



LEVEL II

COLLEGE OF CRIMINAL JUSTICE EDUCATION

I.1 The following services/program are provided

- ⊕ D.I.1.1. Functional and interactive library web page;
 - ISU Jones Campus FB page
- ⊕ D.I.1.2. Integrated library system
- ⊕ D.I.1.3 OPAC
- ⊕ D.I.1.4 circulation online
- ⊕ D.I.1.5. computerized cataloging;
- ⊕ D.I.1.6. inventory reporting;
- ⊕ D.I.1.7. serials control
- ⊕ D.I.1.8. Internet Searching
- ⊕ D.I.1.9. CD-ROM
- ⊕ D.I.1.10. On-line database;
 - Calibre Software
 - EBSCOhost-Login
 - Open Access Journals
 - Request for Ebook Access
 - Log in sharing of E-Resources
- ⊕ D.I.1.11. photocopying
- ⊕ D.I.1.12. bar coding



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D.I.1.1. ISU Jones Campus FB page

Functional and interactive library webpage;

(in lieu of the webpage, the ISU Jones Campus Facebook Page is used as a central headquarters of all concerns related to the campus.

The ISU System has an official website at isu.edu.ph.

ISU Jones Campus FB page

<https://www.facebook.com/profile.php?id=100075587366305>

ISU Website



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The screenshot shows a web browser window for the Isabela State University website. The header includes the university's logo, name, and tagline "University for People, Nature, Entrepreneurship and Innovation". The main content features a large graphic of the numbers "42" in yellow and green, with the text "4 of 8" in the top left corner. To the right, the text "Founding Anniversary" is displayed in a large, stylized green font. Below this, the theme is announced: "Theme: Excellence, Persistence, and Resilience Amidst COVID-19 Pandemic" and the date "June 10, 2020". The footer contains links for the 42nd Founding Anniversary and the university's website address.

Isabela State University | Universit
+
GOVPH Home About Us Administration Academics Research Extension Global Campuses Search ...

ISABELA STATE UNIVERSITY
University for People, Nature, Entrepreneurship and Innovation

4 of 8

42nd Founding Anniversary
<https://isu.edu.ph/#>

Founding Anniversary

Theme:
“Excellence, Persistence,
and Resilience Amidst
COVID-19 Pandemic”
June 10, 2020



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D.I.1.2. Integrated library system

Infolib Library Information Systems 1



Introduction

Infolib Library Information system is a library system designed to provide library and information management solutions for small libraries. The entire modules are user friendly and can be an alternative to expensive, proprietary computer systems for small libraries and other non-profit entities.

Although, novice in library systems can be able to setup and make the Infolib up and running in much less time, some staff training will be required to familiarize them with at least the basics of the system.

Software & Hardware Minimum Requirement

Pentium 233 or higher
64 MB Memory
500 MB free hard disk space
CDROM drive
Windows 98/XP/2000

Installation Instructions:

For Existing Infolib Users:

1. **Backup the glib.mdb (database) file and gl.txt file.** Copy it somewhere else, to another hard disk, or any other folder in the hard disk, to a flash drive, cdrom, etc. Just be sure, it is properly backed-up.
2. **Rename the gsystems folder to a new folder.** Let's say gsystems_orig.
3. **Do the Infolib installation.** It will create a new gsystems folder.
4. **Copy your backed-up glib.mdb to the new gsystems folder.** It will overwrite the blank glib.mdb
5. **Run infolibupdate.exe.** It will modify the structure of your old glib.mdb
6. **Explore the updates.**

Notes: Updates includes:

InfolibCatAV – for cataloging AV Materials

InfolibUpdate – for updating database structure

forWeb – for exporting your database into a new database (forweb.mdb) to be used on the web

InfolibOpac scripts (Windows) – you can add this to your web server together with your

forweb.mdb so that it can be searched over the web.

Special Note:

If you want to use the system over the network:

1. **Share the gsystems folder (with read/write permission) in the computer that will act as server.**
Ex. You share gsystems folder in 10.13.2.1 computer
2. **You should edit gl.txt and it will contain text as follows:**
Server=10.13.2.1
Then Save.



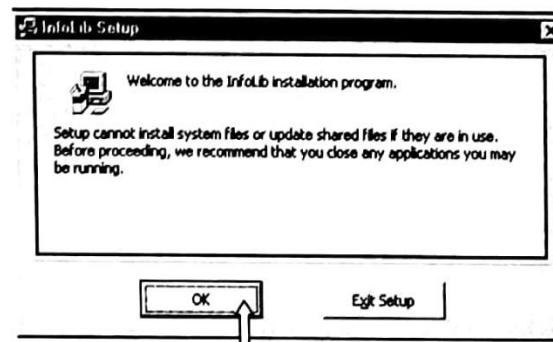
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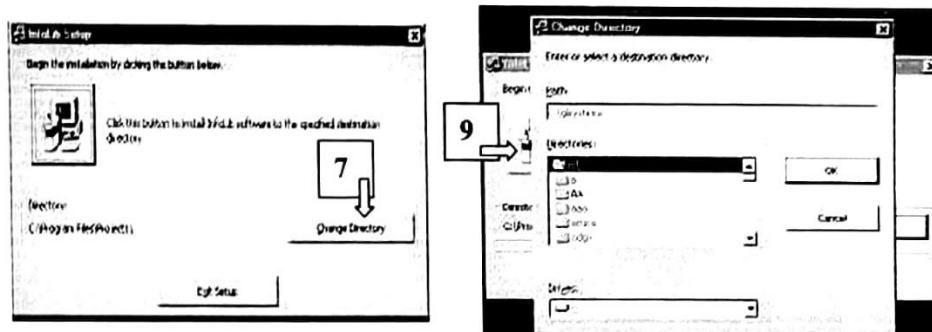
Infolib Library Information Systems 2

For New Infolib Users:

1. Run Windows Explorer
2. Click CD drive where installation program is located.
3. Click Setup
4. * If the installer ask that the computer should be restarted click YES
The computer will restart.
5. * After restarting, run Windows Explorer again.
6. * Click Setup again. See welcome screen. (picture below)



At welcome screen click OK





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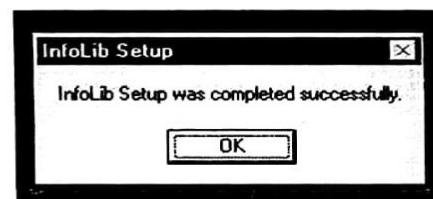
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Infolib Library Information Systems 3

7. At Infolib Setup click Change Directory
At path : type c:\glsystems then click OK.
8. Click Yes to create directory (if it is not yet present)
9. Click the button with the computer picture to start installation



10. At Program Group:
Type **Infolib**
Installation will continueuntil



Maintenance Module

This module is for the administrator of the system where the basic configuration is performed. These include user and password setup, location, material and patron group to be used in circulation module. Another good feature of the system that needs to be setup is the OPAC message.

The initial login / password for the Maintenance module is : **ADMIN / ADMIN**

I. Setup the username and password.



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Infolib Library Information Systems 4

UserName	Group
Admin	Admin
Cat	CatCirc

User Name : Type here the preferred user name (max 10 characters)

Password: Type here the password (max 10 characters)

Confirm : Type here the password for confirmation

Group Codes:

Admin group can administer the Maintenance Module

Cat group for Cataloging Module only

Circ group for Circulation Module only

CatCirc group can login to both Cataloging and Circulation Module

Press **Save** when Done

Press **View** to view all the users

Press **Delete** to delete the highlighted user



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Infolib Library Information Systems 5

II. Setup Location

The screenshot shows a software window titled "infolib LIBRARY INFORMATION SYSTEMS". The main area is labeled "Setup Location". It contains two input fields: "User Name" and "Allow borrowing". Below these fields are several buttons: "Save", "View", "Update", and "Delete". To the right of the fields is a preview area showing a grid of items. A large rectangular box highlights the "Allow borrowing" field.

Location Assign the Location of the materials
Allow borrowing The materials can be borrowed

Press Save when Done
Press View to see all the locations
Press Update to save the modified location
Press Delete to delete the highlighted see all the location

III. Setup Material type

The screenshot shows a software window titled "infolib LIBRARY INFORMATION SYSTEMS". The main area is labeled "Setup Material type". It contains two input fields: "Material type" and "New Material Type". Below these fields are buttons: "Save", "View", and "Delete". To the right of the fields is a preview area showing a grid of items. A line points from the "Materials" label to the "Material type" field.

Materials

Material type (Book, Journal, etc.)



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Infolib Library Information Systems 6

Press **Save** when Done
Press **View** to see all the locations
Press **Update** to save the modified location

IV. Setup Messages

Infolib messaging capability allows you to setup message that can be viewed at the OPAC terminals.

Type the message for the OPAC then
click **Create**

V. Setup Patron Group

Group Name Name of the users group
Fine Amount of overdue fine
No. of days allowed Days allowed per user
No. of Materials allowed Materials allowed for borrowing at a time
Click **Save** when Done



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Infolib Library Information Systems 7

Click View to view all groups
Click Update to update the modified group
Click Delete to delete the highlighted group

New.

CLOSED DATES - to specify the library's closed date. This will affect the due dates. If the due date falls on the closed date, fines will not be generated. You can also add 'All Saturdays' and 'All Sundays' for the closed dates.

Note : The initial username/password for cataloging, circulation and periodical articles module is cat / cat

Cataloging Module (Main Form)

New Add new record to the database
Delete Delete the highlighted entry
Export Export to Text, Printer the searched records
Exit Exit the program

Cataloging Module (Add/Edit Form)

Add New Unless the current record is saved, this button is disabled.
Save Holdings Save the added/edited record
Exit To add holdings
Exit the Add./Edit Form



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Infolib Library Information Systems 8

Every time the cursor is placed on Author and Subject field box, the system will check the Authority file to see if the Author or Subject used is present.

If the new encoded Author or Subject is not yet included to the list of Author/Subject authority file, a dialog confirming the addition of the new entry will appear. Click Yes, to include or No to discard changes.

Cataloging Module (Holdings)

Clicking the Holdings button from the Add/Edit form will enable this form.

Accession Location	Local Accession number Location of the volume
Save	Save the added holdings
View	View Holdings/Location
Cancel	Discard changes
Delete	Delete the Accession number

Cataloging Module (Authority Control)

In this form, the Author and Subject Authority file can be updated.

Author Authority	Author list
Subject Authority	Subject list
Update	Save the updated authority
Delete	Delete the highlighted authority
Exit	Exit the Authority form

Notes :

1. The screen are somewhat similar to both Periodical Articles and AV Materials module. There are slight differences only in the entry fields.
2. For Periodical Articles, Source is important. Be sure to use the source which are included in the source list, otherwise, the record would not be displayed.
3. There are no holdings button for Periodical Articles module.



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Infolib Library Information Systems 9

Circulation Module

This module will track the transactions on borrowing, returning and reservation of materials.

- F5 Borrow** Borrowing of materials
ID Number Type or scan assigned unique number of the client
Accession Type or scan the accession number of the material

The system will check if the ID Number scanned is registered. If so, it will check and display all the current borrowed materials of the client.

If the client hasn't reached the maximum number of materials to borrow at a time, the system will allow the client to checkout another material.

The screenshot shows a computer interface for the Infolib library system. At the top, there are icons for 'Borrow', 'Return', 'Reservation', and 'User Information'. Below this, a user is identified as 'CAR'. A section labeled 'Borrow F5' shows the status 'Borrowed' and 'Barcode F5'. To the right, a table lists a single item: 'Laroza, Gerry O.' with 'Student' status. At the bottom, there is a table titled 'Current Borrowed Materials' with columns for 'Barcode', 'Accession', 'Due Date', and 'Days Due'.

A fine table will pop-up in case the client has unpaid fines.

- F6 Return** Returning of materials
ID Number Type or scan assigned unique number of the client
Accession Type or scan the accession number of the material

The system will check if the Accession number scanned has an OUT status, if so, the system will change the status to IN and make it available for the next borrowing. It will also check if the returned material is not reserve in the reservation module, otherwise it will inform the person on desk about the reservation status.

The screenshot shows the same Infolib interface as the previous one, but with the 'Return F5' button highlighted. The user 'CAR' is still listed. The 'Borrowed' status is now shown as 'Returned' in the 'Borrow F5' section. The table of borrowed materials is empty, indicating nothing has been returned yet.

The system also computes the fine, and adds it to the fine table.



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Infolib Library Information Systems 10

F7 Reservation	Reservation of materials
ID Number	Type or scan assigned unique number of the client
Accession	Type or scan the accession number of the material

The system will check if the material to be reserved has an OUT status, if so, it will allow the client to reserve the material.

F8 User Info	Reservation of materials
Find	The system will look for the record that matches the criteria in the search field.
Save	Save the client information
Delete	Delete the user
Clear	Clear the entry fields



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Infolib Library Information Systems 11

OPAC Module

This module will search for the bibliographic information of the materials included in the database. It will also display the number of matches found per search.

Search String This is where the words for searching are typed.

Search Button to command searching

Criteria

Keyword

The system will look for words in Title, author and subject fields.

Title

The system will look for words in Title field alone

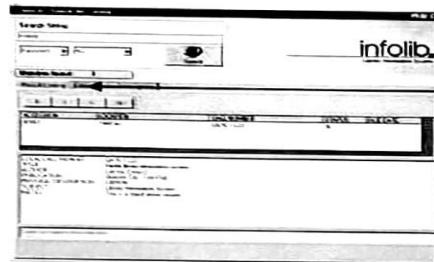
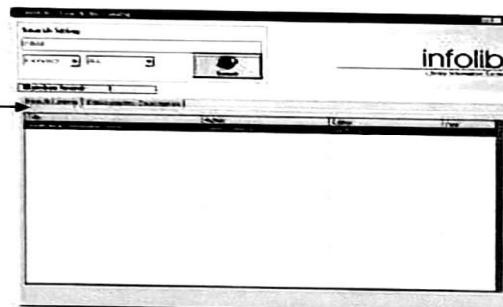
Author

The system will look for words in Author field alone

Subject

The system will look for words in Subject field alone.

Result Listing Tab List the Title, Author, Callno and Year of the searched records.



Bibliographic Description Tab List all the bibliographic information and the loan status of the highlighted record

Bibliographic Description form will not be visible if there is no holdings information



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Infolib Library Information Systems 12

Additionals :

1. Reports are modified based on requests of the users.
2. Export to MARC is now being coded. It will be released soon, for now, just use the export to pipe(|) delimited export

For Web OPAC (Windows base)

1. Run **Forweb.exe** (Export Utility for Web) – It will export the bibliographic data to Forweb.mdb
 - a. Click “Clear Forweb Database”
 - b. When Done, Click “Generate Records for Forweb Database”
2. Copy the files InfolibOpac.asp, Infolib_search.asp, Infolib_DBSearch.asp, style.css and Forweb.mdb TO one of the folders in your Web Server.
3. **InfolibOpac.asp** is the default search form for your webOpac.

PLEASE NOTIFY THE AUTHOR AFTER A SUCCESSFUL OR FAILED INSTALLATION. YOU WILL BE INCLUDED IN THE MAILING LIST FOR FUTURE UPDATES. Include your NAME, Institution, Address, Contact Number.

“Hardwork is nothing, unless appreciated.”

GERRY O. LAROZA (glaroza@ateneo.edu)



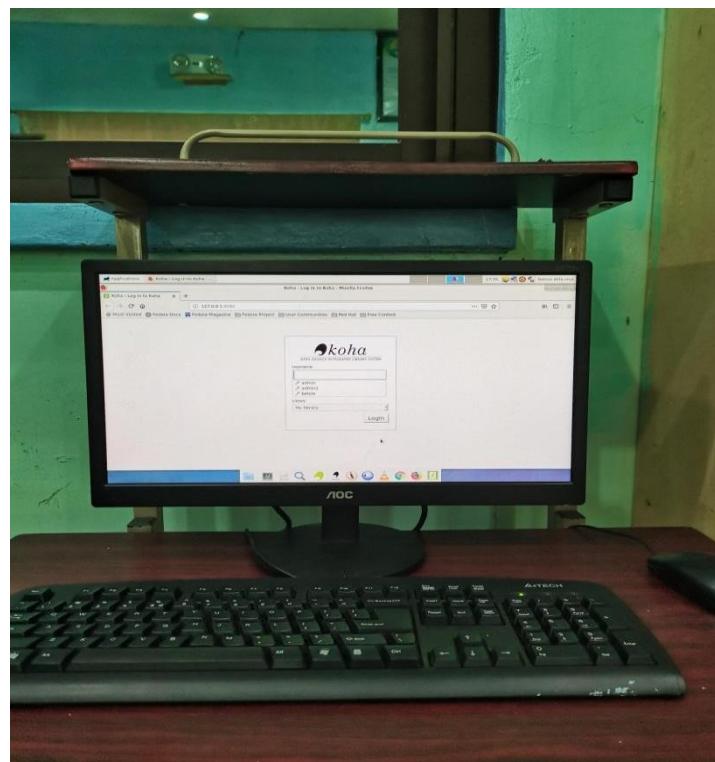
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Infolib



Koha



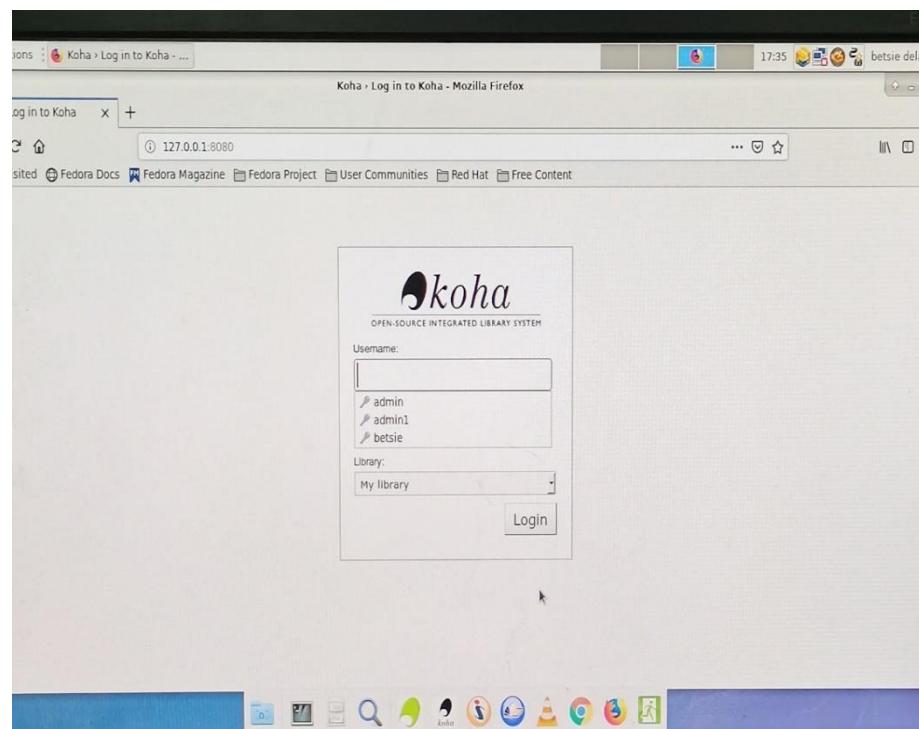


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D.I.1.3 OPAC

infoLibCat.exe	5/30/2008 10:36 AM	Application	1,416 KB
infoLibCatAV.exe	7/9/2007 8:12 AM	Application	852 KB
InfolibCirc.exe	8/5/2008 3:48 PM	Application	480 KB
infoLibIndex.exe	10/10/2007 3:28 PM	Application	728 KB
infoLibMaint.exe	5/30/2008 10:32 AM	Application	316 KB
infoLibOpac.exe	5/27/2008 12:25 PM	Application	288 KB
infolibReport.exe	5/24/2008 11:18 AM	Application	184 KB
InfolibUpdate.exe	7/3/2008 8:33 AM	Application	48 KB





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D.I.1.4 Circulation online

Login

infolib
Library Information System
(c) Gerry O. Laroza, 2004

Login

User Name

Password

InfoLib - Circulation

About Help Exit

User : cat

infolib
Library Information System
(c) Gerry O. Laroza, 2004

Borrow F5 | Return F6 | Reservation F7 | User Information F8 | Item Information F9 |

Enter Accession No. If you do not use Barcode Scanner, Press Enter



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InfoLib - Circulation

User: cat

Borrow F5 | Return F6 | Reservation F7 | User Information F8 | Item Information F9

GERARDO, ANNIELYN B.

ID Number: abg072494
Accession: 3800

If you do not use Barcode Scanner, Press Enter

View Reservation | Cancel Reservation

OK

Reserve Successful [3800 TO : abg072494]

OK

InfoLib - Circulation

User: cat

Borrow F5 | Return F6 | Reservation F7 | User Information F8 | Item Information F9

Enter Last Name:

IDNO Name

15-0528	DIMALANTA, DIGNA
GM111894	DIMALANTA, GLIZELLE ANN M.

Find

Name: RASPADO, PRINCESS HOPE
ID Number: PHR071784
Group: Staff
Expiry: 06/30/2030
Dept: CLINIC
Phone:
Email:

Click me if Group is blank!

Save | Delete | Clear

Select File to Import(XLS) | ?



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InfoLib - Circulation

User: cat

Borrow F5 | Return F6 | Reservation F7 | User Information F8 | Item Information F9

Enter Accession Number: 4080 If you do not use Barcode Scanner, Press Enter

OR

Enter Classification Number:

Title: The New Encyclopedia Britannica.

Status: ON SHELF

INSTRUCTION



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D.I.1.5. Computerized cataloging;

Edit

Add New Save Holdings Card Exit

infolib.
Library Information System
(c) Gerry O. Laroza, 2004

Control No. 080217145814

Material Monograph

Title / Statement PC Assembling and Troubleshooting

Holdings

Accession	Copy No.	Location	Price	Date Acquired
5766	Reference	1	2,350.00	6/27/2017
mm/dd/yyyy				

DELETE Holdings

Accession Delete

Save View Cancel

Edit

Add New Save Holdings Card Exit

infolib.
Library Information System
(c) Gerry O. Laroza, 2004

Control No. 080217145814

Material Monograph

Title / Statement of Responsibility PC Assembling and Troubleshooting

ME: Pers. Name 3G ELearning

ISBN 978-93-5115-515-7 **Call No.** **Edition**

Pub Place **Publisher** **Year**

Imprint UAE 3G Elearning 2015

Physical Desc 260p **Series Title**

Subject Clear Sub1
Clear Sub2
Clear Sub3
Clear Sub4
Clear Sub5

Added Entry (Title)

Added Entry Author Clear AEAuthor1
Clear AEAuthor2
Clear AEAuthor3

Notes



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Shelflist Card

Zoom 100%

N/A

3G ELearning
PC Assembling and Troubleshooting. --
UAE : 3G Elearning, 2015
260p

ISBN 978-93-5115-515-7

Refer-5766

Pages: < < 1 > >

infoLib - Cataloging

New Delete Export Import Authority About Help Exit

Keyword Search

infolib.
Library Information System
(c) Gerry O. Laroza, 2008

Title	Author	Callno	Year
"A" is for alibi	Grafton, Sue	Fic G737a 1982	1982
101 Stories of answered prayers	Taylor, Jeannie John	Fil 248 On580 2002	2002
1-2-3 the pocket reference	Campbell, Mary	005.13 C152o 1990	1990
1994 Britannica Book of the Year		N/A	
1995 Britannica Book of the Year		N/A	
1996 Britannica Book of the Year		N/A	
1997 Britannica Book of the Year		N/A	
1998 Britannica Book of the Year		N/A	
1999 Britannica Book of the Year		N/A	
24th National Folk Dance Workshop		793.3 K1571 2004	2004
3000solved problems in organic chemistry	Meislich, Estelle K.	547.0076 M515t 1994	1994
365 Moments to Cherish	Stand, Robert	Fil 248 S1897t 1997	1997
49 easy electronic projects for the 747 dual op amp	Horn, Delton T.	621.3985 H784m 1992	1992
50 literacy strategies step by step	Tompkins, Gail E.	372.6 T662f 2009	2009
92 Pacific Boulevard	Macomber, Debbie	Fic M171n 2009	2009
A celebration of neurons : an educator's guide to human brain	Sylwester, Robert	612.82 Sy985c 1995	1995
A change of place	Sinclair, Tracy	Fic Si616c 1991	1991
A collection of Philippine hoyas and their culture	Aurigue, Fernando B.	635.974 Au928c 2013	2013
A comparative study of tobacco and corn production in Burgos	Bartolome, Jojit B.	B292c 2000	2000
A compilation of selected presidential speeches of Her Excellency Macapagal-Arroyo, Gloria	Macapagal-Arroyo, Gloria	352.238 M114c 2004	2004

WHERE tblCat.Title I



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D.I.1.6. inventory reporting:

Infolib - Report

Reports

infolib.
Library Information System
(c) Gerry O. Laroza, 2004 rev.10.12.09

Title Listings Circulation Acquisitions

Accession List

List by Subject
Subject Listings
Author Listings
Number of Records (Titles)
Number of Records (Volumes)
Periodical Articles List
Acquisitions in a Date Range
Items Marked Lost in a Location

Location

ALL
Reference
Filipiniana
Circulation
Reserve

Material Type

ALL
Monograph
Periodical
AV
Theses

Sort by

Title Accession Number
 Call Number Date Acquired

Format

Tabular Bibliographic

Generate



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Infolib - Report

Reports

Title Listings Circulation Acquisitions

List of All Patrons
Patrons with Fines
Patrons with Loan-out Items
Patrons with Overdue Items
Circulation Users Statistics in a Date range
Current Loaned-out Items in a Date Range
Check-Outs That Occurred in a Date range

User Statistics Transaction Date

From To

1 / 1 / 2014 8 / 2 / 2017

Generate User Stats

DataReport1

BORROWING STATISTICS

Wednesday, August 02, 2017

TRANSACTION FROM : 1/1/2014 TO : 8/2/2017

Group Name	No. of Transactions
Staff	47
ADMIN	3
Student	1140
Faculty	607

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ACCESSION LIST					
Wednesday, August 02, 2017					
Title	Date Acquired	Author	Call Number	Location	Accession
"A" is for alibi	1/23/2015	Grafton, Sue	Fic G737a 1982	Circulation	5371
101 Stories of answered prayers	1/23/2015	Taylor, Jeannie John	FII 248 On580 2002	Philippines	5383
1-2-3 the pocket reference		Campbell, Mary	005.13 C152a 1990	Circulation	922
1994 Britannica Book of the Year			N/A	Circulation	4095
1995 Britannica Book of the Year			N/A	Circulation	4096
1996 Britannica Book of the Year			N/A	Circulation	4097
1997 Britannica Book of the Year			N/A	Circulation	4098
1998 Britannica Book of the Year			N/A	Circulation	4099
1999 Britannica Book of the Year			N/A	Circulation	4100
24th National Folk Dance Workshop			793.3 K1571 2004	Philippines	2411
3000 solved problems in organic chemistry	6/30/2011	Melsich, Estelle K.	547.0076 M515t 1994	Circulation	3979
365 Moments to Cherish	1/23/2015	Stand, Robert	FII 248 S1697t 1997	Philippines	5405
49 easy electronic projects for the 747 dual op amp	9/29/2005	Horn, Delton T.	621.3985 H784m 1992	Circulation	1559
49 easy electronic projects for the 747 dual op amp		Horn, Delton T.	621.3985 H784m 1992	Circulation	248
49 easy electronic projects for the 747 dual op amp		Horn, Delton T.	621.3985 H784m 1992	Circulation	249
50 literacy strategies step by step	12/23/2010	Tompkins, Gail E.	372.6 T662f 2009	Circulation	3739
92 Pacific Boulevard	1/23/2015	Macomber, Debbie	Fic M171n 2009	Circulation	5372
A celebration of neurons : an educator's guide to human brain	5/19/2011	Sylvester, Robert	612.82 S1685c 1995	Circulation	3949
A change of place	1/23/2015	Sinclair, Tracy	Fic S1616c 1991	Circulation	5380
A collection of Philippine hoyas and their culture	9/12/2013	Aurigue, Fernando B.	635.974 Au928c 2013	Philippines	4860
A comparative study of tobacco and corn production in Burgos, Isabela		Bartolome, Jojit B.	B292c 2000	Theses	00192
A compilation of selected presidential speeches of Her Excellency President Gloria Macapagal-Arroyo 2004	10/25/2010	Macapagal-Arroyo, Gloria	352.238 M114c 2004	Philippines	3501

Pages: |◀| 1 |▶|



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ACCESSION LIST					
Wednesday, August 02, 2017					
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1-2-3 the pocket reference		Campbell, Mary	005.13 C152a 1990	Circulation	922
1994 Britannica Book of the Year			N/A	Circulation	4095
1995 Britannica Book of the Year			N/A	Circulation	4096
1996 Britannica Book of the Year			N/A	Circulation	4097
1997 Britannica Book of the Year			N/A	Circulation	4098
1998 Britannica Book of the Year			N/A	Circulation	4099
1999 Britannica Book of the Year			N/A	Circulation	4100
24th National Folk Dance Workshop			793.3 K157l 2004	Filipiniana	2411
3000 solved problems in organic chemistry	6/30/2011	Melslich, Estelle K.	547.0076 M515t 1994	Circulation	3979
365 Moments to Cherish	1/23/2015	Stand, Robert	Fli 248 S1897t 1997	Filipiniana	5405
49 easy electronic projects for the 747 dual op amp	9/29/2005	Horn, Delton T.	621.3985 H784m 1992	Circulation	1559
49 easy electronic projects for the 747 dual op amp		Horn, Delton T.	621.3985 H784m 1992	Circulation	248
49 easy electronic projects for the 747 dual op amp		Horn, Delton T.	621.3985 H784m 1992	Circulation	249
50 literacy strategies step by step	12/23/2010	Tompkins, Gail E.	372.6 T662l 2009	Circulation	3739
92 Pacific Boulevard	1/23/2015	Macomber, Debbie	Fic M171n 2009	Circulation	5372
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A change of place	1/23/2015	Sinclair, Tracy	Fic S1616c 1991	Circulation	5380
A collection of Philippine hoyas and their culture	9/12/2013	Aurigue, Fernando B.	635.974 Au928c 2013	Filipiniana	4860
A comparative study of tobacco and corn production in Burgos, Isabela		Bartolome, Jojit B.	B292c 2000	Theses	00192
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Alternative Energy for the Food Industry	Argana, Ricardo R.	PCAARRD FarmNews	Ja Ma 09
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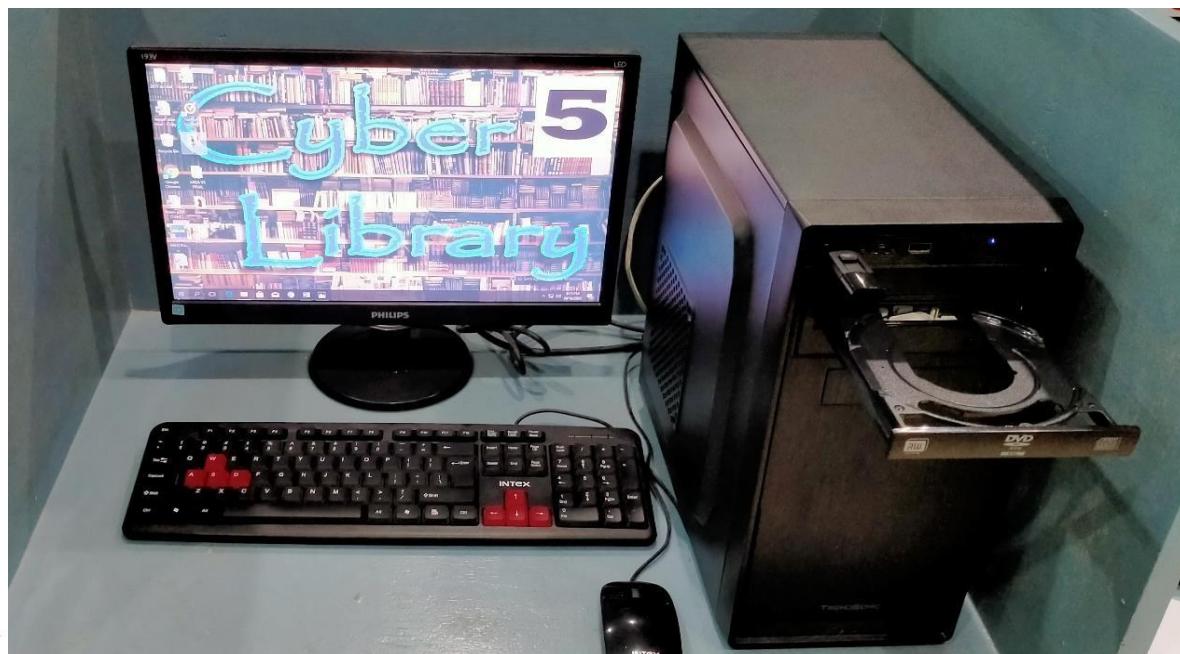
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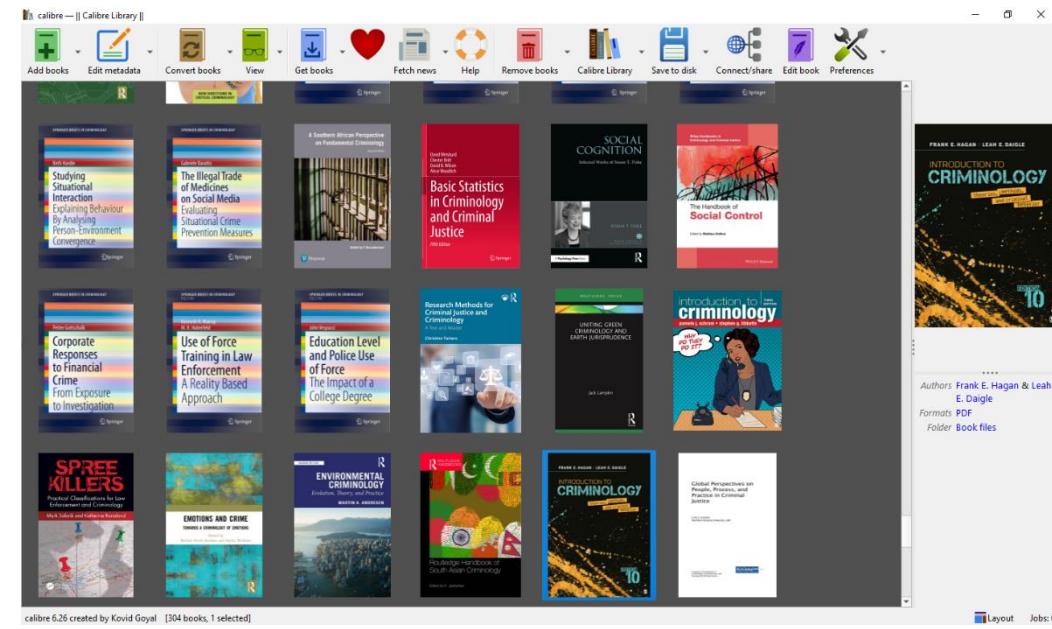
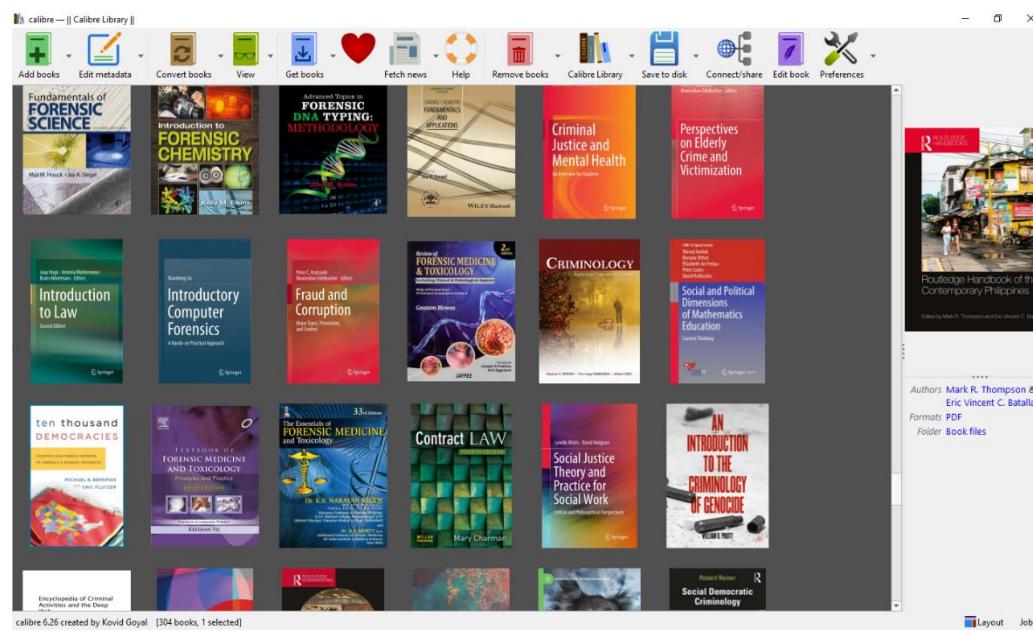


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