</td>
</tr>
<tr>
<td>p_manage_03</td>
<td>Link from Heading to Authority Record - Step 1</td>
</tr>
<tr>
<td>p_manage_04</td>
<td>Link from Heading to Authority Record - Step 2</td>
</tr>
<tr>
<td>p_manage_05</td>
<td>&quot;Get&quot; (Direct) Index</td>
</tr>
<tr>
<td>p_manage_06</td>
<td>Count Tables</td>
</tr>
<tr>
<td>p_manage_07</td>
<td>Short Bibliographic Records</td>
</tr>
<tr>
<td>p_manage_08</td>
<td>Organize Tables</td>
</tr>
<tr>
<td>p_manage_10</td>
<td>Reset Headings Counter</td>
</tr>
<tr>
<td>p_manage_11</td>
<td>Check Tables</td>
</tr>
<tr>
<td>p_manage_111</td>
<td>Build Search Words for a Record</td>
</tr>
<tr>
<td>p_manage_12</td>
<td>Links Between Records</td>
</tr>
<tr>
<td>p_manage_13</td>
<td>Delete &quot;CAT&quot; fields</td>
</tr>
<tr>
<td>p_manage_15</td>
<td>Delete Unlinked Headings</td>
</tr>
<tr>
<td>p_manage_16</td>
<td>Alphabetize Headings - Setup</td>
</tr>
<tr>
<td>p_manage_17</td>
<td>Alphabetize Long Headings</td>
</tr>
<tr>
<td>p_manage_18</td>
<td>Load Catalog Records</td>
</tr>
<tr>
<td>p_manage_19</td>
<td>Create/Update Z106 Table for &quot;CAT&quot; Field</td>
</tr>
<tr>
<td>p_manage_20</td>
<td>Load authority supplement records</td>
</tr>
<tr>
<td>p_manage_21</td>
<td>Global Changes</td>
</tr>
<tr>
<td>p_manage_22</td>
<td>Character Conversion</td>
</tr>
<tr>
<td>p_manage_25</td>
<td>Fix &amp; Check Catalog Records</td>
</tr>
<tr>
<td>p_manage_26</td>
<td>Detect Similar Headings</td>
</tr>
<tr>
<td>p_manage_27</td>
<td>Sort Index</td>
</tr>
<tr>
<td>p_manage_29</td>
<td>Update All Indexes for a Range of Records</td>
</tr>
<tr>
<td>p_manage_31</td>
<td>Load Authority Record</td>
</tr>
<tr>
<td>p_manage_32</td>
<td>Build Access Documents Counter Per Base</td>
</tr>
<tr>
<td>p_manage_40</td>
<td>Update Indexing for Selected Records</td>
</tr>
<tr>
<td>p_manage_62</td>
<td>Update Item Records</td>
</tr>
<tr>
<td>p_print_01</td>
<td>Print Catalog Records - Custom Format</td>
</tr>
<tr>
<td>p_print_03</td>
<td>Download Machine-readable Records</td>
</tr>
<tr>
<td>p_print_04</td>
<td>Print Catalog</td>
</tr>
<tr>
<td>p_print_05</td>
<td>Print Incorrect Catalog Records</td>
</tr>
<tr>
<td>p_print_08</td>
<td>Print Catalog Records - Columnar Format</td>
</tr>
<tr>
<td>p_print_50</td>
<td>Sort Printouts by User Name</td>
</tr>
<tr>
<td>p_ret_01</td>
<td>Retrieve Catalog Records</td>
</tr>
<tr>
<td>p_sdi_01</td>
<td>Selective Dissemination of Information</td>
</tr>
<tr>
<td>p_ret_03</td>
<td>Retrieve Records Using CCL</td>
</tr>
<tr>
<td>p_ret_04</td>
<td>Retrieve Catalog Records by Date</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>p_ret_10</td>
<td>Files Crossing</td>
</tr>
<tr>
<td>p_ret_21</td>
<td>Sort Catalog Records</td>
</tr>
<tr>
<td>p_ret_adm_01</td>
<td>General Retrieval Form</td>
</tr>
<tr>
<td>p_ret_item-02</td>
<td>Report of Missing Items</td>
</tr>
<tr>
<td>p_serial_04</td>
<td>Print Serials Claim Report</td>
</tr>
<tr>
<td>p_serial_06</td>
<td>Print Arrived Issues</td>
</tr>
<tr>
<td>p_serial_07</td>
<td>User's Routing Lists</td>
</tr>
<tr>
<td>p_serial_08</td>
<td>Letters to Routing List Members</td>
</tr>
<tr>
<td>p_serial_10</td>
<td>Open Publication Schedules</td>
</tr>
<tr>
<td>p_serial_11</td>
<td>Open Expected Issues</td>
</tr>
<tr>
<td>p_serial_13</td>
<td>Open Expected Issues and Publication Schedules</td>
</tr>
<tr>
<td>p_serial_20</td>
<td>Delete Publication Schedules</td>
</tr>
<tr>
<td>p_serial_44</td>
<td>Print Serials Claim Letters</td>
</tr>
<tr>
<td>p_serial_51</td>
<td>Export 85X Records</td>
</tr>
<tr>
<td>p_serial_52</td>
<td>Import 85X Records</td>
</tr>
</tbody>
</table>

Go to next section (Batch Queue)
5.0 BATCH QUEUE

The Batch Queue lists the batch processes that are waiting in line, ready to be run. To view the Batch Queue, go to the Batch Queue menu and choose Get batch queue. The Batch Queue window shown below will be displayed. The title bar of the Batch Queue window indicates whether or not the Queue is running.

To delete an entry from the queue, highlight the entry, go to the Batch Queue menu and select Delete entry. You will receive a prompt asking you if you are sure you want to delete.

To change an entry's runtime, highlight the entry, go to the Batch Queue menu and select Change entry's runtime. You will receive a form to enter the new date and hour for running the procedure.

In order to stop or start the Batch Queue, you need to use UTIL C on the server.

Since someone may stop or start the Batch Queue while you are viewing the Batch Queue window in the Task Manager, you can determine whether the Queue is running or not by going to the Batch Queue menu and choosing Check Batch Queue Status. The title bar of the Batch Queue window will be updated to indicate the status.

Procedure Names

For a list of procedure names and their equivalent "English" names as given in the Web Services module, click here to jump to the Batch Log section.

Go to next section (Print Daemon)
6.0 PRINT DAEMON

The Print Daemon periodically looks for files in the print directory of a particular library that have a specific Print ID, and it prints them on the PC's default printer (and NOT the default printer of the Task Manager module).

There are several prerequisites which need to be taken into account:

- **Assigning a Print ID**
  The print daemon will only print reports that have a specific, non-blank print ID assigned to them. If you are using an ALEPH procedure, assign a print ID to its output either by filling in the field in the Web Services form, or by filling in a value in column 4 of $alephe_tab/job_list.

  For everything to work properly, the print ID should contain only lowercase letters, digits, and hyphens and underscores.

- **Print ID Permission**
  For each print ID you define, you must give permission for operators to access reports generated using that print ID. This is done by editing $data_tab/tab_file_aut in each ALEPH library from which you want to print reports.

- **Recognized Print IDs**
  In the GUI Task Manager under File | Print ID Setup, you can add the list of print IDs recognized by that PC. Then, under Print Daemon | Set Up Print Daemon, you can select the print IDs and ALEPH libraries that the daemon will handle.

- **Printing Output**
  If you want the output of one of your own scripts to be printed by the print daemon, you must take note of the following points:

    1. the output file must be placed in the $data_print directory of the appropriate ALEPH library.
    2. the name of the file should follow the accepted format:

        `<base_file_name>.<print ID>`.

        For example: yoursite_custom_report.your-id

        The base file name should not contain any periods.

To set up and activate the Print Daemon, follow these steps:

**Step 1:** Define the PC's default printer. For Windows 95 and NT, go to the desktop, highlight My Computer and select Printers. Highlight a printer and then, from the File menu, choose Set as Default.

**Step 2:** List the available print IDs that are being used by the system. To do so, go to the File menu and choose Print ID Setup. The following dialog box will be displayed:
Add
To add a print ID, place the cursor in the field at the bottom of the window, labeled "Name of Print ID to add" and enter a Print ID. Then click Add. If you do not want to make any additional changes to the list, click Close. Remember that print ID is the extension of the report name.

Delete
To remove a Print ID from the list, highlight the Print ID and click Delete. If you do not want to make any additional changes to the list, click Close.

Step 3: Choose the libraries and print IDs that will be directed to the PC's default printer. To do so, go to the Print Daemon menu and choose Set Up Print Daemon. The following dialog box will be displayed:
You may choose any combination of print IDs and libraries. You may also choose more than one print ID and library. In this manner, you may direct all files from a particular library to the default printer; alternatively, you may direct all files having a particular print ID (no matter which library they come from) to the default printer. However, the print daemon deals with only one PC and one print ID at a time.

To highlight more than one entry at a time, hold down the Ctrl key while pressing Enter for each desired entry. In order to highlight a continuous range of entries, highlight the first entry in the range, then hold down the Shift key and highlight the last entry in the range.

Following is an explanation of other options on the window:

**OK**
Do not click the OK button until you have highlighted all of the desired libraries and print IDs, and you have filled in the Lookup Interval. (Note that Reset Time-stamp is optional.)

**Lookup Interval**
The lookup interval tells the system how often it should look for files that need to be printed by the Print Daemon. Enter a number up to 60 (seconds). For example, if you enter 30, then the system will check for files every 30 seconds.
**Reset Time-stamp**
The time-stamp indicates the last time that the files were checked to determine which ones need to be printed. (The time-stamp is written in the JOBMGR.INI file on the client.) If you want the system to print all files again, not just the ones that became available since the last time-stamp, put a mark in the box by clicking on it.

**Step 4:** Activate the Print Daemon by going to the Print Daemon menu and selecting Activate Print Daemon. When the Print Daemon is active, the system will look periodically for files of a particular library, that have a particular Print ID, and print them on the PC's default printer.

Note that when the Print Daemon is inactive, you can still print a file by viewing a list of files and selecting Print File.

[Go to next section (System Librarian)]
7.0 SYSTEM LIBRARIAN

The system librarian is responsible for the following:

- Libraries (7.1)
- Local or Remote Mode (7.2)
- Files Each User may View (7.3)
- Print Daemon (7.4)
- Editor (7.5)
- Print File (7.6)
- Size of Batch Log (7.7)
- Start / Stop Batch Queue (7.8)
- Column Headings (7.9)

7.1 LIBRARIES

To define the libraries to which the user may connect in the Task Manager, follow these steps:

**Step 1:** Go to the ALEPHCOM/TAB directory of the client and open the LIBRARY.INI file located there. Make sure that the desired libraries are defined in this file. Following is a sample from the file:

```
!-------------------1-------------------+--2--+-------------------3------------------->
USM01 - USMARC Bibliographic    USM01 ram34.exlibris.co.il:6545
USM10 - USMARC Authority        USM10 ram34.exlibris.co.il:6545
USM30 - USMARC Course Reading   USM30 ram34.exlibris.co.il:6545
USM50 - USMARC Administrative   USM50 ram34.exlibris.co.il:6545
```

**Column 1** is the text as it will appear in a menu for the user to choose from  
**Column 2** is the code of the library as defined in the tab_base table (UTIL Y/3)  
**Column 3** is the IP address and port number

**Step 2:** Go to the JOBMGR/TAB directory of the client and open the PER_LIB.INI file located there. It lists libraries that are available to choose from in the Task Manager. Following is a sample from that file:

```
USM01
USM50
```

Enter the library codes in the order that you want the libraries to appear on the menu that the user chooses from in the GUI. Note that on the menu, the library codes will not be displayed; rather, the text that was defined in column 1 of the LIBRARY.INI file will be displayed.

7.2 LOCAL/REMOTE MODE

You can define whether the Task Manager will open in local or remote mode. If you define local mode, you will be able to view the File List, but not the Batch Log or Batch Queue. In addition, in the File List, only those files that have been copied from the server to the local directory will be displayed. If you define remote mode, all functions will be available and the File List will also display files that are located on the server.
To define whether the Task Manager will open in local or remote mode, go to the client's
JOBMGR/TAB directory and open the JOBMGR.INI file. Go to the section headed [General].
Following is an example of the relevant line:

LocalMode=N

If you want the Task Manager to open in local mode, enter Y. If you prefer remote mode, enter
N.

7.3 FILES EACH USER MAY VIEW

You may determine which files will be accessible to each user in the Task Manager. To do so,
use UTIL G/4/d to edit the tab_file_aut table. If you do not enter any data in this table, then all
files will be accessible to every user.

7.4 PRINT DAEMON

You can define whether or not the Print Daemon will start automatically when the Task Manager
is opened and stop automatically when the Task Manager is closed. To do so, go to the client's
JOBMGR/TAB directory and open the JOBMGR.INI file. Go to the section headed [General].
Following is an example of the relevant lines:

PrintdAutoActivate=N
PrintdAutoDeactivate=Y

Enter Y if you want the Print Daemon to turn on or off automatically. Enter N if you want the
user of the Task Manager to control when the Print Daemon is turned on and off.

You can determine whether the Print Daemon application will be opened to its regular size or
iconized when the Print Daemon is started. To do so, go to the client's JOBMGR/TAB directory
and open the JOBMGR.INI file. Go to the section headed [PrintDaemon]. Following is an
example of the relevant line:

Iconize=Y

If you want the window to be iconized, enter Y. If you want the window to be opened to its
regular size, enter N.

You can define the position of the Print Daemon application as it appears on screen. To do so,
go to the client's JOBMGR/TAB directory and open the JOBMGR.INI file. Go to the section
headed [PrintDaemon]. Following is an example of the relevant line:

Position=Center

In this example, the Print Daemon application will be displayed in the center of the screen (not
the center of the Task Manager application). Alternatively, you can enter a pair of numbers, such
as
Position=0,75

to define the off-set (in pixels) of the Print Daemon application from the top left corner of the
Task Manager application.

A simpler method of setting the window position is by positioning the window and then right
clicking on the window's title. Then click Visual Properties and click the Locate button to default
the window position to the current headings.

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7.5 EDITOR

You can define the program that will open a file when the user chooses the Update Source function. To do so, go to the client's JOBMGR/TAB directory and open the JOBMGR.INI file. Go to the section headed [FileList]. Following is an example of the relevant line:

UpdateEditor=

If you do not specify a program, the system will use Notepad by default. If you want to specify another program instead, you must define the path and program name, e.g.:

UpdateEditor=c:\winword\winword.exe

Go to top of page

7.6 PRINT

When the user wishes to print a remote file, the following dialog box may be displayed:

You can determine whether or not this dialog box is displayed by going to the client's JOBMGR/TAB directory and opening the JOBMGR.INI file. Go to the section headed [FileList]. Following is an example of the relevant line:

RemotePrintConfirm=Y

Enter Y if you want the dialog box to be displayed; otherwise, enter N.

In addition to the above dialog box, you can define whether or not the "Print" dialog box (shown below) will be displayed when the user chooses the Print File function for either local or remote files.
To define whether or not the "Print" dialog box will be displayed, go to the client's JOBMGR/TAB directory and open the JOBMGR.INI file. Go to the section headed [FileList]. Following is an example of the relevant line:

PrintSetup=Y

Enter Y if you want the "Print" dialog box to be displayed; otherwise, enter N.

7.7 SIZE OF BATCH LOG

You can define the size of the Batch Log that will be displayed in the Task Manager. (The larger the size, the more jobs that will be displayed.) To define the size, go to the client's JOBMGR/TAB directory and open the JOBMGR.INI file. Go to the section headed [BatchLogList]. Following is an example of the relevant line:

MaxBatchLogSize=50000

The last two lines of each Batch Log are displayed. This line defines the total number of bytes of these lines from all the Batch logs that should be displayed in the Task Manager. If you wish to view more jobs, simply double or triple the number of bytes.

7.8 START/STOP BATCH QUEUE

In order to start or stop the Batch Queue, use UTIL C on the server.
7.9 COLUMN HEADINGS

You may define the column headings for tables of information. Such tables of information are displayed in the File List, Batch Log and Batch Queue windows and the Print ID Setup dialog box.

In order to define column headings, go to the client's ALEPHCOM/TAB/ENG directory (for English headings. Other headings are located in the appropriate ALEPHCOM/TAB/<LANGUAGE> directory.) Open the TAB_COL.DAT file. Following is a sample of the relevant lines in that file:

```
1            2        3        4  5  6  7   8  9   10
JOBMGR_LCL_FILE_LIST L Local Name     01 030 01 C01        File Name
JOBMGR_LCL_FILE_LIST L Local Date     02 025 02 C02        File Date
JOBMGR_LCL_FILE_LIST L Local Time     03 025 03 C03        File Time
JOBMGR_LCL_FILE_LIST L Local Size     04 020 04 C04        File Size
```

Column 1 is the unique code by which the system identifies this set of column headings. Following are the codes for the other sets of column headings in the Task Manager:

<table>
<thead>
<tr>
<th>Code in Column 1</th>
<th>Table &amp; Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOBMGR_LCL_FILE_LIST</td>
<td>Local Files in File List</td>
</tr>
<tr>
<td>JOBMGR_RMT_FILE_LIST</td>
<td>Remote Files in File List</td>
</tr>
<tr>
<td>JOBMGR_ERR_FILE_LIST</td>
<td>Errors (displayed in the &quot;Remote Files&quot; area)</td>
</tr>
<tr>
<td>JOBMGR_BATCH_LOG</td>
<td>Upper portion of Batch Log</td>
</tr>
<tr>
<td>JOBMGR_BATCH_DETAIL</td>
<td>Lower portion of Batch Log</td>
</tr>
<tr>
<td>JOBMGR_ERR_BATCH_LOG</td>
<td>Errors (displayed in upper portion of Batch Log)</td>
</tr>
<tr>
<td>JOBMGR_BATCH_QUE</td>
<td>Batch Queue</td>
</tr>
<tr>
<td>JOBMGR_ERR_BATCH_QUE</td>
<td>Errors (displayed in the Batch Queue area)</td>
</tr>
<tr>
<td>JOBMGR_SETUP_TARGETS</td>
<td>Upper portion of Print ID Setup screen</td>
</tr>
<tr>
<td>JOBMGR_SETUP_LIBS</td>
<td>Lower portion of Print ID Setup screen</td>
</tr>
</tbody>
</table>

Column 2 is the code for the character set of the column heading. The standard is L, which stands for Latin.

Column 3 is the text of the column heading that is displayed to the user.

Column 4 is the column number (from left to right).

Column 5 is the percentage of the page width that you want the column to take up. The number must be 3 digits. For numbers less than 100, enter leading zeros, for example, 025. You may remove a column heading from the table by entering 000.

Column 6 is the font as defined in the FONT.INI file on the PC.

Column 7 is the color as defined in the ALEPHCOM.INI file on the PC.
Columns 8 and 9 are not relevant to the Task Manager.
Column 10 is a note that is NOT displayed on-screen.

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