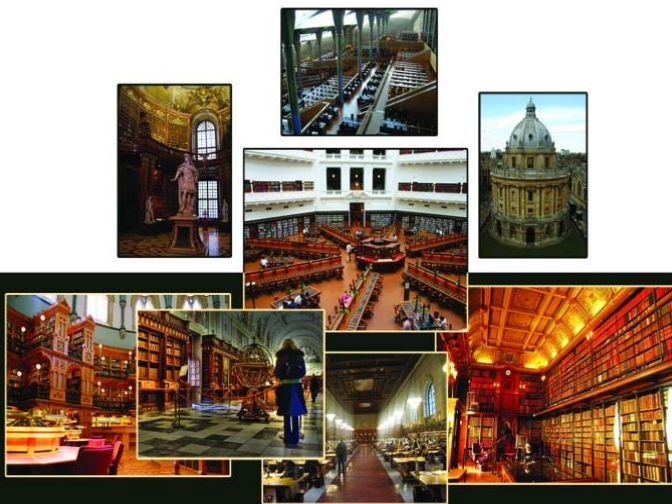




# User Guide Manual For Integrated Library Management System (Librarian A)



المكتبة  
**LIBRARIAN A**

Integrated Library Management System  
(ILMS)

البرنامج الإلكتروني لإدارة المكتبات

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# Welcome Note

Professor Dr. Shawky Salem

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## The Launch of “LIBRARIAN A”

### A المكتبي

This product reflects the spirit of ambition and challenge which characterizes Alex Centre for Multimedia & Libraries (ACML). Recently, ACML took upon itself the responsibility to provide an Arabic product that electronically manages the functions of libraries and information centers.

For over fifteen years that represent ACML's marketing of global systems for Library Management Systems in Egypt, such as the "Horizon" (now called SYMPHONY system), VIRTUA (by VTLS) that is currently implemented at the Library of Alexandria and others, ACML has been trying in every way possible to produce Arabic small and medium size versions of these global systems to meet the needs of the Arabic libraries and information centers, especially libraries of small and medium size; but those in charge of these global systems entirely rejected the idea because they wanted to cater for giant libraries only.

ACML decided to study this project and provided budgets and set unprecedented preparations to produce an Arabic full-fledged system that includes all the functions and specifications of the international systems, but is cost-effective to fit Arab region requirements; and in addition, the system addresses all levels of libraries from small to medium to large size.

ACML tried to identify software companies who can help in this area in India, biggest software producer worldwide, and settled its choice on one of India's giant technology companies "Growth, and its affiliate companies". An agreement between ACML and Growth has been signed to allow Growth to fulfill the needs of the Arabic Library market. Over two years of regular and accurate work, the first version "1.0" of the new electronic library management system, named LIBRARIAN A", came to light.

"Growth" distributed LIBRARIAN A in Asia, while ACML distributed it in the Arab region. Both companies kept their eligibility rights to develop the software according to international developments in the expanding area of information technology and e-content.

During 2010 and 2011, ACML continued to develop the second version "1.1" of "LIBRARIAN" and called it "LIBRARIAN A المكتبي", in three languages: **Arabic, English and French**, with the help of purely Egyptian hands, under the supervision of a group of selected professors of Library and Information Science (LIS) and with the help of experts in sophisticated software development.

ACML is really proud to offer this product to Egypt and the Arab region. This software is built on **latest trends** in programming and information technology, and it implements all **international standards** relevant to this area. ACML hopes that this important and effective software product helps in the development of libraries and information centers in the Arab World. ACML also hopes that this product enables libraries move to the stage of digital and virtual libraries and the stunning cyberspace navigation of human knowledge.

Heartfelt congratulations to those who selected "LIBRARIAN A" for the electronic management of library functions. It is a robust system that helps you manage the library collections and allows users full access to available information sources, whether paper, electronic, or audio-visual. This intelligent and expert system "LIBRARIAN A" has been designed and developed by a team of highly creative Egyptian experts in order to meet the requirements of libraries and information centers of various types and sizes. A working group was formed of professors of librarianship who are professionals in the area of library automation, and another group of programmers and developers, and another group of devices and systems experts. They all together formed a piece of unique symphony to produce this outstanding tool which will meet the needs of Arabic libraries.

"LIBRARIAN A" system is **user-friendly**, and you will know its features and capabilities better throughout this guide. This integrated automation system addresses the needs of libraries, documentation centers, information centers, archiving centers, data analysis centers, press information centers, economic, financial, scientific and technological information center, and others.

"LIBRARIAN A" is one of the most successful Integrated Library Management Systems (ILMS) for all types of libraries and information centers, not at the local level or at the Arab level only, but at the international level. It applies all international standards and codes and it keeps pace with global developments in its field in the three languages in which it was designed.

This successful system is a result of big efforts, perseverance, and significant investment that the "Alex Centre for Multimedia and Libraries" (ACML) has put in the development of its second version and is a result of the customer support services dedicated to it. "LIBRARIAN A" provides full support to the Arabic language with its requirements in indexing, classification and research. Further, the advanced system support for international services and standards as well as the support for modern computer technologies has contributed to the success of the system's implementation at libraries that acquired it. The system efficiently supports linking different libraries electronically and making them available to beneficiaries through a unified site, making it easier to link a university library with its branch libraries – if there is a need to – in an easy and convenient way.

"LIBRARIAN A" is a result of real efforts and long cooperation that started from early 2007 between the "Alex Centre for Multimedia and Libraries" (ACML), acknowledged companies, and expert professional individuals. In terms of its capabilities, the system is one of the best as it started from where others have ended in sophisticated technologies, software programs, platforms, and database management.

**Professor Dr. Shawky Salem**

**ACML Chairman**

*The Medal of Honor,*

*International Federation of Library Associations and Institutions (IFLA)*

*Jason Farradane's International Award for Distinguished Information Scientists, UKeig-CILIP*

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## Using "LIBRARIAN A المكتبي" for Automation

### Library Automation System Selection Criteria

Nowadays, it is indispensable for modern libraries to apply an automation system to mechanize the operations and services they provide to their users. A Library Management System (LMS) forms the backbone for any automation process in the library and for any scheme to establish the so-called "electronic or virtual library". A Library Automation System should provide a range of specialized services and functions such as:

**Integration:** it must be an Integrated Library Management System (ILMS) that allows complete automation of the various library operations and activities, starting from core operations for librarians such as cataloging, classification, circulation and acquisition to the secure automatic circulation operations and the capability to deal with various sources of information through compatibility with international (Z39.50) standard, etc. In addition, technical capabilities and the possibility to electronically access all operations, functions and products with ease and fun at the same time, should also be considered.

**Technical Standards:** the system should work in a client/server environment (Client/Server Architecture) and in Web-based environment that allows unlimited development and adaptation capabilities, as well as an efficient and high performance in different network environments. This system strongly supports the Internet environment to take advantage of its enormous capabilities both in terms of library contents display on its pages or the direct search within its collections.

**Independence:** Yes, the system should be completely independent. We have built an independent system that can function in any environment, under any host database or DBMS platform, whether ORACLE, SYBASE, SQL, etc. with high efficiency and without further cost, if any of these systems is available at the customer.

**Openness: (Open System Architecture)** so that the user can apply the available technology without restrictions of certain characteristics of either the operating systems or the certified hardware. For example, it is necessary that the system supports various Windows software versions (W2K, Win XP, Win 07) and also supports different forms of "Windows".

**International Library Standards:** the system is consistent with "MARC records" of the American Library of Congress record and the international automated indexing "UNIMARC records" of the International Federation of Library Associations and Institutions, IFLA. This enables the system to import/export ready records. The system also provides a simple interface for records editing to those who do not master MARC, then the conversion will electronically happen in this tool. Further, the system supports the (X.12) standard to electronically get information, and the (Z39.50) standard to deal with different information media and be able to access the contents of the library or information center from any other library or information center which uses a system that is compatible with the international (Z39.50) standard.

**Comprehensiveness:** to accommodate for the various forms of information resources available in libraries: printed, audio, video or electronic and be able to manage and link various libraries and provide access to their contents for research and follow-up to other sites. The system screens have been designed to cover the sixteen types of information sources, with the possibility to build any design for any new type that appears to specialists.

**Arabic, English and French:** efficiency to access different contents of the library or information center, taking into account the existence of both Arabic and foreign contents. That means that the system should be a true multilingual system. This feature gives the system the ability to overcome problems of Arabic language in search and classification, such as Alef with Hamza, Alef without Hamza, as well as the T'aa Marbout'a and H'aa, etc., as well as key indicators in different languages.

**Reliability:** the system should have significant reference sites in the region, whether in Egypt or the Arab countries, or in Asia for the English version, to ensure the stability of the system performance, stability of its activities and stability of its usage in practice. Further, the presence of a group of users in the region helps gaining from their individual accumulated expertise and is an incentive for more commitment to provide the best to this group.

**Technical Support:** A qualified technical support staff (librarians and computer engineers) is available to provide technical support services and communicate with librarians in Arabic. We're also keen to make the technical support as close as possible to the libraries to ensure rapid provision of solutions to rising problems.



**Professional Developments:** The system monitors professional developments in the field of libraries then applies them as soon as they are released, such as the "MODES" specification, and the FRBR application to collect information resources and events. These specifications have emerged less than two years ago.

**Technological developments:** The system monitors latest developments in technology and ancillary tasks such as RFID (the protection system voice frequency), linking default libraries and the interactive products to the system.

**Ease of Use, Convenience and Simplicity:** the user will discover after acquiring the system that it is easy and simple and it can be absorbed easily. The training on the system might only take one day or two, and then the user will easily use it. That's unlike many of the systems that are user un-friendly.

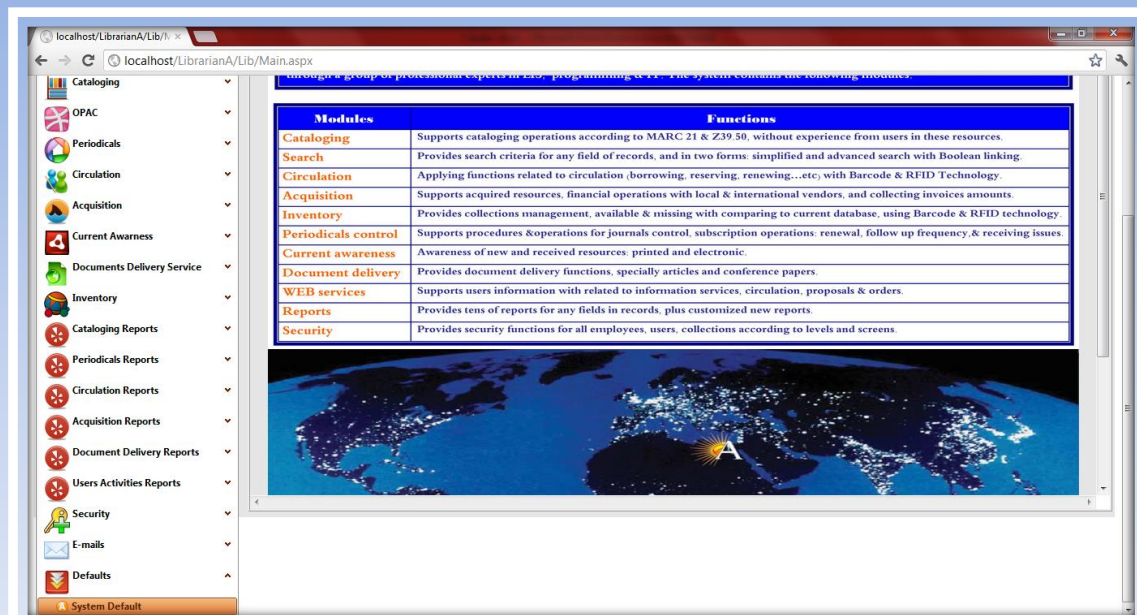
The new Integrated Library Management System "LIBRARIAN A المكتبي", that "Alexandria Center for Multimedia and Libraries" (ACML - Egypt) is introducing to Arabic libraries, is consistent with the previous version of "LIBRARIAN", but it provides an extra range of features and characteristics that do not exist in the other version. "LIBRARIAN A المكتبي" is built as a unique system especially for the Arab region, since it supports Arabic bilateral and trilateral libraries (Arabic/English/French and any language of Latin or non-Latin origin) according to the international UNICODE standards and specifications that's related to the organization of information and libraries. The system is also able to meet the requirements of different libraries, whether academic, public or specialized, whatever their requirements and needs and whatever the sizes of their collections.

The new version of "LIBRARIAN A المكتبي" is an advanced version developed specifically for the Arabic language. It has been developed by experienced Egyptian professionals, and it contains all the technical specifications and codes in the field of libraries and e-content. The new version is also compatible with the needs of Arab users and is able to overcome problems related to the Arabic language in terms of research and classification. "Alexandria Centre for Multimedia and Libraries" (ACML) provides this version thanks to its own expertise and thanks to experiences of other Egyptian companies in the field of Arabic information systems development.

"Alex Centre for Multimedia and Libraries" (ACML) has the honor to announce the release of its product "LIBRARIAN A المكتبي". This system employs Arabic language in full in order to help lay the foundation for the Arabic localization of (MARC) specifications. ACML feels pride and honor to the Arabic web sites which boast the (MARC) system. ACML also boasts a lot of Arabic professional libraries that have been able to take advantage of the latest technologies and at the same time preserving the special features of the Arabic language.

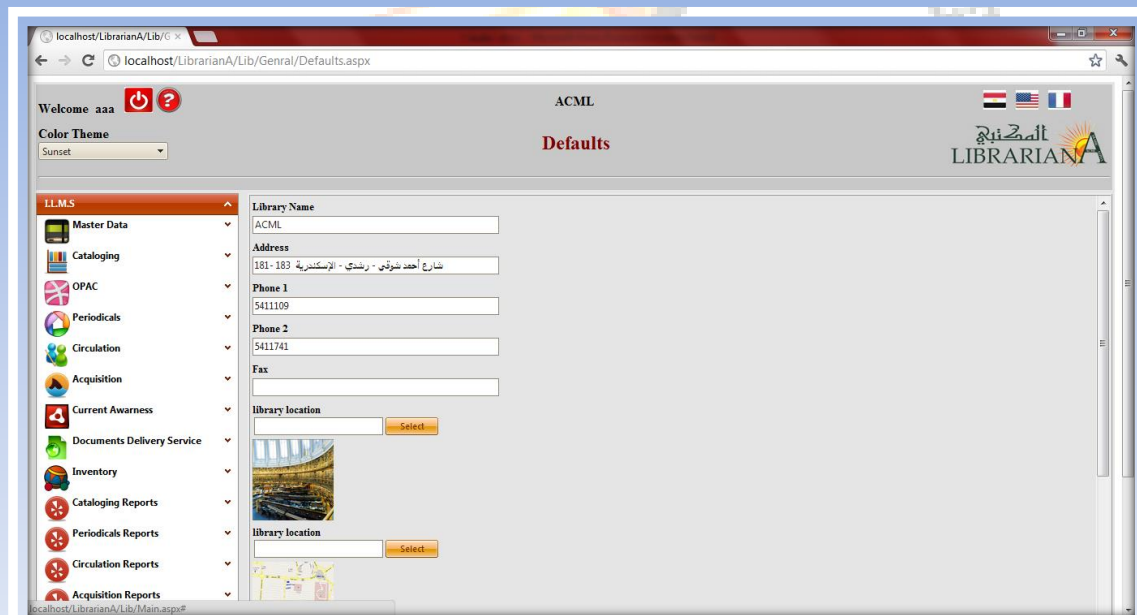


# System Defaults



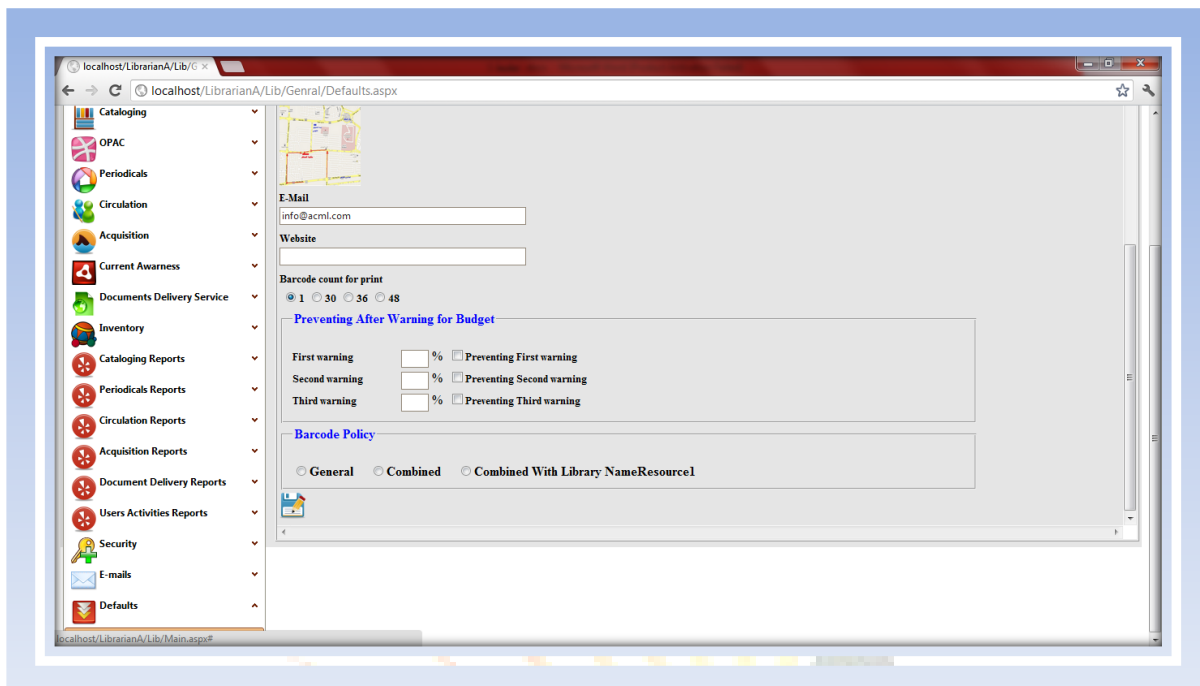
Outlines how to login to the System Defaults (Figure1)

Through System Defaults, the Library can show some information on the Home Page of the System such as: **Library Name, Address, Phone, Fax, Email, and Website.....** The library can also show on the System's Home Page an image of the library building and a map to the library location via Google.



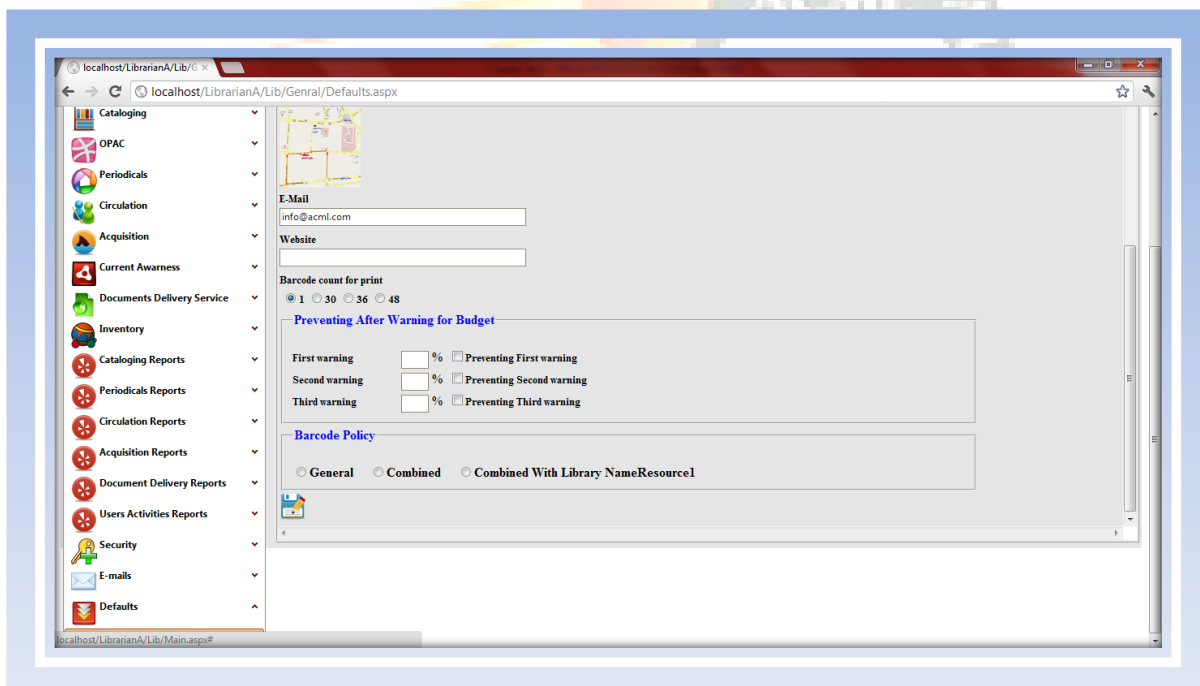
Shows the Library Information Fields (Figure 2)

The Library can also select the barcode count for print (from 1, 30, 36, and 48 barcode slides).



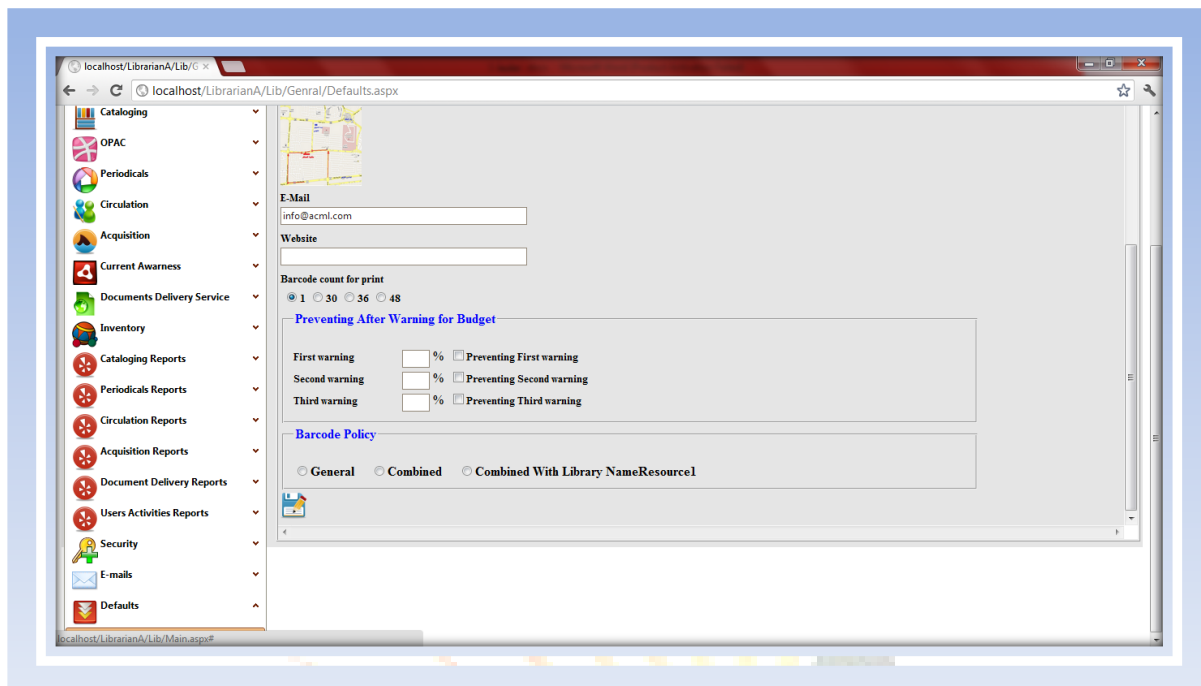
Outlines the Barcode Slide Count Selection for Print (Figure 3)

The library can select the budget threshold alert when the budget percentage limit is reached and set 'Prevention after Warning for Budget' using 'First Warning', 'Second Warning', or 'Third Warning'.



Outlines Budget Warning Selection (Figure 4)

The library can select the Barcode Slide Printing Policy. There are three options to choose from (General, Combined with Library Code, and Combined with Library Name).



Outlines Barcode Policy Selection (Figure 5)

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