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Advanced Information Technology (Practice)

Topics: Acquisition Module of E-Granthalaya Library software (Practical)

- 1. AUTHORS DIRECTORY:** Here Author record is created once, if not already exist. The question of Sur Name first or Fore Name first should be judged by the Cataloging Code you are following. On clicking the Menu – **Author Directory**, following screen appears which shows all the records already exist in the database. These records can be retrieved by typing the value in the fields available and the pressing the **SEARCH** button.

Name of the Button Action

- EXIT** : To exit the form
SEARCH : To search the existing records
ADD NEW : To add new Author if not already exist
EDIT : To edit / modify the existing record
DELETE : To delete the selected record from the Database, if the author does not have any reference in the database
PRINT : To generate report (summary or Detailed report)
AUTHOR BIBLIOLRAPHY: We can print Author wise list of books

How To Select the Existing Record : To select the existing record from the Data Grid, please click the Record on the left corner of the data grid where small arrow () is seen, then you can press the action button for manipulation of the existing record. At a time only one record can be selected from the Data Grid.

Add New Author : To add new record, press the ADD NEW button, following screen will appear with blank fields.

Fields	Meaning
ID	- System Generated / filled automatically
NAME	- Name of the Author – Mandatory
ADDRESS	- Optional (Address of the Author)
EMAIL	- Optional (Email of the Author)
URL	- Optional (Web address of the Author Site)
DOB	- Date of Birth
Remarks	- Optional

<u>Button</u>	<u>Action</u>
SAVE	- To save new record
CANCEL	- To cancel the process

Edit / Delete Existing Author

To edit / modify and to delete the existing record , first select the record from the Data Grid and then press the Action button. For editing the record, over write the contents and press to UPDATE to save the changes or CANCEL the process. Similarly, for DELETING the existing record, first select the record from Data Grid and the press DELETE button and confirm the process by press OK button.

PRINT AUTHOR BIBLIOGRAPHY

This option will print the Author wise list of Books in AACR2 format along with summary / no of books available in library collection.

2. CHECK DUPLICATE BOOKS:

Before purchase of the books in library, it is necessary to check the existing records for the same title.

Purchasing Process of Books

3. ADD NEW TITLE:

This form is used to add / edit / display / delete the Catalog Record of a title where bibliographic details are entered. However, before adding the new title, it is useful to search the Title under „Check Duplicate Title“ Form. Once you decided to purchase a new title or more copies of the existing title, the first step is to create a new catalog record of the Title as given below (if it does not exist):

Add New Catalog Record

To add new Catalog Record, press **ADD NEW** button and type the value of the respective fields on the screen. The fields in **Red Color** are mandatory. In case where drop-down available, select the values from the existing one by pressing the small arrow () and click the value to be selected.

In case of Authors and Publishers, select the names from the drop down. If desired names are not available in the respective drop down, then you can add new author / Publisher name here itself by pressing the **NEW AUTHOR / NEW PUBLISHER**. On pressing this button, new form will be displayed where you can enter the new record of Author / Publisher and then **SAVE** the record. Then **EXIT** the form (Author / Publisher), on exit again you will be back on the “**Add New Title**” form where you were entering the Catalog record. Add rest of the data available and save the record by pressing **SAVE** button.

NOTE : **New AUTHOR** and **New PUBLISHERS** can be added no in the Drop-down also available in this form.

NOTE: when you save the new catalog record a unique CAT Number will be generated automatically by the system which can be written on the book itself for future displaying.

4. ADD ACQUISITION RECORD:

Once you added few Title records in the **ADD NEW TITLE** form, then here this form is used for adding “Acquisition” Record for the purchasing of Titles. It means that for each and every purchase (either for single copy or multi copies), one Acquisition record has to be added here on this form. Whatever number of copies library is going to purchase in one go, one Acquisition Record has to be created. In case of multi-Vol books, you must create a separate Acq. Record for each Volume.

This form has two parts, upper part displays the Catalog Info of the titles selected while lower part is used to hold the Acquisition Info. For any title there may be one or more than one Acquisition records depending on how many times library has purchased the copies of the book.

Display the Catalog Record

To add the new acquisition record, it is necessary first to display the parent catalog record in the Catalog Info area. It can be done in two ways:-

1. Type the Cat Number in CAT field
2. Search the specific title by typing the keyword in the SEARCH field and then select the Field from the drop down. Then press the SEARCH button.
3. Once results appear, scroll Forward or Backward by pressing the ARROW .

Add New Acquisition Record

1. Once Catalog Record is displayed in the CATALOG Info area, press ADD NEW button
2. Acq ID, Cat Number and Process Status fields are not enabled and filled automatically
3. The fields shown in RED Color are mandatory, other fields are optional
4. Add the contents in the fields
5. Add Data in “dd/MM/yyyy” format (21/02/2011)
6. Select the value from drop down, if available
7. “Reference Number” field can be used for local purpose
8. To save, Press SAVE button
9. To cancel press CANCEL button
10. To clear the screen press CLEAR button
11. On saving the new Acquisition Record is created with a unique, system generate “Acq. ID”
12. APPROVAL Number is the Approval List Number (anything alpha – numeric) which should be unique (not already available in the database)
13. On adding new Acquisition Record, A process Status is assigned automatically i.e. “Requested”.

5. GENERATE APPROVAL

After the Acquisition Records are generated for the titles to be purchased using the above mentioned form (Acquisition Form), the “Approval List” will be generated which will be sent to the “Approval Authority”

To generate the Approval List follow the steps given below:-

1. Select the “Approval Number” from the drop down

2. Press tab from the keyboard to display the list of the Titles included in the same Approval Number
3. Select the Name of Library Committee from the drop down
4. Select the Text Message form from the drop down (Approval Form)
5. Press the SUBMIT button to process the approval list
6. Press the PRINT button to generate the Approval List and take print

6. UPDATE APPROVAL:

The Approval List which was sent to the Approval Authority (Library Committee) will come back to the library where some of the titles may be approved while some may get rejected. This form is used to UPDATE the status of the Acquisition Records accordingly. Follow the steps:-

1. Select the "Approval Number" from the drop down
2. Press "SUBMIT" button to display the list of the titles
3. Click the Check Box () if the title Approved
4. Uncheck the check box if the title gets rejected
5. Enter the number of copy approved for each title
6. Press the UPDATE button to save the changes
7. Scroll the "Scroll Bar" available to the Right side for viewing the complete list of titles

7. ADD ORDER INFO:

This form is used to **Add / Edit** the Order Information to the "Acquisition Record" with the process status "Approved" or "Ordered". The titles approved will be ordered by generating the Order form in the next menu.

Follow the steps:-

1. Display the desired Catalog Record of the Title
2. Select the desired Acquisition Record by press Forward or Backward Arrow (in case more than one Acq. Records exist)
3. Press ADD / EDIT ORDER INFO button
4. Enter the contents i.e. Order Number, Order Date, Copies Ordered, Expiry Date
5. Select the appropriate Vendor from the Drop down
6. Press SAVE button to save the information

8. GENERATE ORDER

This form is used to generate the Order so that library can place the Order in print. The Order will be generated only when Order details have been filled in the acquisition record using the previous form i.e. Add Order Info forms.

To generate the Order form follows the steps:

1. Select the desired ORDER NUMBER from the drop down
2. Press SUBMIT button to display the list of titles included in the same order

3. Check or Uncheck the "Check Box" to include / remove the titles in a particular order of a vendor
4. Select the Vendor name form the VENDOR drop down
5. Press UPDATE button to save the info
6. Press PRINT Button to generate the Order report for print

9. RECEIVE DOCUMENTS:

This form is used to receive the documents ordered to the Vendor in the previous menu. There may be possibilities that the copies being received may be less that the copies ordered. Therefore, while receiving the documents, it has to be noticed the no. of copies being received. For receiving the ordered documents,

Follow the steps:-

1. Click the "Receive Documents" menu from the ACQUISITION module
2. Select the appropriate Order Number from the drop-down
3. Press SUBMIT button to view the list of titles ordered along with the number of copies ordered
4. Click the "Check Box" given against the Title in the Left side with the sign [] to receive the title
5. Type the number of copies being received given in the right side against the Title
6. Leave the box unchecked against the titles which is not supplied by the vendor
7. Press UPDATE button to save the changes 8. In case you need to scroll the all the titles on the screen, please use the "Scroll Bar" available on the right side of the screen.

10. ACCESSIONING:

Once you document(s) is/are received, then "Accessioning" will be done of these documents. In India, generally, accessioning is done manually in the Accession Register then these can be entered in the software. To accession the received documents,

Following steps are required:-

1. Select the "Accessioning" menu from the ACQUISITION module
2. The documents received (either Partially or fully received) become available in the data grid on the form
3. Select the Title from the data grid and click
4. Press ADD NEW button available in the bottom of the screen
5. Enter the details of the fields as available
6. Fields in Red color are mandatory (Accession No and Accession Date)
7. Select the appropriate "Collection Type " (Circulation or Reference)
8. In case of multi-volume books, there may be Copy ISBN
9. Select the Section of the Library to which title belongs
10. In "Location" field, enter the physical location of the book on the Shelves
11. REFERENCE NO field can be used for local needs
12. Press SAVE button to save the Holding/Copy Record
13. In case of more that one copy of the title, do the same steps again
14. Browse the "Arrow" button forward or backward to view all the copies.

NOTE: In this way you can add as many copy as you have received, one by one,. **Accession no. must be unique.**

11. ADD BILLING INFO

This Form is used to add Bill / Invoice details to the “Acquisition Record” for which documents have been received (with the Process Status of “Received” or “Partially Received” or “Accessioned” or “Partially Accessioned”).

The Invoice details required in this form includes the Invoice / Bill no as printed on the Invoice/bill, bill date, etc.

Following steps are required:-

1. Select the “Billing Info” menu from ACQUISITION module
2. Display the Catalog Record either by typing the CAT NUMBER in the CAT No field or by searching the title using RETRIEVE button
3. Select the desired “Acquisition Record” from the bottom portion of the form by pressing the ARROW button (in case there is more than one Acquisition Record of the same title)
4. Press ADD BILL INFO button to activate the writing.
5. Add Bill no, date, etc. in the corresponding fields enabled
6. Fields shown in Red are mandatory
7. Press SAVE button to save the changes

NOTE: The Invoice / Bill number should be enter as printed on the bill. Same bill number / invoice number will be used.

12. ADD PAYMENT INFO

This form is used to add payment details (cheque no., date, etc) to the Acquisition Record with the status “Billed”.

Following steps are required to follow.

1. Select the “Payment Info” menu from the ACQUISITION module
2. Display the Catalog Record of the title either by typing the Cat Number in the CAT NUMBER field (if known) or by searching the desired title with the RETRIEVE button
3. Select the desired Acquisition Record from the lower portion of the form by browsing the records with ARROW button
4. Press ADD / EDIT PAYMENT INFO to activate the fields for writing
5. Enter the Cheque number and date in the corresponding field
6. Press SAVE to update the record

WORK FLOW of the ACQUISITION PROCESS

START ----- CHECK DUPLICATE TITLE ----- ADD NEW TITLE DETAILS ----- ADD NEW ACQUISITION RECORD ----- GENERATE APPROVAL ----- UPDATE APPROVAL ----- ADD ORDER INFORMATION ----- GENERATE ORDER ----- RECEIVE DOCUMENTS ----- ACCESSIONING ----- ADD BILL INFO ----- ADD PAYMENT INFO -----

Thanks

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