

# 1 Master File Topic

*When I got my library card, that's when my life began. –Rita Mae Brown*

In this module we can enter the master file data that can be used as a master in bibliographic data entry. The data that can be defined in this Master File module is:

- GMD General Material Designation The physical form of the media item
- Publisher\* Publisher name
- Supplier Supplier is a supplier of items being placed in the collection e.g a particular bookstore
- Statement of Responsibility persons or bodies responsible for the the creation of the item
- Author\* author's name and the type of author (individual or group)
- Subject\* the topic/subject, classification code, subject type, and authority files source.

The screenshot displays a web form titled "SUBJECT -". At the top, there is a search bar with the text "Search :" and a blue "Search" button. Below this is a green banner with the text "You are going to edit Subject data : Paleontology" and "Last Update 2012-03-23". Under the banner are three buttons: "Update" (blue), "Cancel" (blue), and "Delete Record" (red). The main form area contains four fields, each with a label on the left and a value on the right, separated by a colon. The fields are: "Subject\*" with the value "Paleontology", "Classification Code" with the value "560", "Subject Type" with the value "Topic" (shown in a dropdown menu), and "Authority Files" with the value "DDC ed.21". At the bottom of the form are three buttons: "Update" (blue), "Cancel" (blue), and "Delete Record" (red).

Figure 1.1: Master File-Subject

## 1 Master File Topic

- Location location code and the name of the location where the item is placed
- Place contains the place of publication
- Item Status contains the status of the item (Repair, On Loan, Reserved). Each Item Status category contains the Item Status Code , Item Status Name and Rules. There are two options in Rules: No Loan Transaction (items can not be borrowed, eg digital collections) and Skipped by Take Stock (not contained in the process of the Stock Take)
- Collection Type the type of item collections owned by the library, for example: Textbook, Reference
- Doc. Language the language used by the document. Eg: Indonesian, English, French, Javanese etc..
- Label To provide specific information about the bibliographic item. labels can be defined in the Master File menu. By default Senayan has three labels: New Title, Favorite Title and Multimedia.
- Frequency contains the time/frequency of publications published ( for serial publications )

\* In addition to being entered through the Master Files, Publisher, Author and Subject data can also be entered when loading bibliographic data e.g MARC data.

Commencing with Senayan3-Stable15/Matoa there are also new features grouped in Tools. These features include Orphaned Author and Orphaned Subject.

Both these features are used to refine the author/authors and subjects that are not used in the SLiMS database. When it has been filtered by clicking Orphaned Author or Orphaned Subject, a list of subjects or authors that are not used will appear. If you want to remove them, please select some or all, then Delete.

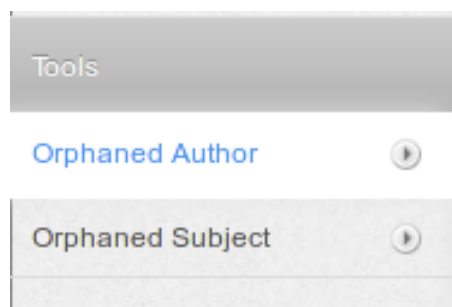


Figure 1.2: Orphaned Feature

*1 Master File Topic*