1 Bibliography

Libraries are not made; they grow. - Augustine Birrell

[Note: The term "BIBLIOGRAPHY" here refers to an entry for a title on the catalog database, in the sense of Descriptive Bibliography (see http://en.wikipedia.org/wiki/Bibliography). Some readers may be more accustomed for the term "Title" to be used in this context, with the term "Bibliography" being used to describe a reference list (Enumerative Bibliography) . For the sake of consistency with the software, this translated manual stays with the term "Bibliography"]

This module contains the menus "Add New Bibliography"(making bibliographic data / new catalog entry), "Bibliographic List" (view bibliography/catalog entry), "Item List" (view a list of items/copies in the collection)", "Checkout Items" (view a list of items that were borrowed). In addition, the module also comes with copy-cataloging, label printing, barcode printing for items, data import, data export, item import, and item export. Showing a bibliography list is done by clicking on the navigation "Bibliography List", so if we want to see a list of items then click on the "Item List". To see items being borrowed, click "Checkout Items" on the menu.

1.1 "Add New Bibliography" Menu

This menu is used to add a new bibliography. Click on the "Add New Bibliography". A screen will appear as below:

Figure 1.1: Form for adding bibliographic data / cataloguing

The metadata fields we should complete are :

- Title

- Statement of Responbility

- Edition

- Specific Detail Info: specific information, such as the scale of a map, which serial records are held etc.

- Item(s) Code Batch Generator:

  This section is loaded with **Pattern**, **From** and **To**. **Pattern** contains patterns of item codes/ barcodes that are desired, such as B01, Example of use: **From** contains 1, **To** contains 10. This means that librarians want item codes *B011, B012 ..... B0110* generated. This model will help a library that often receives copies of books in large quantities e.g. a school library. If the **Pattern** is filled "B00", with **From** containing "1" and **To** containing "5" then the result would be *B01, B02, B03, B04, B05*. However, you can still use the "Add New Exemplar " to create a new data item

- Author(s)

- GMD : General Material Designation

- Frequency: the frequency of periodicals, This field gets data from the master file. If the field is filled, then the data will be detected as a serial bibliography and appeared in the serial control module.

- ISBN/ISSN : ISBN or ISSN number

- Class : Classification numbers (DDC, UDC or other). This is very useful in the stocktake.

- Publisher : the publisher's name, taken from the data on the master file

- Publish Year : year of publication

- Publication Place : place where published

- Collation : collation/physical description

- Series Title : (if any)

- Call Number :

- Topics : topic/subject. This data is also linked to the master file

- Classification: a feature to take the classification number from the master file.

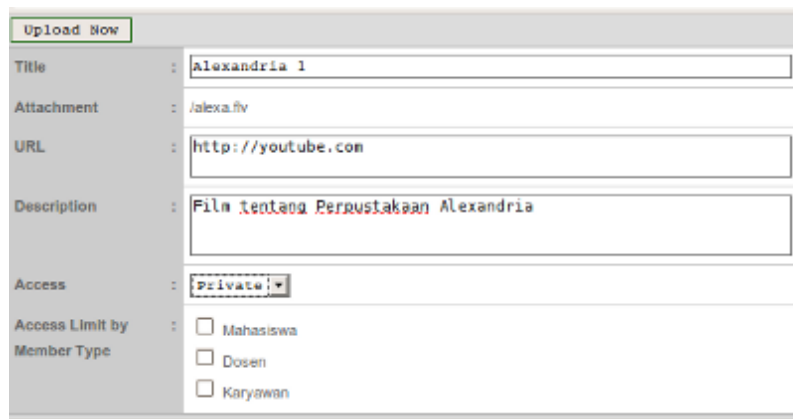| Classification | : | 560 – Paleontology | ▾ | Pale |

Figure 1.2: Classification

- Language : the main language used in the item

- Abstract/Notes : an abstract of, or important notes relating to, the item,

- Image : an image file (usually of covers) that shows the appearance of the title. This picture will appear in the OPAC

- Attachment : can contain files relating to the item (eg scanned pages), or multimedia files related to the bibliographic data. Files that can be uploaded are any files with extensions: .pdf, .rtf, .txt, .odt, .odp, .ods, .doc, .xls, .ppt, .avi, .mpeg, .mp4, .flv, .mvk, .wmv, .jpg, .jpeg, .png, .gif, .ogg, .mp3, .wma, and .csv. If what you have uploaded is a multimedia file, then later Senayan can play it by streaming with the program Flowplayer, and it can not be directly downloaded. But if the file being uploaded is a non-multimedia file, the file will be able to be downloaded.

(An example of multimedia file playback would be when the item is displayed on the OPAC). The upload can contain more than one file , and can be set to public (viewable by all users) or private (based on the type of membership). These are the terms of access restrictions:

– File access is limited via Senayan-based group (membership type). So the restriction of access is integrated with the type of membership. You cannot restrict access on an individual basis.

– There are two types of access to files: "public" and "private".

– If the selected access is "private", the file can not be accessed at all by anyone.

– If the selected access is "public" and not checked for any group that can access, then the file can be downloaded by everyone.

– If the selected file access "public" and checked for any group permitted access, then the file can be downloaded only by members who have logged in and registered in the permitted group.

Figure 1.3: File Attachment

To add to the types of files that can be uploaded, please read the Tips and Tricks section.

• Hide in OPAC:

– Show: Bibliography data can be accessed through the OPAC.

– Hide: Bibliography data is hidden and not accessible through OPAC

• Promote in Homepage: to select a whether, or not, a bibliography will appear on the front page.

- Label: To provide specific information about the bibliography. Labels can be defined in the Master File menu. By default Senayan has three labels: "New Title", "Favorite Title" and "Multimedia".

Features "Promote to Homepage" and Show Promoted Titles are associated with the configuration of the Homepage available at the System Configuration Module. The label must be defined in the Master File first. The label field, may be completed with the appropriate bibliography URL .

Figure 1.4: Features: Hide in OPAC, Labels, and Promote to Homepage

Once the data is entered, click Save. If successful, the system will display the information that the bibliographic data, files and images have been successfully saved. The screen will not change, but it will grow. Adding to that is the result generated according to the loaded items. It is located under the Specific Details Info.

Figure 1.5: The results of the pattern-making item codes

The next task is to edit the item code and put the item in accordance with the identity of the item received. The Item code is a unique code that represents each copy of the bibliography. If, after the initial input it turns out there are more new copies, they can be added by clicking on the Add New Item. It will display a pop-up window like the image below:

Figure 1.6: Pop-up window to add the item/copy

The form for the addition of these items contains the following fields:

- Title

- Item code

- Call Number

- Inventory Code

- Location (linked and refers to Master File)

- Shelf Location

- Collection Type

- Item Status

- Order Number

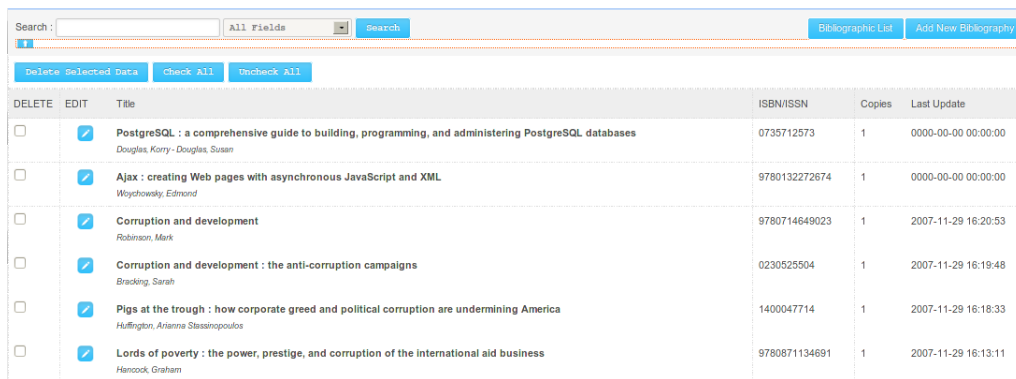- Order Date

- Received Date

- Supplier

- Item Source

- Invoice

- Invoice Date

- Price

1.2 "Bibliographic List" Menu

This menu is used to view the bibliographic data that already exists in the Senayan database . The information displayed in this menu includes: Title, Author, ISBN / ISSN, Copies and Last Update. This menu allows us to sort the list based on Title/Author, ISSN / ISBN, copies and also the last update. Using this menu bibliographies can be searched for, to edit or delete. Here are the steps to edit or delete a bibliography via the "Bibliographic List" menu:

- Find a bibliography that will be changed by typing the title in the Search Bibliography, select the field, and then click Search

- Once found, tick the Delete check-box alongside the data to be deleted and click Delete Selected Data, or click the edit icon (left of the title) to edit.

- A display of bibliographic data which is to be edited appears.

- Activate the edit mode by clicking the Edit icon in the lower right corner or the upper right corner.

- Edit the parts needed, and then click Save Change.

Figure 1.7: Bibliographic list

Figure 1.8: Edit bibliography

1.3 "Item List" Menu

This menu is used to view items in the Senayan database. The information contained in this menu are: Item Code, Title, Type, Location, Class, and Last Update. This menu can also be used to edit and delete items. Here are the steps to edit or delete an item:

- Find the item you want to change/remove by typing the title or item code in the Search field, and then click Search

- Once found, tick the Delete check-box alongside the data to be deleted and click Delete Selected Data, or click the edit icon (left of the title) to edit.

- A display of bibliographic data which is to be edited appears.

- Activate the edit mode by clicking the Edit icon in the lower right corner or the upper right corner.

- Edit the parts needed, and then click Save Change.

DELETE	EDIT	Item Code	Title	Collection Type	Location	Classification	Last Updated
☐	✏	B00010	**Linux In a Nutshell** *Siever, Ellen - Love, Robert - Robbins, Arnold - Figgins, Stephen - Weber, Aaron*	Reference	My Library	005.4/32 22	2008-12-26 22:19:57
☐	✏	B00009	**Linux In a Nutshell** *Siever, Ellen - Love, Robert - Robbins, Arnold - Figgins, Stephen - Weber, Aaron*	Reference	My Library	005.4/32 22	2008-12-26 22:19:28
☐	✏	B00008	**Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary** *Raymond, Eric*	Reference	My Library	005.4/32 22	2008-12-26 22:18:51
☐	✏	B00007	**Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary** *Raymond, Eric*	Reference	My Library	005.4/32 22	2008-12-26 22:18:29
☐	✏	B00006	**Corruption and development** *Robinson, Mark*	Reference	My Library	364.1/322/091724 21	2008-12-26 22:17:52
☐	✏	B00005	**Corruption and development : the anti-corruption campaigns** *Bracking, Sarah*	Reference	My Library	364.1/323091724 22	2008-12-26 22:17:04

Figure 1.9: Item list

Figure 1.10: Edit item

1.4 "Checkout Items" Menu

This menu provides information about the item being borrowed. This menu is also equipped with a search facility to find bibliographic items and titles. The information

contained in this menu is: Item Code, Member ID Borrower, Title, Loan Date (when lent), Due Date (date of return).

Figure 1.11: Checkout item

1.5 Copy Cataloging

SLiMS optimizes copy cataloging via 3 data exchange services: Z39.50 SRU xml format using MODS, Z39.50 which utilizesYAZ, and P2P service between SLiMS utilizing XML.

1.5.1 Z 39.50 SRU: Search/Retrieval via URL

A feature that is used for the process of copy-cataloging, as in the Z39.50 Service. The difference from the users side is that the use of SRU does not require YAZ installation, thus simplifying setup. Additionally, SRU uses the http protocol, and so should not have problems with firewalls.

Figure 1.12: Copy-cataloging Process using Z39.50 SRU

1.5.2 Z39.50 Service

This is a new feature which commenced with SLiMS3-Stable10, which allows library users to take Senayan library data from other libraries. By default SLiMS points to the Library of Congress (http://loc.gov), but other sources can be added at will. Librarians simply enter the title, author or ISBN/ISSN, then Senayan will retrieve the data. If there is more than one result, then the librarian is able to select the desired bibliography and save it.

For effective use of Z39.50 it is best to use ISBN/ISSN, because ISBN/ISSN searches will be more accurate.
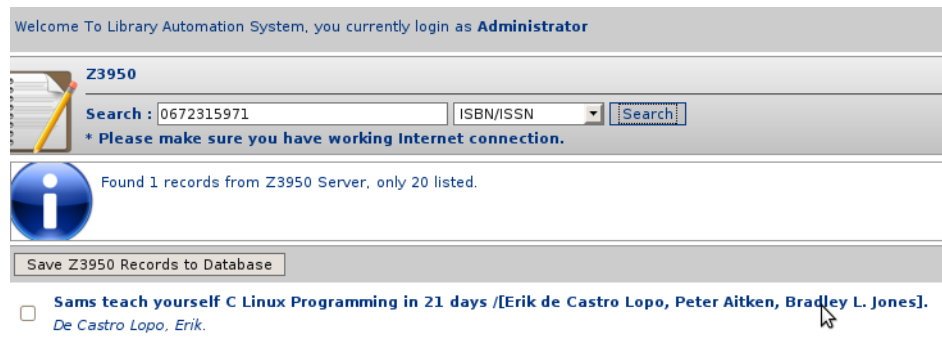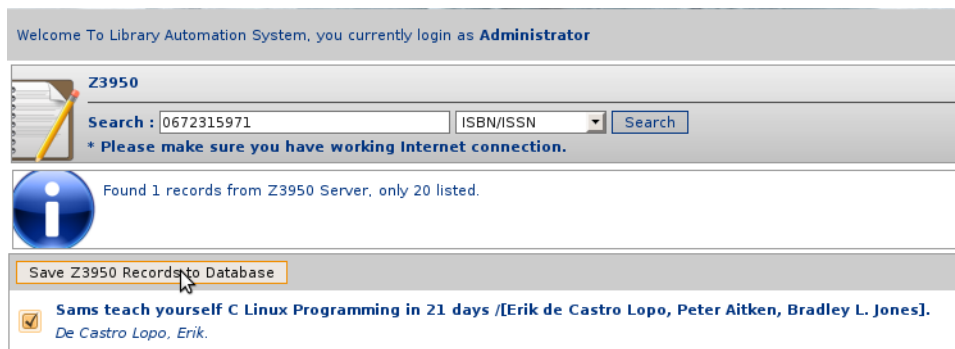

Figure 1.13: The initial Z39.50 process

Figure 1.14: The second Z39.50 process
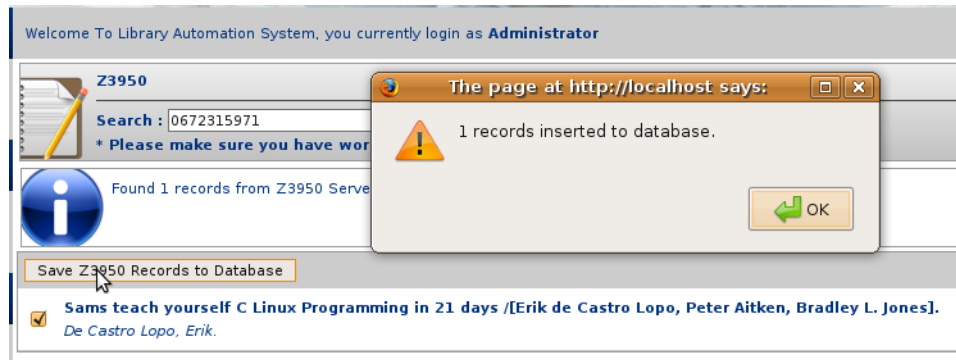
Figure 1.15: The third Z39.50 process

Figure 1.16: The Z39.50 Results

To use Z39.50 (without SRU) the YAZ library has to be installed first. YAZ installation details can be found at http://dicarve.blogspot.com. While in Psenayan YAZ is already packaged, the port that YAZ uses is also required to be open in any firewall that might exist on your computer/network. The URL providing details of the Z39.50 protocol can be seen at http://irspy.indexdata.com/. In addition to major libraries, SLiMS can also retrieve data (copy-catalog), using theZ39.50 protocol, from another application, such as Koha.

1.5.3 "P2P Service" Menu

P2P Service is a new feature that commenced with Senayan3-Stable14. The basic concept of this feature is to share bibliographical data among Senayan users. This is an XML P2P service utilizing the facilities that already exist in Senayan for sharing catalog data. To use this P2P service, simply click the P2P service, enter a keyword and select the location / url / library intended to search. If the system finds a searchable collection, it will be displayed.

Search on P2P service can use specific Boolean search models. For example ISBN = 0-596-00108-8 AND Title = bazaar. Besides ISBN and Title, details can also search using Author, GMD and Subject.

Figure 1.17: P2P Service

P2P can be configured through changes to the sysconfig.inc.php file as the following example:

Find the line shown below,

```
$sysconf['p2pserver'][1] = array('uri' => 'http://127.0.0.1/senayan3-stable14', 'name' => 'SLiMS Library');
```

Then edit it to the address and name of the target library. P2P can also read itself . If there is more than one addressee, it can be added to the row below, as in the following example:

```
$sysconf['p2pserver'][1] = array('uri' => 'http://127.0.0.1/slims', 'name' => 'SLiMS Library');
$sysconf['p2pserver'][2] = array('uri' => 'http://perpustakaan.kemdiknas.go.id/digilib/', 'name' => 'Perpustakaan Diknas');
$sysconf['p2pserver'][3] = array('uri' => 'http://lib.geologi.ugm.ac.id/lib', 'name' => 'Perpustakaan Geologi UGM');
```

A Senayan OPAC which aspires to capture data using P2P must enable the XML feature This feature can be enabled in the System Module. P2P can only be done in Senayan from stable-13 onwards.

1.6 "Labels Printing" Menu

With this menu you can print labels based on the collection of bibliographic data which is entered in SLiMS. The following sequence prints labels using Printing Labels menu:

- Click Labels Printing, and the display will appear as follows:

Figure 1.18: Labels printing

- Select the bibliography to print the label. Use Shift + click a checkbox to select more than one in rapid sequence. Note: one print run can only contain a maximum of 50 records. In this Print Label menu, it is possible to print more than one label, depending on how many copies of a title exist.

- Click Add to Print Queue to enter a selection in the print queue.

- Click Print to start printing the Selected Data, it will display a pop-up that asks you to send labels to the printer.
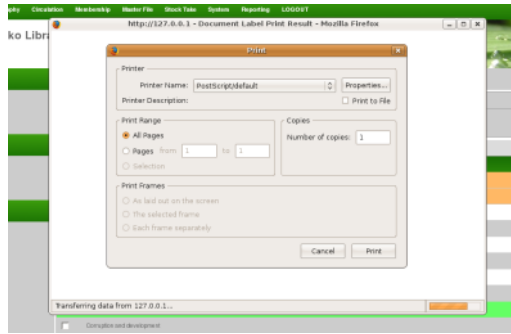
Figure 1.19: Select printer options

Figure 1.20: The results

1.7 "Item Barcodes Printing" Menu

The menu provides a means to print barcode-based data items that have been included in SLiMS. The following sequence shows barcode printing using the menu item Barcodes Printing:

- Click the Item Barcode Printing, the display will appear as follows:

Figure 1.21: Item barcode printing

- Select the item to be printed. Use Shift + click a checkbox to select more than one in rapid sequence. Note: one print run can only contain a maximum of 50 records

- Click Add to Print Queue to enter a selection in the print queue.

- Click the Print Selected Data to start printing. It will display a pop-up that asks us to print.

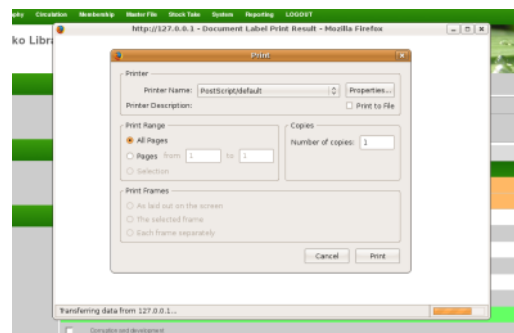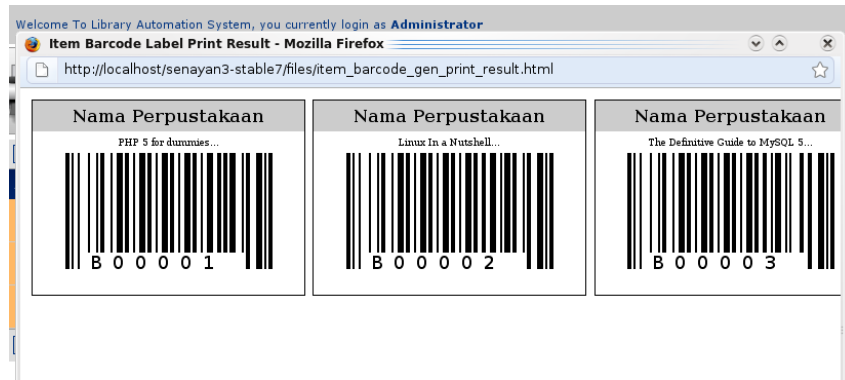
Figure 1.22: Select printer options

Figure 1.23: The results

1.8 "Catalog Printing" Menu

This feature can be used to print a card catalog. Printing is similar to printing a barcode or book label . The results of printing are as shown below:
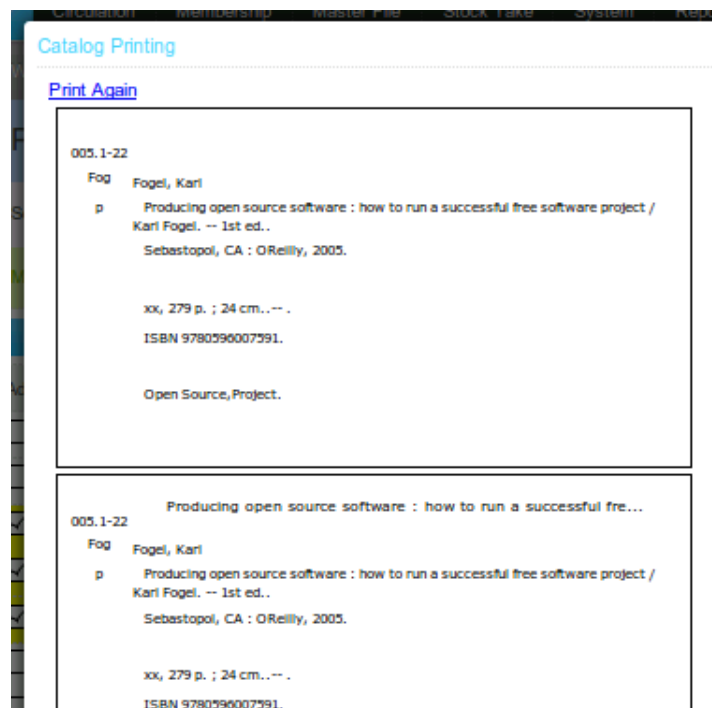

Figure 1.24: Print catalog

1.9 "MARC Import" Menu

This feature is used to import MARC data files with either extension .MRC or .XML. Before using this feature, it's a condition that the SLiMS server has been installed with PEAR, FILE_MARC and Structures_LinkedList. On servers that use Ubuntu Linux, you can use the following command:

```
sudo pear install channel://pear.php.net/Structures_LinkedList-0.2.2
channel://pear.php.net/File_MARC-0.6.2
```

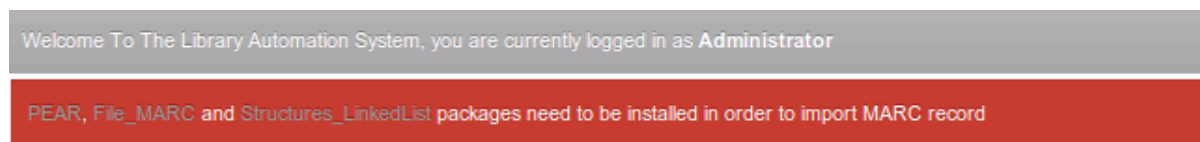If these are not installed, then the display features are as follows:

Welcome To The Library Automation System, you are currently logged in as **Administrator**

PEAR, File_MARC and Structures_LinkedList packages need to be installed in order to import MARC record

Figure 1.25: MARC Import does not work

If they are already installed, then the display is:

MARC Import tool

Import bibliographic records from MARC file. The file can be native MARC record format file (.mrc) or MARCXML XML file (.xml). File_MARC package installed in your system. To convert native/legacy MARC file to MARCXML you can use MARCXML Toolkit

Import Now

| File To Import | : | [   ] Browse... Maximum 1024000 KB |
| Number of records to import (0 for all records) | : | 0 |

Import Now

Figure 1.26: MARC Import ready for use

If you have a MARC file, for example .MRC (if you do not have one, you can download a sample MARC file with extension .MRC at http://www.gale.cengage.com/marc_records/) you can process it by clicking BROWSE and selecting the file you want to import. "Number of records to import" means how many records will be imported, 0 means all records in the database file. If successful, the system will display the view as follows:

Figure 1.27: MARC Import successfully executed

1.10 "Import Data" Menu

The "Import Data" menu is used to retrieve bibliographic data from outside SLiMS in csv format (or from a database that has been exported from Senayan in csv format), and then subsequently include it in Senayan.

For instructions on importing data in more detail, please refer to the manual for conversion of data from Athenaeum to Senayan and SIPISIS to Senayan. Manuals for the conversion can be found at
the`http://slims.web.id/download/docs/tutorial-athen2senayan.pdf`
and `http://slims.web.id/download/docs/tutorial-isis2senayan.pdf`

Additionally, the Senayan Development Team also provides online tools for conversion to Senayan. This tool can be accessed at `http://slims.web.id/senayan-converter/`

1.11 "Export Data" Menu

The Export Data menu is used to retrieve bibliographic data in the Senayan application , to then be included in an application other than Senayan. This process can be understood as a data exchange.

The export process will generate a .csv file, while the import process requires the file format to be .csv. The format of the sequential csv is as follows: Title, GMD,

Edition, ISBN, Publisher, Yr published, Physical Description, Series Title, Call Number, Language, Place Published, Classification, Note, Image file name, file attachment file name, author , subject, barcode.

Examples are as follows:

```
"Linux In a Nutshell","Printed Book","Fifth Edition","9780596009304","OReilly",
"2005","xiv, 925 p. : ill. ; 23 cm.","In a Nutshell","005.4/32-22 Ell
 l","English","Sebastopol, CA","005.4/32 22","","linux_in_a_nutshell.jpg",
"","<Siever, Ellen><Love, Robert><Robbins, Arnold><Figgins, Stephen><Weber,
 Aaron>","<Operating System><Linux><Computer>","<B00009><B00010>"
```

Exports are in the form:

Figure 1.28: Export Bibliography Process

Description:

- Field Separator : to define the separation between fields

- Field Enclosed with : define the character of the beginning and end of each field

- Field Record Separator : character separating records

- Number of Records to Export:

- Start From Record: begin exporting from Record number

Figure 1.29: Import Bibliography Process

Description:

- File To Import : File to import, extension .csv, and with the format of .csv used by Senayan (see example above)

- Field Separator: Inter-field separator used

- Field Enclosed with: define the character of the beginning and end of each field

- Number of Record to Import:

- Start from record: begin importing from Record number

1.12 "Item Export" Menu

The format of the item data on the SLiMS export procedure is as follows:

```
"B00001","","Reference","INV/B00001","0000-00-00","","","MyLibrary",
"0000-00-00","","","1","","500000","Rupiah","0000-00-00",
"2008-12-26 22:11:10","2008-12-26 22:14:13",
"Ajax : creating Web pages with asynchronous JavaScript and XML"
```

Make reference to the data format above if you want to enter . csv data into SLiMS. The trick is to adjust the formatin the csv file (e.g via a spreadsheet).

1.13 "Item Import" Menu

Item import is used to insert item data into a SLiMS database. If this activity is done from a single SLiMS database to another SLiMSr, then the item import is done after bibliography import. This means the item will adjust the bibliographic data that has been imported earlier.

1.14 Biblio Custom Field

This feature is used to add a new field in the Bibliography, which might be needed by a library using Senayan, but which is not in the standard SLiMS fields
   To add a new field do the following steps:

- Open the file custom_fields.inc.php located in the folder admin/modules/bibliography

- In this file there are five (5) Custom Fields that can be used; if you only want to add one then 2-5 may be removed.

- Next you need to change the field according to the needs of your library. For example, we want to add a name penginput data, then (for example):

```
'dbfield' => 'librarian', // name of field in 'biblio' table in database, make sure y
'label' => __('Librarian'), // label of field in form
'type' => 'text', // type of field
'default' => '', // default value of field
'max' => '50', // maximum character to enter in 'text' field type
'data' => false, // an array of data for 'dropdown', 'checklist' or 'choice'
'indexed' => true, // NOT APPLICABLE YET, FOR FUTURE RELEASE USE
'width' => 50), // width of field in form for 'text' field type, maximum is 100
```

- The next step is to create a field "librarian" in the table biblio_custom . Table biblio_custom already exists if we install at least Senayan3-stable14 (Seulanga), or is made if you have done the upgrade of SLiMS to Senayan3-stable14

- The result of the addition of these fields appears in the display of "Add New Bibliography"

Figure 1.30: Biblio Custom